



GENESEE COUNTY DRAIN COMMISSIONER'S OFFICE

-DIVISION OF SURFACE WATER MANAGEMENT

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JEFFREY WRIGHT
COMMISSIONER

September 1, 2017

Reference: Permittee 2016-2017 Year End Annual Report

Dear Agency,

The year-end report is due and permittees have a responsibility to inform the MDEQ about progress on the activities that they committed to. This is a permit requirement. Our Office and Tetra Tech are preparing the year-end report for all the activities that are being done on the County's behalf. As a county agency or a nested jurisdiction under Genesee County's permit, there are activities that you are responsible for that you need to report to us so we can complete the year-end report. For those Nested Jurisdictions, annual reporting is a contractual requirement of being nested under Genesee County.

Attached is a questionnaire for you to fill out in regards to the individual commitments by your agency/organization. The questions have been updated from last year to provide detail that the MDEQ is looking for. We have attached Maps of your facilities and a copy of Table 3 of the 2014 Permit Application, so you may see what facilities have been reported. This table was made based on the information your agency provided to us. The reporting period for the Questionnaire is from October 1, 2016 through September 30, 2017.

Please answer those questions that are applicable or why they are not applicable. Also, add any storm water activities that you might have undertaken in addition to the activities inquired about in the questions – i.e. toot your own horn!

Please fill out the 2016-2017 questionnaire and return to our office by October 20, 2017 so we can compile the report for the Genesee County permit.

If you have questions or comments please feel free to contact our office. Thank you.

Sincerely,

Susanne Hogan, P.E.
Drain Engineer

Cc: Schools (copies have been sent to both superintendents, & building & grounds supervisors)



Permittee 2016-2017 Year End Annual Report

PERMITTEE INFORMATION

1: Please list the name, title, address and phone number or email of the current contact person for your agency.

2: Did your agency do construction to any property you owned and operated that required a site plan approval process in the last year? yes _____ no _____

3: Did your agency buy or sell property that you own and operate in the last year? yes _____ no _____

4: Provide any changes to outfalls under your jurisdiction (additions, deletions, relocations)

This could be due to construction activities, buying/selling property or finding a previously unknown outfalls...

ILLCIT DISCHARGE ELIMINATION PLAN (IDEP): Spill Notification

5: Did your agency receive any notification, or staff witness a dumping of pollutants into surface waters?

yes _____ no _____

6: If so, how many Since Oct 1, 2016? _____

7: Briefly describe the spill(s) and how they were handled or whom it was referred to. (You may attach documents and note it here).

In the Permit Application "training is required for staff that work in field or jobs that would have the potential for them to witness illicit discharges and connections"

8: Has training/ literature been provided to staff on how to identify an illicit discharge within 1 year of hire or every 5-years?

yes _____ no _____

9: Provide any information on when training took place and who took it **or** on when training will be taking place.

PUBLIC EDUCATION

10: The Public Education Subcommittee has developed several education handouts. Does your agency make available or distribute the following handouts to residents?

- Septic system booklet for new homeowners yes _____ no _____
- Seven simple steps to clean water yes _____ no _____
- The Water's Edge- How to protect your Waterfront property yes _____ no _____
- Other (fill in name of Brochure): _____

11: If Yes, How does your agency distribute the education handouts?

12: If Yes, How many booklets of each kind has your agency distributed since Oct 1, 2016?

13: Does your Agency **promote/ distribute literature about** recreational opportunities on or near the water in Municipal or County Parks and if so describe how (website/ brochures/ newsletters)?

14: How does your agency distribute these handouts? _____

15: How many handouts of each kind has your agency distributed since Oct 1, 2016?

16: Does your Agency have a website? _____

17: Does your Website have a link to ClearGeneseeWater.org? _____

18: Briefly describe where on your website is the link. _____

19: List any other water quality links on your website? _____

20: Does your Agency promote the Household Hazardous Waste removal program and if so describe how?

21: Does your Agency partner with the Household Hazardous Waste removal program that happens in the spring and fall and if so describe how? (financial, staff, etc..)

The Permit Application (Table 2) requires Public Education in the following categories: **A.** Promote public responsibility and stewardship in the applicant's watershed(s). **B.** Inform and educate the public about the connection of the MS4 to area waterbodies and the potential impacts discharges could have on surface waters of the state. **C.** Educate the public on illicit discharges and promote public reporting of illicit discharges and improper disposal of materials into the MS4. **D.** Promote preferred cleaning materials and procedures for car, pavement, and power washing. **E.** Inform and educate the public on proper application and disposal of pesticides, herbicides, and fertilizers. **F.** Promote proper disposal practices for grass clippings, leaf litter, and animal wastes that may enter into the MS4. **G.** Identify and promote the availability, location, and requirements of facilities for collection or disposal of household hazardous wastes, travel trailer sanitary wastes, chemicals, and motor vehicle fluids. **H.** Inform and educate the public on proper septic system care and maintenance, and how to recognize system failure. **I.** Educate the public on, and promote the benefits of, green infrastructure and Low Impact Development. **J.** Promote methods for managing riparian lands to protect water quality. **K.** Identify and educate commercial, industrial, and institutional entities likely to contribute pollutants to storm water runoff.

22. Does your agency provide any **storm water education** above and beyond that provided by this permit process or addressed above? (You may attach documents and note it here).

yes _____ no _____

FACILITIES/ GOOD HOUSEKEEPING/VEHICLES

If you answered YES to question 2 or 3 on page 1 (2. do construction to any property you owned and operated OR 3. buy or sell property that you own and operate) Make sure you update your Inventory of Applicant Owned or Operated Facilities (Table 3 of the 2015 Permit Application) and attach to this document to be reported to the MDEQ.

23: An updated Inventory of Applicant Owned or Operated Facilities (Table 3) has been attached to this document
yes _____ no _____

24: Does any of the **changed or added** facilities involve fleet maintenance or a storage yard? yes _____ no _____
Fleet maintenance or storage yard are considered HIGH potential for pollutants to surface waters of the State.

25: Circle the type of fleet vehicles you own: Trucks Cars Buses Heavy Equipment Lawn mowing other

Comments: _____

26: Where are vehicles owned by your Agency stored? Please list the locations: _____

27: Where is maintenance of vehicles owned by your Agency performed? on site _____ off site _____

Comments: _____

28: If vehicles are maintained onsite, how are the vehicle waste products (fluids) stored. (to prevent them from entering the storm system)

29: Where are the vehicles owned by your organization washed? on property _____ off site _____

30: If **on property** please explain where it is washed?

- Inside a building that drains to a sanitary sewer? _____
- Outside _____. Please explain how you minimize pollutants from entering storm sewer.

Comments: _____

31: How often are vehicles washed? _____

32: Where are vehicles fueled? On property _____ Offsite _____

33: Vehicles are fueled by? Employees' _____ 3rd Party Contractors _____

Comments: _____

34: If a spill (fuel or other pollutant) occurs on property, who responds and how? _____

35: Do you have fuel storage tanks on property? Yes _____ No _____

36: If yes are they above ground? _____ below ground? _____

37: Do you have a current Registration Certification from the State of Michigan? Yes _____ No _____

38: Who does the inspections? (class A & class B) staff _____ Outside contractor _____

39: Is composting performed on property? Yes _____ No _____

40: If yes, what measures are taken to prevent leaching from compost piles from entering the storm sewer system?

41: NOTE composting facilities that manage over 200 cubic yards of "yard clippings" must register with the MDEQ. Is there more than 200cyd of composting on property? Yes _____ No _____

42: Does your Agency apply herbicides on your properties or have a herbicide program? yes _____ no _____

43: If Yes, Are these herbicides applied by a licensed applicator? yes _____ no _____

44: Does your Agency apply pesticides on your properties or have a pesticide program? yes _____ no _____

45: If Yes, Are these pesticides applied by a licensed applicator? yes _____ no _____

46: Does your Agency apply fertilizer on your properties or have a fertilizer program? yes _____ no _____

47: If fertilizer was used did you soil test prior to application to determine the required amount?

Yes _____ No _____ Comments: _____

48: If herbicides, pesticides or fertilizers were used, how are they being stored so they cannot leak into the storm system? (If being stored by contractor, state that) _____

Additional Comments: _____

49: Has training/ literature been provided to staff responsible for your facilities on pollution prevention and good housekeeping practices within 1 year of hire or every 5-years? ***This training is on a different subject than in question 8 & 9 of this document.***

yes _____ no _____

50: Provide any information on when training took place and who took it **or** on when training will be taking place.

51: When you hire an outside contractor to perform operations and maintenance activities (Catch basin cleaning, street sweeping, construction, waste removal, snow removal, salt application, lawn maintenance, other services that can cause pollutants to enter storm water), does your contract require the contractor to comply with:

- Good housekeeping practices? yes _____ no _____
- Proper disposal of waste products? yes _____ no _____
- Providing owner documentation of proper disposal of waste products? yes _____ no _____

52: Do you have properly trained staff provide oversight to the contractor, such as a storm water operator on a construction site?

yes _____ no _____

PAVEMENT

53: Circle the type of pavement your agency is responsible for: Parking lot(s) Driveway(s) Sidewalk(s)
private road(s) public road(s) dirt road(s) Bridge(s)/ Culvert(s)

Comments: _____

54: Pavement maintenance/sweeping is required to prevent pollutants being washed off into the storm sewers. Was pavement inspected to determine if it was in need of repair or sweeping? Yes _____ No _____

55: If No, Why? _____

56: If Yes,

- Was maintenance needed? Yes _____ No _____
- Maintenance performed: _____
- Was sweeping needed? Yes _____ No _____
- Sweeping Performed: _____

59: Who applies salt to pavement in winter? Employees' _____ 3rd Party Contractors _____

Comments: _____

57: How is salt stored for application to pavement (road, parking and sidewalk) in winter? (Excess salt that is improperly stored can wash down the storm drain and is considered a pollutant)

58: How do you apply salt to pavement in winter? (application rate) _____

60: If you circled dirt roads above, do you perform dust control? Yes _____ No _____

Comments: _____

NOTE: All New Facilities with a HIGH potential for pollutants to surface waters of the State or Facilities that have been upgraded to HIGH potential for pollutants to surface waters of the State must have a Standard Operating Procedure (SOP) developed and available on site. This is the same as the old SWPPP under the industrial storm water operator training. The SOP must include the following:

- *list of significant materials stored on-site that could pollute stormwater;*
- *the description of the handling and storage requirements for each significant material;*
- *the potential to discharge the significant material*
- *identify the good housekeeping practices implemented at the site*
- *description and schedule for conducting routine maintenance and inspections of stormwater management and control devices*
- *description and schedule for conducting a comprehensive site inspection at least once every six months*

Review Table 3: Does your Agency have any facilities that are assessed as a **High** potential for pollutants to surface waters of the State? **If No, Skip this page and go to the next page.**

yes _____ no _____

If Yes, Did you inspect all your storm water source controls for those sites that have a High potential for pollutants to surface waters of the State?

yes _____ no _____

Using your SOP (SWPPP) Provide documentation on your inspection of and any maintenance/repair work performed on your storm water source controls (You may attach documents and/or note it here). Enter Date in the table below for all that apply, N/A for those that don't. (You should be able to provide documentation for any items that you enter dates for if the MDEQ audits you.) Space at bottom or in attachments for additional comments.

Please print as many copies of this page you need. 1 for each facility that is considered HIGH POTENTIAL

Facility Name: _____		
Source Control	Inspection	Maintain/Repair
Catch Basins		
Detention Basins		
Oil/Grit Separator		
Pump Stations		
Secondary Containment		
Constructed Wetland		
Infiltration Basin and trenches		
Porous Pavement		
Rain Garden (Bio retention)		
Underground Storage Vaults or tanks		
Vegetated Swale		
Other:		

Other structural or procedure storm water controls not listed above: _____

Do you have procedures for the disposal of Hazardous waste or operational by-products collected from your facility or MS4? (If this is contracted, how does the contractor dispose of waste)?

Comments: _____

Question 70 of the Permit Application has to do with prioritizing each catch basin for routine inspection, maintenance, and cleaning based on preventing or reducing pollutant runoff.

Review Table 3:

Please print as many copies of this page you need. 1 for each facility that is considered MEDIUM OR LOW POTENTIAL

Did you inspect all your catch basins, manholes? Perform maintenance/repairs on them? Enter Date in the table below for all that apply, N/A for those that don't. (You should be able to provide documentation for any items that you enter dates for if the MDEQ audits you.) Space at bottom or in attachments for additional comments. Report below on catch basins/ hard surfaces located on those facilities in Table 3 assessed as a **Medium** or **Low** potential for pollutants to surface waters of the State.

Facility Name:		
Source Control	Inspection	Maintain/Repair
Catch Basin #1		
Catch Basin #2		
Catch Basin #3		
Catch Basin #4		
Catch Basin #5		
Catch Basin #6		
Catch Basin #7		
Catch Basin #8		
Catch Basin #9		
Detention Basins		
Oil/Grit Separator		
Pump Stations		
Secondary Containment		
Constructed Wetland		
Infiltration Basin and trenches		
Porous Pavement		
Rain Garden (Bio retention)		
Underground Storage Vaults or tanks		
Vegetated Swale		

Other Structural or procedure storm water controls not listed above: _____

Did you have procedures for the disposal of waste collected from your MS4? (If this is contracted, how does the contractor dispose of waste?) Note www.GCDCSWM.com provides links to guidance on proper disposal of MS4 waste.

Comments: _____

Finally, this is your opportunity to discuss any other activities that your Agency supports or does that has a positive effect on storm water or storm water education. Examples:

- Has your Agency designed or constructed any LID demonstration sites and if so describe how?
- Does your Agency have any programs or participated in a project that protects or expands parks, trails, river walk systems or boat launches and if so describe how?
- Does your Agency support programs such as Household Hazardous Waste?
- Do you support watershed groups or sponsor water festivals?

Comments: _____

Attach supporting documentation or additional comments