



GENESEE COUNTY DRAIN COMMISSIONER'S OFFICE

-DIVISION OF
SURFACE WATER MANAGEMENT

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JEFFREY WRIGHT
COMMISSIONER

September 17, 2014

Reference: Permittee 2013-2014 Year End Annual Report
Correspondence From: Susanne Kubic

Dear Permittee,

The year-end report is due by November 1, 2014 and permittees have a responsibility to inform the MDEQ about progress on the activities that they committed to in the new 2014 Permit Application. This is a permit requirement. Our office and Tetra Tech are preparing the annual 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 annual 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 this year have changed to follow the 2014 Permit Application. We have also attached 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, 2013 through September 30, 2014.

Please answer those questions that are applicable. Also, add any 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 2013-2014 questionnaire and return to our office by October 25, 2014 so we can compile the information for November 1st.

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

Sincerely,

Susanne Kubic, P.E.
Drain Engineer

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

Permittee 2013-2014 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? yes _____ no _____

3: Did your agency buy or sell property that you own and operate? 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...

ILLICIT 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, 2013? _____

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 2014 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 _____

11: How Does your agency distribute the education handouts?

12: How many booklets of each kind has your agency distributed since Oct 1, 2013?

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 community distribute these handouts? _____

15: How many handouts of each kind has your community distributed since Oct 1, 2013?

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 New 2014 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

If you answered YES to question 2 or 3 (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 2014 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. If you wish a fleet maintenance or storage yard to receive a Low or Medium potential, you must demonstrate how they would not be considered a High potential.

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. 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*

25: *From Table 3:* Does your Community have any facilities that are assessed as a **High** potential for pollutants to surface waters of the State?

yes _____ no _____

26: 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.

You may print this page 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 (Bioretention)		
Underground Storage Vaults or tanks		
Vegetated Swale		
Spill Response and Prevention		
Vehicle/Equipment Maintenance		
Vehicle/Equipment Washing		
Alt. Discharge Op. for Chlorinated H2O		
Hazardous and Waste Mat. Mgmt.		
Operational By-product/Wastes		
Road and Bridge Maintenance		
Street/Parking Lot Cleaning and Maintenance		
Road Salt Storage and application		
Road Kill Composting Operations		

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

27: Did you have procedures for the disposal of waste collected from your facility or MS4? (If this is contracted, how)

Does the contractor dispose of waste? _____

Comments: _____

Question 70 of the 2014 Permit Application has to do with prioritizing each catch basin for routine inspection, maintenance, and cleaning based on preventing or reducing pollutant runoff. Question 76 of the 2014 Permit Application has to do with permittee's operation and maintenance of hard surfaces such as Roads/parking lots.

28: Does your Community own or operate streets? _____ roads? _____ highways? _____

parking lot(s)? _____ storage yard(s)? _____

Did you inspect all your catchbains, manholes and paved surface structures? 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.

You may print this page for each facility that is considered MEDIUM OR LOW POTENTIAL:

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		
Street/ parking lot sweeping		
Road Salt application and storage		
Dust control		
Snow removal		
Street/parking lot/side walk maintenance		
Road Bridge Maintenance		
Unpaved Road Maintenance		
Roadside vegetation		
Operational By-product/Wastes		

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

29: Did you have procedures for the disposal of waste collected from your MS4? (If this is contracted, how does the contractor dispose of waste?) _____

Comments: _____

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

31: Are these herbicides applied by a licensed applicator? yes _____ no _____

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

33: Are these pesticides applied by a licensed applicator? yes _____ no _____

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

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

36: 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: _____

37: 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 _____

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

39: 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 _____

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

yes _____ no _____

41: 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 community designed or constructed any LID demonstration sites and if so describe how?
- Does your Community 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 community support programs such as Household Hazardous Waste?
- Do you support watershed groups or sponsor water festivals?

Comments: _____