

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

for

City of



"Home of the Classics"

City of Auburn, Indiana
210 E. Ninth Street
Auburn, Indiana 46706
NPDES Stormwater Permit #INR040119

As required by

Indiana Department of Environmental Management
MS4 General Permit #INR040000

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1.0 PROGRAM OVERVIEW

1.1 Introduction

The City of Auburn has been designated a Municipal Separate Storm Sewer System (MS4) by the Indiana Department of Environmental Management (IDEM). 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 or conveying stormwater. Regulated conveyance systems include roads with drains, municipal streets, catch basins, curbs, gutters, storm drains, piping, channels, ditches, tunnels, and conduits. Auburn's MS4 boundaries are the same as the municipality's corporate boundaries.

MS4s were regulated by 327 IAC 15-13 (Rule 13) from 2003 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 MS4 Program and 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, Auburn's original Notice of Intent (NOI) was submitted to the Indiana Department of Environmental Management (IDEM) in 2003. A Notice of Sufficiency and permit number INR040119 was issued by IDEM. Auburn maintained compliance with Rule 13.

Auburn submitted a new NOI under the MS4GP on June 27, 2022. Permit documentation is included in **Appendix A**. Auburn has completed a Water Quality Characterization Report (WQCR) to identify available information and water quality concerns, will be included in **Appendix B** following submittal to IDEM prior to the due date of April 1, 2023.

1.3 Purpose

The purpose of this SWQMP is to build off Auburn'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 and 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
- MCM 6: Municipal Operations Pollution Prevention and Good Housekeeping

The **Implementation Schedule** provides the dates each BMP will be identified, 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 used by the City of Auburn MS4 for recordkeeping.

2.0 GENERAL REQUIREMENTS

2.1 Responsible Entities

The overall MS4 Program is the responsibility of the City of Auburn's Mayor. The MS4 Coordinator maintains the program documentation and is responsible for implementation. The BMP sheets in the SWQMP identify responsible entities for each MS4 activity or requirement. A list of **MS4 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

The MS4 has jurisdiction within the City boundaries as identified on the **MS4 Boundary Map** in **Appendix D, Figure D-1**. The MS4 implements all the MCMs of the SWQMP within these boundaries. The Engineering Department has staff that maintains Auburn's geographic information system (GIS). Annexations and construction projects are inputted as they are completed.

2.3 Minimum Control Measure Descriptions

Section 3 includes details 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. BMP sheets that require further explanation or details, are provided with a Standard Operating Procedure (SOP). SOPs will be included in Appendix G as they are completed.

An initial evaluation of Auburn's stormwater quality was conducted in the WQCR and incorporated into the SWQMP. Several BMPs are implemented for each MCM. Some BMPs apply to multiple MCMs, as indicated on the BMP detail page.

In addition, summary tables used to quantify measurable goals are included in the Record Keeping section of this report. The MS4 will use these summary tables to track 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 targeted constituents within the MS4 area about how pollution can impact 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.

Auburn'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		
BMP Description 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 education event for the issue during the permit term. The MS4 will provide educational information on construction site stabilization practices. Educational information will be developed and provided on the website and with permit approvals. Continue to provide stormwater pollution prevention and erosion control information/brochures when building permits and drainage approvals are applied for or when they are issued. The information may include erosion control BMPs, regulations, or spill prevention and spill response planning.		
Measurable Goals Increase awareness of proper construction site stabilization techniques by providing educational information on construction site stabilization.		
Responsible Entity MS4 Coordinator and DeKalb County Soil & Water Conservation District (SWCD)		
Schedule Identify issue in first year. Revise/develop educational material(s) by the end of the third year. Determine event by end of third year and complete in the permit term. Provide with each permit approval under the Construction Stormwater General Permit (CSGP). Refer to Table C-1.		
Associated Documents Table C-1 Implementation Schedule, Table C-3 List of Educational Materials, Table C-4 List of Public Events, SWCD CSGP Project Log		
Environmental Impact Educate targeted audience on proper construction site stabilization techniques and decrease sediment laden runoff from reaching local waterways.		
Recordkeeping Construction issue and event identified on 10/11/2022. Track the number of CSGPs and pre-construction meetings. Track local building permits issued and were provided education.		
Reporting 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.		
Minimum Control Measures: ☒ Public Education/Involvement ☐ Illicit Discharge ☒ Construction Site Control ☐ Post-Construction Site Control ☐ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.3 (a)(2)(A) Reporting: Section 4.3 (h),(1)(2) & (3) Annual Report	☐ Current BMP ☒ New BMP BMP Revision Date: 12/2022

Community Stormwater Issue – Residential		
BMP Description Identify a stormwater issue focused on residential activities impacting stormwater quality. Conduct one public event for issue during the permit term. The MS4 will provide stormwater information/brochures for proper management of grass clippings. Materials will be developed and provided at City Hall, on the website, and at local community events. Other distribution methods may include mailers, social media posts, or other events. The community rain barrel event, tree sale or creek cleanup will serve as the public event.		
Measurable Goals Increase public awareness and knowledge of the impacts of grass clippings by providing educational materials and information to the public.		
Responsible Entity MS4 Coordinator		
Schedule Issue identified in the first year. Revise/develop educational material(s) by end of third year. Determine event by end of third year and complete by end of the permit term. Refer to Table C-1.		
Associated Documents Table C-1 Implementation Schedule, Table C-3 List of Educational Materials, Table C-4 List of Public Events		
Environmental Impact Educate residents on potential impacts to stormwater from glass clippings in an effort to prevent clogging and excessive nutrients in receiving waters.		
Recordkeeping Residential issue and event identified on 07/13/2022. Track the number of outreach activities conducted for grass clippings. Track the number of event attendees.		
Reporting 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 participants, 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.		
Minimum Control Measures: ☒ Public Education/Involvement ☐ Illicit Discharge ☐ Construction Site Control ☐ Post-Construction Site Control ☐ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.3 (a)(2)(B) Reporting: Section 4.3 (h)(1), (2) & (5) Annual Report	☐ Current BMP ☒ New BMP BMP Revision Date: 12/2022

Community Stormwater Issue – Commercial/Industrial		
BMP Description Identify a stormwater issue focused on commercial/industrial activities. Conduct one public event for issue during the permit term. The MS4 will incorporate stormwater information into the Wellhead Protection Program (WHP), Pretreatment Program, and Grease Trap Inspections. The WHP provides materials on the proper disposal of hazardous waste and proper spill clean-up procedures every 5 years. The Pretreatment Program annually inspects industrial wastewater dischargers. The Grease Trap Inspection program inspects food service establishments annually. An educational brochure will be developed highlighting stormwater concerns, spill response and illicit discharges for distribution by these programs. The inspections will serve as the events.		
Measurable Goals Increase knowledge of stormwater issues to industrial/commercial sites through existing programs.		
Responsible Entity MS4 Coordinator, Water Superintendent and Pretreatment Coordinator		
Schedule Identify issue in first year. Revise/develop educational material(s) by end of third year. Determine event by end of third year. Refer to Table C-1.		
Associated Documents Table C-1 Implementation Schedule, Table C-3 List of Educational Materials, Table C-4 List of Public Events.		
Environmental Impact Reduce pollution potential through educating industrial/commercial facilities.		
Recordkeeping Issue and event identified on 07/13/2022. Obtain Pretreatment Annual Report from Pretreatment Coordinator that documents inspections. Obtain list of industrial/commercial facilities WHP information was provided to every 5 years. Obtain list of grease trap facility inspections conducted annually.		
Reporting 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.		
Minimum Control Measures: ☒ Public Education/Involvement ☐ Illicit Discharge ☐ Construction Site Control ☐ Post-Construction Site Control ☐ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.3 (a)(2)(C) Reporting: Section 4.3 (h)(1), (2) & (5) Annual Report	☐ Current BMP ☒ New BMP BMP Revision Date: 12/2022

Public Events		
BMP Description Conduct a minimum of two public events annually (individually or collaboratively) that provide stormwater educational materials or messages. Public events may include surveys, community cleanup events, household hazardous waste collections, board presentations, school activities, festivals, other community events, or events for stormwater quality issue identified for construction, residential, and commercial/industrial.		
Measurable Goals Increase local knowledge on stormwater issues by providing two public events for participation.		
Responsible Entity MS4 Coordinator		
Schedule Complete two events per year. Refer to Table C-1.		
Associated Documents Table C-1 Implementation Schedule, Table C-3 List of Educational Materials, Table C-4 List of Public Events		
Environmental Impact These educational efforts target stormwater education and benefit the environment.		
Recordkeeping Track the number of public events completed, information provided/reviewed, and the approximate number of participants. Record on Table C-4.		
Reporting 4.3 (h)(1) – Report status update on BMP. 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) – Describe each targeted audience selected, how they were reached during the reporting period, and describe behavioral changes observed.		
Minimum Control Measures: ☒ Public Education/Involvement ☐ Illicit Discharge ☐ Construction Site Control ☐ Post-Construction Site Control ☐ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.3 (a)(3) Reporting: Section 4.3 (h)(1), (2) & (5) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

Educational Materials		
BMP Description 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. All MS4 and stormwater educational materials developed for constituents are listed in a spreadsheet. Materials are reviewed and revised per each BMP's schedule and additional materials are developed as needed. Educational materials can be provided through the website, social media, hard copies, etc.		
Measurable Goals Organize and review developed materials to ensure the information is relevant prior to distribution.		
Responsible Entity MS4 Coordinator		
Schedule Identify existing educational materials in the first permit year. Review/revise existing materials and develop additional materials by the end of the third year. Distribute as applicable during the permit term. Refer to Table C-1.		
Associated Documents Table C-1 Implementation Schedule, Table C-3 List of Educational Materials		
Environmental Impact Improve water quality and change behaviors through education.		
Recordkeeping Track revisions to educational materials and development of new materials on the Table C-3. Track when materials were distributed throughout the year on Table C-3.		
Reporting 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		
Minimum Control Measures: ☒ Public Education/Involvement ☒ Illicit Discharge ☒ Construction Site Control ☒ Post-Construction Site Control ☒ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.3 (a)(4) and (d) Reporting: Section 4.3 (h)(1), (5) & (6) Annual Report	☐ Current BMP ☒ New BMP BMP Revision Date: NA

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. Training may take the form of educational brochures, forms, checklists, online training, pre-construction meetings, or workshops. Continue to provide stormwater pollution prevention and erosion control information/brochures when CSGP plan review approvals are issued. The information may include erosion control BMPs, CSGP regulations, or spill prevention and spill response planning.		
<i>Measurable Goals</i> Increase knowledge of MS4 construction and post-construction processes and procedures to contractors through training.		
<i>Responsible Entity</i> MS4 Coordinator, DeKalb County SWCD		
<i>Schedule</i> Annually. Refer to Table C-1.		
<i>Associated Documents</i> Table C-1 Implementation Schedule, Table C-3 List of Educational Materials, Table C-4 List of Public Events		
<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. on Table C-3. Track the number of local building permits issued and CSGPs approved that were provided education on the SWCD CSGP Log.		
<i>Reporting</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> ☒ Public Education/Involvement ☐ Illicit Discharge ☒ Construction Site Control ☒ Post-Construction Site Control ☐ Municipal Operations	<i>Permit Requirement:</i> ☒ Yes ☐ No Section 4.3 (a) (5) <i>Reporting:</i> Section 4.3 (h)(1) & (3) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

Illicit Discharge Public Education		
BMP Description Develop and implement a program to educate constituents on illicit discharges and proper disposal of waste. Constituents include public employees, schools, businesses, and public. Education may include target specific materials, brochures, guides, or online information. Determine an outreach plan/schedule to distribute education to constituents. Existing materials will be revised and new materials developed as needed. Education can be provided through the website, social media, hard copies, etc.		
Measurable Goals Increase public knowledge of illicit discharges through educational outreach training.		
Responsible Entity MS4 Coordinator		
Schedule Develop an outreach program/schedule in the first year. Revise or develop educational materials in the third year and implement the rest of the permit term. Refer to Table C-1.		
Associated Documents Table C-1 Implementation Schedule, Table C-3 List of Educational Materials, Table C-5 Training Matrix		
Environmental Impact Community knowledge helps to identify and eliminate illicit discharges to keep pollutants out of the MS4 system and receiving waters.		
Recordkeeping Record the date the outreach program/schedule was developed in Table C-1. Record the date IDDE materials are revised/developed in Table C-3. Record completed training through attendance sheets, online training confirmation, completed quizzes, etc. for general employees and log on Table C-5. For other constituents, log on Table C-3.		
Reporting 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.		
Minimum Control Measures: ☒ Public Education/Involvement ☒ Illicit Discharge ☐ Construction Site Control ☐ Post-Construction Site Control ☐ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.3 (b) Reporting: Section 4.3 (h)(1) & (5) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

Stormwater Website		
BMP Description Revise and maintain a stormwater information web page or links to direct the public to a location that contains stormwater information. The site must include: • 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 • MS4 program information (SWQMP, annual reports, and other applicable information)		
Measurable Goals Increase public awareness and participation by providing stormwater information on the MS4 website.		
Responsible Entity MS4 Coordinator		
Schedule Review annually and update when needed. Refer to Table C-1.		
Associated Documents Table C-1 Implementation Schedule, Table C-3 List of Educational Materials		
Environmental Impact These educational efforts target stormwater education and benefit the environment		
Recordkeeping Record the dates the website was updated and annually reviewed.		
Reporting and Recordkeeping 4.3 (h)(1) – Report status update on BMP and the dates the website was reviewed/updated.		
Minimum Control Measures: ☒ Public Education/Involvement ☒ Illicit Discharge ☒ Construction Site Control ☒ Post-Construction Site Control ☐ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.3 (c) Reporting: Section 4.3 (h)(1) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

Elected Officials Update		
BMP Description Report stormwater program updates to elected officials or an advisory board annually. The City of Auburn holds City Council meetings at least monthly or as needed. At least once per year, a discussion on stormwater/MS4 program implementation is added to the agenda at one of the meetings. These meetings are open to the public to discuss drainage issues, stormwater quality or quantity issues, or other complaints that the public may have in the City.		
Measurable Goals Provide an opportunity to inform elected officials of program status and achievements and for the community to be involved with stormwater drainage planning and to express concerns.		
Responsible Entity MS4 Coordinator		
Schedule Annually. Refer to Table C-1.		
Associated Documents Table C-1 Implementation Schedule, Table C-4 List of Public Events		
Environmental Impact Educate elected officials and other attendees on stormwater issues, budgets, and completed projects.		
Recordkeeping Record the date of the meeting and the information reviewed on Table C-4.		
Reporting and Recordkeeping 4.3 (h)(1) – Report status update on BMP. 4.3 (h)(4) – Documentation that presentations were made to the City Council.		
Minimum Control Measures: ☒ Public Education/Involvement ☐ Illicit Discharge ☐ Construction Site Control ☐ Post-Construction Site Control ☐ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.3 (e) Reporting: Section 4.3 (h)(1) & (4) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

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.

For the purposes of the SWQMP, the City limits of Auburn (refer to map in **Appendix D**) will also serve as the MS4 area. Mapping updates are conducted as a BMP. The City of Auburn also operates combined and separate sewer systems. The separate storm sewer system conveys drainage from approximately 80% of the total drainage area. The City's Combined Sewer Overflow Operational Plan (CSOOP) and Long-Term Control Plan (LTCP) are reviewed for consistency with the SWQMP as a BMP.

The MS4 is currently implementing BMPs to detect and eliminate illicit discharges. The illicit discharge ordinance is available on the City website and in **Appendix E**. In conjunction with the public outreach and education MCM, Auburn has established BMPs to educate all constituent groups on the dangers of illicit discharges, proper disposal of commonly dumped wastes and the reporting of illicit discharges.

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. Associated forms are included in **Appendix F**. SOPs for this MCM will be included in **Appendix G** as they are completed.

Illicit Discharge Ordinance Updates		
BMP Description Review and update an ordinance or other regulatory mechanism that prohibits illicit discharges into MS4 conveyances and establishes enforcement policy and procedures. The Illicit Discharge and Connection to Stormwater Drains Ordinance was passed in 2004 and is incorporated into Chapter 160 of the City Code of Ordinances. 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.		
Measurable Goals Continue to maintain and enforce the illicit discharge ordinance. Review and update the ordinance to meet the MS4's needs and the MS4GP requirements.		
Responsible Entity MS4 Coordinator and MS4 Consultant		
Schedule Illicit discharge ordinance will continue to be enforced. Review and update the ordinance within 730 days of NOI submittal and at least once per permit term. Refer to Table C-1.		
Associated Documents Table C-1 Implementation Schedule		
Environmental Impact The ordinance will prevent pollutants from entering the MS4 system by providing a mechanism to prohibit illicit discharges and enforce penalties.		
Recordkeeping Record the status of any updates in Table C-1 and the Annual Report.		
Reporting 4.4 (k)(1) – Report status update on BMP and revision date.		
Minimum Control Measures: ☐ Public Education/Involvement ☒ Illicit Discharge ☐ Construction Site Control ☐ Post-Construction Site Control ☐ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.4 (a) Reporting: Section 4.4 (k)(1) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

Dry Weather Screening		
BMP Description As part of the IDDE Plan, conduct dry weather field screening to detect and eliminate illicit discharges for all mapped stormwater outfalls owned and/or operated by the MS4 per a schedule. Revise/develop an SOP for dry weather screening. The MS4 will perform inspections/screenings of all MS4 owned outfalls during the five-year permit term. In addition, staff will also monitor the stormwater conveyance system to address any maintenance or illicit discharge issues through surface visual inspections. If issues are found, investigations will continue until the discharge is eliminated. The MS4 maintains an SOP for staff to follow in performing dry weather screenings and IDDE investigations. If inspections occur during wet weather, observations will be recorded on the Outfall Inspection Form.		
Measurable Goals Develop a schedule and perform visual inspections of outfalls and screen for illicit discharges. Maintain SOP for staff to follow in performing dry weather screenings and IDDE investigations.		
Responsible Entity MS4 Coordinator		
Schedule Develop a screening schedule and revise the SOP in the first year. Screen 100% of the outfalls per the schedule within the 5-year permit term. Refer to Table C-1.		
Associated Documents Table C-1 Implementation Schedule, Table C-6 Dry Weather Screening Schedule, Outfall Inspection Form (Dry & Wet Weather), Dry Weather Screening SOP		
Environmental Impact Dry weather screenings will be used to identify and eliminate illicit discharges to keep pollutants out of the MS4 system and receiving waters.		
Recordkeeping Retain copies of Outfall Inspection Forms (Dry & Wet Weather).		
Reporting 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		
Minimum Control Measures: ☐ Public Education/Involvement ☒ Illicit Discharge ☐ Construction Site Control ☐ Post-Construction Site Control ☐ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.4 (b)(1) & (2), (h) Reporting: Section 4.4 (k)(5-7 & 9) Section 4.4 (k)(1) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

Industrial Facility Mapping		
BMP Description As part of the IDDE Plan, identify and map the active industrial facilities that discharge to an MS4 owned/operated conveyance and include facility names, addresses, telephone numbers, and type of industrial activity The MS4 will identify and map industrial facilities within the MS4 area that discharge into an MS4 conveyance and maintain a list and map in the SWQMP.		
Measurable Goals Compile the locations and information on industrial facilities in the first year of the permit term.		
Responsible Entity MS4 Coordinator		
Schedule Identify and map industrial facilities in the first year of the permit term. Information will be reviewed annually and updated as needed. Refer to Table C-1.		
Associated Documents Table C-1 Implementation Schedule, Table C-7 List of Industrial Facilities, Figure D-2 Industrial Facilities Map		
Environmental Impact Mapping will allow the MS4 to track and eliminate illicit discharges from industrial facilities more effectively, thereby reducing pollution.		
Recordkeeping Information on industrial facilities within the MS4's boundaries is compiled from IDEM's List of NPDES Permits provided on their website. Record the date that mapping is completed and the status of any updates.		
Reporting Section 4.4 (k)(1) – Report status update on BMP.		
Minimum Control Measures: ☐ Public Education/Involvement ☒ Illicit Discharge ☐ Construction Site Control ☐ Post-Construction Site Control ☐ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.4 (b)(3) Reporting: Section 4.4 (k)(1) Annual Report	☐ Current BMP ☒ New BMP BMP Revision Date: NA

Collection of Hazardous Waste		
BMP Description As part of the IDDE Plan, participate or coordinate in activities to keep commonly dumped wastes out of the collection system including, but no limited to, household hazardous waste, motor oil, antifreeze, and pesticides. Household hazardous waste collection opportunities for residents include weekly household hazardous collection at the Northeast Indiana Solid Waste Management District (NISWMD) facility. Additional collection of motor oil, antifreeze, and/or pesticides is also available at Monro Auto Service, Valvoline Instant Oil Change, Advance Auto Parts, AutoZone, and Walmart Tire and Lube Express. The MS4 will also support the collection efforts by providing information about collection efforts in quarterly newsletters and at public events.		
Measurable Goals Promote household hazardous waste collection opportunities on the website. Coordinate with NISWMD to obtain records of amount of material collected.		
Responsible Entity MS4 Coordinator and NISWMD		
Schedule Contact the NISWMD annually for reporting information. Maintain website information throughout permit term. Refer to Table C-1.		
Associated Documents Table C-1 Implementation Schedule, Table C-4 List of Public Events		
Environmental Impact Hazardous waste collection efforts promote proper disposal and keep potential pollutants from entering the MS4 system and receiving waters.		
Recordkeeping Report the amount of material collected. Report efforts used to promote the programs		
Reporting 4.4 (k)(1) – Report status update on BMP.		
Minimum Control Measures: ☒ Public Education/Involvement ☒ Illicit Discharge ☐ Construction Site Control ☐ Post-Construction Site Control ☐ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.4 (b) (4) Reporting: Section 4.4 (k)(1) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

Illicit Discharge Detection and Elimination SOPs		
BMP Description As part of the IDDE Plan, revise SOPs and forms to guide investigators for consistent investigations of complaints, dry weather screenings, and illicit discharges. Include in the SOP(s): • Procedures to investigate illicit discharges within 2 business days of being notified • Inspection requirements in response to complaints • Follow-up inspections to ensure corrective actions are completed • Methods used to eliminate illicit discharges • A prioritization system • Procedures for reporting immediate threats to human health or the environment • System to track illicit discharges SOPs are reviewed and updated, as necessary. Staff are trained on SOPs as applicable to their job functions.		
Measurable Goals Maintain SOPs for illicit discharge investigation, dry weather screening, and complaint tracking.		
Responsible Entity MS4 Coordinator		
Schedule Revise/develop SOPs in the first year of the permit. Review annually and revise as needed. Refer to Table C-1.		
Associated Documents Table C-1 Implementation Schedule, Table C-5 Training Matrix, Dry Weather Screening SOP, IDDE Investigation SOP, and Public Reporting SOP.		
Environmental Impact SOPs will be used to identify and eliminate illicit discharges to keep pollutants out of the MS4 system and receiving waters.		
Recordkeeping Maintain copies of the SOPs and record revisions. Record annual reviews of SOPs on Table C-1.		
Reporting 4.4 (k)(1) – Report status update on BMP.		
Minimum Control Measures: ☐ Public Education/Involvement ☒ Illicit Discharge ☐ Construction Site Control ☐ Post-Construction Site Control ☒ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.4 (b) (1) and (b) (5) Reporting: Section 4.4 (k)(1) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

Public Reporting of Illicit Discharges		
BMP Description As part of the IDDE Plan, implement a program for public reporting of illicit discharges. Identify central point of contact point for complaints, illicit discharges, and spills and make available to the public. Utilize a hotline, website, and/or 24-hour phone number with voicemail and/or email that is checked daily. Revise an SOP on the inspection requirements in response to complaints and follow-up inspections to ensure corrective actions have been implemented. Information on reporting stormwater quality issues will be maintained on the website. Complaints are logged on the Stormwater Complaint & Illicit Discharge Form. The form 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 an SOP for staff to follow in logging and tracking complaints.		
Measurable Goals Provide information on reporting stormwater complaints on the website. Investigate all complaints of illegal discharges and dumping to storm drains and local streams within 2 business days and document. Maintain an SOP for public reporting.		
Responsible Entity MS4 Coordinator		
Schedule Update/implement program in first year of permit and continue implementation. Review SOP annually and revise as needed. Refer to Table C-1.		
Associated Documents Table C-1 Implementation Schedule, Table C-3 List of Educational Materials, Sanitary Sewer Maintenance Division Complaint Memorandum, Public Reporting SOP		
Environmental Impact 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.		
Recordkeeping Retain copies of Customer Complaints Forms. Log complaints in filing system. Track outreach efforts to promote the reporting system on Table C-3. Track number of complaints. Track locations of complaints to assist in identifying high priority areas.		
Reporting Section 4.4 (k)(1) – Report status update on BMP.		
Minimum Control Measures: ☒ Public Education/Involvement ☒ Illicit Discharge ☐ Construction Site Control ☐ Post-Construction Site Control ☐ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Sections 4.4 (b) (5), 4.4 (b) (6) (B), and 4.5 (m) (6) Reporting: Section 4.4 (k)(1) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

Storm Sewer System Map		
BMP Description Review and update a storm sewer system map as new collection and discharge systems are added, changes occur, or at least annually for all MS4 owned or operated outfalls. The stormwater system map must include: • MS4 boundaries • MS4 owned/operated outfalls with an alphanumeric identifier, latitude/longitude to 5 decimal places, and a photograph • MS4 owned/operated conveyances (excludes private drains, swales, curbs/gutters, and field tile) • Identify receiving waters and their status on the 303(d) list and/or USEPA approved TMDL, if applicable • Identification of high priority areas for illicit discharge based on land use, prior (illicit discharge) history, and frequency of discharges Outfalls and inlets are currently mapped and up to date on the ThinkMap GIS application. Mapping is updated when new projects are accepted and as they are identified. Mapping of high priority areas for IDDE is based on land use, history, and frequency of discharges.		
Measurable Goals 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.		
Responsible Entity MS4 Coordinator and Engineering		
Schedule Review existing mapping for requirements in the first year and revise as needed. Identify and map high priority areas in the first year. Review mapping annually. Complete mapping of all outfalls and conveyance systems within the 5-year permit term. Refer to Table C-1.		
Associated Documents Table C-1 Implementation Schedule, Table C-8 List of Outfalls and Receiving Waters		
Environmental Impact Mapping will allow the MS4 to track and eliminate illicit discharges from more effectively, thereby reducing pollution.		
Recordkeeping 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.		
Reporting 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.		
Minimum Control Measures: ☐ Public Education/Involvement ☒ Illicit Discharge ☐ Construction Site Control ☐ Post-Construction Site Control ☐ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.4 (d-f) Reporting: Section 4.4 (k)(1) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/222

IDDE Training for MS4 Staff		
BMP Description 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. The MS4 shall provide annual training to appropriate municipal staff on IDDE observation, SOPs, tracking, and investigation. Training may be conducted using videos, individual training materials, and multi-departmental meetings.		
Measurable Goals Revise or develop training materials for staff training within 360 days or permit coverage. Provide training to applicable staff members annually. Provide training within specified timeframes for new hires and applicable seasonal employees.		
Responsible Entity MS4 Coordinator		
Schedule Refer to Table C-1. Provide training on IDDE to applicable staff members: • 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 • Within 30 days of their hire date for seasonal employees.		
Associated Documents Table C-1 Implementation Schedule, Table C-3 List of Educational Materials, Table C-5 Training Matrix, Dry Weather Screening SOP, IDDE Investigation SOP, and Public Reporting SOP		
Environmental Impact Training allow staff to track and eliminate illicit discharges, and monitor the storm sewer system, thereby reducing pollution.		
Recordkeeping Document training through attendance sheets (or similar method) with the name and title of participating employee(s), date of training, and a description of training provided. Log on Table C-5 Training Matrix and maintain attendance sheets.		
Reporting 4.4 (k)(1) – Report status update on BMP.		
Minimum Control Measures: ☒ Public Education/Involvement ☒ Illicit Discharge ☐ Construction Site Control ☐ Post-Construction Site Control ☐ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Sections 4.4 (g) and 4.7 (m) Reporting: Section 4.4 (k)(1) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

Review of CSOOP and LTCP		
BMP Description Review and modify the SWQMP as needed to ensure consistency with the MS4's Combined Sewer Overflow Operational Plan (CSOOP) and Long-Term Control Plan (LTCP). The CSOOP/LTCP are consistent with the SWQMP. The plans were most recently updated in 2014 and 2019; respectively. The following programs are implemented: combined and storm sewer mapping, inspecting, maintaining/cleaning combined and storm sewer infrastructure, street sweeping, separation projects, and public education.		
Measurable Goals Review the CSOOP and LTCP in the first year the permit term.		
Responsible Entity MS4 Coordinator		
Schedule Review the CSOOP and LTCP in the first year the permit term. Refer to Table C-1.		
Associated Documents Table C-1 Implementation Schedule		
Environmental Impact 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.		
Recordkeeping Update plans as needed. Document plan reviews in MS4 Annual Reports.		
Reporting 4.4 (k)(1) – Report status update on BMP.		
Minimum Control Measures: ☐ Public Education/Involvement ☒ Illicit Discharge ☐ Construction Site Control ☐ Post-Construction Site Control ☒ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.4 (j) Reporting: Section 4.4 (k)(1) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

Review of Receiving Water TMDLs		
BMP Description Identify all waters that receive discharges from MS4 outfalls and indicate if any of the receiving waters are on the current Indiana 303(d). If it does, determine if the discharge from the MS4 has any pollutants of concern relative to the TMDL. All receiving waters within the Auburn MS4 are part of the St Joseph River (Lake Erie) Watershed TMDL for <i>E. coli</i>, phosphorus, and nutrients. The following waterbodies are listed on the 303(d) list: • Cedar Creek for aquatic life, <i>E.coli</i>, and PCBs. • Peckhart Ditch for <i>E.coli</i>, impaired biologic communities, nutrients, and dissolved oxygen. • Walter Smith Ditch for <i>E.coli</i>, and impaired biologic communities. The MS4 is implementing BMPs for grass clippings, proper lawn care, and pet waste in an effort to decrease pollutant loadings to the waterway.		
Measurable Goals Review the USEPA approved TMDLs and 303(d) lists at the beginning of each permit term. Add information to SWQMP and WQCR and update BMPs accordingly.		
Responsible Entity MS4 Coordinator		
Schedule In the first year of each permit term, review the USEPA approved TMDLs and Indiana 303(d) list and incorporate into the SWQMP and WQCR as needed. Refer to Table C-1. In year two, BMPs must be incorporated into the SWQMP to reduce identified pollutants of concern. Reporting on the BMPs is required in subsequent years.		
Associated Documents Table C-1 Implementation Schedule		
Environmental Impact To better target BMPs, the MS4 will incorporate TMDL and 303(d) list information into its SWQMP and WQCR.		
Recordkeeping Update plans as needed. Document plan reviews in MS4 Annual Reports.		
Reporting 4.4 (k)(1) – Report status update on BMP.		
Minimum Control Measures: ☐ Public Education/Involvement ☒ Illicit Discharge ☐ Construction Site Control ☐ Post-Construction Site Control ☒ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 3.1, 4.1 (h), 4.4 (e) (3), and 5.1 Reporting: Section 4.4 (k)(1) Annual Report Section 8.1 (a)(7) TMDL	☐ Current BMP ☒ New BMP BMP Revision Date: NA

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. To enforce these BMPs and address construction site runoff concerns, the City has established a construction site stormwater runoff control ordinance. Stormwater pollution control standards have been developed to support the ordinance. The stormwater runoff control ordinance and standards will be revised to adhere to the requirements of the Construction Stormwater General Permit (CSGP) and regulating projects with a land disturbance greater than or equal to one acre. Once revised, the stormwater runoff control ordinance and standards will be included as **Appendix E**. The MS4 will also be required to follow the standards regarding qualifying projects owned by the City. Projects owned by the City 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. The City has a Memorandum of Agreement (MOA) with the DeKalb County SWCD to perform construction site plan review, and inspection. The MS4 is responsible for enforcement.

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, Auburn will implement BMPs to investigate and track public inquiries and potential illicit discharges, including those resulting from construction activity.

Specific information regarding the Construction Site Stormwater Runoff Control BMPs is included in the following BMP detail sheets. Associated forms are in **Appendix F**. SOPs for this MCM will be included in **Appendix G** as they are completed.

Construction Ordinance and Standards		
BMP Description Develop/revise and implement a construction stormwater run-off ordinance that establishes at least the following: - 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. - 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. - Develop and/or adopt written standards and specifications for the implementation of stormwater quality measures on construction sites. The Stormwater Runoff Control Ordinance for construction sites is incorporated into Chapter 161 of the City Code of Ordinances.		
Measurable Goals Develop and implement an ordinance that is consistent with the requirements of the MS4GP and CSGP. Review ordinance and standards annually and revise as appropriate.		
Responsible Entity MS4 Coordinator, DeKalb SWCD, MS4 Consultant		
Schedule Complete ordinance revisions within 730 days of permit coverage. Review the ordinance and standards annually. Refer to Table C-1.		
Associated Documents Table C-1 Implementation Schedule		
Environmental Impact Establishes regulatory mechanism and standards aimed at to reducing sediment loss/migration and preventing other construction site stormwater pollutants from impacting MS4 stormwater conveyances.		
Recordkeeping Record reviews and revisions of the ordinance and standards on Table C-1.		
Reporting Section 4.5 (m)(1) – Report status update on BMP and the date of any ordinance or standards revisions.		
Minimum Control Measures: ☐ Public Education/Involvement ☐ Illicit Discharge ☒ Construction Site Control ☐ Post-Construction Site Control ☐ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.5 (b) (1-3), (e), (f) and (i) Reporting: Section 4.5 (m)(1) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

Construction Plan Review		
BMP Description Establish permitting procedures, internal processes, and timetables for submittal and review of construction plans and applications. At a minimum: - Establish written procedures to review and determine compliance with the ordinance for construction plans submitted to the MS4 for private projects before construction starts. - Utilize a form or checklist to document the review with a method to notify responsible individuals of the status, the review MS4, reviewer's name, and contact information. CSGP submittals are submitted to the DeKalb County SWCD. The plan reviewer evaluates the submittal for compliance with the CSGP, MS4GP, ordinance, and standards and documents it on IDEM's form. Deficiencies identified during plan review are to be resolved prior to plan approval and NOI submittal.		
Measurable Goals Review applicable construction projects per the ordinance, standards, MS4GP and CSGP. Maintain SOPs for the plan review process.		
Responsible Entity DeKalb County SWCD		
Schedule 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 Table C-1.		
Associated Documents Table C-1 Implementation Schedule, IDEM Construction/Stormwater Pollution Prevention Plan Technical Review form, SWCD CSGP Project Log, Plan Review SOP		
Environmental Impact Reduction of sediment loss/migration and prevention of other construction site stormwater pollutants from impacting MS4 stormwater conveyances.		
Recordkeeping Record reviews and revisions of the plan review SOPs. Maintain IDEM review forms. Record the number of construction sites reviewed on the SWCD CSGP Project Log.		
Reporting 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.		
Minimum Control Measures: ☐ Public Education/Involvement ☐ Illicit Discharge ☒ Construction Site Control ☐ Post-Construction Site Control ☐ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.5 (c) (1-2), (i) Reporting: Section 4.5 (m)(1) and (3) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

CSGP Compliance for MS4 Owned Projects		
BMP Description MS4 owned and/or operated projects are to comply with the Construction Stormwater Ordinance and CSGP requirements by submitting construction plans and SWPPPs to IDEM as applicable for plan review. Develop policy and procedures to ensure compliance with the CSGP that addresses coordination across departments within the MS4 entity's organizational structure and includes self-monitoring. The MS4 will comply with requirements of the CSGP and MS4GP. The MS4 strictly enforces project self-monitoring.		
Measurable Goals Submit all CSGP qualifying construction projects for plan review. Develop an SOP for CSGP submittals across all MS4 departments.		
Responsible Entity MS4 Coordinator and each department is responsible for submitting all CSGP submittals to the appropriate regulatory authority for review.		
Schedule Review SOP annually and update as needed. Review SOP with departments annually. Refer to Table C-1.		
Associated Documents Table C-1 Implementation Schedule, Table C-5 Training Matrix, Plan Review for MS4 Projects SOP		
Environmental Impact 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.		
Recordkeeping Construction Consultant to record each construction project owned and/or operated by the MS4 on the tracking spreadsheet. Review and revise SOP annually and record on Table C-1. MS4 Coordinator to review the SOP annually with departments and record on Table C-5. Record review method (e.g., email, meeting, etc.) and attendance.		
Reporting 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.		
Minimum Control Measures: ☐ Public Education/Involvement ☐ Illicit Discharge ☒ Construction Site Control ☐ Post-Construction Site Control ☐ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.5 (k) and (i) Reporting: Section 4.5 (m)(1) and (3) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

Construction Priority Sites		
BMP Description As construction plans are submitted for review, identify priority sites for inspection 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. Priority designation is recorded on the IDEM Construction/Stormwater Pollution Prevention Plan Technical Review form during plan review. All identified priority sites are to be inspected biannually (per Section 4.5 (d)(3)(a)(1) of the MS4GP).		
Measurable Goals Evaluate all qualifying construction projects for priority during the plan review process. Include the identification of priority sites in the plan review process SOP.		
Responsible Entity DeKalb County SWCD		
Schedule Sites are evaluated when construction plans are received by the SWCD. Refer to Table C-1.		
Associated Documents Table C-1 Implementation Schedule, SWCD CSGP Project Log, IDEM Construction/Stormwater Pollution Prevention Plan Technical Review form, Plan Review SOP		
Environmental Impact Construction activities within and/or directly adjacent to sensitive natural resources will receive priority designation for inspection in an effort to protect these resources.		
Recordkeeping Record the number of construction projects designated as a priority each year on the SWCD CSGP Project Log.		
Reporting Section 4.5 (m)(1) – Report status update on BMP.		
Minimum Control Measures: ☐ Public Education/Involvement ☐ Illicit Discharge ☒ Construction Site Control ☐ Post-Construction Site Control ☐ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.5 (d) (2) Reporting: Section 4.5 (m)(1) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/202

Construction Site Inspections		
BMP Description Requirements for construction site inspections: • Establish written procedures and processes for conducting inspections to ensure stormwater quality measures are properly installed and maintained. • Use a form or checklist to document inspections that meets the ordinance. • Have a method to notify responsible individuals of their compliance status. • Complete inspections per described frequency. • Conduct follow-up inspections and/or enforcement actions for non-compliant sites.		
Measurable Goals Complete construction site inspections per required frequency. Develop and maintain SOPs for inspections.		
Responsible Entity MS4 Coordinator, DeKalb County SWCD		
Schedule Refer to Table C-1. Review inspection SOP annually and update as needed. Inspection frequency is as follows: • Inspect all new sites during the initial phase of construction that includes the installation of infrastructure. • Inspect biannually 100% of active construction sites with land-disturbing activities ≥ 5 acres. • Inspect biannually all identified priority sites. • Inspect 50% of active construction sites annually with land-disturbing activities of 1 to 5 acres. • Investigate 100% of all complaints that are received. • Conduct follow-up inspections for sites that have violations of the local ordinance. Conduct follow-up inspections until all violations are resolved.		
Associated Documents Table C-1 Implementation Schedule, SWCD CSGP Project Log, Construction Inspection SOP, Software Inspection form		
Environmental Impact Reduction of sediment loss/migration and prevention of other construction site stormwater pollutants from impacting MS4 stormwater conveyances.		
Recordkeeping Document all construction site inspections on the form within the inspection software. Record the number of construction sites inspected annually.		
Reporting 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.		
Minimum Control Measures: ☐ Public Education/Involvement ☐ Illicit Discharge ☒ Construction Site Control ☐ Post-Construction Site Control ☐ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.5 (d) (1) and (3) and (i) Reporting: Section 4.5 (m)(1) & (4) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

Construction Enforcement		
BMP Description Revise policies and procedures to enforce the construction stormwater ordinance including compliance and escalating enforcement actions. The ordinance includes enforcement actions for compliance issues on construction sites. The MS4 will revise SOPs. 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.		
Measurable Goals Develop and maintain SOP(s) for enforcement actions. Document non-compliance and enforcement actions on the inspection form/software.		
Responsible Entity MS4 Coordinator and DeKalb County SWCD		
Schedule Review Enforcement SOP annually and update as needed. Refer to Table C-1.		
Associated Documents Table C-1 Implementation Schedule, SWCD CSGP Project Log, inspection form/software, Construction Enforcement SOP		
Environmental Impact Enforcement promotes the correct use of BMPs on construction sites and reduces the potential for pollutants to enter receiving waters.		
Recordkeeping Maintain documentation of non-compliance issues in the inspection software. Maintain all correspondence related to an enforcement action. Record the number and type of enforcement actions taken each year.		
Reporting 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.		
Minimum Control Measures: ☐ Public Education/Involvement ☐ Illicit Discharge ☒ Construction Site Control ☐ Post-Construction Site Control ☐ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.5 (e) and (i) Reporting: Section 4.5 (m)(1) and (5) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

Construction Stormwater Project Inventory		
BMP Description Maintain an inventory of all construction site projects subject to the CSGP, the ordinance, and those that are owned and/or operated by the MS4. Track the following: project name, latitude/longitude or address, receiving water(s), project start date, project status, and compliance status/enforcement actions. Upon notification by IDEM, the MS4 will produce the inventory within 48 hours of notification or on a regular schedule as designated by IDEM, but no more frequently than monthly.		
Measurable Goals Track all CSGP construction sites and activities.		
Responsible Entity MS4 Coordinator and DeKalb County SWCD		
Schedule Update the inventory at least monthly. Refer to Table C-1.		
Associated Documents SWCD CSGP Project Log		
Environmental Impact Maintaining inspection and compliance records promotes BMPs on construction sites and reduce the potential for pollutants to enter receiving waters.		
Recordkeeping Track construction projects through inspection software.		
Reporting Section 4.5 (m)(1) – Report status update on BMP. Section 4.5 (m)(2) – The number of active construction projects owned and/or operated by the MS4. Section 4.5 (m)(3) – The number of construction sites obtaining a MS4-issued stormwater run-off permit. Section 4.5 (m)(4) – The number of construction sites inspected. Section 4.5 (m)(5) – The number and type of enforcement actions taken.		
Minimum Control Measures: ☐ Public Education/Involvement ☐ Illicit Discharge ☒ Construction Site Control ☐ Post-Construction Site Control ☐ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.5 (l) Reporting: Section 4.5 (m)(1) Annual Report	☐ Current BMP ☒ New BMP BMP Revision Date: 12/2022

Construction Training for Inspection, Plan Review and Enforcement		
<i>BMP Description</i> Complete and document annual training attended by MS4 staff and/or contractual staff that are specific to their responsibility (e.g., plan review, inspection, compliance, and enforcement) the individual performs for the MS4. Documentation must include: • Responsibility of staff member. • Dates and types of training attended. • List of professional certifications MS4 staff have obtained or maintain. At a minimum, each MS4 employee responsible for implementing the program must receive 12 hours of annual training with at least eight (8) of the twelve (12) hours of training distributed amongst the specific minimum control measure(s) for which they are responsible for administering.		
<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> MS4 Coordinator and DeKalb County SWCD		
<i>Schedule</i> Annual training. Refer to Table C-1.		
<i>Associated Documents</i> Table C-1 Implementation Schedule, Table C-2 MS4 Responsible Entities, Table C-5 Training Matrix		
<i>Environmental Impact</i> Improve water quality by training personnel on proper management of construction BMPs.		
<i>Recordkeeping</i> Track completed training by MS4 staff on Table C-5. Contractual staff retain documentation of annual construction stormwater training specific to the responsibility the individual performs for the MS4 entity.		
<i>Reporting</i> Section 4.5 (m)(1) – Report status update on BMP.		
<i>Minimum Control Measures:</i> ☐ Public Education/Involvement ☐ Illicit Discharge ☒ Construction Site Control ☐ Post-Construction Site Control ☐ Municipal Operations	<i>Permit Requirement:</i> ☒ Yes ☐ No Section 4.1 (d) and 4.5 (j) <i>Reporting:</i> Section 4.5 (m)(1) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

Construction Complaints		
BMP Description Develop or revise written SOPs for receipt, resolution, and tracking of public inquiries, complaints, and other information submitted regarding local construction projects. The MS4 maintains and promotes a phone number for reporting of stormwater pollution concerns, including construction stormwater complaints. The phone number is 260-925-1714. The phone number is posted on the MS4's webpage. Complaints are investigated, tracked, and resolved by MS4 staff. Post-construction structural stormwater measure complaints follow this process also.		
Measurable Goals Reduce sediment loss/migration and prevention of other construction site stormwater pollutants from impacting MS4 stormwater conveyances. Develop and maintain SOP(s) for complaints.		
Responsible Entity MS4 Coordinator		
Schedule Complaints are investigated within 48 hours, tracked, and resolved as needed. Review SOP annually and update as needed. Refer to Table C-1.		
Associated Documents Table C-1 Implementation Schedule, SWCD CSGP Project Log, Stormwater Complaint & Illicit Discharge Form, Public Reporting SOP, Table C-9 Inventory of Post-Construction Structural BMPs, Post-Construction Structural BMP Inspections SOP, and Structural BMP Inspection Form.		
Environmental Impact Reduction of sediment loss/migration and prevention of other construction site stormwater pollutants from impacting MS4 stormwater conveyances.		
Recordkeeping Record the number of public information requests and/or complaints received on the Stormwater Complaint & Illicit Discharge Form. If the complaint is for a post-construction structure, complete the Structural BMP Inspection Form and track on Table C-9.		
Reporting 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.		
Minimum Control Measures: ☐ Public Education/Involvement ☐ Illicit Discharge ☒ Construction Site Control ☒ Post-Construction Site Control ☐ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.5 (g) and (i) Reporting: Section 4.5 (m)(1) and (6) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

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 City of Auburn 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:

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

Post-Construction Site Stormwater Run-off Control BMPs are included in the following BMP detail sheets. Complaints associated with post-construction measures follow the Construction Complaint BMP Sheet. Associated forms are in **Appendix F**. SOPs for this MCM will be included in **Appendix G** as they are completed.

Post-Construction Ordinance and Standards		
BMP Description Review and update an ordinance and standards to include the requirements of the MS4GP that contains: - 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 - Require pretreatment for infiltration practices or direct discharges to groundwater in wellhead protection areas and karst features - Require the owner of the BMP to have a written O&M Manual to inspect and maintain stormwater practices for proper function - Include inspection and enforcement authority The Post Construction Stormwater Control Ordinance is incorporated into Chapter 162 of the City Code of Ordinances. The MS4 will revise the ordinance to incorporate MS4GP and CSGP requirements.		
Measurable Goals Adopt the ordinance to require the implementation of water quality practices for land disturbances.		
Responsible Entity MS4 Coordinator, DeKalb SWCD, MS4 Consultant		
Schedule Complete ordinance revisions within 730 days of permit coverage. Review the ordinance and standards annually. Refer to Table C-1.		
Associated Documents Table C-1 Implementation Schedule		
Environmental Impact Control the flow rate and improve water quality of stormwater run-off.		
Recordkeeping Annually review ordinance and standards and any revisions on Table C-1 and the Annual Report.		
Reporting Section 4.6 (j)(1) – Report status update on BMP and the review date of the ordinance or standards and any revisions.		
Minimum Control Measures: ☐ Public Education/Involvement ☐ Illicit Discharge ☐ Construction Site Control ☒ Post-Construction Site Control ☐ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.5 (f), 4.6 (b), (c)(1) - (5), and (d) Section 4.6 (h) Reporting: Section 4.6 (j)(1) and (2) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

Post-Construction Plan Review		
BMP Description The post-construction plan review process is incorporated into the Construction Plan Review BMP, process, and SOPs. CSGP submittal are reviewed by the DeKalb County SWCD and post-construction measures are reviewed by the Building and Planning Department and Water Pollution Control. The plan reviewers evaluate the submittal in accordance with the CSGP, MS4GP, ordinance, and standards. The plan review is documented on IDEM's form. Deficiencies identified during plan review are resolved prior to plan approval and NOI submittal.		
Measurable Goals Review construction plans under the CSGP. Maintain SOPs for the plan review process.		
Responsible Entity Building and Planning Department, Water Pollution Control, and DeKalb County SWCD		
Schedule 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 Table C-1.		
Associated Documents Table C-1 Implementation Schedule, Table C-9 Inventory of Post-Construction Structural BMPs, Plan Review SOP, IDEM Construction/Stormwater Pollution Prevention Plan Technical Review and Comment form, SWCD CSGP Project Log		
Environmental Impact 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.		
Recordkeeping Record reviews and revisions of the Plan Review SOP on Table C-1. Record the number of plan reviews with post-construction controls on the SWCD CSGP Project Log. Record the number, type and location of post-construction measures installed on Table C-9.		
Reporting 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.		
Minimum Control Measures: ☐ Public Education/Involvement ☐ Illicit Discharge ☐ Construction Site Control ☒ Post-Construction Site Control ☐ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.5 (c), 4.6 (h) Reporting: Section 4.6 (j)(1), (3) and (4) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

Post-Construction Inspections (MS4-Owned)		
BMP Description Requirements for MS4-owned post-construction structural stormwater measures: • Develop or revise a written Operation and Maintenance (O&M) Manual for MS4-owned/operated post-construction structural measures • Update and administer an inspection program for MS4-owned/operated BMPs to ensure the practices are maintained and operating as designed • Develop written procedures for inspections • Utilize an inspection form/checklist that documents corrective actions The City will follow the inspection and maintenance requirements for MS4 owned/operated stormwater measures as described in the Standards.		
Measurable Goals Follow the Standards for MS4-owned stormwater measures. Develop and maintain SOPs for inspections. Complete post-construction inspections for MS4-owned BMPs per the schedule.		
Responsible Entity MS4 Coordinator		
Schedule Refer to Table C-1. Review inspection SOP annually and update as needed. Perform maintenance as needed per the Standards. Inspection frequency is as follows: • 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. • Inspect a BMP if a complaint is received (part of Construction Complaint BMP Sheet)		
Associated Documents Table C-1 Implementation Schedule, Table C-9 Inventory of Post-Construction Structural BMPs, Post-Construction Structural BMP Inspections SOP, Structural BMP Inspection Form		
Environmental Impact Improve water quality by ensuring post-construction BMPs are functioning through inspections.		
Recordkeeping Document inspections on the form and maintain the copies. Track/record the number, type, and location of BMPs inspected and/or modified to function properly or improve stormwater quality.		
Reporting 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.		
Minimum Control Measures: ☐ Public Education/Involvement ☐ Illicit Discharge ☐ Construction Site Control ☒ Post-Construction Site Control ☐ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.6 (d), (e), (f)(1), (2) & (4), and (h) Reporting: Section 4.7 (j)(1), (5) & (6) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

Post-Construction Inspections (Privately-Owned)		
BMP Description Update and administer a program for privately-owned post-construction structural stormwater measures including: • Require an O&M Manual for private post-construction structural measures • Update and administer an inspection program for private BMPs to ensure the practices are maintained and operating as designed • Inspect construction sites to ensure post-construction measures are properly installed • Develop written procedures for the inspections • Utilize an inspection form/checklist that documents corrective actions Private O&M Manuals are required for during the plan review process. Contents of the O&M Manual and required legal documents are in the Ordinance and Standards.		
Measurable Goals Develop a method to record private O&M Manuals with the property. Develop and maintain SOPs for inspections. Complete post-construction inspections for private measures per the schedule.		
Responsible Entity MS4 Coordinator and DeKalb SWCD		
Schedule Refer to Table C-1. Review inspection SOP annually and update as needed. Inspection frequency is as follows: • 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. • Inspect complaints for private BMPs (part of Construction Complaint BMP Sheet).		
Associated Documents Table C-1 Implementation Schedule, SWCD CSGP Project Inventory, Table C-9 Inventory of Post-Construction Structural BMPs, Post-Construction Structural BMP Inspections SOP, Structural BMP Inspection Form		
Environmental Impact Improve water quality by ensuring post-construction BMPs are functioning through inspections.		
Recordkeeping Document & maintain inspections for newly constructed BMPs and track on the SWCD CSGP Log. Document inspections per the schedule for private BMPs, maintain forms, and track on Table C-9. Record reviews and revisions as needed of the SOP on Table C-1.		
Reporting 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.		
Minimum Control Measures: ☐ Public Education/Involvement ☐ Illicit Discharge ☐ Construction Site Control ☒ Post-Construction Site Control ☐ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.6 (d), (e), (f) (1), (3) & (4), and (h) Reporting: Section 4.6 (j)(1) and (6) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

Post-Construction Training for Inspection, Plan Review and Enforcement		
<i>BMP Description</i> Complete and document annual training attended by MS4 staff and/or contractual staff that is specific to the responsibility (i.e., plan review, inspection, compliance, and enforcement) the individual performs. Documentation includes the following: - Responsibility of staff member. - Dates and types of training attended. - List of professional certifications MS4 staff have obtained or maintain. At a minimum, each MS4 employee responsible for managing the construction/post construction program must receive 12 hours of annual training with at least 8 of the 12 hours of training distributed amongst the specific minimum control measure(s) for which they are responsible for administering.		
<i>Measurable Goals</i> Increase plan reviewer and inspector knowledge by receiving annual training.		
<i>Responsible Entity</i> MS4 Coordinator, DeKalb County SWCD		
<i>Schedule</i> Training is completed annually. Refer to Table C-1.		
<i>Associated Documents</i> Table C-1 Implementation Schedule, Table C-2 MS4 Responsible Entities, Table C-5 Training Matrix		
<i>Environmental Impact</i> Improve water quality by training personnel on proper management of post-construction BMPs.		
<i>Recordkeeping</i> Document completed training by MS4 staff through attendance sheets, online certificates, etc. Track hours and completed training on Table C-5. Contractual staff to retain documentation of annual construction stormwater training specific to the responsibility the individual performs for the MS4.		
<i>Reporting</i> Section 4.6 (j)(1) – Report status update on BMP.		
<i>Minimum Control Measures:</i> ☐ Public Education/Involvement ☐ Illicit Discharge ☐ Construction Site Control ☒ Post-Construction Site Control ☐ Municipal Operations	<i>Permit Requirement:</i> ☒ Yes ☐ No Section 4.6 (i) <i>Reporting:</i> Section 4.6 (j)(1) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

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 Operation and Maintenance (O&M) Plan

The stormwater system is maintained by various City 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 4.7 (g) (1) and (2). The BMPs in the O&M Plan include:

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

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 through SOPs. SOPs for this MCM will be included in **Appendix G** upon completion and will include:

- Responsible individuals
- Maintenance schedules or map locations
- Procedures for the removal and tracking disposal of trash and debris.
- 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 to learn about stormwater conveyances and the items to look for while around the City. Additionally, the process for reporting an identified issue is reviewed annually. The activities and the corresponding schedules that are included in the O&M Plan and surface visual inspections are identified in **Appendix C, Table C-10 Stormwater Infrastructure Operations and Maintenance Schedule (O&M Schedule)**.

From the identified activities, most of the system is visually inspected annually through routine tasks and activities, if not more. The outfall inspections are spread out over the five-year permit term.

3.5.4 MS4 Facilities

The MS4 reviewed GIS data to develop a full list of properties owned and operated by the City of Auburn. Refer to **Appendix C, Table C-11 Inventory of MS4 Properties**. The list identifies properties by name/description, address or longitude/latitude, site permits (if any), and contacts. Additionally, an evaluation was completed based on local knowledge or a site inspection to determine if the property has the potential to generate stormwater pollution. These are identified as priority sites. Refer to **Appendix D, Figure D-3 Map of MS4 Facilities**.

Inventory of MS4-Owned/Operated Facilities		
BMP Description 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). Sites were identified using the City GIS. Sites with the greatest potential to generate stormwater pollution were identified by a site inspection and/or local knowledge.		
Measurable Goals Identify MS4 facilities, prioritize pollution generating sites, and a maintain list and map.		
Responsible Entity MS4 Coordinator		
Schedule In the first year of permit coverage, develop a list, identify priority sites, and develop a map. Annually review/update the list and map. Refer to Table C-1.		
Associated Documents Table C-1 Implementation Schedule, Table C-11 Inventory of MS4 Facilities, Exhibit D-3 Map of MS4 Facilities		
Environmental Impact The inventory will allow the MS4 to ensure appropriate stormwater pollution prevention BMPs are identified for each MS4-owned facility.		
Recordkeeping Maintain the inventory (Table C-11) and map (Exhibit D-3) and updated as needed.		
Reporting Section 4.7 (n)(1) – Report status update on BMP and the dates of development and review/revisions to the inventory and map.		
Minimum Control Measures: ☐ Public Education/Involvement ☐ Illicit Discharge ☐ Construction Site Control ☐ Post-Construction Site Control ☒ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.7 (b) Section 4.7 (i) Annual Review Reporting: Section 4.7 (n)(1) Annual Report	☐ Current BMP ☒ New BMP BMP Revision Date: NA

Stormwater Pollution Prevention Plans (SWPPP)		
BMP Description Revise site SWPPPs for the priority sites including site map, corrective actions, maintenance activities, operations, and other SOPs. Ensure each plan discusses plan review and updating, 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, and SPCC compliance. Each site SWPPP includes the information above from Section 4.7 (d) of the MS4GP. SWPPPs were updated and revised in 2021 and 2022.		
Measurable Goals Maintain site SWPPPs and update annually.		
Responsible Entity MS4 Coordinator and each Department Supervisor		
Schedule Review and revise existing SWPPPs in the first year of permit coverage. Review annually and revise as needed. Refer to Table C-1.		
Associated Documents Table C-1 Implementation Schedule, Table C-11 Inventory of MS4 Facilities, Exhibit D-3 Map of MS4 Facilities, site SWPPPs and Quarterly Facility Inspection forms		
Environmental Impact SWPPPs will prevent or reduce pollutant run-off from municipal operations.		
Recordkeeping MS4 Coordinator to maintain an electronic copy and each department to maintain a hard copy of the SWPPP at each site. Maintain Quarterly Facility Inspections and Annual Facility Assessments with the SWPPP.		
Reporting 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).		
Minimum Control Measures: ☐ Public Education/Involvement ☐ Illicit Discharge ☐ Construction Site Control ☐ Post-Construction Site Control ☒ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.7 (d) & (e) Section 4.7 (i) Annual Review Reporting: Section 4.7 (n)(1) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 2022

Quarterly Facility Inspections		
BMP Description 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 (priority sites) with SWPPPs. The inspection report must include any identified deficiencies and the corrective actions taken or planned to address the deficiencies. Site-specific inspection forms have been developed as part of each SWPPP and include the above information. One quarterly inspection will be completed by MS4 Coordinator or designated individual as the Annual Facility Assessment (see Annual Facility Assessment BMP).		
Measurable Goals Complete inspections quarterly and maintain with SWPPPs.		
Responsible Entity Department Supervisors and MS4 Coordinator		
Schedule Review and revise the existing SWPPP inspection forms in the first year of permit coverage. Review annually and revise as needed. Refer to Table C-1.		
Associated Documents Table C-1 Implementation Schedule, site SWPPPs and Quarterly Facility Inspections forms		
Environmental Impact Minimize the potential for pollutant discharged for MS4 facilities.		
Recordkeeping Maintain quarterly inspections with the SWPPP at each site and provide a copy to the MS4 Coordinator. Record all deficiencies on the inspection form and associated corrective action.		
Reporting Section 4.7 (n)(1) – Report status update on BMP.		
Minimum Control Measures: ☐ Public Education/Involvement ☐ Illicit Discharge ☐ Construction Site Control ☐ Post-Construction Site Control ☒ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.7 (f) Reporting: Section 4.7 (n)(1) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

Annual Facility Assessment		
BMP Description Annually 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.), the overall good housekeeping program, and other activities. Assess the map of the existing structural and non-structural stormwater management measures. The Annual Facility Assessment uses the SWPPP Quarterly Facility Inspection form and a written description of observed practices and activities and corrective actions.		
Measurable Goals Complete assessments annually and maintain with SWPPP.		
Responsible Entity MS4 Coordinator or designee with Department Supervisor		
Schedule Annually. Refer to Table C-1.		
Associated Documents Table C-1 Implementation Schedule, site SWPPPs and Quarterly Facility Inspection forms		
Environmental Impact Minimize the potential for pollutant discharged for MS4 facilities.		
Recordkeeping Maintain the Annual Facility Assessments with the SWPPP at each site. Record all deficiencies on the Quarterly Facility Inspection form and associated corrective action(s). Update SWPPP as needed.		
Reporting Section 4.7 (n)(1) – Report status update on BMP.		
Minimum Control Measures: ☐ Public Education/Involvement ☐ Illicit Discharge ☐ Construction Site Control ☐ Post-Construction Site Control ☒ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.7 (c) Section 4.7 (i) Annual Review Reporting: Section 4.7 (n)(1) Annual Report	☐ Current BMP ☒ New BMP BMP Revision Date: NA

Periodic Litter Collection		
<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. Departments included in litter collection include the Parks Department for public parks and Street Department for MS4 common areas (city square). Each department is responsible for litter collection at their facilities. Along with routine schedules, areas are identified through surface visual inspections and complaints.		
<i>Measurable Goals</i> Collect litter to prevent conveyance contamination and clogging. Develop and maintain SOP.		
<i>Responsible Entity</i> Parks and Recreation Department, Street Department, and all other departments for their sites, MS4 Coordinator		
<i>Schedule</i> Review SOP annually and update as needed. Refer to Table C-1 and the SOP and Table C-10 for details.		
<i>Associated Documents</i> Table C-1 Implementation Schedule, Table C-10 O&M Schedule, Periodic Litter Collection SOP		
<i>Environmental Impact</i> Reduces the amount of floatables and other pollutants discharged to conveyances.		
<i>Recordkeeping</i> Maintain the SOP that describes the schedules, responsible entities, and disposal. Record reviews and revisions to the SOP on Table C-1.		
<i>Reporting</i> Section 4.7 (n)(1) – Report status update on BMP and review/revision date of SOP.		
<i>Minimum Control Measures:</i> ☐ Public Education/Involvement ☐ Illicit Discharge ☐ Construction Site Control ☐ Post-Construction Site Control ☒ Municipal Operations	<i>Permit Requirement:</i> ☒ Yes ☐ No Section 4.7 (g)(2)(A), (3) and (4) Section 4.7 (i) Annual Review <i>Reporting:</i> Section 4.7 (n)(1) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

Stormwater Infrastructure Maintenance		
BMP Description Repairing and cleaning stormwater infrastructure is part of the O&M Plan for MS4-owned/operated stormwater infrastructure. Infrastructure includes catch basins, inlets, and other conveyances. The maintenance and cleaning activities, schedules, disposal methods, and inspection procedures for the BMP are described in the SOP. Each department is responsible for notifying the Sewer Maintenance Department when site structures require cleaning. Areas are identified through surface visual inspections and complaints.		
Measurable Goals Reduce the amount of floatables and other pollutants discharged by cleaning stormwater structures and conveyances. Develop and maintain SOP.		
Responsible Entity Sewer Maintenance Department and MS4 Coordinator		
Schedule Review SOP annually and update as needed. Refer to Table C-1, SOP, and Table C-10 for details.		
Associated Documents Table C-1 Implementation Schedule, Table C-10 O&M Schedule, Infrastructure Maintenance SOP, Sanitary Sewer Maintenance Division Complaint Memorandum		
Environmental Impact Reduces the amount of floatables and other pollutants discharged to conveyances.		
Recordkeeping Maintain the SOP that describes the schedules, responsible entities, tracking, and disposal. Record reviews and revisions to the SOP on Table C-1. Track maintenance activities and corrective actions through Sanitary Sewer Maintenance Division Complaint Memorandum and monthly calendar.		
Reporting 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.		
Minimum Control Measures: ☐ Public Education/Involvement ☐ Illicit Discharge ☐ Construction Site Control ☐ Post-Construction Site Control ☒ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.7 (g)(2)(B), (E), (3) and (4) Section 4.7 (i) Annual Review Reporting: Section 4.7 (n)(1) - (3) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

Roadside Vegetation, Shoulder, and Ditch Stabilization		
BMP Description 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. The City performs roadside shoulder and ditch stabilization as required, by complaints received, or for areas identified through surface visual inspections that have become eroded or unvegetated.		
Measurable Goals Repair shoulders and ditches to prevent accidents and sedimentation from entering conveyances. Develop and maintain SOP.		
Responsible Entity Street Department, Sewer Maintenance Department, MS4 Coordinator		
Schedule Review SOP annually and update as needed. Refer to Table C-1, SOP, and Table C-10 for details.		
Associated Documents Table C-1 Implementation Schedule, Table C-10 O&M Schedule, Roadside Stabilization SOP		
Environmental Impact Prevent erosion and sedimentation from entering conveyances.		
Recordkeeping Maintain the SOP that describes the schedules, responsible entities, tracking, and disposal. Record reviews and revisions of the SOP on Table C-1. Track maintenance activities and corrective actions through Sanitary Sewer Maintenance Division Complaint Memorandum and monthly calendar.		
Reporting 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.		
Minimum Control Measures: ☐ Public Education/Involvement ☐ Illicit Discharge ☐ Construction Site Control ☐ Post-Construction Site Control ☒ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.7 (g)(2)(C), (3) and (4) Section 4.7 (i) Annual Review Reporting: Section 4.7 (n)(1) and (2) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

Remediation of Outfall Scouring		
BMP Description Remediation of outfall scouring 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. Each department is responsible for notifying Sewer Maintenance when a site outfall requires remediation. Along with routine schedules/inspections, areas are identified through surface visual inspections and complaints.		
Measurable Goals Repair shoulders and ditches to prevent accidents and sedimentation from entering conveyances. Develop and maintain SOP.		
Responsible Entity MS4 Coordinator and Sewer Maintenance Department		
Schedule Review SOP annually and update as needed. Refer to Table C-1, SOP, and Table C-10 for details.		
Associated Documents Table C-1 Implementation Schedule, Table C-10 O&M Schedule, Outfall Scouring SOP, Sanitary Sewer Maintenance Division Complaint Memorandum, Outfall Inspection Form		
Environmental Impact Reduces the amount of floatables and other pollutants discharged to conveyances.		
Recordkeeping Maintain the SOP that describes the schedules, responsible entities, tracking, and disposal. Record reviews and revisions of the SOP on Table C-1. Track maintenance activities and corrective actions through Sanitary Sewer Maintenance Division Complaint Memorandum and monthly calendar.		
Reporting 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 outfalls that have been repaired.		
Minimum Control Measures: ☐ Public Education/Involvement ☐ Illicit Discharge ☐ Construction Site Control ☐ Post-Construction Site Control ☒ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.7 (g)(2)(E), (3) and (4) Section 4.7 (i) Annual Review Reporting: Section 4.7 (n)(1) & (2) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

Disposal of Animal Waste		
BMP Description Revise the Parks Department SWPPPs to include maintenance activities for the proper disposal of animal waste from dog parks located in Thomas Park and along Reike Park Trails.		
Measurable Goals Properly dispose of animal waste. Implement measures described in the SWPPP.		
Responsible Entity Parks and Recreation Department		
Schedule Update SWPPP within the first year of permit coverage. Refer to Table C-1 and Table C-10.		
Associated Documents Parks Department SWPPP, Table C-10 O&M Schedule		
Environmental Impact Reduces the potential for animal waste and related pollutants to enter receiving waters.		
Recordkeeping Record updates to the SWPPP.		
Reporting Section 4.7 (n)(1) – Report status update on BMP		
Minimum Control Measures: ☐ Public Education/Involvement ☐ Illicit Discharge ☐ Construction Site Control ☐ Post-Construction Site Control ☒ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.7 (d)(6)(C) Reporting: Section 4.7 (n)(1) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

City-Wide Snow and Salt Management		
BMP Description Establish a designated snow disposal area(s) that have minimal potential for the discharge of run-off to receiving waters. Manage and store salt and other de-icing materials to minimize the discharge of stormwater run-off from the facility by: • Minimizing run-off and run-on. • Utilizing and maintaining permanent structures and/or coverings, thereby reducing the discharge of polluted stormwater run-off. • Managing operations to address tracking and spillage. Revise the Street Department SWPPP to include the snow disposal area and salt management measures and storage locations. Excess snow is relocated to the Concrete Recycle area.		
Measurable Goals Reduce the amount of stored salt exposed through proper management.		
Responsible Entity MS4 Coordinator and Street Department		
Schedule Update SWPPP within first year of permit coverage. Refer to Table C-1 and Table C-10.		
Associated Documents Table C-1 Implementation Schedule, Table C-10 O&M Schedule, Street Department SWPPP		
Environmental Impact Decrease salt run-off to conveyances.		
Recordkeeping Document the snow disposal area(s) and salt/sand management measures and storage locations in the SWPPP.		
Reporting 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.		
Minimum Control Measures: ☐ Public Education/Involvement ☐ Illicit Discharge ☐ Construction Site Control ☐ Post-Construction Site Control ☒ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.7 (d)(6)(D) and (E) Section 4.7 (i) Annual Review Reporting: Section 4.7 (n)(1) and (5) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

City Sweeping		
BMP Description Sweeping streets and municipal parking lots 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. Streets are swept at least monthly during April – November. Each department is responsible for notifying the Street Department when parking lots require cleaning. Along with routine schedules, areas are identified through surface visual inspections and complaints.		
Measurable Goals Reduce the amount of pollutants discharged to stormwater infrastructure by sweeping public streets and municipal parking lots. Develop and maintain SOP.		
Responsible Entity MS4 Coordinator and Street Department		
Schedule Review SOP annually and update as needed. Refer to Table C-1, SOP, and Table C-10 for details.		
Associated Documents Table C-1 Implementation Schedule, Table C-10 O&M Schedule, Street Sweeping SOP		
Environmental Impact Reduces the amount of pollutants discharged to conveyances.		
Recordkeeping Maintain the SOP that describes the schedules, responsible entities, tracking, and disposal. Record reviews and revisions of the SOP on Table C-1. Track number of loads collected during street sweeping activities.		
Reporting Section 4.7 (n)(1) – Report status update on BMP and review/revision date of SOP. Section 4.7 (n)(4) – Report the estimated amount of material collected from street sweeping and the disposal method utilized.		
Minimum Control Measures: ☐ Public Education/Involvement ☐ Illicit Discharge ☐ Construction Site Control ☐ Post-Construction Site Control ☒ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.7 (g)(3) - (5) Section 4.7 (i) Annual Review Reporting: Section 4.7 (n)(1) and (4) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

Stormwater Practices for Vendors and Contractors		
BMP Description 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.		
Measurable Goals Train contractors on MS4 stormwater management policies and procedures.		
Responsible Entity Departments using contractor(s), MS4 Coordinator		
Schedule As needed, but prior to work being completed; review annually with departments. Refer to Table C-1.		
Associated Documents Table C-1 Implementation Schedule, Table C-3 List of Educational Materials, Table C-5 Training Matrix		
Environmental Impact Minimize the potential for pollutant discharged for maintenance and other activities conducted by outside entities on behalf of the MS4.		
Recordkeeping Maintain training records and attendance sheets from contractors. Track on Table C-3. Maintain records of reviewing with departments and Track on Table C-5.		
Reporting Section 4.7 (n)(1) – Report status update on BMP.		
Minimum Control Measures: ☐ Public Education/Involvement ☐ Illicit Discharge ☐ Construction Site Control ☐ Post-Construction Site Control ☒ Municipal Operations	Permit Requirement: ☒ Yes ☐ No Section 4.7 (j) Reporting: Section 4.7 (n) (1) Annual Report	☐ Current BMP ☒ New BMP BMP Revision Date: NA

Flood Control Structures		
<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. Evaluate existing flood control structures owned and/or operated by the MS4 with the purpose to modify the structure to improve water quality within the MS4. 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.		
<i>Measurable Goals</i> Document that all new MS4-controlled flood management projects are evaluated for water quality impacts.		
<i>Responsible Entity</i> MS4 Coordinator		
<i>Schedule</i> Flood control structures will be evaluated during their planning and design phase.		
<i>Associated Documents</i> NA		
<i>Environmental Impact</i> Incorporating water quality measures into flood control structures will improve water quality.		
<i>Recordkeeping</i> List new flood control projects and the status/outcome of the evaluation.		
<i>Reporting</i> Section 4.7 (n)(1) – Report status update on BMP.		
<i>Minimum Control Measures:</i> ☐ Public Education/Involvement ☐ Illicit Discharge ☐ Construction Site Control ☒ Post-Construction Site Control ☒ Municipal Operations	<i>Permit Requirement:</i> ☒ Yes ☐ No Section 4.7 (k) & (l) <i>Reporting:</i> Section 4.7 (n) (1) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

Municipal Operations Training		
<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. 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, conferences., and on-the-job training activities.		
<i>Measurable Goals</i> Increase employee awareness of stormwater issues by providing annual training.		
<i>Responsible Entity</i> MS4 Coordinator and Department Supervisors		
<i>Schedule</i> Refer to Table C-1. Review and revise training program by end of the second year of the permit term. Complete training for: • New and part-time hires within 2 months and annually • Seasonal hires within 30 days • Existing employees at least annually		
<i>Associated Documents</i> Table C-1 Implementation Schedule, Table C-3 List of Educational Materials, Table C-5 Training Matrix		
<i>Environmental Impact</i> Increase employee's response to stormwater issues by providing annual training to increase their awareness.		
<i>Recordkeeping</i> Document employee training through attendance sheets, online training confirmation, completed quizzes, completed work orders, etc. Documentation must include employee name, position, date, description of the training. Track on Table C-5.		
<i>Reporting</i> Section 4.7 (n)(1) – Report status update on BMP		
<i>Minimum Control Measures:</i> ☒ Public Education/Involvement ☐ Illicit Discharge ☐ Construction Site Control ☐ Post-Construction Site Control ☒ Municipal Operations	<i>Permit Requirement:</i> ☒ Yes ☐ No Section 4.7 (m) <i>Reporting:</i> Section 4.7 (n)(1) Annual Report	☒ Current BMP ☐ New BMP BMP Revision Date: 12/2022

4.0 MS4 PROGRAM EVALUATION AND ANNUAL REPORT

4.1 Annual Assessment of Programs

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. The Annual Assessment can be documented on **Table C-12 Annual Assessment of MS4 Program** in **Appendix C**.

4.2 Annual Report

Each MCM section identifies specific information to include in the Annual Report. This information is included in each BMP sheet. Additional information required to be submitted is included in Section 8.0 of the MS4GP. The MS4 has incorporated all annual reporting information into a spreadsheet for easier tracking and reporting. Refer to **Appendix C, Table C-13 Annual Reporting Tracking**. Refer to **Appendix H** for recent Annual Report submittals.

5.0 ABBREVIATIONS

BMP – Best Management Practice
CSOOP – Combined Sewer Overflow Operational Plan
CSGP – Construction Stormwater General Permit
ESC – Erosion and Sediment Control
IDDE – Illicit Discharge Detection and Elimination
IDEM – Indiana Department of Environmental Management
GIS – Geographical Information System
LTCP – Long Term Control Plan (for Combined Sewer Overflows)
MCM – Minimum Control Measure
MOA – Memorandum of Agreement
MS4 – Municipal Separate Storm Sewer System
MS4GP – Municipal Separate Storm Sewer System General Permit
NISWMD – Northeast Indiana Solid Waste Management District
NOI – Notice of Intent
NPDES – National Pollution Discharge Elimination System
O&M – Operations and Maintenance
SOP – Standard Operating Procedures
SWCD – Soil and Water Conservation District
SWMD – Solid Waste Management District
SWPPP – Stormwater Pollution Prevention Plan
SWQMP – Stormwater Quality Management Plan
TMDL – Total Maximum Daily Load
USEPA – U.S. Environmental Protection Agency
WHP – Wellhead Protection
WQCR – Water Quality Characterization Report

APPENDIX A

Permit Documentation



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

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

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/>

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: INR040119
- ☐ Amended NOI
• NPDES Number:

Part A: GENERAL INFORMATION FOR PRIMARY MS4 OPERATOR

- (1) MS4 Name (Primary): City of Auburn County: DeKalb
- (2) Operator Name (Individual): First: Mike Last: Ley
- (3) Operator Title: Mayor
- (4) Mailing Address and Contact Information:
Address 1: 210 E Ninth St
Address 2: City: Auburn State: Indiana Zip: 46706
Phone: 260-925-5430 Cell Phone: Email: mayor@ci.auburn.in.us

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 Auburn
- (3) Contact Name (Individual): First: Drew Last: Wallace
- (4) Contact Title: Program Coordinator
- (5) Mailing Address and Contact Information:
Address 1: 2010 South Wayne Street
Address 2: City: Auburn State: Indiana Zip: 46706
Phone: 260-925-1714 ext. 2321 Cell Phone: Email: dewallace@ci.auburn.in.us

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: Amy Last Name: Harvell
(2) MS4 or Company Name: Wessler Engineering
(3) Mailing Address and Contact Information:
Address 1: 6219 South East Street
Address 2: City: Indianapolis State: IN Zip: 46227
Phone: 317-788-4551 Cell Phone: Email: AmyH@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: Cedar Creek

(2) Coverage Area (Acres): 5,321

(3) Population: 13,412

(4) Funding Sources: Sewer and stormwater utility fees

(5) Stormwater Fees: Based on ERU
☐ Not Applicable
☒ Yes, the fees are based on or calculated on (provide a brief description):

(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	☒ Yes ☐ No			☐ Yes ☐ No
Public Involvement	☒ Yes ☐ No			☐ Yes ☐ No
Illicit Discharge	☒ Yes ☐ No			☐ Yes ☐ No
Construction	☐ Yes ☒ No		DeKalb County SWCD	☒ Yes ☐ No
Post-construction	☐ Yes ☒ No		DeKalb County SWCD	☒ Yes ☐ No
Good Housekeeping	☒ Yes ☐ No			☐ Yes ☐ 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) (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) 041000030604 Smith Ditch-Cedar Creek	City of Auburn
(b) 041000030702 Peckhart Ditch-John Diehl Ditch	City of Auburn
(c) 041000030707 Dosch Ditch-Cedar Creek	City of Auburn
(d) 041000030801 Hursey Ditches-Bear Creek	City of Auburn
(e) 041000030701 Headwaters John Diehl Ditch	City of Auburn
(f)	
(g)	
(h)	

(2) Primary Hydrologic Unit Code selected from the list above: 041000030604

(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) Cedar Creek	St Joseph River (Lake Erie) Watershed TMDL	E.coli, PCBs
(b) Peckhart Ditch	St Joseph River (Lake Erie) Watershed TMDL	E.coli, Impaired Biologic Communities, Nutrients, DO
(c) Cliff Metcalf Ditch	St Joseph River (Lake Erie) Watershed TMDL	
(d) William Carner Ditch	St Joseph River (Lake Erie) Watershed TMDL	
(e) Walter Smith Ditch	St Joseph River (Lake Erie) Watershed TMDL	E.coli, Impaired Biologic Communities
(f) John Diehl Ditch	St Joseph River (Lake Erie) Watershed TMDL	
(g) Auburn Industrial Park Drain	St Joseph River (Lake Erie) Watershed TMDL	
(h)		
(i)		
(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.

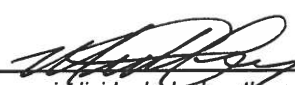
Part I: CERTIFICATION AND SIGNATURE

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: Mike Ley

Signature of Operator: 

Date: 6/13/22
(mm/dd/year)

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.

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

(1) Name of MS4 Co-Permittee:

MS4 Operator (An individual): First: _____ Last: _____ Title: _____
 Address 1: _____
 Address 2: _____ City: _____ State: Indiana Zip: _____
 Phone: _____ Cell Phone: _____ Email: _____
 MS4 Coordinator (An individual): First: _____ Last: _____ Title: _____
 Address 1: _____
 Address 2: _____ City: _____ State: Indiana Zip: _____
 Phone: _____ Cell Phone: _____ Email: _____

(2) MS4 Information for Co-permittee:

MS4 (Co-permittee) Population: _____
 MS4 (Co-Permittee) Primary Receiving Water: _____
 Funding Sources: _____
 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	☐ Yes ☐ No			☐ Yes ☐ No
Public Involvement	☐ Yes ☐ No			☐ Yes ☐ No
Illicit Discharge	☐ Yes ☐ No			☐ Yes ☐ No
Construction	☐ Yes ☐ No			☐ Yes ☐ No
Post-construction	☐ Yes ☐ No			☐ Yes ☐ No
Good Housekeeping	☐ Yes ☐ No			☐ Yes ☐ 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)

Appendix B: Additional Program Contacts Administering Minimum Control Measures (Optional)
(Add additional Pages as needed)

MS4 Representative				Administering the Following MCMs
Name (Individual): First Name:	Last Name:			☐ Public Education
MS4 or Company Name:				☐ Public Involvement
Address:				☐ Illicit Discharge
City:	State:	Zip:		☐ Construction
Phone:	Cell Phone:	Email:		☐ Post-Construction
				☐ Good Housekeeping
Name (Individual): First Name:	Last Name:			☐ Public Education
MS4 or Company Name:				☐ Public Involvement
Address:				☐ Illicit Discharge
City:	State:	Zip:		☐ Construction
Phone:	Cell Phone:	Email:		☐ Post-Construction
				☐ Good Housekeeping
Name (Individual): First Name:	Last Name:			☐ Public Education
MS4 or Company Name:				☐ Public Involvement
Address:				☐ Illicit Discharge
City:	State:	Zip:		☐ Construction
Phone:	Cell Phone:	Email:		☐ Post-Construction
				☐ Good Housekeeping
Name (Individual): First Name:	Last Name:			☐ Public Education
MS4 or Company Name:				☐ Public Involvement
Address:				☐ Illicit Discharge
City:	State:	Zip:		☐ Construction
Phone:	Cell Phone:	Email:		☐ Post-Construction
				☐ Good Housekeeping
Name (Individual): First Name:	Last Name:			☐ Public Education
MS4 or Company Name:				☐ Public Involvement
Address:				☐ Illicit Discharge
City:	State:	Zip:		☐ Construction
Phone:	Cell Phone:	Email:		☐ Post-Construction
				☐ Good Housekeeping
Name (Individual): First Name:	Last Name:			☐ Public Education
MS4 or Company Name:				☐ Public Involvement
Address:				☐ Illicit Discharge
City:	State:	Zip:		☐ Construction
Phone:	Cell Phone:	Email:		☐ Post-Construction
				☐ Good Housekeeping



WATER POLLUTION CONTROL

May 5, 2022

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

RE: City of Auburn – MS4 Program (INR040119)
Duly Authorized Representative

Dear Ms. Goodwin:

Please accept this letter as written notification and authorization for a duly authorized representative for the City of Auburn's MS4 Program in accordance with the MS4GP and 40 CFR 122.22.

As the ranking elected official of Auburn, I authorize the Program Coordinator, who is designated as the MS4 Coordinator, to be the duly authorized representative for purposes of the MS4 Program.

For questions or comments, please contact Drew Wallace, Program Coordinator, at (260)-925-1714, extension 2321 or dewallace@ci.auburn.in.us.

Respectfully,

A handwritten signature in black ink, appearing to read "Michael D. Ley".

Honorable Michael D. Ley
Mayor

Prescribed by State Board of Accounts

To: KPC Media Group Inc
P.O. Box 39, KENDALLVILLE, IN 46755

CITY OF AUBURN** PATRICIA MILLER

To: THE STAR

DEKALB, Indiana

Order #: 2073426

PUBLISHER'S CLAIM

LINE COUNT

Display Master) must not exceed two actual lines, neither of which shall
total more than four solid lines of the type in which the body of the
advertisement is set) -- number of equivalent lines

Head -- number of lines	-----	1
Body -- number of lines	-----	19
Tail -- number of lines	-----	1
Total number of lines in notice	-----	21.0

COMPUTATION OF CHARGES

21.0 lines, 1.0 columns wide equals 21.0 equivalent lines at 0.4988 cents per line.	-----	\$10.99
Additional charges for notices containing rule or tabular work (50 per cent) of above amount	-----	\$
Charge for extra proofs of publication (\$1.00 for each proof in excess of 2)	-----	\$
TOTAL AMOUNT OF CLAIM	-----	\$10.99

DATA FOR COMPUTING COST:

Width of single column in picas - 9.9
Number of insertions: 1

Size of type - 7 point

Pursuant to the provisions and penalties of IC 5-11-10-1, I hereby certify that the foregoing account is
just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same
has been paid.

I also certify that the printed matter attached hereto is a true copy, of the same column width and type size,
which was duly published in said paper THE STAR. The dates of publication being as follows:
05/11/2022

Additionally, the statement checked below is true and correct:

- ☐ Newspaper does not have a Web site.
☒ Newspaper has a Web site and this public notice was posted on the same day
the newspaper
☐ Newspaper does a Web site, but due to technical problem or error, public noti
☐ Newspaper has a Web site, but refuses to post the public notice.

KE

Date: 05/11/2022

Title

Ad Copy

PUBLIC NOTICE

The City of Auburn MS4 (210 E
Ninth St, Auburn, IN 46706) intends
to discharge stormwater into the
following watersheds: Smith Ditch-
Cedar Creek (041000030604), Peck-
hart Ditch-John Diehl Ditch
(041000030702), Dosch Ditch-Cedar
Creek (041000030707), Hursey
Ditches-Bear Creek (041000030801),
and Headwaters John Diehl Ditch
(041000030701) and is submitting a
Notice of Intent to notify the Indiana
Department of Environmental Man-
agement of the MS4's intent to
comply with the requirements of the
MS4 General Permit to discharge
stormwater run-off. Contact the MS4
Coordinator at 260-925-1714 for
questions.

TS,2073426,5/11,hspaxlp

Claim No. _____ Warrant No. _____

I have examined the within claim and hereby
certify as follows:

IN FAVOR OF
KPC Media Group Inc.
PUBLISHERS OF

The News Sun
Kendallville, Indiana

The Garrett Clipper
Garrett, Indiana

The Star
Auburn, Indiana

Albion New Era
Albion, Indiana

The Herald Republican
Angola, Indiana

Northwest News
Huntertown, Indiana

The Post & Mail
Columbia City, Indiana

Churubusco News
Churubusco, Indiana

That it is in proper form.

That it is duly authenticated as required by law:

That it is based upon statutory authority.

That it is apparently ☐ correct ☐ incorrect

I certify that the within claim is true and correct;
that the services there in itemized and for which
charge is made were ordered by me and were nec-
essary to the public business

\$ _____

ON ACCOUNT OF APPROPRIATION FOR

Appropriation No. _____

ALLOWED _____ , _____

IN THE SUM OF \$ _____

Our Water Pollution Control department manages the city's Class III Municipal Wastewater Treatment Facility, which is integral to protecting the health and well-being of the community and downstream users.

SUPPORT OUR STORM WATER CONTROL EFFORTS

- ›Never dump anything down storm drains or in streams.
- ›Use the least toxic pesticides, follow label instructions, and learn how to prevent pest problems.
- ›Use fertilizers sparingly and sweep up driveways and sidewalks.
- ›Disconnect downspouts.
- ›Compost yard waste.
- ›Use rain barrels to water plants during dry periods.
- ›Have your septic tank pumped and system inspected regularly.
- ›Vegetate bare spots in your yard.
- ›Take your car to the car wash or wash it on the grass instead of washing it in the driveway.
- ›Pick up after your pet.



WATER POLLUTION CONTROL

2010 South Wayne Street, Auburn, IN 46706

Monday – Friday: 7 a.m. to 3:30 p.m.

260.925.1714 Phone

260.920.3353 Fax

wpc@ci.auburn.in.us

Storm Water Quality Management Program

Drew Wallace

260.925.1714

dewallace@ci.auburn.in.us



Public Notice

05/16/2022

The City of Auburn MS4 (210 E Ninth St, Auburn, IN 46706) intends to discharge storm water into the following watersheds: Smith Ditch-Cedar Creek (041000030604), Peckhart Ditch-John Diehl Ditch (041000030702), Dosch Ditch-Cedar Creek (041000030707), Hursey Ditches-Bear Creek (041000030801), and Headwaters John Diehl Ditch (041000030701) and is submitting a Notice of Intent to notify the Indiana Department of Environmental Management of the MS4's intent to comply with the requirements of the MS4 General Permit to discharge storm water run-off. Contact the MS4 Coordinator at 260-925-1714 for questions.

[← BACK TO MUNICIPAL UTILITIES](#)

Select a Municipal Utilities service



Our Water Pollution Control department manages the city's Class III Municipal Wastewater Treatment Facility, which is integral to protecting the health and well-being of the community and downstream users.

SUPPORT OUR STORM WATER CONTROL EFFORTS

- › **Never dump anything** down storm drains or in streams.
- › **Use the least toxic pesticides**, follow label instructions, and learn how to prevent pest problems.
- › **Use fertilizers sparingly** and sweep up driveways and sidewalks.
- › **Disconnect downspouts**.
- › **Compost yard waste**.
- › **Use rain barrels** to water plants during dry periods.
- › **Have your septic tank pumped** and system inspected regularly.
- › **Vegetate bare spots** in your yard.
- › **Take your car to the car wash** or wash it on the grass instead of washing it in the driveway.

› Pick up after your pet.



WATER POLLUTION CONTROL

2010 South Wayne Street, Auburn, IN 46706

Monday – Friday: 7 a.m. to 3:30 p.m.

260.925.1714 Phone

260.920.3353 Fax

wpc@ci.auburn.in.us

Storm Water Quality Management Program

Drew Wallace

260.925.1714

dewallace@ci.auburn.in.us



Public Notice

05/16/2022

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RESOURCES

Information at Your Fingertips

STORM WATER ORDINANCE INVOLVING LAWN FERTILIZERS

[DOWNLOAD](#)



WATER POLLUTION CONTROL

260.925.1714 phone | 260.920.3353 fax | 2010 South Wayne Street, Auburn, IN 46706 | wpc@ci.auburn.in.us

May 5, 2022

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

RE: City of Auburn – MS4 Program (INR040119)
Duly Authorized Representative

Dear Ms. Goodwin:

Please accept this letter as written notification and authorization for a duly authorized representative for the City of Auburn's MS4 Program in accordance with the MS4GP and 40 CFR 122.22.

As the ranking elected official of Auburn, I authorize the Program Coordinator, who is designated as the MS4 Coordinator, to be the duly authorized representative for purposes of the MS4 Program.

For questions or comments, please contact Drew Wallace, Program Coordinator, at (260)-925-1714, extension 2321 or dewallace@ci.auburn.in.us.

Respectfully,

A handwritten signature in black ink, appearing to read "Michael D. Ley".

Honorable Michael D. Ley
Mayor

Prescribed by State Board of Accounts

To: KPC Media Group Inc
P.O. Box 39, KENDALLVILLE, IN 46755

CITY OF AUBURN** PATRICIA MILLER

To: THE STAR

DEKALB, Indiana

Order #: 2073426

PUBLISHER'S CLAIM

LINE COUNT

Display Master) must not exceed two actual lines, neither of which shall
total more than four solid lines of the type in which the body of the
advertisement is set) -- number of equivalent lines

Head -- number of lines	-----	1
Body -- number of lines	-----	19
Tail -- number of lines	-----	1
Total number of lines in notice	-----	21.0

COMPUTATION OF CHARGES

21.0 lines, 1.0 columns wide equals 21.0 equivalent lines at 0.4988 cents per line.	-----	\$10.99
Additional charges for notices containing rule or tabular work (50 per cent) of above amount	-----	\$
Charge for extra proofs of publication (\$1.00 for each proof in excess of 2)	-----	\$
TOTAL AMOUNT OF CLAIM	-----	\$10.99

DATA FOR COMPUTING COST:

Width of single column in picas - 9.9

Number of insertions: 1

Size of type - 7 point

Pursuant to the provisions and penalties of IC 5-11-10-1, I hereby certify that the foregoing account is
just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same
has been paid.

I also certify that the printed matter attached hereto is a true copy, of the same column width and type size,
which was duly published in said paper THE STAR. The dates of publication being as follows:
05/11/2022

Additionally, the statement checked below is true and correct:

- ☐ Newspaper does not have a Web site.
- ☒ Newspaper has a Web site and this public notice was posted on the same
the newspaper
- ☐ Newspaper does a Web site, but due to technical problem or error, public
- ☐ Newspaper has a Web site, but refuses to post the public notice.

Date: 05/11/2022

Ad Copy

PUBLIC NOTICE

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Ninth St, Auburn, IN 46706) intends
to discharge stormwater into the
following watersheds: Smith Ditch-
Cedar Creek (041000030604), Peck-
hart Ditch-John Diehl Ditch
(041000030702), Dosch Ditch-Cedar
Creek (041000030707), Hursey
Ditches-Bear Creek (041000030801),
and Headwaters John Diehl Ditch
(041000030701) and is submitting a
Notice of Intent to notify the Indiana
Department of Environmental Man-
agement of the MS4's intent to
comply with the requirements of the
MS4 General Permit to discharge
stormwater run-off. Contact the MS4
Coordinator at 260-925-1714 for
questions.

TS,2073426,5/11,hspaxlp

Claim No. _____ Warrant No. _____

IN FAVOR OF
KPC Media Group Inc.
PUBLISHERS OF

The News Sun
Kendallville, Indiana

The Garrett Clipper
Garrett, Indiana

The Star
Auburn, Indiana

Albion New Era
Albion, Indiana

The Herald Republican
Angola, Indiana

Northwest News
Huntertown, Indiana

The Post & Mail
Columbia City, Indiana

Churubusco News
Churubusco, Indiana

I have examined the within claim and hereby
certify as follows:

That it is in proper form.

That it is duly authenticated as required by law:

That it is based upon statutory authority.

That it is apparently ☐ correct ☐ incorrect

I certify that the within claim is true and correct;
that the services there in itemized and for which
charge is made were ordered by me and were nec-
essary to the public business

\$ _____

ON ACCOUNT OF APPROPRIATION FOR

Appropriation No. _____

ALLOWED _____ , _____

IN THE SUM OF \$ _____

APPENDIX B

Water Quality Characterization Report

APPENDIX C

Program Tables

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TABLE C-1: EXISTING MS4 PROGRAM AND SWQMP 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 - Construction: site stabilization practices	4.3 a 2	365	07/05/23	730	07/04/24	07/04/27	Identified 10/11/2022	-	-		
Edu/Participation - Community Stormwater Issue - Construction Event (decide on event by end of year 3)	4.3 a 2	1095	07/04/25	1460	07/04/26	07/04/27	Identified 10/11/2022	-	-		
Edu/Participation - Community Stormwater Issue - Residential: grass clippings	4.3 a 2	365	07/05/23	1095	07/04/25	07/04/27	Identified 7/13/22	-	-		
Edu/Participation - Community Stormwater Issue - Residential Event	4.3 a 2	1095	07/04/25	1460	07/04/26	07/04/27	Identified 7/13/22	-	-		
Edu/Participation - Community Stormwater Issue - Commercial/Industrial: WHP, Pretreatment, Grease Trap	4.3 a 2	365	07/05/23	1095	07/04/25	07/04/27	Identified 7/13/22	-	-		
Edu/Participation - Community Stormwater Issue - Commercial/Industrial Event	4.3 a 2	1095	07/04/25	1460	07/04/26	07/04/27	Identified 7/13/22	-	-		
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		-	-		
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		-	-		
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		-	-		

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		Identify		Create/Revise		Due Date	Completion Date	Frequency	Due Date	Completion Date	
		Days	Due Date	Days	Due Date						
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, etc.	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		-	-		
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		-	-		
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		-	-		

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		Identify		Create/Revise		Due Date	Completion Date	Frequency	Due Date	Completion Date	
		Days	Due Date	Days	Due Date						
MOPs - New MS4 certification	4.7 h	365	-	-	-	07/05/23		-	-		
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 waters	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	-	-	-	-	-			31-Dec		
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		

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		Identify		Create/Revise		Due Date	Completion Date	Frequency	Due Date	Completion Date	
		Days	Due Date	Days	Due Date						
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	Mike Ley	Mayor	MS4 Operator	City Hall	210 E. Ninth Street	(260) 925-5430 x1001	mayor@ci.auburn.in.us
Water Pollution Control	Drew Wallace	Program Coordinator	MS4 Coordinator	Water Pollution Control	2010 Wayne Street	(260) 925-1714 x2321	dewallace@ci.auburn.in.us
Street Department	William Brandon	Superintendent	Municipal operations, site operation	Street Department	101 W Ensley Avenue	(260) 925-6455	WLBrandon@ci.auburn.in.us
Parks and Recreation Department	Eric Ditmars	Superintendent	Municipal operations, site operation	Parks and Recreation	104 Utility Drive	(260) 925-2997	ELDitmars@ci.auburn.in.us
Water Department	Randy Harvey	Superintendent	Municipal operations, site operation	North Water Plant	800 North Street	(260) 925-5711	RLHarvey@ci.auburn.in.us
Water Pollution Control	Todd Sattison	Superintendent	Municipal operations, site operation	Water Pollution Control	2010 Wayne Street	(260) 925-1714	TMSattison@ci.auburn.in.us
Water Pollution Control	Dan Rabe	Pretreatment Coordinator	Industrial facilities public education	Water Pollution Control	2010 Wayne Street	(260) 925	derabe@ci.auburn.in.us
Electric Department	Stuart Tuttle	Superintendent	Municipal operations, site operation	Electric Department	5066 Co Rd 29	(260) 925-8232	sltuttle@ci.auburn.in.us
Fire Department	Michael VanZile	Fire Chief	Municipal operations, site operation	Fire Department	902 S Grandstaff Drive	(260) 925-8255	MGVanzile@ci.auburn.in.us
City	Brandy Coburn	Secretary of the Mayor	Website and Facebook	City Hall	210 E. Ninth Street	(260) 925-5430 x1002	bmcoburn@ci.auburn.in.us
Engineering	Daryl McConnel	City Engineer	GIS and Mapping	Engineering Department	210 E. Ninth Street	(260) 925-8264 x1401	dkmcconnell@ci.auburn.in.us
Building and Planning Department	Kellie Knauer	Administrator	Plan review	Building and Planning Department	210 S Cedar Street Second Floor	260-925-6449	bpd@ci.auburn.in.us
SWCD	Cameron Bell	District Technician	Plan review, inspections	DeKalb County SWCD	942 West 15th Street Auburn, IN 46706	(260) 925-5620 x3	CBell@co.dekalb.in.us
MS4 Consultant	Wessler Engineering, Amy Harvell	NA	MS4 implementation assistance, annual assessment, SWQMP, WQCR, Annual Reporting	NA	6219 S. East Street, Indianapolis, IN	317-788-4551	amyh@wesslerengineering.com
Northeast IN Solid Waste Management District (NISWMD)		Administration	Household hazardous waste, recycling programs	NISWMD Ashley Convenience Center	2320 W. 800 South, 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	DEVELOP	REVIEW AND REVISE	SCHEDULE	INFO SOURCE	TARGET CONSTITUENT	LOCATION	DISTRIBUTION	NUMBER DISTRIBUTED
1/2	After the Storm, A Citizen's Guide to Understanding Stormwater Brochure				EPA	Public	WPC Plant, City Hall	Ongoing	
1/2	Clean Water, One of Our Most Valuable Resources Brochure		NA		St. Joseph Watershed Initiative	Public	WPC Plant, City Hall	Ongoing	
1/2	Discover Stormwater Booklet		NA		Project Wet	Public	WPC Plant, City Hall	Ongoing	
1/2	How Much Rain Water Runs Off Your Roof? Brochure		X		MS4	Public	WPC Plant, City Hall	Ongoing	
1/2	Cedar Creek Watershed - Water Quality Begins with You! Brochure		NA		St. Joseph Watershed Initiative	Public	WPC Plant, City Hall	Ongoing	
1/2	Stormwater Pollution Prevention Best Management Practices Guidebook		NA		Excal Visual LLP	Contractors	WPC Plant, City Hall	Ongoing	
1/2	Dekalb County Cost Share Program, Rain Gardens Brochure		NA		Dekalb County SWCD	Public	WPC Plant, City Hall	Ongoing	
1/2	Rain Gardens Brochure		NA		Earth Partnership for Schools - University of Wisconsin	Public	WPC Plant, City Hall	Ongoing	
1/2	Rain Barrel Brochure		X		MS4	Public	WPC Plant, City Hall	Ongoing	
1/2	MS4 FAQ Flyer		X		MS4	Public	WPC Plant, City Hall	Ongoing	
1/2	MS4 Fact Sheet		NA		IDEM	Public	WPC Plant, City Hall	Ongoing	
1/2	About Wastewater Treatment Booklet		NA		Channing Bete	Public	WPC Plant, City Hall	Ongoing	
1/2/3	HHW Brochure		NA		IDEM	Public	WPC Plant, City Hall	Ongoing	
1/2	Quarterly Newspaper Article		X		MS4	Public	Newspaper Distribution	Quarterly	
1/2	Facebook Post - STEAM Sessions		X		MS4	Public	Auburn Server, Auburn Facebook Page	Ongoing	
1/2	Facebook Post - Thank you Auburn Conservation Team		X		MS4	Public	Auburn Server, Auburn Facebook Page	Ongoing	
1/2	Blog Post - Tips on watering, weeds, fertilizing, and more		X		MS4	Public	Auburn Server, Auburn City Website	Ongoing	
1/2	Blog Post - Recommended Trees to Plant in Auburn		X		MS4	Public	Auburn Server, Auburn City Website	Ongoing	
1/2	Blog Post- Master Gardeners- Info about Native Plants		X		MS4	Public	Auburn Server, Auburn City Website	Ongoing	
1/2	Stormwater Movie Spot		X		City	Public	Educational Video shown at Movie Theatre	Ongoing	
3	Illicit Discharge - General/Public Education		X		MS4	Public	MS4 Coordinator's Computer/Server	Distribute in 2nd Year of every Permit Term	
3	Illicit Discharge - Schools	X			MS4	Public	MS4 Coordinator's Computer/Server	Distribute in 3rd Year of every Permit Term	
3	Illicit Discharge - Businesses	X			MS4	Public	MS4 Coordinator's Computer/Server	Distribute in 4th Year of every Permit Term	
4 & 5	Construction Stormwater Ordinance		X		City	Contractors	SW Website link to Building Services website	Ongoing	
4 & 5	Information provided with Building Permit/CSGP	X		12/31/23	City	Contractors	To be developed	Ongoing & provided with each local/CSGP permit issued.	
4 & 5	Post/Con Training	X		12/31/23	City	Contractors	To be developed	Builders, Developers, Contractors & Engineers	
4 & 5	Standards		X		City	Contractors	SW website link to Building Services website	Ongoing	

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

SUBJECT MCM	EDUCATIONAL MATERIAL	DEVELOP	REVIEW AND REVISE	SCHEDULE	INFO SOURCE	TARGET CONSTITUENT	LOCATION	DISTRIBUTION	NUMBER DISTRIBUTED
4 & 5	Video on SW runoff and post-construction measures				Online	Contractors	Stormwater runoff - YouTube		
6	General SW/MS4 Brochure	X		12/31/23	MS4	Public	To be developed	Ongoing	
6	MS4 for Elected Officials Video		NA		INAFSM	Municipal	https://www.youtube.com/watch?v=bFwj5UkQ_Du		
6	SWPPP Training Checklist - New Haven Utilities		X	08/31/22	MS4	Municipal	Department SWPPP, MS4 files		
All	INAFSM Help Sheet: Educational Resources for MS4s - Videos for all MCMS				Online	Municipal	Help Sheet - MS4 Training Resources.pdf (inafsm.net)	Training videos for all MCMS.	
All	INAFSM: Indiana MS4 Videos for several MCMS				Online	Municipal	Webinars and Videos (inafsm.net)	Training videos for several MCMS.	
All	TMACOG GH & P2 Videos for municipal operations.				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)
SW Planning Team Meetings	City	April						
Cedar Creek Cleanup Event	MS4/SWCD	Summer		Public		Creek cleanup, provide educational information regarding water quality, stormwater pollution prevention, residential best management practices and illicit discharge.		
Rain Barrel Workshop	MS4/SWCD	Spring and Fall		Public, residential		Rain barrel demonstration, provide rain barrels to the public, provide educational information regarding water quality, stormwater pollution prevention, residential best management practices, and illicit discharge.		
Tree Sale	Parks and Recreation	Annually		Public		Water quality, stormwater pollution prevention, watershed education, residential best management practices.		
Kiwanis	MS4	Annually		Public				
Lions Club	MS4	Annually		Public				
Garret 8th Grade Environmental Day	MS4	April		Public, schools		Water quality, stormwater pollution prevention, watershed education		
HHW Waste Collection	NISWM	Weekly		Public				
Stormwater Annual Report	City	1st Quarter		Elected Officials (BOW, Council, Mayor, Attorney)		Annual report detailing stormwater operations and stormwater pollution education provided to Mayor and Elected Officials		
City Council Meetings	City	January		Elected officials, public				
City Council Meetings	City	February		Elected officials, public				
City Council Meetings	City	March		Elected officials, public				
City Council Meetings	City	April		Elected officials, public				
City Council Meetings	City	May		Elected officials, public				
City Council Meetings	City	June		Elected officials, public				
City Council Meetings	City	July		Elected officials, public				
City Council Meetings	City	August		Elected officials, public				
City Council Meetings	City	September		Elected officials, public				
City Council Meetings	City	October		Elected officials, public				
City Council Meetings	City	November		Elected officials, public				
City Council Meetings	City	December		Elected officials, public				
Community SW Issue - Construction	MS4	Permit Term		Construction				
Community SW Issue - Residential	MS4	Permit Term	10/2022	Residential		(Rain Barrel Event, Tree Sale, etc.) WHP Mailers with a SW educational component distributed October 2022		
Community SW Issue - Commercial/Industrial	MS4	Permit Term		Commercial/industrial		(WHP Mailers, Pretreatment Inspections, Grease Trap Inspections)		

TABLE C-5 TRAINING MATRIX
ALL MCMS - TRAINING

ENTITY/TITLE	CONTENT	FREQUENCY	REQUIRED HOURS	COMPLETED HOURS	DATE	TRAINING NAME	Notes
Contractors and Developers	Construction requirements	Annual	Not Specified				
Contractors and Developers	General permitting process & CSGP brochure	With each building permit & CSGP	Not Specified				
Contractors and Developers	Post-construction requirements	Annual	Not Specified				
MS4 Coordinator	All SOPs	Annual	1				
MS4 Coordinator	All SWPPPs	Annual	1				
MS4 Coordinator	Construction - Site inspections, enforcement.	Annual	1				
MS4 Coordinator	IDDE	Annual	1				
MS4 Coordinator	Municipal Operations/Good Housekeeping	Annual	1				
MS4 Coordinator	Other Storm Water Education	Annual	4				
MS4 Coordinator	Post-Construction - Enforcement, BMP inspections	Annual	1				
MS4 Coordinator	Public Education/Involvement	Annual	2				
MS4 Departments	Review requirement to obtain CSGP for municipal-owned projects.	Annual	Not Specified				
MS4 Elected Officials	General Storm Water Education	Annual	Not Specified			MS4 for Elected Officials video	
MS4 Elected Officials - MS4 Coordinator Update	Review of MS4 Program	Annual	Not Specified			General review of MS4 Program status	
MS4 Staff - Administrative	General Storm Water Education	Annual	Not Specified				
MS4 Staff - Administrative	General IDDE	Annual	Not Specified				
MS4 Staff - Administrative	Storm Water Hotline SOP & other applicable SOPs	Annual	Not Specified				
MS4 Staff - Street Department	Applicable SOPs	Annual	Not Specified				
MS4 Staff - Street Department	Facility SWPPP	Annual	Not Specified				
MS4 Staff - Street Department	General Storm Water Education	Annual	Not Specified				
MS4 Staff - Street Department	IDDE	Annual	Not Specified				
MS4 Staff - Electric Department	Applicable SOPs	Annual	Not Specified				
MS4 Staff - Electric Department	Facility SWPPP	Annual	Not Specified				
MS4 Staff - Electric Department	General Storm Water Education	Annual	Not Specified				
MS4 Staff - Electric Department	IDDE	Annual	Not Specified				
MS4 Staff - Parks Department	Applicable SOPs	Annual	Not Specified				
MS4 Staff - Parks Department	Facility SWPPP	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 - Parks Department	General Storm Water Education	Annual	Not Specified				
MS4 Staff - Parks Department	IDDE	Annual	Not Specified				
MS4 Staff - Water Department	Applicable SOPs	Annual	Not Specified				
MS4 Staff - Water Department	Facility SWPPP	Annual	Not Specified				
MS4 Staff - Water Department	General Storm Water Education	Annual	Not Specified				
MS4 Staff - Water Department	IDDE	Annual	Not Specified				
MS4 Staff - Water Pollution Control	Applicable SOPs	Annual	Not Specified				
MS4 Staff - Water Pollution Control	Facility SWPPP	Annual	Not Specified				
MS4 Staff - Water Pollution Control	General Storm Water Education	Annual	Not Specified				
MS4 Staff - Water Pollution Control	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 Storm Water Education	Annual	Not Specified				
MS4 Staff - Fire Department	IDDE	Annual	Not Specified				
City Staff (Police)	General Storm Water Education	Annual	Not Specified				
Municipal Contractors	Applicable SOPs	Prior to work, at least annually	Not Specified				
Municipal Contractors	Facility-specific storm water policies and procedures	Prior to work, at least annually	Not Specified				
Municipal Contractors	Good housekeeping practices	Prior to work, at least annually	Not Specified				
SWCD	Construction plan review	Annual	Not Specified				

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 Material:

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
7																				
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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
195																				
200																				
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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
402																				
403																				
404																				
406																				
407																				
408																				
409																				
410																				

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

NAME	NPDES ID	SITE PERMIT(S)	ADDRESS (New Haven, IN 46774)	LATITUDE	LONGITUDE	PHONE	SIC CODE	FACILITY DESCRIPTION	RECEIVING WATER
Tower Automotive Inc.	INRM00338	Industrial SW	801 W 15TH ST	41.3622	-85.0661	(260) 920-1500	3714	Automotive manufacturing	Cedar Creek
Omnisource Corporation	INRM00784	Industrial SW	1915 WAYNE ST	41.352024	-85.059525	(260) 925-4168	5093	Scrap And Waste Materials	Cedar Creek
FXI Inc.	INRM01118	Industrial SW	2211 S WAYNE ST	41.350161	-85.060599	(260) 925-1073	3086	Polyurethane foam product manufacturing	Cedar Creek via John Diehl Ditch
Auburn Transfer Station	INRM01233	Industrial SW	3907 CR 47	41.3912	-84.965001		4212	Local Trucking, Without Storage	Cedar Creek via Hoodelmeir Ditch
Ball Brass And Aluminum Foundry Inc.	INRM01370	Industrial SW	525 HAZEL ST	41.362096	-85.065519	(260) 925-3515	3369	Nonferrous Foundries	Cedar Creek via John Diehl Ditch
Metal X Auburn	INRM01768	Industrial SW	1101 OREN DR	41.355194	-85.073889	(260) 232-3000	5093	Scrap And Waste Materials	Cedar Creek via John Diehl Ditch
Carlex Glass of Indiana	INRM01896	Industrial SW	1900 S CENTER ST	41.35317	-85.04792	(260) 925-5656	3231	Products Of Purchased Glass	Cedar Creek
SCP Limited Inc.	INRM02159	Industrial SW	1700 INDIANA AVE	41.37355	-85.06192	(260) 925-2588	3822	Environmental Controls	Cedar Creek via John Diehl Ditch
Continental (ContiTech USA Inc.)	INRM02559	Industrial SW	725 W 11TH ST	41.363889	-85.072222	(260) 925-0700	3061	Automotive vibration-control technology and noise isolation	John Diehl Ditch via Auburn Industrial Park Drain
Custom Coating Inc.	INRM02834	Industrial SW	1937 JACOB ST	41.350311	-85.059517	(260) 925-0623	2819	Conversion coatings & deburring	Cedar Creek
DeKalb Metal Finishing		Pretreatment	625 W 15th ST	41.36227	-85.06476	(260) 925-1820		Metal finishing	John Diehl Ditch via Isaac Hague
Rieke Corporation		Pretreatment	500 W 7th ST	41.36759	-85.06485	(260) 925-3700		Packaging	Cedar Creek
Auburn Gear		Pretreatment	400 E AUBURN DR.	41.35443	-85.05362	(260) 925-3200		Manufacturing of mobile equipment applications	Cedar Creek

TABLE C-8: LIST OF OUTFALLS AND RECEIVING WATERS
MCM3 - ILLICIT DISCHARGE DETECTION AND ELIMINATION (MAPPING)

OUTFALL	MATERIAL	DESCRIPTION	RECEIVING WATER	LONGITUDE	LATITUDE	LAST INSPECTED	COMMENTS
7	HDPE	Round	Cedar Creek	55.08834	79.47520		
29	HDPE	Round	William Carmer	55.18650	79.35336		
30	HDPE	Round	William Carmer	55.18566	79.35120		
32	HDPE	Round	William Carmer	55.18464	79.34754		
35	PVC	Round	William Carmer	55.1823	79.34474		
38	PVC	Round	William Carmer	55.17842	79.34448		
40	CMP	Round	William Carmer	55.17637	79.34374		
43	HDPE	Round	William Carmer	55.17280	79.33942		
44	CMP	Round	William Carmer	55.17155	79.3379		
45	CMP	Round	William Carmer	55.17135	79.33785		
50	PVC	Round	Cedar Creek	55.09590	79.47135		
52	HDPE	Round	Cedar Creek	55.09798	79.46971		
58	CMP	Round	Cedar Creek	55.10047	79.4686		
59	HDPE	Round	Cedar Creek	55.10057	79.46840		
60	PVC	Round	Cedar Creek	55.10076	79.46893		
69	Flex	Round	William Carmer	55.1759	79.32177		
78	PVC	Round	Walter Smith	55.19963	79.31347		
83	CMP	Round	Walter Smith	55.19935	79.33701		
86	CMP	Round	Walter Smith	55.19654	79.34181		
90	HDPE	Round	Walter Smith	55.19122	79.35038		
95	PVC	Round	Walter Smith	55.19000	79.36300		
109	HDPE	Round	Cliff Metcalf	55.12955	79.31762		
110	HDPE	Round	Cliff Metcalf	55.12885	79.32019		
115	HDPE	Round	Cliff Metcalf	55.12305	79.33615		
116	HDPE	Round	Cliff Metcalf	55.1214	79.34092		
119	HDPE	Round	Cliff Metcalf	55.11942	79.34647		
129	Ductile Iron	Round	Cedar Creek	55.11226	79.45472		
130	Concrete	Box	Cedar Creek	55.11218	79.45487		
131	Concrete	Round	Cedar Creek	55.11251	79.45387		
135	HDPE	Round	Cedar Creek	55.12022	79.434988		
141	CMP	Round	Cedar Creek	55.12394	79.429451		
144	PVC	Round	Cedar Creek	55.12437	79.42940		
152	CMP	Round	Cedar Creek	55.14051	79.4409		
154	Concrete	Round	Cedar Creek	55.14200	79.44095		

TABLE C-8: LIST OF OUTFALLS AND RECEIVING WATERS
MCM3 - ILLICIT DISCHARGE DETECTION AND ELIMINATION (MAPPING)

OUTFALL	MATERIAL	DESCRIPTION	RECEIVING WATER	LONGITUDE	LATITUDE	LAST INSPECTED	COMMENTS
155	Concrete	Round	Cedar Creek	55.14230	79.44034		
160	CMP	Round	Cedar Creek	55.14573	79.4398		
166	Concrete	Round	Cedar Creek	55.15803	79.43901		
167	Clay	Round	Cedar Creek	55.15797	79.43807		
170	Unknown	Round	Cedar Creek	55.15485	79.43834		
195	CMP	Round	Cedar Creek	55.16812	79.43444		
200	Clay	Round	Cedar Creek	55.16538	79.43767		
202	CMP	Round	Cedar Creek	55.16528	79.43697		
204	CMP	Round	Cedar Creek	55.16152	79.43850		
208	CMP	Round	Cedar Creek	55.18188	79.41172		
213	CMP	Round	Cedar Creek	55.18072	79.41396		
242	CMP	Round	Cliff Metcalf	55.11505	79.37204		
243	CMP	Round	Cliff Metcalf	55.11663	79.37391		
244	CMP	Round	Cliff Metcalf	55.11809	79.37791		
245	CMP	Round	Cliff Metcalf	55.1183	79.37817		
246	CMP	Elliptical	Cliff Metcalf	55.1196	79.38113		
247	CMP	Round	Cliff Metcalf	55.11948	79.38121		
248	HDPE	Round	Cliff Metcalf	55.12051	79.38453		
249	CMP	Round	Cliff Metcalf	55.12126	79.38760		
250	CMP	Round	Cliff Metcalf	55.12216	79.39047		
251	CMP	Round	Cliff Metcalf	55.1224	79.39166		
252	CMP	Round	Cliff Metcalf	55.12384	79.39633		
253	HDPE	Round	Cliff Metcalf	55.12400	79.39644		
254	Concrete	Round	Cliff Metcalf	55.12504	79.40282		
255	HDPE	Round	Cliff Metcalf	55.1251	79.4027		
256	Other	Open Ditch	Ira Goetchius	55.18803	79.44065		
257	CMP	Round	Ira Goetchius	55.18799	79.44068		
265	CMP	Round	Cliff Metcalf	55.12628	79.40842		
270	Concrete	Round	Cliff Metcalf	55.12772	79.41314		
272		Round	Cliff Metcalf	55.13147	79.42073		
274	Cast Iron	Round	Cliff Metcalf	55.13160	79.42588		
281	CMP	Round	Auburn Industrial	55.13661	79.52498		
283	CMP	Round	Auburn Industrial	55.13646	79.52499		
284	CMP	Round	Auburn Industrial	55.13563	79.52498		

TABLE C-8: LIST OF OUTFALLS AND RECEIVING WATERS
MCM3 - ILLICIT DISCHARGE DETECTION AND ELIMINATION (MAPPING)

OUTFALL	MATERIAL	DESCRIPTION	RECEIVING WATER	LONGITUDE	LATITUDE	LAST INSPECTED	COMMENTS
286	CMP	Round	Auburn Industrial	55.13272	79.52526		
289	CMP	Round	Auburn Industrial	55.12823	79.525619		
290	CMP	Round	Auburn Industrial	55.12750	79.525893		
298	CMP	Round	Auburn Industrial	55.12782	79.554332		
299	Concrete	Round	Auburn Industrial	55.12763	79.5545		
302	CMP	Round	Auburn Industrial	55.1168	79.556		
321	Concrete	Round	John Diehl	55.10427	79.56928		
396	HDPE	Round	Cedar Creek				
398	HDPE	Round	Cedar Creek				
399	HDPE	Round	Cedar Creek				
402	HDPE	Round	Walter Smith				
403	Steel	Round	Ken Allison Drain				
404	Concrete	Round	Ken Allison Drain				
406	Concrete	Rectangular	Cedar Creek				
407			Cedar Creek				
408	HDPE	Round	John Diehl				
409	HDPE	Round	William Peckhart				
410	Concrete	Round	William Peckhart				

TABLE C-9: INVENTORY OF POST-CONSTRUCTION STRUCTURAL BMPS
MCM5 - POST-CONSTRUCTION STORMWATER RUN-OFF

IDENTIFIER	OWNER	ADDRESS	BMP DESCRIPTION	DRAINAGE AREA DESCRIPTION	CONSTRUCTION INSPECTION DATE	LAST INSPECTION DATE	CURRENT TERM INSPECTION DATE
A	8&69 Addition		Retention Pond				
A1	Holiday Inn Express		Retention Pond				
A2	Astril Senior Living		Retention Pond				
B	15th Street		Marsh/Wetland				
C	Auburn Cord Plaza		Detention Pond				
C1	Auburn Cord Plaza		Detention Pond				
C2	Auburn Cord Plaza		Detention Pond				
D	Auburn Professional Village		Retention Pond				
E	Shiloh		Retention Pond				
F	Metal X		Detention Pond				
F1	Metal X		Detention Pond				
F2	Scott Industries		Retention Pond				
F3	Scott Industries		Retention Pond				
F4	Scott Industries		Retention Pond				
G	Metal Technologies		Retention Pond				
G1	Metal Technologies		Retention Pond				
G2	Metal Technologies		Marsh/Wetland				
VVV	Metal Technologies Corporate Office		Retention Pond				
H	Artistic Carton		Retention Pond				
H1	Artistic Carton		Marsh/Wetland				
H2	Artistic Carton		Marsh/Wetland				
H3	Artistic Carton		Marsh/Wetland				
I	Cardinal Supply		Swale				
I1	Kandall/Cenway		Swale				
J	Hicksville Bank		Detention Pond				
K	W&S Subdivision		Detention Pond				
LLL, L1, L2	Jerry Junction		Marsh/Wetland				
UUU	North Street Storage Unites		Bio-Retention				
L	YMCA North		Detention Pond				
L1	YMCA Soccer Field		Retention Pond				
M	Fairway Farms		Retention Pond				
M1	Greenhurst Golf Course		Retention Pond				
N	Norland Park		Detention Pond				
O	Auburn Hills		Retet				
P	Auburn Hills		Detention Pond				
Q	Auburn Hills		Retention Pond				
R	Auburn Hills		Detention Pond				
S	Auburn Hills		Detention Pond				
T	Auburn Hills		Marsh/Wetland				
U	Auburn Meadows		Retention Pond				
VVV	Auburn Nazarene Church		Retention Pond				
V1	Auburn Nazarene Church		Retention Pond				
W	Greenhurst Glens		Retention Pond				
W1	Greenhurst Glens		Retention Pond				
X	Greenhurst Glens		Retention Pond				
Y	Bridgewater		Retention Pond				
Z	Bridgewater		Retention Pond				
AA	Bridgewater		Retention Pond				
AA1	Bridgewater		Retention Pond				
BB	Bridgewater		Retention Pond				

TABLE C-9: INVENTORY OF POST-CONSTRUCTION STRUCTURAL BMPS
MCM5 - POST-CONSTRUCTION STORMWATER RUN-OFF

IDENTIFIER	OWNER	ADDRESS	BMP DESCRIPTION	DRAINAGE AREA DESCRIPTION	CONSTRUCTION INSPECTION DATE	LAST INSPECTION DATE	CURRENT TERM INSPECTION DATE
BB1	Bridgewater		Retention Pond				
CC	Bridgewater		Retention Pond				
CC1	Bridgewater		Retention Pond				
CC2	Bridgewater		Retention Pond				
DD	Bridgewater		Retention Pond				
DD1	Bridgewater		Retention Pond				
EE	Bridgewater		Retention Pond				
EE1	Bridgewater		Retention Pond				
FF	Bridgewater		Retention Pond				
FF1	Bridgewater		Retention Pond				
FF2	Bridgewater		Retention Pond				
FF3	Bridgewater		Retention Pond				
GG	Bridgewater		Retention Pond				
GGG	Bridgewater		Retention Pond				
GG1	Bridgewater		Retention Pond				
GG2	Bridgewater		Retention Pond				
GG3	Bridgewater		Retention Pond				
GG4	Bridgewater		Retention Pond				
HH	Duesenberg Place		Retention Pond				
GGG	Troon Court		Detention Pond				
EEE	Greenbriar		Detention Pond				
II	Timber Trace		Detention Pond				
JJ	Timber Trace		Detention Pond				
KK	Timber Trace		Detention Pond				
LL	Timber Trace		Marsh/Wetland				
MM	Timber Trace		Marsh/Wetland				
NN	Timber Trace		Detention Pond				
OO	Timber Trace		Retention Pond				
PP	Timber Trace		Retention Pond				
QQ	Timber Trace		Retention Pond				
RR	Auburn Birthing Center		Detention Pond				
SS	Nicholas Street		Detention Pond				
TT	Hunters Glen		Detention Pond				
UUU	Hunters Glen		Detention Pond				
UU1	Hunters Glen		Detention Pond				
QQQ	Hunters Glen		Retention Pond				
VV	Sanders/Dewey		Retention Pond				
XX	Carlex Glass		Detention Pond				
YY	Eagle Lake		Detention Pond				
ZZ1	Girswald		Detention Pond				
ZZ2	Feller Funeral Home		Detention Pond				
AAA	Elm Street		Retention Pond				
BBB	Willenar Park		Detention Pond				
CCC	Elm/Ashwood		Retention Pond				
DDD	Davidson Court		Retention Pond				
HHH	East of Reike Park Pond		Detention Pond				
III	Hospital		Retention Pond				
III1	Sunrise Apartments		Retention Pond				
KKK	Villas of Coventry		Retention Pond				
RRR	Masons Village		Retention Pond				

TABLE C-9: INVENTORY OF POST-CONSTRUCTION STRUCTURAL BMPs
MCM5 - POST-CONSTRUCTION STORMWATER RUN-OFF

IDENTIFIER	OWNER	ADDRESS	BMP DESCRIPTION	DRAINAGE AREA DESCRIPTION	CONSTRUCTION INSPECTION DATE	LAST INSPECTION DATE	CURRENT TERM INSPECTION DATE
SSS	Masons Village		Retention Pond				
TTT	Rieke Park		Retention Pond				
ZZZ	Feller Funeral Home		Retention Pond				
	Hampton Inn		AquaSwirl				
	Hampton Inn		AquaSwirl				
	Marathon Oil		AquaSwirl				
	Centennial		AquaSwirl				
	Bridgewater North		AquaSwirl (x4)				
	Jerry Junction		ADS Unit				
	Jerry Junction		ADS Unit				
	Jerry Junction		ADS Unit				
	Summersett Ridge		Sand Filter				
	Metal Technologies		ADS Unit (x2)				
	Fair Grounds		AquaSwirl				
	McDonalds		AquaSwirl				
	Scott Industries		ADS Unit				
	City of Auburn	Clinton/Stony	AquaSwirl				
	City of Auburn	Thomas Park	AquaSwirl				
	City of Auburn	Wilson & 85h	AquaSwirl				
	City of Auburn	School/Skate Park west of volleyball court	AquaSwirl				
	City of Auburn	ACD Museum east of main parking lot	AquaSwirl				

TABLE C-10 STORMWATER INFRASTRUCTURE OPERATIONS AND MAINTENANCE SCHEDULE
MCM6 - 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 Clean-Up Events																								
Heavy Trash Collection																								
Shoulder & Ditch Stabilization																								
Vegetation Care																								
Outfall Scouring Repairs																								
Conveyance System Repairs																								
Disposal of Animal Waste																								
City Plowing/Salt Application																								

TABLE C-11 INVENTORY OF MS4 FACILITIES
MCM6 - MUNICIPAL OPERATIONS POLLUTION PREVENTION AND GOOD HOUSEKEEPING

NAME	ADDRESS	LATITUDE	LONGITUDE	SITE PERMITS	CONTACT	ALTERNATE CONTACT	PRIORITY SITE? (Y/N)	SWPPP NAME OR N/A
Water Pollution Control	2010 Wayne Street	41.34876	-85.059712	IN0020672	Todd Sattison	Drew Wallace	N	Auburn Water Pollution Control SWPPP
Street Department	101 W Ensley Avenue	41.358086	-85.055044		Steve Graber	William Brandon	Y	Auburn Street Department SWPPP
North Water Plant	800 North Street	41.372969	-85.070398	PWSID 5217001	Randy Harvey	Charles Taylor III	Y	Auburn Water Department SWPPP
South Water Plant	1420 Wayne Street	41.357103	-85.056449	PWSID 5217001	Randy Harvey	Charles Taylor III	Y	Auburn Water Department SWPPP
Police Range	1141 Auburn Dr.	41.350168	-85.071139		Doug Harp		N	N/A
Fire Station 1	4553 CR 35	41.365912	-85.022659		Michael VanZile	Doug Cox	N	Auburn Fire Stations 1 & 2 SWPPP
Fire Station 2	902 S Grandstaff Drive	41.361856	-85.070838		Michael VanZile	Doug Cox	N	Auburn Fire Stations 1 & 2 SWPPP
Electric Department	5066 Co Rd 29	41.346733	-85.053027		Stuart Tuttle	Troy Stahly	Y	Electric Department SWPPP
Park Maintenance Building	104 Utility Drive	41.356896	-85.056465		Eric Ditmars	Tim Smith	Y	Auburn Parks & Recreation Department SWPPP
Rieke Park	1800 N Indiana Ave.	41.380708	-85.061692		Eric Ditmars	Tim Smith	Y	Auburn Parks & Recreation Department SWPPP
Auburn City Building	210 S Cedar Street	41.366227	-85.053886		Mike Ley	Patricia Miller	N	N/A
Concrete Recycling Area		41.347614	-85.070935				N	N/A
Thomas Park	730-745 N. Union Street	41.371748	-85.052775		Eric Ditmars	Tim Smith	N	N/A
Memorial Park	519 Hazel Street	41.361378	-85.064261		Eric Ditmars	Tim Smith	N	N/A

TABLE C-12 ANNUAL ASSESSMENT OF MS4 PROGRAM

REFERENCE	REQUIREMENT	2023 REVIEW	2024 REVIEW	2025 REVIEW	2026 REVIEW
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.				

TABLE C-12 ANNUAL ASSESSMENT OF MS4 PROGRAM

REFERENCE	REQUIREMENT	2023 REVIEW	2024 REVIEW	2025 REVIEW	2026 REVIEW
Section 4.5 (i) MCM 4 (continued)	(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.				
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.				

TABLE C-13 ANNUAL REPORT TRACKING

REFERENCE	REQUIREMENT	ACTIVITY
Public Education, Outreach, Participation and Involvement		
4.3 (h)(1)	Status of measurable goals, program requirements, compliance schedules, and timetables for this MCM. If objectives are not being met for a specific changes made to resolve problems identified. If objectives are not being met for a specific program element, explain the implementation problems encountered, and changes made to resolve problems identified.	
	Community Stormwater Issue Construction MG - Increase awareness of MS4's approval process by providing educational information.	
	Community Stormwater Issue Residential MG - Increase public awareness and knowledge of the proper disposal of grass clippings and leaves by providing educational materials and information to the public.	
	Community Stormwater Issue Commercial/Industrial MG - Increase knowledge of stormwater issues to industrial/commercial sites regulated under current Wellhead Protection and Pretreatment Programs through education.	
	Public Events MG - Increase local knowledge on stormwater issues by providing two public events annually for participation.	
	Educational Materials MG - Organize and review developed materials to ensure the information is relevant prior to distribution.	
	Construction/Post-Construction Training for Builders, Developers, Contractors, and Engineers MG - Increase knowledge of MS4 construction and post-construction processes and procedures to contractors through training.	
	Illicit Discharge Public Education MG - Increase public knowledge illicit discharges through educational efforts.	
	Stormwater Website MG - Increase public awareness and participation by providing stormwater information on the MS4 website.	
	Elected Officials Update MG - Provide an opportunity to inform elected officials of program status and achievements and for the community to be involved with stormwater drainage planning and to express concerns.	
4.3 (h)(2)	A list of each public participation and outreach events 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)(3)	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.	
4.3 (h)(4)	Documentation that presentations were made to elected officials or boards.	
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)	A list of all public education materials used during the reporting period.	
Illicit Discharge, Detection and Elimination		
4.4 (k)(1)	Status of measurable goals, program requirements, compliance schedules, and timetables for this MCM. If objectives are not being met for a specific changes made to resolve problems identified. If objectives are not being met for a specific program element, explain the implementation problems encountered, and changes made to resolve problems identified.	
	Illicit Discharge Ordinance Update MG - Continue to maintain and enforce the illicit discharge ordinance. Review and update to meet the MS4's needs and the permit requirements.	
	Dry Weather Screening MG - Develop a schedule and perform visual inspections of outfalls and screen for illicit discharges. Maintain SOP for staff to follow in performing dry weather screenings.	
	Industrial Facility Mapping MG - Compile the locations and information on industrial facilities in the first year of the permit term.	
	Collection of Hazardous Waste MG - Provide and promote opportunities for disposal of household hazardous waste.	
	Illicit Discharge Detection and Elimination SOPs MG - Maintain SOPs for illicit discharge investigation, dry weather screening, and complaint tracking.	

TABLE C-13 ANNUAL REPORT TRACKING

REFERENCE	REQUIREMENT	ACTIVITY
4.4 (k)(1) (continued)	Public Reporting MG - Promote the methods on how to report stormwater complaints. Investigate potential illicit discharges within 2 business days. Maintain an SOP for public reporting.	
	Develop Storm Sewer System Map MG - 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 in the map.	
	IDDE Training for MS4 Staff MG - Revise or develop training materials for staff training within 360 days of permit coverage. Provide training to applicable staff members annually. Provide training within specified timeframes for new hires and applicable seasonal employees.	
	Review of CSOOP and LTCP MG	
	Review of Receiving Water TMDLs MG - Review the USEPA approved TMDLs and 303(d) lists at the beginning of each permit term. Add information to SWQMP and WQCR and update BMPs accordingly.	
4.4 (k)(2)	IDDE program updates.	
4.4 (k)(3)	A summary of any storm sewer system mapping changes to the stormwater outfall and conveyance maps.	
4.4 (k)(4)	Number of new MS4 outfalls mapped.	
4.4 (k)(5)	Number and location of dry weather outfalls screened for illicit discharges.	
4.4 (k)(6)	Number and location of illicit discharges detected.	
4.4 (k)(7)	Number and location of illicit discharges eliminated.	
4.4 (k)(8)	Number of illicit discharges and/or spills reported to the MS4 entity.	
4.4 (k)(9)	Number of enforcement actions taken by the MS4 entity.	
Construction Site Stormwater Run-Off		
4.5 (m)(1)	Status of measurable goals, program requirements, compliance schedules, and timetables for this MCM. If objectives are not being met for a specific changes made to resolve problems identified. If objectives are not being met for a specific program element, explain the implementation problems encountered, and changes made to resolve problems identified.	
	Construction Stormwater Ordinance and Standards MG - Develop and implement an ordinance that is consistent with the requirements of the MS4GP and CSGP.	
	Construction Stormwater Plan Review MG - Review applicable construction projects per the ordinance, standards, MS4GP and CSGP. Maintain SOPs for the plan review process.	
	CSGP Compliance for MS4 Owned Projects MG - Submit all CSGP qualifying construction projects for plan review. Develop an SOP for CSGP submittals across all MS4 departments.	
	Construction Priority Sites MG - Evaluate all qualifying construction projects for priority during the plan review process. Include the identification of priority sites in the plan review process SOP.	
	Construction Site Inspections MG - Complete construction site inspections per required frequency. Develop and maintain SOPs for inspections.	
	Construction Enforcement MG - Develop and maintain SOP(s) for enforcement actions. Document non-compliance and enforcement actions on the inspection form.	
	Construction Stormwater Project Inventory MG - Track all CSGP construction sites and their status.	
	Construction Training for Inspection, Plan Review and Enforcement MG - Increase plan reviewer and construction inspector knowledge by receiving annual training.	
	Construction Complaints MG - Reduce sediment loss/migration and prevention of other construction site stormwater pollutants from impacting MS4 stormwater conveyances. Develop and maintain SOP(s) for complaints.	
4.5 (m)(2)	The number of construction projects owned and/or operated by the MS4 entity that are active at the time of submittal.	

TABLE C-13 ANNUAL REPORT TRACKING

REFERENCE	REQUIREMENT	ACTIVITY
4.5 (m)(3)	The number of construction sites obtaining a MS4 entity-issued stormwater run-off permit or authorization to discharge.	
4.5 (m)(4)	The number of construction sites inspected.	
4.5 (m)(5)	The number and type of enforcement actions taken.	
4.5 (m)(6)	The number of public information requests and/or complaints received.	
Post-Construction Stormwater Run-Off		
4.6 (j)(1)	Status of measurable goals, program requirements, compliance schedules, and timetables for this MCM. If objectives are not being met for a specific changes made to resolve problems identified. If objectives are not being met for a specific program element, explain the implementation problems encountered, and changes made to resolve problems identified.	
	Post-Construction Stormwater Ordinance and Standards MG - Review and update the ordinance to include stormwater quality and quantity requirements.	
	Post-Construction Plan Review MG - Review construction projects per the ordinance, standards, MS4GP and CSGP. Maintain SOPs for the plan review process.	
	Post-Construction Inspections (MS4-Owned) MG - Follow the Standards for MS4-owned stormwater measures. Develop and maintain SOPs for inspections. Complete post-construction inspections for MS4-owned measures per the schedule.	
	Post-Construction Inspections (Privately-Owned) MG - Develop a method to record private O&M Manuals with the property. Develop and maintain SOPs for inspections. Complete post-construction inspections for private measures per the schedule.	
	Post-Construction Training for Inspection, Plan Review and Enforcement MG - Increase plan reviewer and inspector knowledge by receiving annual training.	
4.6 (j)(2)	Updates to the post-construction ordinance or regulatory mechanism.	
4.6 (j)(3)	Number of sites requiring post-construction controls.	
4.6 (j)(4)	Number, type, and location of structural measures installed.	
4.6 (j)(5)	Number, type, and location of structural measures modified to function properly or improve water quality benefits.	
4.6 (j)(6)	Number, type, and location of structural measures inspected to ensure each meets design requirements and/or are being maintained.	
Municipal Operations Good Housekeeping and Pollution Prevention		
4.7 (n)(1)	Status of measurable goals, program requirements, compliance schedules, and timetables for this MCM. If objectives are not being met for a specific changes made to resolve problems identified. If objectives are not being met for a specific program element, explain the implementation problems encountered, and changes made to resolve problems identified.	
	Inventory of MS4 Facilities MG - Identify MS4 facilities, prioritize pollution generating sites, and maintain the inventory and map.	
	Stormwater Pollution Prevention Plans MG - Maintain site SWPPPs and update annually.	
	Quarterly Facility Inspections MG - Complete inspections quarterly and maintain with SWPPPs	
	Annual Facility Assessment MG - Complete assessments annually and maintain with SWPPP.	
	Periodic Litter Collection MG - Collect litter to prevent conveyance contamination and clogging. Develop and maintain SOP.	
	Stormwater Infrastructure Maintenance MG - Reduce the amount of floatables and other pollutants discharged by cleaning stormwater structures and conveyances. Develop and maintain SOP.	
	Roadside Vegetation, Shoulder & Ditch Stabilization MG - Notify the County Surveyor when shoulders and ditches require repairs.	
	Remediation of Outfall Scouring MG - Repair stormwater outfalls to prevent sedimentation from entering conveyances. Develop and maintain SOP.	
	Disposal of Animal Waste MG - Facilitate proper disposal of animal waste from public parks.	
	City-Wide Snow and Salt Management MG - Reduce the amount of stored salt exposed through proper management.	

TABLE C-13 ANNUAL REPORT TRACKING

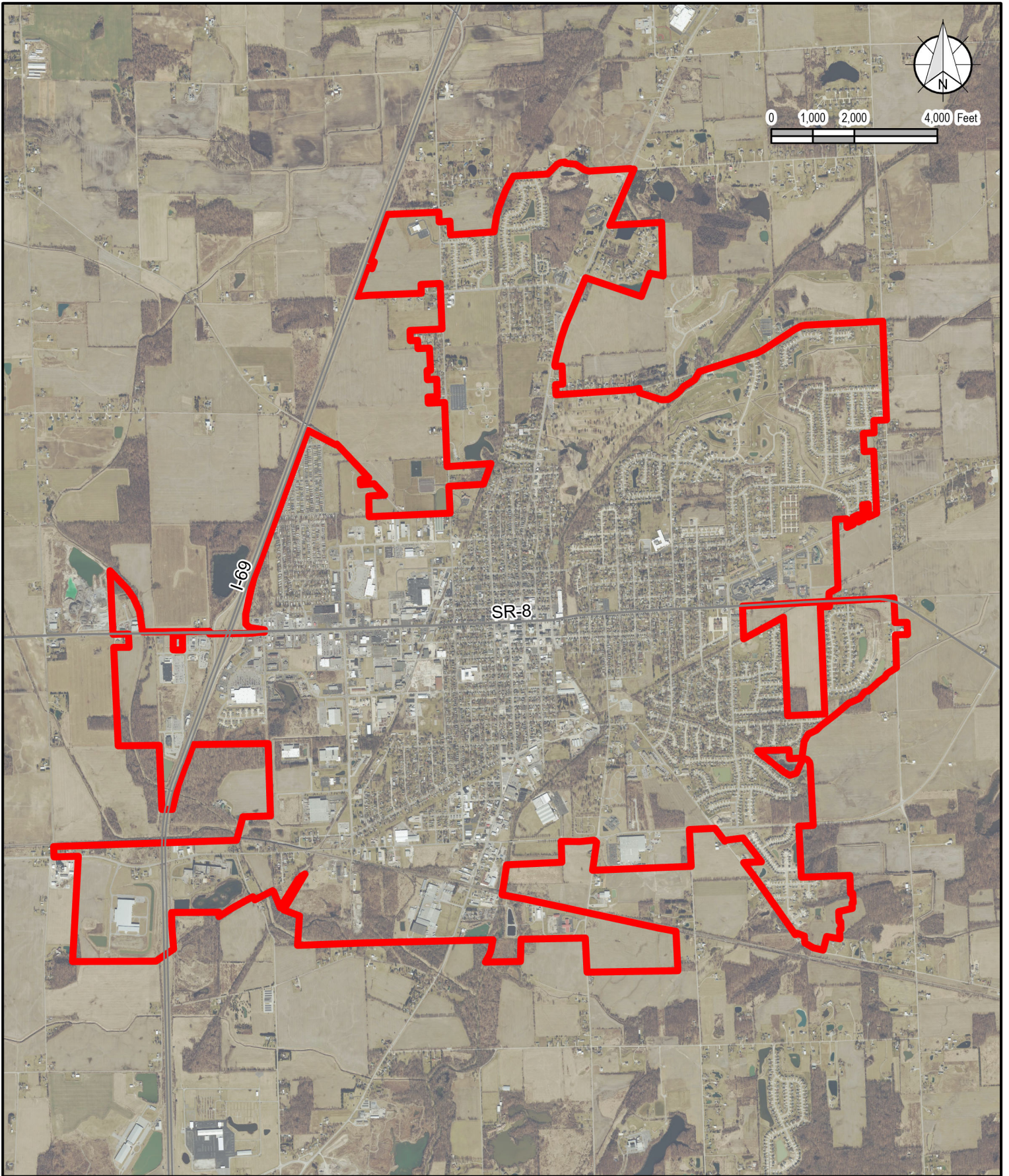
REFERENCE	REQUIREMENT	ACTIVITY
4.7 (n)(1) (continued)	City Sweeping MG - Reduce the amount of pollutants discharged to stormwater infrastructure by sweeping public streets and municipal parking lots. Develop and maintain SOP.	
	Stormwater Practices for Outside Entities MG - Train contractors on MS4 stormwater management policies and procedures.	
	Flood Control Structures MG - Document that all new MS4-controlled flood management projects are evaluated for water quality impacts.	
	Municipal Operations Training MG - Increase employee awareness of stormwater issues by providing annual training.	
4.7 (n)(2)	Number and location of stormwater outfalls and conveyance systems that have been repaired.	
4.7 (n)(3)	Estimated amount of material collected from stormwater drainage system cleaning including the disposal methods utilized.	
4.7 (n)(4)	Estimated amount of material collected from street sweeping, if applicable, including the disposal methods utilized.	
4.7 (n)(5)	Number and location of de-icing salt and sand storage areas and methods used to minimize stormwater exposure.	
Misc.		
5.1 (c)(4)	TMDL Implementation - provide documentation in the annual report of installation and maintenance of stormwater management measures and principles that have been implemented.	
8.1 (a)(1)	Relevant sections of the SWQMP that have been modified.	
8.1 (a)(2)	Updates of measurable goals for each minimum control measure (MCM).	
8.1 (a)(3)	Progress towards development, implementation, and enforcement of all MCMs. Report on all items identified in the annual report section associated with each MCM.	
8.1 (a)(4)	Status of ordinance development and/or modification.	
8.1 (a)(5)	New and on-going water quality characterization data.	
8.1 (a)(6)	Updated list of receiving waters.	
8.1 (a)(7)	A description of progress to meet a TMDL WLA or improve water quality in the 303d listed impairments.	
8.1 (a)(8)	Implementation problems encountered, including program changes made to address ineffectiveness or infeasibility.	
8.1 (a)(9)	New funding sources and expenditures.	
8.1 (a)(10)	MS4 jurisdictional boundaries as required by Section 4.2 (a)(1). Identify land areas removed or added to the jurisdictional area of the MS4.	
8.1 (a)(11)	Stormwater system map as required by 4.4 (f)(1) through (4).	
8.1 (a)(12)	A final program assessment, including a comprehensive review of all goals and objectives, program achievements, and areas identified to improve and enhance program effectiveness.	
8.1 (a)(13)	All required elements of the annual report must be completed or use of not applicable must have an explanation.	

APPENDIX D

Program Figures

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Figure D-1	MS4 Boundary Map
Figure D-2	Industrial Facilities Map
Figure D-3	MS4 Facilities Map

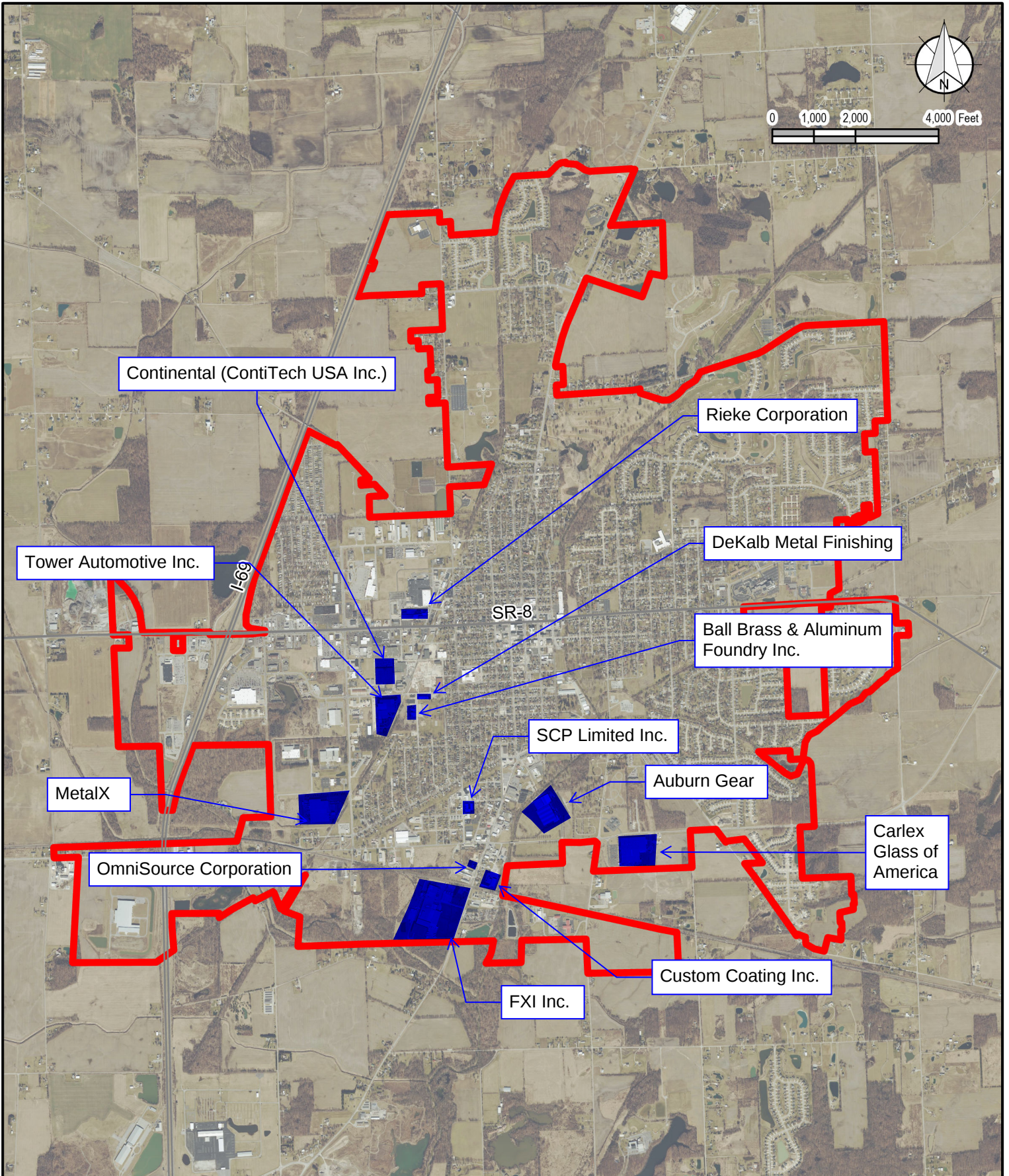


Legend

 MS4 Boundary

EXHIBIT D-1
MS4 BOUNDARY MAP

Stormwater Quality Management Plan
City of Auburn, Indiana
Project No. 237821
December 2022

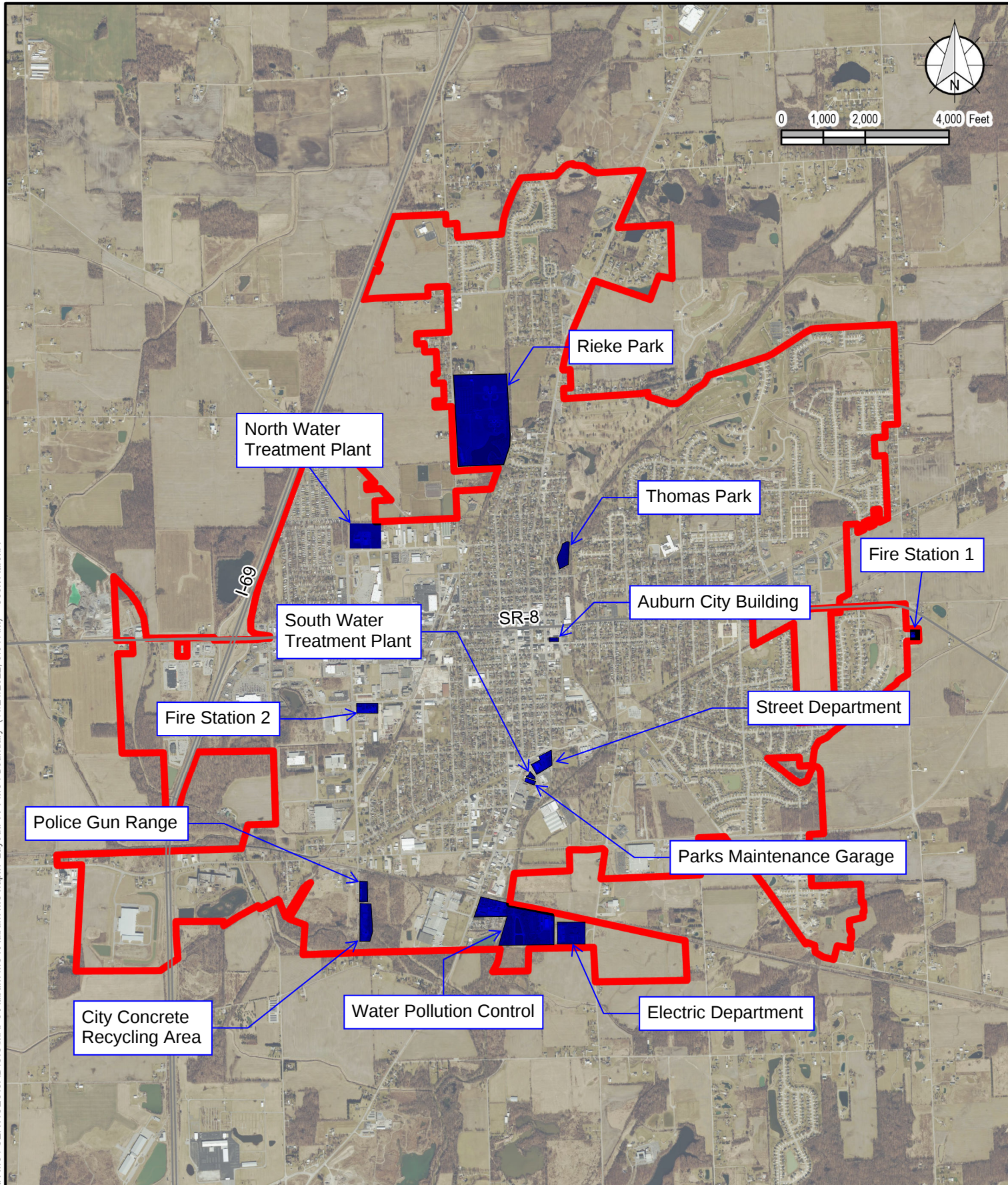


Legend

 MS4 Boundary

EXHIBIT D-2
INDUSTRIAL FACILITIES MAP

Stormwater Quality Management Plan
City of Auburn, Indiana
Project No. 237821
December 2022



Legend

 MS4 Boundary

EXHIBIT D-3
MS4 FACILITIES MAP

Stormwater Quality Management Plan
City of Auburn, Indiana
Project No. 237821
December 2022

APPENDIX E

Stormwater Ordinances

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Chapter 160 Rules Related to the Illicit Discharge and Connection to the Storm Water Drains within the City of Auburn, IN

Chapter 161 Storm Water Runoff Control

Chapter 162 Post-Construction Storm Water Control

APPENDIX F

Program Forms

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Outfall Inspection (Dry & Wet Weather) Form
Sanitary Sewer Maintenance Division Complaint Memorandum
Structural BMP Inspection Form



Auburn, Indiana
Illicit Discharge Detection & Elimination
MS4 Program

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: _____

City of Auburn

Sanitary Sewer Maintenance Division

Complaint Memorandum

Date-*Click or tap to enter a date.*

Time-

Location of Complaint-

Complaint Made By-

Telephone #

Check if Emergency-

Nature of Complaint

Sewer Tap Stopped-☐

CB Stopped-☐

Storm Sewer Stopped-☐

CB Cover Off or Broken-☐

MH Cover Off or Broken-☐

Noisy MH Cover-☐

Explosive Condition-☐

Street Flooded-☐

Sewage Leak-☐

Health in Danger-☐

Basement Flooding-☐

Debris on Street-☐

Bad Odor-☐

Sink hole-☐

Lost Article-☐

Outfall Scouring-☐

Ditches/Swales-☐

Field Report-Condition- Do not enter O.K.

Investigated by-

Date-*Click or tap to enter a date.* Time-

Condition Found-

Owner issue- ☐

City Issue-☐



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:

APPENDIX G

Standard Operating Procedures

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Dry Weather Screening SOP
IDDE Investigation SOP
Public Reporting SOP
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APPENDIX H

Annual Report