Town of St. John

Storm Water Pollution Prevention Plan (SWPPP)

Public Works Maintenance Facility

July 13, 2023

Prepared for:

Town of St. John
9350 Hack Street
St. John, Indiana 46373
Main number: (219) 365-6465
Public Works: Option 6

Prepared by:

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1. INTRODUCTION

1.1 Background

This Stormwater Pollution Prevention Plan (SWPPP) applies to the Town of St. John Public Works Facility (Facility) located at 9350 Hack St. in St. John, Indiana (see Figure 1).

This SWPPP identifies actions that Facility staff will take to comply with the conditions of the Indiana Department of Environmental Management (IDEM) NPDES MS4 General Permit for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s), as specified under Minimum Control Measure (MCM) #5: Municipal Operations Pollution Prevention & Good Housekeeping. The Town of St. John operates under permit #INR0400047.

1.2 Permit Requirements

The permit requirements for MCM #5 per the General Permit are as follows:

- Develop and implement an operation and maintenance program, including an annual training component, to instruct municipal staff and contractors on Best Management Practices (BMPs) that minimize the discharge of pollutants;
- Install, implement, and maintain effective pollution prevention measures to minimize the discharge of pollutants from municipal properties, infrastructure, and operations. At a minimum, such measures include:
    - Performing periodic litter pick up, pavement sweeping, regular inspections, and maintenance of various components of the MS4 conveyance system;
    - Reducing or preventing discharge of pollutants from roads, parking lots, maintenance and storage yards, and waste transfer stations;
    - Developing procedures for the proper disposal of materials removed from storm sewer systems, conveyances channels, and operational areas;
    - Developing standard operating procedures that incorporate stormwater BMPs for common municipal activities;
    - Identifying ways to incorporate water quality controls into new and existing flood management projects; and
    - Providing annual, relevant training to MS4 personnel who are responsible for internal operational activities.
- Store deicing material in a storage structure or utilize seasonal tarping. Locate storage structures or stockpiles as far as practicable from storm sewer drains and in a manner that minimizes storm water pollutant runoff from the stockpiles or loading/unloading areas of the stockpiles. Store fertilizers, pesticides, or other chemicals indoors to prevent any discharge of such chemicals within storm water runoff.
- Include annual employee training to prevent and reduce storm water pollution from fleet and building maintenance, operations within storage yards, snow disposal, application and handling of deicing materials, municipal construction and land disturbances, and from maintenance of the storm water system.

- Define appropriate BMPs for the specific pollutants of concern and create measurable goals for each.
- Provide an annual evaluation of pollution prevention/good housekeeping measures within municipal operations and include status of measurable goals in an Annual Report.

1.3 Goals and Objectives

This SWPPP is intended to satisfy the following goals within the confines of municipal operations:

- Implement and maintain BMPs which satisfy the permit requirements identified above; and
- Prevent violations of surface water quality, ground water quality, or sediment management standards to the maximum extent practicable.

Given these goals, the specific objectives which this SWPPP intends to satisfy include the following:

- Identify potential sources of stormwater pollution that may affect the quality stormwater discharges associated with this Facility;
- Identify the stormwater BMPs that will be used at the Facility for the prevention and control of stormwater pollutants; and
- Identify operations, maintenance, inspections, and record keeping needs for these BMPs.

This SWPPP will be reviewed annually for adequacy. Modifications to the SWPPP will be made on an annual and/or as-needed basis to reflect changing conditions at the Facility, such as a change in operations, facility modifications, or BMPs. SWPPP revision dates and descriptions can be listed in Section 4 of this document under *SWPPP Revisions*.

2. FACILITY ASSESSMENT

2.1 Overview of Facility and Operations

St. John is located in northwest Indiana, and all of its municipal facilities, including the Public Works Facility, Town Hall, and the Public Safety building, are located along 93rd Street between Route 41/Wicker Ave and Hack St, as shown in Figure 1. The Public Works Facility is identified as the Town-owned facility with a significant potential to generate stormwater pollution. It encompasses a triangular area of approximately 6 acres, with the majority of the operations to the south of 93rd street, with stockpile storage on the north side. Facility activities includes vehicle washing, fleet maintenance, a fueling station, and outdoor storage. The building site is paved with asphalt, and the storage area is paved in asphalt and concrete.

The outdoor storage area is secured by chain link gates; after hours, these gates are typically closed. All other materials and trucks are stored in a closed garage on the facility site. Fuel is kept in underground tanks that can only be accessed using a department-issued key fob.

Operational responsibilities for the Facility include:

- Town street maintenance, including pothole repair, winter deicing and plowing
- Water, sanitary, and storm sewer conveyance and collection system maintenance
- Oversight and limited responsibility for maintenance of flood control facilities (detention ponds)
- Park maintenance
- Washing of Town vehicles and equipment
- Tree maintenance
- Residential branch chipper and leaf pick-up services
- Fueling

Sanitary services are provided through an independent Sanitary District.

2.2 Potential Pollutant Sources

The Facility may continuously or at various times have the following potential pollutant sources onsite:

- Bulk Rock Salt
- Topsoil
- Various gradations of sand and/or stone
- Mulch
- Debris/Garbage

- Fertilizers and pesticides
- Used Tires
- Auto fluids
- Diesel and gasoline
- Latex Paint
- Cleaning Chemicals

Figure 1: Public Works Facility Aerial Map

3. BEST MANAGEMENT PRACTICES

3.1 Required BMPs for Facility Activities

Stormwater Best Management Practices (BMPs) include structural elements and non-structural policies and procedures that help prevent or reduce stormwater pollution. The predominant BMPs used at this Facility are operational source control BMPs, including:

- Structural stabilization and erosion control measures practiced during maintenance procedures
- Non-structural internal "Good Housekeeping" Standard Operation and Maintenance (O&M) procedures including
    - Monitoring and inspections
    - Spill response
    - Regular updates to the SWPPP
    - Training

3.2 Structural Measures: Field Stabilization and Erosion Control

When field maintenance operations involve a disturbance of soil, erosion control and soil stabilization BMPs shall be utilized to the maximum extent possible. Whether a BMP is warranted, and/or which BMP is appropriate, is determined based on the length of soil exposure, weather, slope, and other conditions that determine the risk of pollutants entering the storm system. Typical measures employed include ditch checks, inlet filter baskets, erosion control blankets, fiber rolls and coir logs, and filter socks or bags.

When field work involves emergency repairs to broken mains, flow can be difficult to control. However, measures should be taken to protect inlets from polluted runoff entering the storm system wherever practicable.

Stockpiles in the yard are another area of concern. Most of the stockpiles are set back from the right-of-way and located away from storm structures. However, in order to be accessible to the public, a mulch pile has been located close to the street's storm sewer. A filter basket is to be maintained in the adjacent inlet.

3.3 Non-Structural Measures: Material Handling and Good Housekeeping

Good housekeeping policies and procedures within the Facility promote proper handling of materials and/or minimizing the application of materials that have the potential to run off into the stormwater system. Good housekeeping measures focus on keeping the buildings and yard clean and orderly, storing materials under roofs or covers whenever possible, labeling and protecting all storm drains, containing and promptly cleaning spills, and proper disposal of materials.

Facility BMPs include:

- storing oils, fluids, pesticides, and fertilizers in designated areas
- Storing bulk rock salt stockpiles within the salt barn
- Proper handling of salt to minimize run-off and address tracking and spillage
- On-site access to a current storm sewer map
- Maintaining spill kits in each garage and at the fueling station
- Keeping the Facility clear of loose debris
- Placing all trash in bins provided by contracted waste collection company
- Washing vehicles and equipment with biodegradable soaps within a designated wash bay or within Facility parking stalls that direct wash runoff to the sanitary system
- Performing maintenance on Town vehicles within the Facility over floor drains plumbed to the sanitary system
- Cleaning of painting equipment in a designated utility sink that is plumbed to the sanitary system

Specific waste handling procedures for a variety of the operational activities listed above are included in Appendix B.

Figure 2: Auto fluid storage area

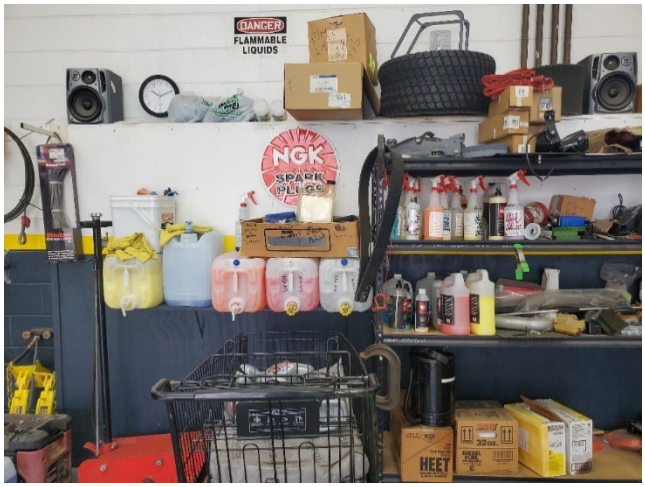

Figure 3: Chemical storage

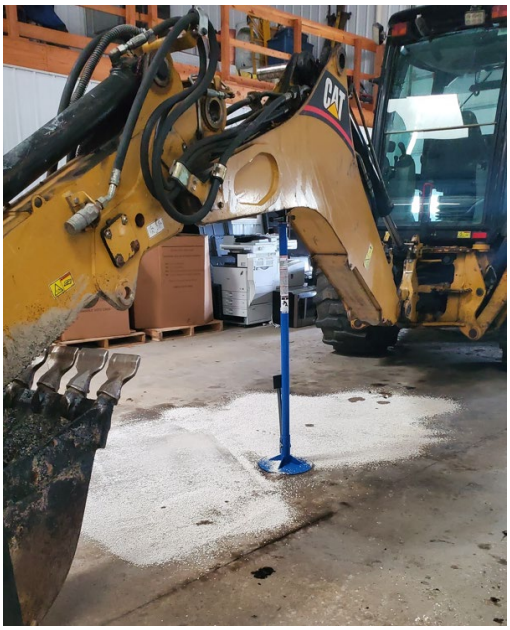

Figure 4: Hydraulic leak treated with Oil Dry

Figure 5: Posted sign in garage

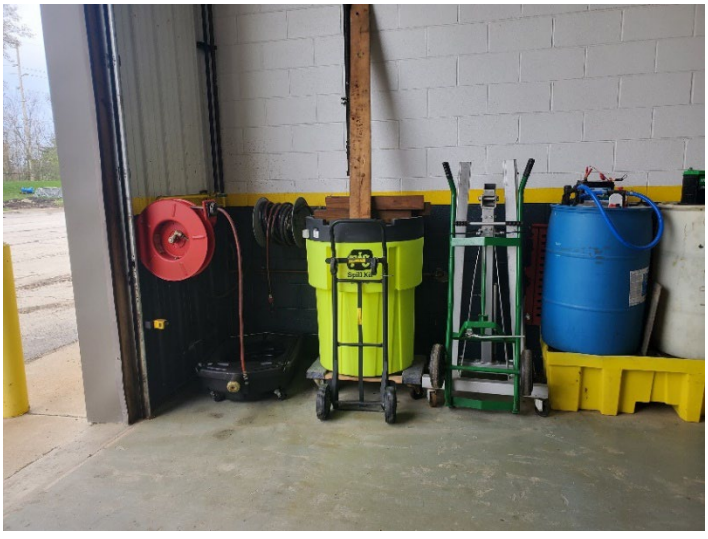

Figure 6: Spill kits provided

The Facility is to be inspected quarterly, at a minimum, to verify the good housekeeping strategies listed above are being implemented. A Facility SWPPP Inspection Checksheet, located in Appendix C, is to be filled out by the MS4 Coordinator for each inspection and reports are to be maintained with this SWPPP. If corrective action is required, the MS4 Coordinator will work with the Public Works Director to see that the problem is remedied.

Good housekeeping BMPs for the stormwater conveyance system include regular inspection, clearing, and maintenance of the components listed below:

- Catch Basins, Manholes & Inlets
- Ditches
- Culverts
- Outfalls
- Post-construction BMPs (Detention basins)

In order to reduce the discharge of pollutants from Town-owned streets and parking lots, street sweeping will be implemented on a regular basis. Additional trash pick-up and street sweeping measures should be implemented, as required, after community events that generate significant trash and debris.

Additional BMPs include maintenance of roadside vegetation, remediation of outfall scouring conditions, proper disposal of materials from maintenance work, and proper disposal of animal waste from parks.

3.3.1 GOOD HOUSEKEEPING: MONITORING AND INSPECTIONS

Per the requirements of the General Permit, regular monitoring and maintenance of the stormwater elements listed above will be performed such that the entire system is inspected within the five-year NPDES NOI cycle. These involve visual inspections under both wet and dry weather conditions. There are to be written procedures for each type of inspection, and inspections will be documented. If corrective action is required, the MS4 Coordinator will work with the Public Works Director to ensure the problem is remedied. Through the inspections, problem areas will be identified. Any recurring issues are to be re-inspected at least three (3) times a year and, if warranted, be evaluated to determine if modifications could be made to eliminate the problem.

Inspection concerns

Visual inspections consist of making observations of the visual characteristics of discharges from the outfalls and recording them on the appropriate forms. These observations include recording the absence or presence and degree of the indicators outlined below:

- **Floatables:** Floatables indicate if obvious trash or other controllable debris, such as landscaping material, leaf litter, paper material, plastics, etc. has entered the storm system.
- **Foam:** Foam indicates that potentially soap, detergents or other cleaning products have entered the storm system. However, stormwater can often be slightly foamy from pollen and other natural organic material. The way to tell the difference is by appearance and smell. If the foam is persistent and accompanied by a fragrant odor, it could be related to a cleaning product. If the suds break up quickly, then it could be from turbulence and/or other natural conditions.
- **Sheen:** Sheen, which also looks like a rainbow hue on the water surface, is commonly indicative of petroleum products, often present from parking lot runoff (see **Figure 7**). If gasoline or flammable solvent is suspected, leave the immediate area, notify facility management immediately and take action to prevent fire or explosion.
- **Turbidity:** Turbidity, which makes the water appear cloudy, is usually an indicator of dirt or sediment in the water.

- **Odor:** Certain contaminants in stormwater can give off specific odors, which should be described in as much detail as possible. Odors can include those similar to rotten eggs, solvent, fuel/oil, cleaning agent, etc. When noting odors, make sure the odor is not related to sources other than beyond the runoff being inspected. If gasoline or other flammable solvent is suspected, leave the immediate area, notify the Facility management immediately and take action to prevent fire or explosion. (See Spill Response procedures later in this SWPPP).
- **Discoloration:** A red/orange color can indicate rust from iron pipes or iron bacteria. Other colors such as white could indicate paint or cleaning agent emulsions and green could indicate anti-freeze.
- **Flow:** Note the presence of discharge from each outfall. If flow is present, indicate the approximate discharge rate on the inspection form (i.e., is it less or greater than 10 gpm?).

Figure 7: Example of a sheen indicating the presence of oil
(Photo: Taken from EPA document "Developing your Stormwater Pollution Prevention Plan")

Wet and Dry Weather Visual Inspections

Inspections of stormwater runoff and discharges from the Facility site will be performed at least annually under both wet and dry weather conditions as stated in Table 1, below. These inspections are included with the Facility SWPPP Inspection Checksheet, located in Appendix C.

Wet weather inspections mean that discharges from the identified locations will be assessed during rainfall events resulting in visible stormwater runoff and discharges from the Facility. This rainfall should be at least 0.1" or more within a 24-hour period, but site conditions and local rainfall patterns should be considered so that inspections can being soon after runoff begins. Inspections are not required to be conducted outside normal business hours or during unsafe conditions.

Dry weather inspections should be conducted when no rain has occurred at the Facility for at least 72-hours (3 days) before the inspection. This condition allows for detecting any flow resulting from non-stormwater sources.

Table 1: Inspection Frequency and Location			
Inspection Type	**Period**	**Frequency**	**Location**
Wet Weather	Oct., Nov., or Dec.	Annually *	• **Onsite inlets, catch basins or manholes** • **Paved surface surrounding the fuel station island**
Dry Weather	July, Aug., or Sept.	Annually *	• **Onsite inlets, catch basins or manholes** • **Paved surface surrounding the fuel station island**

* The Town may increase or decrease frequency based upon need as determined by the initial inspection findings.

3.3.2 GOOD HOUSEKEEPING: SPILL RESPONSE PLAN

A detailed Liquid Spill Response Plan Standard Operating Procedure (SOP) is included in this SWPPP in Appendix D. The SOP addresses categorizing spills based on size, assessing the specific material spilled, appropriate containment and clean-up procedures within each category, documentation procedures, and contact numbers.

At a minimum, all Facility employees should be trained on how to properly assess a spill, implement basic clean-up procedures for minor spills, and to make contact with the appropriate higher-level "responsible person" when otherwise warranted.

Spill Kits Procedure

Currently, the Facility has spill kits located in each garage and at the fueling station. Each spill kit contains a supply of materials to absorb and contain "minor" spills. All Facility employees should be trained to use a spill kit. When possible, employees should also be trained to:

- cover any downstream/downhill storm drain or use material to block flow from getting into surface waters, and
- to document the spill with photos, before and after the clean-up process. This documentation will help in subsequent spill response assessments.

A minimal spill kit should contain the following items shown in Table 2.

Table 2: Spill Kit Items	
Quantity*	**Item***
1	• 40 pound bag of Oil Sponge or similar
1	• 5 pound bag of Absorb-All or similar
1	• Flat-edge short shovel
10	• 18-inch x 18-inch oil absorbent pads
1	• Pair of chemical resistant long rubber gloves
1	• Roll of duct tape
2	• 30-gallon plastic bags (6 mil thickness)
1	• Clear plastic eye and face protection shield
2	• Plastic tarps
2	• Rolls of yellow "caution" tape

* The Town may modify the Spill Kit items and/or quantities based on evaluations of actual spills.

Spill Response Contact Phone Numbers

Table 3 below provides the phone numbers of the listed agencies to be contacted in the event of a significant spill.

Table 3: Spill Response Contact List	
Agency/Department	**Phone Number**
Town Emergency Services (Fire, Police, EMS)	9-1-1
St. John Fire Department	(219) 365-6034 (non-emergency)
St. John Police Department	(219) 365-6032 (non-emergency)
Chemical Data Information (Chemtrec)	1-800-424-9300
IDEM Emergency Spill Hotline/Response	(888)-233-7745
Lake County EMA	(219) 755-3333 (24-hour emergency) (219) 755-3333 (HAZMAT response)
National Poison Control	(800) 222-1222
US EPA Region 5 (24-hour)	(312) 353-2318
Indiana Department of Health (IDOH)	(317) 233-1325

Spill Response Reporting

The Spill Response Form, also included in Appendix D, should be completed after each medium or major spill event, as defined in the Spill SOP. After each spill, Staff will properly document the spill using this form and maintain the documentation within the master SWPPP and MS4 Permit files.

The documentation will include photographs of the spill, including its source(s) and end locations. Where possible, digital photographs should be taken and maintained in an organized location within the computer files of the Town. The spill location should be recorded on a map and kept with the Spill Response documents.

Depending on the situation, authorities may come to the site to sample the material and the receiving water. Any results obtained from the sampling activity, and subsequent sampling/monitoring events should be kept with the Spill Response documents.

For spill events where the source of the pollutant cannot be identified, documentation shall include the location of the most upstream structure in which evidence of the pollutant was found. This documentation is intended to assist in tracing specific pollutants from recurring events by allowing the responder to continue a search from the last known structure identified in a previous spill and attempt to trace it back to its source.

3.3.3 GOOD HOUSEKEEPING: TRAINING

A requirement of the MS4 Permit is to provide training to Facility employees whose activities could impact stormwater quality and to supervisors who oversee such work. Pollution prevention training and Illicit Discharge Detection & Elimination training is provided on an ongoing basis to Town supervisory staff through the Northwest Indiana Stormwater Advisory Group (NISWAG).

Employee training will be provided for all employees on an annual basis, for new employees within two months of starting, and for seasonal employees within 30 days. In addition, personnel are to be reminded of the goals and objectives of the SWPPP requirements during periodic safety training sessions. Training material content will include both general information and that information related to each person's participation and responsibilities through this SWPPP, as appropriate. These responsibilities include a review and update of the Facility map, maintenance of stormwater conveyance system, spill response procedures, and inspections procedures. Training will be documented on SWPPP employee training forms, located in Appendix E.

3.3.4 GOOD HOUSEKEEPING: ANNUAL BMP EVALUATION

The Facility BMPs will be evaluated an annual basis by a designated Town employee. The results from this evaluation will help determine if any modifications or additional BMPs are required.

4. RECORDKEEPING

Per the General Permit, all forms completed pursuant to this SWPPP should be maintained for at least 5 years. At a minimum, maintained documentation should include the following forms:

- SWPPP revisions
- Quarterly Facility SWPPP Inspection Forms
- Spill response documentation
- Employee training documentation

Facility SWPPP Revision dates are to be recorded on the next page.

CERTIFICATION

On this 19th day of July, 2023

As designated NPDES MS4 Coordinator for the Town of St. John, Indiana, I certify that the above report is true and accurate.

Signature

Bob Valois

Printed Name

MS4 Coordinator

Title

SWPPP REVISIONS:

Date:	Modifications made:

APPENDIX A

ACRONYMS AND DEFINITIONS

- Acronyms
- Definitions

ACRONYMS

BMP – Best Management Practices

CB – Catch Basin

CFR – Code of Federal Regulations

CMP – Corrugated Metal Pipe

CWA – Clean Water Act

DPW – Director of Public Works

EJ – Environmental Justice

EPA – Environmental Protection Agency

FEMA – Federal Emergency Management Agency

GIS – Geographic Information System

IDDE – Illicit Discharge Detection & Elimination

IDEM – Indiana Department of Environmental Management

IDNR-OWR – Illinois Department of Natural Resources – Office of Water Resources

IDOT – Illinois Department of Transportation

IEPA – Illinois Environmental Protection Agency

ILR00 – IEPA's General NPDES Permit for Stormwater Discharges from Industrial Sites

ILR10 – IEPA's General NPDES Permit for Stormwater Discharges from Construction Sites

ILR40 – IEPA's General NPDES Permit for Discharges from Small Municipal Separate Storm Sewer Systems

MEP – Maximum Extent Practicable

MH – Manhole

MS4 – Municipal Separate Storm Sewer System

MS4 Permit – Same as ILR40 (Municipal Stormwater Permit from the IEPA)

NOI – Notice of Intent

NOT – Notice of Termination

NPDES – National Pollutant Discharge Elimination System

OWS – Oil/Water Separator

PPT – Pollution Prevention Team

PVC – Poly Vinyl Chloride pipe

PWD – Public Works Department; also, Public Works Director

ROW – Right-of-way

SWMP – Stormwater Management Program; also, Stormwater Management Plan

SWPPP – Stormwater Pollution Prevention Plan

TMDL – Total Maximum Daily Load

USEPA – United States Environmental Protection Agency (same as EPA)

DEFINITIONS

Most the definitions below come from the Illinois Environmental Protection Agency General NPDES Permit (ILR40) for Discharges from Small Municipal Separate Storm Sewer Systems. Definitions not provided from the Permit were taken from other sources including the EPA NPDES website glossary, various internet sources and the Illicit Discharge Detection and Elimination, A Guidance Manual for Program Development and Technical Assessments.

Best Management Practices (BMPs) means structural or nonstructural controls, schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters of the state. BMPs also include treatment requirements, operating procedures, and practices to control runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

Biochemical Oxygen Demand (BOD) is a measurement of the amount of oxygen utilized by the decomposition of organic material, over a specified time period (usually 5 days) in a wastewater sample; it is used as a measurement of the readily decomposable organic content of a wastewater.

Combined Sewer means a sewer that has been designed to serve as a sanitary sewer and a storm sewer, and to which inflow is allowed by local ordinances.

Control Measure refers to any Best Management Practice or other method used to prevent or reduce storm water runoff or the discharge of pollutants to waters of the state.

CWA or The Act means the Clean Water Act (formerly referred to as the Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972) Pub. L. 92-500, as amended Pub. L. 95-217, Pub. L. 95-576, Pub. L. 96-483 and Pub. L. 97-117, 33 U.S.C. 1251 et.seq.

Discharge, when used without a qualifier, refers to discharge of a pollutant as defined at 40 CFR 122.2.

Discoloration is a means by which to characterize stormwater. Typically, stormwater is slightly yellowish in color. Discoloration however, other than turbidity, can indicate whether there is rust from iron pipes or iron bacteria, as seen by a yellowish/red color or if paint or cleaning agent emulsions have entered the stormwater system, as indicated by a white cloudy color.

Environmental Justice means the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.

Environmental Justice Area means a community with a low-income and/or minority population greater than twice the statewide average.

Floatables is a means by which to characterize stormwater. A floatable is used as an indicator if very obvious trash or other controllable debris, such as plastic bags, landscaping material, leaf litter, etc. has entered into the storm system.

Foam is a means by which to characterize stormwater. Foam is used as an indicator that potentially soap or other cleaning products have entered into the storm sewer system. However, stormwater can often be slightly foamy from pollen and other natural organic material. The way to tell the difference is by touch and smell. If the foam is persistent and accompanied by a fragrant odor, it is most probably coming from a cleaning product. If the suds break up quickly, then it is most likely from turbulence and/or natural conditions.

Green Infrastructure means wet weather management approaches and technologies that utilize, enhance or mimic the natural hydrologic cycle processes of infiltration, evapotranspiration and reuse. Green infrastructure approaches currently in use include green roofs, trees and tree boxes, rain gardens, vegetated swales, pocket wetlands, infiltration planters, porous and permeable pavements, porous piping systems, dry wells, vegetated median strips, reforestation/revegetation, rain barrels and cisterns and protection and enhancement of riparian buffers and floodplains.

Hazardous Substance is 1) any material that poses a threat to human health and/or the environment. Typical hazardous substances are toxic, corrosive, ignitable, explosive or chemically reactive. 2) Any substance designated by the EPA to be reported if a designated quantity of the substance is spilled in the waters of the United States or is otherwise released into the environment.

Illegal Dumping means any intentional and non-permitted disposal of any substance other than stormwater into the municipal separate storm sewer system, unless otherwise called out as an allowed non-stormwater discharge.

Illicit Connection means any man-made conveyance connecting an illicit discharge directly to a municipal separate storm sewer.

Illicit Discharge is defined at 40 CFR 122.26(b)(2) and refers to any discharge to a municipal separate storm sewer that is not composed entirely of stormwater, except discharges authorized under an NPDES permit (other than the NPDES permit for discharges from the MS4) and discharges resulting from firefighting activities.

Material Storage Facility means an uncovered area where bulk materials (liquid, solid, granular, etc.) are stored in piles, barrels, tanks, bins, crates, or other means.

MEP is an acronym for "Maximum Extent Practicable," the technology-based discharge standard for Municipal Separate Storm Sewer Systems to reduce pollutants in stormwater discharges that was established by CWA Section 402(p). A discussion of MEP as it applies to small MS4's is found at 40 CFR 122.34.

MS4 is an acronym for "Municipal Separate Storm Sewer System" and is used to refer to Large, Medium, or Small Municipal Separate Storm Sewer System (e.g. "the Albuquerque MS4"). The term is used to refer to either the system operated by a single entity or a group of systems within an area that are operated by multiple entities (e.g., the Houston MS4 includes MS4's operated by the City of Houston, the Texas Department of Transportation, the Harris County Flood Control District, Harris County, and others).

Municipal Separate Storm Sewer (MS4) is defined at 40 CFR 122.26(b)(8) and means a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains):

i. Owned or operated by a state, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to State Law) having jurisdiction over disposal of wastes, storm water, or other wastes, including special districts under State law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under section 208 of the CWA that discharges to waters of the United States;
ii. Designed or used for collecting or conveying stormwater;
iii. Which is not a combined sewer; and
iv. Which is not part of a Publicly Owned Treatment Works (POTW) as defined at 40 CFR 122.2.

NOI is an acronym for "Notice of Intent" to be covered by the General NPDES Permit (ILR40) for Discharges from Small Municipal Separate Storm Sewer Systems and is the mechanism used to "register" for coverage under a general permit.

National Pollutant Discharge Elimination System (NPDES) means the national program for issuing, modifying, revoking, and reissuing, terminating, monitoring and enforcing permits, and imposing and enforcing pretreatment requirements, under sections 307, 402, 318, and 405 of the Federal Clean Water Act, for the discharge of pollutants to surface waters of the state from point sources. These permits are referred to as NPDES permits and, in Illinois, are administered by the Illinois EPA (IEPA).

Non-Stormwater Discharges are discharges of process wastewaters, vehicle wash waters, cooling waters, or any other wastewaters associated with the facility into the stormwater collection system. Other discharges must be addressed in a separate NPDES permit. See also **Illicit Discharges**. Examples of some conditionally approved non-stormwater discharges under the General NPDES Permit (ILR40) for Discharges from Small MS4's:

- Water line and fire hydrant flushing,
- Landscape irrigation water,
- Rising ground water, ground water infiltration, or pumped ground water,
- Discharges of potable water sources (excluding wastewater discharges from water supply treatment plants),
- Air conditioning condensate,
- Spring water,
- Water from crawl space pumps or footing drains,

- Storm sewer cleaning water,
- Water from individual residential car washing,
- Routine external building washdown which does not use detergents,
- Discharges or flows from fire fighting activities,
- Residual street wash water,
- Dechlorinated pH neutral swimming pool discharges,
- Dechlorinated water reservoir discharges, and
- Pavement wash waters where spills or leaks of toxic or hazardous materials have not occurred (unless all spilled material has been removed).

Odor is a means by which to characterize stormwater. Contaminants in stormwater can give off specific odors, which should be described as best as possible. Odors can include rotten eggs, solvent, fuel/oil, cleaning agent, etc. When noting odors, make sure the odor is not related to other sources beyond the runoff being inspected. If gasoline or a flammable solvent is suspected, leave the immediate area, notify facility management immediately and take action to prevent fire or explosion.

Outfall is defined at 40 CFR 122.26(b)(9) and means a point source as defined by 40 CFR 122.2 at the point where a municipal separate storm sewer discharges to water of the United States and does not include open conveyance connecting two municipal storm sewers, or pipes, tunnels or other conveyances which connect segments of the same stream or other waters of the united States and are used to convey waters of the United States.

Owner or Operator is defined at 40 CFR 122.2 and means the owner or operator of any "facility or activity" subject to regulation under the NPDES program.

Permitting Authority means the Illinois EPA.

pH is a measure of the hydrogen ion concentration of water or wastewater; expressed as the negative log of the hydrogen ion concentration in mg/l. A pH of 7 is neutral. A pH less than 7 is acidic, and a pH greater than 7 is basic.

Point Source is defined at 40 CFR 122.2 and means any discernable, confined and discrete conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, landfill leachate, collection system, vessel or other floating craft from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture or agricultural stormwater runoff.

Pollutants of Concern means pollutants identified in a TMDL waste load allocation (WLA) or on the Section 303(d) list for the receiving water, and any of the pollutants for which water monitoring is required in Part V.A of the ILR40 permit.

Qualifying Local Program is defined at 40 CFR 122.34(c) and means a local, state, or Tribal municipal separate stormwater management program that imposes, at a minimum, the relevant requirements of paragraph (b) of Section 122.34.

Runoff is water that travels across the land surface and discharges to water bodies either directly or through a collection and conveyance system. See also "Stormwater."

Sheen is used as an indicator in stormwater flows of petroleum products. Sheen looks like a rainbow hue on the water surface, and is commonly indicative of petroleum products, often present from parking lot runoff.

Small Municipal Separate Storm Sewer System is defined at 40 CFR 122.26(b)(16) and refers to all separate storm sewers that are owned or operated by the United States, a state, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to state law) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under State law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under Section 208 of the CWA that discharges to waters of the United States, but is not defined as "large" or "medium" municipal separate storm sewer system. This term includes systems similar to separate storm sewer systems in municipalities, such as systems of military bases, large hospital or prison complexes, and highways and other thoroughfares. The term does not include separate storm sewers in very discrete areas, such as individual buildings.

Spill means a release, either accidental or intentional, of a non-stormwater material.

Stormwater means stormwater runoff, snowmelt runoff, and surface runoff and drainage.

Stormwater Management Program (SWMP) refers to a comprehensive program or plan to manage the quality of stormwater discharged from the municipal separate storm sewer system.

Turbidity is a means by which to characterize stormwater. The dispersion or scattering of light in a liquid, caused by suspended solids and other factors; commonly used as a measure of suspended solids in a liquid.

Waters (also referred to as **waters of the state** or **receiving water**) is defined in Section 301.440 of Title 35: Subtitle C: Chapter I of the Illinois Pollution Control Board Regulations and means an accumulation of water, surface and underground, natural, and artificial, public and private, or parts thereof, which are wholly or partially within, flow through, or border upon the State of Illinois, except that sewers and treatment works are not included except as specially mentioned; provided, that nothing herein contained shall authorize the use of natural or otherwise protected waters as sewers or treatment works except that in-stream aeration under Agency permit is allowable.

APPENDIX B

WASTE HANDLING BMPs

- Vehicle Maintenance BMPs
- Vehicle Fueling BMPs
- Vehicle Washing BMPs
- Vehicle Storage BMPs
- Outdoor Storage BMPs
- Dumpster/Waste Management BMPs
- Building Maintenance and Remodeling BMPs
- Routine Mechanical Maintenance BMPs
- Turf Management BMPs

VEHICLE MAINTENANCE BMPS

These BMPS pertain to potential pollutants produced from routine vehicle maintenance, along with the risk of spills, leaks, and other accidental release of fluids. Vehicle and equipment maintenance is an integral part of our utility and can be performed with minimal risk to stormwater quality.

TO MINIMIZE THE INTRODUCTION OF POLLUTANTS TO THE STORMWATER SYSTEM THE FOLLOWING STEPS SHOULD BE FOLLOWED:

1. Use enclosed vehicle and equipment maintenance bays for service work.
2. The floor drain located in the wash bay and the trench drain in the parking stall area are to be painted "orange" to indicate they are connected to the sanitary sewer.
3. All used motor oil is stored in the designated, sealed tank onsite.
4. New oil used for vehicle and equipment maintenance is stored in vertical drums in the maintenance area.
5. As designated in the Liquid Spill Clean-up Procedure document,
   - All spills less than 18" in diameter are to be cleaned up using Oil-Dri.
   - Spills greater than 18" but less than 6' in diameter are to be contained with absorbent booms and Oil-Dri. Emergency services will be notified for a spill response.
   - Spills greater than 6' in diameter will be dealt with by emergency services.
6. One employee is dedicated to vehicle and equipment maintenance and is specifically trained in related stormwater good housekeeping practices. This training will be held annually for all employees.

VEHICLE FUELING BMPS

Fueling for all Town vehicles takes place at the fueling station located at 9350 Hack Street. The in-ground tanks for the fueling station contain gasoline and two grades of diesel.

TO MINIMIZE THE INTRODUCTION OF POLLUTANTS TO THE STORMWATER SYSTEM THE FOLLOWING STEPS SHOULD BE FOLLOWED:

1. Fuel is delivered and tanks are filled by an outside service.
2. The tank overfill alarm, located in the Public Works office, should be monitored by PW personnel.
3. The area should be regularly checked for leaks and other problems. Any concerns should be reported to the vehicle maintenance person or the Public Works foreman.
4. The emergency shut off is located on the NW comer of the Public Works facility next to the fueling facility. The emergency shut off must remain unobstructed and accessible at all times.
5. A spill kit is to be maintained at the fueling station at all times and should be used in the event of a small spill, defined as less than 18" in diameter. Larger spills should follow the Liquid Spill Procedure SOP.

VEHICLE WASHING BMPS

These BMPS pertain to washing of Town vehicles and equipment. These events can produce large amounts of mud, rock, silt, sand, detergent, automotive oil, and fluids that need to be directed away from storm sewers.

TO MINIMIZE THE INTRODUCTION OF POLLUTANTS TO THE STORMWATER SYSTEM THE FOLLOWING STEPS SHOULD BE FOLLOWED:

1. The floor drain located in the wash bay and the trench drain in the parking stall area are to be marked with orange paint to indicate they are connected to the sanitary sewer.
2. All utility vehicles must be washed inside the designated wash bay or fully within the facility's building parking stalls.

VEHICLE STORAGE BMPS

These BMPS pertain to Town-owned vehicles and equipment used for public works operations and maintenance. Indoor storage is preferred to reduce excessive wear caused by exposure to the elements.

TO MINIMIZE THE INTRODUCTION OF POLLUTANTS TO THE STORMWATER SYSTEM THE FOLLOWING STEPS SHOULD BE FOLLOWED:

1. All vehicles and equipment have assigned locations under roof, with the exception of the leaf vacuum trucks.
2. Vehicles are inspected weekly by public works personnel to assess overall condition.
3. Vehicles are placed on a regular maintenance schedule by the utility mechanic.
4. Any leaks found in vehicles are reported to the utility mechanic. Containment of the leak is handled by the utility mechanic and public works personnel according to the Liquid Spill Clean-up Procedure document. Drip pans will be placed under the vehicle immediately upon discovery.
5. All spills will be cleaned up and disposed of properly.
6. The floor drain located in the wash bay and the trench drain in the parking stall area are to be marked with orange paint to indicate they are connected to the sanitary sewer.

OUTDOOR STORAGE BMPS

These BMPS pertain to permanent outdoor material stockpiles maintained for manhole and pipe repair, sign replacement and snow clearing.

TO MINIMIZE THE INTRODUCTION OF POLLUTANTS TO THE STORMWATER SYSTEM THE FOLLOWING STEPS SHOULD BE FOLLOWED:

1. All stone, sand, gravel, and asphalt are stored in concrete bins away from storm drains.
2. Salt for de-icing is stored under roof and away from storm drains.
3. Maintain an inlet basket in the storm structure adjacent to the mulch pile.

DUMPSTER/WASTE MANAGEMENT BMPS

These BMPS pertain to non-special waste produced by standard office and operations work, as well as operational maintenance waste. Loose trash and debris can be a potential threat to stormwater quality.

A standard dumpster resides on site and is used for typical office waste. A larger roll off dumpster is kept at the outdoor storage facility for larger items disposed of by the utility. Grit, solids, sludge, and waste are collected separately in a separate dumpster and is transported to the Schererville Wastewater Treatment Plant for proper disposal by the utility.

TO MINIMIZE THE INTRODUCTION OF POLLUTANTS TO THE STORMWATER SYSTEM THE FOLLOWING STEPS SHOULD BE FOLLOWED:

1. The large roll off dumpster is stored away from storm drains.
2. The property is routinely checked for any loose debris.

BUILDING MAINTENANCE AND REMODELING BMPS

These BMPS pertain to small scale building repair projects perform within Town Facilities by Town Staff on an as-need basis. Projects such as painting, drywall work, and other small remodeling activities occur throughout the year.

TO MINIMIZE THE INTRODUCTION OF POLLUTANTS TO THE STORMWATER SYSTEM THE FOLLOWING STEPS SHOULD BE FOLLOWED:

1. All unused paint and associated chemicals are stored in marked cabinets.
2. Painting supplies are cleaned in a utility sink, which is plumbed to the sanitary sewer.

ROUTING MECHANICAL MAINTENANCE BMPS

These BMPS pertain to routine building maintenance performed regularly within Town facilities. All pumps and generators and equipment at the remote lift stations require regular service and oil changes. Routine cleaning may involve chemicals that are transported to the building by the utility mechanic.

TO MINIMIZE THE INTRODUCTION OF POLLUTANTS TO THE STORMWATER SYSTEM THE FOLLOWING STEPS SHOULD BE FOLLOWED:

1. New oil is stored in marked vertical tanks in the wash bay area.
2. Used oil is emptied into a marked used oil tank in the wash bay area.
3. All cleaning materials and chemicals used are stored inside in designated areas and in marked containers.

TURF MANAGEMENT BMPS

These BMPs pertain to turf management activity that is performed by Town personnel using Town-owned equipment. This includes small areas of restoration and general turf management at the Public Works Facility, Town Hall, Public Safety Building, Civic Park, and miscellaneous lift stations, islands and dry ponds. Mowers are serviced by the utility mechanic and fluid disposal is handled as stated in the Vehicle Maintenance BMPs document.

TO MINIMIZE THE INTRODUCTION OF POLLUTANTS TO THE STORMWATER SYSTEM THE FOLLOWING STEPS SHOULD BE FOLLOWED:

1. All mowers are to be stored indoors and cleaned in the designated wash bays.
2. All fertilizer and pesticides are to be stored inside on pallets and in designated locations.

APPENDIX C

FACILITY SWPPP INSPECTION FORM

- Facility SWPPP Inspection Checklist

WEEKLY PW FACILITY INSPECTION

INSPECTOR:_____

Week of _____ Weather conditions *: Wet ☐ Dry ☐

SHOP	Yes	No
- Floor drains clear	☐	☐
- No spills on floor	☐	☐
- Spill kits stocked and orderly	☐	☐

PARKING LOT, RETENTION POND AND FUELING ISLAND:

- parking lot is reasonably clean	☐	☐
- All inlets clear of debris	☐	☐
- Pond outlet clear of debris	☐	☐
- Water surface is clear (no debris or oily sheen visible)	☐	☐

SALT BARN AND STOCKPILES

- All salt is stored under barn cover	☐	☐
- Inlet baskets in place	☐	☐
- Stockpiles contained	☐	☐

For each "No" selected, describe the follow-up action that was taken

1)_____

2)_____

3)_____

4)_____

INSPECTOR SIGNATURE:

_____ Date:_____

*****Wet weather conditions require a rainfall of 0.1" or more within a 24-hour period of inspection
Dry weather conditions require no rain for at least 72-hours (3 days) prior to the inspection

APPENDIX D

SPILL RESPONSE FORM

- Liquid Spill Response SOP
- Spill Incident Response Form

Town of St. John Public Works Facility
9350 Hack Street, St. John, Indiana
(219) 365-4655

MS4 Coordinator: Bob Valois

LIQUID SPILL REPORT FORM

General Information

Date of Discovery:_____ Time of Discovery:_____AM/PM

Weather conditions, if outside:_____

Name of person completing this form:_____

Material(s) spilled:_____Est. gallons:_____

Location of Spill

Where was the spill discovered (building name or description of location):

_____

Medium affected by spill (e.g., the specific water body, type of impervious surface, turf, etc)

_____

Person(s) who discovered the spill:

_____

Danger posed by spill:

_____

Injuries caused by spill (circle one): YES NO Number of people injured ____

Other agencies that responded to incident:

_____

Description of Incident – ***Check box if continued on back of page*** ☐

_____

_____

_____

_____

_____

_____

_____

_____

Signature: _____

APPENDIX E

TRAINING FORM

- Public Works Training Form

PUBLIC WORKS TRAINING SIGN-IN SHEET

Date: _____

Topic: _____

_____

	Print name	Signature
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