



Village of Grafton

Storm Water Management Plan



2021



Prepared By:

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POGGEMEYER
DESIGN GROUP
A Kleinfelder Company

Certification

"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, information submitted is, to the best of my knowledge, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

By: _____

Title: _____

Date: _____

Table of Organization

The Village of Grafton is responsible for the Village's Storm Water Master Plan:

Village Mayor

Village Council

Village Administrator

Village Service Department Superintendent

Control Measures:

1. Public Education/Outreach
Contact: Joe Price, Village Administrator
2. Public Participation/Involvement
Contact: Joe Price, Village Administrator
3. Illicit Discharge Detection/Elimination
Contact: Greg Kendle, Service Department Superintendent
4. Construction Site Runoff Control
Contact: Greg Kendle, Service Department Superintendent
5. Post Construction Runoff Control
Contact: Greg Kendle, Service Department Superintendent
6. Pollution Prevention/Good Housekeeping
Contact: Greg Kendle, Service Department Superintendent

Contact:

Village of Grafton
960 Main Street
Grafton, OH 44044

Joe Price, Village Administrator
Telephone Number: 440-926-2401
Fax: 440-926-9018
Email Address: Jbprice@villageofgrafton.org

Greg Kendle, Service Department Superintendent
Telephone number: 440-926-2260
Emergency Contact Number: 330-465-1648
Email address: gekendle@villageofgrafton.org

Inventory of Village Facilities

1. Grafton Village Hall, 960 North Main Street
2. Grafton Wastewater Treatment Plant, 1013 McAlpin Court
3. Substation and Salt Storage Shed, 1056 Vivian Drive
4. Maintenance Garage, 1080 Cleveland Street
5. Grafton Police & Fire Department, 1009 and 1013 Chestnut Street
6. Grafton Fire Station #2, 1050 Novak Road @ North Park
7. Grafton North Park Community Center: North Park is located on the north side of the Village, near Novak Road and Elm Street. The Park offers a picnic shelter, restrooms, playground equipment, splash pad, basketball court, and a community room as well as Fire Station #2.
8. Grafton Willow Park and Pavilions: Willow Park is located on Main Street at the southeast corner of the Village. The Park has two picnic shelters, restrooms, playground equipment, a concert and stage venue, and a baseball diamond.
9. Grafton Reservoir Park: Reservoir Park is located across the street from Willow Park on South Main Street. Reservoir Park includes the Village's reservoir, four baseball diamonds and a restroom and concession stand facility.
10. Grafton Bicentennial Park: Pocket park located at the intersection of Main and Mechanic Street. This Park offers a gazebo with benches and a walkway.

Lorain County Metro Parks Trail: The Village along with the Lorain County Metro Parks has developed a trail from behind Grafton Lanes on Main Street, to a trail owned and maintained by the Metro Park System. This trail leads to Indian Hollow Metro Park on Parsons Road.

Introduction

In accordance with 40 CFR Part 122.32 and Ohio Law, the Village of Grafton, Ohio, is renewing the Notice of Intent (NOI) and required Storm Water Management Plan (SWMP). The Village's Permit Number is 3GQ00016*CG. The general permit expired on January 30, 2019. NPDES Permit No. OHQ000004 was issued 4/01/2021.

General Permit OHQ000004 designates the Village of Grafton as a discharger to a stream that has an approved US EPA TMDL. The TMDL pollutant identified is Total Phosphorus. The Village of Grafton is located within Lorain County and discharges to the Black River.

This updated SWMP defines how the Village will continue to implement and enforce a storm water management program which now also includes BMPs for phosphorus education and reduction. It addresses the six minimum control measures that are required by state regulations to achieve the goal of reducing the discharge of pollutants to the maximum extent practicable (MEP), protect water quality, and satisfy the appropriate requirements of the Clean Water Act (CWA). The SWMP includes documentation of the Village of Grafton's legal authority to implement the general permit. The renewal Notice of Intent (NOI) was submitted **May 19, 2021** and the updated SWMP is submitted April 1, 2022 with the annual report as required.

Legal Authority

The Village of Grafton passed a Storm Water Protection ordinance on 2/8/2003. With the issuance of the new General Permit, the Village has updated Chapter 1050 to include the new requirements of the General Permit. The updated ordinance is attached as **Exhibit A**. Both industrial and municipal discharges is addressed. The Village also modified its Zoning Ordinance to include Chapter 1295 *Construction and Post Construction Site Soil Erosion, Sediment, Storm Water Runoff and Storm Water Quality Controls and Regulations* which implemented additional construction and post construction regulations and enforcement authority for the Village. Chapter 1295 is included as **Exhibit B**.

The Village has both the fiscal authority and legal resources to fully implement its Storm Water Management Plan. The Village Administrator of the Village of Grafton, Ohio, has been designated and given the authority to manage and administer this program.

Permit Coverage Area

Included in this Storm Water Management Plan are all areas within the corporation limits of the Village of Grafton. 2019 Census data reports the population of the Village of Grafton is 5,707 (which includes the population of the Prisons), whereas the residential population is approximately 2,200. The Village contains 35 miles of roadways and has provided a storm water map showing the storm water outfalls to the waters of the State. **Exhibit C** shows the location of the Village of Grafton and **Exhibit D** is a map of the Village of Grafton's storm sewer system.

Reporting Requirements

The Village of Grafton will annually submit a report that will include the status of compliance with the permit conditions, a review of the Best Management Practices (BMPs) and their applicability in achieving the defined measurable goals, and progress made in achieving the measurable goals for each of the six minimum control measures. The EPA's report form is included as **Exhibit E**.

Storm Water Management Program

The Village has maintained a Storm Water Management Plan (SWMP) since the inception of the MS4 regulations. Best Management Practices (BMPs) have been added to the existing SWMP meet the new requirements of NPDES Permit No. OHQ000004 to meet the pollution control targets of the Total Maximum Daily Load (TMDL).

The Village of Grafton discharges stormwater to the Black River Watershed which has a U.S. EPA approved TMDL for Phosphorus as shown on Appendix A of the General Permit and/or the 2012 Great Lakes Water Quality Agreement Annex 4. The minimum control measures are expected to meet the phosphorus pollution targets of the TMDL.

The Village's Storm Water Management Plan (SWMP) outlines the six minimum control measures that are expected to result in reductions in pollutants discharged by the Village. Typical identified sources of phosphorus in urban runoff include plant and leaf litter, soil particles, pet waste, road salt, fertilizer, and atmospheric deposition of particles. The previously identified water quality pollutants within the Village were oil, grease, pesticides, fertilizers, antifreeze, trash, and road salt.

There are only light industrial manufacturing facilities in the Village. There are no schools located within the Village's permit coverage area. There are no home sewage treatment facilities or on-site sewage systems within the Village.

The Village will complete an annual evaluation of the SWMP to measure the effectiveness of its program using the EPA's Program Evaluation Worksheets included in **Exhibit F**. The Village will identify modifications and improvements needed to maximize the SWMP effectiveness as necessary to achieve compliance with its permit.

Six minimum controls will address the identified water quality pollutants. The six minimum controls are addressed separately:

1. Public Education/Outreach
2. Public Participation/Involvement
3. Illicit Discharge Detection/Elimination
4. Construction Site Runoff Control
5. Post Construction Runoff Control
6. Pollution Prevention/Good Housekeeping

Public Education/Outreach

The Village of Grafton provides the administration of the Public Education/Outreach measure. The Village has chosen and will continue a variety of best management practices (BMPs) to address the grease and oil, trash, fertilizer, pesticides, and antifreeze pollutants. This control measure targets homeowners, restaurants, business owners, and the general public. Educating targeted audiences within the community is essential to improving the quality of the area waters and a vital element in achieving a successful storm water management program. The goal is to continue to distribute educational materials and perform outreach to inform citizens about the impacts polluted storm water runoff discharges can have on water quality.

The Village of Grafton has implemented a public education program that includes distributing educational information to the community, and the Village will continue to conduct outreach activities about the impacts of storm water discharges on water bodies that includes the steps the public can take to reduce pollutants in storm water runoff including specific information on phosphorus reduction.

The public education program provides information to individuals and households about the steps they can take to reduce storm water pollution, such as ensuring the proper use and disposal of landscape and garden chemicals including fertilizers and pesticides, and proper disposal of used motor oil, antifreeze, and household hazardous wastes. The Village has partnered with Lorain County for recycling programs and encourages residents and businesses to participate. The Village has partnered with Black River Remedial Action Plan (RAP) and provides information on how to become involved in local stream restoration activities.

The Village's public education and outreach program includes distributing information, providing public service announcements, providing educational material from a Village Hall Center and the Village's website, and implementing educational programs targeted at school age children. In addition, educational materials will be distributed to commercial entities. The Village will continue to provide storm water related information to all residents through notices sent with utility bills. The goal is to reach 100% of the Village residents. The Village will distribute educational information to all commercial businesses that will outline BMPs that reduce urban runoff volume and pollutant concentrations that result from their operations.

The school in Grafton is closed; therefore, publications mailed to all residents will include material for school age children. Educating schoolchildren in storm water issues will allow children to learn about environmental issues early, so that they will become interested and perhaps involved at earlier ages. Schoolchildren often tell their parents what they learn in school; therefore, teaching children about storm water is an effective way to pass environmental awareness to their parents and throughout the entire community. The Village will provide educational material to educate children in the water cycle, the watershed, storm water runoff, phosphorus reduction and impacts, pet waste, alternative products, and household general and hazardous waste.

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The education effort for homeowners will target recycling, the proper disposal of pet waste, household products, used motor oil, pesticides, fertilizers, antifreeze, and other household hazardous wastes along with how these BMPs help reduce phosphorus in the watershed.

Measurable Goals and Timeline:

Continue Annually (2021 – 2026):

1. Update the Zoning Ordinance Chapter 1295
2. Provide educational information at the Village Hall and Village Website.
3. Provide notices from Black River RAP activities published on the Village's Website and published in the local newspaper including information on how citizens can be involved.
4. Provide storm water related information to all residents targeting school age children including educational material on phosphorus.
5. Provide educational information to all residents for a minimum of five (5) themes: 1) address phosphorus impacts and reduction, 2) the proper disposal of oil, grease, antifreeze, 3) proper use and disposal of pesticides, fertilizers, and other household hazardous wastes, 4) Illicit discharge and elimination 5) Notification of the Litter and Pet Waste Ordinances and recycling schedules.
6. Provide educational information to each business/restaurant and each auto maintenance facility.
7. Continue partnership with Lorain County for participation in the County's recycling program and hazardous waste pick-up.
8. Publish recycling site locations in local newspaper.
9. Discuss and provide storm water program information at the Village Council open forum biannually.
10. Conduct an evaluation of the effectiveness of each BMP annually and modify or implement improvements as needed.
11. A Litter ordinance has been adopted.
12. A Pet Waste ordinance has been adopted.

Annual Measurement (2021 – 2026):

- Document the number of brochures distributed and website views.
- Document the number of utility bill storm water notices distributed to homeowners and industries.
- Document the number of brochures taken from the Village Hall Information Center.
- Document the amount of hazardous waste collected at the designated drop-off site.
- Document the volume of recyclables collected.
- Document the number of Litter ordinance citations.
- Document the number of Council meetings that addressed the storm water program and issues.
- Conduct an evaluation of the effectiveness of each BMP and modify or implement improvements as needed.

Public Participation/Involvement

The Village of Grafton provides the administration of the Public Participation control measure. Public support and involvement is critical to the success of the storm water management plan. The Village's public participation/involvement measures include all social and economic groups. The Village will conduct five (5) public involvement activities during the 5-year permit term with a minimum of one (1) activity specifically targeting phosphorus education/reduction practices:

1. The Village will continue to advertise and hold public meetings to encourage residents to participate in the program, voice concerns and provide ideas annually at a minimum. Each annual public meeting will include an educational segment on phosphorus.
2. The Village has partnered with Black River RAP to encourage cleanup projects for local streams and riparian corridors and will continue to promote an annual cleanup event for residents.
3. The Village has partnered with Lorain County in a recycling program that targets plastic, glass, oil, and antifreeze. The Village will host the pickup location in Grafton once during the 5-year cycle; different communities within Lorain County that participate in the program host the pickup site.
4. The Village will continue to support and provide an Information Center at the Village Hall with volunteer sign-up sheets for stream clean-up and Black River RAP programs. The Information Center will also provide educational materials to aid in soliciting volunteers.
5. The Village sponsors a tree planting program and will annually conduct tree planting with residents.

Measurable Goals and Timeline:

Continue Annually (2021 – 2026):

1. Notices of public meetings and event schedules will be published in the local newspaper annually and listed on the Village's website.
2. Continue participation in Black River RAP for wetlands planting and stream clean-up volunteer opportunities. The Village will post events, encourage participation in the events and publish storm water related information on its website.
3. The Village will host the recycling pickup location (which is rotated between participating communities within the County) once during the five (5) year program.
4. Village will continue to support and provide an Information Center at the Village Hall with volunteer sign-up sheets for stream clean-up and Black River RAP programs. The Information Center will also provide educational materials to aid in soliciting volunteers and encourage citizen input and participation.

5. Continue the tree planting program and encourage residents to participate in tree planting annually.
6. Storm drains are required to be imprinted with “no dumping” or other storm water related awareness message imprinted on all replaced drain lids and on all new storm drains.
7. Conduct an evaluation of the effectiveness of each BMP annually and modify or implement improvements as needed.

Annual Measurement (2021 – 2026):

- Document the number of Public Meetings addressing storm water related issues and the number of residents attending the meetings.
- Document the number of residents attending Black River RAP events.
- Document recycling pickup events and amount of participation.
- Document the amount of recycling collected.
- Document the number of trees planted and participants.
- Document the number of storm drains installed with imprinted storm water awareness messages.
- Conduct an evaluation of the effectiveness of each BMP and modify or implement improvements as needed.

Illicit Discharge Detection Elimination

The Village of Grafton's is responsible for the Illicit Discharge Detection and Elimination Program. The Village will continue to monitor the system for illicit discharges and enforce elimination of the identified discharges. Identified priority areas will continue to be monitored through visual inspection. The Village will continue providing information to the general public of hazards associated with illegal discharges and encouraging public participation in the detection and elimination program. The strategies adopted by the Village of Grafton are as follows:

The Village has developed a storm sewer collection mapping system that includes storm sewers, outfalls to receiving streams, catch basins, pipes, culverts, and other storm water related structures. The map will be updated to include retention/detention ponds and post-construction water quality BMPs both public and private within the five-year permit period.

Throughout the detection program, illicit discharges will be identified and eliminated. The Ohio EPA will be notified of any illicit discharges are detected discharging to the MS4 including illicit sanitary cross connections from industrial, commercial, or multi-family sources; and leaking or broken sanitary sewer lines that are actively contributing sewage to the MS4. Notification shall include the location, general description, date, and approximate time the illicit discharge was discovered. Such notification shall be made to the appropriate Ohio EPA district office within twenty-four (24) hours of discovery of the source.

The only EPA designated industrial facilities within the Village is the Village's Wastewater Treatment Plant and the Maintenance Garage. Only the Maintenance Facility has an individual SWP3. There are only light manufacturing industrial facilities within the Village. There are no septic tanks or on-site sewage systems within the Village. There are no sanitary sewer overflows within the Village.

The Village will provide educational brochures on the hazards associated with illegal discharges to all residents as stated in the Public Education and Public Involvement measures.

The Village has in-place legislation prohibiting illicit discharges. Enforcement action is included in the legislation and will be taken against property owners found to be in noncompliance.

Measurable Goals and Timeline:

Continue annually (2021 – 2026) or as noted below:

1. Update and verify completeness of the storm sewer mapping and include the new requirements for retention/detention pond and post-construction water quality BMPs both public and private. The new requirements will be completed by the end of the 5-year permit term with at least **20% completed annually**.
2. Review the illicit discharge ordinance for any needed updates to meet EPA requirements.

3. Continue providing information to residents, businesses, and employees on illicit discharge education.
4. Provide annual employee training that includes illicit discharge detection and elimination topics.
5. Continue yearly inspections of grease traps of commercial businesses.
6. Visually inspect all outfalls and record inspection results.

Annual Measurement (2021 – 2026):

- Total number of MS4 outfalls inspected.
- Number of outfalls with dry weather screening.
- Number of outfalls where dry weather flows were identified.
- Document the number of illicit discharges identified and reported to the EPA within 24-hours.
- Document the number of illicit connections corrected.
- Document the number of illicit connections identified but not corrected including details on the location, an estimate of volume (gpd), the source and the type (continuous/intermittent/one-time), the types of pollutants believed to be present, the receiving surface water and an estimated schedule for elimination.
- Document the number of residents and businesses reached through the distribution of brochures.
- Document the amount of hazardous waste collected.
- Document the number of inspections of grease traps and corrective actions taken.
- Document number of employees trained in identifying and eliminating illicit discharges.
- Document amount of mapping completed.
- Conduct an evaluation of the effectiveness of each BMP annually and modify or implement improvements as needed.

Construction Site Runoff Control

The Village of Grafton's is responsible for the Construction Site Runoff Control measure. The Village has adopted regulations and implemented control measures for construction site runoff and for enforcement of its erosion and sediment control plan. The control plan includes standard detailed drawings and specifications for construction site runoff control as well as enforcement regulations. Through this ordinance, the Village regulates land disturbance of one acre or greater.

The ordinance requires developers to submit construction plans for review and approval that include a written plan (SWP3) containing measures to reduce soil erosion and control sediment runoff. Each submitted plan requires review and approval by the Village prior to beginning construction and fines can be levied for noncompliance. The Village will complete a checklist to document each plan review, any communications regarding the review and plan revisions and any notification to obtain NPDES permit coverage shall be maintained.

The Village staff will continue to review plans and inspect construction sites. Once the plan is reviewed and approved, the staff is responsible for making sure developers comply with the plan. If noncompliance is found, the Village may issue a permit violation, stop work order, fine, or other measure.

If a construction site has any of the following compliance issues, the site will be inspected every 14 days until the site is in compliance and then inspection will resume on a monthly basis:

1. Construction activities have started at the site with no SWP3 reviewed and approved by the MS4;
2. Failure to install sediment basin(s) when the SWP3 and/or site drainage clearly indicate as a first step (within 7 days prior to grading and within 7 days of grubbing).
3. Construction activities taking place with no sediment/erosion controls; or
4. Dewatering activities resulting in turbid discharges.

Measurable Goals and Timeline:

Continue annually (2021 – 2026) or as noted below:

1. Review the Construction Site Runoff and Sediment Control regulations and update the regulations and specifications to incorporate the new General Permit regulations. Update the Zoning Ordinance Chapter 1295 by December 2021.
2. Review site inspection procedures.
3. Develop and review the SWP3 plan review checklist within the first year of implementing this SWMP by December 2021.
4. Provide developers with educational material on phosphorus reduction.

Annual Measurement (2021 – 2026):

- Document and list the number of site inspections and checklists completed.
- Document the number of SWP3 and plans reviewed and approved.
- Document the number and frequency of inspections.
- Document the number of plan citations issued.
- Document the number of enforcement actions taken.
- Document the number of complaints received and addressed.
- Document the number of educational brochures distributed to designers and contractors.
- Conduct an evaluation of the effectiveness of each BMP annually and modify or implement improvements as needed.

Post-Construction Runoff Control in New Development/Redevelopment

The Village of Grafton is responsible for the Post-Construction Runoff Control in New Development/Redevelopment. The Village's post-construction runoff control in new development/redevelopment measure includes reviewing and analyzing practical BMPs. The review will increase both structural and nonstructural practices. The goal will be to develop and implement improved development and redevelopment area storm water management.

The Village has adopted legislation that governs post-construction runoff control that requires and enforces BMPs for improved quality of storm water discharge for both new development and redevelopment areas that disturb one acre or more.

The nonstructural BMPs include a review of existing ordinances and subdivision regulations to improve preventive actions, management, and source controls. The review of existing policies will take into consideration land use planning, identification of sensitive areas, optimizing open space, providing buffers, and minimizing soil disturbance. The nonstructural BMPs will also include improved public awareness for both residents and developers.

Various methods will be used to reduce impervious cover and maintain pre-development runoff conditions: The Village of Grafton will adopt smart growth initiatives to limit growth in green areas and focus them to the inner Village through land use planning, zoning, and subdivision regulations. The Village will review and organize traffic patterns to maximize the available roadway system in order to limit future needs of additional roadways. Development will be encouraged to occur in certain corridors with adequate public utilities to avoid and minimize construction site runoff.

Structural BMPs that are currently in place (constructed) by developers and approved by the Village will be evaluated to determine their effectiveness for reducing storm water impact. The Village will develop a maintenance program to insure proper operation. Based on evaluation of the maintenance program, the Village will continue to review the existing design criteria for achieving the BMPs and will revise existing ordinances and construction regulations to improve the quality of storm water discharge by controlling construction wastes in order to limit discharges to the water system. The ordinance will include regulations for discarded building materials, concrete truck washout, chemicals, litter and sanitary waste at the construction site, and chemical drum and fuel tank storage.

As part of ensuring appropriate implementation of structural BMPs, the Village will review and approve all design prior to construction and will complete both construction and post-construction inspections. The Village will maintain a log for complaints received, complain investigations and documentation of the corrective procedures and resolution of the complaint.

The Village will develop an ordinance and standard agreement to ensure that long-term O&M plans are in place for all applicable sites, including after changes of ownership. The Village will

inspect all private and public post-construction runoff controls to ensure it is maintained per existing long-term O&M plans, agreements, and local ordinances at least once during this permit term. A checklist for inspection will be developed to document each site review. A copy of the long-term O&M plans and agreements and inspections will be maintained.

Measurable Goals and Timeline:

Continue annually (2021 – 2026) or as noted below:

1. Develop an inspection and maintenance schedule specifically for each existing structure by December 31, 2021.
2. Develop a check list for inspecting sites by December 31, 2021.
3. Develop an ordinance and standard agreement to ensure long-term O&M plans are in place for all applicable sites that includes after changes of ownership by December 31, 2022.
4. Review and revise the existing ordinances and subdivision regulations as they relate to storm water collection, storage, and treatment and to require OHC000005 Table 4b practices and/or other green infrastructure practices where feasible by December 31, 2022.
5. Review and revise, if necessary, the standard detailed construction drawings, specifications, and ordinances for storm water management after construction.
6. Review and revise, if necessary, the Village's preconstruction review and approval process for development.
7. Review and revise, if necessary, the ordinances and subdivision regulations to reflect any needed revisions.
8. Review inspection and maintenance reports annually to determine compliance with design and operational goals.
9. Provide information and encourage low impact development which reduces impervious cover to developers and builders.

Annual Measurement:

- Document number of applicable sites in your jurisdiction requiring post-construction controls for the reporting year.
- Document number of pre-construction SWP3 reviews and approvals for post-construction runoff controls.
- Document number of inspections verifying that post-construction runoff controls were built per requirements.
- Document number of enforcement actions taken for failure to adequately install post-construction runoff controls and the number of enforcement actions taken for failure to maintain.
- Document number of long-term O&M plans developed and agreements in place for post-construction runoff controls.
- Document number of long-term O&M inspections performed on post-construction controls (number performed by MS4 and number performed privately); and

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- Document any activities taken to satisfy your post-construction storm water management program TMDL performance standard.
- Conduct an evaluation of the effectiveness of each BMP annually and modify or implement improvements as needed.

Pollution Prevention/Good Housekeeping for Municipal Operations

The Village of Grafton is responsible for the Pollution Prevention/Good Housekeeping control measures for the Municipal Operations. The Village's program goal is to reduce pollutant runoff from municipal operations. The Village will continue to provide regular vehicle inspections to eliminate the amount of oil, grease, and fluid leaks. The vehicle maintenance schedule will be publicly posted at the maintenance facility and employees will receive instructions for preventing pollution from automobile maintenance activities.

The Village will continue to provide a recycling container and collect oil from municipal operations. It is typical that a vehicle maintenance program can significantly reduce loadings of hydrocarbons, trace metals, and other pollutants that can affect the quality of storm water runoff. A vehicle washing area will be designated and employees will be required to use this area for all vehicle washing.

The Village will provide a structured training program for employees that will include illicit discharge detection and elimination, phosphorus impact and reduction, proper hazardous material handling and storage practices and in pesticide handling and safe lawn care techniques. Information on alternative products will be posted at the maintenance facility and at the Village Hall and distributed to homeowners.

The Village will reduce the amount of road salt currently distributed on Village streets (as much as possible) by adjusting application rates, concentrating application to identified critical areas and if possible, by using alternative products. Salt is very soluble when it comes in contact with storm water, it can migrate into ground water used for public water supplies and contaminate surface waters.

Street cleaning will continue to be performed to minimize pollutant export to receiving waters. The Village will continue to monitor and watch for any illegal dumping and continue to residents of the environmental impacts of illegal dumping. There are many risks to public safety and water quality associated with illegal disposal actions so continued illegal dumping control is important to preventing contaminated runoff from entering wells and surface water, as well as averting flooding due to blockages of drainage channels for runoff.

The Village has established a storm sewer catch basin cleaning program to reduce the amounts of pollutants, trash, and debris both in the storm drain system and in receiving waters. The Village will continue to annually send brochures to all residents on illegal dumping and the proper disposal of wastes.

The Village contracts with a private lawn care specialist for the application of pesticides and fertilizers. A copy of a pesticide, herbicide and fertilizer application plan is included in Appendix G.

Measurable Goals and Timeline:

Continue annually (2021 – 2026) or as noted below:

1. Provide annual employee training for illicit discharge detection and elimination, phosphorus impact and reduction, proper hazardous material handling and storage practices, pesticide handling and safe lawn care techniques, and in automobile maintenance pollution prevention.
2. Continue the vehicle maintenance program. Publicly post the maintenance schedule at the Village's maintenance building.
3. Continue to provide a recycling facility to collect oil from municipal operations that has a spill prevention device.
4. A vehicle washing area has been designated and employees are required to use this area for all vehicle washing.
5. Perform an annual inventory of all hazardous products, pesticides, fertilizers, etc. stored at the maintenance facility. Ensure all products are labeled accordingly and maintained in the clearly marked locked storage area.
6. Provide information to homeowners on illegal dumping.
7. Continue the storm drain cleaning program. Clean 20% of storm drains each year for the permit term.
8. Attempt to reduce the use of road salt using gravel/road grindings as an alternative when feasible.

Annual Measurement:

- Document and summarize each training session, number of employees attending and topics including phosphorus.
- Document the amount of road salt applied.
- Document the amount of oil collected at the recycling facility and how it is disposed of.
- Document the number of preventive maintenance procedures performed on municipal vehicles.
- Document the number of miles of streets cleaned and the amount of trash removed from streets and catch basins and how it is disposed of.
- Document the volume of pesticides applied by the Village and measures taken to minimize usage.
- Document the volume of fertilizers used by the Village and measures taken to minimize usage.

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- Summarize any new or existing flood management projects that were assessed for possible impacts on water quality.
- Summarize activities performed that provide reduction in phosphorus.
- Conduct an evaluation of the effectiveness of each BMP and modify or implement improvements as needed.

EXHIBIT A

Storm Water Protection
Ordinance 03-004

EXHIBIT B

Construction and Post Construction
Zoning Ordinance 1295

EXHIBIT C

Village of Grafton
Location Map

Village Of Grafton Boundary Map

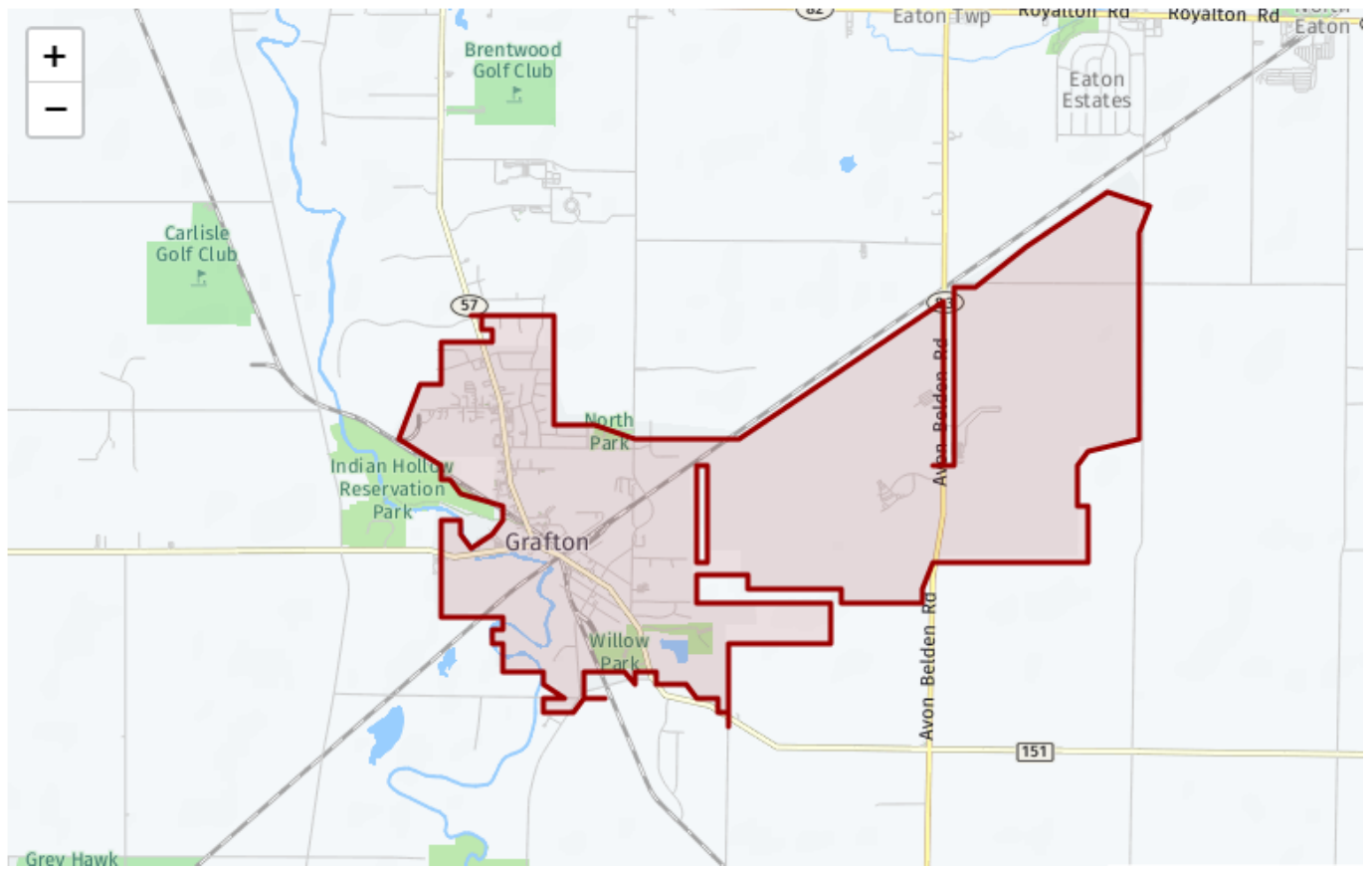
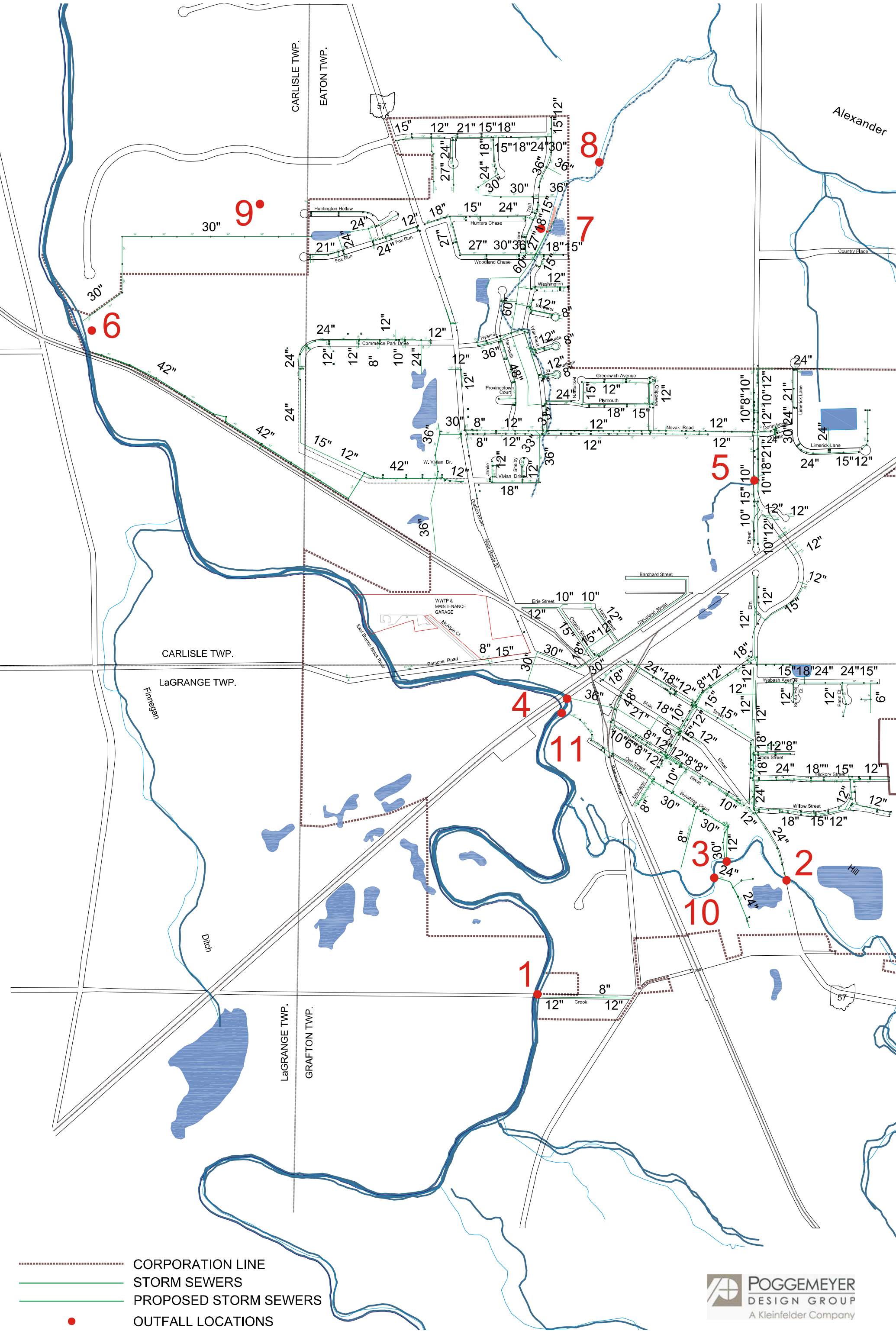


EXHIBIT D

Village of Grafton
Storm Sewer Maps



- CORPORATION LINE
- STORM SEWERS
- PROPOSED STORM SEWERS
- OUTFALL LOCATIONS

EXHIBIT E

EPA Annual Report Form



NPDES Small MS4 General Permit (OHQ000003) Annual Reporting Form

Instructions for completing this form:

- OHQ000003 requires that this form be used when submitting annual reports. You may request approval to use your own reporting format.
- Annual Reports are due annually on or before April 1st.
- Complete the form and sign and date the certification statement below.
- If more space is needed than is provided, identify within the provided space that Attachment A, B, C, etc. has been attached.
- If an item of the form is not applicable for your program (such as street sweeping), fill in N/A in the space provided.
- Don't include attachments such as brochures, newspaper clips, sign-in sheets, etc. related to your program with this form. You only need to summarize these within this report. These records must be filed and will be needed during program audits.
- When complete, submit this Annual Report form to the following address:

Ohio Environmental Protection Agency
Division of Surface Water
Storm Water Program – Small MS4
P.O. Box 1049
Columbus, Ohio 43216-1049

Small MS4 Annual Report for Year:

Ohio EPA Facility Permit Number:

Name of MS4:

Primary Contact:

Title:

Mailing Address:

City:

Zip Code:

County:

Telephone Number:

Email Address:

Include or attach a Table of Organization. Indicate who (name and contact information) is responsible for overall management and implementation of your program, and if different, each minimum control measure of your program. Identify how development and implementation across multiple positions, agencies and departments occur. Also, identify any Memorandum of Understandings (MOUs) or other such agreements that exist.

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 possibility of fine and imprisonment for knowing violations.

Print Name: _____

Print Title: _____

Signature: _____

Date: _____



SMALL MS4 ANNUAL REPORT FORM

State of Ohio Environmental Protection Agency

PUBLIC EDUCATION & OUTREACH

Estimate Your Permit Area's Total Population: _____

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached	Summary of Results	Effective (Yes or No)



SMALL MS4 ANNUAL REPORT FORM

PUBLIC EDUCATION & OUTREACH

- Summarize activities you plan to undertake during the next reporting cycle.

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience to be Reached	Summary of Planned Activities	Proposed Schedule



SMALL MS4 ANNUAL REPORT FORM

PUBLIC INVOLVEMENT/PARTICIPATION

BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People Participated	Summary of Results	Effective (Yes or No)



SMALL MS4 ANNUAL REPORT FORM

PUBLIC INVOLVEMENT/PARTICIPATION

- Summarize activities you plan to undertake during the next reporting cycle.

BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People to Participate	Summary of Planned Activities	Proposed Schedule



State of Ohio Environmental Protection Agency

SMALL MS4 ANNUAL REPORT FORM

ILLCIT DISCHARGE DETECTION & ELIMINATION (IDDE)

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))		Summary of Results or Activities		Effective (Yes or No)
Ordinance or Other Regulatory Mechanism							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates			Effective (Yes or No)	
Storm Sewer System Map							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates			Effective (Yes or No)	
HSTS Mapping and List							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates			Effective (Yes or No)	
IDDE Plan							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Outfalls Screened	# of Dry-Weather Flows Identified	# Of Illicit Discharges:		Effective (Yes or No)
					Identified*	Eliminated	
Dry-Weather Screening of Outfalls							
Total # of Outfalls _____							

*Include an attachment which provides schedules for elimination of illicit connections that have been identified but have yet to be eliminated.



SMALL MS4 ANNUAL REPORT FORM

ILLCIT DISCHARGE DETECTION & ELIMINATION (IDDE)

- Summarize activities you plan to undertake for the next reporting cycle.

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism			
Storm Sewer System Map			
HSTS Mapping and List			
IDDE Plan			
Dry-Weather Screening of Outfalls			



SMALL MS4 ANNUAL REPORT FORM

CONSTRUCTION SITE RUNOFF CONTROL

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))		Summary of Results or Activities	Effective (Yes or No)	
Ordinance or Other Regulatory Mechanism							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Standards Being Used		Summary of Results or Activities	Effective (Yes or No)	
Sediment and Erosion Control Requirements							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Complaints		Summary of Results or Activities	Effective (Yes or No)	
			Received	Followed-Up On			
Complaint Process							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Applicable Sites Requiring Plans	# of Plans Reviewed	Summary of Results or Activities	Effective (Yes or No)	
Site Plan Review Procedures							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Site Inspections Performed			Summary of Results or Activities	Effective (Yes or No)
			# of Applicable Sites	# Performed	Avg. Frequency		
Site Inspection Procedures							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Violations		Summary of Results or Activities	Effective (Yes or No)	
			# of Violation Letters	# of Enforcement Actions			
Enforcement Procedures							

*Include an attachment which identifies applicable sites within your jurisdiction for this reporting period.



SMALL MS4 ANNUAL REPORT FORM

CONSTRUCTION SITE RUNOFF CONTROL

- Summarize activities you plan to undertake during the next reporting cycle.

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism			
Sediment and Erosion Control Requirements			
Complaint Process			
Site Plan Review Procedures			
Site Inspection Procedures			
Enforcement Procedures			



SMALL MS4 ANNUAL REPORT FORM

POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))		Summary of Results or Activities	Effective (Yes or No)
Ordinance or Other Regulatory Mechanism						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Structural and/or Non-Structural Standards Being Used		Summary of Results or Activities	Effective (Yes or No)
Post-Construction Requirements						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Applicable Sites Requiring Post- Const. BMPs	# of Plans Reviewed	Summary of Results or Activities	Effective (Yes or No)
Site Plan Review Procedures						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Site Inspections Performed		Summary of Results or Activities	Effective (Yes or No)
			# Performed	Avg. Frequency		
Site Inspection Procedures						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Violations		Summary of Results or Activities	Effective (Yes or No)
			# of Violation Letters	# of Enforcement Actions		
Enforcement Procedures						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Sites Requiring Plans/Agreements	# of Plans Developed/Agreements in Place	Summary of Results or Activities	Effective (Yes or No)
Long-Term O&M Plans/Agreements						



SMALL MS4 ANNUAL REPORT FORM

POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

- Summarize activities you plan to undertake for the next reporting cycle.

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism			
Post-Construction Requirements			
Site Plan Review Procedures			
Site Inspection Procedures			
Enforcement Procedures			
Long-Term O&M Plans/Agreements			



SMALL MS4 ANNUAL REPORT FORM

POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Topic(s)	Targeted Audience	# of Employees Attended	Summary of Activity	Effective (Yes or No)									
Employee Training Program																
List of Municipal Facilities Subject to Program					O&M Procedures Developed for Facilities (Yes or No)	# of Facility Inspections Performed	Frequencies of Such Inspections									
MS4 Maintenance	Summarize Maintenance Activities and Schedules			Summarize Activities Performed												
Disposal of Wastes	Procedures Developed (Yes or No)		Document Amounts of Wastes Properly Disposed													
Road Salt	Covered (Yes or No)		Tons Used	Summarize Measures Taken to Minimize Usage												
Pesticide & Herbicide Usage	Procedures Developed (Yes or No)		Gallons Used	Summarize Measures Taken to Minimize Usage												
Fertilizer Usage	Procedures Developed (Yes or No)		Pounds Used	Summarize Measures Taken to Minimize Usage												
Street Sweeping	Procedures Developed (Yes or No)		Document Amount of Material Collected and Properly Disposed													
Flood Management Projects	Summarize any New or Existing Flood Management Projects that were Assessed for Impacts on Water Quality															



SMALL MS4 ANNUAL REPORT FORM

POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

- Summarize activities you plan to undertake for the next reporting cycle.

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Employee Training Program			
List of Facilities Subject to Program			
MS4 Maintenance			
Disposal of Wastes			
Road Salt			
Pesticide & Herbicide Usage			
Fertilizer Usage			
Street Sweeping			
Flood Management Projects			



SMALL MS4 ANNUAL REPORT FORM

PROPOSED CHANGES TO YOUR SWMP (IF ANY)

- Summarize any proposed changes to your SWMP, including changes to any BMPs or any identified measurable goals that apply to the program elements. If you fail to satisfy measurable goals for the reporting year, please explain why.

VARIANCES GRANTED (IF ANY)

- Identify and summarize any variances granted under your storm water program.

EXHIBIT F

EPA Program Evaluation Worksheets

EPA Field Inspection Reports

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Industrial/Commercial Component Worksheet

Date of Evaluation
Evaluator Name, Title
MS4 Permittee

Instructions: Use this worksheet as a guide for questioning MS4 staff and reviewing applicable documents. Keep in mind that additional questions may be necessary based on local regulations, MS4 permit requirements, implementation strategies, or water quality issues. Remember to obtain copies of any applicable documents or files which may assist in writing the MS4 evaluation report.

Staff Interviewed		
Name	Department/Agency	Phone Number/Email

Ordinance/Legal Authority		
Interview Questions	Response	
Ordinance which requires industrial/commercial facilities to install BMPs or minimize pollutant discharge?	YES	NO
Name and/or code section(s).		
Types of facilities covered:		
Facilities exempted:		
Applicable Documents	Reviewed	Obtained
Ordinance(s)		

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Notes

Facility Inventory			
Interview Question	Response		
Industrial/Commercial facilities inventoried?	YES	NO	
Types of facilities included in the inventory:			
Facilities prioritized according to risk?	YES	NO	
Criteria used:	Proximity to waterbody	YES	NO
	Waterbody impairment	YES	NO
	Type of facility	YES	NO
	Materials produced on-site	YES	NO
	Materials stored on-site	YES	NO
Facilities mapped?	YES	NO	
GIS?	YES	NO	
Applicable Documents	Reviewed	Obtained	
Facility inventory			
Facility map			

Notes

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Notes

Standards, BMPs & Outreach	
Interview Questions	Response
Standards adopted which require industrial/commercial facilities to install BMPs (e.g., all car dealerships must install a wash rack plumbed to the sanitary sewer)? Describe:	YES NO
Standards for new development only or do they apply to improvements as well?	
Additional criteria which determine whether BMPs are required (e.g. facilities determined to be “high priority”, facilities within 100 feet of stream):	
Specific guidance document or manual utilized:	

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Standards, BMPs & Outreach			
Interview Questions		Response	
Materials developed to educate operators about required or recommended BMPs:			
Training for operators: Frequency of training:			
Applicable Documents		Reviewed	Obtained
BMP standards or guidance document			
Outreach materials			

Notes

Inspections	
Interview Questions	Response
Industrial/Commercial facilities inspected?	YES NO
Frequency:	
Staff (department or agency) responsible for inspections:	
If multiple departments perform inspections (i.e. health department inspects restaurants, pretreatment)	YES NO

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Inspections			
Interview Questions		Response	
staff inspects heavy industrial), are the stormwater findings compiled?			
Checklist used during inspection?		YES	NO
Types of data collected:		Proximity to waterbody _____ Type of facility _____ Materials produced on-site _____ Materials stored on-site _____ Hazardous waste on-site _____ NOI submittal _____ Other _____	
Are non-filers reported to permitting authority?		YES	NO
Method of tracking inspection findings:			
Educational materials provided to operators during inspections?		YES	NO
Applicable Documents		Reviewed	Obtained
Example checklist			
Examples of outreach materials			
Notes			

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Enforcement			
Interview Questions	Response		
Enforcement escalation plan or procedures adopted?	YES	NO	
Can industrial/commercial inspectors administer enforcement actions? If no, who can? If yes, what types of enforcement actions?	YES	NO	
Enforcement action is most commonly used:			
Enforcement actions tracked? How?			
Average number of enforcement actions (by type) issued in the previous year:	Notices of Violations (NOV) _____ Administrative fines _____ Civil penalties _____ Criminal penalties _____ Damage abatement _____ Other: _____		
Adequate legal authority and tools available to inspectors to enforce stormwater requirements at industrial/commercial facilities? If no, how could the program be improved?			
Who does follow up on enforcement actions?			
Applicable Documents		Reviewed	Obtained
Enforcement escalation plan or procedures			
Notes			

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Notes

Staff Education and Training			
Interview Questions		Response	
Staff trained to inspect industrial/commercial facilities?		YES	NO
Frequency:			
Materials used to train staff:			
Applicable Documents		Reviewed	Obtained
Training materials			
Training records			

Notes

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Notes

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Illicit Discharge Component Worksheet

Date of Evaluation
Evaluator Name, Title
MS4 Permittee

Instructions: Use this worksheet as a guide for questioning MS4 staff and reviewing applicable documents. Keep in mind that additional questions may be necessary based on local regulations, MS4 permit requirements, implementation strategies, or water quality issues. Remember to obtain copies of any applicable documents or files which may assist in writing the MS4 evaluation report.

Staff Interviewed		
Name	Department/Agency	Phone Number/Email

Ordinance/Legal Authority	
Interview Questions	Response
Ordinance which prohibits illicit discharges? Name and/or code section(s).	YES NO
Exclusions (non-stormwater discharges) allowed:	
Types of enforcement mechanisms available:	Notices of Violations (NOV) YES NO Administrative fines YES NO Stop-work orders YES NO Civil penalties YES NO Criminal penalties YES NO Other:
Official enforcement escalation plan or procedures in place?	YES NO

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Applicable Documents	Reviewed	Obtained
Ordinance(s) prohibiting illicit discharges		
Enforcement escalation plan or procedures		

Notes

Dry-Weather Screening		
Interview Question	Response	
Map of MS4 system complete?	YES	NO
If yes, hard copy or electronic?		
Who can access the map and for what purpose?		
Dry-weather field screening used to detect illicit discharges?	YES	NO
Frequency and extent of field screening (i.e. 30 percent of major outfalls annually):		
Areas for screening prioritized?	YES	NO
Criteria used:	Land use(s) in watershed	YES NO
	Waterbody impairment	YES NO
	Spills/Dumping incidents	YES NO
	Other:	
Checklist or reporting form utilized?	YES	NO

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Investigation of Illicit Discharges	
Interview Questions	Response
Staff (departments/agencies) utilized:	
Enforcement mechanisms available:	Notices of Violations (NOV) _____ Administrative fines _____ Civil penalties _____ Criminal penalties _____ Abatement charges for damage _____ Other: _____

Applicable Documents	Reviewed	Obtained
Investigation procedures		

As a part of the audit, review complete paperwork trails for several illicit discharge events (including a spill and an unknown illicit discharge in the storm drain system). Determine if the full investigation process was documented and if adequate enforcement actions taken when required.

Illicit Discharge Location or Case File Name #1:		
Summarize illicit discharge event:		
Full investigation process documented?	YES	NO
Source determined?	YES	NO
Enforcement action taken?	YES	NO
Describe: Describe:		

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Illicit Discharge Location or Case File Name #1:
Notes:

Illicit Discharge Location or Case File Name #2:		
Summarize illicit discharge event:		
Full investigation process documented?	YES	NO
Source determined?	YES	NO
Enforcement action taken?	YES	NO
Describe:		
Notes:		

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Notes

Public Awareness & Reporting			
Interview Questions	Response		
Spill reporting hotline?	YES	NO	
Complaint tracking database or system? Describe:	YES	NO	
Outreach materials used to educate public about illicit discharges:			
Subwatersheds or neighborhoods prioritized for outreach based on complaints or land use?	YES	NO	
Applicable Documents	Reviewed	Obtained	
Examples of outreach materials			
Print out of complaint database or tracking system files			

Notes

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Notes

Spill Prevention & Response			
Interview Questions		Response	
Spill response plan or procedures adopted?		YES	NO
Who responds?			
Adequate equipment and training for staff?			
Tracking of spills and response?		YES	NO
Database used?			
Applicable Documents		Reviewed	Obtained
Spill tracking system			

Notes

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Notes

Used Oil & Toxics Management			
Interview Questions	Response		
Types of waste managed:	<div style="display: flex; justify-content: space-between;"> <div>Household Hazardous Waste</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Used oil/filters</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Batteries</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Thermometers</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>White goods (e.g. refrigerators)</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>E-waste (e.g. computers)</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Pharmaceuticals</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Paint</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Other</div> <div>_____</div> </div>		
Describe public outreach materials used:			
Applicable Documents	Reviewed	Obtained	
Outreach materials			

Notes

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Notes

Sanitary Sewer Discharges		
Interview Questions	Response	
Sanitary sewer systems evaluated to determine storm sewer cross-connections or overflow locations?	YES	NO
Extent of infiltration and inflow into storm sewer system:		
Sewer spill and cleanup procedures in place?	YES	NO
Applicable Documents	Reviewed	Obtained
Sewer spill and clean procedures		

Notes

Staff Education and Training	
Interview Questions	Response
Staff trained to identify illicit discharges?	YES NO
Frequency:	
Materials used to train staff:	

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Staff Education and Training		
Interview Questions	Response	
Applicable Documents	Reviewed	Obtained
Training materials		
Training records		

Notes

Appendix C – Field Inspection Worksheets

This appendix includes the following four field inspection worksheets:

- MS4 Maintenance Facility Field Inspection Worksheet
- Construction Field Inspection Worksheet
- Industrial/Commercial Facility Field Inspection Worksheet
- Outfall Visual Field Inspection Worksheet

Use these field inspections sheets as you accompany MS4 staff on inspections of municipal facilities, construction sites and industrial/commercial facilities. In addition, the outfall visual field inspection worksheet can be used to assess the condition of an MS4's outfall(s), thereby giving an evaluator an indication of the quality of the MS4's maintenance program.

APPENDIX C – FIELD INSPECTION WORKSHEETS

MS4 Maintenance Facility Field Inspection Worksheet

Permittee:	
Address of facility:	Size of facility:
Date of visit:	Time of visit:
Provide the name(s) and title(s) of permittee staff present during inspection	
Name	Title
Evaluator Observations:	
SWPPP or stormwater plan	
Has the maintenance facility developed a SWPPP or stormwater plan?	
Does the plan include a site map, list of pollutant sources, BMPs, and maintenance procedures?	
Does the permittee conduct and document periodic inspections of the facility?	
Are storm drains labeled and free of debris?	
Vehicle maintenance, fueling and washing	
Are vehicle maintenance activities conducted in a designated place not exposed to stormwater?	
Are fueling stations properly designed with spill kits nearby?	
Are vehicles washed on-site? Is wash water discharged to the MS4 or sanitary sewer?	
Material storage	
Are all materials that are potential stormwater contaminants stored under cover or in secondary containment?	
Hazardous waste management	
Are all hazardous materials properly labeled and stored to prevent exposure to stormwater runoff?	
Waste management	
Are waste bins covered with waste properly disposed in containers?	
How is landscape waste stored?	
Spill response	
Does the facility have a spill response plan, and are spill kits readily available?	
Employee training	
What type of stormwater training do maintenance staff receive?	
Notes or additional information:	

APPENDIX C – FIELD INSPECTION WORKSHEETS

Construction Field Inspection Worksheet

Permittee:		
Address of project:	Size of project:	NOI?
Date of visit:	Time of visit:	
Name of permittee's inspector(s):		
Provide the name(s) and title(s) of site superintendent or contractor(s) present during inspection		
Name	Title	
Evaluator Observations:		
<i>Inspector Training/Knowledge</i>		
Is the inspector knowledgeable about: <ul style="list-style-type: none"> ○ Erosion and sediment control BMPs, ○ Stormwater/pollution prevention BMPs, ○ Local stormwater requirements, and ○ Legal authority (ordinances)? 		
Is the inspector familiar with the requirements in the State stormwater construction general permit?		
What type of stormwater training did the inspector receive? When, and how often?		
<i>Inspection Procedures</i>		
Is a checklist used during the inspection?		
Is the inspector aware of previous stormwater inspection results at this site?		
Does the inspector review the approved plans (erosion and sediment control and/or SWPPP) required to be at the construction site?		
Does the inspector walk the entire site and inspect all points of discharge?		
Does the inspection address: <ul style="list-style-type: none"> ○ Erosion control ○ Sediment control ○ Waste management practices ○ Non-stormwater discharges? 		
Did the inspector miss obvious violations?		
Are inspection findings documented in writing and presented to the site contact?		
<i>Compliance/Enforcement</i>		
How does the inspector address compliance issues (verbal warnings, NOV, stop work order, etc)?		
If there are compliance issues identified, is a deadline given for correction?		
<i>Education</i>		
Are any materials or brochures given to the site contact to educate them about appropriate BMPs?		

Notes or additional information:

APPENDIX C – FIELD INSPECTION WORKSHEETS

Industrial/Commercial Facility Field Inspection Worksheet

Permittee:		
Address and Name of facility:	Size of project:	NOI?
Date of visit:	Time of visit:	
Name of permittee's inspector(s):		
Provide the name(s) and title(s) of facility representatives present during inspection		
Name	Title	
Evaluator Observations:		
<i>Inspector Training/Knowledge</i>		
Is the inspector knowledgeable about: <ul style="list-style-type: none"> ○ Source Control BMPs, ○ Treatment Control BMPs, ○ Local stormwater requirements, and ○ Legal authority (ordinances)? 		
Is the inspector familiar with the requirements in the State stormwater industrial general permit?		
What type of stormwater training did the inspector receive? When, and how often?		
<i>Inspection Procedures</i>		
Is a checklist used during the inspection?		
Is the inspector aware of previous stormwater inspection results at this site?		
Does the inspector review the BMPs in the industrial SWPPP (if available)?		
Does the inspector walk the entire facility and inspect all points of discharge?		
Does the inspection address: <ul style="list-style-type: none"> ○ Good housekeeping practices ○ Spill prevention and response ○ Materials handling and storage ○ Waste management practices ○ Non-stormwater discharges? 		
Did the inspector miss obvious violations?		
Are inspection findings documented in writing and presented to the facility representative?		
<i>Compliance/Enforcement</i>		
How does the inspector address compliance issues (verbal warnings, NOV, stop work order, etc)?		
If there are compliance issues identified, is a deadline given for correction?		
<i>Education</i>		
Are any materials or brochures given to the facility representative to educate them about appropriate BMPs?		

Notes or additional information:

APPENDIX C – FIELD INSPECTION WORKSHEETS

Outfall Visual Field Inspection Worksheet

Background

Permittee: _____ Date: _____ Time: _____
 Evaluator: _____ Predominant Watershed Landuse: _____
 Outfall Location: _____ (Latitude) _____ (Longitude)/ _____ (Address)
 Permittee Staff Interviewed: _____
 Date Outfall Last Inspected by Permittee: _____ Days Since Last Rainfall _____ Inches _____
 Photos Taken? Yes No Photo #s: _____

Outfall Description

End of Pipe Diameter (feet/inches): _____ Open Channel? Yes No	Outfall Submerged: Yes No If yes, in: <input type="checkbox"/> Water <input type="checkbox"/> Fully <input type="checkbox"/> Partially <input type="checkbox"/> Sediment <input type="checkbox"/> Fully <input type="checkbox"/> Partially	Pipe Material: <input type="checkbox"/> Concrete <input type="checkbox"/> PVC <input type="checkbox"/> Steel <input type="checkbox"/> Other: _____	Pipe Condition: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor Describe: _____ _____ _____
Shape: <input type="checkbox"/> Circular <input type="checkbox"/> Elliptical <input type="checkbox"/> Box <input type="checkbox"/> Other: _____			

Visual Observations

Flow Present: Yes No Flow Volume: <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> Heavy <input type="checkbox"/> Intermittent	Flow Color: <input type="checkbox"/> Clear <input type="checkbox"/> Muddy <input type="checkbox"/> Milky or cloudy <input type="checkbox"/> Sheen <input type="checkbox"/> Soapy foam <input type="checkbox"/> Other: _____	Debris in Pipe: <input type="checkbox"/> None <input type="checkbox"/> Sediment <input type="checkbox"/> Trash <input type="checkbox"/> Other: _____ _____ _____	Flow Odor: <input type="checkbox"/> None <input type="checkbox"/> Petroleum <input type="checkbox"/> Sewage/rotten eggs <input type="checkbox"/> Other: _____ _____ _____
Debris Around Outfall: <input type="checkbox"/> None <input type="checkbox"/> Sediment <input type="checkbox"/> Trash <input type="checkbox"/> Other: _____	Staining and Scum Present: <input type="checkbox"/> None <input type="checkbox"/> Red/Orange <input type="checkbox"/> White <input type="checkbox"/> Green algae <input type="checkbox"/> Oily scum	Notes: _____ _____ _____	

If flow is present, ask the following questions of the Permittee contact:

1. Has the outfall been inspected? Yes No If yes, when? _____
2. Was there dry weather flow during the last inspection? Yes (Go to Question # 3) No (Go to question # 6)

APPENDIX C – FIELD INSPECTION WORKSHEETS

3. Was there an investigation as to the source of the flow? Yes No If yes, describe the investigation.

4. What was the outcome of the investigation?

5. Does the permittee have documentation detailing the investigation and enforcement which resulted? Yes No Describe.

6. What are the permittee's next steps regarding the flow discovered during the field inspection? Ask the permittee to describe, in detail, how the flow will be investigated including specific staff members responsible, time frames for action, etc.

7. If the source of the dry weather flow is determined, what enforcement actions will the permittee take against the person responsible?

8. Are the actions described by the permittee contact confirmed in the Enforcement Response Plan? Yes No Describe.

Additional Comments or Observations:

APPENDIX D: REVIEWING AN ANNUAL REPORT

Appendix D – Reviewing an Annual Report

Annual Report Evaluation Worksheet

Date of Evaluation
Evaluator Name, Title
MS4 Permittee

Instructions: Use this worksheet as a guide when reviewing a permittee's annual report, as it highlights the information most useful for assessing the permittee's level of compliance. Keep in mind that additional information may be necessary to determine compliance based on specific local regulations, MS4 permit requirements, implementation strategies, or water quality issues.

Program Management Component
Name of department overseeing NPDES compliance:
Other departments involved in SWMP implementation:
Other municipalities or agencies implementing the SWMP:
Name of umbrella organization, if any:
SWMP or similar planning document?
Stormwater task force or committee: Internal? Intergovernmental?

APPENDIX D: REVIEWING AN ANNUAL REPORT

Program Management Component
Specific measurable goals referenced?
Revisions to the SWMP noted?
Water quality monitoring data (if any) analyzed for trends?
Program effectiveness assessed?
Notes

APPENDIX D: REVIEWING AN ANNUAL REPORT

Public Education and Participation Component
Name of department overseeing public education and participation:
Is an outreach strategy developed?
Specific stormwater messages used?
Specific target audiences identified?
Behavior changes tracked?
Stormwater hotline?
Methods used to distribute messages (printed material, media, etc.)
Effectiveness of education activities evaluated? Is a survey used?

APPENDIX D: REVIEWING AN ANNUAL REPORT

Public Education and Participation Component
Changes to the outreach strategy noted?
Attendance at public involvement activities?
Attendance for volunteer programs?
Public comments on the stormwater program?
Notes

APPENDIX D: REVIEWING AN ANNUAL REPORT

MS4 Maintenance Component
MS4 map or GIS?
Departments responsible for the following: <ul style="list-style-type: none">• Catch basin maintenance:• Street sweeping:• Storm drain pipe maintenance:• Stormwater management structure maintenance:• Open channel maintenance:
Number or frequency of catch basin inspections/cleaning:
Street sweeping frequency/miles:
Number or frequency of pipe inspections/cleaning:
Number or frequency of inspections/cleaning of stormwater management structures: <ul style="list-style-type: none">• Publicly owned:• Privately owned:
Frequency of open channel inspections/cleaning:

APPENDIX D: REVIEWING AN ANNUAL REPORT

MS4 Maintenance Component
Volume/weight of trash and debris removed from the MS4:
Areas targeted for higher frequency of maintenance?
Maintenance data analyzed to modify schedules or gauge effectiveness?
Locations/amounts used for the following: <ul style="list-style-type: none">• Deicing salts or abrasives?• Pesticides?• Fertilizers?
Inspections of municipal facilities?
Inspection of maintenance yard(s)?
Sanitary sewer overflow occurrences?
Household hazardous waste collection: <ul style="list-style-type: none">• Number of events?• Amounts collected?• Number of participants?

APPENDIX D: REVIEWING AN ANNUAL REPORT

M54 Maintenance Component
Attendance at stormwater training for municipal staff?
Notes

APPENDIX D: REVIEWING AN ANNUAL REPORT

Construction Component
Erosion and sediment control plan review
Department responsible for plan review:
Number of plans reviewed and/or approved:
Size threshold or other criteria to trigger plan review:
Construction site inspections
Department responsible for private construction inspections during the following phases: <ul style="list-style-type: none">• Grading phase:• Building phase:• Final inspection:
Different department for public projects? If yes, which department?
Number of inspectors who perform ESC inspections:
Number of active construction projects requiring inspections:
Frequency of routine inspections:

APPENDIX D: REVIEWING AN ANNUAL REPORT

Construction Component
Number of inspections performed (routine and follow-up):
Number of violations found:
Number of enforcement actions:
Training
Attendees at training for <ul style="list-style-type: none">• Plan review staff:• Erosion and sediment control inspectors:• Contractors and developers:
Notes

APPENDIX D: REVIEWING AN ANNUAL REPORT

Post-Construction Component
Postconstruction plan review
Department responsible for postconstruction stormwater plan review:
Ordinance governing postconstruction controls:
Number of plans submitted for review (private and public projects):
Number of plan reviewers:
Size threshold for postconstruction stormwater plan review:
BMP inspection and maintenance
Department responsible for as-built certifications of structural stormwater BMPs:
Department responsible for structural stormwater BMP maintenance (public and private):
Frequency of inspections/maintenance:

APPENDIX D: REVIEWING AN ANNUAL REPORT

Post-Construction Component
Party responsible for maintenance (permittee, owner, etc):
Number of enforcement actions taken due to lack of BMP maintenance:
Training
Attendance at training for the following: <ul style="list-style-type: none">• Plan review staff:• Stormwater BMP inspectors:• Developers, contractors, and engineers:
Notes

APPENDIX D: REVIEWING AN ANNUAL REPORT

Industrial/Commercial Component
Department(s) responsible for industrial/commercial stormwater inspections:
Ordinance governing stormwater controls at businesses:
Inventory of industrial facilities?
Number of industrial facilities:
Inventory of commercial facilities?
Number of commercial facilities:
Number of inspectors:
Frequency of inspection:

APPENDIX D: REVIEWING AN ANNUAL REPORT

Industrial/Commercial Component
Number of violations found:
Number of follow-up inspections performed:
Number of enforcement actions:
Attendees at stormwater inspector training:
Notes

APPENDIX D: REVIEWING AN ANNUAL REPORT

Illicit Discharge Component
Department responsible for illicit discharge complaint response and investigation:
Ordinance(s) governing illicit discharges and illegal dumping:
Calls to hotline:
Number of reported incidents (dry weather flows, illegal dumping, spills):
Source of incident report:
Number of incident responses:
Number of enforcement actions:
Number of completed investigations and outstanding investigations:

APPENDIX D: REVIEWING AN ANNUAL REPORT

Amount of pollutants entering the MS4 and/or receiving waters:
Number of dry weather screening sites:
Dry weather screening sites monitored each year:
Data analysis performed?
Amount of storm drain system inspected:
Number of sanitary sewer overflows (including volume of sewage discharged to the MS4):
Notes

EXHIBIT G

Pesticide, Herbicide and Fertilizer Application Plan

Contracted to private agency

EXHIBIT H

Annual Checklist of BMPs

VILLAGE OF GRAFTON

STORMWATER MANAGEMENT PLAN ANNUAL CHECKLIST 2021 - 2026

Control Measure #2:

Public Participation/Involvement

ANNUAL CHECK LIST - 2021 THROUGH 2026

Participation Count Each Year:

2021 Total Number of Public Meetings _____ Total Attendees _____
 2021 Total Number RAP events posted _____ Total Attendees _____
 2021 Total Number Trees Planted _____

2022 Total Number of Public Meetings _____ Total Attendees _____
 2022 Total Number RAP events posted _____ Total Attendees _____
 2022 Total Number Trees Planted _____

2023 Total Number of Public Meetings _____ Total Attendees _____
 2023 Total Number RAP events posted _____ Total Attendees _____
 2023 Total Number Trees Planted _____

2024 Total Number of Public Meetings _____ Total Attendees _____
 2024 Total Number RAP events posted _____ Total Attendees _____
 2024 Total Number Trees Planted _____

2025 Total Number of Public Meetings _____ Total Attendees _____
 2025 Total Number RAP events posted _____ Total Attendees _____
 2025 Total Number Trees Planted _____

2026 Total Number of Public Meetings _____ Total Attendees _____
 2026 Total Number RAP events posted _____ Total Attendees _____
 2026 Total Number Trees Planted _____

Annual BMPs

21 22 23 24 25 26

☐ ☐ ☐ ☐ ☐ ☐ Village hosted recycling pickup (one time during the 5 years)

☐ ☐ ☐ ☐ ☐ ☐ Information Center Brochures available

☐ ☐ ☐ ☐ ☐ ☐ Review all BMPs for effectiveness

☐ ☐ ☐ ☐ ☐ ☐ Recordkeeping and Annual Report

✓ All storm drains are required to be imprinted with “no dumping” or other stormwater related awareness message imprinted on all drain lids.

VILLAGE OF GRAFTON

STORMWATER MANAGEMENT PLAN ANNUAL CHECKLIST 2021 - 2026

Control Measure #3: Illicit Discharge Detection Elimination

BY DECEMBER 2021

- ☐ Legislation: Update Illicit Discharge ordinance to include new MS4 permit requirements

ANNUAL CHECK LIST - 2021 THROUGH 2026

Distribute Brochures with 5 themes:

21 22 23 24 25 26

- ☐ ☐ ☐ ☐ ☐ ☐ 20% of Stormwater Mapping updated annually
- ☐ ☐ ☐ ☐ ☐ ☐ Provide residents, businesses and employees educational material
- ☐ ☐ ☐ ☐ ☐ ☐ Employee Training on illicit discharge detection/elimination
- ☐ ☐ ☐ ☐ ☐ ☐ Grease trap inspection
- ☐ ☐ ☐ ☐ ☐ ☐ Outfall inspection
- ☐ ☐ ☐ ☐ ☐ ☐ Review all BMPs for effectiveness
- ☐ ☐ ☐ ☐ ☐ ☐ Recordkeeping and Annual Report

Provide Annual Count for each BMP:

Measure	2021	2022	2023	2024	2025	2026
Mapping Percentage						
Education Material Provided						
Employees Trained						
Outfall inspected (dry weather)						
Dry weather flows identified						
Illicit discharges reported to EPA						
Illicit connections identified & corrected						
Illicit connections not corrected*						
Amount of hazardous waste collected						
Grease trap inspections						

*see following page

Village of Grafton - SWMP

Record for Illicit Discharge Identified

Date	
Weather Conditions	
Location	
Estimate of volume (gpd)	
Source (continuous/intermittent/one-time)	
Type	
Pollutants believed to be present	
Receiving surface water	
Estimated schedule for elimination	
Management notified date & time:	
EPA Notification Date (required within 24-hours):	

VILLAGE OF GRAFTON

STORMWATER MANAGEMENT PLAN ANNUAL CHECKLIST 2021 - 2026

Control Measure #4: Construction Site Runoff

BY DECEMBER 2021

- ☐ Legislation: Review Construction Site Runoff and Sediment Control regulations and update the regulations and specifications to incorporate the new General Permit regulations – Village Ordinance 1050 and Zoning Ordinance Chapter 1295.
- ☐ Develop Plan Review Checklist or adopt the suggested EPA checklist
- ☐ Develop Site Inspection Checklist or adopt the suggested EPA checklist

ANNUAL CHECK LIST - 2021 THROUGH 2026

21 22 23 24 25 26

- ☐ ☐ ☐ ☐ ☐ ☐ Provide developers, contractors and design A/E with educational material on phosphorus reduction
- ☐ ☐ ☐ ☐ ☐ ☐ Review all BMPs for effectiveness
- ☐ ☐ ☐ ☐ ☐ ☐ Recordkeeping and Annual Report

Provide Annual Count for each BMP:

Measure	2021	2022	2023	2024	2025	2026
Site Inspections (complete checklist for each)						
SWP3 & Plans Reviewed						
Violations Recorded						
Site Inspection Citations Issued						
Enforcement Actions Taken						
Complaints Received						
Complaints Addressed (resolved)						
Brochures or educational material distributed						

VILLAGE OF GRAFTON

STORMWATER MANAGEMENT PLAN ANNUAL CHECKLIST 2021 - 2026

Control Measure #5: Post-Construction Runoff Control in New Development/Redevelopment

BY DECEMBER 2021

- ☐ Legislation: Review and update Ordinances, Zoning Ordinance Chapter 1295 and subdivision regulation including the requirement for OHC00005 Table 4b.
- ☐ Implement long-term O&M Plan requirement.
- ☐ Develop an inspection and maintenance schedule for each existing structures.
- ☐ Develop Annual Site Inspection Record/Checklist

BY DECEMBER 2022

- ☐ Implement requirement for OHC00005 Table 4b.

ANNUAL CHECK LIST - 2021 THROUGH 2026

21 22 23 24 25 26 Review and Revise, if necessary, for post-construction control:

- ☐ ☐ ☐ ☐ ☐ ☐ Standard drawings & specifications, and ordinances
- ☐ ☐ ☐ ☐ ☐ ☐ Subdivision regulations.
- ☐ ☐ ☐ ☐ ☐ ☐ Review inspection & maintenance reports to determine compliance with design and operational goals.
- ☐ ☐ ☐ ☐ ☐ ☐ Provide information and encourage low impact development to developers and builders.
- ☐ ☐ ☐ ☐ ☐ ☐ Review all BMPs for effectiveness.
- ☐ ☐ ☐ ☐ ☐ ☐ Recordkeeping and Annual Report.

Provide Annual Count for each BMP for Post-Construction Runoff:

Measure	2021	2022	2023	2024	2025	2026
Sites requiring post-construction controls						
SWP3 reviewed						
Inspection verifying post-construction control were built per requirements						
Enforcement actions for failure to maintain post-construction controls						
Long-term O&M & Agreements executed for post-construction controls						
Long-term O&M inspections performed on post-construction controls:						
Public						
Private						

VILLAGE OF GRAFTON

STORMWATER MANAGEMENT PLAN ANNUAL CHECKLIST 2021 - 2026

Control Measure #6: Good Housekeeping

ANNUAL CHECK LIST - 2021 THROUGH 2026

21 22 23 24 25 26

- ☐ ☐ ☐ ☐ ☐ ☐ Employee Training (these can be combined)
- ☐ ☐ ☐ ☐ ☐ ☐ Oil Recycling.
- ☐ ☐ ☐ ☐ ☐ ☐ Provide information to residents on illegal dumping.
- ☐ ☐ ☐ ☐ ☐ ☐ Clean 20% of storm drains each year.
- ☐ ☐ ☐ ☐ ☐ ☐ Annual street sweeping.
- ☐ ☐ ☐ ☐ ☐ ☐ Annual leaf pickup
- ☐ ☐ ☐ ☐ ☐ ☐ Review all BMPs for effectiveness.
- ☐ ☐ ☐ ☐ ☐ ☐ Recordkeeping and Annual Report.

Provide Annual Count for each BMP:

Measure	2021	2022	2023	2024	2025	2026
Employee Training:						
• Illicit Discharge detection and elimination						
• Phosphorus impact and reduction						
• Handling and storage of hazardous products						
• Pesticides and safe lawn care techniques						
• Vehicle maintenance pollution prevention						
Amount of Oil Recycled						
Percentage of Storm Drains Cleaning (20%)						
Amount collected from street sweeping						
Amount of leaves collected						
Number of street sweepings						
Amount of Pesticides Used						
Amount of Fertilizer Used						
Amount of Road Salt Used						
Number of Residents reached for illegal dump						