

Storm Water Pollution Prevention Plan

**Wastewater Treatment Facility and
Streets & Parks Facility**

Village of Fox River Grove, Illinois

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STORM WATER POLLUTION PREVENTION PLAN OVERVIEW

1.1 Introduction

The Village of Fox River Grove has applied for a General National Pollutant Discharge Elimination System Permit (General Permit) for discharges of storm water from small municipal separate storm sewer systems. The General Permit, as developed by the Illinois Environmental Protection Agency (IEPA), requires the permittee to prepare and implement a Storm Water Pollution Prevention Plan (SWPPP). A goal of IEPA's storm water program is to improve water quality by reducing the amount of pollutants contained in storm water runoff.

The objective of this SWPPP are as follows: (1) to identify potential sources of pollution which may affect the quality of storm water discharges, (2) to describe best management practices (BMPs) or control measures intended to minimize the pollutants in the facility's runoff, (3) to provide practical guidance for implementing the SWPPP, and (4) to comply with the terms and conditions of the General Permit.

This SWPPP covers both the Wastewater Treatment Plant and the Streets and Parks Facility since the two areas are contiguous to each other.

1.2 Organization of Storm Water Pollution Prevention Plan

This SWPPP contains the following elements to meet the requirements of the General Permit:

Section 2- Potential Sources of Storm Water Pollutants

Section 3- Storm Water Management Control Measures (best management practices)

Section 4- Storm Water Pollution Prevention Team and

Section 5- Annual Inspection.

2. POTENTIAL SOURCES OF STORM WATER POLLUTANTS

2.1 Introduction

This section of the SWPPP defines the storm water system and associated potential water pollution problems. Specifically, a description of potential pollution sources that may add significant quantities of pollutants to storm water discharges, or which may result in non-storm discharges from facility need to be identified and described. Significant materials as defined in the General Permit are substances or materials related to industrial activities of the facility such as process chemicals, raw materials, waste products, fuels and others.

2.2 Description of Facilities

Two facilities are covered in this SWPPP: The Wastewater Treatment Plant and the Streets and Parks Facility. The Wastewater Treatment Plant treats the wastewater prior to discharging to the Fox River. The Streets and Parks Facility stores and maintains vehicles, equipment, and materials used by the Streets and Parks Department. The facilities are located along Hillcrest Ave. in a residential area. The site is approximately 3 .5 acres in size. Approximately 80 percent of the ground surface is impervious (e.g., buildings, structures, asphalt pavement). The location is presented on Exhibit A.

2.3 Site Maps

2.3.1 Topographic Map – Exhibit A presents an USGS topographic map extending at least one-quarter mile beyond the facility property boundary. The following features are shown on Exhibit A:

Approximate facility property boundary and

Surface water bodies receiving storm water discharges.

2.3.2 Storm Water Drainage Map – Exhibit B presents a storm water drainage map for the facility. The storm water drainage map shows the following features:

Locations (outfalls) where storm water is discharged from the facility property

There are two storm sewer outfalls that discharge to Spring Creek. The storm sewer that drains a portion of the northern and central parts of the Wastewater Treatment Plant discharges directly to Spring Creek. The storm sewer that drains the west part of the property outlets approximately 150 feet east of the paved lot. Spring Creek flows south to the Fox River.

2.3.3 Aerial Site Map – Exhibit C presents aerial image for the site that shows paved areas and buildings.

2.4 Activity and Significant Material Inventory

Potential storm water pollutant sources are listed below. For each facility, a list of pollutant types that have a potential to be present in a storm water discharges is presented.

2.4.1 Wastewater Treatment Plant

The Wastewater Treatment Plant occupies most of the site. Storm water drainage includes a storm sewer system that discharges to Spring Creek and overland drainage to Spring Creek.

2.4.1.1 Potential Storm Water Pollutant Sources

Process chemicals and waste products include treatment plant chemicals (e.g., potassium permanganate, polymer), lubricants, degreaser, and sludge. The chemicals, lubricants, and degreasers are stored inside and are not likely to be pollutants in the site's storm water runoff (see Section 2.4.1.2). The sludge is pressed and is conveyor loaded to haul trucks inside the solids storage building.

2.4.1.2 Storm Water Management Control Measures

A list of existing storm water management control measures, or best management practices, for the Wastewater Treatment Plant include the following:

- Proper labels on storage containers
- Storage and handling of process chemicals, lubricants, and degreasers stored inside buildings (no exposure to storm water).
- Materials are properly stored in containers inside the buildings
- Septage acceptance unit overflow drains to head of Wastewater Treatment Plant
- Indoor and outdoor areas kept clean to avoid tracking of spilled materials
- Spill control and cleanup procedures
- Loading/unloading equipment kept in good working order
- Training in drum and hazardous materials handling

A description of these storm water management control measures is presented in Section three.

2.4.2 Streets and Parks

The Streets and Parks Facility is located at the Northeastern corner of the site. The ground surface is predominantly covered with impervious materials (i.e., buildings, asphalt pavement, etc.). Storm water associated with industrial activities is either collected in the storm sewer catch basins and discharged towards Spring Creek or flows overland to Spring Creek (Exhibit B).

2.4.2.1 Potential Storm Water Pollutant Sources

Vehicle fueling, vehicle maintenance, distribution of Public Works supplies, and road salt distribution occur at the Streets and Parks Facility. Potential pollutants that could be present in storm water runoff are listed below.

- Diesel fuel, unleaded gasoline, oil and other petroleum hydrocarbons

- Antifreeze
- Solvents, paint, and other vehicle maintenance chemicals
- Salt, sand and gravel

2.4.2.2 Storm Water Management Control Measures

A list of existing storm water management control measure, or best management practices, for the Streets and Parks Facility include the following:

- Proper labels on storage containers
- Pavement sweeping
- Covered (e.g., roofs) storage areas
- Double-walled aboveground storage tanks for containment
- Double-walled aboveground fuel tanks with leak indicators
- Indoor and outdoor areas kept clean to avoid tracking of spilled material
- Spilled control and cleanup procedures
- Loading/uploading equipment kept in good working order
- Waste, oil, and antifreeze with concrete spill containment

A description of these storm water management control measures is presented in Section three.

2.5 Summary of Existing Storm Water Sampling Data

The Village does not sample any storm water runoff. It does regularly sample the wastewater sludge that meets all regulatory requirements and is land applied in farm fields at agronomic rates or hauled to an approved landfill when weather does not permit land application.

3. STORM WATER MANAGEMENT MEASURES AND CONTROLS

Storm water management control measures, or best management practices, are used to reduce the amount of pollutants in the storm water discharged from the Wastewater Treatment Plant and Streets and Parks Facility. The following storm water management controls are described in this section.

- Good Housekeeping
- Preventive Maintenance
- Spill Prevention and Response
- Storm Water Management Practices
- Sediment and Erosion Prevention
- Employee Training
- Routine Visual Inspections
- Non-Storm Water Discharge Elimination

3.1 Good Housekeeping

Good housekeeping practices are intended to maintain areas that may contribute pollutants to runoff in a clean and orderly manner. A clean and orderly work area reduces the possibility of accidental spills caused by mishandling of equipment and should reduce safety hazards to facility personnel. Examples of good housekeeping practices for the site are presented below.

- The facility should be kept clean by picking up all trash and unwanted debris on a regular basis.
- The pavement should be kept clean on a regular basis. Avoid hosing down areas.
- Store drums, containers and other materials in a neat and orderly fashion. Provide adequate aisle space to facilitate material transfer and easy access for inspections. Store containers away from direct traffic routes to prevent accidental spills. Properly label containers.
- All dumpsters should be covered by a removable lid or a leak-proof tarpaulin, or placed under a roof.
- Make sure equipment is working properly / routinely inspect for leaks or conditions that could lead to discharges of pollutants into storm water.
- Ensure that employees and contractors understand pollution prevention and spill cleanup procedures.

3.2 Preventative Maintenance

The recommended preventative maintenance program includes inspection and maintenance of facility equipment and storm water controls that could fail or leak, resulting in discharge of pollutants to storm water. Appropriate preventative maintenance procedures for the facilities are listed below.

Facility vehicles and equipment should be maintained in accordance with the equipment's manufacturer's manual. The regular maintenance shall include the visual inspection and replacement, as necessary, of seals, gaskets and other parts.

- Facility equipment and systems should be inspected and tested on a regular basis to uncover conditions that could result in the discharge of pollutants to surface waters.
- All storage containers should be inspected on a monthly basis for signs of cracks and leaks.
- Timely inspection and maintenance of storm water management devices (e.g., cleaning catch basins).
- Vehicles and equipment should be washed inside of the maintenance building.
- Vehicle maintenance activities should be performed inside.

3.3 Spill Prevention and Response

Potential pollution sources that could spill or leak are to be inspected on a regular basis. All observed spills or leaks will be immediately contained by a drip pan or absorbent. Spills shall be cleaned up as soon as possible using appropriate methods. Leaks are to be repaired as soon as possible. All affected employees are to be informed of their responsibilities to control leaks and spills, which would be covered in general awareness type training. Spill prevention procedures are described below.

- Any observed leak or spill should be immediately contained, cleaned up, and repaired as soon as possible.
- Facility vehicle and equipment operators should check their equipment each shift for signs of leaks. If any significant leaks are detected, the operator is to place a drip pan under the equipment (stationary equipment) until it can be repaired.

- Drip pans should be placed under all unused equipment and vehicles that are stored outside and observed to be leaking. These leaks should be repaired as soon as practicable.
- Above ground storage tanks and pipes should be secured when not in use.
- Filling of storage tanks, vehicle fuel tanks, and equipment tanks should be observed and any spills that occur shall be immediately cleaned up.
- Contact the Village of Fox River Grove Fire Department at 911 for any spills that cannot be contained on-site or that pose an immediate health and safety threat.

3.4 Storm Water Management Practices

Storm water management practices are practices (other than those that control the source of pollutants) used to divert, infiltrate, reuse, or otherwise manage the discharge of pollutants in runoff. These practices are described below.

- **Covered Storage Areas:** Wastewater Treatment Plant chemicals and petroleum products, lubricants, and degreasers are stored inside the buildings. Sludge hauling trailers and septic acceptance unit are stored inside the solids storage building. The Streets and Parks vehicle maintenance supplies are stored inside. Vehicle and equipment maintenance activities occur inside and waste oil and antifreeze containers are stored in a covered location.
- **Containment:** The diesel fuel and unleaded fuel storage tanks are double-wall tanks with leak indicators. The waste oil and antifreeze tanks are housed within a covered concrete spill containment area. All building floor drains flow to the Wastewater Treatment Plant.
- **Oil & grease separation:** A single basin oil/water separator is located outside the vehicle maintenance building prior to discharging to the wastewater treatment plant.

- **Debris and sediment control:** Storm sewer inlets that are located throughout the facility have grates to collect debris.
- **Waste chemical disposal:** Proper disposal or recycling of waste chemicals such as antifreeze, degreasers, and used oils.

3.5 Sediment and Erosion Prevention

A majority of the ground surface is covered with impervious materials (e.g., buildings and pavement) and is not susceptible to erosion. Paved areas will be maintained. The rest of the ground surface is either covered with vegetation or gravel. These areas will continue to be observed for soil erosion, and if significant erosion potential is found, corrective measures will be enacted.

3.6 Employee Training

Effective management of storm water pollution will require that facility staff be aware of conditions that may cause pollution.

Furthermore, proper use of Best Management Practices (BMP) by employees is essential for the success of the Storm Water Pollution Prevention Plan (SWPPP). The Storm Water Pollution Prevention Team (Section 4) is responsible for developing and implementing an employee training program. At a minimum, the SWPPP training will be conducted annually. The SWPPP information should also be reviewed with all new employees. The following subjects will be addressed in the training program:

- Objectives and requirements of the SWPPP
- Spill prevention, response, and internal and external reporting procedures
- Good housekeeping practices
- Material management practices and
- Proper fueling and storage procedures.

The team will evaluate the effectiveness of the training program and make improvements as necessary to promote employee awareness and accountability.

3.7 Routine Visual Inspections

The Pollution Prevention Team (or designees) will conduct regular visual inspections of designated areas of facility for the evidence of, or the potential for, pollutants entering the storm water drainage system. The purpose of the visual inspection is to confirm that potential pollution sources are being properly controlled. Areas to inspect, at a minimum, include:

- Potential sources of storm water pollutants identified in Section 2
- Outdoor material handling and chemical storage areas
- Loading/unloading areas
- Areas where spills/leaks have occurred in the past and
- Fuel storage and pump areas.

A routine inspection form will be filled out each time an inspection is conducted that documents the following information:

- Facility name
- Date of inspection
- Name of inspector
- Potential pollution sources identified and
- Corrective actions needed to control the sources.

A blank routine inspection form is shown on Table 3-1. All routine inspection forms will be retained with this SWPPP for at least three years from the date of inspection.

3.8 Non-Storm Water Discharges

The General Permit prohibits unauthorized non-storm water discharges to the storm drainage system unless specifically covered by a NPDES permit. The facility is required to certify that unauthorized non-storm water discharges covered under the General Permit do not exist at the facility. Typical sources of non-storm water discharges that are not authorized by the General Permit include:

- Floor drains, sinks, and other waste discharges to the ground surface
- Boiler blow down or cooling water
- Vehicle and equipment wash water and
- Steam cleaning wastes.

Non-storm water discharges authorized by the General Permit include:

- Discharges from fire fighting activities
- Waterline flushing of potable water sources
- Irrigation drainage
- Lawn watering
- Uncontaminated groundwater
- Foundation or footing drains where flows are not contaminated with process materials
- Discharges from springs
- Routine exterior building wash down which does not use detergents
- Pavement wash waters where spills or leaks of toxic or hazardous materials have not occurred and where detergents are not used
- Emergency eyewash/shower drain water

- Steam leaks/condensate and
- Air conditioning condensate.

A certification of evaluation of non-storm water discharges is presented in Table 3-2.

4. STORM WATER POLLUTION PREVENTION TEAM

The storm water pollution prevention team is responsible for developing, implementing, maintaining, and revising this plan. The members of the team are familiar with management and operations of the facilities. Mr. Tim Zintl, Assistant Superintendent of Public Works / Water & Sewer, is primarily responsible for coordinating overall storm water pollution prevention practices at the Wastewater Facility. Mr. Jon Huizinga, Acting Superintendent of Public Works, is primarily responsible for maintaining best management practices for the Streets and Parks Facility.

5. ANNUAL INSPECTION PROCEDURES

5.1 Annual Inspection

In addition to the routine visual inspections (Section 3.7), the General Permit requires that an annual facility inspection be conducted. The objectives of the inspection are to assess the overall effectiveness of this SWPPP and to modify or improve the SWPPP, where appropriate. The annual inspection includes the following tasks:

- Modify or update the site map to reflect current conditions
- Identify all potential pollution sources
- Inspect outfalls for evidence of pollutants entering the drainage system and adversely impacting the receiving water body

- Verify that source and structural controls have been implemented, are being maintained, and are effective in controlling storm water pollution
- Determine if improvements or additional control measures are needed and
- Inspect the availability of adequate spill response equipment and supplies.

The annual site inspection will be performed each year by a member of the Pollution Prevention Team or designee. An annual inspection form will be filled out each time an annual site inspection is conducted. A blank form is shown in Table 5-1.

The SWPPP shall be revised whenever there is a change in design, construction, operation or maintenance, which may impact the potential for pollutants to be discharged or if the SWPPP proves to be ineffective in controlling the discharge of pollutants.

5.2 Annual Inspection Report

An Annual Inspection Report is required to be submitted to the IEPA within two months of the end of each year of coverage under the General Permit (May 10 of each year). IEPA's Annual Inspection Report form is attached to the end of this section and can also be found on IEPA's website. The Annual Report shall include the results of the annual facility inspection and documentation of any spill, leak or treatment malfunction including the inspection results and any corrective maintenance. The report shall be signed by the authorized facility employee that conducted the inspections and shall be mailed to the following address:

Illinois Environmental Protection Agency
Division of Water Pollution Control
Compliance Assurance Section
Annual Inspection Report
1021 North Grand Avenue East

P.O. Box 19276

Springfield, Illinois 62794-9276

Table 3-1

Routine Inspection Form

Fox River Grove Streets & Parks and Wastewater Treatment Plant Facility

Potential Pollutant Sources	Yes	No	If No, Describe Location & Action Needed	Initial & Date After Action is Completed
A. Material and waste storage areas are maintained in good condition to minimize discharge of pollutants.				
B. Any oil leaks or spills present are properly contained by drip pans or absorbents. Absorbents are picked up and properly disposed of in a timely manner.				
C. Containers and aboveground storage tanks are in sound condition (check for corroded or damaged containers, supports, and valves).				
D. Road salt is stored properly.				
E. Vehicle and equipment maintenance areas in sound condition.				
F. Grounds do not show signs of erosion.				
G. Other:				

Inspected by: _____

Date: _____

Table 3-2 NON-STORM WATER DISCHARGE ASSESSMENT AND CERTIFICATION
 Fox River Grove Streets and Parks and Wastewater Treatment Plant Facility

Date of Evaluation	Outfall Observed During the Test	Method Used to Test or Evaluate Discharge	Describe Results from Test for the Presence of Non-Storm Water Discharge	Identify Potential Significant Sources	Inspection Conducted By

The undersigned certifies that the Fox River Grove Wastewater Treatment Plant and Streets & Parks Facility located in Fox River Grove, Illinois were inspected for non-storm water discharges to storm water outfalls covered under the General Permit, and no unauthorized non-storm water discharges were observed.

Inspected by: _____

Date: _____

Table 5-1
 Annual Site inspection Report
 Streets & Parks and Wastwater Treatment Facility
 Fox River Grove, Illinois

Source	Source Controlled ?		Comments
	Yes	No, Describe	
1. Material Storage & Handling Areas			
2. Loading & Unloading Areas			
3. Vehicle Fueling Area			
4. Vehicle Maintenance Area			
5. Sludge Drying Beds / Storage			
6. Salt Storage Area			
7. Other:			
8. Other:			
9. Other:			
10. Other:			

Inspector: _____ Date: _____

Table 5-1 Annual Site Report

Best Management Practices

BMP	Implemented		Effectiveness	Action Needed			Comments
	Yes	No		What	By Whom	By When	
1. Good Housekeeping							
a. The facility should be kept clean by picking up all trash and litter on a regular basis. Pavement swept on a regular basis.							
b. Store drums, containers & other materials in a neat & orderly fashion. Provide adequate aisle space to facilitate material transfer & easy access for inspections. Store containers away from direct traffic routes to prevent accidental spills. Store containers on pallets or similar devices to prevent corrosion.							
c. All dumpsters should be covered by a removable lid or a leak proof tarpaulin, or placed under roof.							
d. Make sure equipment is working properly.							
e. Routinely inspect for leaks or conditions that could lead to the discharge of pollutants into storm water.							
f. Ensure that pollution prevention & spill cleanup procedures are understood by employees and contractors.							
2. Preventative Maintenance							
a. Facility vehicles & equipment shall be maintained in accordance with the equipment manufactures manuals. The regular maintenance shall include the visual inspection & replacement, of seals, gaskets and other parts as necessary.							
b. All storage containers should be inspected on a monthly basis for signs of cracks & leaks.							
c. Facility equipment & systems should be inspected & tested on a regular basis to uncover conditions that could result in the discharge of pollutants to surface waters.							

d. Timely inspection & maintenance of storm water management devices.						
e. Vehicle & equipment maintenance activities should be performed inside.						

Table 5-1
Best Management Practices

BMP	Implemented		Effectiveness	Action Needed		
	Yes	No		What	By Whom	By When
3. Spill Prevention and Response						
a. Any observed leak or spill should be immediately contained, cleaned-up, and-as soon as possible-repaired.						
b. Facility vehicle & equipment operators should check their equipment each morning for signs of leaks. If any significant leaks are detected, the operator is to place a drip pan under the equipment to contain the leak until it can be repaired.						
c. Drip pans should be placed under all unused equipment and vehicles that are stored outside & observed to be leaking. These leaks should be repaired as soon as practicable.						
d. The aboveground tanks & pipes should be secured/locked when not in use.						
e. Filling of storage tanks, vehicles & equipment fuel tanks should be observed. Any spills that occur shall be immediately cleaned up.						

4. Storm Water Management Practices					
a. Keep chemicals stored inside where appropriate. Keep salt stored inside salt storage building.					
b. Maintain containment structures around aboveground storage tanks exposed to storm water.					
c. Maintain sludge drying beds in good condition.					
d. Maintain outdoor material storage area in good condition.					
e. Maintain oil/water separator.					
f. Maintain storm sewer system, vegetated swales, and surge basin.					
g. Maintain grounds in good condition (no soil erosion)					

Table 5-1 Annual Site Inspection Report

III. Other Controls

Other Controls	Yes	No	Action Needed			Comments
			What	By Whom	By When	
a. Is the plan and site map current with facility operations?						
b. Are all potential sources identified, to the best of your knowledge?						
c. Are all potential sources identified, to the best of your knowledge?						
d. Are the BMP's adequate in controlling sources?						
e. Are outfall locations free from obvious signs of contamination?						
f. Any event (spill, treatment, unit malfunction, ect.) that required an inspection? Corrective maintenance?						

Information required by this form must be provided to comply with 415 ILCS 5/39 (1996). Failure to do so may prevent this form from being processed and could result in your application being denied.
This form has been approved by the Forms Management Center.
IL 532 2585
WPC 691 JANUARY-2004

**ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
ANNUAL FACILITY INSPECTION REPORT
NPDES PERMIT FOR STORM WATER DISCHARGES
FROM MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4)**

Website address: <http://www.epa.state.il.us/water/permits/storm-water/forms/annual-facility-inspection-ms4.pdf>

Complete each section of this report.

REPORT PERIOD: FROM: MARCH, TO: MARCH

MS4 OPERATOR INFORMATION: (As it appears on the current permit)

NAME: TELEPHONE NUMBER:

MAILING ADDRESS:

CITY: STATE: ZIP:

CONTACT PERSON:

(Person responsible for Annual Report)

NAME(S) OF GOVERNMENTAL ENTITY(IES) IN WHICH MS4 IS LOCATED: (As it appears on the current permit)

THE FOLLOWING ITEMS MUST BE ADDRESSED.

A. CHANGES TO BEST MANAGEMENT PRACTICES (check appropriate BMP change(s) and attach information regarding change(s) to BMP and measurable goals.)

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

B.

Attach the status of compliance with permit conditions, an assessment of the appropriateness of your identified best management practices and progress towards achieving the statutory goal of reducing the discharge of pollutants to the MEP, and your identified measurable goals for each of the minimum control measures.

C.

Attach results of information collected and analyzed, including monitoring data, if any during the reporting period.

D.

Attach a summary of the storm water activities you plan to undertake during the next reporting cycle (including an implementation schedule.)

E.

Attach notice that you are relying on another government entity to satisfy some of your permit obligations (if applicable).

F.

Attach a list of construction projects that your entity has paid for during the reporting period.

SIGNATURE: DATE:

Please submit inspection reports to:
Illinois Environmental Protection Agency, DWPC
Compliance Assurance Section
1021 North Grand Avenue East, POB 19276
Springfield, Illinois 62794-9276

