

**MUNICIPAL SEPARATE STORM SEWER SYSTEM
(MS4) PROGRAM
STORMWATER QUALITY MANAGEMENT PLAN
(SWQMP)**

for

**City of Angola and Trine University
NPDES Stormwater Permit #INR040005**

As required by

Indiana Department of Environmental Management
MS4 General Permit #INR040000

Prepared by:



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1.0 PROGRAM OVERVIEW

1.1 Introduction

The City of Angola (COA) and Trine University have both been designated as a Municipal Separate Storm Sewer System (MS4) by the Indiana Department of Environmental Management (IDEM). COA and Trine University, herein referred to as "the MS4", have signed a MS4 Agreement that designates the two MS4s as co-permittees. An MS4 is defined as a conveyance or system of conveyances owned by a public entity that discharges to Waters of the United States and is designed or used for collecting and/or conveying stormwater. Regulated conveyance systems include roads with drains, municipal streets, catch basins, curbs, gutters, storm drains, piping, channels, ditches, tunnels, and conduits. Trine University is entirely located within the corporate boundaries of COA, which acts as the MS4 boundary. Refer to **Appendix A, Figure A-1**.

MS4s were regulated by 327 IAC 15-13 (Rule 13) until December 18, 2021 when IDEM revised the regulations and converted to an administratively issued general National Pollutant Discharge Elimination System (NPDES) permit, which is known as the MS4 General Permit (MS4GP).

This Stormwater Quality Management Plan (SWQMP) meets the requirements of the MS4GP, includes information about the MS4, and describes Best Management Practices (BMPs) and other provisions to reduce the discharge of pollutants from the MS4 into receiving waters.

1.2 Program Compliance

In compliance with Rule 13, the MS4's original Notice of Intent (NOI) and SWQMP were submitted to IDEM on September 29, 2003. A Notice of Sufficiency and permit number INR040005 was issued by IDEM. The MS4 has maintained compliance and coverage to date.

The MS4 submitted a new NOI under the MS4GP in 2022. Permit documentation is included in **Appendix B**.

The Water Quality Characterization Report (WQCR) will be submitted to IDEM on or before April 1, 2023 and shall be updated as needed.

1.3 Purpose

The purpose of this SWQMP is to build off of the MS4's WQCR, previous SWQMP, and other progress made by the MS4. This report includes a detailed program description including BMPs and measurable goals for each of the six Minimum Control Measures (MCMs). Following is a list of the MCMs:

- MCM 1/2: Public Education, Outreach, Participation, and Involvement;
- MCM 3: Illicit Discharge Detection and Elimination;
- MCM 4: Construction Site Stormwater Run-off Control;
- MCM 5: Post Construction Stormwater Run-off Control; and

- MCM 6: Municipal Operations Pollution Prevention and Good Housekeeping.

The BMP Implementation Schedule provides the dates each BMP will be identified, reviewed or revised, and completed, as well as the schedule for BMPs that are routinely implemented. Refer to **Appendix C, Table C-1**. Appendices to this report include worksheets and forms to be used by the MS4 for recordkeeping.

2.0 GENERAL REQUIREMENTS

2.1 Responsible Entities

The overall MS4 Program for the MS4 is the joint responsibility of the Mayor (COA) and the University President (Trine University). Each serves as MS4 Co-Operator. The MS4 Coordinator for COA and the MS4 Coordinator for Trine University maintain the program documentation and are responsible for implementation. The BMP sheets in the SWQMP identify responsible entities for each MS4 activity or requirement. A list of responsible entities or individuals and contact information for each person administering the program is included in **Appendix C, Table C-2**.

2.2 MS4 Jurisdiction

COA has jurisdiction within the City's corporate boundaries. Trine University has jurisdiction within the university boundaries, which are contained within COA's corporate boundaries. The MS4 implements all of the MCMs of the SWQMP within these boundaries. Refer to **Appendix A, Figure A-1**.

The Engineering staff at COA maintains the City's geographic information system (GIS). Annexations and construction projects are inputted as they are completed. Trine University has staff that maintains a GIS system within the boundaries of the university.

2.3 Minimum Control Measure Descriptions

Specifics of each BMP, including descriptions, measurable goals, responsible entity, schedule, reporting and recordkeeping, target constituents (if applicable), and whether the BMP is new or existing, are detailed within **Section 3.0** of this plan. BMP sheets that require further explanation or instruction, are provided with a Standard Operating Procedure (SOP). SOPs will be included in **Appendix E** as they are completed.

In addition, summary tables, included as **Appendix C**, are used to quantify measurable goals. The MS4 will use the summary tables to document improvements of the measurable goals and BMPs each year of the permit term.

3.0 STORMWATER QUALITY MANAGEMENT PLAN

3.1 Public Education, Outreach, Participation, and Involvement

The purpose of the public education and outreach program is to inform constituents within the MS4 area about the impacts pollution can have on water quality and provide information on how they can prevent stormwater pollution.

The purpose of the public participation and involvement program is to allow targeted constituents to provide input into the SWQMP, improve community stormwater practices, and take part in stormwater quality improvement projects. The MS4's public participation and involvement program will implement a community stormwater pollution prevention program that will invite participation from all constituent groups. This program will center on pollution prevention and reporting, public meetings, volunteer activities, and interactive educational programs in conjunction with other local entities. Trine University shall promote educational materials and activities that are prepared and planned by COA. An inventory of educational materials and public events is maintained in **Appendix C, Table C-3 and Table C-4**.

The MS4's strategy for implementing the Public Education, Outreach, Participation, and Involvement MCM is identified in the BMPs sheets in this section.

Community Stormwater Issue - Construction		
<p><i>BMP Description</i> Identify a stormwater issue focused on construction activities that may include contractors, developers and builders, engineers, and property owners (commercial, industrial, residential, homeowner associations), and other targeted entities. Conduct one public event for the issue during the permit term.</p> <p>The MS4 shall target stormwater pollution prevention and erosion control practices on construction sites. Provide stormwater pollution prevention and erosion control information and/or brochures at contractor’s workshop(s), pre-construction meetings and/or when local permits are applied for or when they are issued. The information may include Construction Stormwater General Permit (CSGP) regulations and erosion and sediment control BMPs.</p>		
<p><i>Measurable Goals</i> Increase awareness of MS4’s approval process by providing educational information.</p>		
<p><i>Responsible Entity</i> COA MS4 Coordinator and Engineering Department, Trine University MS4 Coordinator shall promote COA’s educational information and events.</p>		
<p><i>Schedule</i> Identify at least one construction stormwater issue per permit term. Provide one event per permit term. Revise/develop educational material(s) as needed. Provide educational materials with each permit approval under the CSGP, at preconstruction meetings, and/or contractors workshops. Refer to Implementation Schedule (Table C-1).</p>		
<p><i>Additional Documentation</i> List of Educational Materials (Table C-3) and List of Public Events (Table C-4)</p>		
<p><i>Environmental Impact</i> Educate targeted audience on construction stormwater regulations.</p>		
<p><i>Recordkeeping</i> Identify Stormwater Quality Issue on annual report. First permit term stormwater event for construction identified on 08/17/2022. Track the number of educational materials provided and the number of events conducted.</p>		
<p><i>Reporting</i> 4.3 (h)(1) – Report status update on BMP and the number of permits issued. 4.3 (h)(2) – Report each public participation/outreach event(s) and activities conducted, a description of the activity, an estimate of the number of attendees, and an assessment if the goals and objectives were met. 4.2 (h)(3) – Report the number and types of other construction and/or post-construction stormwater training opportunities provided.</p>		
<p><i>Minimum Control Measures:</i> <input checked="" type="checkbox"/> Public Education/Involvement <input type="checkbox"/> Illicit Discharge <input checked="" type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Section 4.3 (a)(2)(A)</p> <p><i>Reporting:</i> Section 4.3 (h)(1) & (3) Annual Report</p>	<p><input type="checkbox"/> Current BMP <input checked="" type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Community Stormwater Issue – Residential		
<p><i>BMP Description</i> Identify a stormwater issue focused on residential activities impacting stormwater quality. Conduct one public event for the issue during the permit term.</p> <p>Provide stormwater information/brochures targeting the community stormwater issue, lawn maintenance best management practices, to the residential community. Provide the materials at City Hall, on COA website, and Trine University website, and at public events. Other distribution methods may include mailers, social media posts, billboards, newsletters, local events, and seminars.</p>		
<p><i>Measurable Goals</i> Increase public awareness and knowledge of lawn maintenance best management practices by providing educational materials and information to the public.</p>		
<p><i>Responsible Entity</i> COA MS4 Coordinator and Trine University MS4 Coordinator will promote event/educational information.</p>		
<p><i>Schedule</i> Identify issue in first year of the permit term and determine event by end of the second year. Revise/develop educational material(s) by third year. Conduct one event related to the residential stormwater issue during the permit term. Refer to Implementation Schedule (Table C-1).</p>		
<p><i>Additional Documentation</i> List of Educational Materials (Table C-3) and List of Public Events (Table C-4)</p>		
<p><i>Environmental Impact</i> Educates residents on potential impacts to stormwater from improper lawn maintenance activities.</p>		
<p><i>Recordkeeping</i> Stormwater Quality Issue identified on 08/17/2022. Stormwater event for residential identified on 08/17/2022. Track the number of outreach activities conducted for SW issue (FB posts, mailers, website, billboards.). Track the approximate number of residents reached (FB likes, views, hits, brochures distributed, etc.).</p>		
<p><i>Reporting</i> 4.3 (h)(1) – Report status update on BMP and the number of permits issued. 4.3 (h)(2) – Report each public participation/outreach event(s) and activities conducted, a description of the activity, an estimate of the number of attendees, and an assessment if the goals and objectives were met. 4.3 (h)(5) – Report number of activities conducted and approximate total of residents reached. Discuss if a change of behavior was observed.</p>		
<p><i>Minimum Control Measures:</i> <input checked="" type="checkbox"/> Public Education/Involvement <input type="checkbox"/> Illicit Discharge <input type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Section 4.3 (a) (2) (B)</p> <p><i>Reporting:</i> Section 4.3 (h)(1), (2) & (5) Annual Report</p>	<p><input type="checkbox"/> Current BMP <input checked="" type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Community Stormwater Issue – Commercial/Industrial		
<p><i>BMP Description</i> Identify a stormwater issue focused on commercial/industrial activities. Conduct one public event for the issue during the permit term.</p> <p>The Pretreatment Program annually inspects industrial wastewater dischargers. An educational brochure will be developed highlighting the community stormwater issue, illicit discharges and associated stormwater concerns, and spill response, for distribution by this program.</p>		
<p><i>Measurable Goals</i> Increase knowledge of illicit discharge and stormwater issues to industrial/commercial sites regulated under current COA Pretreatment Program through education.</p>		
<p><i>Responsible Entity</i> COA MS4 Coordinator and Pretreatment Coordinator</p>		
<p><i>Schedule</i> Identify issue in first year. Determine event by end of second year. Revise/develop educational material(s) by third year. Pretreatment materials distributed during annual inspections and/or with pretreatment surveys distributed every two years. Refer to Implementation Schedule (Table C-1).</p>		
<p><i>Additional Documentation</i> List of Educational Materials (Table C-3) and List of Public Events (Table C-4)</p>		
<p><i>Environmental Impact</i> Educates industrial/commercial facilities on illicit discharge and potential impacts to stormwater.</p>		
<p><i>Recordkeeping</i> Stormwater Quality Issue identified on 08/17/2022. Stormwater event for commercial/industrial identified on 08/17/2022. Obtain Pretreatment Annual Report from Pretreatment Coordinator that documents inspections.</p>		
<p><i>Reporting</i> 4.3 (h)(1) – Report status update on BMP and the number of sites receiving educational information. 4.3 (h)(2) – Report each public participation/outreach event(s) and activities conducted, a description of the activity, an estimate of the number of attendees, and an assessment if the goals and objectives were met. 4.3 (h)(5) – Report number of activities conducted and approximate total of businesses reached. Discuss if a change of behavior was observed.</p>		
<p><i>Minimum Control Measures:</i> <input checked="" type="checkbox"/> Public Education/Involvement <input type="checkbox"/> Illicit Discharge <input type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Section 4.3 (a) (2) (C)</p> <p><i>Reporting:</i> Section 4.3 (h)(1), (2) & (5) Annual Report</p>	<p><input type="checkbox"/> Current BMP <input checked="" type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Public Events		
BMP Description		
<p>The MS4 shall conduct, participate in and/or promote at least two public events annually (individually or collaboratively) that provide stormwater educational materials or messages.</p> <p>Public events may include, community cleanup events, household hazardous waste collections, presentations, school activities, seminars, festivals, other community events, or events for stormwater quality issues identified for construction, residential, and commercial/industrial.</p>		
Measurable Goals		
<p>Increase local knowledge on stormwater issues by providing two public events annually for participation.</p>		
Responsible Entity		
<p>COA MS4 Coordinator and Trine University MS4 Coordinator to promote events held by the City and participate in joint events.</p>		
Schedule		
<p>Complete two events per year. Refer to Implementation Schedule (Table C-1).</p>		
Additional Documentation		
<p>List of Educational Materials (Table C-3) and List of Public Events (Table C-4)</p>		
Environmental Impact		
<p>Educates residents, construction personnel and industrial/commercial facilities on potential impacts to stormwater.</p>		
Recordkeeping		
<p>Track the number of public events completed, information provided/reviewed, and the approximate number of participants. Record on Table C-4.</p>		
Reporting		
<p>4.3 (h)(1) – Report status update on BMP.</p> <p>4.3 (h)(2) – Report each public participation/outreach event(s) and activities conducted, a description of the activity, an estimate of the number of attendees, and an assessment if the goals and objectives were met.</p> <p>4.3 (h)(5) – Describe each targeted audience selected, how they were reached during the reporting period, and describe behavioral changes observed.</p>		
<p>Minimum Control Measures:</p> <p><input checked="" type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.3 (a) (3)</p> <p>Reporting:</p> <p>Section 4.3 (h)(1), (2) & (5) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Educational Materials		
<p><i>BMP Description</i> Develop a list of educational materials for distribution and outreach opportunities for constituents. Maintain a list of all public education materials developed and used throughout the permit cycle, including those resources from existing programs.</p> <p>All educational materials developed for constituents to learn about MS4 and stormwater are listed in a spreadsheet. Educational materials may include brochures, mailers, flyers, billboards, TV advertisements, social media posts, and school curriculum. Additional materials shall be developed as needed and the list shall be updated accordingly.</p>		
<p><i>Measurable Goals</i> Organize and review developed materials to ensure the information is relevant prior to distribution.</p>		
<p><i>Responsible Entity</i> COA MS4 Coordinator and Trine University MS4 Coordinator to promote educational materials</p>		
<p><i>Schedule</i> Revise/develop educational materials by end of third year and continue to update as needed. Distribute as applicable during the permit term. Refer to Implementation Schedule (Table C-1).</p>		
<p><i>Additional Documentation</i> List of Educational Materials (Table C-3)</p>		
<p><i>Environmental Impact</i> Keep community interest by reviewing and updating materials and developing new materials.</p>		
<p><i>Recordkeeping</i> List of Educational Materials shall be completed in the first year of the permit term. Educational materials shall be developed/revised by the end of the third year of the permit term. Track educational materials used throughout the year on Table C-3.</p>		
<p><i>Reporting</i> 4.3 (h)(1) – Report status update on BMP. 4.3 (h)(5) – Describe each targeted audience selected and how they were reached during the reporting period and describe behavioral changes observed. 4.3 (h)(6) – Report (list) all the public education materials used during the reporting period</p>		
<p><i>Minimum Control Measures:</i> <input checked="" type="checkbox"/> Public Education/Involvement <input checked="" type="checkbox"/> Illicit Discharge <input checked="" type="checkbox"/> Construction Site Control <input checked="" type="checkbox"/> Post-Construction Site Control <input checked="" type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Section 4.3 (a) (4) and (d)</p> <p><i>Reporting:</i> Section 4.3 (h)(1) & (6) Annual Report</p>	<p><input type="checkbox"/> Current BMP <input checked="" type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Construction/Post-Construction Training for Builders, Developers, Contractors, and Engineers		
<i>BMP Description</i> Provide annual training (individually or collaboratively) for builders, developers, contractors, engineers, etc. related to construction and post-construction site run-off. Develop materials or identify online resources for training. Training may take the form of educational brochures, forms, checklists, online training, pre-construction meetings, or workshops.		
<i>Measurable Goals</i> Increase knowledge of MS4 construction and post-construction processes and procedures to contractors through training.		
<i>Responsible Entity</i> COA MS4 Coordinator, Engineering Department, and Trine University MS4 Coordinator to promote training events.		
<i>Schedule</i> Annually. Refer to Implementation Schedule (Table C-1).		
<i>Additional Documentation</i> List of Educational Materials (Table C-3) and List of Public Events (Table C-4)		
<i>Environmental Impact</i> These educational efforts target stormwater education and construction site pollution prevention.		
<i>Recordkeeping</i> Document completed training through attendance sheets, online training confirmation, completed quizzes, etc.		
<i>Reporting and Recordkeeping</i> 4.3 (h)(1) – Report status update on BMP. 4.3 (h)(3) – Report the number and types of construction and/or post-construction stormwater training opportunities that were provided to contractors, developers and builders, property owners (commercial, industrial, residential, homeowner associations, and other targeted entities during the reporting period.		
<i>Minimum Control Measures:</i> <input checked="" type="checkbox"/> Public Education/Involvement <input type="checkbox"/> Illicit Discharge <input checked="" type="checkbox"/> Construction Site Control <input checked="" type="checkbox"/> Post-Construction Site Control <input type="checkbox"/> Municipal Operations	<i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Section 4.3 (a) (5) <i>Reporting:</i> Section 4.3 (h)(1) & (3) Annual Report	<input checked="" type="checkbox"/> Current BMP <input type="checkbox"/> New BMP BMP Revision Date: 2022

Illicit Discharge Public Education		
<i>BMP Description</i> Develop and implement a program to educate constituents on illicit discharges and proper disposal of waste. Constituents include public employees, schools, businesses, and the public. Education may include materials, brochures, guides, or online information. Determine an outreach plan/schedule to distribute education to constituents.		
<i>Measurable Goals</i> Increase public knowledge of illicit discharges through education efforts.		
<i>Responsible Entity</i> COA MS4 Coordinator and Trine University MS4 Coordinator to promote educational efforts.		
<i>Schedule</i> Develop an outreach program/schedule in the first year. Revise or develop educational materials by the third year and implement the rest of the permit term. Refer to Implementation Schedule (Table C-1).		
<i>Additional Documentation</i> List of Educational Materials (Table C-3)		
<i>Environmental Impact</i> Community knowledge helps to identify and eliminate illicit discharges to keep pollutants out of the MS4 system and receiving waters.		
<i>Recordkeeping</i> Outreach programs/schedules will be developed in 2023. Materials to be revised/developed in 2023. Record materials developed and dates provided.		
<i>Reporting</i> 4.3 (h)(1) – Report status update on BMP. 4.3 (h)(5) – Describe each targeted audience (constituent) selected, how they were reached during the reporting period, and describe behavioral changes observed.		
<i>Minimum Control Measures:</i> <input checked="" type="checkbox"/> Public Education/Involvement <input checked="" type="checkbox"/> Illicit Discharge <input type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input type="checkbox"/> Municipal Operations	<i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Section 4.3 (b) <i>Reporting:</i> Section 4.3 (h)(1) & (5) Annual Report	<input checked="" type="checkbox"/> Current BMP <input type="checkbox"/> New BMP BMP Revision Date: 2022

Stormwater Website		
<p><i>BMP Description</i></p> <p>The COA maintains a stormwater outreach website. The website must include the following:</p> <ul style="list-style-type: none"> Location for the public to report stormwater quality issues; Information and resources to educate visitors to the site; MS4 stormwater ordinances; Stormwater fees and rates; and MS4 program information (SWQMP, annual reports, and other applicable information). <p>Trine University shall maintain stormwater policy documents on their website. The university website shall include a link to COA’s stormwater website, along with links to COA’s stormwater policy documents.</p>		
<p><i>Measurable Goals</i></p> <p>Increase public awareness and participation by providing stormwater information on the MS4 website.</p>		
<p><i>Responsible Entity</i></p> <p>COA MS4 Coordinator, Trine University MS4 Coordinator, and Trine Information Technology (IT) personnel</p>		
<p><i>Schedule</i></p> <p>Review annually and update website as needed. Refer to Implementation Schedule (Table C-1).</p>		
<p><i>Additional Documentation</i></p> <p>List of Educational Materials (Table C-3)</p>		
<p><i>Environmental Impact</i></p> <p>These educational efforts target stormwater education and benefit the environment.</p>		
<p><i>Recordkeeping</i></p> <p>Record the dates the website was updated and annually reviewed.</p>		
<p><i>Reporting</i></p> <p>4.3 (h)(1) – Report status update on BMP and the dates the website was reviewed/updated.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input checked="" type="checkbox"/> Public Education/Involvement</p> <p><input checked="" type="checkbox"/> Illicit Discharge</p> <p><input checked="" type="checkbox"/> Construction Site Control</p> <p><input checked="" type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.3 (c)</p> <p><i>Reporting:</i></p> <p>Section 4.3 (h)(1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Elected Officials Update		
<p><i>BMP Description</i> Report stormwater program updates to elected officials, an advisory board, and/or university leadership annually.</p> <p>COA holds Board of Public Works meetings at least monthly or as needed. A stormwater representative will provide MS4 stormwater updates during each meeting. These meetings are open to the public to discuss drainage issues, stormwater quality or quantity issues, or other complaints. An annual report will be provided to all elected officials once complete and submitted to IDEM.</p>		
<p><i>Measurable Goals</i> Provide an opportunity to inform elected officials and/or university leadership of program status and achievements and for the community to be involved with stormwater drainage planning and to express concerns.</p>		
<p><i>Responsible Entity</i> COA MS4 Coordinator, or authorized personnel, and Trine University MS4 Coordinator</p>		
<p><i>Schedule</i> Annually. Refer to Implementation Schedule (Table C-1).</p>		
<p><i>Additional Documentation</i> List of Educational Materials (Table C-3) and List of Public Events (Table C-4)</p>		
<p><i>Environmental Impact</i> Educate elected officials and other attendees on stormwater issues, budgets, and completed projects.</p>		
<p><i>Recordkeeping</i> Record the date of the meeting and the information reviewed on Table C-4. Minutes are taken at every meeting.</p>		
<p><i>Reporting</i> 4.3 (h)(1) – Report status update on BMP. 4.3 (h)(4) – Documentation that presentations were made to elected officials or boards.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input checked="" type="checkbox"/> Public Education/Involvement <input type="checkbox"/> Illicit Discharge <input type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Section 4.3 (e)</p> <p><i>Reporting:</i> Section 4.3 (h)(1) & (4) Annual Report</p>	<p><input type="checkbox"/> Current BMP <input checked="" type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

3.2 Illicit Discharge Detection and Elimination

The goal of the illicit discharge detection and elimination (IDDE) MCM is to detect, address, and eliminate illicit discharges into the MS4 conveyance system. Per the MS4GP, illicit discharge means any discharge to a MS4 conveyance that is not composed entirely of stormwater, except naturally introduced floatables, such as leaves or tree limbs. Sources of illicit discharges include, but are not limited to sanitary wastewater, septic tank effluent, commercial car wash wastewater, oil spills or disposal, radiator flushing disposal, laundry wastewater, roadway accident spillage, pollutant run-off, and household hazardous wastes.

Trine University is entirely located within the corporate boundaries of COA, which acts as the MS4 boundary. Refer to the **MS4 Boundary Map** in **Appendix A, Figure A-1**.

The MS4 is currently implementing BMPs to detect and eliminate illicit discharges. In conjunction with the public outreach and education MCM, the MS4 has established BMPs to educate all constituent groups with regard to the dangers of illicit discharges, proper disposal of commonly dumped wastes and the reporting of illicit discharges. Training efforts related to IDDE, and other aspects of the SWQMP, are summarized in **Appendix C, Table C-5**.

This section of the SWQMP provides specific information on the IDDE BMPs and constitutes the IDDE Plan to be reviewed and updated per Section 4.4 (b) of the MS4GP.

Illicit Discharge Ordinance/Policy Updates		
<p><i>BMP Description</i> COA currently maintains and enforces an illicit discharge ordinance. The illicit discharge ordinance will be reviewed and updated to meet the requirements of the MS4GP. This will include a review of enforcement procedures and update, as necessary, to make the enforcement measures effective.</p> <p>Trine University shall develop a policy document regulating illicit discharges within the Trine University legal limits. The Illicit Discharge Policy shall be reviewed and updated as necessary.</p>		
<p><i>Measurable Goals</i> Continue to maintain and enforce the COA illicit discharge ordinance. The COA illicit discharge ordinance will be reviewed and updated to meet the COA’s needs and the permit requirements.</p> <p>Trine University shall develop and enforce an illicit discharge policy document that will be reviewed and updated as needed.</p>		
<p><i>Responsible Entity</i> COA MS4 Coordinator and Trine University MS4 Coordinator</p>		
<p><i>Schedule</i> COA illicit discharge ordinance will continue to be enforced. COA illicit discharge ordinance will be reviewed and updated in the second year of the permit term.</p> <p>Trine University shall develop and adopt an illicit discharge policy document during the second year of the permit term.</p>		
<p><i>Additional Documentation</i> BMP Implementation Schedule (Table C-1)</p>		
<p><i>Environmental Impact</i> The ordinance and policy document will prevent pollutants from entering the MS4 system by providing a mechanism to prohibit illicit discharges and enforce penalties.</p>		
<p><i>Recordkeeping</i> Retain a copy of the ordinance and policy document. Record the status of any updates.</p>		
<p><i>Reporting</i> 4.4 (k)(1) – Report status update on BMP.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input checked="" type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Ordinance update is required per Section 4.4(a)</p> <p><i>Reporting:</i> Section 4.4 (k)(1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP <input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Dry Weather Screening		
<p><i>BMP Description</i></p> <p>The MS4 will perform screenings of all outfalls during the five-year permit term. In addition, the stormwater conveyance system will also be monitored by staff to address any maintenance or illicit discharge issues. If issues are found, screening will continue until the discharge is eliminated.</p> <p>The MS4 maintains SOPs for dry weather screening.</p>		
<p><i>Measurable Goals</i></p> <p>Develop a schedule and perform visual inspections of outfalls to screen for illicit discharges. Perform regular inspections of the stormwater system. Maintain SOPs for staff to follow when performing dry weather screenings.</p>		
<p><i>Responsible Entity</i></p> <p>COA MS4 Coordinator or designee and Trine University MS4 Coordinator</p>		
<p><i>Schedule</i></p> <p>Develop a screening schedule and revise SOPs in the first year. Screen 100% of the outfalls per the schedule within the 5-year permit term. Refer to BMP Implementation Schedule (Table C-1),</p>		
<p><i>Additional Documentation</i></p> <p>Dry Weather Screening Schedule (Table C-6), Outfall Inspection Form (Appendix D) , and SOP</p>		
<p><i>Environmental Impact</i></p> <p>Dry weather screenings will be used to identify and eliminate illicit discharges to keep pollutants out of the MS4 system and receiving waters.</p>		
<p><i>Recordkeeping</i></p> <p>Document date of the dry weather outfall screenings. Retain copies of Outfall Inspection Forms.</p>		
<p><i>Reporting and Recordkeeping</i></p> <p>4.4 (k)(1) – Report status update on BMP. 4.4 (k)(5) – Report the number and location of dry weather outfalls screened for illicit discharges. 4.4 (k)(6) – Report the number and location of illicit discharges detected. 4.4 (k)(7) – Report the number and location of illicit discharges eliminated. 4.4 (k)(9) – Report the number of IDDE enforcement actions by the MS4.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement <input checked="" type="checkbox"/> Illicit Discharge <input type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Section 4.4 (b)(1) & (2), (h)</p> <p><i>Reporting:</i> Section 4.4 (k)(5-7 & 9) Section 4.4 (k)(1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP <input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Industrial Facility Mapping		
<p><i>BMP Description</i> COA and Trine University will identify and map industrial facilities within the MS4 area that discharge into an MS4 conveyance. An inventory of industrial facilities including names, addresses, telephone numbers, and industrial activity will be maintained in the SWQMP. Industrial facilities will be mapped in GIS.</p> <p>Currently there are no industrial facilities located within Trine University’s legal limits.</p>		
<p><i>Measurable Goals</i> Locations and information on industrial facilities will be uploaded into GIS in the first year of the permit term and maintained in the SWQMP.</p>		
<p><i>Responsible Entity</i> COA MS4 Coordinator, COA Engineering Department, and Trine University MS4 Coordinator</p>		
<p><i>Schedule</i> Identify and map industrial facilities in the first year of the permit term. Information will be maintained on an as-needed basis. Refer to Implementation Schedule (Table C-1).</p>		
<p><i>Additional Documentation</i> Inventory of Industrial Facilities (Table C-7)</p>		
<p><i>Environmental Impact</i> Mapping will allow the MS4 to track and eliminate illicit discharges from industrial facilities more effectively, thereby reducing pollution.</p>		
<p><i>Recordkeeping</i> Information on industrial facilities within the MS4’s boundaries was compiled from IDEM’s List of NPDES Permits provided online. Record the date that mapping is completed and the status of any updates.</p>		
<p><i>Reporting</i> Section 4.4 (k)(1) – Report status update on BMP.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input checked="" type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.4 (b)(1) & (2), (h)</p> <p><i>Reporting:</i></p> <p>Section 4.4 (k)(5-7)</p> <p>Section 4.4 (k)(1) Annual Report</p>	<p><input type="checkbox"/> Current BMP</p> <p><input checked="" type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Collection of Hazardous Waste		
<i>BMP Description</i> The Northeast Indiana Solid Waste Management District (NISWMD) provides household hazardous waste collection opportunities for residents of Steuben County. The household hazardous waste collection facility, located in Ashley, Indiana, approximately 10 miles from the MS4, collects waste one day per week. Additional collection of motor oil, antifreeze, and/or pesticides may be available at Tractor Supply, Advance Auto Parts, Walmart, Valvoline, O'Reilly, Auto Zone, and Steuben County Recycling Program.		
<i>Measurable Goals</i> Promote household hazardous waste collection opportunities on COA and Trine University websites. Coordinate with NISWMD to obtain records of the of material collected, as available.		
<i>Responsible Entity</i> COA MS4 Coordinator, NISWMD, and Trine University MS4 Coordinator		
<i>Schedule</i> Contact the NISWMD annually for reporting information. Maintain website information throughout permit term. Refer to Implementation Schedule (Table C-1).		
<i>Additional Documentation</i> N/A		
<i>Environmental Impact</i> Hazardous waste collection efforts promote proper disposal and keep potential pollutants from entering the MS4 system and receiving waters.		
<i>Recordkeeping</i> Document and record the events and/or locations available. The MS4 will obtain information on amount of material collected, as it is made available by the NISWMD. Record efforts used to promote the programs.		
<i>Reporting</i> 4.4 (k)(1) – Report status update on BMP.		
<i>Minimum Control Measures:</i> <input checked="" type="checkbox"/> Public Education/Involvement <input checked="" type="checkbox"/> Illicit Discharge <input type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input type="checkbox"/> Municipal Operations	<i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Required per Section 4.4(b)(4) <i>Reporting:</i> Section 4.4 (k)(1) Annual Report	<input checked="" type="checkbox"/> Current BMP <input type="checkbox"/> New BMP BMP Revision Date: 2022

Illicit Discharge Detection and Elimination SOPs		
<p><i>BMP Description</i> The MS4 maintains SOPs for illicit discharge investigation, dry weather outfall screenings, and complaint tracking. SOPs include procedures and forms for investigating illicit discharges within two business days of being notified of the discharge, inspection requirements in response to complaints, follow-up inspections to ensure corrective actions, methods used to eliminate illicit discharges, a prioritization system, procedures for reporting immediate threats to human health or the environment, and a system to track illicit discharges. SOPs are reviewed and updated as necessary. Staff are trained with regard to SOPs as applicable to their job functions.</p>		
<p><i>Measurable Goals</i> Maintain SOPs for illicit discharge investigation, dry weather screening, and complaint tracking. Review the SOPs annually. Conduct training for applicable staff, annually.</p>		
<p><i>Responsible Entity</i> COA MS4 Coordinator and Trine University MS4 Coordinator</p>		
<p><i>Schedule</i> SOPs will be reviewed annually when preparing for staff training. Refer to Implementation Schedule (Table C-1).</p>		
<p><i>Additional Documentation</i> Stormwater Complaint and Illicit Discharge Form (Appendix D), Outfall Inspection Form (Appendix D), and SOPs</p>		
<p><i>Environmental Impact</i> IDDE SOPs will be used to identify and eliminate illicit discharges to keep pollutants out of the MS4 system and receiving waters.</p>		
<p><i>Recordkeeping</i> Maintain copies of the SOPs and record revisions. Record dates staff were trained on the SOPs.</p>		
<p><i>Reporting</i> 4.4 (k)(1) – Report status update on BMP.</p>		
<p><i>Minimum Control Measures:</i> <input type="checkbox"/> Public Education/Involvement <input checked="" type="checkbox"/> Illicit Discharge <input type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input checked="" type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Section 4.4 (b) (1) and (b) (5) <i>Reporting:</i> Section 4.4 (k)(1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP <input type="checkbox"/> New BMP BMP Revision Date: 2022</p>

Public Reporting		
<p><i>BMP Description</i> The MS4 encourages public reporting of illicit discharges on the COA and Trine University websites, through a Stormwater Hotline.</p> <p>Complaints are logged through a work order system. Complaints include drainage and/or flooding, dumping, spills, erosion, construction site issues, and other illicit discharges. The work order system is used to track documentation of the date(s) the illicit discharge was observed, the results of the investigation, follow up to the investigation, and the date the investigation was closed. The MS4 maintains SOPs for staff to follow when logging and tracking complaints. Locations of illicit discharges are also mapped for identification of target areas.</p>		
<p><i>Measurable Goals</i> Information with regard to reporting stormwater complaints is advertised on COA and Trine University websites. All complaints of illegal discharges and dumping to storm drains and local streams are investigated within two business days and actions taken will be documented. SOPs for complaint tracking are maintained.</p>		
<p><i>Responsible Entity</i> COA MS4 Coordinator and Trine University MS4 Coordinator</p>		
<p><i>Schedule</i> Update/implement program in first year of permit and continue implementation. Refer to Implementation Schedule (Table C-1).</p>		
<p><i>Additional Documentation</i> Stormwater Complaint and Illicit Discharge Form (Appendix D)</p>		
<p><i>Environmental Impact</i> Complaint tracking allows members of the community to identify and report potential pollutants. This will help to identify and eliminate illicit discharges to keep pollutants out of the MS4 system and receiving waters.</p>		
<p><i>Recordkeeping</i> Maintain customer complaint records through the work order system. Track the number and type of outreach efforts to promote the reporting system and educate the public on the hazards of illicit discharges. Track number of complaints. Track locations of complaints to assist in identifying high priority areas.</p>		
<p><i>Reporting</i> Section 4.4 (k)(1) – Report status update on BMP.</p>		
<p><i>Minimum Control Measures:</i></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Public Education/Involvement <input checked="" type="checkbox"/> Illicit Discharge <input type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input type="checkbox"/> Municipal Operations 	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Sections 4.4 (b) (5), 4.4 (b) (6) (B), and 4.5 (m) (6)</p> <p><i>Reporting:</i> Section 4.4 (k)(1) Annual Report</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Current BMP <input type="checkbox"/> New BMP <p>BMP Revision Date: 2022</p>

Develop Storm Sewer System Map		
<p><i>BMP Description</i></p> <p>A storm sewer system map is required to be developed, reviewed, and updated as new collection and discharge systems are added, as changes occur, or at least annually for all MS4 owned or operated outfalls. The stormwater system map must include the following:</p> <ul style="list-style-type: none"> • MS4 boundaries. • Receiving waters and their status on the 303(d) list and or U.S. Environmental Protection Agency (USEPA) approval Total Maximum Daily Load (TMDL) is noted, if applicable. • MS4 outfalls and conveyances (excludes private drains, swales, curbs/gutters, and field tile). • Outfalls with an alphanumeric identifier, latitude/longitude to 5 decimal places, and provide a photograph. • High priority areas for IDDE based on land use, history, and frequency of discharges. <p>Mapping of public systems shall be updated when new projects are accepted. Mapping of additional outfalls and conveyances are added as they are identified.</p>		
<p><i>Measurable Goals</i></p> <p>Maintain storm sewer and outfall mapping. Map outfalls and conveyances as they are identified. Identify high priority areas based on complaints, illicit discharges, and other issues.</p>		
<p><i>Responsible Entity</i></p> <p>COA MS4 Coordinator, COA Engineering Department and Trine University MS4 Coordinator</p>		
<p><i>Schedule</i></p> <p>Mapping of all outfalls and conveyance systems will be completed within the 5-year permit term. High priority areas will be identified and mapped in the first year of the permit term. Mapping will be reviewed annually. Refer to Implementation Schedule (Table C-1).</p>		
<p><i>Additional Documentation</i></p> <p>N/A</p>		
<p><i>Environmental Impact</i></p> <p>Mapping will allow the MS4 to track and eliminate illicit discharges from more effectively, thereby reducing pollution.</p>		
<p><i>Recordkeeping</i></p> <p>Record the date the mapping was updated per the requirements. Record the dates the mapping was reviewed annually, number of new MS4 outfalls mapped, and any other changes.</p>		
<p><i>Reporting</i></p> <p>4.4 (k)(1) – Report status update on BMP. 4.4 (k)(3) – Summary of any storm sewer mapping changes to outfalls and conveyances. 4.4 (k)(4) – Number of new MS4 outfalls mapped.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement <input checked="" type="checkbox"/> Illicit Discharge <input type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Section 4.4 (d-f)</p> <p><i>Reporting:</i> Section 4.4 (k)(1)(3)(4) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP <input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

IDDE Training for MS4 Staff		
<p><i>BMP Description</i> Review and update the IDDE training program for MS4 staff responsible for detecting illicit discharges or illicit connections and implementing good housekeeping for MS4 facilities.</p> <p>The MS4 shall provide education annually to appropriate staff with regard to stormwater pollution prevention, good housekeeping practices for municipal operations, and IDDE. Additional training with regard to SOPs will be completed annually. Training will be conducted using videos, individual training materials, and multi-departmental meetings. Training topics are maintained in a training matrix which will be updated to reflect MS4GP permit requirements and MS4 staff training needs.</p>		
<p><i>Measurable Goals</i> Develop training topics based upon review of current practices. Provide the required number of hours of education for applicable staff members annually.</p>		
<p><i>Responsible Entity</i> COA MS4 Coordinator and Trine University MS4 Coordinator</p>		
<p><i>Schedule</i> Provide IDDE training to applicable staff members as follows:</p> <ul style="list-style-type: none"> • Within 180 days of submitting an updated SWQMP (360 days after permit coverage); • Annually thereafter, starting the second year of the permit term; • Within two months of their hire date; and • Within 30 days of their hire date for seasonal employees. 		
<p><i>Additional Documentation</i> Maintain sign-in sheets of applicable training, Implementation Schedule (Table C-1), and Training Matrix (Table C-5)</p>		
<p><i>Environmental Impact</i> Training staff to track and eliminate illicit discharges, as well as monitoring the storm sewer system, reduces stormwater pollution.</p>		
<p><i>Recordkeeping</i> Training will be documented by recording the name and title of participating employee(s), date of training and a description of training provided.</p>		
<p><i>Reporting</i> 4.4 (k)(1) – Report status update on BMP.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input checked="" type="checkbox"/> Public Education/Involvement</p> <p><input checked="" type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Sections 4.4 (g) and 4.7 (m)</p> <p><i>Reporting:</i></p> <p>Section 4.4 (k)(1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Review of CSOOP and LTCP		
<i>BMP Description</i> Trine University do not operate combined sewer systems and therefore does not have Combined Sewer Overflow Operational Plans (CSOOPs) or Long-Term Control Plan (LTCPs). The COA operates a combined sewer system. The CSOOP/LTCP are consistent with the SWQMP. The plans were prepared in 2000 and 2002 and updated in 2022. The following programs are implemented: public education and outreach, Sump Pump and Downspout Redirection Program, Lateral Repair and Replacement Program, Inflow/Infiltration Data Review and Flow Monitoring, and Wet Weather Treatment Facility.		
<i>Measurable Goals</i> Review the CSOOP and LTCP in the first year the permit term.		
<i>Responsible Entity</i> COA Wastewater Treatment Plant (WWTP) Superintendent		
<i>Schedule</i> Review the CSOOP and LTCP in the first year the permit term. Refer to Implementation Schedule (Table C-1).		
<i>Additional Documentation</i> N/A		
<i>Environmental Impact</i> To reduce pollution to the waterways, pollution prevention programs implemented through the CSOOP and LTCP will be implemented throughout the MS4 in both combined and separate storm sewer areas.		
<i>Recordkeeping</i> Update plans as needed, document plan reviews in MS4 Annual Reports.		
<i>Reporting</i> Section 4.4 (k)(1) – Report status update on BMP		
<i>Minimum Control Measures:</i> <input type="checkbox"/> Public Education/Involvement <input checked="" type="checkbox"/> Illicit Discharge <input type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input checked="" type="checkbox"/> Municipal Operations	<i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Review/modification of LTCP and CSOOP required to create consistence with SWQMP per Section 4.4(j).	<input checked="" type="checkbox"/> Current BMP <input type="checkbox"/> New BMP BMP Revision Date: 2022

Review of Receiving Water TMDLs		
<p><i>BMP Description</i> The MS4 maintains an inventory of receiving waters with approved TMDLs and those listed on the Indiana 303(d) list.</p> <p>The MS4 is currently implementing public education BMPs that target proper lawn care and maintenance, proper management of pet waste, and additional stormwater quality topics. The MS4 will review and modify the SWQMP and WQCR as necessary to address pollutants of concern by the end of the second year of permit coverage.</p>		
<p><i>Measurable Goals</i> Review the USEPA TMDL and 303(d) lists at the beginning of each permit term. Add information to SWQMP and WQCR and update BMPs accordingly.</p>		
<p><i>Responsible Entity</i> COA MS4 Coordinator and Trine University MS4 Coordinator</p>		
<p><i>Schedule</i> In the first year of each permit term, the USEPA TMDL and 303(d) information are reviewed and incorporated into the SWQMP and WQCR. In year two, review/update BMPs to incorporate stormwater management measures to reduce loadings of the pollutants. Reporting on the BMPs is required in subsequent years. Refer to Implementation Schedule (Table C-1).</p>		
<p><i>Additional Documentation</i> WQCR</p>		
<p><i>Environmental Impact</i> To better target BMPs, the MS4 will incorporate TMDL and 303(d) list information into its SWQMP and WQCR.</p>		
<p><i>Recordkeeping</i> Update plans as needed. Document plan reviews in MS4 Annual Reports.</p>		
<p><i>Reporting</i> 4.4 (k)(1) – Report status update on BMP.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement <input checked="" type="checkbox"/> Illicit Discharge <input type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input checked="" type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Section 3.1, 4.1 (h), 4.4 (e) (3), and 5.1</p> <p><i>Reporting:</i> Section 4.4 (k)(1) Annual Report Section 8.1 (a)(7) TMDL</p>	<p><input type="checkbox"/> Current BMP <input checked="" type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

3.3 Construction Site Stormwater Run-Off

Sediment loss and erosion from construction sites is a main contributor to stormwater pollution. This pollution source can be minimized through the installation of structural BMPs during development and the implementation of nonstructural BMPs. In order to enforce these BMPs and address construction site runoff concerns, COA has established a construction site stormwater runoff control ordinance and stormwater pollution control standards have been developed to support the ordinance. Trine University shall develop a construction site stormwater runoff control policy document. The ordinance, standards, and policy document shall adhere to the requirements of the Construction Stormwater General Permit (CSGP) and regulate projects with a land disturbance greater than or equal to one acre. The MS4 will also be required to follow these standards regarding qualifying projects owned by the MS4. Projects owned by the MS4 shall have their plans reviewed by IDEM.

In accordance with the MS4GP, construction site plan review, inspection, and enforcement for projects with a land disturbance greater than or equal to one acre is the responsibility of the MS4. COA is responsible for construction site plan review, inspection, and enforcement within their corporate boundaries. Trine University is responsible for construction site plan review, inspection, and enforcement within the boundaries of the Trine University legal limits.

In conjunction with the public education and outreach MCM, the MS4 will implement BMPs to solicit and receive public complaints and inquiries regarding construction sites. In conjunction with the illicit discharge MCM, the MS4 will implement BMPs to investigate and track public inquiries and potential illicit discharges, including those resulting from construction activities.

The MS4's strategy for implementing the Construction Site Stormwater Runoff Control MCM is identified in the BMP sheets of this section.

Construction Stormwater Ordinance and Standards		
<p><i>BMP Description</i> COA shall revise and implement a construction site stormwater runoff ordinance, and Trine University shall develop and implement a construction site stormwater runoff policy document that establishes at least the following:</p> <ul style="list-style-type: none"> • Regulate projects with a land disturbance greater than or equal to one acre, or disturbances of less than one acre of land that are part of a larger common plan or development or sale when the larger common plan will ultimately disturb one or more acres; • Contains the requirement of the CSGP apart from state permitting process references and submittal deadlines for construction plans and permit applications; and • Establish a requirement that any project within the MS4 area that meets the applicability of the CSGP must submit a NOI to obtain permit coverage from IDEM in addition to any procedural requirements for submittal to the MS4 entity or MS4 designated entity. <p>The MS4 will Develop and/or adopt written standards and specifications for the implementation of stormwater quality measures on construction sites.</p>		
<p><i>Measurable Goals</i> Revise and implement an ordinance and develop and implement a policy document that is consistent with the requirements of the MS4GP and CSGP. Review ordinance and standards annually and revise as appropriate.</p>		
<p><i>Responsible Entity</i> COA MS4 Coordinator, COA Common Council and/or COA Board of Public Works and Safety, Trine University MS4 Coordinator, and Trine University President</p>		
<p><i>Schedule</i> Complete COA ordinance revisions and develop Trine University policy document within 730 days of permit coverage. Review the ordinance and standards annually. Refer to Implementation Schedule (Table C-1).</p>		
<p><i>Additional Documentation</i> N/A</p>		
<p><i>Environmental Impact</i> Establishes regulatory mechanism and construction stormwater standards aimed at reducing sediment loss/migration and preventing other construction site stormwater pollutants from impacting MS4 stormwater conveyances.</p>		
<p><i>Recordkeeping</i> Review the construction stormwater ordinance, standards, and policy for effectiveness, at a minimum annually. Record reviews and revisions of the ordinance and standards within MS4GP Annual Report</p>		
<p><i>Reporting</i> Section 4.5 (m)(1) – Report status update on BMP and the date of any ordinance or standards revisions.</p>		
<p><i>Minimum Control Measures:</i> <input type="checkbox"/> Public Education/Involvement <input type="checkbox"/> Illicit Discharge <input checked="" type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Section 4.5 (b) (1-3), (e), (f) and (i)</p> <p><i>Reporting:</i> Section 4.5 (m)(1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP <input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Construction Stormwater Plan Review		
<p><i>BMP Description</i> COA and Trine University will establish permitting procedures, internal processes, and timetables for submittal and review of construction plans and applications. At a minimum, COA and Trine University will complete the following:</p> <ul style="list-style-type: none"> • Establish written procedures to review and determine compliance with the ordinance for construction plans submitted to the MS4 for private projects before construction starts; and • Utilize a form or checklist to document the review with a method to notify responsible individuals of the status, the reviewing MS4, reviewer’s name, and contact information. <p>CSGP submittals are submitted to COA Engineering Department or Trine University’s MS4 Coordinator. The plan reviewer evaluates the submittal in accordance with the CSGP, MS4GP, and COA’s construction stormwater ordinance and standards or Trine University’s policy document. Deficiencies identified during plan review are to be resolved prior to plan approval and NOI submittal.</p>		
<p><i>Measurable Goals</i> Review construction projects under the CSGP. Develop and maintain SOPs for the plan review process.</p>		
<p><i>Responsible Entity</i> COA MS4 Coordinator and Trine University MS4 Coordinator</p>		
<p><i>Schedule</i> CSGP submittals are to be reviewed within 10-14 business days of receipt depending on the size of the land disturbance. Review plan review process and SOPs annually and update as needed. Refer to Implementation Schedule (Table C-1).</p>		
<p><i>Additional Documentation</i> Construction/Stormwater Pollution Prevention Plan Technical Review and Comment form (Appendix D), CSGP Project Inventory (Table C-8 and Permitting Software), and SOP</p>		
<p><i>Environmental Impact</i> Reduction of sediment loss/migration and prevention of other construction site stormwater pollutants from impacting MS4 stormwater conveyances.</p>		
<p><i>Recordkeeping</i> Record reviews and revisions of the plan review SOPs. Record the number of construction sites reviewed by the MS4.</p>		
<p><i>Reporting</i> Section 4.5 (m)(1) – Report status update on BMP and reviews/revisions to SOPs. Section 4.5 (m)(3) – Report the number of construction sites obtaining MS4 approval for the CSGP.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input checked="" type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.5 (c) (1-2), i</p> <p><i>Reporting:</i></p> <p>Section 4.5 (m)(1) and (3) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

CSGP Compliance for MS4 Owned Projects		
<p><i>BMP Description</i> For those construction activities owned and/or operated by the MS4 within the MS4 area, construction plans will be submitted to the appropriate regulatory authority, IDEM, for review. COA and Trine University will comply with requirements of the CSGP and MS4GP. The MS4 strictly enforces project self-monitoring.</p>		
<p><i>Measurable Goals</i> Submit all CSGP qualifying construction projects for plan review. Develop an SOP for CSGP submittals across all MS4 departments.</p>		
<p><i>Responsible Entity</i> COA MS4 Coordinator and Trine University MS4 Coordinator</p>		
<p><i>Schedule</i> CSGP review will be completed as needed for MS4 owned projects. Review MS4-owned CSGP submittal process and SOP annually and update as needed. Refer to Implementation Schedule (Table C-1).</p>		
<p><i>Additional Documentation</i> CSGP Project Inventory (Table C-8 and Permitting Software) and SOP</p>		
<p><i>Environmental Impact</i> Reduction of sediment loss/migration and prevention of other construction site stormwater pollutants from impacting MS4 stormwater conveyances for MS4 owned and/or operated projects.</p>		
<p><i>Recordkeeping</i> Maintain all MS4's CSGP submittal documents. Record each construction project owned and/or operated by the MS4.</p>		
<p><i>Reporting</i> Section 4.5 (m)(1) – Report status update on BMP and reviews/revisions to SOPs. Section 4.5 (m)(3) - Report the number of active construction projects owned and/or operated by the MS4 active when the Annual Report is submitted.</p>		
<p><i>Minimum Control Measures:</i> <input type="checkbox"/> Public Education/Involvement <input type="checkbox"/> Illicit Discharge <input checked="" type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Section 4.5 (k) and (i) <i>Reporting:</i> Section 4.5 (m)(1) and (3) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP <input type="checkbox"/> New BMP BMP Revision Date: 2022</p>

Construction Priority Sites		
<p><i>BMP Description</i> As construction plans are submitted for review, the MS4 identifies priority sites for inspection and enforcement based on the nature and extent of the construction activity, topography, threat to the degradation of water quality, characteristics of soils, complaints, and other factors as determined by MS4 priorities.</p> <p>Priority designation is recorded on a plan review form during plan review. All identified priority sites are to be inspected biannually (Section 4.5 (d)(3)(a)(1)).</p>		
<p><i>Measurable Goals</i> Evaluate all qualifying construction projects for priority during the plan review process. Include the identification of priority sites in the plan review process SOP.</p>		
<p><i>Responsible Entity</i> COA MS4 Coordinator and Trine University MS4 Coordinator</p>		
<p><i>Schedule</i> Qualifying construction sites will be evaluated according to priority as construction plans are received by the MS4. Refer to Implementation Schedule (Table C-1).</p>		
<p><i>Additional Documentation</i> Construction/Stormwater Pollution Prevention Plan Technical Review and Comment form (Appendix D), CSGP Project Inventory (Table C-8 and Permitting Software), and SOP</p>		
<p><i>Environmental Impact</i> Construction activities within and/or directly adjacent to priority sites and other sensitive natural resources will receive priority designation for inspection.</p>		
<p><i>Recordkeeping</i> Record the number of construction projects designated for high priority each year.</p>		
<p><i>Reporting</i> Section 4.5 (m)(1) – Report status update on BMP.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input checked="" type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.5 (d) (2)</p> <p><i>Reporting:</i></p> <p>Section 4.5 (m)(1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Construction Stormwater Site Inspection		
<p><i>BMP Description</i></p> <p>The MS4 conducts construction stormwater inspections on CSGP construction sites to ensure stormwater quality measures are properly installed and maintained.</p> <p>At a minimum, inspections consist of a completed form or checklist, method for the notification of compliance status, and inspection of priority sites. Inspections are completed per required frequency. Follow-up inspections and/or enforcement actions for non-compliant construction sites are completed.</p>		
<p><i>Measurable Goals</i></p> <p>Complete construction site inspections per required frequency. Develop and maintain SOPs for inspections.</p>		
<p><i>Responsible Entity</i></p> <p>COA MS4 Coordinator and Trine University MS4 Coordinator</p>		
<p><i>Schedule</i></p> <p>Refer to Implementation Schedule (Table C-1). Review inspection SOP annually and update as needed. Inspection frequency is as follows:</p> <ul style="list-style-type: none"> • At least once for 100% of all new construction sites during the initial phase of construction that includes the installation of infrastructure followed by: <ul style="list-style-type: none"> ○ Biannually for 100% of all active construction sites with land-disturbing activities of five acres or more; ○ Biannually for identified priority sites; ○ Annually for 50% of active construction sites with land-disturbing activities of less than five acres, but at least one acre; • Investigate 100% of all complaints that are received; and • Conduct follow-up inspections for sites that have violations of the local ordinance. Follow-up inspections are conducted until all violations are resolved. 		
<p><i>Additional Documentation</i></p> <p>CSGP Evaluation For Construction Projects (Appendix D), CSGP Project Inventory (Table C-8 and Permitting Software) and SOP</p>		
<p><i>Environmental Impact</i></p> <p>Reduction of sediment loss/migration and prevention of other construction site stormwater pollutants from impacting MS4 stormwater conveyances.</p>		
<p><i>Recordkeeping</i></p> <p>Document all construction site inspections and enforcement actions on the form. Record the number of construction sites inspected annually.</p>		
<p><i>Reporting</i></p> <p>Section 4.5 (m)(1) – Report status update on BMP and reviews/revisions to SOPs. Section 4.5 (m)(4) – Report the number of construction sites inspected.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input checked="" type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.5 (d) (1) and (3) and (i)</p> <p><i>Reporting:</i></p> <p>Section 4.5 (m)(1) & (4) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Construction Enforcement		
<p><i>BMP Description</i></p> <p>The MS4 has developed policies and procedures to enforce the local ordinance. As needed, the MS4 will take enforcement actions with regard to noncompliance with the CSGP, MS4GP, and/or local stormwater ordinance and policy documents.</p> <p>Enforcement actions depending on the level of severity of violation may include any of the following: warning letters of noncompliance, required corrective actions, failure to correct noncompliance, violation notices, assessment of penalties, and stop work orders.</p>		
<p><i>Measurable Goals</i></p> <p>Develop and maintain SOP(s) for enforcement actions. Document non-compliance and enforcement actions on the inspection form.</p>		
<p><i>Responsible Entity</i></p> <p>COA MS4 Coordinator, COA Board of Public Works and Safety, COA Attorney, and Trine University MS4 Coordinator</p>		
<p><i>Schedule</i></p> <p>Review enforcement SOP annually and update as needed. Enforcement actions are taken as appropriate. Refer to Implementation Schedule (Table C-1).</p>		
<p><i>Additional Documentation</i></p> <p>CSGP Evaluation For Construction Projects (Appendix D), CSGP Project Inventory (Table C-8 and Permitting Software), and SOP</p>		
<p><i>Environmental Impact</i></p> <p>Reduction of sediment loss/migration and prevention of other construction site stormwater pollutants from impacting MS4 stormwater conveyances.</p>		
<p><i>Recordkeeping</i></p> <p>Maintain inspection forms documenting non-compliance issues. Maintain all correspondence related to an enforcement action. Record the number and type of enforcement actions taken each year.</p>		
<p><i>Reporting</i></p> <p>Section 4.5 (m)(1) – Report status update on BMP and reviews/revisions to SOPs. Section 4.5 (m)(5) – Report the number and type of enforcement actions taken each year.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement <input type="checkbox"/> Illicit Discharge <input checked="" type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Section 4.5 (e) and (i)</p> <p><i>Reporting:</i> Section 4.5 (m)(1) and (5) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP <input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Construction Stormwater Project Inventory		
<p><i>BMP Description</i></p> <p>The MS4 maintains an inventory of all construction site projects subject to the CSGP, and those that are owned and/or operated by the MS4. The inventory includes project name, latitude/longitude or address, receiving water(s), project start date, project status, and compliance status/enforcement actions.</p> <p>Upon notification by IDEM, the MS4 will produce a construction stormwater project inventory within 48 hours of notification or on a regular schedule as designated by IDEM, but no more frequently than monthly.</p>		
<p><i>Measurable Goals</i></p> <p>Evaluate projects with regard to regulatory compliance status. Assess enforcement actions taken over time.</p>		
<p><i>Responsible Entity</i></p> <p>COA MS4 Coordinator and Trine University MS4 Coordinator</p>		
<p><i>Schedule</i></p> <p>Update form at least monthly. Refer to Implementation Schedule (Table C-1).</p>		
<p><i>Additional Documentation</i></p> <p>CSGP Project Inventory (Table C-8 and Permitting Software)</p>		
<p><i>Environmental Impact</i></p> <p>Reduction of sediment loss/migration and prevention of other construction site stormwater pollutants from impacting MS4 stormwater conveyances.</p>		
<p><i>Recordkeeping</i></p> <p>Record the following annually:</p> <ul style="list-style-type: none"> • The number of active construction projects owned and/or operated by the MS4; • The number of construction sites obtaining a MS4-issued stormwater run-off permit; • The number of construction sites inspected; and • The number and type of enforcement actions taken. 		
<p><i>Reporting</i></p> <p>Section 4.5 (m)(1) – Report status update on BMP.</p> <p>Section 4.5 (m)(2) – The number of active construction projects owned and/or operated by the MS4.</p> <p>Section 4.5 (m)(3) – The number of construction sites obtaining a MS4-issued stormwater run-off permit.</p> <p>Section 4.5 (m)(4) – The number of construction sites inspected.</p> <p>Section 4.5 (m)(5) – The number and type of enforcement actions taken.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input checked="" type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.5 (l)</p> <p><i>Reporting:</i></p> <p>Section 4.5 (m)(1-5) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Construction Training for Inspection, Plan Review, and Enforcement		
<i>BMP Description</i> COA and Trine University shall complete and document annual training attended by MS4 staff and/or contractual staff that are specific to their MS4 responsibility (e.g., plan review, inspection, compliance, and enforcement). Documentation must include the following: <ul style="list-style-type: none"> • Responsibility of staff member; • Dates and types of training attended; and • List of professional certifications MS4 staff have obtained or maintain. 		
<i>Measurable Goals</i> Increase plan reviewer and construction inspector knowledge by receiving annual training through a certification or by being managed by a certified individual.		
<i>Responsible Entity</i> COA MS4 Coordinator and Trine University MS4 Coordinator		
<i>Schedule</i> Annual training. Refer to Implementation Schedule (Table C-1).		
<i>Additional Documentation</i> List of Responsible Entities (Table C-2) and Training Matrix (Table C-5)		
<i>Environmental Impact</i> Reduction of sediment loss/migration and prevention of other construction site stormwater pollutants from impacting MS4 stormwater conveyances.		
<i>Recordkeeping</i> Track completed training by MS4 staff and/or contractual staff. Retain documentation of annual construction stormwater training specific to the responsibility the individual performs for the MS4 entity. Annual training completed according to the employees' certifications.		
<i>Reporting</i> Section 4.5 (m)(1) – Report status update on BMP.		
<i>Minimum Control Measures:</i> <input type="checkbox"/> Public Education/Involvement <input type="checkbox"/> Illicit Discharge <input checked="" type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input type="checkbox"/> Municipal Operations	<i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Section 4.1 (d) and 4.5 (j) <i>Reporting:</i> Section 4.5 (m)(1) Annual Report	<input checked="" type="checkbox"/> Current BMP <input type="checkbox"/> New BMP BMP Revision Date: 2022

Construction Complaints		
<p><i>BMP Description</i> The MS4 maintains phone numbers and web applications to report stormwater pollution concerns, including construction stormwater complaints. Complaints are logged through a work order system. The work order system is used to document the date(s) of the complaint, the results of the investigation, follow-up to the investigation, and the date the investigation was closed. Complaints are investigated, tracked, and resolved by MS4 staff per an SOP.</p>		
<p><i>Measurable Goals</i> Reduce sediment loss/migration and prevention of other construction site stormwater pollutants from impacting MS4 stormwater conveyances. Develop and maintain SOP(s) for complaints.</p>		
<p><i>Responsible Entity</i> COA MS4 Coordinator and Trine University MS4 Coordinator</p>		
<p><i>Schedule</i> Complaints are investigated, tracked, and resolved in a timely manner. Review SOP annually and update as needed. Refer to Implementation Schedule (Table C-1).</p>		
<p><i>Additional Documentation</i> CSGP Project Inventory (Table C-8 and Permitting Software), Stormwater Compliant and Illicit Discharge Form (Appendix D), and SOP</p>		
<p><i>Environmental Impact</i> Reduction of sediment loss/migration and prevention of other construction site stormwater pollutants from impacting MS4 stormwater conveyances.</p>		
<p><i>Recordkeeping</i> Record the number of public information requests and/or complaints received within the work order system. If the complaint is for a post-construction structure, complete the Structural BMP Inspection Form and track on the Inventory of Post-Construction Structural BMPs.</p>		
<p><i>Reporting</i> Section 4.5 (m)(1) – Report status update on BMP and reviews/revisions to SOPs. Section 4.5 (m)(6) – Report the number of public information requests and/or complaints received.</p>		
<p><i>Minimum Control Measures:</i> <input type="checkbox"/> Public Education/Involvement <input type="checkbox"/> Illicit Discharge <input checked="" type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Section 4.5 (g) and (i) <i>Reporting:</i> Section 4.5 (m)(1) and (6) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP <input type="checkbox"/> New BMP BMP Revision Date: 2022</p>

3.4 Post-Construction Stormwater Run-Off

The purpose of the Post Construction Stormwater Run-off Control MCM is to develop and implement a comprehensive program to address long-term stormwater quality for discharges from new development and redevelopment within the MS4.

The MS4 will require developers and designers to plan for the minimization of pollutants in stormwater discharges on the project property, which is more effective and cost efficient than reducing the discharge of pollutants after the discharge enters the MS4 drainage system or flow to a receiving water.

In accordance with the MS4 General Permit, the MS4 must do the following:

- Adopt an ordinance and/or policy document and provide for enforcement of the ordinance and/or policy document;
- Develop standards to address the quality and quantity of stormwater discharges;
- Register Class V injection wells within the MS4 area;
- Regulate infiltration practices in wellhead protection areas;
- Regulate direct discharges to karst features;
- Require long-term operation and maintenance of post-construction measures;
- Inspect post-construction measures;
- Receive and address complaints; and
- Provide training for plan reviewers, inspectors, and compliance officers.

Training efforts related to post-construction, and other aspects of the SWQMP, are summarized in **Appendix C, Table C-5**.

Post-Construction Site Stormwater Run-off Control BMPs are included in the following BMP detail sheets.

Post-Construction Stormwater Ordinance and Standards		
<p><i>BMP Description</i> The MS4 will review and update an ordinance and standards, or policy document to include the requirements of the MS4GP that contains the following:</p> <ul style="list-style-type: none"> • Regulate land disturbance of 1 acre or more and areas less than 1 acre that are part of a larger plan of development; • Require plans to be reviewed and approved by the MS4; • Regulate all gas stations and fueling areas regardless of amount of disturbance; • Develop standards for the design of stormwater detention and water quality treatment; • Develop list of measures and standards to include structural and non-structural practices as well as low impact and green infrastructure principals; • For new construction projects, the MS4 may require pretreatment for infiltration practices for direct discharges to groundwater in wellhead protection areas and karst features; • Require the owner of the BMP to have a written operation and maintenance (O&M) plan to inspect and maintain stormwater practices for proper function; and • Include inspection and enforcement authority. 		
<p><i>Measurable Goals</i> Adopt the ordinance to require the implementation of water quality practices for land disturbances.</p>		
<p><i>Responsible Entity</i> COA Common Council and/or COA Board of Public Works and Safety, COA MS4 Coordinator, Trine University President, and Trine University MS4 Coordinator</p>		
<p><i>Schedule</i> COA to complete ordinance revisions and Trine University to develop policy document within 730 days of permit coverage. Review the ordinance and standards annually. Refer to Implementation Schedule (Table C-1).</p>		
<p><i>Additional Documentation</i> N/A</p>		
<p><i>Environmental Impact</i> Control the flow rate and improve water quality of stormwater run-off.</p>		
<p><i>Recordkeeping</i> Annually review and report revisions to the ordinance. Record reviews and any revisions of the ordinance and standards.</p>		
<p><i>Reporting</i> Section 4.6 (j)(1) – Report status update on BMP and the review date of the ordinance or standards and any revisions.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input checked="" type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.5 (f), 4.6 (b), (c)(1) - (5), and (d)</p> <p>Section 4.6 (h)</p> <p><i>Reporting:</i></p> <p>Section 4.6 (j)(1) and (2) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Post-Construction Stormwater Plan Review		
<p><i>BMP Description</i> The post-construction plan review process is incorporated into the Construction Stormwater Plan Review BMP, process, and SOPs.</p> <p>CSGP submittals are submitted to MS4 Coordinators. The plan reviewer evaluates the submittal for compliance with the CSGP, MS4GP, ordinance and/or policy documents, and standards. The plan review is documented on a plan review form. Deficiencies identified during plan review are to be resolved prior to plan approval and NOI submittal.</p>		
<p><i>Measurable Goals</i> Review construction plans under the CSGP. Develop and maintain SOPs for the plan review process.</p>		
<p><i>Responsible Entity</i> COA MS4 Coordinator and Trine University MS4 Coordinator</p>		
<p><i>Schedule</i> CSGP submittals are to be reviewed within 10-14 business days of receipt depending on the size of the land disturbance. Review plan review process and SOPs annually and update as needed.</p>		
<p><i>Additional Documentation</i> CSGP Project Inventory (Table C-8 and Permitting Software), Inventory of Post-Construction Structural BMPs (Table C-9), Construction/Stormwater Pollution Prevention Plan Technical Review form (Appendix D), and SOP</p>		
<p><i>Environmental Impact</i> Control the flow rate and improve water quality of stormwater run-off by ensuring that all plans meeting the applicability requirements will be reviewed according to the post-construction ordinance and standards.</p>		
<p><i>Recordkeeping</i> Record the number of plan reviews with post-construction controls. Record the number, type and location of post-construction measures installed.</p>		
<p><i>Reporting</i> Section 4.6 (j)(1) – Report status update on BMP and reviews/revisions to SOPs. Section 4.6 (j)(3) – Report the number of sites requiring post-construction controls. Section 4.7 (j)(4) – Report the number, type and location of post-construction measures installed.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input checked="" type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.5 (c), 4.6 (h)</p> <p><i>Reporting:</i></p> <p>Section 4.6 (j)(1), (3) and (4) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Post-Construction Inspections (MS4-Owned)		
<p><i>BMP Description</i> The MS4 will develop and/or revise an O&M Manual for MS4-owned/operated post-construction structural BMPs that includes an inspection and maintenance schedule.</p> <p>Update and administer an inspection program for MS4-owned/operated BMPs to ensure the practices are maintained and operating as designed. Develop procedures for the inspections and utilize an inspection form/checklist that documents corrective actions.</p>		
<p><i>Measurable Goals</i> Develop and maintain an O&M Manual for MS4-owned BMPs. Develop and maintain SOPs for inspections. Complete post-construction inspections for MS4-owned BMPs per the schedule.</p>		
<p><i>Responsible Entity</i> COA MS4 Coordinator and Trine University MS4 Coordinator</p>		
<p><i>Schedule</i> Refer to Implementation Schedule (Table C-1). Review inspection SOP annually and update as needed. Perform maintenance as needed per O&M Manual schedule. Inspection frequency is as follows:</p> <ul style="list-style-type: none"> • Inspect all MS4-owned BMPs at least once in the 5-year permit term; • Inspect MS4-owned BMPs more frequently than 5 years if specified in the O&M Manual; and • Inspect a BMP if a complaint is received. 		
<p><i>Additional Documentation</i> Inventory of Post-Construction Structural BMPs (Table C-9), Structural BMP Inspection Form (Appendix D) and SOP</p>		
<p><i>Environmental Impact</i> Control the flow rate and improve water quality of stormwater run-off by ensuring post-construction BMPs are functioning through inspections.</p>		
<p><i>Recordkeeping</i> Complete inspections and maintain copies of inspection forms. Track/record the number, type, and location of BMPs inspected and/or modified to function properly or improve stormwater quality.</p>		
<p><i>Reporting</i> Section 4.6 (j)(1) – Report status update on BMP and reviews/revisions to SOPs. Section 4.6 (j)(5) – Report the number, type, and location of structural BMPs modified. Section 4.6 (j)(6) – Report the number, type, and location of structural BMPs inspected.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input checked="" type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.6 (d), (e), (f)(1), (2) & (4), and (h)</p> <p><i>Reporting:</i></p> <p>Section 4.7 (j)(1), (5) & (6) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Post-Construction Inspections (Privately-Owned)		
<p><i>BMP Description</i> The MS4 will update and administer an inspection program for all privately-owned/operated post-construction structural BMPs to ensure the practices are maintained and operating as designed per the O&M Manual submitted for the measure(s). The MS4 will develop procedures for the inspections and utilize an inspection form/checklist that documents corrective actions.</p> <p>Maintain the submitted private-BMP's O&M Manuals.</p>		
<p><i>Measurable Goals</i> Develop and maintain SOPs for inspections by the MS4. Complete inspections for private-BMPs immediately after construction. Complete routine inspections for private-BMPs per schedule.</p>		
<p><i>Responsible Entity</i> COA MS4 Coordinator and Trine University MS4 Coordinator</p>		
<p><i>Schedule</i> Refer to Implementation Schedule (Table C-1). Review inspection SOP annually and update as needed. Inspection frequency is as follows:</p> <ul style="list-style-type: none"> • Inspect new private-BMPs after construction is completed; • Inspect all private-BMPs once in the 5-year permit term. MS4 may cap the number of inspections at 250 per 5-year term and prioritize and inspection the remaining private-BMPs in the next permit cycle; and • Inspect complaints for private BMPs. 		
<p><i>Additional Documentation</i> CSGP Project Inventory (Table C-8 and Permitting Software), Inventory of Post-Construction Structural BMPs (Table C-9), Structural BMP Inspection Form (Appendix D), and SOP</p>		
<p><i>Environmental Impact</i> Control the flow rate and improve water quality of stormwater run-off. Improve water quality by ensuring post-construction BMPs are functioning through inspections.</p>		
<p><i>Recordkeeping</i> Complete inspections and maintain copies of inspection forms. Track/record the number, type, and location of private-BMPs inspected. Record reviews and revisions as needed of the SOP.</p>		
<p><i>Reporting</i> Section 4.6 (j)(1) – Report status update on BMP and reviews/revisions to SOPs. Section 4.6 (j)(6) – Report the number, type, and location of structural BMPs inspected.</p>		
<p><i>Minimum Control Measures:</i> <input type="checkbox"/> Public Education/Involvement <input type="checkbox"/> Illicit Discharge <input type="checkbox"/> Construction Site Control <input checked="" type="checkbox"/> Post-Construction Site Control <input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No Section 4.6 (d), (e), (f) (1), (3) & (4), and (h)</p> <p><i>Reporting:</i> Section 4.6 (j)(1) and (6) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP <input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Post-Construction BMP Complaints		
<p><i>BMP Description</i> The MS4 will develop or revise written SOPs for receipt, resolution, and tracking of public inquiries, complaints, and other information submitted regarding local construction projects.</p> <p>The MS4 maintains phone numbers and web applications to report stormwater pollution concerns, including construction stormwater complaints. Complaints are logged through a work order system. The work order system is used to document the date(s) of the complaint, the results of the investigation, follow-up to the investigation, and the date the investigation was closed.</p>		
<p><i>Measurable Goals</i> Reduce water quality issues by following up on all complaints received to ensure compliance with the MS4 ordinance. Track complaints, inspections, follow-up information, and any enforcement actions for post-construction BMPs. Develop and maintain SOP(s) for complaints.</p>		
<p><i>Responsible Entity</i> COA MS4 Coordinator and Trine University MS4 Coordinator</p>		
<p><i>Schedule</i> Complaints investigated as received. Review SOP annually and update as needed. Refer to Implementation Schedule (Table C-1).</p>		
<p><i>Additional Documentation</i> CSGP Project Inventory (Table C-8 and Permitting Software), Stormwater Complaint and Illicit Discharge Form (Appendix D), and SOP</p>		
<p><i>Environmental Impact</i> Improve water quality by ensuring post-construction BMPs are functioning through inspections.</p>		
<p><i>Recordkeeping</i> Record the number of public information requests and/or complaints received for post-construction BMPs.</p>		
<p><i>Reporting</i> Section 4.5 (m)(1) – Report status update on BMP. Section 4.5 (m)(6) – Report the number of public information requests and/or complaints received. Section 4.6 (j)(5) – Report the number, type, and location of structural BMPs modified. Section 4.6 (j)(6) – Report the number, type, and location of structural BMPs inspected.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input checked="" type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.6 (f) (4)</p> <p><i>Reporting:</i> Section 4.5 (m)(1) and (6) Annual Report Section 4.6 (j)(1), (5) and (6) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Post-Construction Training for Inspection, Plan Review and Enforcement		
<p>BMP Description</p> <p>The MS4 will document annual training attended by MS4 staff and/or contractual staff that is specific to the responsibility the individual performs (e.g., plan review, inspection, compliance, and enforcement). Documentation includes the following:</p> <ul style="list-style-type: none"> • Responsibility of staff member; • Dates and types of training attended; and • List of professional certifications MS4 staff have obtained or maintain. 		
<p>Measurable Goals</p> <p>Increase plan reviewer and inspector knowledge by receiving annual training through a certification or by being managed by a certified individual.</p>		
<p>Responsible Entity</p> <p>COA MS4 Coordinator and Trine University MS4 Coordinator</p>		
<p>Schedule</p> <p>Training is completed annually. Refer to Implementation Schedule (Table C-1).</p>		
<p>Additional Documentation</p> <p>List of Responsible Entities (Table C-2) and Training Matrix (Table C-5)</p>		
<p>Environmental Impact</p> <p>Reduction of sediment loss/migration and prevention of other construction site stormwater pollutants from impacting MS4 stormwater conveyances by training personnel on proper management of post-construction BMPs.</p>		
<p>Recordkeeping</p> <p>Track completed training by MS4 staff and/or contractual staff. Retain documentation of annual construction stormwater training specific to the responsibility the individual performs for the MS4 entity. Annual training completed according to the employees' certifications.</p>		
<p>Reporting</p> <p>Section 4.6 (j)(1) – Report status update on BMP.</p>		
<p>Minimum Control Measures:</p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input checked="" type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.6 (i)</p> <p>Reporting:</p> <p>Section 4.6 (j)(1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

3.5 Municipal Operations Pollution Prevention & Good Housekeeping

The purpose of the Municipal Operations Pollution Prevention and Good Housekeeping MCM is to prevent or reduce pollutant run-off from municipal operations within the MS4. This program will address stormwater discharges from MS4 activities through a program of municipal employee education, proper municipal operations, and maintenance. This MCM incorporates the BMPs in this section to reduce floatables and other pollutants from discharging into the storm sewer system.

3.5.1 Stormwater Infrastructure O&M Plan

The stormwater system is maintained by various departments. Each BMP in this section identifies the responsible department for implementation. The O&M Plan is comprised of the BMPs, SOPs, schedules, disposal methods, and documentation of activities identified in Section 4.6 (g) (1) and (2). The BMPs in the O&M Plan include the following:

- Periodic Litter Collection;
- Structure Cleaning;
- Roadside Vegetation, Shoulder, and Ditch Stabilization;
- Outfall Scouring;
- Street Sweeping; and
- Outfall Inspections.

3.5.2 Standard Operating Procedures

Written documentation for maintenance activities, schedules, and inspection procedures are provided for the municipal operations O&M Plan BMPs SOPs. SOPs for this MCM will be included in **Appendix E** upon completion and will include the following:

- Responsible individuals;
- Maintenance schedules or map locations;
- Procedures for the removal and tracking disposal of trash and debris; and
- Documentation methods confirming maintenance has been completed.

3.5.3 Surface Visual Inspections

Surface visual inspections are considered the accumulation of all trained personnel visually assessing the stormwater system through their normal daily activities. Personnel attend annual training sessions and the process for reporting an identified issue is reviewed annually.

From the identified activities, the system is sufficiently visually inspected annually through routine tasks and activities. In addition, inspections of all outfalls will be conducted during the five-year permit term.

3.5.4 MS4 Facilities

An inventory of properties, owned and operated by COA and Trine University, is provided in **Appendix C, Table C-10**. The inventory identifies properties by name/description, address

or longitude/latitude, site permits (if any), and contacts. An evaluation was completed to determine whether each facility has the potential to generate stormwater pollution. These are identified as priority sites. Refer to **Appendix A, Figure A-2**.

Inventory of MS4-Owned/Operated Facilities		
<p><i>BMP Description</i> The MS4 will develop and maintain an inventory of MS4 owned/operated facilities and include a location map, facility name/description, address or longitude/latitude, site permits, primary contact, alternate contact, and determine if the site has the potential to generate stormwater pollution (priority site).</p> <p>COAs facilities were identified using the COA GIS and the City’s List of Insured Properties. Trine University facilities were identified using the County GIS database. MS4 facilities with the potential to generate stormwater pollution will be considered priority sites.</p>		
<p><i>Measurable Goals</i> Identify MS4 facilities, prioritize pollution generating sites, and a maintain list and map.</p>		
<p><i>Responsible Entity</i> COA MS4 Coordinator and Trine University MS4 Coordinator</p>		
<p><i>Schedule</i> Develop a list in the first year of permit coverage. Identify priority sites and develop a map. Annually review/update the list and map. Refer to Implementation Schedule (Table C-1).</p>		
<p><i>Additional Documentation</i> Inventory of MS4 Facilities (Table C-10) and Map of MS4 Facilities (Figure A-2)</p>		
<p><i>Environmental Impact</i> The inventory will allow the MS4 to ensure appropriate stormwater pollution prevention BMPs are identified for each MS4-owned facility.</p>		
<p><i>Recordkeeping</i> Maintain Inventory of MS4 Facilities and Map of MS4 Facilities.</p>		
<p><i>Reporting</i> Section 4.7 (n)(1) – Report status update on BMP and the dates of development and review/revisions to the inventory and map.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input checked="" type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.7 (b)</p> <p>Section 4.7 (i) Annual Review</p> <p><i>Reporting:</i></p> <p>Section 4.7 (n) (1) Annual Report</p>	<p><input type="checkbox"/> Current BMP</p> <p><input checked="" type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Stormwater Pollution Prevention Plans (SWPPPs)		
<p><i>BMP Description</i> The MS4 will develop and/or revise SWPPPs for priority sites including site maps, corrective actions, maintenance activities, operations, and other SOPs. Each SWPPP will address good housekeeping, proper storage, maintenance activities, vehicle and equipment washing and storage, site snow disposal/salt management, site pesticide use, site waste disposal, spill prevention and response, plan review and updates to the plan, and Spill Prevention Control and Countermeasures (SPCC) compliance as applicable.</p> <p>SWPPPs were revised in 2022.</p>		
<p><i>Measurable Goals</i> Maintain site SWPPPs and update annually.</p>		
<p><i>Responsible Entity</i> COA MS4 Coordinator, COA Department Supervisors, and Trine University MS4 Coordinator</p>		
<p><i>Schedule</i> Review and revise existing SWPPPs in the first year of permit coverage. Review annually and revise as needed. Refer to Implementation Schedule (Table C-1).</p>		
<p><i>Additional Documentation</i> Inventory of MS4 Facilities (Table C-10), Map of MS4 Facilities (Figure A-2), site SWPPPs (not included), Facility Inspection Forms (not included)</p>		
<p><i>Environmental Impact</i> SWPPPs will prevent or reduce pollutant run-off from municipal operations.</p>		
<p><i>Recordkeeping</i> Maintain a copy of the SWPPP at each priority site. Maintain Quarterly Facility Inspections and Annual Facility Assessments with the SWPPP.</p>		
<p><i>Reporting</i> Section 4.7 (n)(1) – Report status update on BMP and the number of facilities identified as requiring a SWPPP and their revision date(s).</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input checked="" type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.7 (d) & (e)</p> <p><i>Reporting:</i></p> <p>Section 4.7 (n) (1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Quarterly Facility Inspections		
<p><i>BMP Description</i> The MS4 will complete and document quarterly inspections to ensure materials and equipment are clean and orderly and to minimize the potential for pollutant discharge for all facilities with SWPPPs. The inspection report must include any identified deficiencies and the corrective actions taken or planned to address the deficiencies.</p> <p>Site-specific inspection forms have been developed as part of each SWPPP and include the above information. At a minimum, one quarterly inspection will be completed by each MS4 Coordinator and serve as the Annual Facility Assessment (see Annual Facility Assessment BMP).</p>		
<p><i>Measurable Goals</i> Complete inspections quarterly and maintain with SWPPPs.</p>		
<p><i>Responsible Entity</i> COA MS4 Coordinator, COA Department Supervisors, and Trine University MS4 Coordinator</p>		
<p><i>Schedule</i> Review and revise existing SWPPP inspection forms in the first year of permit coverage. Review annually and revise as needed. Refer to Implementation Schedule (Table C-1).</p>		
<p><i>Additional Documentation</i> SWPPPs (not included) and Facility Inspection Forms (not included)</p>		
<p><i>Environmental Impact</i> Minimize the potential for pollutant discharge for MS4 facilities.</p>		
<p><i>Recordkeeping</i> Maintain quarterly inspections with the SWPPP at each site and provide a copy to each MS4 Coordinator. Record all deficiencies on the inspection form and associated corrective action.</p>		
<p><i>Reporting</i> Section 4.7 (n)(1) – Report status update on BMP.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input checked="" type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.7 (f)</p> <p><i>Reporting:</i></p> <p>Section 4.7 (n) (1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Annual Facility Assessment		
<p><i>BMP Description</i> Each year, the MS4 will assess identified priority facilities (from inventory) for potential pollutants, existing operations (material storage, housekeeping practices, erosional features, vehicle washing, proximity of activities to drains and outfalls, etc.), and other activities. Assess the map of the existing structural and non-structural stormwater management measures.</p> <p>The annual assessment will utilize the SWPPP inspection form and a written description of observed practices and activities and corrective actions.</p>		
<p><i>Measurable Goals</i> Complete assessments annually and maintain with SWPPP.</p>		
<p><i>Responsible Entity</i> COA MS4 Coordinator and Trine University MS4 Coordinator</p>		
<p><i>Schedule</i> Annually. Refer to Implementation Schedule (Table C-1).</p>		
<p><i>Additional Documentation</i> SWPPPs (not included), SWPPP Self-Inspection Form (not included), and Inventory of MS4 Facilities (Table C-10)</p>		
<p><i>Environmental Impact</i> Minimize the potential for pollutant discharge for MS4 facilities.</p>		
<p><i>Recordkeeping</i> Maintain the Annual Assessments with the SWPPP at each site. Record all deficiencies on the inspection form and associated corrective action. Update SWPPPs as needed.</p>		
<p><i>Reporting</i> Section 4.7 (n)(1) – Report status update on BMP</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input checked="" type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.7 (c)</p> <p><i>Reporting:</i></p> <p>Section 4.7 (n) (1) Annual Report</p>	<p><input type="checkbox"/> Current BMP</p> <p><input checked="" type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Periodic Litter Collection		
<p><i>BMP Description</i> Periodic litter collection is part of the O&M Plan for MS4-owned/operated stormwater infrastructure. The maintenance activities, schedules, disposal methods, and inspection procedures for the BMP are described in the SOP.</p> <p>COA Parks Department is responsible for litter collection at public parks. COA Street Department is responsible for litter collection at MS4 public common areas. Trine University Campus Operations is responsible for litter collection at university-owned open spaces.</p> <p>Otherwise, each department is responsible for litter collection at their facilities. Along with routine schedules, areas are identified through surface visual inspections and complaints. Litter is disposed of as trash or recycling.</p>		
<p><i>Measurable Goals</i> Collect litter to prevent conveyance contamination and clogging. Develop and maintain SOP.</p>		
<p><i>Responsible Entity</i> COA Parks Department, COA Street Department, and Trine University Campus Operations</p>		
<p><i>Schedule</i> In general, litter collection is completed at least weekly during the growing season, after community events and as needed at MS4 facilities. Refer to SOP for detailed schedules. Review SOP annually and update as needed.</p>		
<p><i>Additional Documentation</i> O&M Routine Schedule (Table C-11)</p>		
<p><i>Environmental Impact</i> Reduces the amount of floatables and other pollutants discharged to stormwater conveyances.</p>		
<p><i>Recordkeeping</i> Maintain the SOP that describes the schedules, responsible entities, tracking, and disposal.</p>		
<p><i>Reporting</i> Section 4.7 (n)(1) – Report status update on BMP.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input checked="" type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.7 (g)(2)(A), (3) and (4)</p> <p><i>Reporting:</i></p> <p>Section 4.7 (n) (1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Cleaning and Repairing Stormwater Infrastructure		
<p>BMP Description</p> <p>Stormwater structure cleaning is part of the O&M Plan for MS4-owned/operated stormwater infrastructure. The maintenance activities, schedules, disposal methods, and inspection procedures for the BMP are described in the SOPs for COA and Trine University.</p> <p>Each COA department is responsible for notifying COA Wastewater Department when site structures require cleaning, and COA Street Department when structures require repairs. Along with routine schedules, areas are identified through surface visual inspections and complaints.</p> <p>Trine Department Supervisors are responsible for notifying the MS4 Coordinator when stormwater structures require cleaning.</p>		
<p>Measurable Goals</p> <p>Reduce the amount of floatables and other pollutants discharged by cleaning and repairing stormwater structures and conveyances. Develop and maintain SOP.</p>		
<p>Responsible Entity</p> <p>COA Wastewater, COA Street Department, and Trine University MS4 Coordinator</p>		
<p>Schedule</p> <p>In general, the BMP is completed by sections per a schedule, in response to complaints, and as needed. Refer to SOP for detailed schedules. Review SOP annually and update as needed. Refer to Implementation Schedule (Table C-1).</p>		
<p>Additional Documentation</p> <p>O&M Routine Schedule (Table C-11), Tracking Forms (not included), and SOP</p>		
<p>Environmental Impact</p> <p>Reduces the amount of floatables and other pollutants discharged to stormwater conveyances.</p>		
<p>Recordkeeping</p> <p>Maintain the SOP that describes the schedules, responsible entities, tracking, and disposal. Document volume/weight of debris collected on the tracking form or within work order system.</p>		
<p>Reporting</p> <p>Section 4.7 (n)(1) – Report status update on BMP and review/revision date of SOP. Section 4.7 (n)(2) – Report the number and location of stormwater conveyances that have been repaired. Section 4.7 (n)(3) – Report the estimated amount of material removed from stormwater drainage system cleaning including the disposal methods utilized.</p>		
<p>Minimum Control Measures:</p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input checked="" type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.7 (g)(2)(B), and (E), (3) and (4)</p> <p>Reporting:</p> <p>Section 4.7 (n) (1) - (3) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Roadside Vegetation, Shoulder, and Ditch Stabilization		
<p><i>BMP Description</i></p> <p>Roadside vegetation, shoulder and ditch stabilization is part of the O&M Plan. The maintenance activities, schedules, disposal methods, and inspection procedures for the BMP are described in the SOP.</p> <p>COA performs roadside shoulder and ditch stabilization as required. Areas are identified through surface visual inspections and complaints. Otherwise, each COA department is responsible for stabilization after a project (e.g., utility line installation).</p> <p>Each department is responsible for notifying the Trine University MS4 Coordinator when roadside vegetation, shoulder and ditch stabilization is needed.</p>		
<p><i>Measurable Goals</i></p> <p>Repair shoulders and ditches to prevent accidents and reduce sedimentation to stormwater conveyances. Develop and maintain SOP.</p>		
<p><i>Responsible Entity</i></p> <p>COA Street Department and Trine University MS4 Coordinator</p>		
<p><i>Schedule</i></p> <p>In general, the BMP is completed when personnel observe it or a complaint is received. Refer to SOP and O&M Schedule. Review SOP annually and update as needed.</p>		
<p><i>Additional Documentation</i></p> <p>O&M Routine Schedule (Table C-11) and SOPs</p>		
<p><i>Environmental Impact</i></p> <p>Prevent sedimentation from entering conveyances.</p>		
<p><i>Recordkeeping</i></p> <p>Maintain the SOP that describes the schedules, responsible entities, tracking, and disposal. Track MS4 projects that require roadside shoulder and ditch stabilization.</p>		
<p><i>Reporting</i></p> <p>Section 4.7 (n)(1) – Report status update on BMP</p> <p>Section 4.7 (n)(2) – Report the number and location of stormwater conveyances that have been repaired.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input checked="" type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.7 (g)(2)(C) and (D), (3) and (4)</p> <p>Section 4.7 (i) Annual Review</p> <p><i>Reporting:</i></p> <p>Section 4.7 (n) (1) and (2) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Remediation of Outfall Scouring and Repairing Stormwater Conveyances		
BMP Description		
<p>Remediation of outfall scouring and repairing stormwater conveyances and infrastructure are part of the O&M Plan for MS4-owned/operated stormwater infrastructure. The maintenance activities, schedules, disposal methods, and inspection procedures for the BMP are described in the SOP.</p> <p>Each department is responsible for notifying the MS4 when an outfall and/or conveyance requires remediation. Along with routine schedules/inspections, areas are identified through surface visual inspections and complaints.</p>		
Measurable Goals		
<p>Repair scouring or erosion conditions with riprap or other measures in order to decrease the amount of pollutants entering the waterways and conveyances. Repair stormwater conveyances (infrastructure) to prevent sedimentation from entering conveyances. Develop and maintain SOP.</p>		
Responsible Entity		
COA MS4 Coordinator and Trine University MS4 Coordinator		
Schedule		
<p>In general, the BMP is completed as needed following outfall inspections, per a schedule, a complaint, and as needed at MS4 facilities. Review SOP annually and update as needed. Refer to Implementation Schedule (Table C-1).</p>		
Additional Documentation		
Outfall Inspection Form (Appendix D), O&M Routine Schedule (Table C-11), and SOP		
Environmental Impact		
Reduces the amount of floatables and other pollutants discharged to conveyances.		
Recordkeeping		
<p>Maintain the SOP that describes the schedules, responsible entities, tracking, and disposal. Track maintenance activities and corrective actions work order system.</p>		
Reporting		
<p>Section 4.7 (n)(1) – Report status update on BMP</p> <p>Section 4.7 (n)(2) – Report the number and location of stormwater outfalls that have been repaired.</p>		
Minimum Control Measures: <input type="checkbox"/> Public Education/Involvement <input type="checkbox"/> Illicit Discharge <input type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input checked="" type="checkbox"/> Municipal Operations	Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Section 4.7 (g)(2)(E), (3) and (4) Reporting: Section 4.7 (n) (1) & (2) Annual Report	<input checked="" type="checkbox"/> Current BMP <input type="checkbox"/> New BMP BMP Revision Date: 2022

Disposal of Pet Waste		
<p><i>BMP Description</i> COA owns and maintains a dog park in Commons Park. COA Parks and Recreation Department is responsible for maintenance and disposal of pet waste. Revise COA Parks and Recreation Department SWPPP to include maintenance activities for the proper disposal of animal waste from dog parks.</p> <p>Trine University does not own or operate dog parks within their campus limits.</p>		
<p><i>Measurable Goals</i> Properly dispose of pet waste.</p>		
<p><i>Responsible Entity</i> COA Parks and Recreation Department</p>		
<p><i>Schedule</i> Maintain dog park(s) according to routine schedule. Review and revise SWPPP as necessary. Refer to O&M Routine Schedule (Table C-11).</p>		
<p><i>Additional Documentation</i> Parks and Recreation Department SWPPP</p>		
<p><i>Environmental Impact</i> Reduces the amount of pollutants entering the conveyances.</p>		
<p><i>Recordkeeping</i> Record ongoing maintenance activities.</p>		
<p><i>Reporting</i> Section 4.7 (n)(1) – Report status update on BMP.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input checked="" type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.7 (d)(6)(C)</p> <p><i>Reporting:</i></p> <p>Section 4.7 (n)(1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Snow and Salt Management		
<p><i>BMP Description</i></p> <p>The MS4 has established designated snow disposal area(s) that have minimal potential for the discharge of run-off to receiving waters.</p> <p>The MS4 will manage and store salt and other de-icing materials to minimize the discharge of stormwater run-off from the facility. The following will be considered to minimize stormwater run-on and run-off:</p> <ul style="list-style-type: none"> • Utilize and maintain permanent structures and/or coverings, thereby reducing the discharge of polluted stormwater run-off; and • Manage operations to address tracking and spillage of salt and other de-icing materials. <p>Revise SWPPPs to include snow disposal area and salt management measures and storage locations.</p>		
<p><i>Measurable Goals</i></p> <p>Reduce salt and de-icing material exposure to stormwater through proper management.</p>		
<p><i>Responsible Entity</i></p> <p>COA Street Department and Trine University</p>		
<p><i>Schedule</i></p> <p>Update SWPPP within first year of permit coverage. Refer to Implementation Schedule (Table C-1). On-going management measures. Refer to O&M Routine Schedule (Table C-11).</p>		
<p><i>Additional Documentation</i></p> <p>COA Street Department SWPPP and Trine University SWPPP</p>		
<p><i>Environmental Impact</i></p> <p>Decrease salt run-off to conveyances.</p>		
<p><i>Recordkeeping</i></p> <p>Document the snow disposal area(s) and salt/sand management measures and storage locations in the SWPPP. Record the amount of salt and deicing liquid used annually.</p>		
<p><i>Reporting</i></p> <p>Section 4.7 (n)(1) – Report status update on BMP. Section 4.7 (n)(5) – Number and location of deicing salt and sand storage areas and methods used to minimize stormwater exposure.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input checked="" type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.7 (d)(6)(D) and (E)</p> <p><i>Reporting:</i></p> <p>Section 4.7 (n) (1) and (5) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Street and Parking Lot Sweeping		
<p><i>BMP Description</i> Sweeping of streets and municipal parking lots is part of the O&M Plan for MS4-owned/operated stormwater infrastructure. The maintenance activities, schedules, and inspection procedures for this BMP are described in the SOP.</p> <p>Municipal streets are swept with street sweepers within COA. Street sweeping activities are conducted according to established SOP. Each department is responsible for notifying the COA Street Department when parking lots require cleaning. Along with routine schedules, areas are identified through surface visual inspections and complaints.</p> <p>Campus streets are swept by Campus Operations according to routine schedules, complaints and following special events. Street sweeping activities are conducted according to an established SOP. Each department is responsible for notifying Campus Operations when parking lots require cleaning.</p>		
<p><i>Measurable Goals</i> Reduce the amount of pollutants discharged to stormwater infrastructure by sweeping public streets and municipal parking lots. Develop and maintain SOP.</p>		
<p><i>Responsible Entity</i> COA Street Department and Trine University Campus Operations</p>		
<p><i>Schedule</i> In general, the BMP is completed in sections per a schedule, when a complaint is received, and as needed at MS4 facilities. Refer to SOP for detailed schedules. Review SOP annually and update as needed.</p>		
<p><i>Additional Documentation</i> O&M Routine Schedule (Table C-11) and SOP</p>		
<p><i>Environmental Impact</i> Reduces the amount of pollutants discharged to conveyances.</p>		
<p><i>Recordkeeping</i> Maintain the SOP that describes the schedules, responsible entities, tracking, and disposal. Track maintenance activities and corrective actions through tracking form or work order system.</p>		
<p><i>Reporting</i> Section 4.7 (n)(1) – Report status update on BMP Section 4.7 (n)(4) - Report the amount of material collected from street sweeping.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input checked="" type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.7 (g)(3)-(5)</p> <p><i>Reporting:</i></p> <p>Section 4.7 (n) (1) and (4) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Stormwater Practices for Vendors and Subcontractors		
<i>BMP Description</i> Establish procedures to ensure contractors or third-party entities hired by the MS4 to perform maintenance or other operational activities associated with the stormwater system are required to comply with stormwater good housekeeping practices and facility-specific stormwater management policies and procedures.		
<i>Measurable Goals</i> Provide training to contractors regarding MS4 stormwater management policies and procedures.		
<i>Responsible Entity</i> Department using contractor(s), COA MS4 Coordinator, and Trine University MS4 Coordinator		
<i>Schedule</i> As needed, but prior to work being completed. Refer to Implementation Schedule (Table C-1).		
<i>Additional Documentation</i> List of Educational Materials (Table C-3) and Training Matrix (Table C-5)		
<i>Environmental Impact</i> Minimize the potential for pollutant discharged for maintenance and other activities conducted by outside entities on behalf of the MS4.		
<i>Recordkeeping</i> Maintain training records and attendance sheets from contractors.		
<i>Reporting</i> Section 4.7 (n)(1) – Report status update on BMP.		
<i>Minimum Control Measures:</i> <input type="checkbox"/> Public Education/Involvement <input type="checkbox"/> Illicit Discharge <input type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input checked="" type="checkbox"/> Municipal Operations	<i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Section 4.7 (j) <i>Reporting:</i> Section 4.7 (n) (1) Annual Report	<input type="checkbox"/> Current BMP <input checked="" type="checkbox"/> New BMP BMP Revision Date: 2022

Flood Control Structures		
<p><i>BMP Description</i> Provide written documentation that new flood control structures are assessed for their impacts on water quality and quantity during the planning and design phase.</p> <p>MS4 projects follow the stormwater quality and quantity requirements established in the ordinance and CSGP requirements as applicable. The MS4 does not own or operate any flood control structures.</p>		
<p><i>Measurable Goals</i> Identify potential flood control structures and evaluate them for their impacts on water quality and quantity.</p>		
<p><i>Responsible Entity</i> Department constructing new structures, COA MS4 Coordinator, and Trine University MS4 Coordinator</p>		
<p><i>Schedule</i> Review as needed. Refer to Implementation Schedule (Table C-1).</p>		
<p><i>Additional Documentation</i> N/A</p>		
<p><i>Environmental Impact</i> Incorporating water quality measures into flood control structures will improve water quality.</p>		
<p><i>Recordkeeping</i> Record the number of new flood control projects assessed for water quality treatment measures.</p>		
<p><i>Reporting</i> Section 4.7 (n)(1) – Report status update on BMP</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input checked="" type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.7 (k) & (l)</p> <p><i>Reporting:</i></p> <p>Section 4.7 (n) (1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Municipal Operations Training		
<p><i>BMP Description</i> Implement an annual training program for employees directly involved in implementing good housekeeping for MS4 facilities and/or infrastructure. Relate training and topics to an employee’s job responsibilities and review spill prevention and response, site-specific stormwater issues, and the SWPPP.</p> <p>All municipal operations BMPs will be addressed annually at training sessions. Training may take the form of safety meetings, online training, webcasts, webinars, articles, checklists, presentations, workshops, and conferences.</p>		
<p><i>Measurable Goals</i> Increase employee awareness of stormwater issues by providing annual training.</p>		
<p><i>Responsible Entity</i> COA MS4 Coordinator, COA Department Supervisors, and Trine University MS4 Coordinator</p>		
<p><i>Schedule</i> New and part-time hires within two months and annually. Seasonal hires within 30 days. Refer to Implementation Schedule (Table C-1).</p>		
<p><i>Additional Documentation</i> Training Matrix (Table C-5) and List of Educational Materials (Table C-3)</p>		
<p><i>Environmental Impact</i> Increase employee’s response to stormwater issues by providing annual training to increase their awareness.</p>		
<p><i>Recordkeeping</i> Completed training to be documented through attendance sheets, online training confirmation, completed work orders, etc. Documentation must include employee name, position, date, description of the training.</p>		
<p><i>Reporting</i> Section 4.7 (n)(1) – Report status update on BMP</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement <input type="checkbox"/> Illicit Discharge <input type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input checked="" type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Section 4.7 (m)</p> <p><i>Reporting:</i> Section 4.7 (n) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP <input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

4.0 MS4 PROGRAM EVALUATION AND ANNUAL REPORT

4.1 Annual Assessment of Programs

The following sections of the MS4GP state an annual review or performance evaluation is required. The requirement for the annual review has been included in each applicable BMP sheet.

Reference	Requirement
Section 3.2 (b) WQCR	Review the WQCR to determine if revisions are required and then provide updated WQCR in the Annual Report.
Section 4.1 (e) General Performance	Maintain and evaluate potential overall program performance improvement opportunities in implementing the six MCMs
Section 4.1 (k) General Performance	Conduct an annual review of the SWQMP and as necessary update the plan to ensure it reflects the goals of the MS4 program are being met.
Section 4.2 (a)(6) SWQMP	Annual updates based on changes in priorities, technology, goals, etc.
Section 4.3 (g) MCM 1 & 2	Implement and assess the program annually and update goals as necessary. Describe changes in public awareness resulting from implementation of the program.
Section 4.4 (i) MCM 3	Review and assess the program annually and update as necessary.
Section 4.5 (i) MCM 4	Perform an evaluation and an assessment of the effectiveness of the program annually and update as necessary. (1) Evaluate and assess the following: (A) Regulatory mechanism(s) (i.e. ordinance). (B) Plan review process, policy, and procedures. (C) Site Inspection process, policy, and procedures. (D) Standards and specification manual and/or guidance documents. (E) Policy and procedures related to management and compliance of MS4 owned and/or operated projects. (F) Assess coordination with other departments within the MS4 departments. (2) Develop and implement a plan and schedule to address program deficiencies, improvements, and modifications to the program.
Section 4.6 (h) MCM 5	Review and assess the program annually and update as necessary. (1) Evaluate and assess the following: (A) Regulatory mechanism(s) (i.e. ordinance). (B) Plan review process, policy, and procedures. (C) Site Inspection process, policy, and procedures. (D) Standards and specification manual and/or guidance documents. (E) Policy and procedures related to management and compliance of MS4 owned and/or operated projects. (F) Assess coordination with other MS4 departments. (2) Develop and implement a plan and schedule to address program deficiencies, improvements, and modifications to the program.

Reference	Requirement
Section 4.7 (d) (3) MCM 6 SWPPP	Procedures to review the SWPPP annually and update as needed.
Section 4.7 (i) MCM 6	Review and assess the good housekeeping program for adequacy and accuracy annually and update as necessary.

4.2 Annual Report

Each MCM identifies specific information to include in the Annual Report. This information is included in each BMP sheet. The MS4 will incorporate all annual reporting information into a spreadsheet for easier tracking and reporting.

5.0 ABBREVIATIONS

BMP – Best Management Practice

COA – City of Angola

CSOOP – Combined Sewer Overflow Operational Plan

CSGP – Construction Stormwater General Permit

IDDE – Illicit Discharge Detection and Elimination

IDEM – Indiana Department of Environmental Management

IT – Information Technology

GIS – Geographical Information System

LTCP – Long Term Control Plan (for Combined Sewer Overflows)

MCM – Minimum Control Measure

MS4 – Municipal Separate Storm Sewer System

MS4GP – Municipal Separate Storm Sewer System General Permit

NOI – Notice of Intent

NPDES – National Pollution Discharge Elimination System

NISWMD – Northeast Indiana Solid Waste Management District

O&M – Operations and Maintenance

SPCC – Spill Prevention Control and Countermeasures

SOP – Standard Operating Procedures

SWCD – Soil and Water Conservation District

SWPPP – Stormwater Pollution Prevention Plan

SWQMP – Stormwater Quality Management Plan

TMDL – Total Maximum Daily Load

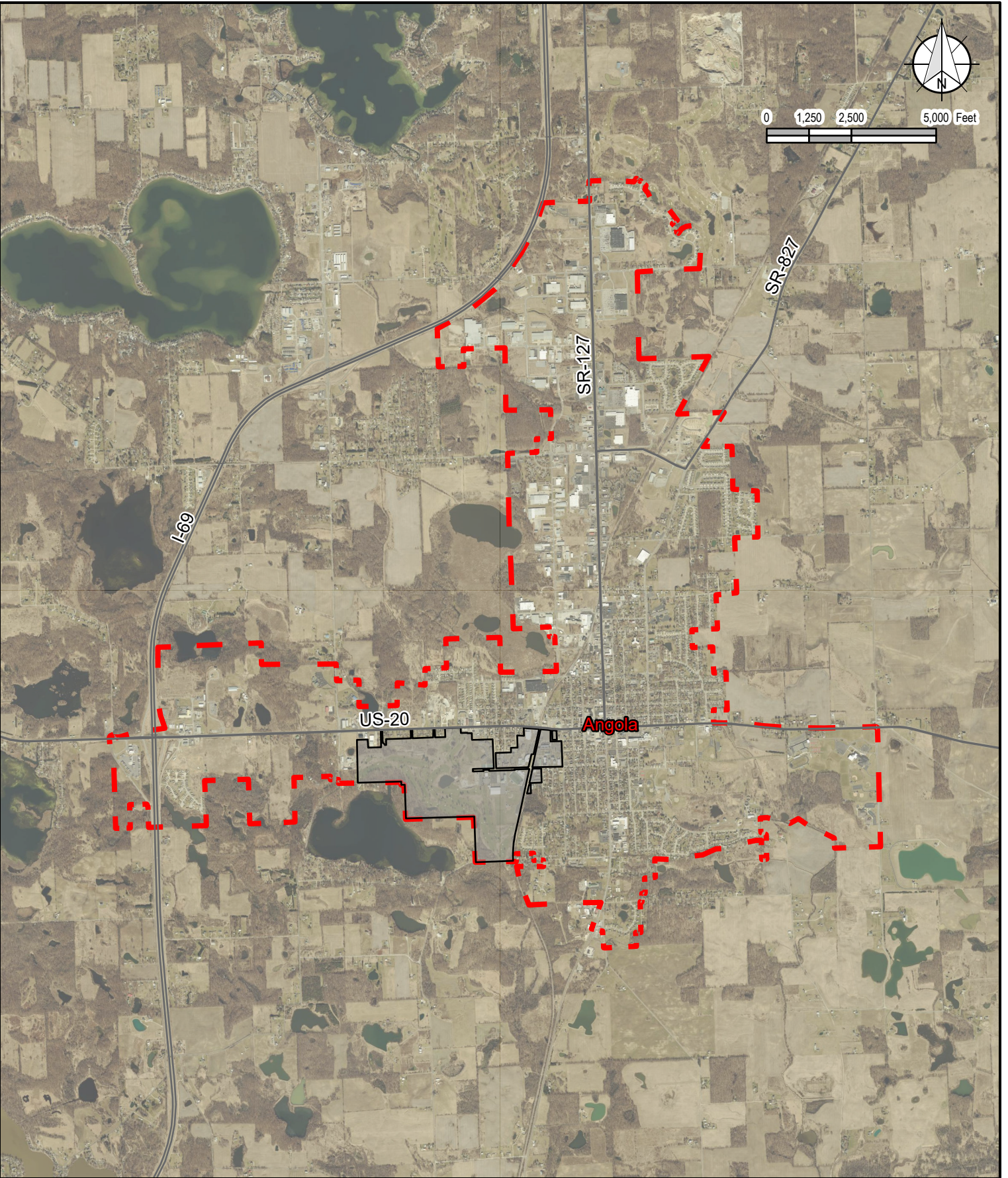
USEPA – U.S. Environmental Protection Agency

WQCR – Water Quality Characterization Report

WWTP – Wastewater Treatment Plant

APPENDIX A

Program Figures





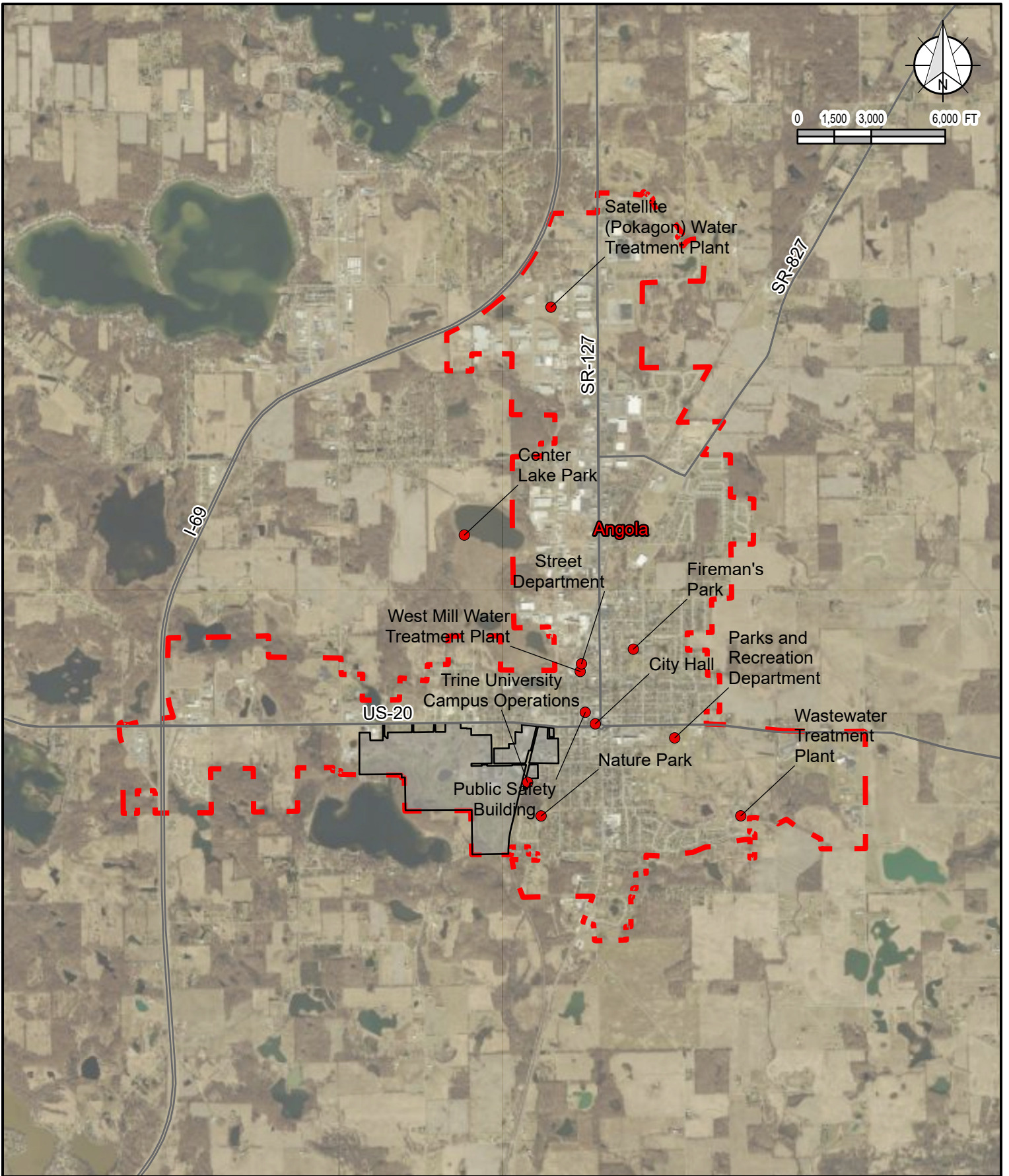
- Legend**
-  MS4 Boundary
 -  Trine University

FIGURE A-1
MS4 BOUNDARY MAP



Legend

- MS4 Facilities
- Trine University
- ┌ MS4 Boundary

FIGURE A-2
MS4 FACILITIES MAP

APPENDIX B

Permit Documentation



LETTER OF TRANSMITTAL

DATE: 6/30/22		JOB NO:
TO: IDEM, Stormwater Program	FROM:	
100 North Senate Avenue	Wessler Engineering	
IGCN Room 1255	6219 South East Street	
Indianapolis, Indiana 46204	Indianapolis, IN 46227	
	PHONE:	(317) 788-4551
	E-MAIL:	
RE:		

WE ARE SENDING YOU THE FOLLOWING ITEMS: Attached Under Separate Cover via

COPIES	DATE	NO.	DESCRIPTION
1	6/30/22	1	Angola NOI Submittal Package

THESE ARE TRANSMITTED as checked below:

- For approval Approved as submitted Resubmit copies for approval
- For your use Approved as noted Submit copies for distribution
- As requested Returned for corrections Return corrected prints
- For review and comment
- For Bids due

REMARKS:

Received by:

RECEIVED

Jacob Banker

JUN 30 2022

COPY TO:

NAME:

TITLE:

IDEM/OWQ



**MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)
NOTICE OF INTENT (NOI)**

State Form 51270 (R5 / 3-22)
Form Approved by State Board of Accounts, 2003
INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

For questions regarding this form, contact:

Phone: (317) 234-1601 or
(800) 451-6027, ext. 41601 (within Indiana)

Stormwater Program Email: Stormwat@idem.IN.gov

Web Access:
<http://www.in.gov/idem> (Search for Stormwater)

MS4 General Permit (MS4GP) may be obtained at:
<https://www.in.gov/idem/stormwater/municipal-separate-storm-sewer-systems-ms4/>

- NOTE:**
- This form must be used to apply for a general NPDES permit to obtain permit coverage under the MS4 General Permit MS4 GP - (INR040000)
 - Please type or print in ink.
 - Return this form, required addenda, and payment by mail to the IDEM Stormwater Program at the address listed below.

IDEM, Stormwater Program
100 North Senate Avenue
IGCN Rm 1255
Indianapolis, IN 46204-2251

APPLICABILITY

Permit coverage under the MS4 General Permit applies to all entities that:

- (1) Are not required to obtain an individual NPDES permit under 327 IAC 15-2-9(b)
- (2) Meet the general permit rule applicability requirements under 327 IAC 15-2-3
- (3) Do not have coverage under an individual MS4 permit; and
- (4) Operate, maintain, or otherwise have responsibility for an MS4 conveyance within a designated MS4 area.

APPLICATION TYPE (check one)

- Initial NOI
- Renewal NOI
• NPDES Number: INR040005
- Amended NOI
• NPDES Number:

Part A: GENERAL INFORMATION FOR PRIMARY MS4 OPERATOR

(1) MS4 Name (Primary): City of Angola County: Steuben

(2) Operator Name (Individual): First: Richard Last: Hickman

(3) Operator Title: Mayor, City of Angola

(4) Mailing Address and Contact Information:
Address 1: 210 North Public Square
Address 2: City: Angola State: Indiana Zip: 46703
Phone: 260-665-7600 Cell Phone: Email: mayorsoffice@angolain.org

Part B: MS4 COORDINATOR (MS4 Listed in Part A)

(1) Is the MS4 Coordinator the same person as the MS4 Operator listed in Part A?
 Yes (Do not complete items 2 through 5) No (Complete Items 2 through 5)

(2) Name of MS4 or Name of Company: City of Angola

(3) Contact Name (Individual): First: Kristen Last: Thomas

(4) Contact Title: Engineering Assistant and MS4 Coordinator

(5) Mailing Address and Contact Information:
Address 1: 210 North Public Square
Address 2: City: Angola State: Indiana Zip: 46703
Phone: 260-624-2663 Cell Phone: 260-667-1052 Email: kthomas@angolain.org

PART C: OTHER CONTACTS

Application Preparer:

(Complete Items (1) and (2) below and only complete Item (3) if different than the information listed in Part A or Part B)

- (1) Contact Name (Individual): First Name: Jacob Last Name: Barker
- (2) MS4 or Company Name: Wessler Engineering
- (3) Mailing Address and Contact Information:
 Address 1: 6219 South East Street
 Address 2: _____ City: Indianapolis State: Indiana Zip: 46227
 Phone: 317-788-4551 Cell Phone: _____ Email: JacobB@wesslerengineering.com

Consultant:

- Not Applicable
- The MS4 has retained a consultant to assist with the program
 (Complete Items (1) through (3) if different than the information listed for the Application Preparer)

- (1) Contact Name: (Individual): First Name: _____ Last Name: _____
- (2) Company Name: _____
- (3) Mailing Address and Contact Information:
 Address 1: _____
 Address 2: _____ City: _____ State: _____ State Abbreviation: _____ Zip: _____
 Phone: _____ Cell Phone: _____ Email: _____

PART D: MS4 GENERAL INFORMATION (Primary Permittee Only (Co-permittees will provide in Appendix A))

- (1) Primary Receiving Water: Pigeon Creek and Fawn River
- (2) Coverage Area (Acres): 4,185.6
- (3) Population: 9,340
- (4) Funding Sources: Storm Water User Fees, Site Improvement Permit Fees, and General Wastewater Operations and Maintenance Fund
- (5) Stormwater Fees: Fee is based on impervious surface and an Equivalent Residential Unit (ERU) is used for fee calculation
 Not Applicable
 Yes, the fees are based on or calculated on (provide a brief description): used for fee calculation

(6) Administration of the Minimum Control Measures:

Minimum Control Measure	Primary MS4 will Administer	Another MS4 (List Entity) will Administer	A Third Party (List Entity) will Administer	Legally Binding Agreement
Public Education	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
Public Involvement	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
Illicit Discharge	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
Construction	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
Post-construction	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
Good Housekeeping	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No

PART E: MS4 CO-PERMITTEE INFORMATION

(1) Is the MS4 listed as Primary applying for permit coverage that will include co-permittees?

Yes (List the MS4 entities below) No (Proceed to Part F)

- | | |
|----------------------|-----|
| (a) Trine University | (f) |
| (b) | (g) |
| (c) | (h) |
| (d) | (i) |
| (e) | (j) |

Part F: GENERAL DISCHARGE INFORMATION FOR MS4 ENTITIES

(1) Hydrologic Unit Codes (12 Digit) associated with the MS4 area including those associated with co-permittees. (Attach separate sheets as necessary.)

Hydrologic Unit Code (12 Digit)	Name of MS4 or MS4s
(a) 040500011002 Mud Creek-Pigeon Creek	City of Angola and Trine University
(b) 040500011001 Pigeon Lake-Pigeon Creek	City of Angola
(c) 040500011003 Long Lake-Pigeon Creek	City of Angola and Trine University
(d) 040500010803 Lake James-Crooked Creek	City of Angola
(e) 040500010802 Tamarack Lake	City of Angola and Trine University
(f) 040500011006 Silver Lake-Pigeon Creek	City of Angola
(g)	
(h)	

(2) Primary Hydrologic Unit Code selected from the list above: 040500011001, 040500010802

(3) Receiving Waters: List all separate stormwater system outfall receiving waters. The receiving waters must represent all entities seeking coverage under this NOI. (Attach separate sheets as necessary.)

	Receiving Water	Approved TMDL (Name the TMDL)	Identify if the Water is on the current 303d (List Impairments Below)
(a)	Pigeon Creek	Pigeon River Watershed TMDL	E.coli
(b)	Mud Creek	Pigeon River Watershed TMDL	Chloride, E.coli, Biological Integrity
(c)	Buck Lake	None-Fawn River WMP	None
(d)	Booth Lake	Pigeon River Watershed TMDL	None
(e)	Center Lake	None-Fawn River WMP	PCBs
(f)	Crockett Lake	Pigeon River Watershed TMDL	None
(g)	Crooked Lake	None-Fawn River WMP	None
(h)	Lake James	None-Fawn River WMP	Biological Integrity, PCBs
(i)	Fox Lake	Pigeon River Watershed TMDL	PCBs
(j)			
(k)			
(l)			
(m)			
(n)			
(o)			
(p)			

(4) Do any outfalls within the MS4 discharge to another MS4 conveyance?
(These conveyances may either be regulated or non-regulated under the MS4 General Permit.)

Yes No

If yes, provide the name of the responsible MS4 entity for the storm system and provide the name of the initial receiving water.

Outfall Discharges Directly to a MS4 (List the MS4):	Initial Receiving Water
(a)	
(b)	
(c)	
(d)	

Part G: Public Notification

The designated entities have notified the public of their intent to submit an application to IDEM to obtain permit coverage as a MS4. The notification was achieved by one of the two options below (select the option utilized):

- A notification was placed on the MS4 web page or community calendar for 30 days prior to submittal of the NOI. The notification included the information required in the MS4GP as required by 6.1 (b)(2).
- A notification was placed on a local newspaper of general circulation for a minimum of one (1) day. The notification included the information required in the MS4GP as required by 6.1 (b)(2).

Part H: INFORMATION TO BE SUBMITTED WITH THE NOI

In addition to the information in Parts A through G and applicable appendices a MS4 operator must provide:

- (1) Proof that a notice was posted to the MS4 web page / community calendar or in a newspaper with the greatest circulation in the affected MS4 area.
- (2) Application Fee (the MS4 Operator shall pay a fee in accordance with IC 13-18-20-12 and Section 6.4 and 6.5 of the MS4GP).
- (3) Certification that appropriate legally-binding agreements or contracts between MS4 entities have been obtained.

Part I: CERTIFICATION AND SIGNATURE

The Primary MS4 Operator listed in Part A must sign the following certification statement:

I swear or affirm under penalty of perjury as specified by IC 35-44.1-2-1 and other penalties specified in IC 13-30-10, that the statements and representations in this notification are true, accurate, and complete.

"I hereby certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Type or print Operator Name: _____

Signature of Operator: _____ Date: _____

The NOI must be signed by an individual who has the appropriate signatory authority as required by 40 CFR 122.22. Wet ink signatures are required.

(mm/dd/year)

COPY

Appendix A: Co-permittees (Complete this form for each Co-Permittee)

(1) Name of MS4 Co-Permittee:

MS4 Operator (An individual): First: Earl Last: Brooks Title: Trine University President
 Address 1: One University Avenue
 Address 2: City: Angola State: Indiana Zip: 46703
 Phone: 260-665-4100 Cell Phone: Email: brookse@trine.edu
 MS4 Coordinator (An individual): First: Nicholas Last: Wentworth Title: Assistant Director of Campus Operations
 Address 1: One University Avenue
 Address 2: City: Angola State: Indiana Zip: 46703
 Phone: 260-665-4998 Cell Phone: 260-908-3974 Email: wentworthn@trine.edu

(2) MS4 Information for Co-permittee:

MS4 (Co-permittee) Population: 5,421
 MS4 (Co-Permittee) Primary Receiving Water: Fox Lake
 Funding Sources: Tuition and Donations
 Does the MS4 have a Stormwater Fee: Yes No
 If Yes, provide a general description of how the fee is calculated (i.e. impervious surface, etcetera)

(3) Administration of the Minimum Control Measure:

Minimum Control Measure	Co-Permittee Listed Above will Administer	Another MS4 (List Entity) will Administer	A Third Party (List Entity) will Administer	Legally Binding Agreement
Public Education	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Public Involvement	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Illicit Discharge	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Construction	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Post-construction	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Good Housekeeping	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

(4) Co-permittee Certification:

I swear or affirm under penalty of perjury as specified by IC 35-44.1-2-1 and other penalties specified in IC 13-30-10, that the statements and representations in this notification are true, accurate, and complete.

I hereby certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Type or Print MS4 Operator Name: _____

Signature of MS4 Operator (co-Permittee): _____ Date: _____

The NOI must be signed by an individual who has the appropriate signatory authority as required by 40 CFR 122.22. Wet ink signatures are required. (mm/dd/year)

COPY

APPENDIX C

Program Tables

**TABLE C-1 - BMP IMPLEMENTATION SCHEDULE
SWQMP - GENERAL REQUIREMENTS**

Effective date of MS4GP: 12/18/21
 Date NOI Available from IDEM: 04/06/22
 Date NOI Submitted/Received by IDEM (coverage starts): 07/05/22

SWQMP BMPS	SECTION	BMP IMPLEMENTATION SCHEDULE						ROUTINE BMP SCHEDULE			Notes
		Identify		Create/Revise		Due Date	Completion Date	Frequency	Due Date	Completion Date	
		Days	Due Date	Days	Due Date						
SWQMP - Review and revise SWQMP within 6 months of permit coverage (from NOI received date)	4.1 i	180				01/01/23		-	-		
Edu/Participation - Community Stormwater Issue - CSGP and erosion/sediment control practices	4.3 a 2	365	07/05/23	730	07/04/24	07/04/27	Identified 8/17/2022	-	-		
Edu/Participation - Community Stormwater Issue - Construction Event	4.3 a 2	1095	07/04/25	1460	07/04/26	07/04/27	Identified 8/17/2022	-	-		
Edu/Participation - Community Stormwater Issue - Residential: Lawn Management BMPs	4.3 a 2	365	07/05/23	1095	07/04/25	07/04/27	Identified 8/17/2022	-	-		
Edu/Participation - Community Stormwater Issue - Residential Event	4.3 a 2	1095	07/04/25	1460	07/04/26	07/04/27	Identified 8/17/2022	-	-		
Edu/Participation - Community Stormwater Issue - Commercial/Industrial: Pretreatment	4.3 a 2	365	07/05/23	1095	07/04/25	07/04/27	Identified 8/17/2022	-	-		
Edu/Participation - Community Stormwater Issue - Commercial/Industrial Event	4.3 a 2	1095	07/04/25	1460	07/04/26	07/04/27	Identified 8/17/2022	-	-		
Edu/Participation - Hold 2 public events annually; MS4 only or with other groups.	4.3 a 3	365	-	-	-	07/05/23		-	-		
Edu/Participation - develop educational materials for distribution for constituents	4.3 a 4	365	07/05/23	1095	07/04/25	07/04/27		-	-		
Edu/Participation - provide annual training for builders, developers, contractors, engineers for Con/Post-Con	4.3 a 5	365	-	-	-	07/05/23		-	-		
Edu/Participation - develop program/outreach plan to educate on IDDE & waste disposal for employees, schools, businesses, citizens.	4.3 b	365	07/05/23	1095	07/04/25	07/04/27		-	-		
Edu/Participation - update SW webpage annually	4.3 c	365	-	-	-	07/05/23		-	-		
Edu/Participation - develop a list of all educational materials	4.3 d	365	07/05/23	1095	07/04/25	07/04/27		-	-		
Edu/Participation - report MS4/SW program updates to elected officials annually	4.3 e	365	-	-	-	07/05/23		-	-		
IDDE - Existing MS4 update ordinance (from NOI submittal date)	4.4 a	730	-	-	-	07/04/24		-	-		
IDDE - Develop/review and update an IDDE plan - dry weather screening SOP	4.4 b 1	365	-	-	-	07/05/23		-	-		
IDDE - Develop/review and update an IDDE plan - screening schedule	4.4 b 2	365	-	-	-	07/05/23		-	-		
IDDE - Develop/review and update an IDDE plan - industry map	4.4 b 3	365	-	-	-	07/05/23		-	-		
IDDE - Develop/review and update an IDDE plan - participate or coordinate HHW events	4.4 b 4	365	-	-	-	07/05/23		-	-		
IDDE - Develop/review and update an IDDE plan - SOP (flow chart) for investigators, guidance, forms for consistency, etc.	4.4 b 5	365	-	-	-	07/05/23		-	-		
IDDE - Review/update public reporting & tracking system for IDDE	4.4 b 6	365	-	-	-	07/05/23		-	-		

**TABLE C-1 - BMP IMPLEMENTATION SCHEDULE
SWQMP - GENERAL REQUIREMENTS**

Effective date of MS4GP: 12/18/21
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SWQMP BMPS	SECTION N	BMP IMPLEMENTATION SCHEDULE					ROUTINE BMP SCHEDULE			Notes	
		Identify		Create/Revise		Due Date	Completion Date	Frequency	Due Date		Completion Date
		Days	Due Date	Days	Due Date						
IDDE Mapping - Existing MS4s to review/update mapping as changes occur and annually and ID all receiving waters in MS4.	4.4 d	365	-	-	-	07/05/23		-	-		
IDDE Mapping - SW System map including outfalls, MS4-operated conveyances; review IDs, lon/lat, receiving waters, 303(d) list	4.4 e	365	07/05/23	1095	07/04/25	07/04/27		-	-		
IDDE Mapping - complete a high priority map for IDDE inspections (1st year)	4.4 f	365	-	-	-	07/05/23		-	-		
IDDE - Develop/update IDDE training program for employees (180 days after SWQMP)	4.4 g	360	-	-	-	06/30/23		-	-		
IDDE - Complete dry-weather field screening of all MS4 outfalls per schedule (all screened by end of permit term)	4.4 h	1825	-	-	-	07/04/27		-	-		
IDDE - review LTCP/CSOOP to incorporate IDDE language for consistency into SWQMP	4.4 j	180	-	-	-	01/01/23		-	-		
Const - Develop/update program including SOPs, procedures, policies, etc.	4.5 a	730	07/04/24	910	12/31/24	07/04/27		-	-		
Const - Existing MS4s review and update ordinance/standards	4.5 b	730	-	910	-	07/04/24		-	-		
Const - Develop/update procedures including timing, applications, plan review, approval and notifications; plan review form.	4.5 c	730	07/04/24	910	12/31/24	07/04/27		-	-		
Const - written procedures to inspect const. sites, schedule, use form, notify site owners, ID priority sites.	4.5 d	730	07/04/24	910	12/31/24	07/04/27		-	-		
Const - written procedures for enforcement	4.5 e	730	07/04/24	910	12/31/24	07/04/27		-	-		
Const - develop/adopt written standards/specs for ESC measures	4.5 f	730	07/04/24	910	12/31/24	07/04/27		-	-		
Const - Develop/update written procedures for public hotline for construction sites	4.5 g	365	-	-	-	07/05/23		-	-		
Post-Con - develop/review and update program, SOPs, ordinance/standards	4.6 a	365	07/05/23	545	01/01/24	07/04/27		-	-		
Post-Con - Existing MS4s review and update ordinance/standards	4.6 b c	730	-	-	-	07/04/24		-	-		
Post-Con - develop written O&M Plan/legal requirement for long-term management of Post-Con BMPs (ord/stds)	4.6 d	730	07/04/24	910	12/31/24	07/04/27		-	-		
Post-Con - develop inspection program for all MS4-owned post-construction measures and private as appropriate.	4.6 e	730	07/04/24	910	12/31/24	07/04/27		-	-		
Post-Con - develop written procedures to inspect MS4 post-con measures and private as appropriate.	4.6 f 1	730	07/04/24	910	12/31/24	07/04/27		-	-		
Post-Con - inspect all MS4 post-con measures	4.6 f 2	1825	-	-	-	07/04/27		-	-		
Post-Con - inspect all private post-con measures (implemented at adoption of Post Con Ord) or cap at 250/term	4.6 f 3	1825	-	-	-	07/04/27		-	-		
MOPs - Develop or review/update program	4.7 a	365	07/05/23	730	07/04/24	07/04/27		-	-		
MOPs - Develop a list of MS4 facilities with map, address, long/lat, permits, pollution potential, and contacts	4.7 b	365	07/05/23	730	07/04/24	07/04/27		-	-		

**TABLE C-1 - BMP IMPLEMENTATION SCHEDULE
SWQMP - GENERAL REQUIREMENTS**

Effective date of MS4GP: 12/18/21
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SWQMP BMPS	SECTION N	BMP IMPLEMENTATION SCHEDULE					ROUTINE BMP SCHEDULE			Notes	
		Identify		Create/Revise		Due Date	Completion Date	Frequency	Due Date		Completion Date
		Days	Due Date	Days	Due Date						
MOPs - Conduct Annual Facility Assessment	4.7 c	365	-	-	-	07/05/23		-	-		
MOPs - Update MS4-owned facility SWPPPs, SOPs, etc.	4.7 d			425		09/03/23		-	-		
MOPs - Written O&M Plan = review/update existing SOPs for waste disposal, liter, cleaning, shoulder/ditches, vegetation, scouring,, etc.	4.7 g	365	07/05/23	730	07/04/24	07/04/27		-	-		
MOPs - Surface visual inspections of all catch basins, outfalls, and conveyances	4.7 g	365	07/05/23			07/04/27		-	-		
MOPs - Develop program for maintenance activities, SOPs, documentation & corrective actions from surface visual inspections	4.7 g	365	07/05/23	730	07/04/24	07/04/27		-	-		
MOPs - Employee training plan/procedure	4.7 m	365	07/05/23	730	07/04/24	07/04/27		-	-		
Water Quality - As applicable, ID parameters for TMDLs for waterbodies in MS4	5.1 c	365	-	-	-	07/05/23		-	-		
Water Quality - revise SWQMP to include SW management measures to reduce loadings to TMDL	5.1 c	180	-	-	-	01/01/23		-	-		
NOI Submittal - Publish public notice on MS4 website for 30 days or	6.1 b 1 a	30	-	-	-	06/05/22		-	-		
NOI Submittal - Publish public notice in newspaper for 1 day (processing and proof usually take 14-21 days)	6.1 b 1 b	21	-	-	-	06/14/22		-	-		
NOI Submittal - Existing MS4s to submit NOI within 90 days of the NOI form being available from IDEM	6.3 b	90	-	-	-	07/05/22		-	-		
WQCR - annual review (provide updates in Annual Report for existing)	3.2 b	-	-	-	-	-		Annual	1-Apr		
Annual MS4 Staff Training (minimum 12 hours, 8 of which to employee's MCM)	4.1 c	-	-	-	-	-		Annual	31-Dec	See Training Matrix	
SWQMP - overall program review/annual review/updates for priorities/technology	4.1 e k; 4.2	-	-	-	-	-		Annual	31-Dec		
Edu/Participation - Conduct two public participation events annually	4.3 a	-	-	-	-	-		Annual	31-Dec		
Edu/Participation - Provide annual training for construction contractors, engineers, etc. (related to MCMs 4 & 5)	4.3 a	-	-	-	-	-		Annual	31-Dec	See Training Matrix	
Edu/Participation - Develop educational materials for constituents (as needed)	4.3 a	-	-	-	-	-		As needed	31-Dec		
Edu/Participation - Review website annually and update if needed.	4.3 c	-	-	-	-	-		Annual	31-Dec		
Edu/Participation - Review/maintain list of all public education materials	4.3 a	-	-	-	-	-		Annual	31-Dec		
Edu/Participation - Report SW program updates at Board meetings annually	4.3 e	-	-	-	-	-		Annual	31-Dec		
Edu/Participation - Annual program review	4.3 g	-	-	-	-	-		Annual	31-Dec		
IDDE - update mapping annually	4.4 d 2	-	-	-	-	-		Annual	31-Dec		
IDDE - train employees responsible for IDDE	4.4 g	-	-	-	-	-		Annual	31-Dec	See Training Matrix	
IDDE - complete dry weather field screening per schedule	4.4 h	-	-	-	-	-		Annual	31-Dec		

**TABLE C-1 - BMP IMPLEMENTATION SCHEDULE
SWQMP - GENERAL REQUIREMENTS**

Effective date of MS4GP: 12/18/21
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SWQMP BMPS	SECTION	BMP IMPLEMENTATION SCHEDULE						ROUTINE BMP SCHEDULE			Notes
		Identify		Create/Revise		Due Date	Completion Date	Frequency	Due Date	Completion Date	
		Days	Due Date	Days	Due Date						
IDDE - Annual program review	4.4 i	-	-	-	-	-	-	Annual	31-Dec		
Const - Inspect 100% of all new construction sites during initial phase of construction	4.5 d 3 A	-	-	-	-	-	-	Once	31-Dec		
Const - Inspect 100% of active construction sites >5 acres and priority sites twice/year	4.5 d 3 A	-	-	-	-	-	-	6 months	31-Dec		
Const - Inspect 50% of active construction sites <5 acres, > 1 acre at least annually	4.5 d 3	-	-	-	-	-	-	Annual	31-Dec		
Const - Investigate all complaints	4.5 d 3	-	-	-	-	-	-	All	31-Dec		
Const - Annual program review	4.5 i	-	-	-	-	-	-	Annual	31-Dec		
Const - Annual training for staff and contractual staff (plan reviewers, inspectors)	4.5 j	-	-	-	-	-	-	Annual	31-Dec		See Training Matrix
Const - Maintain an inventory of active sites	4.5 l	-	-	-	-	-	-	Annual	31-Dec		
Post-Con - Inspect all MS4-owned post-con measures	4.6 f	-	-	-	-	-	-	Annual	31-Dec		
Post-Con - Inspect all privately-owned post-con measures; 100% or 250/term	4.6 f	-	-	-	-	-	-	Annual	31-Dec		
Post-Con - Inspect all post-con measures when a complaint is received	4.6 f	-	-	-	-	-	-	Annual	31-Dec		
Post-Con - Annual program review	4.6 h	-	-	-	-	-	-	Annual	31-Dec		
Post-Con - Annual training for staff and contractual staff (plan reviewers, inspectors)	4.6 i	-	-	-	-	-	-	Annual	31-Dec		See Training Matrix
MOps - Assess/inspect annually MS4-owned sites	4.7. c	-	-	-	-	-	-	Annual	31-Dec		
MOps - Complete MS4 facility inspections; at least 1 done by MS4 Coordinator or designee	4.7 f	-	-	-	-	-	-	Annual	31-Dec		
MOps - Visual surface insp of all catch basins, outfalls, and conveyances	4.7 g	-	-	-	-	-	-	Annual	31-Dec		
MOps - Annual program review	4.7 i	-	-	-	-	-	-	Annual	31-Dec		
MOps - Annual training	4.7 m	-	-	-	-	-	-	Annual	31-Dec		See Training Matrix
Annual Report	8.2	-	-	-	-	-	-	Annual	1-Apr		

**TABLE C-2: MS4 RESPONSIBLE ENTITIES
SWQMP - GENERAL REQUIREMENTS**

DEPARTMENT	NAME	TITLE	RESPONSIBILITY	LOCATION	ADDRESS	PHONE	EMAIL
City	Richard Hickman	Mayor	MS4 Operator	City Hall	210 N Public Square, Angola, IN 46703	260-316-8002	rhickman@angolain.org
Angola Board of Public Works and Safety	Richard Hickman	Chair	Utility funding for Angola Municipal Utilities	City Hall	210 N Public Square, Angola, IN 46703	260-665-3556	rhickman@angolain.org
Angola Common Council	Dave Martin	Mayor Pro Tem	Ordinance updates	City Hall	210 N Public Square, Angola, IN 46703	260-665-3422	dmartin@angolain.org
Angola City Attorney	Kim Shoup	City Attorney	Ordinance updates	City Hall	210 N Public Square, Angola, IN 46703	260-665-6213	kimshoup@mchsi.com
Engineering	Kristen Thomas	MS4/Engineering Assistant	MS4 Coordinator, public education and outreach, plan review and approval, construction inspections, municipal facility inspections, annual reporting, adding and updating information to the City website	City Hall	210 N Public Square, Angola, IN 46703	260-624-2663	kthomas@angolain.org
Engineering	Amanda Cope	City Engineer	MS4 Program Implementation assistance, Adding and updating information to City of Angola GIS	City Hall	210 N Public Square, Angola, IN 46703	260-665-6748	acope@angolain.org
Parks and Recreation	Matt Hanna	Superintendent	Municipal operations and site operation.	Parks and Recreation	299 S John St., Angola, IN 46703	260-665-1588	parks@angolain.org
Street Department	Chad Ritter	Street Superintendent	Municipal operations, site operation	Street Department	210 W Mill St, Angola, IN 46703	260-665-7656	Street@angolain.org
Water Department	Tom Selman	Water Superintendent	Municipal operations, site operation, education	Water Department	300 W Mill St., Angola, IN 46703	260-665-9363	Tselman@angolain.org
Wastewater Department	Jeff Gaff	Wastewater Superintendent	Municipal operations, site operation, education	Wastewater Department	1095 Redding Road, Angola, IN 46703	260-665-6806	jgaff@angolain.org
Fire Department	Doug Call	Fire Chief	Emergency spill response, municipal operations, site operation,	Fire Department	202 W Gilmore St., Angola, IN 46703	260-665-5555	dcall@angolain.org
MS4 Consultant	Jacob Barker	Wessler Engineering	MS4 implementation assistance	NA	1130 AAA Way, Carmel, IN 46032	317-788-4551	jacobB@wesslerengineering.com
Trine University	Earl Brooks	President	Trine University MS4 Operator, enforcement, policy approval	Trine University	One University Avenue, Angola, IN 46703	260-665-4100	brookse@trine.edu
Trine University Campus Operations	Nicholas Wentworth	MS4 Coordinator & Assistant Director of Campus Operations	Trine University MS4 Coordinator, Municipal operations, site operation, education	Trine University	One University Avenue, Angola, IN 46704	260-665-4889	wentworthn@trine.edu
Trine University GIS			Trine University mapping updates.				

**TABLE C-2: MS4 RESPONSIBLE ENTITIES
SWQMP - GENERAL REQUIREMENTS**

DEPARTMENT	NAME	TITLE	RESPONSIBILITY	LOCATION	ADDRESS	PHONE	EMAIL
Trine University IT			Webpage updates	Trine University	One University Avenue, Angola, IN 46704	(260) 665-4275	help@trine.edu
SES Environmental			Spill Response and Safety Training	NA			
Steuben County SWCD	Janel Meyer	SWCD Administrative Coordinator	SWCD public education and outreach programs within MS4 boundaries	Steuben County SWCD	1220 N 200 W, Angola, IN 46703	(260) 665-3211 ext. 3	steubenswcd@gmail.com
Northeast Indiana Solid Waste Management	NA	Administration	Daily operations for the collection of household hazardous waste	Ashley Convenience Center	2320 W 800 S, Ashley, IN 46705	260-587-3063	info@niswmd.org

TABLE C-3: LIST OF EDUCATIONAL MATERIALS
MCM 1 & 2 - PUBLIC EDUCATION, OUTREACH, PARTICIPATION & INVOLVEMENT

SUBJECT MCM	EDUCATIONAL MATERIAL	TO DEVELOP	TO REVIEW AND REVISE	SCHEDULE	INFO SOURCE	TARGET CONSTITUENT	LOCATIONS AVAILABLE	DISTRIBUTION	DATE PROVIDED	# TRAINED / DISTRIBUTED
1 & 2	Stormwater Pollution Prevention: <u>Protecting Your Waterways Brochure</u>		X	12/31/24	MS4	Public	City Building, SW Website	Ongoing		
1 & 2	Homeowner Conservation Practices	NA	NA	NA	Purdue Ext.	Public	MS4 Coordinator's Computer/Server	Ongoing		
1 & 2	Stormwater Pollution - Rain Barrel	NA	NA	NA	Purdue Ext.	Public	MS4 Coordinator's Computer/Server	Ongoing		
2 & 2	Stormwater Pollution - Rain Gardens	NA	NA	NA	Purdue Ext.	Public	MS4 Coordinator's Computer/Server	Ongoing		
1 & 2	Facebook Posts		X	12/31/24	City	Public	MS4 Coordinator's Computer/Server	Ongoing		
1 & 2	Clean Streets Clean Water		X	12/31/24	City	Public	MS4 Coordinator's Computer/Server	Ongoing		
4 & 5	Keep Dirt on Construction Sites		X	12/31/24	City	Contractors	MS4 Coordinator's Computer/Server	Ongoing		
1 & 2	Be a Good Steward		X	12/31/24	City	Public	MS4 Coordinator's Computer/Server	Ongoing		
1 & 2	Protect Indiana's Wetlands		X	12/31/24	City	Public	MS4 Coordinator's Computer/Server	Ongoing		
1 & 2	Starts Here Ends Here Billboard		X	12/31/24	City	Public	MS4 Coordinator's Computer/Server, City billboard	Ongoing		
1 & 2	Starts Here Ends Here Litter Billboard		X	12/31/24	City	Public	MS4 Coordinator's Computer/Server, City billboard	Ongoing		
1 & 2	Starts Here Ends Here Fertilizer Billboard		X	12/31/24	City	Public	MS4 Coordinator's Computer/Server, City billboard	Ongoing		
1 & 2	Starts Here Ends Here Oil Billboard		X	12/31/24	City	Public	MS4 Coordinator's Computer/Server, City billboard	Ongoing		
1 & 2	Starts Here Ends Here Fish Billboard		X	12/31/24	City	Public	MS4 Coordinator's Computer/Server, City billboard	Ongoing		
1 & 2	The Poop Fairy Billboard		X	12/31/24	City	Public	MS4 Coordinator's Computer/Server, City billboard	Ongoing		
4 & 5	Your Project Could be Deadly Billboard		X	12/31/24	City	Contractors	MS4 Coordinator's Computer/Server, City billboard	Ongoing		
1 & 2	Stormwater Activity Booklets		X	12/31/24	City	Public	MS4 Coordinator's Computer/Server	Ongoing		
1 & 2	City Quarterly Newsletter		X	12/31/24	City	Public	MS4 Coordinator's Computer/Server	Ongoing		
1 & 2	Sprinkle Educational Handout		X	12/31/24	City	Public	MS4 Coordinator's Computer/Server	Ongoing		
1 & 2	Stormwater Management Lesson Plan		X	12/31/24	City	Public	MS4 Coordinator's Computer/Server	Ongoing		
1 & 2	Bobber Watchin' Publication		X	12/31/24	City	Public	MS4 Coordinator's Computer/Server	Ongoing		
1 & 2	Winter Salt Tips Advertisement		X	12/31/24	City	Public	MS4 Coordinator's Computer/Server	Ongoing		
1 & 2	Take a Dip Advertisement		X	12/31/24	City	Public	MS4 Coordinator's Computer/Server	Ongoing		
1 & 2	Draw the Line Advertisement		X	12/31/24	City	Public	MS4 Coordinator's Computer/Server	Ongoing		
1 & 2	Not Rain No Drain Advertisement		X	12/31/24	City	Public	MS4 Coordinator's Computer/Server	Ongoing		
1 & 2	Bottoms Up Advertisement		X	12/31/24	City	Public	MS4 Coordinator's Computer/Server	Ongoing		
1 & 2	Fall Leaf Trips Advertisement		X	12/31/24	City	Public	MS4 Coordinator's Computer/Server	Ongoing		
3	Illicit Discharge - Businesses	X		12/31/24	MS4	Public	MS4 Coordinator's Computer/Server	Distribute in 4th year of every permit term.		
3	Illicit Discharge - Businesses: Video on wastes and spills.	NA	NA		Online	Commercial	Preventing Pollution - Businesses			
3	Illicit Discharge - General Employees	X	X	12/31/24	MS4	Municipal	MS4 Coordinator's Computer/Server			
3	Illicit Discharge - General/Public mailer	X		12/31/24	MS4	Public	MS4 Coordinator's Computer/Server	Distribute in 4th year of every permit term.		
3	Illicit Discharge - Municipal Operations	X		12/31/24	MS4	Municipal	Department SWPPPs			
3	Illicit Discharge - Schools	X		12/31/24	MS4	Public	MS4 Coordinator's Computer/Server	Distribute in 4th year of every permit term.		
4 & 5	Construction Stormwater Ordinance		X	07/04/24	City	Contractors	SW Website link to ordinances	Ongoing		
4 & 5	Information provided with local permits/CSGP approval		X	12/31/24	City	Contractors	MS4 Coordinator's Computer/Server and website	Ongoing & provided with each local/CSGP permit issued.		
4 & 5	Post/Con Training	X		12/31/24		Contractors		Builders, Developers, Contractors & Engineers		
4 & 5	Standards		X	07/04/24	City	Contractors	SW website link to Building Services website	Ongoing		
4 & 5	Video on SW runoff and post-construction measures	NA	NA	NA	Online	Contractors	Stormwater runoff - YouTube			

TABLE C-3: LIST OF EDUCATIONAL MATERIALS
MCM 1 & 2 - PUBLIC EDUCATION, OUTREACH, PARTICIPATION & INVOLVEMENT

SUBJECT MCM	EDUCATIONAL MATERIAL	TO DEVELOP	TO REVIEW AND REVISE	SCHEDULE	INFO SOURCE	TARGET CONSTITUENT	LOCATIONS AVAILABLE	DISTRIBUTION	DATE PROVIDED	# TRAINED / DISTRIBUTED
6	MS4 for Elected Officials Video		NA	NA	INAFSM	Municipal	https://www.youtube.com/watch?v=bFwj5UkQ_Du			
6	SWPPP Training Checklist - Angola		X	12/31/24	MS4	Municipal	Department SWPPP, MS4 files			
All	INAFSM Help Sheet: Educational Resources for MS4s - Videos for all MCMS		NA	NA	Online	Municipal	Help Sheet - MS4 Training Resources.pdf (inafsm.net)	Training videos for all MCMs.		
All	INAFSM: Indiana MS4 Videos for several MCMs		NA	NA	Online	Municipal	Webinars and Videos (inafsm.net)	Training videos for several MCMs.		
All	TMACOG GH & P2 Videos for municipal operations.		NA	NA	Online	Municipal	TmacogTube - YouTube	Training videos for municipal operations - snow/salt, spills, streets, parks, etc.		

TABLE C-4: LIST OF PUBLIC EVENTS
MCM 1 & 2 - PUBLIC EDUCATION, OUTREACH, PARTICIPATION & INVOLVEMENT

EVENT TITLE	PROVIDED BY	SCHEDULE	DATE(S) OCCURRED	TARGET AUDIENCE	EST. # OF ATTENDEES	DESCRIBE INFORMATION PROVIDED OR ACTIVITY CONDUCTED	OBJECTIVE MET? (Y/N)	BEHAVIORAL CHANGES OBSERVED? (Y/N)
Community Clean up Event - Spring	City	May		Public				
Trine University SPEAK Environmental Speaker Series	Trine	Annually		Public				
Steuben County SWCD Youth Conservation Day	SWCD	Annually		Public				
Steuben County Lakes Council Meetings	Steuben Co. Lakes Council	Monthly		Public				
Earth Day Event	Trine	Annually		Public				
HHW Waste Collection	NISWMD	Weekly - Friday		Public				
Board of Public Works Meetings	City	January		Elected officials, public				
Board of Public Works Meetings - Elected Officials Update	City	February		Elected officials, public				
Board of Public Works Meetings	City	March		Elected officials, public				
Board of Public Works Meetings	City	April		Elected officials, public				
Board of Public Works Meetings	City	May		Elected officials, public				
Board of Public Works Meetings	City	June		Elected officials, public				
Board of Public Works Meetings	City	July		Elected officials, public				
Board of Public Works Meetings	City	August		Elected officials, public				
Board of Public Works Meetings	City	September		Elected officials, public				
Board of Public Works Meetings	City	October		Elected officials, public				
Board of Public Works Meetings	City	November		Elected officials, public				
Board of Public Works Meetings	City	December		Elected officials, public				
School Activity	SWCD	Annually		Elected officials, public				
Community SW Issue - Construction	MS4	Permit Term		Construction				
Community SW Issue - Residential	MS4	Permit Term		Residential				
Community SW Issue - Commercial/ Industrial (Pretreatment Program distribution)	MS4	Permit Term		Commercial/industrial				
Contractor Workshop	MS4	Annually		Construction				

TABLE C-5 TRAINING MATRIX
ALL MCMS - TRAINING

ENTITY/TITLE	CONTENT	FREQUENCY	REQUIRED HOURS	COMPLETED HOURS	DATE	TRAINING NAME	NOTES
COA Engineering/MS4 Coordinator	Applicable SOPs	Annual	Not Specified				
COA Engineering/MS4 Coordinator	Construction inspection, compliance & enforcement.	Annual	Not Specified				
COA Engineering/MS4 Coordinator	Erosion and sediment control measures	Annual	Not Specified				
COA Engineering/MS4 Coordinator	Construction plan review	Annual	Not Specified				
COA Engineering/MS4 Coordinator	Post-Construction plan review	Annual	Not Specified				
COA Engineering/MS4 Coordinator	Stormwater Management Ordinance & Technical Standards	Annual	Not Specified				
Contractors and Developers	Construction requirements	Annual	Not Specified				Training may be conducted in cooperation with other entities.
Contractors and Developers	General permitting process & CSGP brochure	With Each Permit	Not Specified				Track number of local building permits issued and CSGPs approved that were provided educational materials.
Contractors and Developers	Post-construction requirements	Annual	Not Specified				Training may be conducted in cooperation with other entities.
COA MS4 Coordinator	MCM 1 & 2 - Public Education/Involvement	Annual	2				
COA MS4 Coordinator	MCM 3 - IDDE	Annual	1				
COA MS4 Coordinator	MCM 4 - Construction - Plan Review, Ordinance and Standards	Annual	1				
COA MS4 Coordinator	MCM 5 - Post-Construction - Plan Review, Ordinance and Standards	Annual	1				
COA MS4 Coordinator	MCM 6 - All SWPPPs	Annual	1				
COA MS4 Coordinator	MCM 6 - Municipal Operations/Good Housekeeping	Annual	1				
COA MS4 Coordinator	MCM 6 - All SOPs	Annual	1				
MS4 Coordinator & Engineering Staff	Other Stormwater Education	Annual	4	0.5	05/03/22	Review MS4 Program components, NOI, and MCMs with Wessler.	Kris Thomas and Amanda Cope
Trine University MS4 Coordinator	MCM 1 & 2 - Public Education/Involvement	Annual	2				
Trine University MS4 Coordinator	MCM 3 - IDDE	Annual	1				
Trine University MS4 Coordinator	MCM 4 - Construction - Plan Review, Ordinance and Standards	Annual	1				
Trine University MS4 Coordinator	MCM 5 - Post-Construction - Plan Review, Ordinance and Standards	Annual	1				
Trine University MS4 Coordinator	MCM 6 - All SWPPPs	Annual	1				
Trine University MS4 Coordinator	MCM 6 - Municipal Operations/Good Housekeeping	Annual	1				
Trine University MS4 Coordinator	MCM 6 - All SOPs	Annual	1				
MS4 Staff - Street Department	Applicable SOPs	Annual	Not Specified				

TABLE C-5 TRAINING MATRIX
ALL MCMS - TRAINING

ENTITY/TITLE	CONTENT	FREQUENCY	REQUIRED HOURS	COMPLETED HOURS	DATE	TRAINING NAME	NOTES
MS4 Staff - Street Department	Facility SWPPP	Annual	Not Specified				
MS4 Staff - Street Department	General Stormwater Education	Annual	Not Specified				
MS4 Staff - Street Department	IDDE	Annual	Not Specified				
MS4 Staff - Wastewater Department	Applicable SOPs	Annual	Not Specified				
MS4 Staff - Wastewater Department	Facility SWPPP	Annual	Not Specified				
MS4 Staff - Wastewater Department	General Stormwater Education	Annual	Not Specified				
MS4 Staff - Wastewater Department	IDDE	Annual	Not Specified				
MS4 Staff - Water	Applicable SOPs	Annual	Not Specified				
MS4 Staff - Water	Facility SWPPP	Annual	Not Specified				
MS4 Staff - Water	General Stormwater Education	Annual	Not Specified				
MS4 Staff - Water	IDDE	Annual	Not Specified				
MS4 Staff - Parks Department	Applicable SOPs	Annual	Not Specified				
MS4 Staff - Parks Department	Facility SWPPP	Annual	Not Specified				
MS4 Staff - Parks Department	General Stormwater Education	Annual	Not Specified				
MS4 Staff - Parks Department	IDDE	Annual	Not Specified				
MS4 Staff - Fire Department	Applicable SOPs	Annual	Not Specified				
MS4 Staff - Fire Department	Facility SWPPP	Annual	Not Specified				
MS4 Staff - Fire Department	General Stormwater Education	Annual	Not Specified				
MS4 Staff - Fire Department	IDDE	Annual	Not Specified				
Municipal Contractors	Applicable SOPs	Prior to work, at least	Not Specified				Contractors used for street sweeping, construction, etc. as applicable
Municipal Contractors	Facility-specific stormwater policies and procedures	Prior to work, at least	Not Specified				Contractors used for street sweeping, construction, etc. as applicable
Municipal Contractors	Good housekeeping practices	Prior to work, at least	Not Specified				Contractors used for street sweeping, construction, etc. as applicable

Maintain sign-in sheet for any training events that records name, position, date of training, and description of training. Maintain list of workshops, webinars, and other training events attended. Maintain list of videos, journal articles, etc. reviewed. MS4 Coordinator shall maintain copies of training sign-in sheets/checklists. Refer to Table C-3 for List of Educational Materials.

TABLE C-6: DRY WEATHER SCREENING SCHEDULE
MCM 3 - ILLICIT DISCHARGE DETECTION AND ELIMINATION

OUTFALL	ROUTINE SCHEDULE																			
	2022				2023				2024				2025				2026			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Outfall 202																				
Outfall 203																				
Outfall 204																				
Outfall 303																				
Outfall 304																				
Outfall 405																				
Outfall 406																				
Outfall 407																				
Outfall 701																				
Outfall 702																				
Outfall 703																				
Outfall 704																				
Outfall 705																				
Outfall 706																				
Outfall 1001																				
Outfall 1003																				

**TABLE C-7: INVENTORY OF INDUSTRIAL FACILITIES
MCM3 - ILLICIT DISCHARGE DETECTION AND ELIMINATION**

NAME	NPDES ID	SITE PERMIT(S)	ADDRESS (Angola, IN 46703)	LATITUDE	LONGITUDE	PHONE	SIC CODE	FACILITY DESCRIPTION	RECEIVING WATER
AAA Sales and Engineering	INRM02157	Industrial SW	1411 WOHLERT ST	41.6544	-85.0056		3714	Motor Vehicle Parts And Accessories	Center Lake
E&B Paving LLC Fort Wayne Angola	INRM02675	Industrial SW	5460 W CR 100 N	41.660908	-85.092485		2951	Asphalt Paving Mixtures And Blocks	Grass Lake (outside of corporate limits)
Moore Wallace North America Inc	INRM00968	Industrial SW	611 W MILL ST	41.633611	-85.4		2759	Commercial Printing	
Speedway Redi Mix Primco Incorporated	INRM01674	Industrial SW	368 E CR 300 N	41.686482	-84.992989		3273	Ready-Mixed Concrete	
Speedway Transit Mix	INRM02703	Industrial SW	3446 N SR 127	41.693456	-84.996613		3273	Ready-Mixed Concrete	
Tenneco Incorporated	INRM01591	Industrial SW	503 WEATHERHEAD ST	41.6443	-85.004779		3714	Motor Vehicle Parts And Accessories	
Ventra Angola LLC Meridian Automotive Systems	INRM01485	Industrial SW	3000 WOODHULL DR	41.669889	-85.002263		3714	Motor Vehicle Parts And Accessories	Crooked Creek via Croxtton Ditch
Vestil Manufacturing Company	INRM01048	Industrial SW	2999 N WAYNE ST	41.670833	-85.001111		3449	Miscellaneous Metal Work	

**TABLE C-9: INVENTORY OF POST-CONSTRUCTION STRUCTURAL BMPs
MCM 5 - POST-CONSTRUCTION STORMWATER RUN-OFF**

NAME	ADDRESS	BMP DESCRIPTION	BMP 2 DESCRIPTION	BMP 3 DESCRIPTION	DRAINAGE AREA DESCRIPTION	CONSTRUCTION INSPECTION DATE	ROUTINE INSPECTION DATE
Bridge Park - Angola Storage Units	202 E Harcourt Rd	Dry Detention	Swale(s)	Sump Structure w/Envirohood			
Glendarin Hills	200 N Williams St	Wetlands			Residential (Golf Course)		
Herrington Heights - Henney Street - Phase II & III	Williams St	Wet Detention			Residential		
Herrington Heights - Hammel Street - Phase I	Calvary Ln	Dry Detention			Residential		
Loves Travel Stop	3443 W Maumee St	Dry Detention			Commercial		
Northeastern Center	3265 Intertech Dr	Dry Detention			Commercial		
Kohl's	3300 N Wayne St	Dry Detention			Commercial		
Lakeland Rehab & Healthcare Center	500 Williams St	Dry Detention					
Parks Department Constructed Wetland	Commons Park	Wetlands			Municipal Park		
Project Help - West Rain Garden	711 E Harcourt Rd	Rain Garden	Swale(s)		Commercial		
Project Help - East Rain Garden	711 E Harcourt Rd	Rain Garden	Swale(s)		Commercial		
Project Help - Pervious Concrete	711 E Harcourt Rd	Pervious Concrete	Swale(s)		Commercial		
St Anthonys	700 W Maumee St	Dry Detention					
Terrace Ridge Apartments	Terrace Blvd	Wet Detention			Residential		
Nolan Meadows I	N of Williams/Harcourt	Dry Detention	Swale(s)		Residential		
Nolan Meadows II	N of Williams/Harcourt	Wet Detention	Swale(s)		Residential		
North Pointe Woods-Block C (Northcrest South)	Regency Dr	Wet Detention	Swale(s)		Residential		
North Pointe Woods-Block A (Northcrest South)	Regency Dr	Dry Detention	Swale(s)		Residential		
Steuben County Humane Society	780 Wendall Jacob Ave	Dry Detention	Swale(s)				

**TABLE C-9: INVENTORY OF POST-CONSTRUCTION STRUCTURAL BMPs
MCM 5 - POST-CONSTRUCTION STORMWATER RUN-OFF**

NAME	ADDRESS	BMP DESCRIPTION	BMP 2 DESCRIPTION	BMP 3 DESCRIPTION	DRAINAGE AREA DESCRIPTION	CONSTRUCTION INSPECTION DATE	ROUTINE INSPECTION DATE
Cameron Memorial Hospital - NW Detention	416 E Maumee St	Dry Detention					
Cameron Memorial Hospital - NE Detention	416 E Maumee St	Dry Detention					
Cameron Memorial Hospital - SE Detention	416 E Maumee St	Dry Detention					
Mattox Medical Building	3250 Intertech Pkwy	Dry Detention					
Tri-State Commons	3308 N Wayne St	Dry Detention			Commercial		
Angola Innovation Park Section II - East Detention	US Hwy 20 & 300 W	Dry Detention			Industrial		
Angola Innovation Park Section I - SW Detention	US Hwy 20 & 300 W	Dry Detention			Industrial		
Speedway #8080 LLC	3085 W Maumee St	Dry Detention	Sump Structure w/Snout		Commercial		
Wingate by Wyndham	3081 Enterprise Dr	Dry Detention			Commercial		
Best Deal Auto Sales	3095 N Wayne St	Dry Detention	Swale(s)		Commercial		
Harold Ford	830 E Maumee St	Dry Detention	Swale(s)	Catch Basin Sump	Commercial		
Vestil Plant 4 - W Detention	749 Growth Pkwy	Dry Detention	Swale(s)		Industrial		
Vestil Plant 4 - S Detention	749 Growth Pkwy	Dry Detention	Swale(s)		Industrial		
Council on Aging	1905 Wohlert St	Dry Detention			Commercial		
Eastland Crossing - Pond Block A	Williams St & Harcourt Rd	Wet Detention	Swale(s)		Residential		
Eastland Crossing - Pond Block B	Williams St & Harcourt Rd	Wet Detention	Swale(s)		Residential		
Ball Sports Academy	200 Intertech Pkwy	Dry Detention	N Wetland Pond	S Wetland Pond - County			
Starbucks - West Detention	2991 Meijer Way	Dry Detention	Sump Structure Underground		Commercial		
Starbucks - East Detention	2991 Meijer Way	Dry Detention	Perforated Pipe Bedded in Stone	Sump Structure	Commercial		
Midwest America Federal Credit Union	1409 N Wayne St	Swale(s)	Sump Structure		Commercial		
Tres Rios - Phase I	2998 Boyer Way	Dry Detention			Commercial		

**TABLE C-9: INVENTORY OF POST-CONSTRUCTION STRUCTURAL BMPs
MCM 5 - POST-CONSTRUCTION STORMWATER RUN-OFF**

NAME	ADDRESS	BMP DESCRIPTION	BMP 2 DESCRIPTION	BMP 3 DESCRIPTION	DRAINAGE AREA DESCRIPTION	CONSTRUCTION INSPECTION DATE	ROUTINE INSPECTION DATE
Enterprise Pointe	903 S Wayne St	Underground Pipe Detention	Swale(s)	Sump Structure w/Weir Wall & Orifice	Residential/Commercial		
Enterprise Pointe	905 S Wayne St	Underground Pipe Detention	Swale(s)	Sump Structure w/Weir Wall & Orifice	Residential/Commercial		
Enterprise Pointe	907 S Wayne St	Underground Pipe Detention	Swale(s)	Sump Structure w/Weir Wall & Orifice	Residential/Commercial		
Duke Imports	1105 Williams St	Dry Detention			Industrial		
Vestil South Addition	2999 N Wayne St	Dry Detention	Infiltration Basin	Sump Structure	Industrial		
Culvers of Angola	2207 N Wayne St	Infiltration Basin	Infiltration Basin		Commercial		
Bills Professional Towing & Repair	2765 W Maumee St	Dry Detention			Commercial		
Purity Gas	2801 Woodhull Dr	Dry Detention	Swale(s)		Commercial		
OReilly Auto Parts	512 N Wayne St	Dry Detention			Commercial		
Street Department - Filter Strip	Wohlert St & Mill St	Filter Strip			Municipal		
Steuben County Courthouse - East Parking Lot	305 S Martha St	Bio-Retention/Rain Garden					
Steuben County Courthouse - South	305 S Martha St	Bio-Retention/Rain Garden					

TABLE C-10: INVENTORY OF MS4-OWNED FACILITIES
MCM 6 - MUNICIPAL OPERATIONS POLLUTION PREVENTION AND GOOD HOUSEKEEPING

NAME	ADDRESS	LATITUDE	LONGITUDE	SITE PERMITS	CONTACT	ALTERNATE CONTACT	PRIORITY SITE? (Y/N)	SWPPP? (Y/N)
City of Angola Facilities								
Wastewater Treatment Plant	1095 Redding Road	41.627441	-84.98377	NPDES Permit			Y	Y
West Mill Water Treatment Plant	300 W Mill	41.639436	-85.001614		Tom Selman	Brett Ritter	Y	Y
Satellite (Pokagon) Water Treatment Plant	550 Pokagon Trail	41.669687	-85.004865		Tom Selman	Brett Ritter	Y	Y
Street Department	210 W Mill Street	41.640067	-85.001469		Chad Ritter	John McKnight	Y	Y
Parks and Recreation Department	299 S John Street	41.633915	-84.991111		Matt Hanna	Kristen Thomas	Y	Y
Public Safety Building	202 W Gilmore Street	41.636043	-85.001053		Doug Hall	Kristen Thomas	Y	Y
City Hall	210 N Public Square	41.635085	-84.999933		Kristen Thomas	Richard Hickman	N	N
Fireman's Park	510 N Washington Street	41.641287	-84.995705		Matt Hanna	Kristen Thomas	N	N
Nature Park	608 Ettinger Street	41.627433	-85.005961		Matt Hanna	Kristen Thomas	N	N
Center Lake Park	W 100 N	41.650764	-85.014490		Matt Hanna	Kristen Thomas	N	N
Trine University Facilities								
Trine University Campus Operations	719 W. Prospect Street	41.630227	-85.007459		Nicholas Wentworth	Earl Brooks	Y	Y

**TABLE C-11: STORMWATER INFRASTRUCTURE OPERATIONS AND MAINTENANCE ROUTINE SCHEDULE
MCM 6 - MUNICIPAL OPERATIONS POLLUTION PREVENTION AND GOOD HOUSEKEEPING**

ACTIVITY	ROUTINE SCHEDULE											
	January	February	March	April	May	June	July	August	September	October	November	December
Routine Structure Cleaning												
Routine Street Sweeping												
Event Street Sweeping												
Routine Litter Collection												
Event Litter Collection												
Leaf Collection												
Outfall Inspections												
Routine City Trash Collection												
City Recycling Collection												
City Cleanup Events												
Heavy Trash Collection												
Shoulder & Ditch Stabilization												
Vegetation Care												
Outfall Scouring Repairs												
Conveyance System Repairs												
Disposal of Animal Waste												
City Plowing/Salt Application												

APPENDIX D

Program Forms



OUTFALL INSPECTION FORM (DRY & WET WEATHER)

General Information

Outfall # / Location: _____
 Temperature: _____ °F (air) Inspection Type: Scheduled Complaint
 Raining during the inspection? Yes No Date of last rain event: _____

Flow Observations

Flow Observed? Yes No Approximate depth of flow: _____ inches
 Conveyance Type: Pipe Channel Other: _____

Visual Observations

Odor: None Musty Sewage Sulfur Other: _____
 Foam: Yes No Possible Source: _____
 Oil Sheen: Yes No Possible Source: _____
 Color: Clear Colored Describe: _____
Sphaerotilus natans Bacteria indication? Dirty grey matting Grey-ish color None
 Turbidity: Clear Cloudy Opaque Suspended Solids
 Floatables: None Garbage Leaves/Twigs Other: _____
 Deposits/Stains: None Sediment Oil/fuel Other: _____
 Vegetation: Normal Excessive Growth Inhibited Growth Dead Vegetation
 Outfall Condition: No Issues Material Cracking Erosion Scouring
 Describe: _____
 If repairs are needed, date notified SW Dept.: _____

Laboratory Analysis: (attach laboratory documentation if a sample was collected) N/A

Dissolved Oxygen _____ mg/L BOD5 _____ mg/L
 Total Suspended Solids _____ mg/L Oil & Grease _____ mg/L
 Ammonia (as N) _____ mg/L pH _____ mg/L
 Water Temperature: _____ °F Other: _____

If needed, describe corrective actions implemented:

Inspected By: _____ Date: _____
 Corrective Actions Implemented By: _____ Date: _____



STORMWATER COMPLAINT AND ILLICIT DISCHARGE FORM

Complaint Received By: _____ Date: _____

Identified Through: Public Call-In Public E-Mail In-Person Inspection
 Other Dept. Identified General Observation Other: _____

Name (Resident/Owner): _____

Street Address: _____

Phone: _____ Email (optional): _____

Type of Issue: Flooding Erosion Water Quality Dumping/Trash Spill
 Construction Site Other Illicit Discharge Other:

NOTE: Investigate all illegal discharges and dumping to storm system within 2 business days.

Location:

Description of Problem:

Potential or Actual Source (if an illicit discharge):

Potential or Actual Pollutants (if an illicit discharge):

Complaint / Illicit Discharge Referred to:

Stormwater Highway 1 Highway 2 Highway 3 Parks SWCD
 Surveyor Sheriff IDEM Other: _____

Corrective Actions Taken:

Follow-Up Inspection of Illicit Discharge By: _____ Date: _____

Issue Resolved? NA Yes No If no, who was contacted: _____

Plan Review Information

- The technical review and comment is intended to evaluate the completeness of the Construction/Stormwater Pollution Prevention Plan for the project. The Plan submitted was not reviewed for the adequacy of engineering design. All measures included in the plan, as well as those recommended in the comments should be evaluated as to their feasibility by a qualified individual with structural measures designed by a qualified engineer. The Plan has not been reviewed for other local, state, or federal permits that may be required to proceed with this project.
- Additional information, including design calculations may be requested to further evaluate the plan.
- All proposed stormwater pollution prevention measures and those referenced in this review must meet the design criteria and standards set forth in the "Indiana Stormwater Quality Manual" from the Indiana Department of Environmental Management or similar Guidance Documents.
- Construction activities and unforeseen weather conditions may affect the performance of the erosion and sediment control system, individual measures, or the effectiveness of the plan. The plan must be a flexible document, with provisions to modify or substitute measures as necessary to ensure compliance.

Section A: Construction Plan Elements

Adequate	Deficient	NA	A	
				<i>The construction plan elements include general information associated with the project site that are critical for the evaluation of the stormwater pollution prevention plan component. This information includes, but is not limited to an index, resource information, reference maps, grading information, project layout and design, and drainage plan</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Index of the location of required plan elements in the construction plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	A vicinity map depicting the project site location in relationship to recognizable local landmarks, towns, and major roads
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	Narrative of the nature and purpose of the project
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	Latitude and longitude to the nearest fifteen (15) seconds of the project entrance or beginning of project for linear projects
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	Legal description of the project site. The description must include the legal section(s), or alternative land division(s), township and range
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	Reduced plat or project site map that is submitted on a sheet or sheets no larger than eleven (11) inches by seventeen (17) inches for all phases or sections associated with this plan, lot numbers/boundaries, and road layout/name, and legend
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7	Boundaries of the one hundred (100) year floodplains, floodway fringes, and floodways
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8	Land use of all adjacent properties
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9	Identification of a U.S. EPA approved or established TMDL, including the name of the TMDL and the pollutant(s) for which there is a TMDL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	Name(s) of the receiving water(s) and, when the discharge is to a system (storm sewer, stormwater management measure, etc.) owned/or operated by a municipality, city, town, or county, the name of the system operator and the ultimate receiving water
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11	Identification of discharges to a water on the current 303d list of impaired waters and the pollutant(s) for which it is impaired
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12	Soil map of the predominant soil types that includes soil properties, characteristics, limitations, and hazards associated with the project site and the measures that will be integrated into the project to overcome or minimize adverse soil conditions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13	Identification and location of all known wetlands, lakes and water courses on or adjacent to the project site (construction plan, existing site layout,)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14	Identification and status of any other state or federal water quality permits or authorizations that are required for construction activities and the expected timeline if the permits have not been obtained
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15	Identification and delineation of natural buffers and existing vegetative cover, such as crop or crop residue, grass, weeds, brush, and trees
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16	Existing topography at a contour interval appropriate to indicate drainage patterns

Adequate	Deficient	NA	A	
				<i>The construction plan elements include general information associated with the project site that are critical for the evaluation of the stormwater pollution prevention plan component. This information includes, but is not limited to an index, resource information, reference maps, grading information, project layout and design, and drainage plan</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17	Location(s) of where run-off enters the project site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18	Location(s) of where run-off discharges from the project site prior to construction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19	Location of all existing structures on the project site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20	Location, size, and dimensions of features, such as existing permanent retention or detention facilities, including manmade wetlands, designed for the purpose of stormwater management
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21	Locations where stormwater may be directly discharged into ground water, such as abandoned wells, sinkholes, or karst features
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22	Size of the project area expressed in acres
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23	Total expected land disturbance expressed in acres
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24	Proposed topography
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25	Delineation of all proposed land-disturbing activities, including known off-site activities that will provide services to the project site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26	Location, size, and dimensions of all stormwater drainage systems, such as culverts, storm sewers, and conveyance channels
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27	Locations of specific points where stormwater and non-stormwater discharges will leave the project site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28	Location of all proposed site improvements, including roads, utilities, lot delineation and identification, proposed structures, and common areas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29	Location of all on-site soil stockpiles and borrow areas and, when known at the time of submittal, the location of all off-site borrow, soil stockpiles, and disposal areas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30	Construction support activities that are expected to be part of the project (e.g., staging areas, disposal sites, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31	Location of any in-stream activities that are planned for the project including, but not limited to stream crossings and pump arounds

Section A – Comments:

- Evaluate areas with potential waters of the state and, where required, verify if permits/authorizations are required prior to any impacts to waters of the state. These potential resources include areas with hydric soil, hydrophytic vegetation, pooling water, or evidence of flowing water such as swales, ditches, drains, or natural conveyances. Evaluation of hydric soil, hydrophytic vegetation, or pooling water should conform to the US Army Corps of Engineers Wetlands Delineation Manual, "Technical Report Y-87-1, and the applicable regional supplement https://www.usace.army.mil/Missions/Civil-Works/Regulatory-Program-and-Permits/reg_supp/. Avoidance and minimization of impacts to waters of the state should be prioritized.
-

Section B: Stormwater Pollution Prevention Plan – Erosion and Sediment Control/Project Site Management

Adequate	Deficient	NA	B	<p><i>The construction component of the Stormwater Pollution Prevention Plan includes stormwater quality measures to address erosion, sedimentation, and other pollutants associated with land disturbance and construction activities. Proper implementation of the plan, maintenance of measures, and administering a self-monitoring program is required to manage the project site to minimize the discharge of sediment and other pollutants. Construction activities and unforeseen weather conditions may affect the performance of the erosion and sediment control system, individual measures, or the effectiveness of the plan. The plan must be a flexible document, with provisions to modify or substitute measures as necessary to ensure compliance.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Description of the potential pollutant generating sources and pollutants, including all potential non-stormwater discharges
Where applicable, Items in 2 through 10 below will be evaluated for Location, dimensions, detailed specifications, and construction details				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	Stable construction entrance locations and specifications (at all points of ingress and egress)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	Specifications for temporary and permanent stabilization
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	Sediment control measures for concentrated flow areas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	Sediment control measures for sheet flow areas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	Run-off control measures (e.g., diversions, rock check dams, swales, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7	Stormwater outlet protection locations and specifications
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8	Grade stabilization structure locations and specifications
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9	Dewatering applications and management methods (basin outlet measures, flocculants etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	Measures utilized for work within waterbodies (crossings, coffer dams, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11	Maintenance guidelines for each proposed temporary stormwater quality measure
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12	Planned construction sequence describing the relationship between implementation of stormwater quality measures and temporary/permanent stabilization measures in relation to land disturbance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13	Provisions for erosion and sediment control on individual building lots regulated under this project
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14	Material handling and spill prevention and spill response plan meeting the requirements in 327 IAC 2-6.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15	Material handling and storage procedures associated with construction activity describing the management and disposal of construction products and waste, including concrete and cementitious washout areas and management measures
<p>Section B – Comments:</p> <ul style="list-style-type: none"> Stormwater quality measures for the reduction of sediment have not been evaluated for adequacy of design. The proposed measures included in this SWP3 are being accepted based on the design engineer’s submittal. 				

Section C: Stormwater Pollution Prevention Plan – Post-Construction

Adequate	Deficient	NA	C	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Description of potential pollutant generating sources and a list of pollutants from the final land use that may reasonably be expected to contribute pollutants to stormwater discharges
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	Description of stormwater quality and stormwater management measures that will be installed to address post-construction sources that are expected to generate pollutants in stormwater discharges and increased run-off after construction activities have been completed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	Location, dimensions, detailed specifications, and construction details of all post-construction stormwater quality and stormwater management measures listed in C2 above
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	Sequence describing when each post-construction stormwater measure will be installed in relation to project construction activities including how post-construction measures will be protected from impacts if the measure is installed during active construction/land disturbance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	Operation and maintenance manual for each post-construction stormwater measure (manufactured/proprietary measures may include a link to the manual for a specific measure that will be used on the project)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	Entity that will be responsible for operation and maintenance of the post-construction system (if known)

Section C – Comments:

- Post-construction stormwater quality and quantity measures have not been evaluated for adequacy of design. The proposed measures included in this SWP3 are being accepted based on the design engineer’s submittal.
- The rate of stormwater run-off and/or volume from the project site must meet local requirements to address stormwater quantity as established by ordinance or other regulatory mechanism. When a local requirement does not exist, the post-development run-off discharge from the project site must not exceed the pre-development discharge based on the two-year, ten-year, and one-hundred-year peak storm events.
-

A trained individual shall perform a written evaluation of the project site:

- a. 24-hours prior to, or by end of the next business day following each rainfall event exceeding 0.5 inches
- b. A minimum of one (1) time per week. Not more than three (3) inspections required in a work week.

Project Name: _____ Inspection Date: _____

Name of Trained Individual: _____

Is this Evaluation following a rainfall? _____ No _____ Yes Weather: _____

If yes, date the rain stopped: _____ Amount of rain: _____ inches

No.	INSPECTION CRITERIA	YES	NO	N/A
1.	Is the site information posted at the entrance?			
2.	Are all necessary permits attained and special provisions being implemented?			
3.	Is a complete project management log maintained onsite?			
4.	Are existing natural buffers, located directly adjacent to Waters of the State, preserved?			
4a.	Stormwater runoff directed to natural buffers is treated and managed to prevent erosion and sedimentation?			
5.	Is an effective construction entrance installed at all points of construction traffic ingress and egress to the project site?			
5a.	Is the construction entrance large enough? (50 feet length for under 2 acres, 150 feet length for 2 acres or more)			
5b.	Are public and private streets clean and free of sediment and/or debris tracking?			
6.	Dust suppression techniques have been implemented to prevent deposition into Waters of the State?			
7.	Are wastes and/or unused building materials (e.g. garbage, debris, concrete washout water, masonry products, etc.) properly managed and disposed of properly?			
7a.	Are waste containers/trash receptacles available onsite and managed to prevent the discharge of pollutants and windblown debris?			
8.	Has a designated washout area been established for concrete trucks and maintained properly?			
9.	Fuel tanks and other toxic materials are safely stored and protected?			
10.	Portable toilets are stored on pervious surfaces and are located at least 50 feet from storm water drainage inlets and conveyances?			
11.	Are erosion and sediment control measures installed in accordance with the approved Construction SWPPP?			
12.	Erosion and sediment control measures have adequate capacity and do not need to be cleaned out?			
13.	Are perimeter protection measures (silt fence, filter tube, etc.) properly installed and maintained?			
13a.	Perimeter protection is entrenched into the ground?			
13b.	Perimeter protection is in the upright position?			
13c.	Perimeter protection fabric and stakes meet specifications?			
13d.	Perimeter protection fabric is not torn?			
13e.	Perimeter protection is terminated to higher ground and properly joined at the ends?			
14.	Sediment basins and traps are installed according to the plan?			
14a.	The pipe or rock spillway is functional?			

No.	INSPECTION CRITERIA	YES	NO	N/A
14b.	Is water being withdrawn from the surface of the water column? Are alternative measures being used? (skimmers, flocculants/polymers, etc.)			
15.	The earthwork for erosion and sediment control practices is properly graded, seeded and/or mulched?			
16.	Check dams and/or diversion swales are installed to plan and protected?			
17.	Inlet protection is installed on all open-grate stormwater sewer inlet structures at risk to receive construction stormwater runoff? (no filter fabric under grate)			
17a.	Inlet protection is installed so water does not flow under the inlet structure?			
17b.	Inlet protection frame, cross-bracing and/or stakes are adequate and meet specifications?			
17c.	The fabric and/or stone is intact without holes or tears?			
17d.	Catch basin insert protection is installed where required?			
17e.	Sediment has been removed from the practice?			
18.	Swales and ditches have been stabilized or protected?			
19.	Stormwater outlets are adequately stabilized?			
20.	Temporary or permanent stabilization of disturbed ground has been addressed (Initiated by end of the 7 th day the area is left idle, and completed within 14 days of initiation)?			
20a.	All protected dormant areas meet a minimum 70% coverage?			
20b.	Growing vegetation has sufficient water and/or nutrients to grow?			
21.	Permanent stabilization of disturbed ground is progressing through the project?			
21a.	Final grading and stabilization are progressing on completed areas?			
21b.	The soil has been properly prepared for seeding?			
21c.	Hard or soft armoring is installed where natural vegetation will erode?			
22.	Discharge waters from dewatering operations are directed to an appropriate sediment control measure, have a protected outlet and discharge water is clear?			
23.	Smaller construction sites not required to file a separate NOI are complying with the overall plan?			
24.	Areas that have been identified to be inspected once per month are maintaining 70% vegetated cover or erosion resistant armoring?			
25.	Other Notes			

IDENTIFY ALL PROBLEMS OR CONCERNS DISCOVERED AND DOCUMENT ALL CORRECTIVE ACTIONS BELOW. ALL PROBLEMS OR CONCERNS SHALL BE ADDRESSED WITH A CORRECTIVE ACTION. CORRECTIVE ACTION MUST BE INITIATED WITHIN 48 HOURS OF DISCOVERY OF DEFICIENCIES WHEN MAINTENANCE IS REQUIRED AND WITHIN SEVEN (7) DAYS OF DISCOVERY OF DEFICIENCIES WHEN A NEW (ALTERNATIVE) OR REPLACEMENT MEASURE IS REQUIRED.

Identified Problem/Concern	Corrective Action Taken	Completed By & Date

Identified Problem/Concern	Corrective Action Taken	Completed By & Date

Trained Individual's
Signature: _____

Date: _____



STRUCTURAL BMP INSPECTION FORM

Inspector(s): _____

Inspection Date: _____ Time: _____

Weather: _____ Last Rain Event: _____ Amount: _____ inches

Reason for Inspection: Routine Flooding Complaint Other: _____

Location/Address: _____

Type of Structure: Pond (Permanent Pool) Open Channel (Vegetated/Geotextile)
 Pond (Dry Pool) Hydrodynamic Separator/Swirl
 Bioretention Basin Infiltration BMP
 Oil/Water Separator Other: _____

Stormwater Quality Measure Inspection Items:

- A. Debris Clean-Out
 - 1. Contributing areas clean of debris Yes No NA Maintenance
 - 2. Inlets and outlets clear of debris Yes No NA Maintenance
- B. Debris Clean-Out
 - 1. Contributing drainage area stabilized (vegetation) Yes No NA Maintenance
 - 2. No evidence of erosion Yes No NA Maintenance
 - 3. Area mowed and clippings removed Yes No NA Maintenance
- C. Debris Clean-Out
 - 1. No evidence of scouring around outfall Yes No NA Maintenance
 - 2. Vegetation is healthy and not distressed Yes No NA Maintenance
 - 3. No evidence of erosion Yes No NA Maintenance
- D. Debris Clean-Out
 - 1. No evidence of structural deterioration Yes No NA Maintenance
 - 2. Any grates are in good condition Yes No NA Maintenance
 - 3. No evidence of chipping or cracking of structural parts Yes No NA Maintenance
- E. Debris Clean-Out
 - 1. Inlets and outlets clear of sediments Yes No NA Maintenance
 - 2. Sediment depth in main structure is below the manufacturer's maintenance limit or designed depth Yes No NA Maintenance
- F. Overall function of facility
 - 1. No evidence of flow bypassing facility Yes No NA Maintenance
 - 2. No noticeable odors outside of facility Yes No NA Maintenance

Describe any corrective actions: