Rule 13 - MS4 ANNUAL REPORT

State Form 51278 (R6 / 7-12)
INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

For questions regarding this form, contact:

IDEM Office of Water Quality , Storm Water Program
MS4 Coordinator
100 North Senate Avenue, Room 1255
MC 65-42
Indianapolis, IN 46204-2251

Telephone: (317) 234-1601 or

(800) 451-6027, ext. 41601 (within Indiana)

Web Access: http://www.IN.gov/idem/4900

NOTE:

- Annual reports must be submitted to the Indiana Department of Environmental Management. **Failure to submit the annual report is considered noncompliance with your permit.**
- For the **first five** (5)-year permit term, this completed form must be submitted by 1 year from the SWQMP – Part C submittal date and, thereafter, 1 year from the previous report (i.e., in years two (2) through five (5) of permit coverage).
- In the **second and subsequent** five (5)-year permit terms, this completed form must be submitted in years two (2) and four (4) of permit coverage.
- **Please type or print in ink.**
- Please answer all questions thoroughly and return the form by the due date.
- Return this form and any required attachments to the IDEM Storm Water Program, MS4 Coordinator at the address listed in the box on the upper-right.

Five Year Permit Term	Reporting Year
☐ 1st Permit Term ☒ Second and subsequent five (5) Year Permit Terms	**Permit Year** 2008 ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5 MS4s in their first permit term must submit reports annually. MS4s that are in subsequent permit terms must submit in years 2 and 4 of the permit term.

PART A: GENERAL INFORMATION – MS4 OPERATOR

1. Permit Number: **INR   0   4   0   038**

2. MS4 Entity: City of New Castle

   (Name of permit holder)

Type of MS4:
☒ City
☐ Town
☐ County
☐ Non-traditional

3. MS4 Operator: Mayor Greg York

4. Mailing Address: 227 N. Main Street

   New Castle, IN   ZIP: 47362   County: Henry

5. Email Address: greg-york@cityofnewcastle.net

PART B: GENERAL INFORMATION – MS4 COORDINATOR

6. MS4 Coordinator *(please print)*:   Edward Hill

7. Person's Title: GIS/MS4 Coordinator

8. Mailing Address: 227 N. Main Street

   New Castle, IN   ZIP: 47362

9. Telephone Number: 765-529-7605

10. E-mail Address: ed-hill@cityofnewcastle.net

PART C: GENERAL INFORMATION – REPORT PREPARER

11. Name: Edward Hill

    (Provide this information if someone other than MS4 Operator or Coordinator completed this report.)

12. Affiliation with the MS4:

13. Mailing Address:

    , IN   ZIP:

14. Telephone Number: Extension:

15. E-mail Address:

16. **Provide a summary of the following program management activities performed during the reporting period:**

   a) If this is a co-permit, list all permittees and operators responsible for permit implementation for each entity.

   Not Applicable

   b) Identify changes to the MS4 area boundaries, including areas added to or lost to the MS4 area via annexation or other similar means. Provide a current map (8.5" X 11" or 8.5" X 14")

   No changes

   c) Identify follow-up or additional water quality characterizations completed during the reporting period if applicable.

   None

   d) Provide updated receiving water information completed during the reporting period if applicable.

   No changes

   e) Identify funding sources (utility fees, grants, enforcement fines etc) utilized for MS4 program implementation during this reporting period.

   Funding is provided by a "user fee" added to each utility customer's bill within the service area of the MS4.

   f) Provide a list of new active industrial sites identified during this reporting period.

   None

   g) Provide a list of facilities owned and operated by the MS4 that require Rule 6 (industrial storm water) permits.

   1. New Castle Auto Parts, 2815 Broad Street

   2. Grede Foundry, 2700 Plum Street

   h) Provide a summary of complaints received and follow-up investigation results related to storm water quality issues during this reporting period.

   Complaints about Trash from the CSO at Bowery Brook were received and investigated. A plan of action for schedule cleaning of the normally dry waterway was developed and instituted.

   i) Other:

PART E: PUBLIC EDUCATION AND OUTREACH - MINIMUM CONTROL MEASURE

17. Identify the best management practices (BMPs) for public education and outreach included in your Storm Water Quality Management Plan (SWQMP) Part C and then respond to the following:

a) Identify progress made towards development and implementation of each BMP for this minimum control measure (MCM) including timetables and measurable goals during this reporting period.

BMP 1: Public Attitude / Educational Surveys

No Surveys of the constituent groups (residential, city employees, commercial & industrial, Construction) were performed during this reporting period.

It is the intention of the city to reassess the BMP and then to resend surveys to measure the effectiveness of the program.

BMP 2: Newspaper ads and Articles

A public information ad is published annually in the local newspaper (The Courier-Times) to provide information on available educational material.

The Friends of the Big Blue River publish an annual report (in the form of a letter) of river clean-up activities. In addition, they also actively seek volunteers at the beginning of the clean-up season.

Three Rivers Solid Waste Management District publishes an annual account of participation in "Tox Away Day". In addition, periodic articles appear informing citizens of locations, proper use, and collected volumes from the various recycling drop off points in and around the city.

BMP 3: Storm Water Web Site

Information and educational web sites are provided on the city's web site.

BMP 4: Proper Disposal of Hazardous Household Waste (HHW)

Three Rivers SWMD as stated holds an annual "Tox Away Day" that is very well attended. In addition to household chemicals, automotive fluids, etc., the collection of electronics is also performed.

Several Auto Parts retailers, and garages accept used motor oil and other automotive fluids on a year round basis.

BMP 5: Trash Management

Two Vactor trucks are used to routinely clean sanitary, combination, and storm sewers including catch basins.

The city daily provides trash pickup service.

City streets are swept daily throughout the city.

The city aggressively enforces their Anti-Littering and Illegal Dumping ordinances.

BMP 6: Classroom Education for School Age Children

Educational material and curriculum guidelines are distributed to the school system for use by the elementary schools.

It is the intention of the city to reassess this BMP and to determine the effectiveness.

BMP 7: Brochures for Visitors

The City provides and restocks as necessary Anti-Littering brochures and CSO Information at the Visitors Center, Mayor's Office, Building Commissioner's office, and the Public Library.

BMP 8: Library of Educational Materials

In addition to the brochures located at the various locations within the city, the Mayor's office, and Water Pollution Control Facility maintain more detailed material on the MS4 program.

b) Describe implementation problems encountered and changes made due to ineffectiveness or infeasibility during this reporting period.

BMP 1: In past surveys, participation was minimal and results nearly identical. The city will improve upon its educational/outreach program and resend surveys in the next reporting period to gauge effectiveness. There were no changes.

c) Describe program BMPs that went beyond those identified in the SWQMP.

None

d) Identify storm water BMPs installed or initiated for this MCM during this reporting period.

None

e) Describe program implementation partnerships and explain successes and barriers during this reporting period.

There are no formal partnerships, but working relationships exist with Three Rivers Solid Waste District, Friends of the the Big Blue River, and Henry County Soli and Conservation District. It is our intention to continue and strengthen these relationships.

f) Other:

18. Identify the best management practices for public participation and involvement included in your SWQMP Part C and then respond to the following:

    a) Identify progress made towards development and implementation of each BMP for this MCM including timetables and measurable goals during this reporting period.

    BMP 1: Adopt-a-River Program

      The city has not participated in the IDNR Adopt-a-River program, however the Friends of the Big Blue River have been very successful in organizing river clean-ups in and along the Big Blue River.

    BMP 2: Public Attitude / Education Surveys

      The city sent no surveys for the reasons stated in the Public Education and Outreach BMP 1 however, previous surveys have indicated an interest in clean-up and testing activities. This is evident with the level of volunteerism associated with the Friends of the Big Blue River, Three Rivers SWMD, and community clean-up (Day of Caring)efforts.

    BMP 3: Community Hotlines

      The MS4 Coordinator's contact information is included on the Public Notice published in the local newspaper, and on the city web site. In addition a citizens complaint form has been established on the city web site.

    BMP 4: Restoration Programs

      The city maintains a nursery to grow trees and bushes for replanting in the city's eight parks.

    BMP 5: Stream Clean-up and Volunteer Monitoring

      The city does not track these volunteer programs, but is made aware of the results from their activity.

    b) Describe implementation problems encountered and changes made due to ineffectiveness or infeasibility during this reporting period.

    None

    c) Describe program BMPs that went beyond those identified in the SWQMP.

    None

    d) Identify storm water BMPs installed or initiated for this MCM during this reporting period.

    Although not initiated by the city, Hoosier River Watch and Friends of the Big Blue River have fulfilled this MCM very well.

    e) Describe program implementation partnerships and explain successes and barriers during this reporting period.

    It is the intention of the city to foster closer relationships with the aforementioned entities.

    f) Other:

19. Identify the best management practices for illicit discharge detection and elimination (IDDE) included in your SWQMP Part C and then respond to the following:

a) Identify progress made towards development and implementation of each BMP for this MCM including timetables and measurable goals during this reporting period (mapping, screening, etc.).

BMP 1: Failing Septic Systems

An on-going visual screening has netted one violation this reporting period.

Three houses had septic overflow that connected to a storm drain. The properties have been disconnected and their sewer system connected to the city's sewer system eliminating the septic tanks.

BMP 2: Identifying Illicit Connections

Illicit connections are identified through visual inspections and citizen complaints.

One illicit connection was detected and eliminated in this reporting period as stated above (BMP 1).

BMP 3: Illegal Dumping

The city has aggressively pursued illegal dumping and has set up a reward for information leading to the prosecution of offenders.

One prosecution in City Court has sent a message and it appears Illegal Dumping has been reduced.

BMP 4: Industrial/Business Connections

There have been no detected connections from commercial or industrial sites to the city's storm sewer system this reporting period.

BMP 5: Sanitary Sewer Overflows

The city routinely cleans the city sewer system to reduce the likelihood of an overflow due to plugging of the sanitary sewer. No sanitary sewer overflows have occurred during this reporting period

BMP 6: Wastewater Connections to the Storm Drain System

Illegal cross connections are investigated through dry weather testing. New connections are inspected ensuring connection to the correct sewer. The city's Illicit Discharge and Connection Discharge Storm Water Ordinance exists to regulate non-storm water discharges to the storm sewer.

b) Describe implementation problems or challenges encountered, particularly as it relates to mapping and screening of outfalls during this reporting period.

None

c) Identify changes made to the IDDE Plan during this reporting period if applicable.

None

d) Identify updates or revisions to IDDE ordinance or other regulatory mechanism made during this reporting period.

None

e) Describe level of mapping and screening completed to date. If there are unmapped or unscreened outfalls, provide a plan and a timetable for completion.

100% of mapping is complete, a rescreening of outfalls and visual inspection of the waterways are planned.

f) Other:

One illegal connection of septic tank overflows connected to a storm structure was detected. This connection was removed and the three offending properties were connected to the city sewer system eliminating their septic systems.

20. List the best management practices for the construction site storm water run-off program identified in your SWQMP Part C and then respond to the following:

a) Identify progress made towards development and implementation of each BMP for this MCM including timetables and measurable goals during this reporting period.

BMP 1: Develop and Adopt an Erosion and Sediment Control Ordinance

Previously the city passed Ordinance No. 3436 controlling Construction Site Soil Erosion, Sediment, and other Wastes and Storm Water Runoff. The ordinance is available for review at the City Building and on the City's Web Site.

The city reviews the ordinance periodically to ensure compliance with new rules.

BMP 2: Required BMP's per the Indiana Storm Water Quality Manual

As codified in the ordinance stated above (BMP 1) all plans submitted are reviewed using the latest version of the Indiana Storm Water Quality Manual to ensure all construction activity comply with these regulations.

BMP 3: Provide Training for Construction Site Contractor

Through the review process contractors are informed of the expectations and acceptable practices to ensure compliance with local, and State requirements for storm water run-off.

BMP 4: Train MS4 Inspectors and Plan Reviewers

City personnel attend the annual MS4 Seminar presented by IDEM, and participate in on-line training opportunities to remain current of rule changes.

BMP 5: Community Hotline

The city has developed a Citizens Complaint Form on its web site, as well as maintaining a direct phone number to the Water Pollution Control Facility and/or the Mayor's Office. All complaints are recorded by specific incident, inspection, and action taken.

b) Describe program implementation partnerships and explain successes and barriers during this reporting period.

None

c) Identify the number of construction sites permitted during this reporting period and identify the number and type of enforcement actions taken against construction site operators during the same period.

One site was permitted, with no enforcement action taken.

d) Identify the number and types of training opportunities that were provided to contractors, developers, and builders during this permit period.

The city conducted no training seminars. In speaking with the Henry County Soil and Water Conservation District, they report that training had been provided in the past but was discontinued due to poor participation.

e) MS4 personnel responsible for plan review, inspection, and enforcement of construction activities shall receive, at a minimum, annual training addressing appropriate control measures, inspection protocol, and enforcement procedures. Identify training provided to MS4 personnel responsible for these activities during this reporting period.

The MS4 Coordinator received certification through Stormwater USA as a Certified Preparer of SWPPP and as a Certified Compliance Inspector for Stormwater and attends the MS4 Annual Seminar.

f) Identify updates or revisions to the storm water construction ordinance or other regulatory mechanism made during this reporting period.

None

g) Other:

21. List the best management practices for post-construction storm water run-off control identified in your SWQMP Part C and then respond to the following:

a) Identify progress made towards development and implementation of each BMP in the SWQMP including timetables and measurable goals during this reporting period.

BMP 1: Periodic inspections are performed to ensure compliance with approved storm water management controls, enforcement of compliance is undertaken if required.

b) Describe implementation problems encountered and changes due to ineffectiveness or infeasibility during this reporting period.

None

c) Describe program implementation partnerships and explain successes and barriers.

None

d) MS4 area personnel responsible for implementation of the post-construction minimum control measure shall receive, at a minimum, annual training. Identify training provided for this minimum control measure during this reporting period.

There is just one person (MS4 Coordinator) available for these inspections, training is the same as stated above.

e) Identify updates or revisions to the post-construction storm water ordinance or other regulatory mechanism made during this reporting period.

None

f) Other:

22. List the best management practices for municipal operations pollution prevention and good housekeeping identified in your SWQMP Part C and respond to the following:

   a) Identify progress made towards development and implementation of each BMP in the SWQMP including timetables and measurable goals during this reporting period.

   BMP 1: Annual Training for Municipal Employees on Pollution Prevention and Good Housekeeping

   The city tracks employees attending training, retaining the training material, and the amount of time dedicated to training.

   BMP 2: Standard Operating Procedures (SOP) for Spill Prevention and Clean-up

   The city previously developed an SOP for Spill Prevention and Cleanup for all departments. The Department head is responsible for inspecting spill and cleanup supplies and ensuring personnel are trained adequately to use them.

   BMP 3: Street Sweeping

   The city schedules and tracks street sweeping activity consistent with its CSO Operational Plan.

   BMP 4: Develop and Implement a Good Housekeeping Improvements Plan

   The city utilizes a MS4 Municipal Good Housekeeping Tracking Form for all city departments.

   BMP 5: Catch Basin and Storm Sewer Cleaning

   The city utilizes two Vactor Trucks to clean catch basins and storm/combination lines on a daily basis.

   b) Describe implementation problems encountered and changes due to ineffectiveness or infeasibility as it relates to pollution prevention and good housekeeping at MS4 owned and operated facilities during this reporting period.
   None

   c) Identify storm water BMPs installed or initiated at MS4 owned and operated facilities.
   None

   d) Identify and describe appropriate storm water training provided to MS4 employees. Employees are required to have a minimum training once per year.
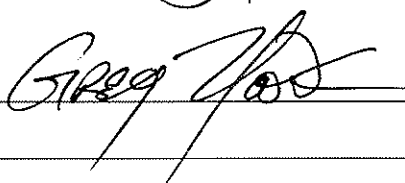   Same training as listed above. 21(d).

   e) Other:

The individual listed in "PART A: GENERAL INFORMATION – MS4 OPERATOR" must sign the following certification statement:

"By signing this annual report, 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 Name: _GREG YORK_

Signature: _Greg York_   _10-1-12_
                                                                                            (mm/dd/yyyy)