

GARDEN CITY MS4 STORMWATER DISCHARGE APPLICATION

Permit No: MIG610012

Submitted by:



Garden City
31800 Beechwood
Garden City, MI 48135
734-793-1600



In collaboration with:



46036 Michigan Ave., Suite 126
Canton, Michigan 48188
www.allianceofcommunities.com

April 1, 2016



State of Michigan

National Pollutant Discharge Elimination System

Permit Application for Discharge of Storm Water to Surface Waters of the State from a Municipal Separate Storm Sewer System

DEPARTMENT OF ENVIRONMENTAL QUALITY
WATER RESOURCES DIVISION
PERMITS SECTION
TELEPHONE: 517-284-5568
FAX: 517-241-9003



Michigan Department of Environmental Quality – Water Resources Division
STORM WATER DISCHARGE PERMIT APPLICATION

PURPOSE AND AUTHORITY

The National Pollutant Discharge Elimination System (NPDES) Program protects the surface waters of the state by assuring that discharges of wastewater comply with state and federal regulations. Anyone discharging or proposing to discharge wastewater to the surface waters of the state are required to make application for and obtain a valid NPDES permit prior to wastewater discharge.

NPDES permits are required under Section 402 of the Federal Clean Water Act (the “Federal Act”), as amended (33 U.S.C. 1251 et seq., P.L. 92-500, 95-217), and under Part 31, Water Resources Protection, of Michigan’s “Natural Resources and Environmental Protection Act”, 1994 PA 451, as amended (NREPA). Part 31 of the NREPA also provides authority for the State to issue NPDES permits. The Michigan Department of Environmental Quality (DEQ) administers the NPDES permit program for the State of Michigan.

This Application should be used to apply for a storm water discharge from a regulated Municipal Separate Storm Sewer System (MS4) to the surface waters of the state.

ELIGIBLE PERMITTEES

Except as excluded below, any public body that owns or operates a regulated MS4 may be eligible for permit coverage including, but not limited to, the United States, the State of Michigan, a city, village, township, county, public school district, public college or university, a single purpose governmental agency, or any other governing body which is created by federal or state statute or law.

The DEQ will determine eligibility for permit coverage.

Nongovernmental entities, such as individuals, private schools, private colleges, and private universities, or industrial and commercial entities, are not eligible for permit coverage.

PENALTIES

The information in this Application is required by the Part 21 Rules of the NREPA. A municipality, business, or industry that violates the Part 21 Rules may be enjoined by action commenced by the Attorney General in a court of competent jurisdiction.

Federal and State laws provide penalties for submitting false application information. The laws imposing those penalties are cited below.

The Federal Act, Section 309(c)(4): “Any person who knowingly makes any false material statement, representation, or certification in any application, record, report, plan, or other document filed or required to be maintained under this chapter or who knowingly falsifies, tampers with, or renders inaccurate any monitoring device or method required to be maintained under this chapter, shall upon conviction, be punished by a fine of not more than \$10,000, or by imprisonment for not more than 2 years, or by both. If a conviction of a person is for a violation committed after a first conviction of such person under this paragraph, punishment shall be a fine of not more than \$20,000 per day of violation, or by imprisonment of not more than 4 years, or by both.”

The NREPA, Section 3115(2): “A person who at the time of the violation knew or should have known that he or she discharged a substance contrary to this part, or contrary to a permit or order issued or rule promulgated under this part, or who intentionally makes a false statement, representation, or certification in an application form pertaining to a permit or in a notice or report required by the terms and conditions of an issued permit, or who intentionally renders inaccurate a monitoring device or record required to be maintained by the department, is guilty of a felony and shall be fined not less than \$2,500.00 or more than \$25,000.00 for each violation. The court may impose an additional fine of not more than \$25,000.00 for each day during which the unlawful discharge occurred. If the conviction is for a violation committed after a first conviction of the person under this subsection, the court shall impose a fine of not less than \$25,000.00 per day and not more than \$50,000.00 per day of violation. Upon conviction, in addition to a fine, the court, in its discretion may sentence the defendant to imprisonment for not more than 2 years or impose probation upon a person for a violation of this part. With the exception of the issuance of criminal complaints, issuance of warrants, and the holding of an arraignment, the circuit court for the county in which the violation occurred has exclusive jurisdiction. However, the person shall not be subject to the penalties of this subsection if the discharge of the effluent is in conformance with and obedient to a rule, order, or permit of the department. In addition to a fine, the attorney general may file a civil suit in a court of competent jurisdiction to recover the full value of the injuries done to the natural resources of the state and the costs of surveillance and enforcement by the state resulting from the violation.”

The Michigan Department of Environmental Quality will not discriminate against any individual or group on the basis of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. Questions or concerns should be directed to the Office of Personnel Services, P.O. Box 30473, Lansing, MI 48909.

Michigan Department of Environmental Quality – Water Resources Division
STORM WATER DISCHARGE PERMIT APPLICATION

Applicants for either new permit coverage or reissuance of a permit shall include all of the following requested information for Sections I-VIII.

SECTION I. APPLICANT NAME AND MAILING ADDRESS	Current Permit/COC Number (if applicable)
--	---

Additional Applicant Name Information

Street Address or P.O. Box	e-mail
----------------------------	--------

City or Village	State	ZIP Code
-----------------	-------	----------

Telephone (with area code)	FAX Number (with area code)
----------------------------	-----------------------------

SECTION II. CONTACTS	<input type="checkbox"/> Application Contact <input type="checkbox"/> Storm Water Program Manager <input type="checkbox"/> Storm Water Billing	First Name	Last Name		
		Title	Business		
		Address 1	Address 2		
		City	State	ZIP Code	
		Telephone (with area code)	FAX (with area code)	e-mail	
		First Name	Last Name		
	<input type="checkbox"/> Application Contact <input type="checkbox"/> Storm Water Program Manager <input type="checkbox"/> Storm Water Billing	Title	Business		
		Address 1	Address 2		
		City	State	ZIP Code	
		Telephone (with area code)	FAX (with area code)	e-mail	
		First Name	Last Name		
		<input type="checkbox"/> Application Contact <input type="checkbox"/> Storm Water Program Manager <input type="checkbox"/> Storm Water Billing	Title	Business	
	Address 1		Address 2		
	City		State	Zip Code	
	Telephone (with area code)		FAX (with area code)	e-mail	

SECTION III. PERMIT ACTION REQUESTED: <input type="checkbox"/> New Authorization <input type="checkbox"/> Reissuance of Previous Authorization <input type="checkbox"/> Modification of Current Permit

Michigan Department of Environmental Quality – Water Resources Division
STORM WATER DISCHARGE PERMIT APPLICATION

SECTION IV. REGULATED AREA

Provide a map identifying the urbanized area within the applicant's jurisdictional boundary as defined by the 2010 Census. The regulated municipal separate storm sewer system (MS4) means an MS4 owned or operated by a city, village, township, county, district, association, or other public body created by or pursuant to state law and the nested MS4 identified in Section VI. that is located in an urbanized area and discharges storm water into surface waters of the state. The 2010 Census maps are located at http://www.michigan.gov/documents/deq/wrd-stormwater-urbanizedareas_374344_7.pdf

Location of Urbanized Area Map: *e.g., Attachment A* _____

SECTION V. OUTFALLS AND POINTS OF DISCHARGE

Identify and provide the surface water of the state that receives the discharge from each of the applicant's outfalls and points of discharge in Table 1 or an alternative format. Please note that an MS4 is not a surface water of the state. For example, an open county drain that is a surface water of the state is not an MS4.

Outfalls and Points of Discharge Location Reference: *e.g., Attachment B* _____

SECTION VI. NESTED JURISDICTIONS

Submit the name and general description of each nested MS4 for which a cooperative agreement has been reached to carry out the terms and conditions of the permit for the nested jurisdiction. The applicant shall be responsible for assuring compliance with the permit for those nested jurisdictions with which they have entered into an agreement and listed as part of the Application. If the primary jurisdiction and the nested jurisdiction agree to cooperate so that the terms and conditions of the permit are met for the nested MS4, the nested jurisdiction does not need to apply for a separate permit. A city, village, or township shall not be a nested jurisdiction.

NESTED JURISDICTION NAME AND GENERAL DESCRIPTION:

SECTION VII. STORM WATER MANAGEMENT PROGRAM (SWMP)

This Application requires a description of the Best Management Practices (BMPs) the applicant will implement for each minimum control measure and the applicable water quality requirements during this permit cycle. The applicant shall incorporate the BMPs to develop a SWMP as part of the Application. The SWMP shall be developed, implemented, and enforced to reduce the discharge of pollutants from the MS4 to the Maximum Extent Practicable and protect water quality in accordance with the appropriate water quality requirements of the NREPA 451, Public Acts of 1994, Part 31, and the Federal Water Pollution Control Act, as amended, (33 U.S.C. 1251 *et seq.*). The Maximum Extent Practicable may be met by implementing the BMPs identified in the SWMP and demonstrating the effectiveness of the BMPs. The applicant shall attach any appropriate and necessary documentation to demonstrate compliance with the six minimum control measures and applicable water quality requirements as part of the Application.

The applicant shall complete this Application to the best of its knowledge and ensure that it is true, accurate, and meets the minimum requirements for a SWMP to the Maximum Extent Practicable.

When answering the questions in this section of the Application, the applicant's MS4 encompasses what the applicant identified in Sections IV, V, and VI, above. The applicant shall include a measurable goal for each BMP. Each measurable goal shall include, as appropriate, a schedule for BMP implementation (months and years), including interim milestones and the frequency of the action. Each measurable goal shall have a measure of assessment to measure progress towards achieving the measurable goal. A United States Environmental Protection Agency (USEPA) guidance document on measurable goals is available at http://water.epa.gov/polwaste/npdes/swbmp/upload/measurablegoals.pdf#_ga=1.38737702.463004347.1438199466.

Several minimum control measures include a statement requesting the applicant to indicate in the response if you are, or will be, working collaboratively with watershed or regional partners on any or all activities to meet the minimum control measure requirements. If the applicant chooses to work collaboratively with watershed or regional partners to implement parts of the SWMP, each applicant will be responsible for complying with the minimum permit requirements.

For purposes of this Application, a procedure means a written process, policy or other mechanism describing how the applicant will implement minimum requirements. It may be helpful to read all questions in each section first.

Enforcement Response Procedure (ERP)

The applicant shall describe the current and proposed enforcement responses to address violations of the applicant's ordinances and regulatory mechanisms identified in the SWMP. The following question represents the minimum requirement for the ERP. Please complete the question below.

Michigan Department of Environmental Quality – Water Resources Division
STORM WATER DISCHARGE PERMIT APPLICATION

1. Provide the ERP. The ERP shall include the applicant's expected response to violations to compel compliance with an ordinance or regulatory mechanism implemented by the applicant in the SWMP (e.g., written notices, citations, and fines). The ERP shall contain a method for tracking instances of non-compliance, including, as appropriate, the entity responsible for violating the applicant's ordinance or regulatory mechanism, the date and location of the violation, a description of the violation, a description of the enforcement response used, a schedule for returning to compliance, and the date the violation was resolved. The applicant may keep an electronic file or hard copy file of the enforcement tracking.

ERP Reference (page and paragraph of attachments): e.g., *Attachment A, Page 3, Section b.* _____

Public Participation/Involvement Program (PPP)

The applicant shall describe the current and proposed BMPs to meet the minimum control measure requirements for the PPP to the maximum extent practicable, which shall be incorporated into the SWMP. Please indicate in your response if you are, or will be, working collaboratively with watershed or regional partners on any or all activities in the PPP during the permit cycle (i.e., identify collaborative efforts in the procedures). The following questions represent the minimum control measure requirements for the PPP. Please complete all the questions below. A measurable goal with a measure of assessment shall be included for each BMP, and, as appropriate, a schedule for implementation (months and years), including interim milestones and the frequency of the BMP.

☐ Proposing to work collaboratively on any or all activities in the PPP during the permit cycle.

2. Provide the procedure for making the SWMP available for public inspection and comment. The procedure shall include a process for notifying the public when and where the SWMP is available and of opportunities to provide comment. The procedure shall also include a process for complying with local public notice requirements, as appropriate.

Procedure Reference (page and paragraph of attachments): e.g., *Attachment A, Page 3, Section b.* _____

3. Provide the procedure for inviting public involvement and participation in the implementation and periodic review of the SWMP.

Procedure Reference (page and paragraph of attachments): _____

Public Education Program (PEP)

The applicant shall describe the current and proposed BMPs to meet the minimum control measure requirements for the PEP to the maximum extent practicable, which shall be incorporated into the SWMP. Please indicate in your response if you are, or will be, working collaboratively with watershed or regional partners on any or all activities in the PEP during the permit cycle. The following questions represent the minimum requirements for the PEP. Please complete all the questions below. A measurable goal with a measure of assessment shall be included for each BMP, and, as appropriate, a schedule for implementation (months and years), including interim milestones and the frequency of the BMP. The responses shall reflect the nested MS4s identified in Section VI.

☐ Proposing to work collaboratively on any or all activities in the PEP during the permit cycle.

4. Provide the procedure with the assessment of high priority, community-wide issues and targeted issues to reduce pollutants in storm water runoff as part of the PEP. The assessment shall include a list of the priority issues.

☐ Procedure Reference (page and paragraph of attachments): e.g., *Attachment A, Page 3, Section b* _____

☐ Not applicable – PEP topics will not be prioritized.

5. The applicant shall identify applicable PEP topics below and, if prioritizing topics, prioritize based on the assessment in Question 4. The PEP topics may be prioritized as high, medium, and low or in order from 1-11 based on the assigned priority level (e.g., 1 being the highest priority topic and 11 being the lowest priority topic). For each applicable topic, identify the target audience; key message; delivery mechanism; year and frequency the BMP will be implemented; and the responsible party.

For each topic below, complete one or more of the following

- Fill out Table 2 for each applicable PEP topic.
- Reference the page number in your existing PEP document.
- Explain why the PEP activity is not applicable or a priority issue.

- A. Promote public responsibility and stewardship in the applicant's watershed(s).

Priority Ranking _____

☐ See Table 2

☐ Attach existing approved PEP (page and paragraph of attachments): _____

☐ Not applicable. Provide explanation below.

Michigan Department of Environmental Quality – Water Resources Division
STORM WATER DISCHARGE PERMIT APPLICATION

- B. Inform and educate the public about the connection of the MS4 to area waterbodies and the potential impacts discharges could have on surface waters of the state.

Priority Ranking _____

- ☐ See Table 2
☐ Attach existing approved PEP (page and paragraph of attachments): _____
☐ Not applicable. Provide explanation below.

- C. Educate the public on illicit discharges and promote public reporting of illicit discharges and improper disposal of materials into the MS4.

Priority Ranking _____

- ☐ See Table 2
☐ Attach existing approved PEP (page and paragraph of attachments): _____
☐ Not applicable. Provide explanation below.

- D. Promote preferred cleaning materials and procedures for car, pavement, and power washing.

Priority Ranking _____

- ☐ See Table 2
☐ Attach existing approved PEP (page and paragraph of attachments): _____
☐ Not applicable. Provide explanation below.

- E. Inform and educate the public on proper application and disposal of pesticides, herbicides, and fertilizers.

Priority Ranking _____

- ☐ See Table 2
☐ Attach existing approved PEP (page and paragraph of attachments): _____
☐ Not applicable. Provide explanation below.

- F. Promote proper disposal practices for grass clippings, leaf litter, and animal wastes that may enter into the MS4.

Priority Ranking _____

- ☐ See Table 2
☐ Attach existing approved PEP (page and paragraph of attachments): _____
☐ Not applicable. Provide explanation below.

- G. Identify and promote the availability, location, and requirements of facilities for collection or disposal of household hazardous wastes, travel trailer sanitary wastes, chemicals, and motor vehicle fluids.

Priority Ranking _____

- ☐ See Table 2
☐ Attach existing approved PEP (page and paragraph of attachments): _____
☐ Not applicable. Provide explanation below.

- H. Inform and educate the public on proper septic system care and maintenance, and how to recognize system failure.

Priority Ranking _____

- ☐ See Table 2
☐ Attach existing approved PEP (page and paragraph of attachments): _____
☐ Not applicable. Provide explanation below.

Michigan Department of Environmental Quality – Water Resources Division
STORM WATER DISCHARGE PERMIT APPLICATION

- I. Educate the public on, and promote the benefits of, green infrastructure and Low Impact Development.

Priority Ranking _____

☐ See Table 2

☐ Attach existing approved PEP (page and paragraph of attachments): _____

☐ Not applicable. Provide explanation below.

- J. Identify and educate commercial, industrial, and institutional entities likely to contribute pollutants to storm water runoff.

Priority Ranking _____

☐ See Table 2

☐ Attach existing approved PEP (page and paragraph of attachments): _____

☐ Not applicable. Provide explanation below.

6. Provide the procedure for evaluating and determining the effectiveness of the overall PEP. The procedure shall include a method for assessing changes in public awareness and behavior resulting from the implementation of the PEP and the process for modifying the PEP to address ineffective implementation.

Procedure Reference (page and paragraph of attachments): _____

Illicit Discharge Elimination Program (IDEP)

The applicant shall describe the current and proposed BMPs to meet the minimum control measure requirements for the IDEP to the Maximum Extent Practicable, which shall be incorporated into the SWMP. Please indicate in your response if you are or will be working collaboratively with watershed or regional partners on any or all BMPs in the IDEP during the permit cycle (e.g., identify collaborative efforts in the procedures). The following questions represent the minimum control measure requirements for the IDEP. Please complete all the questions below. A measurable goal with a measure of assessment shall be included for each BMP, and, as appropriate, a schedule for implementation (months and years), including interim milestones and the frequency of the BMP. The responses shall reflect the nested MS4s identified in Section VI.

The following definitions apply to the terms used below:

- **Illicit Discharge:** Any discharge to, or seepage into, an MS4 that is not composed entirely of storm water or uncontaminated groundwater except discharges pursuant to an NPDES permit. A discharge that originates from the applicant's property and meets the illicit discharge definition is considered an illicit discharge.
- **Illicit Connection:** A physical connection to an MS4 that primarily conveys non-storm water discharges other than uncontaminated groundwater into the MS4; or a physical connection not authorized or permitted by the local authority, where a local authority requires authorization or a permit for physical connections.

The following resources are available to assist with the development of an IDEP.

- The MDEQ has an IDEP Compliance Assistance Document available at http://michigan.gov/documents/deg/wrd-storm-MS4-IDEP-ComplianceAssistance_473378_7.pdf.
- The Center for Watershed Protection has a guide available at http://water.epa.gov/polwaste/npdes/stormwater/upload/idde_manualwithappendices.pdf#_ga=1.139876918.463004347.1438199466.

☐ Proposing to work collaboratively on any or all BMPs in the IDEP during the permit cycle.

Storm Sewer System Map

7. Provide the location where an up-to-date storm sewer system map(s) is available. The map(s) shall identify the following: the storm sewer system, the location of all outfalls and points of discharge, and the names and location of the surface waters of the state that receive discharges from the permittee's MS4 (for both outfalls and points of discharge). A separate storm sewer system includes: roads, catch basins, curbs, gutters, parking lots, ditches, conduits, pumping devices, and man-made channels. A storm sewer system map(s) may include available diagrams, such as certification maps, road maps showing rights-of-way, as-built drawings, or other hard copy or digital representation of the storm sewer system.

The map (or maps) is available at the following location: e.g., *The Department of Public Works front office* _____

Michigan Department of Environmental Quality – Water Resources Division
STORM WATER DISCHARGE PERMIT APPLICATION

Illicit Discharge Identification and Investigation

8. Provide the procedure for prioritizing the applicant's MS4 for detecting non-storm water discharges. The goal of the prioritization process is to target areas with high illicit discharge potential. The procedure shall document the process for selecting each priority area using the list below.

- Areas with older infrastructure
- Industrial, commercial, or mixed use areas
- Areas with a history of past illicit discharges
- Areas with a history of illegal dumping
- Areas with septic systems
- Areas with older sewer lines or with a history of sewer overflows or cross-connections
- Areas with sewer conversions or historic combined sewer systems
- Areas with poor dry-weather water quality
- Areas with water quality impacts, including waterbodies identified in a Total Maximum Daily Load
- Priority areas applicable to the applicant not identified above

☐ Procedure Reference (page and paragraph of attachments): *e.g., Attachment A, Page 3, Section b* _____

☐ Not applicable – The applicant will perform illicit discharge identification and investigation throughout the entire MS4. Skip to Question 10.

9. Provide the geographical location of each prioritized area using either a narrative description or map and identify the prioritized areas that will be targeted during the permit cycle.

IDEP Prioritized Areas (page and paragraph of attachments): _____

10. Provide the procedure for performing field observations at all outfalls and points of discharge in the priority areas as identified in the procedure above or for the entire MS4 during dry-weather at least once during the permit cycle. The procedure shall include a schedule for completing the field observations during the permit cycle or more expeditiously if the applicant becomes aware of a non-storm water discharge. *As part of the procedure, the applicant may submit an interagency agreement with the owner or operator of the downstream MS4 identifying responsibilities for ensuring an illicit discharge is eliminated if originating from the applicant's point(s) of discharge. The interagency agreement would eliminate the requirement for performing a field observation at that point(s) of discharge. Areas not covered by the interagency agreement shall be identified with a schedule for performing field observations included in the procedure.*

The focus of the field observation shall be to observe the following:

- | | |
|--|-----------------------|
| • Presence/absence of flow | • Water clarity |
| • Deposits/stains on the discharge structure or bank | • Color |
| • Vegetation condition | • Odor |
| • Structural condition | • Floatable materials |
| • Biology, such as bacterial sheens, algae, and slimes | |

Procedure Reference (page and paragraph of attachments): _____

11. Provide the procedure for performing field screening if flow is observed at an outfall or point of discharge and the source of an illicit discharge is not identified during the field observation. Field screening shall include analyzing the discharge for indicator parameters (e.g., ammonia, fluoride, detergents, and pH). The procedure shall include a schedule for performing field screening.

Procedure Reference (page and paragraph of attachments): _____

12. Provide the procedure for performing a source investigation if the source of an illicit discharge is not identified by field screening. The procedure shall include a schedule for performing a source investigation.

Procedure Reference (page and paragraph of attachments): _____

13. Provide the procedure for responding to illegal dumping/spills. The procedure shall include a schedule for responding to complaints, performing field observations, and follow-up field screening and source investigations as appropriate.

Procedure Reference (page and paragraph of attachments): _____

14. Provide the procedure for responding to illicit discharges upon becoming aware of such a discharge outside of the priority areas. The procedure shall include a schedule for performing field observations, and follow-up field screening and source investigations as appropriate.

☐ Procedure Reference (page and paragraph of attachments): _____

☐ Not applicable – Field observations will be conducted at all outfalls and points of discharge

Michigan Department of Environmental Quality – Water Resources Division
STORM WATER DISCHARGE PERMIT APPLICATION

15. Provide the procedure that includes a requirement to immediately report any release of any polluting materials from the MS4 to the surface waters or groundwaters of the state, unless a determination is made that the release is not in excess of the threshold reporting quantities in the [Part 5 Rules](#), by calling the appropriate [MDEQ District Office](#), or if the notice is provided after regular working hours call the MDEQ's 24-Hour Pollution Emergency Alerting System telephone number: 800-292-4706. *(Example threshold reporting quantities: a release of 50 pounds of salt in solid form or 50 gallons in liquid form to waters of the state unless authorized by the MDEQ for deicing or dust suppressant.)*

Procedure Reference (page and paragraph of attachments): _____

16. If the procedures requested in Questions 8 through 14 do not accurately reflect the applicant's procedure(s), describe the alternative approach to meet the minimum requirements.

☐ Not applicable

17. Provide the procedure for responding to illicit discharges once the source is identified. The procedure shall include a schedule to eliminate the illicit discharge and pursue enforcement actions. The procedure shall also address illegal spills/dumping.

Procedure Reference (page and paragraph of attachments): _____

IDEP Training and Evaluation

18. Provide the program to train staff employed by the applicant, who, as part of their normal job responsibilities, may come into contact with or otherwise observe an illicit discharge to the regulated MS4, on the following topics. The program shall include a training schedule for this permit cycle. *It is recommended that staff be trained more than once per permit cycle.*

- Techniques for identifying an illicit discharge or connection, including field observation, field screening, and source investigation.
- Procedures for reporting, responding to, and eliminating an illicit discharge or connection and the proper enforcement response.
- The schedule and requirement for training at least once during the term of this permit cycle for existing staff and within the first year of hire for new staff.

Program Reference (page and paragraph of attachments): _____

19. Provide the procedure for evaluating and determining the overall effectiveness of the IDEP. The procedure shall include a schedule for implementation. *Examples of evaluating overall effectiveness include, but are not limited to, the following: evaluate the prioritization process to determine if efforts are being maximized in areas with high illicit discharge potential; evaluate the effectiveness of using different detection methods; evaluate the number of discharges and/or quantity of discharges eliminated using different enforcement methods; and evaluate program efficiency and staff training frequency.*

Procedure Reference (page and paragraph of attachments): _____

Illicit Discharge Ordinance or Other Regulatory Mechanism

20. Provide the ordinance or regulatory mechanism in effect that prohibits non-storm water discharges into the applicant's MS4 (except the non-storm water discharges addressed in Questions 21 and 22).

Ordinance number(s) or regulatory mechanism title(s) (attach a copy): _____

21. Does the ordinance or other regulatory mechanism exclude prohibiting the discharges or flows from firefighting activities to the applicant's MS4 and require that these discharges or flows only be addressed if they are identified as significant sources of pollutants to waters of the State? The ordinance shall not authorize illicit discharges; however, the applicant may choose to exclude prohibiting the discharges and flows from firefighting activities if they are identified as not being significant sources of pollutants to waters of the state.

- ☐ Yes, ordinance or regulatory mechanism reference (page and paragraph of attachments): _____
- ☐ Not applicable – All non-storm water discharges into the applicant's MS4 will be prohibited.

Michigan Department of Environmental Quality – Water Resources Division
STORM WATER DISCHARGE PERMIT APPLICATION

22. Does the ordinance or other regulatory mechanism prohibit the following categories of non-storm water discharges or flows if identified as significant contributors to violations of Water Quality Standards? The ordinance shall not authorize illicit discharges; however, the applicant may choose to exclude prohibiting the following discharges or flows if they are identified as not being a significant contributor to violations of Water Quality Standards.

- a. Water line flushing and discharges from potable water sources
- b. Landscape irrigation runoff, lawn watering runoff, and irrigation waters
- c. Diverted stream flows and flows from riparian habitats and wetlands
- d. Rising groundwaters and springs
- e. Uncontaminated groundwater infiltration and seepage
- f. Uncontaminated pumped groundwater, except for groundwater cleanups specifically authorized by NPDES permits
- g. Foundation drains, water from crawl space pumps, footing drains, and basement sump pumps
- h. Air conditioning condensation
- i. Waters from noncommercial car washing
- j. Street wash water
- k. Dechlorinated swimming pool water from single, two, or three family residences. (A swimming pool operated by the permittee shall not be discharged to a separate storm sewer or to surface waters of the state without NPDES permit authorization from the MDEQ.)

- ☐ Yes, ordinance or regulatory mechanism reference (page and paragraph of attachments): _____
☐ Not applicable – All non-storm water discharges into the applicant's MS4 will be prohibited.

23. Provide the ordinance or regulatory mechanism that regulates the contribution of pollutants to the applicant's MS4.

Ordinance or regulatory mechanism reference (page and paragraph of attachments): _____

24. Provide the ordinance or regulatory mechanism that prohibits illicit discharges, including illicit connections and the direct dumping or disposal of materials into the applicant's MS4.

Ordinance or regulatory mechanism reference (page and paragraph of attachments): _____

25. Provide the ordinance or regulatory mechanism with the authority established to inspect, investigate, and monitor suspected illicit discharges into the applicant's MS4.

Ordinance or regulatory mechanism reference (page and paragraph of attachments): _____

26. Provide the ordinance or regulatory mechanism that requires and enforces elimination of illicit discharges into the applicant's MS4, including providing the applicant the authority to eliminate the illicit discharge.

Ordinance or regulatory mechanism reference (page and paragraph of attachments): _____

Construction Storm Water Runoff Control Program

The applicant shall describe the current and proposed BMPs to meet the minimum control measure requirements for the construction storm water runoff control program to the maximum extent practicable, which shall be incorporated into the SWMP. Please indicate in your response if you are or will be working collaboratively with watershed or regional partners on any or all requirements of this program during the permit cycle. The following questions represent the minimum control measure requirements for the construction storm water runoff control program. Please complete all the questions below. A measurable goal with a measure of assessment shall be included for each BMP, and, as appropriate, a schedule for implementation (months and years), including interim milestones and the frequency of the BMP. The responses shall reflect the nested MS4s identified in Section VI.

☐ Proposing to work collaboratively on any or all requirements of the Construction Storm Water Runoff Control Program during the permit cycle.

Qualifying Local Soil Erosion and Sedimentation Control Programs

27. Is the applicant a Part 91 Agency? A list of Part 91 agencies is available at http://www.michigan.gov/deq/0,4561,7-135-3311_4113-8870--,00.html.

Yes. Choose type: ☐ County Enforcing Agency ☐ Municipal Enforcing Agency ☐ Authorized Public Agency

☐ No, the applicant relies on the following Qualifying Local Soil Erosion and Sedimentation Control Program (Part 91 Agency)

Michigan Department of Environmental Quality – Water Resources Division
STORM WATER DISCHARGE PERMIT APPLICATION

Construction Storm Water Runoff Control

28. Provide the procedure with the process for notifying the Part 91 Agency or appropriate staff when soil or sediment is discharged to the applicant's MS4 from a construction activity, including the notification timeframe. The procedure shall allow for the receipt and consideration of complaints or other information submitted by the public or identified internally as it relates to construction storm water runoff control. For non-Part 91 agencies, consideration of complaints may include referring the complaint to the qualifying local Soil Erosion and Sedimentation Control Program as appropriate. Construction activity is defined pursuant to Part 21, Wastewater Discharge Permits, Rule 323.2102 (K). The applicant may consider as part of their procedure when and under what circumstances the Part 91 Agency or appropriate staff will be contacted.

Procedure Reference (page and paragraph of attachments): *e.g., Attachment A, Page 3, Section b* _____

29. Provide the procedure for when to notify the MDEQ when soil, sediment, or other pollutants are discharged to the applicant's MS4 from a construction activity, including the notification timeframe. Other pollutants include pesticides, petroleum derivatives, construction chemicals, and solid wastes that may become mobilized when land surfaces are disturbed. The applicant may consider as part of their procedure when and under what circumstances the MDEQ will be contacted.

Procedure Reference (page and paragraph of attachments): _____

30. Provide the procedure for ensuring that construction activity one acre or greater in total earth disturbance with the potential to discharge to the applicant's MS4 obtains a Part 91 permit, or is conducted by an approved Authorized Public Agency as appropriate. Note: For applicants that conduct site plan review, the procedure must be triggered at the site plan review stage.

Procedure Reference (page and paragraph of attachments): _____

31. Provide the procedure to advise the landowner or recorded easement holder of the property where the construction activity will occur of the State of Michigan Permit by Rule (Rule 323.2190).

Procedure Reference (page and paragraph of attachments): _____

Post-Construction Storm Water Runoff Program

Post-construction storm water runoff controls are necessary to maintain or restore stable hydrology in receiving waters by limiting surface runoff rates and volumes and reducing pollutant loadings from sites that undergo development or significant redevelopment.

The applicant shall describe the current and proposed BMPs to meet the minimum control measure requirements for the post-construction storm water runoff program to the maximum extent practicable, which shall be incorporated into the SWMP. Please complete the questions below as appropriate. If the "No" response is selected but a date is requested for the minimum requirement to be available, please provide a date to meet the minimum requirement. All dates provided by the applicant in this Application should be on or before **October 1, 2016**. Some questions are set up to allow for additional responses to meet the minimum requirements. If space is not available for an additional response, then the minimum requirement must be met in accordance with the question. A measurable goal with a measure of assessment shall be included for each BMP, and, as appropriate, a schedule for implementation (months and years), including interim milestones and the frequency of the BMP. The responses shall reflect the nested MS4s identified in Section VI.

An applicant may reference in its ordinance or regulatory mechanism other technical documents used to implement the post-construction storm water runoff program. For example, an applicant may answer a question with a reference to a performance or technical standards document in the ordinance **and** the reference in the technical document. When referencing the ordinance, regulatory mechanism, or other technical documents, attach the document and provide the page and paragraph reference.

The MDEQ has the following resources available to assist with development of a Post-Construction Storm Water Runoff Program.

- A Post-Construction Storm Water Runoff Program Compliance Assistance Document available at www.michigan.gov/documents/deq/wrd-storm-MS4-ComplianceAssistance_470350_7.pdf
- A manual titled *Low Impact Development Manual for Michigan* available at <http://www.semcog.org/LowImpactDevelopment.aspx>. Chapter 9 of the manual provides a methodology for addressing post-construction storm water runoff.

Ordinance or Other Regulatory Mechanism

32. Is an ordinance or other regulatory mechanism in effect to address post-construction storm water runoff from new development and redevelopment projects, including preventing or minimizing water quality impacts? The ordinance or other regulatory mechanism shall apply to private, commercial, and public projects, including projects where the applicant is the developer. This requirement may be met using a single ordinance or regulatory mechanism or a combination of ordinances and regulatory mechanisms.

☐ Yes, ordinance or regulatory mechanism reference (page and paragraph of attachments): *e.g., Attachment A, Pages 1-15* _____
☐ No, the ordinance or regulatory mechanism will be available on _____

33. Does the ordinance or other regulatory mechanism apply to projects that disturb at least one or more acres, including projects less than an acre that are part of a larger common plan of development or sale and discharge into the applicant's MS4?

☐ Yes, ordinance or regulatory mechanism reference (page and paragraph of attachments): _____
☐ No, the ordinance or regulatory mechanism will be available on _____

Michigan Department of Environmental Quality – Water Resources Division
STORM WATER DISCHARGE PERMIT APPLICATION

Federal Facilities

Federal facilities are subject to the Energy Independence and Security Act of 2007. Section 438 of this legislation establishes post-construction storm water runoff requirements for federal development and redevelopment projects.

34. Is the applicant the owner or operator of a federal facility with a storm water discharge?

- ☐ Yes
☐ No, skip to Question 36

35. Is the applicant implementing the post-construction storm water runoff control requirements in Section 438 of the Energy Independence and Security Act? A guidance document is available at

http://www.epa.gov/greeningepa/documents/epa_swm_guidance.pdf

- ☐ Yes, regulatory mechanism reference (page and paragraph of attachments): _____
☐ No, the regulatory mechanism will be available on _____

Water Quality Treatment Performance Standard

36. Does the ordinance or other regulatory mechanism include one or more of the following water quality treatment standards?

- ☐ Treat the first one inch of runoff from the entire project site. Ordinance or other regulatory mechanism reference (page and paragraph of attachments) _____ Skip to Question 38.
☐ Treat the runoff generated from 90 percent of all runoff-producing storms for the project site. Ordinance or other regulatory mechanism reference (page and paragraph of attachments) _____
☐ No, the ordinance or other regulatory mechanism will be available on _____
☐ The ordinance or other regulatory mechanism is/will be available on _____ and includes the following water quality treatment standard. Provide an explanation as to how the water quality treatment standard will prevent or minimize water quality impacts.

37. What is the source of the rainfall data if the applicant has chosen the water quality treatment standard of requiring the treatment of the runoff generated from 90 percent of all runoff-producing storms?

- ☐ The MDEQ's memo dated March 24, 2006 providing the 90 percent annual non-exceedance storm statistics. The memo is available at http://www.michigan.gov/documents/deq/lwm-hsu-nps-ninety-percent_198401_7.pdf.
☐ An analysis of at least ten years of local published rain gauge data following the method in the March 25, 2006, MDEQ memo titled *90 Percent Annual Non-Exceedance Storms* cited above.
☐ Other rainfall data source (page and paragraph of attachments) _____

38. Does the ordinance or other regulatory mechanism require that BMPs be **designed** on a site-specific basis to reduce post-development total suspended solids loadings by 80 percent or achieve a discharge concentration of total suspended solids not to exceed 80 milligram per liter?

- ☐ Yes, ordinance or other regulatory mechanism reference (page and paragraph of attachments): _____
☐ No, the ordinance or other regulatory mechanism will be available on _____
☐ The ordinance or other regulatory mechanism defines treatment as follows:

Channel Protection Performance Standard

39. Does the ordinance or other regulatory mechanism require that the post-construction runoff rate and volume of discharges not exceed the pre-development rate and volume for all storms up to the two-year, 24-hour storm at the project site? At a minimum, pre-development is the last land use prior to the planned new development or redevelopment. *A spreadsheet to assist with these calculations is available at www.michigan.gov/documents/deq/wb-storm-MS4-RunoffVolume_331235_7.xls*

- ☐ Yes, ordinance or other regulatory mechanism reference (page and paragraph of attachments): _____
☐ No, the ordinance or other regulatory mechanism will be available on _____
☐ The ordinance or other regulatory mechanism is/will be available on _____ and includes the following channel protection standard. Provide an explanation as to how the channel protection standard will prevent or minimize water quality impacts.

Michigan Department of Environmental Quality – Water Resources Division
STORM WATER DISCHARGE PERMIT APPLICATION

40. Does the ordinance or other regulatory mechanism exclude any waterbodies from the channel protection performance standard? The channel protection performance standard is not required for the following waterbodies: the Great Lakes or connecting channels of the Great Lakes; Rouge River downstream of the Turning Basin; Saginaw River; Mona Lake and Muskegon Lake (Muskegon County); and Lake Macatawa and Spring Lake (Ottawa County).
- ☐ Yes, ordinance or other regulatory mechanism reference (page and paragraph of attachments): _____
- ☐ No, the ordinance or other regulatory mechanism will be available on _____
- ☐ Not applicable

Site-Specific Requirements

41. Provide the procedure for reviewing the use of infiltration BMPs to meet the water quality treatment and channel protection standards for new development or redevelopment projects in areas of soil or groundwater contamination in a manner that does not exacerbate existing conditions. The procedure shall include the process for coordinating with MDEQ staff as appropriate.

Procedure Reference (page and paragraph of attachments): _____

42. Does the ordinance or other regulatory mechanism require BMPs to address the associated pollutants in potential hot spots as part of meeting the water quality treatment and channel protection standards for new development or redevelopment projects? Hot spots include areas with the potential for significant pollutant loading such as gas stations, commercial vehicle maintenance and repair, auto recyclers, recycling centers, and scrap yards. Hot spots also include areas with the potential for contaminating public water supply intakes.
- ☐ Yes, ordinance or other regulatory mechanism reference (page and paragraph of attachments): _____
- ☐ No, the ordinance or other regulatory mechanism will be available on _____

Off-Site Mitigation and Payment in Lieu Programs

43. Does the ordinance or other regulatory mechanism allow for the approval of off-site mitigation for redevelopment projects that cannot meet 100 percent of the performance standards on-site after maximizing storm water retention? Off-site mitigation refers to BMPs implemented at another location within the same jurisdiction and watershed/sewershed as the original project. *A watershed is the geographic area included in a 10-digit Hydrologic Unit Code and a sewershed is the area where storm water is conveyed by the applicant's MS4 to a common outfall or point of discharge.*
- ☐ Yes, ordinance or other regulatory mechanism reference (page and paragraph of attachments): _____
- ☐ No, the ordinance or other regulatory mechanism will be available on _____
- ☐ Not pursuing this option

44. Does the ordinance or other regulatory mechanism allow for the approval of payment in lieu for projects that cannot meet 100 percent of the performance standards on-site after maximizing storm water retention? A payment in lieu program refers to a developer paying a fee to the applicant that is applied to a public storm water management project within the same jurisdiction and watershed/sewershed as the original project in lieu of installing the required BMPs onsite. The storm water management project may be either a new BMP or a retrofit to an existing BMP and shall be developed in accordance with the applicant's performance standards. *A watershed is the geographic area included in a 10-digit Hydrologic Unit Code and a sewershed is the area where storm water is conveyed by the applicant's MS4 to a common outfall or point of discharge.*
- ☐ Yes, ordinance or other regulatory mechanism reference (page and paragraph of attachments): _____
- ☐ No, the ordinance or other regulatory mechanism will be available on _____
- ☐ Not pursuing this option. If "not pursuing this option" was selected for both Questions 43 and 44, skip to Question 52.

45. Does the ordinance or other regulatory mechanism establish criteria for determining the conditions under which off-site mitigation and/or payment in lieu are available and require technical justification as to the infeasibility of on-site management? The determination that performance standards cannot be met on-site shall not be based solely on the difficulty or cost of implementing, but shall be based on multiple criteria related to the physical constraints of the project site, such as: too small of a lot outside of the building footprint to create the necessary infiltrative capacity even with amended soils; soil instability as documented by a thorough geotechnical analysis; a site use that is inconsistent with the capture and reuse of storm water; too much shade or other physical conditions that preclude adequate use of plants. The criteria shall also include consideration of the stream order and location within the watershed/sewershed as it relates to the water quality impacts from the original project site (*e.g., the water quality impact from a project site with a discharge to a small-sized stream would be greater than a project site on a large river and an offset downstream of the project site may provide less water quality benefit.*) The highest preference for off-site mitigation and in lieu projects shall be given to locations that yield benefits to the same receiving water that received runoff from the original project site.
- ☐ Yes, ordinance or other regulatory mechanism reference (page and paragraph of attachments): _____
- ☐ No, the ordinance or other regulatory mechanism will be available on _____

Michigan Department of Environmental Quality – Water Resources Division
STORM WATER DISCHARGE PERMIT APPLICATION

46. Does the ordinance or other regulatory mechanism establish a minimum amount of storm water to be managed on-site as a first tier for off-site mitigation or payment in lieu? A higher offset ratio is required if off-site mitigation or payment in lieu is requested for the amount of storm water identified as the first tier. *For example, a minimum of 0.4 inches of storm water runoff shall be managed on-site as a first tier.*

☐ Yes, ordinance or other regulatory mechanism reference (page and paragraph of attachments): _____
☐ No, the ordinance or other regulatory mechanism will be available on _____
☐ The ordinance or other regulatory mechanism requires the following:

47. Does the ordinance or other regulatory mechanism require an offset ratio of 1:1.5 for the amount of storm water above the first tier (identified in Question 46) not managed on-site to the amount of storm water required to be mitigated at another site or for which in-lieu payments shall be made?

☐ Yes, ordinance or other regulatory mechanism reference (page and paragraph of attachments): _____
☐ No, the ordinance or other regulatory mechanism will be available on _____
☐ The ordinance or other regulatory mechanism requires the following:

48. Does the ordinance or other regulatory mechanism require that if demonstrated by the developer to the applicant that it is completely infeasible to manage the first tier of storm water identified in Question 47 on-site, the offset ratio for the unmanaged portion is 1:2?

☐ Yes, ordinance or other regulatory mechanism reference (page and paragraph of attachments): _____
☐ No, the ordinance or other regulatory mechanism will be available on _____
☐ The ordinance or other regulatory mechanism requires the following:

49. Does the ordinance or other regulatory mechanism require a schedule for completing off-site mitigation and in-lieu projects? *Off-site mitigation and in-lieu projects should be completed within 24 months after the start of the original project site construction.*

☐ Yes, ordinance or other regulatory mechanism reference (page and paragraph of attachments): _____
☐ No, the ordinance or other regulatory mechanism will be available on _____
☐ The ordinance or other regulatory mechanism requires the following:

50. Does the ordinance or other regulatory mechanism require that offsets and in-lieu projects be preserved and maintained in perpetuity, such as deed restrictions and long-term operation and maintenance?

☐ Yes, ordinance or other regulatory mechanism reference (page and paragraph of attachments): _____
☐ No, the ordinance or other regulatory mechanism will be available on _____
☐ The ordinance or other regulatory mechanism requires the following:

51. Describe the tracking system implemented, or to be implemented, to track off-site mitigation and/or in-lieu projects.

52. Are there any other exceptions to the performance standards, other than off-site mitigation and payment in lieu, being implemented or to be implemented during the permit cycle? The applicant shall demonstrate how the exception provides an equivalent or greater level of protection as the performance standards.

☐ Yes, demonstration reference (page and paragraph of attachments): _____ ☐ No

Site Plan Review

53. Does the ordinance or other regulatory mechanism include a requirement to submit a site plan for review and approval of post-construction storm water runoff BMPs?

☐ Yes, ordinance or regulatory mechanism reference (page and paragraph of attachments): _____
☐ No, the ordinance or regulatory mechanism will be available on _____

Michigan Department of Environmental Quality – Water Resources Division
STORM WATER DISCHARGE PERMIT APPLICATION

54. Provide the procedure for site plan review and approval.

Procedure Reference (page and paragraph of attachments): _____

55. Provide the reference in the site plan review and approval procedure to the process for determining how the developer meets the performance standards and ensures long-term operation and maintenance of BMPs.

Procedure Reference (page and paragraph of attachments): _____

Long-Term Operation and Maintenance of BMPs

56. Does the ordinance or other regulatory mechanism require the long-term operation and maintenance of all structural and vegetative BMPs installed and implemented to meet the performance standards in perpetuity?

- ☐ Yes, ordinance or other regulatory mechanism reference (page and paragraph of attachments): _____
☐ No, the ordinance or other regulatory mechanism will be available on _____

57. Does the ordinance or other regulatory mechanism require a maintenance agreement between the applicant and owners or operators responsible for the long-term operation and maintenance of structural and vegetative BMPs installed and implemented to meet the performance standards?

- ☐ Yes, ordinance or other regulatory mechanism reference (page and paragraph of attachments): _____
☐ No, the ordinance or other regulatory mechanism will be available on _____
☐ The ordinance or other regulatory mechanism requires the following:

58. Does the maintenance agreement or other legal mechanism allow the applicant to complete the following? (Check if yes)

- ☐ Inspect the structural or vegetative BMP
☐ Perform the necessary maintenance or corrective actions neglected by the BMP owner or operator
☐ Track the transfer of operation and maintenance responsibility of the BMP (e.g., deed restrictions)

If any of the boxes above were not checked, provide a response explaining how the maintenance agreement or other legal mechanism allows the applicant to verify and ensure maintenance of the BMP.

59. Provide the procedure for tracking compliance with a maintenance agreement or other legal mechanism to ensure the performance standards are met in perpetuity.

Procedure Reference (page and paragraph of attachments): _____

Pollution Prevention and Good Housekeeping Program

The applicant shall describe the current and proposed BMPs to meet the minimum control measure requirements for the Pollution Prevention and Good Housekeeping Program to the maximum extent practicable, which shall be incorporated into the SWMP. The applicant shall develop and implement a Pollution Prevention and Good Housekeeping Program to prevent or reduce the discharge of pollutants from municipal facilities and operations.

The following definitions apply to the terms used below:

- Fleet: A group of vehicles owned or operated as a unit.
- Maintenance (includes, but not limited to): adding/changing vehicle fluids, fueling, lubrication, painting, mechanical repairs, parts degreasing, and vehicle/equipment washing.
- Storage Yard (includes, but not limited to): areas where vehicles are stored longer than overnight/weekend; areas where road maintenance materials are stored; areas where vehicle maintenance materials are stored; areas where chemicals in bulk are stored; areas where catch basin cleaning wastes are stored; and areas where maintenance equipment such as mowers, tractors, vactor trucks, and sweepers is stored.

Please complete the questions below as appropriate. A "Not Applicable" response is appropriate in cases where the applicant does not own or operate a municipal facility or storm water structural control or does not perform the operation in the question. A measurable goal with a measure of assessment shall be included for each BMP, and, as appropriate, a schedule for implementation (months and years), including interim milestones and the frequency of the BMP. The responses shall reflect the nested MS4s identified in Section VI.

Michigan Department of Environmental Quality – Water Resources Division
STORM WATER DISCHARGE PERMIT APPLICATION

Municipal Facility and Structural Storm Water Control Inventory

60. Provide an up-to-date inventory of applicant-owned or operated facilities and storm water structural controls with a discharge of storm water to surface waters of the state. The inventory shall include the location of each facility. **Provide an estimate of the number of structural storm water controls throughout the entire MS4 for each applicable category below (e.g., 100 catch basins and 7 detention basins).**

Inventory Reference (Page and Paragraph of Attachments): e.g., *Attachment A, Page 3, Section b* _____

Check all applicant-owned or operated facilities with a discharge of storm water to surface waters of the state:

- | | |
|---|---|
| <input type="checkbox"/> Administration buildings and libraries | <input type="checkbox"/> Animal Control Building |
| <input type="checkbox"/> Airports | <input type="checkbox"/> Cemeteries |
| <input type="checkbox"/> Chemical storage facilities | <input type="checkbox"/> Fire Stations |
| <input type="checkbox"/> Fuel Farms | <input type="checkbox"/> Parks |
| <input type="checkbox"/> Police Stations | <input type="checkbox"/> Public golf courses |
| <input type="checkbox"/> Public parking lots | <input type="checkbox"/> Public schools |
| <input type="checkbox"/> Recycling facilities | <input type="checkbox"/> Vacant land and open space |
| <input type="checkbox"/> Vehicle storage | |

Facilities that may have the high potential to discharge pollutants:

- | | |
|--|---|
| <input type="checkbox"/> Bus Stations and Garages | <input type="checkbox"/> Composting facilities |
| <input type="checkbox"/> Hazardous waste handling/disposal/transfer facilities | <input type="checkbox"/> Equipment storage and maintenance facilities |
| <input type="checkbox"/> Fleet maintenance facilities | <input type="checkbox"/> Materials storage and Public Works yards |
| <input type="checkbox"/> Outdoor wash areas | <input type="checkbox"/> Salt storage facilities |

☐ Other facilities – Provide a description below:

Check all applicant-owned or operated structural storm water controls with a discharge of storm water to surface waters of the state:

- | | |
|--|--|
| <input type="checkbox"/> Catch basins | <input type="checkbox"/> Constructed wetlands |
| <input type="checkbox"/> Detention basins | <input type="checkbox"/> Infiltration basins and trenches |
| <input type="checkbox"/> Oil/water separators | <input type="checkbox"/> Porous pavement |
| <input type="checkbox"/> Pump Stations | <input type="checkbox"/> Rain gardens |
| <input type="checkbox"/> Secondary containment | <input type="checkbox"/> Underground storage vaults or tanks |
| <input type="checkbox"/> Vegetated swales | |

☐ Other structural storm water controls – Provide a description below:

61. Provide the location where an up-to-date map (or maps) is available with the location of the facilities and structural storm water controls identified in Question 60. *The location of the facilities and structural storm water controls may be included on the storm sewer system map maintained for the IDEP.*

The map (or maps) is available at the following location: _____

62. Provide the procedure for updating and revising the inventory in Question 60 and map (or maps) identified in Question 61 as facilities and structural storm water controls are added, removed, or no longer owned or operated by the applicant. *A suggested timeframe for updating/revising the inventory and map(s) is 30 days following adding/removing a facility or structural storm water control.*

Procedure Reference (page and paragraph of attachments): _____

Michigan Department of Environmental Quality – Water Resources Division
STORM WATER DISCHARGE PERMIT APPLICATION

Facility-Specific Storm Water Management

63. Provide the procedure for assessing each facility identified in Question 60 for the potential to discharge pollutants to surface waters of the state. The procedure shall include a process for updating and revising the assessment. *A recommended timeframe for updating/revising the assessment is 30 days prior to discharging storm water from a new facility and within 30 days of determining a need to update/revise the facility assessment.*

The applicant should consider the following factors when assessing each facility:

- Amount of urban pollutants stored at the site (e.g., sediment, nutrients, metals, hydrocarbons, pesticides, fertilizers, herbicides, chlorides, trash, bacteria, or other site-specific pollutants)
- Identification of improperly stored materials
- The potential for polluting activities to be conducted outside (e.g., vehicle washing)
- Proximity to waterbodies
- Poor housekeeping practices
- Discharge of pollutants of concern to impaired waters

☐ Procedure Reference (page and paragraph of attachments): _____

☐ Not Applicable – The applicant does not own a facility that discharges storm water to surface waters of the state in the urbanized area. Skip to Question 71.

64. Provide the list of prioritized facilities using the assessment in Question 63. Each facility shall be prioritized based on having the high, medium, or low potential to discharge pollutants to surface waters of the state. Facilities with the high potential for pollutant runoff shall include, but are not limited to, the applicant's fleet maintenance and storage yards. The applicant may submit a demonstration with a description of how the applicant's fleet maintenance and storage yard has the low potential to discharge pollutants to surface waters of the state.

☐ Prioritized Facility List (page and paragraph of attachments): _____

☐ Fleet Maintenance and Storage Yard Demonstrations (page and paragraph of attachments): _____

65. Is a site-specific standard operating procedure (SOP) available identifying the structural and non-structural storm water controls implemented and maintained to prevent or reduce pollutant runoff at each facility with the high potential for pollutant runoff? The SOP shall be available at each facility with the high potential for pollutant runoff and upon request from the MDEQ. The SOP shall identify the person responsible for oversight of the facility. *The MDEQ may request the submission of the SOP during the application review process.*

☐ Yes, a site-specific SOP is available at each facility with the high potential for pollutant runoff

☐ Not Applicable – The applicant does not own or operate any facilities with the high potential for pollutant runoff. Skip to Question 70.

66. Provide the reference in the SOP, for each facility with the high potential for pollutant runoff, to the following: the list of significant materials stored on-site that could pollute storm water; the description of the handling and storage requirements for each significant material; and the potential to discharge the significant material.

SOP Reference (page and paragraph of attachments): _____

This space is available to reference multiple site-specific SOPs

67. Provide the reference in the SOP, for each facility with the high potential for pollutant runoff, identifying the good housekeeping practices implemented at the site. *Good housekeeping practices include keeping the facility neat and orderly, properly storing and covering materials, and minimizing pollutant sources to prevent or reduce pollutant runoff.*

SOP Reference (page and paragraph of attachments): _____

This space is available to reference multiple site-specific SOPs

68. Provide the reference in the SOP, for each facility with the high potential for pollutant runoff, to the description and schedule for conducting routine maintenance and inspections of storm water management and control devices to ensure materials and equipment are clean and orderly and to prevent or reduce pollutant runoff. *A biweekly schedule is recommended for routine inspections.*

SOP Reference (page and paragraph of attachments): _____

This space is available to reference multiple site-specific SOPs

Michigan Department of Environmental Quality – Water Resources Division
STORM WATER DISCHARGE PERMIT APPLICATION

69. Provide the reference in the SOP, for each facility with the high potential for pollutant runoff, to the description and schedule for conducting a comprehensive site inspection at least once every six months. The comprehensive inspection shall include an inspection of all structural storm water controls and a review of non-structural storm water controls to prevent or reduce pollutant runoff.

SOP Reference (page and paragraph of attachments): _____

This space is available to reference multiple site-specific SOPs

70. Provide the procedure identifying the BMPs currently implemented or to be implemented during the permit cycle to prevent or reduce pollutant runoff at each facility with the **medium and lower potential for the discharge of pollutants** to surface waters of the state using the assessment and prioritized list in Questions 63 and 64.

Procedure Reference (page and paragraph of attachments): _____

Structural Storm Water Control Operation and Maintenance Activities

71. Provide the procedure for prioritizing each catch basin for routine inspection, maintenance, and cleaning based on preventing or reducing pollutant runoff. The procedure shall include assigning a priority level for each catch basin and the associated inspection, maintenance and cleaning schedule based on preventing or reducing pollutant runoff. The procedure shall include a process for updating/revising the priority level for a catch basin giving consideration to inspection findings and citizen complaints. *A recommended timeframe for updating/revising the procedure is 30 days following the construction of a catch basin or a change in priority level.*

☐ Procedure Reference (page and paragraph of attachments): _____

☐ Not Applicable – The applicant does not own or operate catch basins. Skip to Question 75.

72. Provide the geographic location of the catch basins in each priority level using either a narrative description or map.

Catch Basin Priority Location (page and paragraph of attachments): _____

73. Provide the procedure for inspecting, cleaning, and maintaining catch basins to ensure proper performance. Proper cleaning methods include ensuring accumulated pollutants are not discharged during cleaning and are removed prior to discharging to surface waters of the state. *A compliance assistance document titled Catch Basin Cleaning Activities Guidance Document is available at http://www.michigan.gov/documents/deq/wb-stormwater-CatchBasinGuidance_216198_7.pdf.*

Procedure Reference (page and paragraph of attachments): _____

74. Provide the procedure for dewatering, storage, and disposal of materials extracted from catch basins. *A compliance assistance document titled Catch Basin Cleaning Activities Guidance Document is available at http://www.michigan.gov/documents/deq/wb-stormwater-CatchBasinGuidance_216198_7.pdf.*

Procedure Reference (page and paragraph of attachments): _____

75. Provide the procedure for inspecting and maintaining the structural storm water controls identified in Question 60, excluding the structural storm water controls included in an SOP as part of Question 65 and catch basins. The procedure shall include a description and schedule for inspecting and maintaining each structural storm water control and the process for disposing of maintenance waste materials. The procedure shall require that controls be maintained to reduce to the maximum extent practicable the contribution of pollutants to storm water. The procedure shall include a process for updating/revising the procedure to ensure a maintenance and inspection program for each structural storm water control. *A recommended timeframe for updating/revising the procedure is 30 days following the implementation of a new structural storm water control.*

☐ Procedure Reference (page and paragraph of attachments): _____

☐ Not Applicable – Applicant does not own or operate any structural storm water controls

76. Provide the procedure requiring new applicant-owned or operated facilities or new structural storm water controls for water **quantity** be designed and implemented in accordance with the post-construction storm water runoff control performance standards and long-term operation and maintenance requirements.

Procedure Reference (page and paragraph of attachments): _____

Michigan Department of Environmental Quality – Water Resources Division
STORM WATER DISCHARGE PERMIT APPLICATION

Municipal Operations and Maintenance Activities

77. Provide the procedure with the assessment of the applicant's operation and maintenance activities for the potential to discharge pollutants to surface waters of the state. The assessment shall identify all pollutants that could be discharged from each applicable operation and maintenance activity and the BMPs being implemented or to be implemented to prevent or reduce pollutant runoff. The procedure shall include a process for updating and revising the assessment. *A suggested timeframe for updating/revising the assessment is 30 days following adding/removing BMPs to address new and existing operation and maintenance activities.*

At a minimum, the procedure shall include assessing the following municipal operation and maintenance activities if applicable (check all that apply):

- ☐ Road, parking lot, and sidewalk maintenance (e.g., pothole, sidewalk, and curb and gutter repair)
- ☐ Bridge maintenance
- ☐ Right-of-way maintenance
- ☐ Unpaved road maintenance
- ☐ Cold weather operations (e.g., plowing, sanding, application of deicing agents, and snow pile disposal)
- ☐ Vehicle washing and maintenance of applicant-owned vehicles (e.g., police, fire, school bus, public works)

☐ Procedure Reference (page and paragraph of attachments): _____

☐ Not Applicable – Provide an explanation below.

78. Provide the procedure for prioritizing applicant-owned or operated streets, parking lots, and other impervious infrastructure for street sweeping based on the potential to discharge pollutants to surface waters of the state. The procedure shall include assigning a priority level for each parking lot and street and the associated cleaning schedule (i.e., sweeping frequency and timing) based on preventing or reducing pollutant runoff. The procedure shall include a process for updating/revising the priority level giving consideration to street sweeping findings and citizen complaints. *A recommended timeframe for updating/revising the prioritization is 30 days following the construction of a new street, parking lot, or other applicant-owned or operated impervious surface or within 30 days of identifying a need to revise a priority level.*

☐ Procedure Reference (page and paragraph of attachments): _____

☐ Not Applicable – The applicant does not own or operate any streets, parking lots, or other impervious infrastructure. Skip to Question 82.

79. Provide the geographic location of the streets, parking lots, and other impervious surfaces in each priority level using either a narrative description or map.

Street Sweeping Priority Location (page and paragraph of attachments): _____

80. Provide the procedure identifying the sweeping methods based on the applicant's sweeping equipment and use of additional resources in sweeping seasonal leaves or pick-up of other materials. *Proper sweeping methods include operating sweeping equipment according to the manufacturers' operating instructions and to protect water quality.*

Procedure Reference (page and paragraph of attachments): _____

81. Provide the procedure for dewatering, storage, and disposal of street sweeper waste material. *A compliance assistance document titled Catch Basin Cleaning Activities Guidance Document is available at http://www.michigan.gov/documents/deq/wb-stormwater-CatchBasinGuidance_216198_7.pdf.*

Procedure Reference (page and paragraph of attachments): _____

Managing Vegetated Properties

82. Provide the procedure requiring the applicant's pesticide applicator to be certified by the State of Michigan as an applicator in the applicable category, to prevent or reduce pollutant runoff from vegetated land. A description of the categories is located at http://www.michigan.gov/mdard/0,4610,7-125-1569_16988_35289-11992--,00.html

☐ Procedure Reference (page and paragraph of attachments): _____

☐ Not Applicable – Provide an explanation below (e.g., the applicant's pesticide applicator only uses ready-to-use products from the original container).

Michigan Department of Environmental Quality – Water Resources Division
STORM WATER DISCHARGE PERMIT APPLICATION

Contractor Requirements and Oversight

83. Provide the procedure requiring contractors hired by the applicant to perform municipal operation and maintenance activities comply with all pollution prevention and good housekeeping BMPs as appropriate. The procedure shall include the process implemented for providing oversight of contractor activities to ensure compliance.

Procedure Reference (Page and Paragraph of Attachments): _____

Employee Training

84. Provide the employee training program to train employees involved in implementing or overseeing the pollution prevention and good housekeeping program. The program shall include the training schedule. At a minimum, existing staff shall be trained once during the permit cycle and within the first year of hire for new staff.

Program Reference (Page and Paragraph of Attachments): _____

Total Maximum Daily Load (TMDL) Implementation Plan

The following questions address discharges to impaired waters with a USEPA approved TMDL that includes a pollutant load allocation assigned to the permittee's MS4. BMPs shall be implemented to reduce the discharge of the TMDL pollutant from the MS4 to make progress in meeting Water Quality Standards. Applicable TMDLs are TMDLs approved prior to the applicant being notified of the need to apply for permit reissuance. Applicable TMDLs for the applicant were provided in the application notice letter.

The applicant shall describe the current and proposed BMPs to meet the minimum requirements for the TMDL Implementation Plan, which shall be incorporated into the SWMP. Please indicate in your response, if you are or will be working collaboratively with watershed or regional partners on any or all activities in the TMDL Implementation Plan during the permit cycle. The following questions represent the minimum requirements for a TMDL Implementation Plan. Please complete the following questions as appropriate. A measurable goal with a measure of assessment shall be included for each BMP, and, as appropriate, a schedule for implementation (months and years), including interim milestones and the frequency of the BMP. The responses shall reflect the nested MS4s identified in Section VI.

The USEPA has a document to assist with developing a TMDL Implementation Plan available at http://water.epa.gov/lawsregs/lawsguidance/cwa/tmdl/upload/region3_factsheet_tmdl.pdf.

- ☐ Proposing to work collaboratively on any or all activities in the TMDL Implementation Plan during the permit cycle.

85. Was a TMDL included in the applicant's application notice?

☐ Yes, the following approved USEPA TMDL(s) was included in my application notice letter:

☐ No, Skip to Section VIII.

86. Provide the procedure for identifying and prioritizing BMPs currently being implemented or to be implemented during the permit cycle to make progress toward achieving the pollutant load reduction requirement in each TMDL identified in Question 85. The procedure shall include a process for reviewing, updating, and revising BMPs implemented or to be implemented to ensure progress in achieving the TMDL pollutant load reduction.

Procedure Reference (page and paragraph of attachments): *e.g., Attachment A, Page 3, Section b* _____

87. Provide the list of prioritized BMPs currently being implemented or to be implemented during the permit cycle to make progress toward achieving the pollutant load reduction requirement in each TMDL identified in Question 85. Each BMP shall include a reference to the targeted TMDL pollutant.

TMDL BMP Priority List (page and paragraph of attachments): _____

88. Provide the monitoring plan for assessing the effectiveness of the BMPs currently being implemented, or to be implemented, in making progress toward achieving the TMDL pollutant load reduction requirement, including a schedule for completing the monitoring. Monitoring shall be specifically for the pollutant identified in the TMDL. Monitoring may include, but is not limited to, outfall monitoring, in-stream monitoring, or modeling. At a minimum, monitoring shall be conducted two times during the permit cycle or at a frequency sufficient to determine if the BMPs are adequate in making progress toward achieving the TMDL pollutant load reduction. *Existing monitoring data may be submitted for review as part of the plan to meet part of the monitoring requirement.*

TMDL Monitoring Plan (page and paragraph of attachments): _____

Michigan Department of Environmental Quality – Water Resources Division
STORM WATER DISCHARGE PERMIT APPLICATION

SECTION VIII. CERTIFICATION

Rule 323.2114(1-4), promulgated under the NREPA, requires that this Application be signed by either a principal executive officer or ranking elected official (e.g., mayor, village president, city or village manager, or clerk). Note: If the signatory is not a principal executive officer or ranking elected official, but is authorized to sign the Application, please provide documentation of the authorization.

"I 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 having knowledge of violations."

I understand that my signature constitutes a legal agreement to comply with the requirements of the NPDES Permit. I certify under penalty of law that I possess full authority on behalf of the legal owner/permittee to sign and submit this Application. I certify to the best of my knowledge that it is true, accurate and meets the minimum permit requirements for a SWMP to the MEP.

Print Name:

Title:

Representing:

Signature:

Date:

Michigan Department of Environmental Quality – Water Resources Division

STORM WATER DISCHARGE PERMIT APPLICATION

Table 2: Public Education Program Best Management Practices (BMPs)

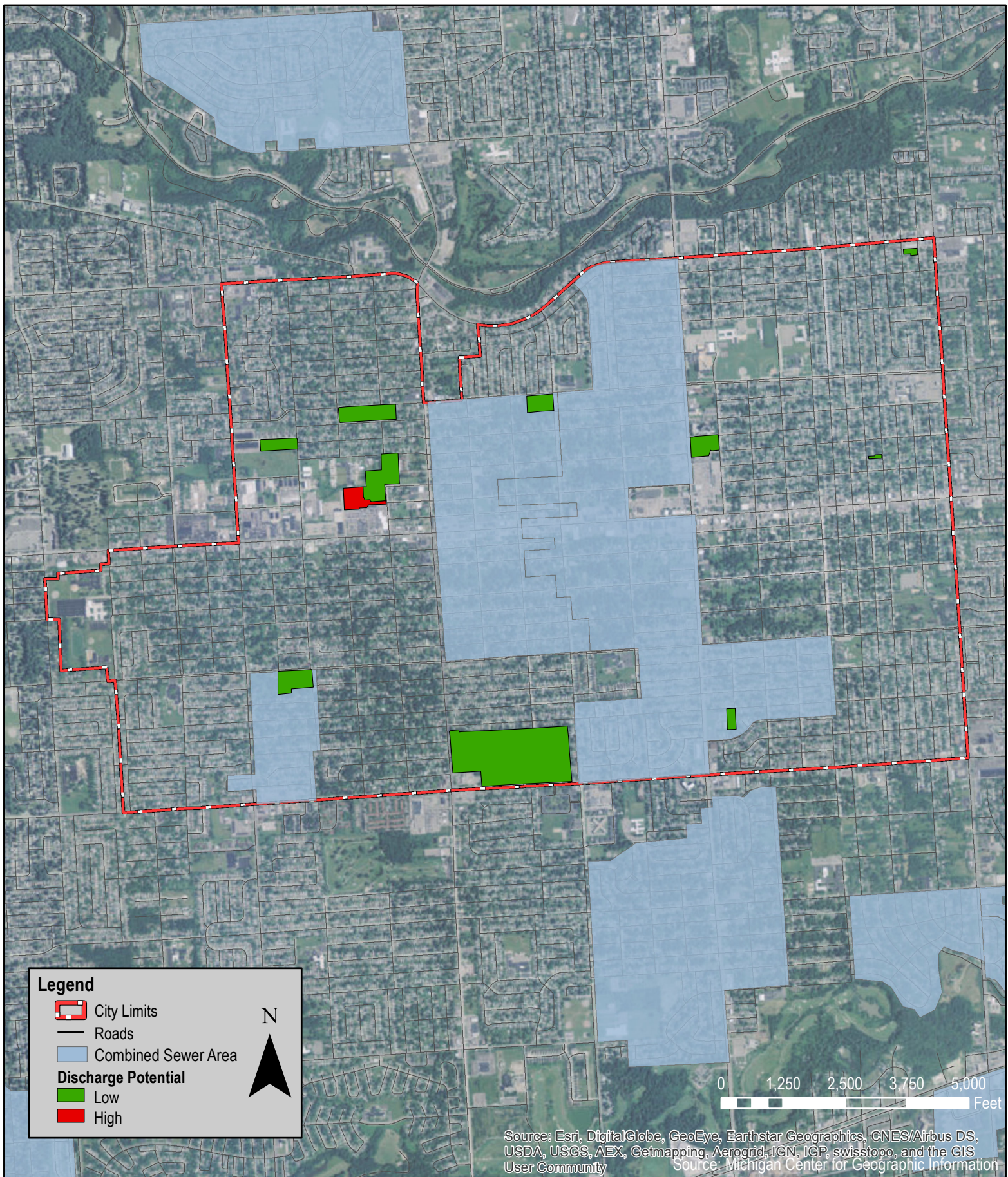
PEP Topic	BMP Identifier	BMP Descriptor	Partner Collaboration	Target Audience	Key Messages	Delivery Mechanism	Year	Frequency	Responsible Party	Measurable Goal
A B C D E F G H I	1	Distribute pollution prevention literature on various topics through brochures, educational materials and other media	ARC member communities, counties and cooperative partners	General public	Educating on public connection of MS4 to area waterbodies, public reporting illicit discharge, septic system care and failure, proper disposal of pesticides, herbicides and fertilizers, public responsibility and stewardship in the Rouge River watershed, proper disposal of grass, leaf and animal wastes, promote HHHW including trailer, motor vehicle and chemical waste, GI and LID, cleaning materials and proper car, pavement and power washing.	Brochures, educational materials and electronic media	Ongoing	Current and new items annually	ARC member communities listed in Appendix D, Attachment A	Amount of materials distributed, number of views through electronic media
A B C D E F G H I J	2	Coordinate existing and create new community articles and ad graphics on pollution prevention and watershed restoration and stewardship	ARC member communities, counties and cooperative partners	General public, businesses	Educating on connection of MS4 to area waterbodies, public reporting illicit discharge, septic system care and failure, proper disposal of pesticides, herbicides and fertilizers, public responsibility and stewardship in the Rouge River watershed, proper disposal of grass, leaf and animal wastes, promote HHHW including trailer, motor vehicle and chemical waste, GI and LID, cleaning materials and proper car, pavement and power washing and educate commercial, industrial and educational institutional entities about pollution prevention.	Articles and ad graphics	Ongoing	Current items annually; five new articles and/or ad graphics during the permit cycle	ARC member communities listed in Appendix D, Attachment A	List of articles/ad graphics distributed, number of views on websites/social media
A B C D	3	Provide static displays and posters on pollution	ARC member communities, counties and	General public	Educating on connection of MS4 to area waterbodies, public reporting illicit discharge, septic system care	Static displays and posters	Current displays – ongoing; new	Current displays annually; up to 4 new	ARC member communities listed in	Date and title of events static displays used at, number of posters distributed annually and

PEP Topic	BMP Identifier	BMP Descriptor	Partner Collaboration	Target Audience	Key Messages	Delivery Mechanism	Year	Frequency	Responsible Party	Measurable Goal
E F G H I		prevention and watershed restoration and stewardship	cooperative partners		and failure, proper disposal of pesticides, herbicides and fertilizers, public responsibility and stewardship in the Rouge River watershed, proper disposal of grass, leaf and animal wastes, promote HHHW including trailer, motor vehicle and chemical waste, GI and LID, cleaning materials and proper car, pavement and power washing.		posters in 2016 and new displays during the permit cycle	posters in 2016 and then annually; new static displays annually upon completion	Appendix D, Attachment A	where posters were displayed
A B C E G J	4	Promote environmental hotlines to educate the public on illicit discharges and promote public reporting of illicit discharges and improper disposal of materials into the MS4	ARC member communities, Wayne County, Oakland County, Washtenaw County, State of Michigan	General public, municipal employees and businesses	Educating on connection of MS4 to area waterbodies, public reporting illicit discharge, public responsibility and stewardship in the Rouge River watershed, proper disposal of pesticides, herbicides and fertilizers, promote HHHW including trailer, motor vehicle and chemical waste, educate commercial, industrial and educational institutional entities about pollution prevention.	Websites, social media, brochures, electronic media, at events and trainings	Ongoing	Annually	ARC member communities listed in Appendix D, Attachment A	Number of materials distributed and number of views on website/social media
A B C D E F G H I	5	Development of "homeowners" materials to promote the importance of pollution prevention and watershed restoration and stewardship	ARC member communities, counties and cooperative partners	General public	Educating on connection of MS4 to area waterbodies, public reporting illicit discharge, septic system care and failure, proper disposal of pesticides, herbicides and fertilizers, public responsibility and stewardship in the Rouge River watershed, proper disposal of grass, leaf and animal wastes, promote HHHW including trailer, motor vehicle and chemical waste, GI and LID, and cleaning materials and proper car, pavement and power washing	Brochure	During the permit cycle	Annually	ARC member communities listed in Appendix D, Attachment A	Number of materials distributed
A B C D E F G H I	6	Develop and promote educational workshops and presentations	ARC member communities, Friends of the Rouge and counties and cooperative partners	General public, businesses	Educating on connection of MS4 to area waterbodies, public reporting illicit discharge, septic system care and failure, proper disposal of pesticides, herbicides and fertilizers, public responsibility and stewardship in the Rouge River watershed, proper	Workshops and presentations	Ongoing	6 during the permit cycle	ARC member communities listed in Appendix D, Attachment A	Sign-in sheets and topics from workshops/presentations and number of materials distributed

PEP Topic	BMP Identifier	BMP Descriptor	Partner Collaboration	Target Audience	Key Messages	Delivery Mechanism	Year	Frequency	Responsible Party	Measurable Goal
J					disposal of grass, leaf and animal wastes, promote HHHW including trailer, motor vehicle and chemical waste, GI and LID, cleaning materials and proper car, pavement and power washing and educate commercial, industrial and educational institutional entities about pollution prevention.					
A B C D E F G H I J	7	Promote and support volunteer activities	ARC member communities, Wayne County, Oakland County, Washtenaw County, Friends of the Rouge, Cranbrook Institute of Science, University of Michigan - Dearborn	General public, businesses and schools	Promoting the importance of volunteer activities in the Rouge River Watershed such as River Day, Rouge Rescue, workdays, water festivals and green schools programs will encourage public responsibility and stewardship in the Rouge River.	Website/social media, materials distributed and presentations and workdays	Ongoing	Promotion of activities will be annually and up to 4 workdays may be hosted during the permit cycle	ARC members listed in Appendix D, Attachment A	Number of views on website/social media, number of volunteers attending various events and survey results from various events
A B C I J	8	Promotion and support volunteer monitoring activities within the Rouge River Watershed	ARC member communities, Wayne County, Oakland County, Washtenaw County, Friends of the Rouge	General public and businesses	Promote the importance of pollution prevention and watershed restoration and stewardship through volunteer monitoring. This monitoring may include general macroinvertebrates, stoneflies, and frogs and toads and/or fish. Volunteer monitoring will provide education, build stewardship and provided valuable data for the protection and restoration of the Rouge River.	Website/social media, materials distributed and presentations	Ongoing	Minimum of once during the permit cycle with 1 Winter Stonefly Search and 1 Spring Bug Hunt or other like programs, 1 Fall Bug Hunt and 2 other volunteer monitoring training exercises and/or workshops	ARC members listed in Appendix D, Attachment A	Number of public and businesses attending monitoring events and survey results from various events

PEP Topic	BMP Identifier	BMP Descriptor	Partner Collaboration	Target Audience	Key Messages	Delivery Mechanism	Year	Frequency	Responsible Party	Measurable Goal
A B F I	9	Rouge River Watershed signage	ARC member communities, Wayne County, Oakland County, and Washtenaw County	General public	River/Road Crossing signs, Don't Feed the Geese/Waterfowl signs, and Grow Zone signs and disposal practices of animal waste or other pollution prevention topic. This activity helps to educate and increase public awareness about the interconnectedness of the watershed and the storm sewer system.	Signs and sticker	Ongoing and one new sign and/or bumper sticker during the permit cycle	Annually	ARC members listed in Appendix D, Attachment A	Documentation of current signage, maintenance required, and future signage placement and the number of new signs/stickers distributed
A B C D E F G H I J	10	Continued participation in regional partnership activities	ARC member communities, Wayne County, Oakland County, Washtenaw County, SEMCOG, and various other organizations as opportunities arise	Organizations, businesses and governmental agencies	To build partnerships with organizations like the Alliance of Downriver Watersheds, SEMCOG, Great Lakes Commission and other regional partners to coordinate storm water permit related public education and other storm water related initiatives.	Participate and collaborate with regional partners	Ongoing	Annually	ARC members listed in Appendix D, Attachment A	Meeting dates, summaries of activities and partner annual reports

APPENDIX A
Outfall and Point of Discharge Information



City of Garden City - Facilities

6000 Middlebelt Rd
Garden City, MI 48135



APPENDIX B
Enforcement Response Procedure

STANDARD OPERATING PROCEDURE ENFORCEMENT RESPONSE

PREPARED FOR:

THE CITY OF GARDEN CITY
31800 BEECHWOOD AVE, GARDEN CITY, MICHIGAN 48135



APRIL 2016

SECTION A – PURPOSE

The MDEQ NPDES Phase II Stormwater Discharge Permit Application requires a procedure for Enforcement Response to address violations of the ordinances or regulatory mechanisms identified in the Stormwater Management Plan.

SECTION B – GENERAL PENALTY

Chapter 10.99 of Title 1 General Provision of the City of Garden City Code of Ordinances defines the penalties levied by the City for ordinance violations. The section specifically defines penalties for misdemeanors or civil infractions and continuing violations.

B.1 Chapter 10.99 – General Penalty

- a. *Unless a violation of this Code or any other ordinance of the city is specifically designated in the Code of ordinances as a municipally civil infraction, the violation shall be deemed to be a misdemeanor.*
- b. *The penalty for a misdemeanor violation shall be a fine not exceeding \$500 (plus costs of prosecution), or imprisonment not exceeding 90 days, or both, unless a specific penalty is otherwise provided for by the violation by this code or any ordinance. ('83 Code, § 10.99)*
- c. *The sanction for a violation which is a municipal civil infraction shall be a civil fine in the amount as provided by this Code or any ordinance, plus any costs, damages, expenses and other sanctions, as authorized under Chapter 87 of Public Act 236 of 1961, as amended, being M.C.L.A. 600.8701 et seq. and other applicable laws; except as specified in division (C)(3) of this section. (Ord. 97-008, passed 12-1-97)*
 1. *Unless otherwise specifically provided for a particular municipal civil infraction violation by this Code or any ordinance, the civil fine for a violation shall be not less than \$20, plus costs and other sanctions, for each infraction.*
 2. *Increased civil fines may be imposed for repeated violations by a person of any requirement or provision of this Code or any ordinance. As used in this section, **REPEAT OFFENSE** means a second (or any subsequent) municipal civil infraction violation of the same requirement or provision committed by a person within any six-month period (unless some other period is specifically provided by this Code or any ordinance) and for which the person admits responsibility or is determined to be responsible. Unless otherwise specifically provided by this Code or any ordinance for a particular municipal civil infraction violation, the increased fine for a repeat offense shall be as follows.*
 - a. *The fine for any offense which is a first repeat offense shall be no less than \$35, plus costs.*

- b. *The fine for any offense which is a second repeat offense or any subsequent repeat offense shall be no less than \$50, plus costs. ('83 Code, § 10.99)*
3. *A defendant issued three civil infractions for a violation of the same requirement or provisions committed within any six-month period shall be guilty of a misdemeanor subject to the fines and penalties set forth in division (B) of this section.*

SECTION C – ENFORCEMENT TRACKING

The City will track all violations and issued permits. The following information will be collected and used for tracking records for each violation that is imposed by the City.

1. Name
2. Date
3. Location of the Violation (address, cross streets, etc.)
4. Business, Agency, Organization as applicable
5. Description of the Violation
6. Applicable Correspondence
7. Follow-up Actions
8. Key Dates
9. Descriptions of the City's Enforcement Response
10. Schedules for Achieving Compliance
11. Date the Violation was Resolved

SECTION D – PROCESS FOR REVISION

Any questions on this policy and procedure should be directed to the Stormwater Manager or the City Manager. This procedure shall be reviewed once per permit cycle by the Stormwater Manager for any updates to streamline the requirements.

APPENDIX C

Collaborative Public Participation/Involvement Program (PPP)

Click [here](#) for link to Collaborative PPP Plan

APPENDIX D

Collaborative Public Education Program (PEP)

Click [here](#) for link to Collaborative PEP Plan

APPENDIX E

Collaborative Illicit Discharge Elimination Plan (IDEP)

Click [here](#) for link to Collaborative IDEP

APPENDIX F
Construction Stormwater Runoff Control

STANDARD OPERATING PROCEDURE CONSTRUCTION STORMWATER RUNOFF CONTROL PROGRAM

PREPARED FOR:

THE CITY OF GARDEN CITY
31800 BEECHWOOD AVE, GARDEN CITY, MICHIGAN 48135



APRIL 2016

SECTION A – PURPOSE

The MDEQ NPDES Phase II Stormwater Discharge Permit Application requires a description of current and proposed BMPs to meet the minimum control measure requirements for the construction stormwater runoff control program to the maximum extent practicable. The City of Garden City does not administer a Part 91 program and is not a designated municipal enforcement agency. The following standard operating procedure provides a description of the procedures the City employs for construction site runoff control that includes notification procedures and ensuring proper permits are obtained by those disturbing greater than one acre of soil.

SECTION B – NOTIFICATION PROCEDURE

The City will notify the Wayne County Water Quality Management Division (WCWQMD) when soil or sediment is discharged into the City's MS4 in a quantity that could negatively impact surface waters of the state. Complaints received by the City will be referred to WCWQMD within 24 hours.

Through the site plan review process, The City ensures that construction activity one acre or greater in total earth disturbance with the potential to discharge to the MS4 does obtain a Part 91 Permit and/or a State of Michigan Permit by Rule or is reviewed by an approved Authorized Public Agency through the site plan review process.

SECTION C – MEASUREABLE GOALS

To demonstrate the effectiveness of the County's Part 91 program, the following metrics will be tracked for reporting purposes:

- Number of Part 91 related complaints received and referred to the County by the City building inspector.
- Number of Part 91 permits issued by the County within the City.

These metrics will be tracked over the reporting cycle that is specified in the City's Certificate of Coverage.

SECTION D – REPORTABLE DISCHARGES

The City will not report instances of *de minimis* soil discharges to MDEQ. For instances where the discharge of sediment cannot be immediately contained on site, or if there are other pollutants that include pesticides, petroleum derivatives, construction chemicals, and solid waste associated with the discharge in quantities that are consistent with the spill response plan as defined in Appendix H of the SWMP, the City will notify the MDEQ through the Pollution Emergency Alert System (PEAS) at 1-800-292-4706.

SECTION E –STATE OF MICHIGAN PERMIT BY RULE

The City shall advise the landowner or recorded easement holder of the State of Michigan Permit by Rule (Rule 323.2190) for storm water discharge from construction activity if the area of the disturbance is greater than 5 acres. These criteria will be identified during the site plan review process and will be included in correspondence with the landowner as appropriate.

SECTION F – PROCESS FOR REVISION

Any questions on this policy and procedure should be directed to the Stormwater Manager or the City Manager. This procedure shall be reviewed once per permit cycle by the Stormwater Manager for any updates to streamline the requirements.

APPENDIX G
Post-Construction Stormwater Runoff Program

STANDARD OPERATING PROCEDURE POST CONSTRUCTION STORMWATER RUNOFF CONTROL

PREPARED FOR:

THE CITY OF GARDEN CITY
31800 BEECHWOOD AVE, GARDEN CITY, MICHIGAN 48135



APRIL 2016

SECTION A – PURPOSE

The MDEQ NPDES Phase II Stormwater Discharge Permit Application requires a description of current and proposed BMPs to meet the minimum control measure requirements for the post-construction stormwater runoff control program to the maximum extent practicable. Post-construction stormwater runoff controls are necessary to maintain or restore stable hydrology in receiving waters by limiting surface runoff rates and volumes and reducing pollutant loadings from site that undergo development or significant redevelopment.

SECTION B – ADOPTION OF COUNTY STANDARDS

The City of Garden City intends to adopt the Wayne County Stormwater Management Standards. Should any revisions to these standards be implemented by the County, the City will subsequently review and implement the revised standards as appropriate.

SECTION C – MEASURABLE GOALS

To demonstrate the effectiveness of the post construction stormwater runoff control program, the following metrics will be tracked for reporting purposes:

- Number of stormwater site plan reviews requested and completed
- Number of maintenance violations of constructed BMPs
- Number of instances where the City had to undertake corrective measures

These metrics will be tracked over the reporting cycle that is specified in the City's Certificate of Coverage.

SECTION D – PROCESS FOR REVISION

This procedure shall be reviewed every two years by the Stormwater Manager for any updates to streamline the requirements.

APPENDIX H
Pollution Prevention and Good Housekeeping

STANDARD OPERATING PROCEDURE POLLUTION PREVENTION AND GOOD HOUSEKEEPING

PREPARED FOR:

THE CITY OF GARDEN CITY
31800 BEECHWOOD AVE, GARDEN CITY, MICHIGAN 48135



APRIL 2016

SECTION A – PURPOSE

The Michigan Department of Environmental Quality (MDEQ) National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Phase II Stormwater Discharge Permit Application requires a description of current and proposed BMPs to meet the minimum control measure requirements for the Pollution Prevention and Good Housekeeping Program to the maximum extent practicable to prevent or reduce the discharge of pollutants from municipal facilities and operations.

SECTION B – FACILITY ASSESSMENT AND PRIORITIZATION

City of Garden City owned and operated facilities have been assessed for their potential to discharge pollutants to the waters of the state. Each facility was evaluated based on the following criteria as outlined in the NPDES permit application:

1. Amount of urban pollutants stored at the site (i.e. sediment, nutrients, metals, hydrocarbons, pesticides, fertilizers, herbicides, chlorides, trash, bacteria, or other site-specific pollutants)
2. Identification of improperly stored materials
3. Potential for polluting activities to be conducted outside (i.e. vehicle washing)
4. Proximity to water bodies
5. Poor housekeeping practices
6. Discharge of pollutants of concern to impaired waters

Based on these criteria, the potential for each facility to discharge pollutants to the waters of the state was rated high, medium, or low. For low facilities where no assessment factors are present, catch basin cleaning and street sweeping will be performed as indicated in the applicable procedures for these activities. For medium facilities, appropriate BMPs are considered based on the assessment factors present to prevent or minimize the potential for pollutants from entering surface waters of the state. High priority facilities have specific procedures that are included in this document.

SECTION C – UPDATES AND PRIORITY REVISION

This inventory will be updated within 120 days as facilities and structural stormwater controls are added, removed, or no longer owned or operated by the applicant. Priority level assessments will be revised within 120 days of discharging stormwater at a new facility, or when the storage of materials, equipment, or vehicles changes at a facility.

SECTION D – MUNICIPAL INVENTORY AND ASSESSMENT

The following table identifies the City's owned or operated facilities with a discharge of stormwater to surface waters of the state. **Table 1** includes a list of properties owned or operated by the City that has stormwater controls on site and provides the estimated number of stormwater structural controls (i.e. catch basins, detention basins, etc.) at each site, along with the priority level of potential discharge of pollutants to waters of the state.

Table 1

Facility Name	Structural Controls	Priority Level	Assessment Factors	BMP's Implemented
Department of Public Services	Catch Basins (5) Storm Manholes (5) Dumpster (8) Stockpiles (11) Above Ground Storage Tank (2) Salt Dome (1) Swirl Concentrator (1)	High	1, 3	See Section E
City Offices	Catch Basins (7)	Low	1	Catch basin cleaning Street sweeping
Moeller Park	Catch Basins (1) Storm Manholes (1) Drainage Ditch	Low	1	Catch basin cleaning Street sweeping Ditch Maintenance
Maplewood Community Center	Catch Basins (4) Dumpsters (2) Drainage Ditch	Low	1	Catch basin cleaning Street sweeping Ditch Maintenance
City Park and Civic Ice Arena	Catch Basins (13) Storm Manholes (2) Dumpsters (2) Drainage Ditch	Low	1	Catch basin cleaning Street sweeping Ditch Maintenance

In addition to the properties listed in Table 1, the City owns additional property with no structural stormwater controls that were therefore listed as low priority. This includes several City parks.

SECTION E – SITE SPECIFIC SOP FOR HIGH PRIORITY SITES

The MDEQ NPDES Phase II Stormwater Discharge Permit Application requires a standard operating procedure (SOP) for identifying the structural and non-structural stormwater controls implemented and maintained to prevent or reduce pollutant runoff at each facility with the high potential for pollutant runoff.

E.1 Inventory and Description of Materials and Activities

All of the City's public works operations are conducted at their Department of Public Works (DPW) facility. This site is considered a high priority site due the following operations:

Department of Public Works – 31800 Beechwood Ave.

- Fuel Storage and Fueling
- Maintenance and cleaning of vehicles and equipment
- Salt Storage
- Stockpiled materials

SECTION F – CATCH BASIN MAINTENANCE PRIORITY

Catch basins that are inspected and maintained by the City have been prioritized for routine inspection, maintenance, and cleaning. The criteria for the priority levels that include low, medium, and high are defined as follows:

Low Priority – Catch basins that are of low priority have very little sediment accumulation and do not require routine maintenance. Low priority catch basins are inspected annually and on an as needed basis based on complaints or by DPW staff during normal work activities.

Medium Priority – Catch basins that are of medium priority have a higher rate of sediment accumulation and will require maintenance more frequently than low priority catch basins.

High Priority – Catch basins that are of high priority have a high rate of sediment accumulation and will require regular routine maintenance and inspection. These catch basins are typically located in areas where sediment is easily mobilized and transported by runoff.

All of the City's catch basins have very little sediment accumulation rates, require little maintenance and are of low priority. Catch basins that prompt resident complaints or are subject to isolated instances where structures are plugged or damaged will be maintained and inspected by DPW as needed. At that time, it will be determined if the catch basin will require maintenance on a more frequent interval and warrants a reclassification to a medium priority rating. In the event the priority rating of a catch basin is changed, or new catch basins are constructed, this procedure will be updated and revised to reflect the change in priority within 120 days.

SECTION G – CATCH BASIN INSPECTION, MAINTENANCE, AND CLEANING

Catch basins are visually inspected during normal work activities or if a complaint is registered by a resident. A visual inspection of the structure will identify any structural defects which may include collapse, cracking, frame damage, pipe collapse, blockage, etc. and will be documented using a standardized form. Structure repairs are prioritized based on public safety concerns. City owned catch basins are inspected concurrently with cleaning activities on an annual and as needed basis. DPW field staff utilized a Vactor truck to remove all solids and liquids from the structure to the extent possible. At no time is collected sediment and water allowed to be discharged back into the storm sewer system during the cleaning process. Catch basins that are located on private property are not inspected, cleaned, or maintained by the City.

SECTION H – DISPOSAL OF COLLECTED MATERIAL

Collected material from catch basin maintenance and street sweeping activities is stored in a covered 20 cubic yard roll off container at the DPW yard. Once the container reaches capacity, it is transported off- where it is disposed of by a third party.

SECTION I – STREET SWEEPING PRIORITIZATION

City owned and maintained streets have been prioritized for street sweeping. The criteria for the priority levels that include low, medium, and high are defined as follows:

Low Priority – Residential streets within the City are of low priority due to their minimal sediment accumulation rates. They are generally swept annually.

Medium Priority – Major roads throughout the City are of medium priority due to the higher rate of sediment accumulation rates in comparison to low priority residential streets. Medium priority areas are swept at least annually and needed as determined by DPW field staff.

High Priority – Areas that are of high priority have a high rate of sediment accumulation and will require regular, frequent sweeping. These areas are typically located in areas where sediment is easily mobilized and transported by runoff. Additionally, areas that prompt resident complaint or are subject to excessive road sediments are also considered a high priority area. There are currently no areas that have been assigned a high priority rating due to excessive road sediments and resident complaints. However, if DPW receives a complaint, a determination of the area will be made by DPW staff to increase sweeping on a more frequent interval as well as a reclassify the area to high priority rating.

The City does not own or operate any major thoroughfares. In the event a priority rating is changed, or new City owned streets are constructed, this procedure will be updated and revised to reflect the change in priority within 120 days.

Street sweeping activities are conducted by the City's DPW staff using mechanical street sweeping equipment per the manufacturers operating recommendations. Collected sediment from street sweeping activities is disposed of as described in Section H.

SECTION J – WINTER OPERATIONS

The City's DPW field staff applies rock salt as part of their deicing procedures during the winter months. Bulk storage of road salt and brine is located at the City's DPW facility.

J.1 Salt Storage and Loading

The City has one (1) salt storage structure consisting of a domed building, with a floor that is comprised of an impervious cement pad. The building is not located within 50 feet of a lake shore, stream bank, or wetland, nor is it located in a 100-year floodplain.

The salt dome is completely enclosed and has a concrete loading pad. The loading area is swept regularly and maintained to be free of salt residue. Salt storage and application training is performed annually to DPW staff to minimize any track-out from loading operations.

SECTION K – FUEL STORAGE AND FUELING

The City's DPW Facility currently has two (2) above ground storage tanks, each with a maximum capacity of 1,000 gallons, which stores gasoline and diesel fuel. Part 5 Rules indicate that fuel storage areas "shall be designed, constructed, maintained, and operated to prevent the release of polluting materials through sewers, drains, or otherwise directly or indirectly into any public sewer system or to the surface or groundwater's of this state." The City has met this requirement through the proper storage and pollution prevention methods currently in place. These include the following:

- The above ground gasoline and diesel fuel tanks have a maximum of a 1,000-gallon tank that is located outside within a designated fueling area. Both are equipped with an emergency power shut-off, leak detection and volume monitoring controls. The tank is only filled on an as-needed basis.
- All bulk liquid tanker delivery vehicles will only be allowed on site if contact has been made with properly trained personnel and it has been confirmed that these personnel will be present at the delivery point.
- Properly trained personnel will be in attendance to monitor the entire transfer process. They are authorized to terminate or to order the driver to terminate the transfer and have the driver move the tanker in case of an emergency. Attending personnel will be alert, have an unobstructed view of the cargo tank connections and be within 25 feet of the cargo tank during transfer operations.
- Properly trained DPW staff will direct the tanker for proper positioning, verify, and provide access to the correct fill port. Access to other fill ports or unlocking pipeline caps in anticipation of other delivery vehicles is strictly prohibited.
- Properly trained DPW staff will ensure a potential spill or release cannot enter storm drains by placing a protective barrier on or around affected storm drains (i.e. spill blanket).
- Wheel chocks or other approved methods to prevent the tanker from moving during the transfer process or driving off without following proper disconnection practices will be required.
- Inspection of the truck to ensure that there are no leaks will be conducted before and after the transfer operation.
- Connected hoses and connections will be reviewed and verified prior to the transfer.
- The available volume of the tank will be verified prior to transfer to prevent over-filling.
- During removal of the transfer lines, trained staff will ensure that excess material is drained into the appropriate receiving tank or receptor to prevent a release of materials to the environment.
- Trained staff will monitor the termination process and inspect the lower most tanker manifold for evidence of leaks or damage prior to the tanker's departure.
- A spill kit will be stationed next to the storage tanks at all times.

A fueling log is maintained to track and record the volume of fuel dispersed for City vehicles and equipment. Completion of these logs is mandatory and used as secondary control to track the volume of fuel stored in the tanks.

All other vehicle fluids are stored indoors in minimal quantities and in an area that is connected to the sanitary sewer. Floor drains within the DPW building are connected to the sanitary sewer. Vehicle maintenance activities are conducted indoors.

SECTION L – ROAD, PARKING LOT, AND SIDEWALK MAINTENANCE

Road, parking lot, and sidewalk maintenance activities includes pothole repair, sidewalk repair/replacement, and curb and gutter repair. These services are addressed by DPW field staff as determined in the field on an as needed basis. Materials are purchased in quantities as needed to reduce waste. Left over materials are stored in designated stockpile areas at the City DPW facility and covered with a tarp. In cases where a contractor is retained to perform these activities, a City representative is on site to oversee the work and ensure that left over material, concrete washout, and other associated pollutants are disposed of properly. Disposing of concrete washout and other excess repair materials into the storm sewer is strictly prohibited by the City.

L.1 Stockpiled Materials

Designated stockpile areas are located in the public works yard at the western edge of the property. Materials are stockpiled at this location infrequently and include cold patch, topsoil, sand, gravel, woodchips and other earthen materials as needed. All stockpiles have perimeter controls in place to prevent erosion which are comprised of precast concrete blocks that are positioned at rear and sides of the stockpile. The front is left open to provide access for loading. When not in use, the stockpiles are covered with a tarp to minimize erosion.

SECTION M – VEHICLE WASHING AND MAINTENANCE

Vehicle maintenance activities are conducted by DPW staff for the City's DPW vehicle fleet. Maintenance activities conducted by DPW staff include, but are not limited to, oil changes and other vehicle fluids, brakes, tune-ups, and general repair tasks. A maintenance log is maintained to document all vehicle maintenance and repair activities.

Vehicle washing activities are conducted indoors. Vehicle wash water is discharged into floor drains that are connected to the sanitary sewer system.

SECTION N – OTHER STRUCTURAL STORMWATER CONTROLS

In addition to implementing the catch basin maintenance and street sweeping programs, the City also has other structural controls that are located on City owned and operated properties.

N.1 Detention Basin Inspections

Detention basins that are owned and operated by the City are inspected on a 5-year cycle. Inspections should assess the vegetation, erosion, flow channelization, bank stability, inlet/outlet conditions, embankment, and sediment and debris accumulations. Sediment should be removed from the basin forebay. If it is determined that maintenance activities are needed, the City will document the needed maintenance actions using a standardized inspection form and perform any maintenance activities as needed.

N.2 Drainage Ditch Inspection/Maintenance

The routine inspection of drainage ditches located on City owned properties (i.e. parks) consists of visual evaluation of blockages or excessive sedimentation. Inspections generally occur during the course of daily park operations, or when complaints received by the City warrant an inspection. In most cases, follow up maintenance activities involve the removal of logjams or other debris that has accumulated within the ditch.

N.3 Swirl Concentrators

The City currently maintains one (1) swirl concentrator that located at the DPW facility. At a minimum, inspections should occur twice per year in the spring and fall and involve a visual inspection of the amount of sediment that has accumulated in the sump. Cleaning of the unit should be completed when sediment has accumulated to a depth of two feet. Cleaning should be completed during a period of dry weather when no flow is entering the unit. After removing the manhole lid, the sediment can be removed from the unit using a Vac-truck. After all of the solids have been removed, replace the manhole lid securely to prevent the leakage of stormwater runoff from entering the unit from above.

N.4 Catch Basin Inserts

Some catch basins located at the DPW facility currently have silt sacks installed to capture and filter sediment. At a minimum, visual inspections should occur at least twice per year to evaluate the amount of sediment that has accumulated in the silt sack. Cleaning should occur if sediment has accumulated up to 60% of the silt sack's maximum capacity. Cleaning should be completed during a period of dry weather when no flow is entering the unit. After removing the manhole lid, the sediment can be removed from the unit using a Vac-truck.

N.5 Sanitary Sewer Pump Stations

The City currently maintains two (2) sanitary pump stations located at the intersections of Florence and Deering Streets, and Maplewood Street and Inkster Road. The pumps are checked by DPW staff on a quarterly basis for fluids, leaks and operational capacity and are calibrated as necessary. In the event that a pump is not operating, has reduced functionality, has mechanical failures, or is leaking fluids, the pump is immediately

powered down, taken offline, and repaired. In the event there are mechanical fluid leaks, DPW staff will drain these fluids as appropriate to prevent releases into the MS4.

N.6 On-Site Waste Disposal

A total of five (5) recycling receptacles for public use are kept near the entrance of the DPW facility, and an additional two (2) dumpsters for general refuse and one (1) dumpster for scrap metal are kept on site for DPW use. None of the dumpsters or receptacles are used for the disposing of hazardous materials. When not in use, the lids for both the recycling receptacles and the dumpsters are closed.

In the event additional structural stormwater controls are constructed, this procedure will be updated and revised to include the new controls within 120 days.

SECTION O – NON-STRUCTURAL CONTROLS

The City is committed to employing preventative maintenance practices through the use of several nonstructural controls to prevent stormwater pollution. These nonstructural controls are everyday types of activities undertaken by employees at the facility. The non-structural controls implemented at the DPW facility are as follows:

O.1 Routine Inspections and Good Housekeeping Procedures

Preventive maintenance involves the regular inspection, testing, and cleaning of facility equipment, vehicles, and operational systems. DPW foremen meet with field staff on a daily basis to discuss daily assignments and objectives. A routine inspection is conducted by facility staff during site walkthroughs during normal operations activities. The purpose of these inspections is to identify and prevent conditions that could lead to stormwater pollution. A log of corrective actions will be kept on file using the City's computer system.

Staff inspects all vehicles consistent with Commercial Drivers License Procedures, and performs detailed vehicle inspections every month. Completed vehicle maintenance records and fueling logs are kept on file at the DPW facility.

Part 5 rules also require surveillance of polluting materials. The routine inspections will include this information for the salt storage and fueling areas.

O.2 Comprehensive Site Inspections

The comprehensive site inspection will include the areas and equipment identified in the preventive maintenance program, good housekeeping procedures, a review of the routine preventive maintenance reports, and any other paperwork associated with this SOP. All DPW related activities will be evaluated during the comprehensive inspection. In contrast to the routine inspections, comprehensive inspections will focus on areas that have a reasonable potential for significant materials to contaminate stormwater runoff. The comprehensive site inspection for DPW areas will be conducted every (six) 6

months which generally coincides with a planned cleaning of the entire facility. Documentation of the comprehensive site inspection results will be prepared and kept on file.

SECTION P – NEW APPLICANT OWNED FACILITIES

In the event the City acquires or constructs new structural stormwater controls, the design of these structures will comply with the stormwater standards that have been established by Wayne County. Site plans will be reviewed by the City, or its consultants, to ensure the appropriate standards are met.

SECTION Q – CERTIFIED PESTICIDE APPLICATOR

The DPW does not have any certified pesticide applicators on staff and does not utilize pesticides, herbicide, or fertilizers on City owned properties on a regular basis. If needed, the City will retain the services of a pesticide application contractor that possesses a state applicator's license. Any application activities that occur are overseen by a City representative to ensure quality of work and proper application and disposal.

SECTION R – EMPLOYEE TRAINING

Employee training programs will be implemented to inform appropriate personnel at all levels of responsibility of safety, environmental impacts, and good housekeeping practices. The City participates in training opportunities that are made available by SEMCOG, Wayne County, the Alliance of Rouge Communities, and others as deemed appropriate. Employee training components for the City's DPW field staff includes:

Employees Trained	Training Description and Frequency
New City DPW Employees	<p>Upon hire, employees will:</p> <ul style="list-style-type: none"> • View the Municipal Storm Water Pollution Prevention Storm Watch training video (or similar). • Read and become familiar with the City's SOPs. • Participate in a job shadow program where new staff is paired with an experienced staff member for 30 days.
All City DPW Employees	<p>Once per permit cycle:</p> <ul style="list-style-type: none"> • View the Municipal Stormwater Pollution Prevention Storm Watch training video (or similar). • Review proper materials storage and handling. • Review good housekeeping and pollution prevention practices. • Review examples of illicit discharges to the storm sewer system • Review City's Spill Response Procedures • Incorporation of stormwater BMPs into recurring staff meetings (DPW)
Key staff	Attend relevant training workshops by the Alliance of Rouge Communities, SEMCOG, or others, when available.

SECTION S – CONTRACT REQUIREMENTS AND OVERSIGHT

Contractors retained by the City to perform municipal operations that potentially impact stormwater are required to follow appropriate pollution prevention BMPs indicated in the City's contract language. All work performed by outside contractors is monitored by DPW staff through daily observation to ensure quality of work, adherence to the specified contract language, and to ensure that potential impacts to stormwater are minimized.

Measureable Goals – To demonstrate the effectiveness of this procedure, the following metrics will be tracked for reporting purposes.

- Number of stormwater pollution related incidents pertaining to activities or work performed by the contractor.
- Number of incidents where the City required corrective action by the contractor.

These metrics will be tracked over the reporting cycle that is specified in the City's Certificate of Coverage.

SECTION T – PROCESS FOR REVISION

This procedure shall be reviewed once per permit cycle by the Stormwater Manager for any updates to streamline the requirements.

STANDARD OPERATING PROCEDURE

POLLUTION PREVENTION AND GOOD HOUSEKEEPING

SPILL RESPONSE

PREPARED FOR:

THE CITY OF GARDEN CITY
31800 BEECHWOOD AVE, GARDEN CITY, MICHIGAN 48135



APRIL 2016

SECTION A – PERSONNEL

The following City of Garden City personnel have been identified as key staff in charge of spill response planning, implementation and maintenance of the Spill Response Plan.

Name	Phone
Garden City Police Dispatch	(734) 793-1700
Garden City Fire Department	(734) 793-1780
Kevin Roney	(734) 793-1800

A.1 Responsibilities

- The **Facility Responsible Person** has primary responsibility for coordinating the response to emergencies, including chemical spills
- **Supervisors** should ensure that employees are familiar with these procedures and receive the necessary training
- **All employees** should follow these procedures in the event of a chemical spill

A.2 Emergency Contact Numbers

The following telephone numbers should be posted near telephones and in other conspicuous locations:

Name	Affiliation	Phone
Garden City Police Dispatch	Garden City Police Department	(734) 793-1700
Garden City Fire Department	Garden Fire Department	(734) 793-1780
Kevin Roney	Garden City DPW	(734) 793-1800
MDEQ 24-Hour Pollution Emergency Alerting System (PEAS)		1-800-292-4706
MDEQ Southeast Michigan District Office		(586) 753-3700
City of Detroit Wastewater Treatment Plant		(313) 267-7401
National Response Center		1-800-424-8802

SECTION B – CLEAN-UP PROCEDURES

Spilled chemical should be effectively and quickly contained and cleaned up. Employees should clean up spills themselves ***only if properly trained and protected***. Employees who are not trained

in spill cleanup procedures should report the spill to the Responsible Person(s) listed above, warn other employees, and leave the area.

The following general guidelines should be followed for evacuation, spill control, notification of proper authorities, and general emergency procedures in the event of a chemical incident in which there is potential for a significant release of hazardous materials.

B.1 Evacuation

Persons in the immediate vicinity of a spill should *immediately evacuate* the premises (except for employees with training in spill response in circumstances described below). If the spill is of “medium” or “large” size, or if the spill seems hazardous, immediately notify emergency response personnel.

B.2 Spill Control Techniques

Once a spill has occurred, the employee needs to decide whether the spill is small enough to handle without outside assistance. Only employees with training in spill response should attempt to contain or clean up a spill.

NOTE: If you are cleaning up a spill yourself, make sure you are aware of the hazards associated with the materials spilled, have adequate ventilation, and proper personal protective equipment. Treat all residual chemical and cleanup materials as hazardous waste.

Spill control equipment should be located wherever significant quantities of hazardous materials are received or stored. Material Safety Data Sheets (SDSs), absorbents, over-pack containers, container patch kits, spill dams, shovels, floor dry, acid/base neutralizers, and “caution-keep out” signs are common spill response items.

B.3 Spill Response and Clean-up

Chemical spills are divided into three categories: Small, Medium, and Large. Response and cleanup procedures vary depending on the size of the spill.

Small Spills: Any spill where the major dimension is less than 18 inches in diameter. Small spills are generally handled by internal personnel and usually do not require an emergency response by police or fire department HAZMAT teams.

1. Make sure area is safe for entry and the spill does not pose an immediate threat to health or safety of responder.
2. Check for hazards (flammable material, noxious fumes, cause of spill). If flammable liquid is spilled, turn off engines and (nearby electrical equipment). If serious hazard are present leave the area and call 911. When in doubt consult the SDSs for hazards.
3. Stop source of spill (plug hole, upright the container, shut off valve).

4. Notify Spill Response Coordinator.
5. Block the nearest storm drain (use absorbent or other material as necessary, close valve to drain, cover or plug drain).
6. If spilled material has entered a storm sewer, check catch basins and attempt to isolate contaminated material. Also, contact **Kevin Roney, DPW Supervisor at 734-793-1800** with a location and description of the spill.
7. Clean up spilled material/absorbent (do not flush with water).
8. Dispose of cleaned material/absorbent into secure container for proper disposal as required by state and federal law.
9. Ensure entire spill area is properly cleaned and all hazards have been removed.
10. Complete a Spill Reporting Sheet.

Medium Spills: Spills where the major dimension exceeds 18 inches, but are less than 6 feet. Outside emergency response personnel (police and fire department HAZMAT teams) may be called for medium spills. Common sense, however, will dictate when it is necessary to call them.

1. Make sure area is safe for entry and the spill does not pose an immediate threat to health or safety of responder.
2. Stop source of spill (plug hole, upright the container, shut off valve).
3. Check for hazards (flammable material, noxious fumes, cause of spill). If flammable liquid is spilled, turn off engines and (nearby electrical equipment). If serious hazard are present leave the area and call 911. When in doubt consult the SDSs for hazards.
4. Contact co-workers and Supervisor for assistance and to make them aware of the spill and potential dangers.
5. Block the nearest storm drain (use absorbent or other material as necessary, close valve to drain, cover or plug drain).
6. Stop spill from spreading (use absorbent or other material).
7. If spilled material has entered a storm sewer, check catch basins and contact **Kevin Roney, DPW Supervisor at 734-793-1800**.
8. Clean up spilled material/absorbent (do not flush with water). If outside clean-up service is required, contact them immediately.
9. Dispose of cleaned material/absorbent into secure container for proper disposal.
10. Complete a Spill Reporting Sheet.

Large Spills: Any spill involving flammable liquid where the major dimension exceeds 6 feet in diameter; and any “running” spill, where the source of the spill has not been contained or flow has not been stopped.

1. Make sure area is safe for entry and the spill does not pose an immediate threat to health or safety of responder.

2. Check for hazards (flammable material, noxious fumes, cause of spill). If flammable liquid is spilled, turn off engines and nearby electrical equipment. If serious hazards are present leave the area and call 911.
3. Stop source of spill (plug hole, upright the container, shut off valve)
4. Call co-workers and Supervisor for assistance and to make them aware of the spill and potential dangers. Have Supervisor notify Police Department and Fire Department of spill and possible lane closure and possible need for assistance.
5. Stop spill from entering drain (use absorbent or other material as necessary, close valve to drain, cover or plug drain).
6. Stop spill from spreading (use absorbent or other material).
7. If spilled material has entered a storm sewer, check catch basins and contact: **Kevin Roney, DPW Supervisor at 734-793-1800** with a location and description of the spill.
8. Clean up spilled material/absorbent (do not flush with water) – If outside clean-up service is required contact one of the spill response agencies listed below.

Environmental Quality, Inc.

Emergencies: (800) 839-3975

Non-Emergencies: (734) 547-2500

Marine Pollution Control

313-849-2333

Young's Environmental

1-800-496-8647

9. Dispose of cleaned material/absorbent into secure container for proper disposal waste as required by state and federal law.
10. Ensure entire spill area is properly cleaned and all hazards have been removed.
11. Complete a Spill Reporting Sheet.

SECTION C – REPORTING SPILLS

All chemical spills, regardless of size, should be reported as soon as possible to the Facility Responsible Person. The Responsible Person will determine whether the spill has the potential to affect the environment outside of the facility and must be reported to local, state, or federal agencies. Examples of spills that could affect the outside environment include spills that are accompanied by fire or explosion and spills that could reach nearby water bodies.

C.1 Reporting Thresholds

The spill coordinator will report spills to MDEQ PEAS for spills that involve the following:

- Salt spills over 50 pounds or 50 gallons of brine onto the ground or into water (required by Part 5 rules)
- Gasoline release of 32 gallons or more onto the ground (required by Part 201)
- Oil release of 50 pounds (approximately 7½ gallons) onto the ground (required by Part 5 rules)
- Any amount of oil or fuel that reaches surface water or shorelines, call MDEQ PEAS and the National Response Center (as required by the Clean Water Act and Part 31)
- Any spill that is in doubt about reporting

C.2 Reporting Requirements

Within ten (10) days of release, submit a written report for the reportable releases to the following:

- MDEQ Water Resources Division Field Operations Chief, PO Box 30273, Lansing, Michigan 48909-7773
- Wayne County Department of Public Health, 33030 Van Born Road, Wayne, Michigan 48184

Note: the optional report form EPQ 3465 can be found at:

http://www.michigan.gov/deg/0,4561,7-135-3307_29894_5959-20341--,00.html

The MDEQ may request other follow-up reports depending on the situation.

SECTION D – SPILL KIT INVENTORY

The following is a list of spill response equipment that will be maintained by the designated spill response coordinators at all locations where fuel products are stored and dispensed.

D.1 Minimum Spill Response Equipment

- 20 pounds of floor dry
- 1 shovel
- 1 broom
- Caution tape
- 1 Absorbent boom
- 20 Absorbent Pads
- Container for clean-up (30 gallons)
- Sample bottles

SECTION E – PROCESS FOR REVISION

This procedure shall be reviewed once per permit cycle by the Stormwater Manager for any updates to streamline the requirements.

APPENDIX I
Total Maximum Daily Loads (TMDL)
Click [here](#) for link to Collaborative TMDL