

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) PROGRAM

for

Town of Edinburgh NPDES Storm Water Permit # INR040026

As required by

Indiana Department of Environmental Management
MS4 General Permit #INR040000

Prepared by:



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1.0 PROGRAM OVERVIEW

1.1 Introduction

The Town of Edinburgh has been designated a Municipal Separate Storm Sewer System (MS4) by the Indiana Department of Environmental Management (IDEM). An MS4 is defined as a conveyance or system of conveyances owned by a public entity that discharges to waters of the United States and is designed or used for collecting or conveying storm water. Regulated conveyance systems include roads with drains, municipal streets, catch basins, curbs, gutters, storm drains, piping, channels, ditches, tunnels, and conduits. Edinburgh's MS4 boundaries are the same as the municipality's corporate boundaries (refer to **Exhibit A-2** in **Appendix A**).

MS4s were regulated by 327 IAC 15-13 (Rule 13) until December 18, 2021 when IDEM revised the regulations and converted to an administratively issued general National Pollutant Discharge Elimination System (NPDES) permit, which is known as the MS4 General Permit (MS4GP).

This Storm Water Quality Management Plan (SWQMP) meets the requirements of the MS4GP, includes information about the MS4, and describes Best Management Practices (BMPs) and other provisions to reduce the discharge of pollutants from the MS4 into receiving waters.

1.2 Program Compliance

In compliance with Rule 13, Edinburgh's original Notice of Intent (NOI) was submitted to the Indiana Department of Environmental Management (IDEM) in 2003. A Notice of Sufficiency and permit number INR040026 was issued by IDEM and Edinburgh has maintained compliance and coverage to date.

Edinburgh then submitted a new NOI under the MS4GP in 2022. Permit documentation is included in **Appendix B**.

The Water Quality Characterization Report (WQCR) will be prepared and submitted by April 1, 2023, reviewed annually, and updated as needed.

1.3 Purpose

The purpose of this SWQMP is to build from Edinburgh's previous SWQMP, and other progress made by the MS4. This report includes a detailed program description including BMPs and measurable goals for each of the six Minimum Control Measures (MCMs). Following is a list of the MCMs:

- MCM 1 and 2: Public Education, Outreach, Participation, and Involvement
- MCM 3: Illicit Discharge Detection and Elimination
- MCM 4: Construction Site Storm Water Run-off Control
- MCM 5: Post Construction Storm Water Run-off Control
- MCM 6: Municipal Operations Pollution Prevention and Good Housekeeping

The BMP Implementation Schedule provides the dates each BMP will be identified, reviewed or revised, and completed, as well as the schedule for BMPs that are routinely implemented. Refer to **Appendix C, Table C-1**. Attachments to this report include worksheets and forms to be used by the Edinburgh MS4 for recordkeeping.

2.0 GENERAL REQUIREMENTS

2.1 Responsible Entities

The overall MS4 Program is the responsibility of the Town Council President, who serves as the MS4 Operator. The MS4 Coordinator maintains the program documentation and is responsible for implementation. The BMP sheets in the SWQMP identify responsible entities for each MS4 activity or requirement. The MS4 Operator and MS4 Coordinator are listed on the NOI in **Appendix B**. A list of responsible entities or individuals and contact information for each person administering the program is included in **Appendix C, Table C-2**.

2.2 MS4 Jurisdiction

The MS4 has jurisdiction within the Town boundaries as identified on the MS4 Boundary Map in **Appendix A, Exhibit A-1**. The MS4 implements all the MCMs of the SWQMP within these boundaries. Edinburgh also works in cooperation with other MS4s in Johnson County as part of the Johnson County Partnership for Water Quality (JCPWQ) to work on public education efforts throughout the county.

The MS4 has staff that maintains the Town's mapping information electronically using the Ziptility application. Annexations and construction projects are input as they are completed.

2.3 Minimum Control Measure Descriptions

The SWQMP is elaborated in Section 3 and includes details of each BMP including: descriptions, measurable goals, responsible entity, schedule, reporting and recordkeeping, target constituents (if applicable), and whether the BMP is new or existing. BMP sheets that require further explanation or details are provided with a Standard Operating Procedure (SOP).

An initial evaluation of Edinburgh's storm water quality is being conducted for the WQCR and incorporated into the SWQMP. Several BMPs are implemented for each MCM. Some BMPs apply to multiple MCMs, as indicated on the BMP detail page.

Forms and summary tables used to quantify measurable goals are included **Appendix C** of this report. The Edinburgh MS4 will track improvements of the measurable goals and BMPs each year of the permit term. Narrative descriptions of the SWQMP program implementation of each BMP will also be included in annual reports.

3.0 STORM WATER QUALITY MANAGEMENT PLAN

3.1 Public Education, Outreach, Participation, and Involvement

The purpose of the public education and outreach program is to inform targeted constituents within the MS4 area about the impacts pollution can have on water quality and provide information on how they can prevent storm water pollution.

The purpose of the public participation and involvement program is to allow targeted constituents to provide input into the SWQMP, improve community storm water practices, and take part in storm water quality improvement projects. The MS4's public participation and involvement program will implement a community storm water pollution prevention program that will invite participation from all constituent groups. This program will center on pollution prevention and reporting, public meetings, volunteer activities, and interactive educational programs in conjunction with other local entities (e.g., JCPWQ and Johnson County SWCD).

Edinburgh has identified the following community issues to focus on during the permit term:

- For its residential audience, Edinburgh will focus on proper yard waste disposal.
- For its commercial/industrial audience, Edinburgh will focus on proper material storage.
- For its construction audience, Edinburgh will focus on education on the new Construction Storm Water General Permit (CSGP).

Lists of educational materials and public events are maintained in **Table C-3** and **C-4** in **Appendix C**. Edinburgh's strategy for implementing the Public Education, Outreach, Participation, and Involvement MCM is identified in the BMPs sheets in this section.

Community Storm Water Issue - Construction		
<p>BMP Description</p> <p>Edinburgh has identified education on the new Construction Storm Water General Permit (CSGP) as its target storm water issue. This topic will be incorporated into BMPs as appropriate, such as educational materials, the website, and construction site plan review and inspection.</p>		
<p>Measurable Goals</p> <p>Incorporate the construction target storm water issue (education on the new CSGP) into BMPs as appropriate.</p>		
<p>Responsible Entity</p> <p>Planning and Zoning Department</p>		
<p>Schedule</p> <p>The target issue was identified May 18, 2022. Determine event by end of second year. Revise/develop educational material(s) by second year. Provide with each permit approval under the CSGP.</p>		
<p>Forms</p> <p>List of Educational Materials (Table C-3), List of Public Events (Table C-4)</p>		
<p>Environmental Impact</p> <p>This educational effort will encourage construction site compliance and reduce potential pollutant runoff from construction sites.</p>		
<p>Reporting and Recordkeeping</p> <p>Storm Water Quality Issue identified at planning team meeting on May 18, 2022. Continue to review the target issue annually and incorporate into educational efforts. Record materials distributed per related BMPs, such as Educational Materials.</p>		
<p>Minimum Control Measures:</p> <p><input checked="" type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input checked="" type="checkbox"/> Construction Site Control</p> <p><input checked="" type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.3 (a)(2)(A)</p> <p>Reporting:</p> <p>Section 4.3 (h)(1) & (3) Annual Report</p>	<p><input type="checkbox"/> Current BMP</p> <p><input checked="" type="checkbox"/> New BMP</p> <p>BMP Revision Date:</p>

Community Storm Water Issue – Residential		
<p>BMP Description</p> <p>The Town has identified proper yard waste disposal as its targeted storm water issue for residential activities impacting storm water quality.</p> <p>This topic will be incorporated into BMPs as appropriate, such as educational materials, the website, catch basin cleaning, and storm water system inspection.</p>		
<p>Measurable Goals</p> <p>Incorporate the residential target storm water issue (proper yard waste disposal) into BMPs as appropriate.</p>		
<p>Responsible Entity</p> <p>MS4 Coordinator</p>		
<p>Schedule</p> <p>The target issue was identified May 18, 2022. Determine event by end of second year. Revise/develop educational material(s) by second year.</p>		
<p>Forms</p> <p>List of Educational Materials (Table C-3)</p> <p>List of Public Events (Table C-4)</p>		
<p>Environmental Impact</p> <p>Educates residents on potential impacts to storm water from improper yard waste disposal.</p>		
<p>Reporting and Recordkeeping</p> <p>Storm Water Quality Issue identified at planning team meeting on May 18, 2022. Continue to review the target issue annually and incorporate into educational efforts. Record materials distributed per related BMPs, such as Educational Materials.</p>		
<p>Minimum Control Measures:</p> <p><input checked="" type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.3 (a)(2)(B)</p> <p>Reporting:</p> <p>Section 4.3 (h)(1), (2) & (5) Annual Report</p>	<p><input type="checkbox"/> Current BMP</p> <p><input checked="" type="checkbox"/> New BMP</p> <p>BMP Revision Date:</p>

Community Storm Water Issue – Commercial/Industrial		
<p>BMP Description</p> <p>The Town has identified proper material storage as its target storm water issue focused on commercial/industrial activities.</p> <p>This topic will be incorporated into BMPs as appropriate, such as educational materials, the website, industrial pretreatment inspections, and storm water system inspection.</p>		
<p>Measurable Goals</p> <p>Incorporate the commercial/industrial target storm water issue (proper material storage) into BMPs as appropriate.</p>		
<p>Responsible Entity</p> <p>MS4 Coordinator is responsible for some educational materials Wastewater Department is responsible for surveys and inspections</p>		
<p>Schedule</p> <p>Identify issue in first year. Determine event by end of second year. Revise/develop educational material(s) by second year.</p>		
<p>Forms</p> <p>List of Educational Materials (Table C-3) List of Public Events (Table C-4)</p>		
<p>Environmental Impact</p> <p>Educates industrial/commercial facilities on potential pollutants associated with outdoor material and chemical storage.</p>		
<p>Reporting and Recordkeeping</p> <p>Storm Water Quality Issue identified at planning team meeting on May 18, 2022. Continue to review the target issue annually and incorporate into educational efforts. Record materials distributed per related BMPs, such as Educational Materials.</p>		
<p>Minimum Control Measures:</p> <p><input checked="" type="checkbox"/> Public Education/Involvement <input checked="" type="checkbox"/> Illicit Discharge <input type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Section 4.3 (a)(2)(C)</p> <p>Reporting: Section 4.3 (h)(1), (2) & (5) Annual Report</p>	<p><input type="checkbox"/> Current BMP <input checked="" type="checkbox"/> New BMP</p> <p>BMP Revision Date:</p>

Johnson County Partnership for Water Quality Events		
<p><i>BMP Description</i></p> <p>The Johnson County Partnership for Water Quality (JCPWQ) is made up of nine different government and environmental organizations working together for the benefit of water quality in Johnson County. The JCPWQ provides storm water educational workshops and presentations. At least two events will be held annually. The Town will help to promote and support these events, post event information on their website, and assist with distributing educational information. Edinburgh promotes these events through their website and through other means as appropriate.</p>		
<p><i>Measurable Goals</i></p> <p>Increase local knowledge on storm water issues by providing two annual public events for participation.</p>		
<p><i>Responsible Entity</i></p> <p>MS4 Coordinator</p>		
<p><i>Schedule</i></p> <p>Complete two events per year.</p>		
<p><i>Forms</i></p> <p>List of Educational Materials (Table C-3)</p> <p>List of Public Events (Table C-4)</p>		
<p><i>Environmental Impact</i></p> <p>These educational efforts target storm water education and benefit the environment.</p>		
<p><i>Reporting and Recordkeeping</i></p> <p>Track the number of public events completed, information provided/reviewed, and the approximate number of participants.</p> <p>Section 4.3 (h)(1) – Report status update on BMP.</p> <p>Section 4.3 (h)(2) – Report each public participation/outreach event(s) and activities conducted, a description of the activity, an estimate of the number of attendees, and an assessment if the goals and objectives were met.</p> <p>Section 4.3 (h)(5) – Describe each targeted audience selected, how they were reached during the reporting period, and describe behavioral changes observed.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input checked="" type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.3 (a)(3)</p> <p><i>Reporting:</i></p> <p>Section 4.3 (h)(1), (2) & (5) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Bulk Item Pick Up		
<p><i>BMP Description</i></p> <p>Bulk item pick up is provided throughout Edinburgh by a contractor once per month. This provides residents the opportunity to dispose of large or heavy trash. Events are advertised on the Town website.</p>		
<p><i>Measurable Goals</i></p> <p>Bulk item pick up will be advertised and held once per month.</p>		
<p><i>Responsible Entity</i></p> <p>MS4 Coordinator</p>		
<p><i>Schedule</i></p> <p>Twice per month.</p>		
<p><i>Forms</i></p> <p>List of Educational Materials (Table C-3)</p> <p>List of Public Events (Table C-4)</p>		
<p><i>Environmental Impact</i></p> <p>This BMP is a preventative measure that reduces the amount of litter and other debris in storm water conveyances and receiving streams.</p>		
<p><i>Reporting and Recordkeeping</i></p> <p>Track the number of cleanup events completed and the information provided/reviewed.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input checked="" type="checkbox"/> Public Education/Involvement</p> <p><input checked="" type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Completed per Town procedures</p> <p><i>Reporting:</i></p> <p>Section 4.3 (h)(1), (2) & (5) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Johnson County Partnership for Water Quality Meetings		
<p>BMP Description</p> <p>The JCPWQ focuses on public education throughout the County. The JCPWQ meetings regularly to discuss public education and storm water issues throughout the County. The Town will participate in the meetings and promote the JCPWQ. These educational efforts target storm water education and benefit the environment.</p>		
<p>Measurable Goals</p> <p>Edinburgh and the JCPWQ will continue to meet at least quarterly to discuss ongoing public education efforts/activities.</p>		
<p>Responsible Entity</p> <p>MS4 Coordinator</p>		
<p>Schedule</p> <p>Meetings will continue to be held at least quarterly. Additional meetings will be held as needed.</p>		
<p>Forms</p> <p>N/A</p>		
<p>Environmental Impact</p> <p>These educational efforts target storm water education and benefit the environment.</p>		
<p>Reporting and Recordkeeping</p> <p>Track the number of meetings, information provided/reviewed, and the approximate number of participants.</p>		
<p>Minimum Control Measures:</p> <p><input checked="" type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Completed per Town commitment</p> <p>Reporting:</p> <p>Section 4.3 (h)(1), (2) & (5) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Educational Materials		
<p><i>BMP Description</i></p> <p>Educational materials distributed by the MS4 include: watershed information through Wellhead Protection Program and Consumer Confidence Reports, utility mailers, pollution prevention messages on storm water inlets, and office educational brochures. The MS4 will also provide storm water coloring books to local schools and/or the library. Storm water educational information is periodically provided to the Parks Department Youth Club (2nd and 3rd Graders).</p>		
<p><i>Measurable Goals</i></p> <p>Organize and review developed materials to ensure the information is relevant and reaches storm water audiences (construction, residents, and commercial/industrial) prior to distribution.</p>		
<p><i>Responsible Entity</i></p> <p>MS4 Coordinator</p>		
<p><i>Schedule</i></p> <p>Revise/develop educational materials in the first permit year. Distribute as applicable during the permit term.</p>		
<p><i>Forms</i></p> <p>List of Educational Materials (Table C-3)</p>		
<p><i>Environmental Impact</i></p> <p>Keep community interest by reviewing and updating materials and developing new materials.</p>		
<p><i>Reporting and Recordkeeping</i></p> <p>Track educational materials used throughout the year on the List of Educational Materials (Table C-3).</p> <p>Section 4.3 (h)(1) – Report status update on BMP.</p> <p>Section 4.3 (h)(5) – Describe each targeted audience selected and how they were reached during the reporting period and describe behavioral changes observed.</p> <p>Section 4.3 (h)(6) – Report (list) all the public education materials used during the reporting period</p>		
<p><i>Minimum Control Measures:</i></p> <p><input checked="" type="checkbox"/> Public Education/Involvement</p> <p><input checked="" type="checkbox"/> Illicit Discharge</p> <p><input checked="" type="checkbox"/> Construction Site Control</p> <p><input checked="" type="checkbox"/> Post-Construction Site Control</p> <p><input checked="" type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.3 (a)(4) and (d)</p> <p><i>Reporting:</i></p> <p>Section 4.3 (h)(1), (5) & (6) Annual Report</p>	<p><input type="checkbox"/> Current BMP</p> <p><input checked="" type="checkbox"/> New BMP</p> <p>BMP Revision Date:</p>

Construction/Post-Construction Training for Builders, Developers, Contractors and Engineers		
<p><i>BMP Description</i></p> <p>The Town will distribute educational information with building permits or building permit application packets and/or provide for an annual training event. The training event may be conducted in cooperation with other entities, such as the JCPWQ. These educational efforts target storm water education and construction site pollution prevention. The information may include sediment and erosion control BMPs, Construction Site General Permit (CSGP) regulations, spill prevention and spill response planning, and post-construction BMP information. The storm water website also contains information on construction permits and ordinances and erosion and sediment control measures.</p>		
<p><i>Measurable Goals</i></p> <p>Increase knowledge of MS4 construction and post-construction processes and procedures to contractors through training.</p>		
<p><i>Responsible Entity</i></p> <p>Johnson County Partnership for Water Quality Town Building and Zoning Department</p>		
<p><i>Schedule</i></p> <p>Annually.</p>		
<p><i>Forms</i></p> <p>List of Educational Materials (Table C-3) List of Public Events (Table C-4)</p>		
<p><i>Environmental Impact</i></p> <p>These educational efforts target storm water education and construction site pollution prevention.</p>		
<p><i>Reporting and Recordkeeping</i></p> <p>Document completed training through attendance sheets. Record the number of erosion control educational information/brochures distributed to developers that applied for a building permit.</p> <p>Section 4.3 (h)(1) – Report status update on BMP. Section 4.3 (h)(3) – Report the number and types of construction and/or post-construction storm water training opportunities that were provided to contractors, developers and builders, property owners (commercial, industrial, residential, homeowner associations, and other targeted entities during the reporting period.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input checked="" type="checkbox"/> Public Education/Involvement <input type="checkbox"/> Illicit Discharge <input checked="" type="checkbox"/> Construction Site Control <input checked="" type="checkbox"/> Post-Construction Site Control <input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Section 4.3 (a) (5)</p> <p><i>Reporting:</i> Section 4.3 (h)(1) & (3) Annual Report</p>	<p><input type="checkbox"/> Current BMP <input checked="" type="checkbox"/> New BMP</p> <p>BMP Revision Date:</p>

Industrial Pretreatment Program		
<p><i>BMP Description</i></p> <p>Industrial facilities are surveyed and visited as part of the industrial pretreatment program. The facilities are provided with educational brochures and given the opportunity to discuss pollution concerns. The educational brochure is also maintained at the Town Hall.</p>		
<p><i>Measurable Goals</i></p> <p>Provide storm water educational materials to compliment the industrial pretreatment program and educate industrial facilities.</p>		
<p><i>Responsible Entity</i></p> <p>Wastewater Department</p>		
<p><i>Schedule</i></p> <p>Industrial User Surveys are provided every other year. Brochures will be mailed to industrial facilities once per permit term and available throughout the year.</p>		
<p><i>Forms</i></p> <p>List of Educational Materials (Table C-3)</p>		
<p><i>Environmental Impact</i></p> <p>Community knowledge helps to identify and eliminate illicit discharges to keep pollutants out of the MS4 system and receiving waters.</p>		
<p><i>Reporting and Recordkeeping</i></p> <p>Record the number of surveys and visits conducted. Keep record of educational materials distributed on the List of Educational Materials (Table C-3).</p>		
<p><i>Minimum Control Measures:</i></p> <p><input checked="" type="checkbox"/> Public Education/Involvement</p> <p><input checked="" type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.3 (b)</p> <p><i>Reporting:</i></p> <p>Section 4.3 (h)(1) & (5) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Storm Water Website		
<p>BMP Description</p> <p>Revise and maintain a storm water information web page or links to direct the public to a location that contains storm water information. The site must include:</p> <ul style="list-style-type: none"> (1) Location for the public to report storm water quality issues (2) Information and resources to educate visitors to the site (3) MS4 storm water ordinances (4) Storm water fees and rates (5) MS4 program information (SWQMP, annual reports, and other applicable information) 		
<p>Measurable Goals</p> <p>Increase public awareness and participation by providing storm water information on the MS4 website and updating it annually.</p>		
<p>Responsible Entity</p> <p>MS4 Coordinator</p>		
<p>Schedule</p> <p>Review annually and update when needed.</p>		
<p>Forms</p> <p>List of Educational Materials (Table C-3)</p>		
<p>Environmental Impact</p> <p>These educational efforts target storm water education and benefit the environment</p>		
<p>Reporting and Recordkeeping</p> <p>Record the dates the website was updated and annually reviewed.</p> <p>Section 4.3 (h)(1) – Report status update on BMP and the dates the website was reviewed/updated.</p>		
<p>Minimum Control Measures:</p> <p><input checked="" type="checkbox"/> Public Education/Involvement</p> <p><input checked="" type="checkbox"/> Illicit Discharge</p> <p><input checked="" type="checkbox"/> Construction Site Control</p> <p><input checked="" type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.3 (c)</p> <p>Reporting:</p> <p>Section 4.3 (h)(1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Town Council Meetings		
<p>BMP Description</p> <p>Elected official and public support are important components of the Town's program. As educational and local topics arise, updates will be provided to elected officials and/or the general public. At minimum, storm water program updates will be presented to elected officials (such as the Town Council) or an advisory board annually. Council Meeting agendas are posted on the website prior to the meetings. Meeting minutes are also maintained on the website.</p>		
<p>Measurable Goals</p> <p>Provide an opportunity to inform elected officials of program status and achievements and for the community to be involved with storm water drainage planning and to express concerns.</p>		
<p>Responsible Entity</p> <p>MS4 Coordinator Town Council</p>		
<p>Schedule</p> <p>Meetings are held monthly. Incorporate storm water educational topics annually. Provide an update on the MS4 program to elected officials annually.</p>		
<p>Forms</p> <p>List of Public Events (Table C-4)</p>		
<p>Environmental Impact</p> <p>Educate elected officials and other attendees on storm water issues, budgets, and completed projects.</p>		
<p>Reporting and Recordkeeping</p> <p>Record the date of the meeting and the information reviewed.</p> <p>Section 4.3 (h)(1) – Report status update on BMP. Section 4.3 (h)(4) – Documentation that presentations were made to elected officials or boards.</p>		
<p>Minimum Control Measures:</p> <p><input checked="" type="checkbox"/> Public Education/Involvement <input type="checkbox"/> Illicit Discharge <input type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Section 4.3 (e)</p> <p>Reporting: Section 4.3 (h)(1) & (4) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP <input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Storm Water Inlet Markers		
<p>BMP Description</p> <p>For new development, the Town requests that storm inlet castings and curb inlets be stamped with a pollution prevention message such as, "No Dumping, Drains to Stream".</p>		
<p>Measurable Goals</p> <p>The goal of this BMP is to increase the number of storm drains that are marked with a pollution prevention message.</p>		
<p>Responsible Entity</p> <p>Wastewater Department</p>		
<p>Schedule</p> <p>The number of marked inlets will be tracked annually.</p>		
<p>Forms</p> <p>N/A</p>		
<p>Environmental Impact</p> <p>The markers provide education to prevent illicit discharges to inlets.</p>		
<p>Reporting and Recordkeeping</p> <p>The Town will continue to request marked storm sewer inlets for new development and inlet replacement project. Locations of the pre-stamped messages will be recorded and reported in the annual report.</p>		
<p>Minimum Control Measures:</p> <p><input checked="" type="checkbox"/> Public Education/Involvement</p> <p><input checked="" type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Reporting:</p> <p>Section 4.3 (h)(1) & (6) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Citizen Watch Group/Storm Water Hotline		
<p>BMP Description</p> <p>The Storm Water Hotline phone number is advertised on the Town's website and online complaints can also be communicated through the website's Action Center. Hotline information is provided on the webpage and utility bill mailers. Complaints are logged as work orders. Complaints include construction site issues. The work order is used to track documentation of the date(s) the illicit discharge was observed, the results of the investigation, follow-up to the investigation, and the date the investigation was closed. Edinburgh maintains an SOP for staff to follow in logging and tracking complaints. Locations of illicit discharges are also mapped for identification of target areas.</p>		
<p>Measurable Goals</p> <p>The storm water hotline will be posted on the Town's storm water webpage and also advertised. The number of complaints will be sorted by type (flooding, erosion, water quality, dumping, construction site, or other). The complaint tracking SOP will be maintained.</p>		
<p>Responsible Entity</p> <p>MS4 Coordinator</p>		
<p>Schedule</p> <p>All calls to the storm water hotline will be recorded, investigated within two business days, and tracked. The Town maintains a storm water hotline. Complaints are investigated, tracked, and resolved as needed. Review SOP annually and update as needed.</p>		
<p>Forms</p> <p>Complaint Tracking Form</p>		
<p>Environmental Impact</p> <p>Reduction of sediment loss/migration from construction sites and prevention of other construction site storm water pollutants from impacting MS4 storm water conveyances.</p>		
<p>Reporting and Recordkeeping</p> <p>Record the number of public information requests and/or complaints received.</p> <p>Section 4.5 (m)(1) – Report status update on BMP and reviews/revisions to SOPs.</p> <p>Section 4.5 (m)(6) – Report the number of public information requests and/or complaints received.</p>		
<p>Minimum Control Measures:</p> <p><input checked="" type="checkbox"/> Public Education/Involvement</p> <p><input checked="" type="checkbox"/> Illicit Discharge</p> <p><input checked="" type="checkbox"/> Construction Site Control</p> <p><input checked="" type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.5 (g) and (i)</p> <p>Reporting:</p> <p>Section 4.5 (m)(1) and (6) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

3.2 Illicit Discharge Detection and Elimination

The goal of the illicit discharge detection and elimination (IDDE) MCM is to detect, address, and eliminate illicit discharges into the MS4 conveyance system. Per the MS4GP, illicit discharge means any discharge to a MS4 conveyance that is not composed entirely of storm water, except naturally introduced floatables, such as leaves or tree limbs. Sources of illicit discharges include, but are not limited to: sanitary wastewater, septic tank effluent, commercial car wash wastewater, oil spills or disposal, radiator flushing disposal, laundry wastewater, roadway accident spillage, pollutant run-off, and household hazardous wastes.

Areas of the Town of Edinburgh have combined sewers. For the purposes of the SWQMP, the Town limits of Edinburgh (refer to **Exhibit A-1** in **Appendix A**) will also serve as the MS4 area. Mapping updates are conducted as a BMP.

The MS4 is currently implementing BMPs to detect and eliminate illicit discharges and updating its illicit discharge ordinance. In conjunction with the public outreach and education MCM, Edinburgh has established BMPs to educate all constituent groups on the dangers of illicit discharges, proper disposal of commonly dumped wastes and the reporting of illicit discharges. Training efforts for staff related to IDDE, and other aspects of the SWQMP, are summarized in **Table C-5** in **Appendix C**.

This section of the SWQMP provides specific information on the IDDE BMPs and constitutes the IDDE Plan to be reviewed and updated per Section 4.4 (b) of the MS4GP.

Illicit Discharge Ordinance Updates		
<p>BMP Description</p> <p>The Town passed the Illicit Discharge and Connection Storm Water Ordinance (Ordinance 2004-6) to prohibit illicit discharges into MS4 conveyances on November 8, 2004. The ordinance describes detection, notification, and enforcement procedures. The ordinance is posted on the Town webpage along with information on reporting illicit discharges through the Storm Water Hotline or the Action Center. The illicit discharge ordinance will be reviewed and updated to meet the requirements of the MS4GP. This will include a review of enforcement procedures and update, as necessary, to make the enforcement measures effective.</p>		
<p>Measurable Goals</p> <p>Continue to maintain and enforce the illicit discharge ordinance. Review and update to meet the MS4's needs and the permit requirements.</p>		
<p>Responsible Entity</p> <p>Town Council Town Attorney</p>		
<p>Schedule</p> <p>Illicit discharge ordinance will continue to be enforced. Review and update the ordinance within 730 days of NOI submittal.</p>		
<p>Forms</p> <p>N/A</p>		
<p>Environmental Impact</p> <p>The ordinance will prevent pollutants from entering the MS4 system by providing a mechanism to prohibit illicit discharges and enforce penalties.</p>		
<p>Reporting and Recordkeeping</p> <p>Retain a copy of the ordinance and record the status of any updates. Record the number of enforcement actions taken.</p> <p>Section 4.4 (k)(1) – Report status update on BMP.</p>		
<p>Minimum Control Measures:</p> <p><input type="checkbox"/> Public Education/Involvement <input checked="" type="checkbox"/> Illicit Discharge <input type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.4 (a)</p> <p>Reporting:</p> <p>Section 4.4 (k)(1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP <input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Dry Weather Screening		
<p>BMP Description</p> <p>The MS4 will perform screenings of all outfalls during the five-year permit term. In addition, the storm water conveyance system will also be monitored by staff to address any maintenance or illicit discharge issues. The MS4 maintains an SOP for staff to follow in performing dry weather screening. An inspection form is entered directly into the Ziptility App.</p>		
<p>Measurable Goals</p> <p>Develop a schedule and perform visual inspections of outfalls and screen for illicit discharges. Perform regular inspections of the storm water conveyance by training staff to address issues. Maintain SOP for staff to follow in performing dry weather screenings.</p>		
<p>Responsible Entity</p> <p>Wastewater Department</p>		
<p>Schedule</p> <p>Screen all outfalls per the schedule within the 5-year permit term. The storm water system will be screened on an ongoing basis.</p>		
<p>Forms</p> <p>Dry Weather Screening Form in Ziptility</p>		
<p>Environmental Impact</p> <p>Dry weather screenings will be used to identify and eliminate illicit discharges to keep pollutants out of the MS4 system and receiving waters.</p>		
<p>Reporting and Recordkeeping</p> <p>Document screenings in Ziptility. Retain list of which outfalls were screened each year.</p> <p>Section 4.4 (k)(1) – Report status update on BMP.</p> <p>Section 4.4 (k)(5) – Report the number and location of dry weather outfalls screened for illicit discharges.</p> <p>Section 4.4 (k)(6) – Report the number and location of illicit discharges detected.</p> <p>Section 4.4 (k)(7) – Report the number and location of illicit discharges eliminated.</p>		
<p>Minimum Control Measures:</p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input checked="" type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.4 (b)(1) & (2), (h)</p> <p>Reporting:</p> <p>Section 4.4 (k)(5-7)</p> <p>Section 4.4 (k)(1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Industrial Facility Mapping		
<p>BMP Description</p> <p>The MS4 will continue to identify and map any active industrial facilities that discharge to an MS4 conveyance and include facility names, addresses, telephone numbers, and type of industrial activity (refer to Exhibit A-2 in Appendix A). The MS4 will identify and map industrial facilities within the MS4 area that discharge into an MS4 conveyance and maintain it in Town mapping records in the Ziptility app.</p>		
<p>Measurable Goals</p> <p>Locations and information on industrial facilities will be input into Town mapping the first year of the permit term.</p>		
<p>Responsible Entity</p> <p>Wastewater Department</p>		
<p>Schedule</p> <p>Identify and map industrial facilities in the first year of the permit term. Information will be maintained on an as-needed basis with IDEM's list reviewed annually.</p>		
<p>Forms</p> <p>Maintained in Ziptility app</p>		
<p>Environmental Impact</p> <p>Mapping will allow the MS4 to track and eliminate illicit discharges from industrial facilities more effectively, thereby reducing pollution.</p>		
<p>Reporting and Recordkeeping</p> <p>Record the date that mapping is completed and the status of any updates.</p> <p>Section 4.4 (k)(1) – Report status update on BMP.</p>		
<p>Minimum Control Measures:</p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input checked="" type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.4 (b)(3)</p> <p>Reporting:</p> <p>Section 4.4 (k)(1) Annual Report</p>	<p><input type="checkbox"/> Current BMP</p> <p><input checked="" type="checkbox"/> New BMP</p> <p>BMP Revision Date:</p>

Collection of Hazardous Waste		
<p>BMP Description</p> <p>The Johnson County Recycling District, Bartholomew County Solid Waste Management District (SWMD) and the Shelby County SWMD have several collection events and drop-off areas for the Town. Drop-off areas include general recyclables and events are provided for electronic wastes, household hazardous wastes, oils, herbicides/pesticides, medications and document shredding.</p>		
<p>Measurable Goals</p> <p>Promote household hazardous waste collection opportunities on the website. Coordinate with Johnson County Recycling District, SWMD and the Shelby County SWMD to obtain their annual reports for collection records.</p>		
<p>Responsible Entity</p> <p>The Johnson County Recycling District, SWMD and the Shelby County SWMD are responsible for collection.</p> <p>The MS4 Coordinator is responsible for assisting with promotion of the events and reporting and recordkeeping.</p>		
<p>Schedule</p> <p>Contact the Johnson County Recycling District, SWMD and the Shelby County SWMD annually for reporting information. Maintain website information throughout permit term.</p>		
<p>Forms</p> <p>List of Public Events (Table C-4)</p>		
<p>Environmental Impact</p> <p>Hazardous waste collection efforts promote proper disposal and keep potential pollutants from entering the MS4 system and receiving waters.</p>		
<p>Reporting and Recordkeeping</p> <p>Report the amount of material collected.</p> <p>Report efforts used to promote the programs</p> <p>Section 4.4 (k)(1) – Report status update on BMP.</p>		
<p>Minimum Control Measures:</p> <p><input checked="" type="checkbox"/> Public Education/Involvement</p> <p><input checked="" type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.4 (b) (4)</p> <p>Reporting:</p> <p>Section 4.4 (k)(1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Recycling Facilities		
<p>BMP Description</p> <p>The Town has partnered with the Johnson County SWMD to provide a recycling depot at the Wastewater Treatment Plant. The depot accepts paper, cardboard, plastic, and metal materials. This service will help reduce pollution and increase public awareness of pollution prevention strategies. The depot is advertised on the SWMD website along with other local recycling options. The SWMD website is linked from the Town website.</p>		
<p>Measurable Goals</p> <p>Provide regular, ongoing opportunities for recycling. Increase the participation in recycling through advertising.</p>		
<p>Responsible Entity</p> <p>Johnson County SWMD Wastewater Department</p>		
<p>Schedule</p> <p>Recycling is available on an ongoing basis. Recycling advertising and participation will be reviewed and updated annually.</p>		
<p>Forms</p> <p>List of Public Events (Table C-4)</p>		
<p>Environmental Impact</p> <p>Recycling availability promotes proper disposal and keep potential pollutants from entering the MS4 system and receiving waters.</p>		
<p>Reporting and Recordkeeping</p> <p>Document and report advertisements for recycling.</p> <p>Section 4.4 (k)(1) – Report status update on BMP.</p>		
<p>Minimum Control Measures:</p> <p><input checked="" type="checkbox"/> Public Education/Involvement</p> <p><input checked="" type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.4 (b) (4)</p> <p>Reporting:</p> <p>Section 4.4 (k)(1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Illicit Discharge Detection and Elimination SOPs		
<p><i>BMP Description</i></p> <p>SOPs are maintained for illicit discharge investigation, dry weather outfall screenings, and complaint tracking. These SOPs include: procedures and forms for investigating illicit discharges within two business days of being notified of the discharge, inspection requirements in response to complaints, follow-up inspections to ensure corrective actions, methods used to eliminate illicit discharges, a prioritization system, procedures for reporting immediate threats to human health or the environment, and a system to track illicit discharges. SOPs are reviewed and updated as necessary. Staff are trained on SOPs as applicable to their job functions.</p>		
<p><i>Measurable Goals</i></p> <p>Maintain SOPs for illicit discharge investigation, dry weather screening, and complaint tracking. Review the SOPs annually. Conduct training for applicable staff annually.</p>		
<p><i>Responsible Entity</i></p> <p>MS4 Coordinator, Wastewater Department</p>		
<p><i>Schedule</i></p> <p>SOPs will be reviewed annually when preparing for staff training.</p>		
<p><i>Forms</i></p> <p>Illicit Discharge Investigation Form, Dry Weather Outfall Screening Form and Complaint Tracking Form.</p>		
<p><i>Environmental Impact</i></p> <p>IDDE SOPs will be used to identify and eliminate illicit discharges to keep pollutants out of the MS4 system and receiving waters.</p>		
<p><i>Reporting and Recordkeeping</i></p> <p>Maintain copies of the SOPs.</p> <p>Section 4.4 (k)(1) – Report status update on BMP.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input checked="" type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input checked="" type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.4 (b) (1) and (b) (5)</p> <p><i>Reporting:</i></p> <p>Section 4.4 (k)(1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Develop Storm Sewer System Map		
<p>BMP Description</p> <p>A storm sewer map depicting conveyances and outfall locations is maintained electronically by the Town through its Ziptility application. Outfalls are identified by an alphanumeric identifier, latitude and longitude to 5 decimal places. Receiving waters are mapped and their status on the 303(d) list and or USEPA approval TMDL is noted, if applicable. Mapping of public and private systems is updated when new projects are accepted. Mapping of additional outfalls and conveyances are added as they are identified. Mapping of high priority areas will be completed in the first year of the permit term based on complaints, illicit discharges, land use, and other issues and updated as needed.</p>		
<p>Measurable Goals</p> <p>Maintain storm sewer and outfall mapping. Map outfalls and conveyances as they are identified. Notate high priority areas based on complaints, illicit discharges, and other issues.</p>		
<p>Responsible Entity</p> <p>Wastewater Department</p>		
<p>Schedule</p> <p>Complete mapping of all outfalls and conveyance systems within the 5-year permit term. Identify and map high priority areas in the first year of the permit term. Review mapping annually.</p>		
<p>Forms</p> <p>N/A</p>		
<p>Environmental Impact</p> <p>Mapping will allow the MS4 to track and eliminate illicit discharges from more effectively, thereby reducing pollution.</p>		
<p>Reporting and Recordkeeping</p> <p>The mapping is ongoing and is part of the Town's Ziptility Application. Record the status of maintaining the database, the total number of outfalls, the number of outfalls added to the app, and the status of including high priority areas.</p> <p>Section 4.4 (k)(1) – Report status update on BMP.</p>		
<p>Minimum Control Measures:</p> <p><input type="checkbox"/> Public Education/Involvement <input checked="" type="checkbox"/> Illicit Discharge <input type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.4 (d-f)</p> <p>Reporting: Section 4.4 (k)(1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP <input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

IDDE Training for MS4 Staff		
<p>BMP Description</p> <p>Review and update the IDDE training program for MS4 staff responsible for detecting illicit discharges or illicit connections and implementing good housekeeping for MS4 facilities.</p> <p>The MS4 shall annually train appropriate municipal staff on SOPs, storm water pollution prevention, good housekeeping practices for municipal operations, and illicit discharge detection and elimination. Training will be conducted using videos, individual training materials, and multi-departmental meetings. Training topics are maintained in a training matrix which will be updated to reflect MS4GP permit requirements and MS4 staff training needs.</p>		
<p>Measurable Goals</p> <p>Develop training topics based upon review of current practices.</p> <p>Provide the required number of hours of education for applicable staff members annually.</p> <p>Applicable new hires will be trained within two months of their hire date and applicable seasonal employees will be trained within 30 days of their hire date.</p>		
<p>Responsible Entity</p> <p>MS4 Coordinator</p>		
<p>Schedule</p> <p>Provide training on IDDE to applicable staff members:</p> <ul style="list-style-type: none"> • Within 180 days of submitting an updated SWQMP (360 days after permit coverage) and annually thereafter, starting the second year of the permit term. • Within two months of their hire date. • Within 30 days of their hire date for seasonal employees. 		
<p>Forms</p> <p>Training Matrix (Table C-5)</p>		
<p>Environmental Impact</p> <p>Training allow staff to track and eliminate illicit discharges, and monitor the storm sewer system, thereby reducing pollution.</p>		
<p>Reporting and Recordkeeping</p> <p>Training will be documented by recording the name and title of participating employee(s), date of training and a description of training provided.</p> <p>Section 4.4 (k)(1) – Report status update on BMP.</p>		
<p>Minimum Control Measures:</p> <p><input checked="" type="checkbox"/> Public Education/Involvement</p> <p><input checked="" type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Sections 4.4 (g) and 4.7 (m)</p> <p>Reporting:</p> <p>Section 4.4 (k)(1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Review of CSOOP and LTCP		
<p>BMP Description</p> <p>Edinburgh's combined sewer area is approximately one-half square mile and generally bounded by Morris Street to the south, Harrell Drive to the east, State Road 252 to the north, and south Eisenhower Drive to the west. There is one Combined Sewer Overflow (CSO) outfall located near the WWTP. Just upstream of the WWTP there is a diversion structure that directs flows in excess to the plant capacity to a two-cell equalization basin. In the event that diverted flows approach the capacity of the basin, there is an overflow structure that leads to a CSO outfall on the Big Blue River. To date, Edinburgh has not had an overflow. Edinburgh completes annual catch basin cleaning, additional as-needed cleaning, and dry well cleaning according to the Long-Term Control Plan (LTCP). The LTCP has been reviewed and is being implemented along with the SWQMP in the combined sewer area.</p>		
<p>Measurable Goals</p> <p>The Town will review the CSOOP and LTCP in the first year the permit term and continue to implement the plans</p> <p>To reduce pollution to the waterways, pollution prevention programs implemented through the CSOOP and LTCP will be implemented throughout the Town in both combined and separate storm sewer areas.</p>		
<p>Responsible Entity</p> <p>Wastewater Department</p>		
<p>Schedule</p> <p>In the first year of each permit term, the CSOOP and LTCP are reviewed to ensure consistency with the SWQMP. The plans will be implemented throughout the permit term.</p>		
<p>Forms</p> <p>N/A</p>		
<p>Environmental Impact</p> <p>The LTCP requirements measures that maintain the combined sewer system and prevent overflows from the combined sewer. Sewer separation projects and the prevention of overflows prevents E. coli and other pollutants from entering receiving waters.</p>		
<p>Reporting and Recordkeeping</p> <p>Review the CSOOP and LTCP in the first year of the permit term and after any revisions. Report any efforts related to reduction of E. coli.</p>		
<p>Minimum Control Measures:</p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input checked="" type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input checked="" type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.4 (j)</p> <p>Reporting:</p> <p>Section 4.4 (k)(1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Review of Receiving Water TMDLs		
<p>BMP Description</p> <p>Big Blue River has a USEPA approved total maximum daily load (TMDL) for E. coli and is a receiving water for the MS4.</p> <p>Edinburgh will continue to implement BMPs to minimize the potential for pollutants in receiving waters through the six minimum control measures. The MS4 will continue to review the lists each permit term and update the SWQMP and WQCR accordingly.</p>		
<p>Measurable Goals</p> <p>Review the USEPA approved TMDLs and 303(d) lists at the beginning of each permit term. Add information to SWQMP and WQCR and update BMPs accordingly.</p>		
<p>Responsible Entity</p> <p>MS4 Coordinator</p>		
<p>Schedule</p> <p>In the first year of each permit term, review the USEPA approved TMDLs and Indiana 303(d) list and incorporate into the SWQMP and WQCR as needed.</p>		
<p>Forms</p> <p>N/A</p>		
<p>Environmental Impact</p> <p>To better target BMPs, the MS4 will incorporate TMDL and 303(d) list information into its SWQMP and WQCR.</p>		
<p>Reporting and Recordkeeping</p> <p>Review receiving waters and TMDLs annually and update the SWQMP and WQCR accordingly. Report any efforts related to reduction of E. coli.</p>		
<p>Minimum Control Measures:</p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input checked="" type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input checked="" type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 3.1, 4.1 (h), 4.4 (e) (3), and 5.1</p> <p>Reporting:</p> <p>Section 4.4 (k)(1) Annual Report</p> <p>Section 8.1 (a)(7) TMDL</p>	<p><input type="checkbox"/> Current BMP</p> <p><input checked="" type="checkbox"/> New BMP</p> <p>BMP Revision Date:</p>

3.3 Construction Site Storm Water Run-Off

Sediment loss and erosion from construction sites is a main contributor to storm water pollution. This pollution source can be minimized through the installation of structural BMPs during development and the implementation of nonstructural BMPs. In order to enforce these BMPs and address construction site runoff concerns, the town has established an ordinance for Storm Water Runoff Associated with Construction Activities. Storm water pollution control standards have been developed to support the ordinance. The ordinance and standards are in the process of being updated to adhere to the requirements of the Construction Stormwater General Permit (CSGP). The MS4 will also be required to follow these standards regarding qualifying projects owned by the Town. Projects owned by the Town shall have their plans reviewed by the appropriate SWCD or IDEM. Training efforts related to construction site storm water run-off, and other aspects of the SWQMP, are summarized in **Table C-5** in **Appendix C**.

In accordance with the MS4GP, construction site plan review, inspection, and enforcement for projects with a land disturbance greater than or equal to one acre is the responsibility of the MS4. The Town is responsible for construction site plan review, inspection, and enforcement.

In conjunction with the public education and outreach MCM, the Town will implement BMPs to solicit and receive public complaints and inquiries regarding construction sites. In conjunction with the illicit discharge MCM, the Town will implement BMPs to investigate and track public inquiries and potential illicit discharges, including those resulting from construction activity. Specific information regarding the Construction Site Storm Water Runoff Control BMPs is included in the following BMP detail sheets.

Construction Storm Water Ordinance and Standards		
<p>BMP Description</p> <p>The Storm Water Runoff Associated with Construction Activities Ordinance 2004-7 was passed on November 8, 2004 that includes requirements for erosion and sediment control (ESC) measures, storm water pollution prevention (SWPP), submittals, approvals, inspections and enforcement. Additionally, Storm Water Standards (2004-11) were implemented on September 19, 2005 to establish the minimum standards for design and construction of erosion and sediment controls and storm water pollution prevention measures for construction sites. Edinburgh will review and update the ordinance and standards to reflect the requirements of IDEM's Construction Stormwater General Permit (CSGP). The ordinance will include following:</p> <ul style="list-style-type: none"> • Regulate projects with a land disturbance greater than or equal to one acre, or disturbances of less than one acre of land that are part of a larger common plan or development or sale when the larger common plan will ultimately disturb one or more acres. • Contains the requirement of the CSGP apart from state permitting process references and submittal deadlines for construction plans and permit applications. • Establish a requirement that any project within the MS4 area that meets the applicability of the CSGP must submit a NOI to obtain permit coverage from IDEM in addition to any procedural requirements for submittal to the MS4 entity or MS4 designated entity. 		
<p>Measurable Goals</p> <p>Develop and implement an ordinance that is consistent with the requirements of the MS4GP and CSGP. Review ordinance and standards annually and revise as appropriate.</p>		
<p>Responsible Entity</p> <p>Building and Zoning Department</p>		
<p>Schedule</p> <p>Complete ordinance revisions within 730 days of permit coverage. Review the ordinance and standards annually.</p>		
<p>Forms</p> <p>BMP Implementation Schedule</p>		
<p>Environmental Impact</p> <p>Establishes regulatory mechanism and construction storm water standards aimed at reducing sediment loss/migration and preventing other construction site storm water pollutants from impacting MS4 storm water conveyances.</p>		
<p>Reporting and Recordkeeping</p> <p>Record reviews and revisions of the ordinance and standards within MS4GP Annual Report.</p> <p>Section 4.5 (m)(1) – Report status update on BMP and the date of any ordinance or standards revisions.</p>		
<p>Minimum Control Measures:</p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input checked="" type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.5 (b) (1-3), (e), (f) and (i)</p> <p>Reporting:</p> <p>Section 4.5 (m)(1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Construction Storm Water Plan Review		
<p><i>BMP Description</i></p> <p>Construction plans are submitted to the Building and Zoning Department where plan review is coordinated before a building permit is issued. For construction projects greater than 1 acre, plan review is coordinated by the Building and Zoning Department and Town Manager. The services of an outside engineering consultant are used. The engineer evaluates the plans per the ESC ordinance and standards. A Plan Review Checklist is used for the technical review, comments, and the identification of priority sites. The Checklist is provided to the developer. A building permit is not issued until the plans are approved.</p>		
<p><i>Measurable Goals</i></p> <p>Review construction projects under the CSGP. Maintain SOPs for the plan review process.</p>		
<p><i>Responsible Entity</i></p> <p>Building and Zoning Department and Town Manager.</p>		
<p><i>Schedule</i></p> <p>CSGP submittals are to be reviewed within ten (10) business days of receipt. Review plan review process and SOPs annually and update as needed.</p>		
<p><i>Forms</i></p> <p>IDEM Construction/Stormwater Pollution Prevention Plan Technical Review and Comment form CSGP Project Inventory (Table C-6)</p>		
<p><i>Environmental Impact</i></p> <p>Reduction of sediment loss/migration from construction sites and prevention of other construction site storm water pollutants from impacting MS4 storm water conveyances.</p>		
<p><i>Reporting and Recordkeeping</i></p> <p>Record reviews and revisions of the plan review SOPs. Record the number of construction sites that obtain approval by the MS4.</p> <p>Section 4.5 (m)(1) – Report status update on BMP and reviews/revisions to SOPs Section 4.5 (m)(3) – Report the number of construction sites obtaining MS4 approval for the CSGP.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement <input type="checkbox"/> Illicit Discharge <input checked="" type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Section 4.5 I (1-2), (i)</p> <p><i>Reporting:</i> Section 4.5 (m)(1) and (3) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP <input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

CSGP Compliance for MS4 Owned Projects		
<p>BMP Description</p> <p>Town-owned projects with greater than or equal to one acre of soil disturbance will comply with the Construction Stormwater General Permit (CSGP) and local ordinance where applicable, including development and implementation of SWPPPs, and review and approval by the appropriate county SWCD or IDEM. Applicable projects will be inspected weekly and post-rainfall and included on the inventory report of the status of all construction projects permitted under the CSGP and local ordinance.</p>		
<p>Measurable Goals</p> <p>Submit all CSGP qualifying construction projects for plan review. Develop an SOP for CSGP submittals across all MS4 departments.</p>		
<p>Responsible Entity</p> <p>Planning and Zoning Department</p>		
<p>Schedule</p> <p>CSGP review will be completed as needed for MS4 owned projects. Review MS4-owned CSGP submittal process and SOP annually and update as needed.</p>		
<p>Forms</p> <p>CSGP Project Inventory (Table C-6)</p>		
<p>Environmental Impact</p> <p>Reduction of sediment loss/migration and prevention of other construction site storm water pollutants from impacting MS4 storm water conveyances for MS4 owned and/or operated projects.</p>		
<p>Reporting and Recordkeeping</p> <p>Maintain all MS4's CSGP submittal documents. Record each construction project owned and/or operated by the MS4.</p> <p>Section 4.5 (m)(1) – Report status update on BMP and reviews/revisions to SOPs. Section 4.5 (m)(3) - Report the number of active construction projects owned and/or operated by the MS4 active when the Annual Report is submitted.</p>		
<p>Minimum Control Measures:</p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input checked="" type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.5 (k) and (i)</p> <p>Reporting:</p> <p>Section 4.5 (m)(1) and (3) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Construction Priority Sites		
<p><i>BMP Description</i></p> <p>As construction plans are submitted for review, identify priority sites for inspection based on the nature and extent of the construction activity, topography, threat to the degradation of water quality, characteristics of soils, complaints, and other factors as determined by MS4 priorities.</p> <p>Priority designation is recorded on the IDEM form during plan review. All identified priority sites are to be inspected biannually per Section 4.5 (d)(3)(a)(1) of the MS4GP.</p>		
<p><i>Measurable Goals</i></p> <p>Evaluate all qualifying construction projects for priority during the plan review process. Include the identification of priority sites in the plan review process SOP.</p>		
<p><i>Responsible Entity</i></p> <p>Planning and Zoning Department</p>		
<p><i>Schedule</i></p> <p>Qualifying construction sites will be evaluated according to priority as construction plans are received by the MS4.</p>		
<p><i>Forms</i></p> <p>IDEM Construction/Stormwater Pollution Prevention Plan Technical Review and Comment form CSGP Project Inventory (Table C-6)</p>		
<p><i>Environmental Impact</i></p> <p>Construction activities within and/or directly adjacent to sensitive natural resources will receive priority designation for inspection.</p>		
<p><i>Reporting and Recordkeeping</i></p> <p>Record the number of construction projects designated as a priority each year.</p> <p>Section 4.5 (m)(1) – Report status update on BMP.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input checked="" type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.5 (d) (2)</p> <p><i>Reporting:</i></p> <p>Section 4.5 (m)(1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Construction Site Inspections and Inventory		
<p>BMP Description</p> <p>The Town conducts construction site inspections through the Building and Zoning Department and an engineering consultant. Priority sites are identified during the plan review process. Complaints for construction sites are received through the Utility Office and documented. The Town maintains an inventory report of the status of all permitted construction projects. The Town inspects active, permitted construction sites quarterly and maintains an SOP with the requirements of tracking, inspection, and enforcement.</p>		
<p>Measurable Goals</p> <p>Complete construction site inspections per required frequency. Develop and maintain SOPs for inspections.</p>		
<p>Responsible Entity</p> <p>Building and Zoning Department</p>		
<p>Schedule</p> <p>Review inspection SOP annually and update as needed. Inspection frequency is as follows:</p> <ul style="list-style-type: none"> At least once for 100% of all new construction sites during the initial phase of construction that includes the installation of infrastructure followed by: <ul style="list-style-type: none"> Biannually for 100% of active construction sites w/land-disturbing activities 5 acres or more Biannually for identified priority sites Annually for 50% of active construction sites with land-disturbing activities of less than 5 acres, but at least 1 acre. Investigate 100% of all complaints that are received Conduct follow-up inspections for sites that have violations of the local ordinance. Follow-up inspections are conducted until all violations are resolved. 		
<p>Forms</p> <p>Construction Storm Water Inspection Form CSGP Project Inventory (Table C-6)</p>		
<p>Environmental Impact</p> <p>Reduction of sediment loss/migration from construction sites and prevention of other construction site storm water pollutants from impacting MS4 storm water conveyances.</p>		
<p>Reporting and Recordkeeping</p> <p>Document all construction site inspections and enforcement actions on the form. Record the number of construction sites inspected annually. Section 4.5 (m)(1) – Report status update on BMP and reviews/revisions to SOPs. Section 4.5 (m)(4) – Report the number of construction sites inspected.</p>		
<p>Minimum Control Measures:</p> <p><input type="checkbox"/> Public Education/Involvement <input type="checkbox"/> Illicit Discharge <input checked="" type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Section 4.5 (d) (1) and (3) and (i)</p> <p>Reporting: Section 4.5 (m)(1) & (4) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP <input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Construction Enforcement		
<p>BMP Description</p> <p>As required, the MS4 will take enforcement actions for noncompliance with the construction site runoff control program requirements per the ESC and SWPPP Ordinance and Standards. Enforcement actions will include the following:</p> <ul style="list-style-type: none"> • Warning letters of noncompliance • Violation notices • Assessment of penalties • Stop work orders 		
<p>Measurable Goals</p> <p>Develop and maintain SOP(s) for enforcement actions. Document non-compliance and enforcement actions on the inspection form.</p>		
<p>Responsible Entity</p> <p>Building and Zoning Department</p>		
<p>Schedule</p> <p>Review enforcement SOP annually and update as needed. Enforcement actions are taken as appropriate.</p>		
<p>Forms</p> <p>Construction Storm Water Inspection Form CSGP Project Inventory (Table C-6)</p>		
<p>Environmental Impact</p> <p>Reduction of sediment loss/migration from construction sites and prevention of other construction site storm water pollutants from impacting MS4 storm water conveyances.</p>		
<p>Reporting and Recordkeeping</p> <p>Maintain inspection forms documenting non-compliance issues. Maintain all correspondence related to an enforcement action. Record the number and type of enforcement actions taken each year.</p> <p>Section 4.5 (m)(1) – Report status update on BMP and reviews/revisions to SOPs. Section 4.5 (m)(5) – Report the number and type of enforcement actions taken each year.</p>		
<p>Minimum Control Measures:</p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input checked="" type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.5 (e) and (i)</p> <p>Reporting:</p> <p>Section 4.5 (m)(1) and (5) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Construction Training for Inspection, Plan Review and Enforcement		
<p><i>BMP Description</i></p> <p>The Planning Director completes annual training attended by MS4 staff and/or contractual staff that are specific to their responsibility (e.g., plan review, inspection, compliance, and enforcement) the individual performs for the MS4. Documentation must include:</p> <ul style="list-style-type: none"> • Responsibility of staff member. • Dates and types of training attended. • List of professional certifications MS4 staff have obtained or maintain. 		
<p><i>Measurable Goals</i></p> <p>Increase plan reviewer and construction inspector knowledge by receiving annual training, maintaining a certification/license, or by being managed by a certified individual.</p>		
<p><i>Responsible Entity</i></p> <p>Building and Zoning Department</p>		
<p><i>Schedule</i></p> <p>Annual training.</p>		
<p><i>Forms</i></p> <p>Training Matrix (Table C-5)</p>		
<p><i>Environmental Impact</i></p> <p>Reduction of sediment loss/migration from construction sites and prevention of other construction site storm water pollutants from impacting MS4 storm water conveyances.</p>		
<p><i>Reporting and Recordkeeping</i></p> <p>Track completed training by MS4 staff. Contractual staff retain documentation of annual construction storm water training specific to the responsibility the individual performs for the MS4 entity. Annual training completed according to the employees' certifications.</p> <p>Section 4.5 (m)(1) – Report status update on BMP.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input checked="" type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.1 (d) and 4.5 (j)</p> <p><i>Reporting:</i></p> <p>Section 4.5 (m)(1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

3.4 Post-Construction Storm Water Run-Off

The purpose of the Post Construction Storm Water Run-off Control MCM is to develop and implement a comprehensive program to address long-term storm water quality for discharges from new development and redevelopment within the MS4.

The Town of Edinburgh will require developers and designers to plan for the minimization of pollutants in storm water discharges on the project property, which is more effective and cost efficient than reducing the discharge of pollutants after the discharge enters the MS4 drainage system or flow to a receiving water.

In accordance with the MS4 General Permit, the MS4 must do the following:

1. Adopt an ordinance and provide for enforcement of the ordinance
2. Develop standards to address the quality and quantity of storm water discharges
3. Register Class V injection wells within the MS4 area
4. Regulate infiltration practices in wellhead protection areas
5. Regulate direct discharges to karst features
6. Require long-term operation and maintenance of post-construction measures
7. Inspect post-construction measures
8. Receive and address complaints
9. Provide training for plan reviewers, inspectors and compliance officers

Training efforts related to post-construction, and other aspects of the SWQMP, are summarized in **Table C-5 (Training Matrix)** in **Appendix C**.

Post-Construction Site Storm Water Run-off Control BMPs are included in the following BMP detail sheets.

Post-Construction Storm Water Ordinance and Standards		
<p>BMP Description</p> <p>The Town is currently updating its Post-Construction Storm Water Runoff Controls Ordinance and Storm Water Standards to include the requirements of the MS4GP that contains:</p> <ol style="list-style-type: none"> 1. Regulate land disturbance of 1 acre or more and areas less than 1 acre that are part of a larger plan of development 2. Require plans to be reviewed and approved by the MS4 3. Regulate all gas stations and fueling areas regardless of amount of disturbance 4. Develop standards for the design of storm water detention and water quality treatment 5. Develop list of measures and standards to include structural and non-structural practices as well as low impact and green infrastructure principals 6. Require pretreatment for infiltration practices or direct discharges to groundwater in wellhead protection areas and karst features 7. Require the owner of the BMP to have a written O&M Manual to inspect and maintain storm water practices for proper function 8. Include inspection and enforcement authority 		
<p>Measurable Goals</p> <p>Adopt the ordinance and standards to require the implementation of water quality practices for land disturbances.</p>		
<p>Responsible Entity</p> <p>Planning and Zoning Department</p>		
<p>Schedule</p> <p>Complete ordinance revisions within 730 days of permit coverage. Review the ordinance and standards annually.</p>		
<p>Forms</p> <p>N/A</p>		
<p>Environmental Impact</p> <p>Regulate storm water runoff from proposed new development sites, reduce negative development impacts on storm water quantity, and improve water quality.</p>		
<p>Reporting and Recordkeeping</p> <p>Annually review ordinance and standards. Record reviews and any revisions of the ordinance and standards.</p> <p>Section 4.6 (j)(1) – Report status update on BMP and the review date of the ordinance or standards and any revisions.</p>		
<p>Minimum Control Measures:</p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input checked="" type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.5 (f), 4.6 (b), (c) and (d)</p> <p>Section 4.6 (h)</p> <p>Reporting:</p> <p>Section 4.6 (j)(1) and (2) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Post-Construction Plan Review		
<p>BMP Description</p> <p>The post-construction plan review process is incorporated into the Construction Storm Water Plan Review BMP, process, and SOPs.</p> <p>Construction plans are submitted to the Building and Zoning Department where plan review is coordinated and a building permit is issued. For construction projects greater than 1 acre, plan review is coordinated by the Town Manager and uses an engineering consultant. The engineer evaluates the plans per the ordinance and standards. The IDEM Plan Review Form is used for the technical review, comments, and the identification of priority sites. The Form is provided to the developer. A building permit is not issued until the Form is approved.</p>		
<p>Measurable Goals</p> <p>Review construction plans under the CSGP. Maintain SOPs for the plan review process.</p>		
<p>Responsible Entity</p> <p>Building and Zoning Department and Town Manager</p>		
<p>Schedule</p> <p>CSGP submittals are to be reviewed within ten business days of receipt for projects with less than 5 acres of soil disturbance and within fourteen businesses days for projects with greater than 5 acres or soil disturbance. Review plan review process and SOPs annually and update as needed.</p>		
<p>Forms</p> <p>IDEM Construction/Storm Water Pollution Prevention Plan Technical Review and Comment form CSGP Project Inventory (Table C-6)</p>		
<p>Environmental Impact</p> <p>Control the flow rate and improve water quality of storm water run-off by ensuring that all plans meeting the applicability requirements will be reviewed according to the post-construction ordinance and standards.</p>		
<p>Reporting and Recordkeeping</p> <p>Record the number of plan reviews with post-construction controls. Record the number, type and location of post-construction measures installed.</p> <p>Section 4.6 (j)(1) – Report status update on BMP and reviews/revisions to SOPs. Section 4.6 (j)(3) – Report the number of sites requiring post-construction controls. Section 4.7 (j)(4) – Report the number, type and location of post-construction measures installed.</p>		
<p>Minimum Control Measures:</p> <p><input type="checkbox"/> Public Education/Involvement <input type="checkbox"/> Illicit Discharge <input type="checkbox"/> Construction Site Control <input checked="" type="checkbox"/> Post-Construction Site Control <input type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Section 4.5 (c), 4.6 (h)</p> <p>Reporting: Section 4.6 (j)(1), (3) and (4) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP <input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Post-Construction Inspections (MS4-Owned)		
<p><i>BMP Description</i></p> <p>Town-owned structural BMPs are inspected to determine if they are maintained and functioning properly annually or in response to a complaint or issue. The Town maintains an inventory of BMPs, which so far includes only the retention ponds at Timbergate Golf Course. Inspection records are maintained in Ziptility or with paper forms.</p>		
<p><i>Measurable Goals</i></p> <p>Develop and maintain an O&M Manual for MS4-owned BMPs. Develop and maintain SOPs for inspections. Complete post-construction inspections for MS4-owned BMPs per the schedule.</p>		
<p><i>Responsible Entity</i></p> <p>Planning and Zoning Department is responsible for inspections. Wastewater Department is responsible for maintaining mapping.</p>		
<p><i>Schedule</i></p> <p>Review inspection SOP annually and update as needed. Perform maintenance as needed per O&M Manual schedule. Inspection frequency is as follows:</p> <ul style="list-style-type: none"> • Inspect all MS4-owned BMPs at least once in the 5-year permit term. • Inspect MS4-owned BMPs more frequently than 5 years if specified in the O&M Manual. • Inspect a BMP if a complaint is received. 		
<p><i>Forms</i></p> <p>Post-Construction BMP Inspection Form</p>		
<p><i>Environmental Impact</i></p> <p>Improve water quality by ensuring post-construction BMPs are functioning through inspections.</p>		
<p><i>Reporting and Recordkeeping</i></p> <p>Complete inspections and maintain copies of inspection forms. Track/record the number, type, and location of BMPs inspected and/or modified to function properly or improve storm water quality.</p> <p>Section 4.6 (j)(1) – Report status update on BMP and reviews/revisions to SOPs. Section 4.6 (j)(5) – Report the number, type, and location of structural BMPs modified. Section 4.6 (j)(6) – Report the number, type, and location of structural BMPs inspected.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement <input type="checkbox"/> Illicit Discharge <input type="checkbox"/> Construction Site Control <input checked="" type="checkbox"/> Post-Construction Site Control <input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Section 4.6 (d), (e), (f)(1), (2) & (4), and (h)</p> <p><i>Reporting:</i> Section 4.7 (j)(1), (5) & (6) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP <input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Post-Construction Inspections (Privately-Owned)		
<p><i>BMP Description</i></p> <p>Privately-owned structural BMPs are inspected once per permit term or in response to a complaint or issue to determine if they are maintained and functioning properly. The Town maintains an inventory of BMPs. Inspection records are maintained in Ziptility or with paper forms. Edinburgh provides an educational brochure to private landowners, homeowner associations, commercial landowners, and industrial landowners on pond maintenance.</p>		
<p><i>Measurable Goals</i></p> <p>Maintain the submitted private-BMP's O&M Manuals. Develop and maintain SOPs for inspections by the MS4. Complete inspections for private-BMPs immediately after construction. Complete routine inspections for private-BMPs per schedule.</p>		
<p><i>Responsible Entity</i></p> <p>Planning and Zoning Department is responsible for inspections Wastewater Department is responsible for maintaining mapping</p>		
<p><i>Schedule</i></p> <p>Review inspection SOP annually and update as needed. Inspection frequency is as follows:</p> <ul style="list-style-type: none"> • Inspect new private-BMPs after construction is completed. • Inspect all private-BMPs once in the 5-year permit term. MS4 may cap the number of inspections at 250 per 5-year term and prioritize and inspection the remaining private-BMPs in the next permit cycle. • Inspect complaints received for private BMPs. 		
<p><i>Forms</i></p> <p>Post-Construction BMP Inspection Form CSGP Project Inventory (Table C-6)</p>		
<p><i>Environmental Impact</i></p> <p>Improve water quality by ensuring post-construction BMPs are functioning through inspections.</p>		
<p><i>Reporting and Recordkeeping</i></p> <p>Complete inspections and maintain copies of inspection forms. Track/record the number, type, and location of private structural BMPs inspected.</p> <p>Section 4.6 (j)(1) – Report status update on BMP and reviews/revisions to SOPs. Section 4.6 (j)(6) – Report the number, type, and location of structural BMPs inspected.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement <input type="checkbox"/> Illicit Discharge <input type="checkbox"/> Construction Site Control <input checked="" type="checkbox"/> Post-Construction Site Control <input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No Section 4.6 (d), (e), (f) (1), (3) & (4), and (h)</p> <p><i>Reporting:</i> Section 4.6 (j)(1) and (6) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP <input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Post-Construction Training for Inspection, Plan Review and Enforcement		
<p><i>BMP Description</i></p> <p>The Planning Director completes training on post-construction activities at least annually. Training sessions and workshops conducted by state and local groups are utilized (JCPWQ, DNR, IDEM, IACT, County SWCD, etc.). The engineering consultant involved in the process is also trained. Documentation includes the following:</p> <ul style="list-style-type: none"> • Responsibility of staff member. • Dates and types of training attended. • List of professional certifications MS4 staff have obtained or maintain. 		
<p><i>Measurable Goals</i></p> <p>Increase plan reviewer and inspector knowledge by receiving annual training, maintaining a certificate/license, or through being managed by a certified individual.</p>		
<p><i>Responsible Entity</i></p> <p>Planning and Zoning Department</p>		
<p><i>Schedule</i></p> <p>Training is completed annually.</p>		
<p><i>Forms</i></p> <p>Training Matrix (Table C-5)</p>		
<p><i>Environmental Impact</i></p> <p>Improve water quality by training personnel on proper management of post-construction BMPs.</p>		
<p><i>Reporting and Recordkeeping</i></p> <p>Track completed training by MS4 staff. Contractual staff retain documentation of annual construction storm water training specific to the responsibility the individual performs for the MS4 entity. Annual training completed according to the employees' certifications.</p> <p>Section 4.6 (j)(1) – Report status update on BMP.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input checked="" type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.6 (i)</p> <p><i>Reporting:</i></p> <p>Section 4.6 (j)(1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Class V Injection Wells		
<p>BMP Description</p> <p>Class V injection wells located are inventoried and mapped in Ziptility. Dry well registration will be included in plan review for new development projects. Edinburgh will report new dry wells and other Class V injection wells that are owned by the MS4 to EPA on a regular basis.</p>		
<p>Measurable Goals</p> <p>Maintain an updated inventory information for MS4-owned Class V injection wells and report to EPA on a regular basis.</p> <p>Review new development projects for new dry wells.</p>		
<p>Responsible Entity</p> <p>Wastewater Department</p>		
<p>Schedule</p> <p>Inventory and mapping will be updated on an as-needed basis.</p> <p>Edinburgh will evaluate the schedule for reporting to EPA based on EPA requirements and quantity of wells identified.</p>		
<p>Forms</p> <p>N/A</p>		
<p>Environmental Impact</p> <p>Identifying injection wells will allow the Town to monitor for threats to groundwater.</p>		
<p>Reporting and Recordkeeping</p> <p>Report on the number of dry wells inventoried, mapped, and reported to EPA.</p> <p>Section 4.6(j)(1) of permit</p>		
<p>Minimum Control Measures:</p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input checked="" type="checkbox"/> Post-Construction Site Control</p> <p><input type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.6(c)(4) of permit</p> <p>Reporting:</p> <p>Section 4.6 (j)(1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

3.5 Municipal Operations Pollution Prevention & Good Housekeeping

The purpose of the Municipal Operations Pollution Prevention and Good Housekeeping MCM is to prevent or reduce pollutant run-off from municipal operations within the MS4. This program will address storm water discharges from MS4 activities through a program of municipal employee education, proper municipal operations, and maintenance. This MCM incorporates the BMPs in this section to reduce floatables and other pollutants from discharging into the storm sewer system.

The storm water system is maintained by various Town departments. Each BMP in this section identifies the responsible entity for implementation. The O&M Plan is comprised of the BMPs, SOPs, schedules, disposal methods, and documentation of activities identified in Section 4.6 (g) (1) and (2). The BMPs in the O&M Plan include:

- Periodic Litter Collection
- Structure/Catch Basin Cleaning
- Roadside Shoulder and Ditch Stabilization
- Roadside Vegetation
- Remediation of Outfall Scouring
- Repairing Storm Water Conveyances
- Snow and Salt Management
- Road Sweeping

Written documentation for maintenance activities, schedules, and inspection procedures are provided for the municipal operations O&M Plan BMPs through SOPs. SOPs include:

- Responsible individuals
- Maintenance schedules or map locations
- Procedures for the removal and tracking disposal of trash and debris.
- Documentation methods confirming maintenance has been completed.

Surface visual inspections are considered the accumulation of all trained personnel visually assessing the storm water system through their normal daily activities. Personnel attend annual training to learn about storm water conveyances and the items to look for while around the Town. Additionally, the process for reporting an identified issue is reviewed annually.

From the identified activities, the system is adequately visually inspected annually through routine tasks and activities. In addition, inspections of all outfalls will be conducted during the five-year permit term.

The MS4 reviewed mapping data to develop a full list of properties owned and operated by the Town of Edinburgh. The Inventory of MS4 Properties is provided in **Appendix C, Table C-7** and the map of the facilities is provided in **Appendix A, Exhibit A-3**. The list identifies properties by name/description, address or longitude/latitude, site permits (if any), and

contacts. Additionally, an evaluation was completed based on local knowledge or a site inspection to determine if the site has the potential to generate storm water pollution. These are identified as priority sites.

Inventory of MS4-Owned/Operated Facilities		
<p>BMP Description</p> <p>An inventory of MS4 owned/operated facilities is maintained (refer to Table C-7). It includes a location map, facility name/description, address or longitude/latitude, site permits, primary contact, alternate contact, and determine if the site has the potential to generate storm water pollution (priority site).</p> <p>Sites were identified using the Town mapping program. Sites with the greatest potential to generate storm water pollution were identified by a site inspection and/or local knowledge.</p>		
<p>Measurable Goals</p> <p>Identify MS4 facilities, prioritize pollution generating sites, and a maintain list and map.</p>		
<p>Responsible Entity</p> <p>MS4 Coordinator</p>		
<p>Schedule</p> <p>Develop a list in the first 6 months of permit coverage. Identify priority sites and develop a map in the 1st year of coverage. Annually review/update the list and map.</p>		
<p>Forms</p> <p>Inventory of MS4 Facilities (Table C-7), Map of MS4 Facilities (Exhibit A-3)</p>		
<p>Environmental Impact</p> <p>The inventory will allow the MS4 to ensure appropriate storm water pollution prevention BMPs are identified for each MS4-owned facility.</p>		
<p>Reporting and Recordkeeping</p> <p>Maintain Inventory of MS4 Facilities (Table C-7) and Map of MS4 Facilities.</p> <p>Section 4.7 (n)(1) – Report status update on BMP and the dates of development and review/revisions to the inventory and map.</p>		
<p>Minimum Control Measures:</p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input checked="" type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.7 (b)</p> <p>Section 4.7 (i) Annual Review</p> <p>Reporting:</p> <p>Section 4.7 (n)(1) Annual Report</p>	<p><input type="checkbox"/> Current BMP</p> <p><input checked="" type="checkbox"/> New BMP</p> <p>BMP Revision Date:</p> <p>2022</p>

Storm Water Pollution Prevention Plans (SWPPP)		
<p>BMP Description</p> <p>SWPPPs were developed to implement a good housekeeping program to prevent or reduce pollutant run-off from priority municipal facilities. Written standard operating procedures (SOPs) for each BMP Sheet were developed to provide a description of the maintenance activities, schedules and inspection procedures.</p>		
<p>Measurable Goals</p> <p>Maintain site SWPPPs and update annually.</p>		
<p>Responsible Entity</p> <p>Each department is responsible for implementing their SWPPP. The MS4 Coordinator will collect documentation for annual reporting.</p>		
<p>Schedule</p> <p>Review and revise existing SWPPPs in the first year of permit coverage. Review annually and revise as needed.</p>		
<p>Forms</p> <p>Inventory of MS4 Facilities (Table C-7), Map of MS4 Facilities (Exhibit (A-3), Facility SWPPPs, and Facility Inspection Forms</p>		
<p>Environmental Impact</p> <p>SWPPPs will prevent or reduce pollutant run-off from municipal operations.</p>		
<p>Reporting and Recordkeeping</p> <p>Maintain a copy of the SWPPP at each site. Maintain Quarterly Facility Inspections and Annual Facility Assessments with the SWPPP.</p> <p>Section 4.7 (n)(1) – Report status update on BMP and the number of facilities identified as requiring a SWPPP and their revision date(s).</p>		
<p>Minimum Control Measures:</p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input checked="" type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.7 (d) & (e)</p> <p>Section 4.7 (i) Annual Review</p> <p>Reporting:</p> <p>Section 4.7 (n)(1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Quarterly Facility Inspections		
<p>BMP Description</p> <p>The Town completes and documents quarterly inspections to ensure materials and equipment are clean and orderly and to minimize the potential for pollutant discharge for all facilities (priority sites) with SWPPPs. The inspection report must include any identified deficiencies and the corrective actions taken or planned to address the deficiencies.</p> <p>Site-specific inspection forms have been developed as part of each SWPPP and include the above information. One quarterly inspection will be completed by MS4 Coordinator or designated individual as the Annual Facility Assessment (see Annual Facility Assessment BMP).</p>		
<p>Measurable Goals</p> <p>Complete inspections quarterly and maintain with SWPPPs.</p>		
<p>Responsible Entity</p> <p>The MS4 Coordinator will collect documentation for annual reporting and conduct or facilitate one inspection per year. Each department is responsible for quarterly inspections.</p>		
<p>Schedule</p> <p>Review and revise the existing SWPPP inspection forms in the first year of permit coverage. Review annually and revise as needed.</p>		
<p>Forms</p> <p>Inventory of MS4 Facilities (Table C-7) Facility SWPPPs and Facility Inspection Forms</p>		
<p>Environmental Impact</p> <p>Minimize the potential for pollutant discharged for MS4 facilities.</p>		
<p>Reporting and Recordkeeping</p> <p>Maintain quarterly inspections with the SWPPP at each site and provide a copy to the MS4 Coordinator. Record all deficiencies and associated corrective action.</p> <p>Section 4.7 (n)(1) – Report status update on BMP.</p>		
<p>Minimum Control Measures:</p> <p><input type="checkbox"/> Public Education/Involvement <input type="checkbox"/> Illicit Discharge <input type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input checked="" type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.7 (f)</p> <p>Reporting: Section 4.7 (n)(1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP <input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Annual Facility Assessment		
<p>BMP Description</p> <p>The Town annually assesses identified priority facilities (from inventory) for potential pollutants, existing operations (material storage, housekeeping practices, erosional features, vehicle washing, proximity of activities to drains and outfalls, etc.), the overall good housekeeping program, and other activities. Assess the map of the existing structural and non-structural storm water management measures.</p> <p>The Annual Facility Assessment uses the SWPPP inspection form and a written description of observed practices and activities and corrective actions.</p>		
<p>Measurable Goals</p> <p>Complete assessments annually and maintain with SWPPP.</p>		
<p>Responsible Entity</p> <p>The MS4 Coordinator will collect documentation for annual reporting and conduct or facilitate one inspection per year. Each department is responsible for quarterly inspections.</p>		
<p>Schedule</p> <p>Annually.</p>		
<p>Forms</p> <p>Facility SWPPPs and Facility Inspection Forms Inventory of MS4 Facilities (Table C-7)</p>		
<p>Environmental Impact</p> <p>Minimize the potential for pollutant discharged for MS4 facilities.</p>		
<p>Reporting and Recordkeeping</p> <p>Maintain the Annual Facility Assessments with the SWPPP at each site. Record all deficiencies and associated corrective action. Update SWPPP as needed.</p> <p>Section 4.7 (n)(1) – Report status update on BMP.</p>		
<p>Minimum Control Measures:</p> <p><input type="checkbox"/> Public Education/Involvement <input type="checkbox"/> Illicit Discharge <input type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input checked="" type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.7 (c) Section 4.7 (i) Annual Review</p> <p>Reporting: Section 4.7 (n)(1) Annual Report</p>	<p><input type="checkbox"/> Current BMP <input checked="" type="checkbox"/> New BMP</p> <p>BMP Revision Date:</p>

Periodic Litter Collection		
<p>BMP Description</p> <p>Periodic litter collection is part of the O&M Plan for MS4-owned/operated storm water infrastructure. The maintenance activities, schedules, disposal methods, and inspection procedures for the BMP are described in the SOP.</p> <p>Litter is removed from parks, municipal properties, and grass-covered rights-of-ways during mowing activities. Municipal employees remove litter throughout the year from public areas. Each department is responsible for litter collection at their facilities. Along with routine schedules, areas are identified through surface visual inspections and complaints.</p>		
<p>Measurable Goals</p> <p>Collect litter to prevent conveyance contamination and clogging. Develop and maintain SOP.</p>		
<p>Responsible Entity</p> <p>Parks Department, Timbergate Golf Course and Street Department</p>		
<p>Schedule</p> <p>Review SOP annually and update as needed.</p>		
<p>Forms</p> <p>N/A</p>		
<p>Environmental Impact</p> <p>Reduces the amount of floatables and other pollutants discharged to conveyances.</p>		
<p>Reporting and Recordkeeping</p> <p>Maintain the SOP that describes the schedules, responsible entities, tracking, and disposal.</p> <p>Section 4.7 (n)(1) – Report status update on BMP and review/revision date of SOP.</p>		
<p>Minimum Control Measures:</p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input checked="" type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.7 (g)(2)(A), (3) and (4)</p> <p>Section 4.7 (i) Annual Review</p> <p>Reporting:</p> <p>Section 4.7 (n)(1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Structure/Catch Basin Cleaning		
<p>BMP Description</p> <p>Storm water structure cleaning is part of the O&M Plan for MS4-owned/operated storm water infrastructure. The maintenance activities, schedules, disposal methods, and inspection procedures for the BMP are described in the SOP.</p> <p>Catch basins in the MS4 area are cleaned out as needed with a Vac Truck and the tops of inlet grates are also cleaned as necessary to remove accumulated debris. The Vac Truck is stored indoors when not in use. Material is brought to the WWTP and ultimately disposed of in a landfill.</p> <p>Catch basin structures are equipped with a sump in the bottom of the structure that collects debris, sediments and other solid material. Large pieces of litter and debris also collect on the top of inlet grates. Removing this material on a periodic basis prevents these potential storm water pollutants from washing downstream into waterways and reduces the potential for storm water pipes to become clogged.</p>		
<p>Measurable Goals</p> <p>Reduce the amount of floatables and other pollutants discharged by cleaning storm water structures and conveyances.</p> <p>Develop and maintain SOP.</p>		
<p>Responsible Entity</p> <p>Wastewater Department</p>		
<p>Schedule</p> <p>Review SOP annually and update as needed.</p> <p>In general, the BMP is completed by sections per a schedule, a complaint, and as needed at MS4 facilities.</p>		
<p>Forms</p> <p>N/A</p>		
<p>Environmental Impact</p> <p>Reduces the amount of floatables and other pollutants discharged to conveyances.</p>		
<p>Reporting and Recordkeeping</p> <p>Maintain the SOP that describes the schedules, responsible entities, tracking, and disposal.</p> <p>Track maintenance activities with work orders or other documentation.</p> <p>Section 4.7 (n)(1) – Report status update on BMP and review/revision date of SOP.</p> <p>Section 4.7 (n)(3) – Report the estimated amount of material removed from storm water drainage system cleaning including the disposal methods utilized.</p>		
<p>Minimum Control Measures:</p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input checked="" type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.7 (g)(2)(B), (3) and (4)</p> <p>Section 4.7 (i) Annual Review</p> <p>Reporting:</p> <p>Section 4.7 (n)(1) and (3) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Roadside Shoulder and Ditch Stabilization		
<p>BMP Description</p> <p>Roadside shoulder and ditch stabilization is part of the O&M Plan. The maintenance activities, schedules, disposal methods, and inspection procedures for the BMP are described in the SOP.</p> <p>Each department is responsible for stabilization after a project (e.g., utility line installation). Areas are identified through surface visual inspections and complaints.</p>		
<p>Measurable Goals</p> <p>Repair shoulders and ditches to prevent accidents and sedimentation from entering conveyances. Develop and maintain SOP.</p>		
<p>Responsible Entity</p> <p>Wastewater and Street Departments</p>		
<p>Schedule</p> <p>Review SOP annually and update as needed.</p> <p>In general, the BMP is completed when personnel observe it or a complaint is received.</p>		
<p>Forms</p> <p>N/A</p>		
<p>Environmental Impact</p> <p>Prevent sedimentation from entering conveyances.</p>		
<p>Reporting and Recordkeeping</p> <p>Maintain the SOP that describes the schedules, responsible entities, tracking, and disposal. Track maintenance activities with work orders or other documentation.</p> <p>Section 4.7 (n)(1) – Report status update on BMP and review/revision date of SOP.</p> <p>Section 4.7 (n)(2) – Report the number and location of storm water conveyances that have been repaired.</p>		
<p>Minimum Control Measures:</p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input checked="" type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.7 (g)(2)(C), (3) and (4)</p> <p>Section 4.7 (i) Annual Review</p> <p>Reporting:</p> <p>Section 4.7 (n)(1) and (2) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Roadside Vegetation		
<p><i>BMP Description</i></p> <p>Planting and proper care of roadside vegetation is part of the O&M Plan. The maintenance activities, schedules, disposal methods, and inspection procedures for the BMP are described in the SOP.</p> <p>Each department is responsible for restoring vegetation after a project (e.g., utility line installation). Areas are identified through surface visual inspections and complaints.</p>		
<p><i>Measurable Goals</i></p> <p>Maintain roadside vegetation to prevent erosion and prevent sediment and other pollutants from entering conveyances. Develop and maintain SOP.</p>		
<p><i>Responsible Entity</i></p> <p>Wastewater and Street Departments</p>		
<p><i>Schedule</i></p> <p>Review SOP annually and update as needed.</p> <p>In general, the BMP is completed when personnel observe it or a complaint is received per the SOP.</p>		
<p><i>Forms</i></p> <p>N/A</p>		
<p><i>Environmental Impact</i></p> <p>Prevent erosion and prevent sedimentation from entering conveyances.</p>		
<p><i>Reporting and Recordkeeping</i></p> <p>Maintain the SOP that describes the schedules, responsible entities, tracking, and disposal. Track maintenance activities with work orders or other documentation.</p> <p>Section 4.7 (n)(1) – Report status update on BMP and review/revision date of SOP.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input checked="" type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.7 (g)(2)(D)</p> <p>Section 4.7 (i) Annual Review</p> <p><i>Reporting:</i></p> <p>Section 4.7 (n)(1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Remediation of Outfall Scouring		
<p>BMP Description</p> <p>Remediation of outfall scouring is part of the O&M Plan for MS4-owned/operated storm water infrastructure. The maintenance activities, schedules, disposal methods, and inspection procedures for the BMP are described in the SOP. The MS4 will conduct dry weather inspections at all storm sewer outfalls at least once per permit term. Outfalls will be evaluated for erosion scouring conditions during outfall inspections. Erosion and scouring will be repaired by placing riprap around the outfall and in eroded areas. Severely eroded areas may require additional measures or work to be contracted out, as determined by the MS4 operator. Each department is responsible for notifying the responsible department when a site outfall requires remediation. Along with routine schedules/inspections, areas are identified through surface visual inspections and complaints.</p>		
<p>Measurable Goals</p> <p>Repair outfall scouring to prevent erosion and maintain outfall function. Develop and maintain SOP.</p>		
<p>Responsible Entity</p> <p>Wastewater Department</p>		
<p>Schedule</p> <p>Review SOP annually and update as needed. In general, the BMP is completed per a schedule, a complaint, and as needed at MS4 facilities per the SOP.</p>		
<p>Forms</p> <p>N/A</p>		
<p>Environmental Impact</p> <p>Reduces the amount of floatables and other pollutants discharged to conveyances.</p>		
<p>Reporting and Recordkeeping</p> <p>Maintain the SOP that describes the schedules, responsible entities, tracking, and disposal. Track maintenance activities with work orders or other documentation.</p> <p>Section 4.7 (n)(1) – Report status update on BMP and review/revision date of SOP. Section 4.7 (n)(2) – Report the number and location of storm water outfalls that have been repaired.</p>		
<p>Minimum Control Measures:</p> <p><input type="checkbox"/> Public Education/Involvement <input type="checkbox"/> Illicit Discharge <input type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input checked="" type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Section 4.7 (g)(2)(E), (3) and (4) Section 4.7 (i) Annual Review</p> <p>Reporting: Section 4.7 (n)(1) & (2) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP <input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Repairing Storm Water Conveyances		
<p>BMP Description</p> <p>Repairing storm water conveyances and infrastructure is part of the O&M Plan for MS4-owned/operated storm water infrastructure. The maintenance activities, schedules, disposal methods, and inspection procedures for the BMP are described in the SOP.</p> <p>Each department is responsible for notifying the responsible department when conveyances require cleaning or repair. Along with routine schedules, areas are identified through surface visual inspections and complaints.</p>		
<p>Measurable Goals</p> <p>Repair storm water conveyances (infrastructure) to prevent sedimentation from entering conveyances.</p> <p>Develop and maintain SOP.</p>		
<p>Responsible Entity</p> <p>Wastewater Department Street Department</p>		
<p>Schedule</p> <p>Review SOP annually and update as needed.</p> <p>In general, the BMP is completed by sections per a schedule, a complaint, and as needed at MS4 facilities.</p>		
<p>Forms</p> <p>N/A</p>		
<p>Environmental Impact</p> <p>Reduces the amount of pollutants entering the conveyances.</p>		
<p>Reporting and Recordkeeping</p> <p>Maintain the SOP that describes the schedules, responsible entities, tracking, and disposal. Track maintenance activities with work orders or other documentation.</p> <p>Section 4.7 (n)(1) – Report status update on BMP and review/revision date of SOP.</p> <p>Section 4.7 (n)(2) – Report the number and location of storm water conveyances that have been repaired.</p>		
<p>Minimum Control Measures:</p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input checked="" type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.7 (g)(2)(E), (3) and (4)</p> <p>Section 4.7 (i) Annual Review</p> <p>Reporting:</p> <p>Section 4.7 (n)(1) & (2) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Disposal of Animal Waste		
<p>BMP Description</p> <p>The parks department maintains pet waste stations at the sports complex and at Irwin Park. The Town promotes proper disposal of pet waste to reduce potential storm water pollutants, including E. coli from entering receiving waters.</p>		
<p>Measurable Goals</p> <p>The Town will maintain the pet waste stations.</p>		
<p>Responsible Entity</p> <p>Parks Department</p>		
<p>Schedule</p> <p>Refer to SOP.</p>		
<p>Forms</p> <p>N/A</p>		
<p>Environmental Impact</p> <p>Reduces the amount of pollutants entering the conveyances.</p>		
<p>Reporting and Recordkeeping</p> <p>Record the number of pet waste stations.</p> <p>Section 4.7 (n)(1) – Report status update on BMP</p>		
<p>Minimum Control Measures:</p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input checked="" type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input checked="" type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.7 (d)(6)(C)</p> <p>Reporting:</p> <p>Section 4.7 (n)(1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Snow and Salt Management		
<p>BMP Description</p> <p>For very heavy snow events, Edinburgh has designated the parking area at the Sports Complex. Normally, snow is piled along the edge of streets. The Town manages and stores salt and other deicing materials to minimize the discharge of storm water run-off from the facility by:</p> <ol style="list-style-type: none"> 1) Minimizing run-off and run-on. 2) Utilizing and maintaining permanent structures and/or coverings, thereby reducing the discharge of polluted storm water run-off. 3) Managing operations to address tracking and spillage. <p>Road salt and brine are applied as needed to street surfaces. Road salt is stored in a roofed structure at the Street Department. The Town will continue to apply salt only when necessary and store deicing materials in a way the reduces the potential for storm water pollution. The minimum amount of chemicals necessary to achieve the desired result should be used. Staff involved in road salt storage and application will be trained annually. These practices will prevent concentrated amounts of salt from entering storm water runoff. The Street Department SWPPP includes snow disposal area and salt management measures and storage locations.</p>		
<p>Measurable Goals</p> <p>Reduce the amount of stored salt exposed through proper management.</p>		
<p>Responsible Entity</p> <p>Street Department</p>		
<p>Schedule</p> <p>Update SWPPP within first year of permit coverage. On-going management measures.</p>		
<p>Forms</p> <p>SWPPP</p>		
<p>Environmental Impact</p> <p>Decrease the potential for storm water to mix with deicing salt.</p>		
<p>Reporting and Recordkeeping</p> <p>Document the snow disposal area(s) and salt/sand management measures and storage locations in the SWPPP.</p> <p>Section 4.7 (n)(1) – Report status update on BMP. Section 4.7 (n)(5) – Number and location of deicing salt and sand storage areas and methods used to minimize storm water exposure.</p>		
<p>Minimum Control Measures:</p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input type="checkbox"/> Post-Construction Site Control</p> <p><input checked="" type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.7 (d)(6)(D) and (E)</p> <p>Section 4.7 (i) Annual Review</p> <p>Reporting:</p> <p>Section 4.7 (n)(1) and (5) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Street and Parking Lot Sweeping		
<p>BMP Description</p> <p>Downtown streets in the business district are swept weekly and the rest of the Town streets are swept monthly. MS4-owned parking lots are assessed for sweeping as-needed. Material removed from sweeping is taken to a clean fill disposal area (owned by the Town) unless it is determined that pollutants are present. In this event, the material is disposed of at the Wastewater Treatment Plant and ultimately to a landfill. The sweeper is stored indoors when not in use. Removing this material on a periodic basis prevents these potential storm water pollutants from washing downstream into waterways and reduces the potential for storm water pipes to become clogged.</p>		
<p>Measurable Goals</p> <p>Reduce the amount of pollutants discharged to storm water infrastructure by sweeping public streets and municipal parking lots. Develop and maintain SOP.</p>		
<p>Responsible Entity</p> <p>Street Department</p>		
<p>Schedule</p> <p>Review SOP annually and update as needed. In general, the BMP is completed by sections per a schedule, a complaint, and when requested for MS4 facilities.</p>		
<p>Forms</p> <p>N/A</p>		
<p>Environmental Impact</p> <p>Reduces the amount of pollutants discharged to conveyances.</p>		
<p>Reporting and Recordkeeping</p> <p>Maintain the SOP that describes the schedules, responsible entities, tracking, and disposal. Record the amount of material collected.</p> <p>Section 4.7 (n)(1) – Report status update on BMP and review/revision date of SOP. Section 4.7 (n)(4) – Report the estimated amount of material collected from street sweeping and the disposal method utilized.</p>		
<p>Minimum Control Measures:</p> <p><input type="checkbox"/> Public Education/Involvement <input type="checkbox"/> Illicit Discharge <input type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input checked="" type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.7 (g)(3) - (5) Section 4.7 (i) Annual Review</p> <p>Reporting: Section 4.7 (n)(1) and (4) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP <input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Storm Water Practices for Subcontractors/Vendors		
<p><i>BMP Description</i></p> <p>Establish procedures to ensure contractors or third-party entities hired by the MS4 to perform maintenance or other operational activities associated with the storm water system are required to comply with storm water good housekeeping practices and facility-specific storm water management policies and procedures.</p>		
<p><i>Measurable Goals</i></p> <p>Train contractors on MS4 storm water management policies and procedures.</p>		
<p><i>Responsible Entity</i></p> <p>MS4 Coordinator, Applicable Department Heads</p>		
<p><i>Schedule</i></p> <p>As needed, but prior to work being completed.</p>		
<p><i>Forms</i></p> <p>Training Matrix (Table C-5) List of Educational Materials (Table C-3)</p>		
<p><i>Environmental Impact</i></p> <p>Minimize the potential for pollutant discharged for maintenance and other activities conducted by outside entities on behalf of the MS4.</p>		
<p><i>Reporting and Recordkeeping</i></p> <p>Maintain training records from contractors.</p> <p>Section 4.7 (n)(1) – Report status update on BMP.</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement <input type="checkbox"/> Illicit Discharge <input type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input checked="" type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Section 4.7 (j)</p> <p><i>Reporting:</i> Section 4.7 (n) (1) Annual Report</p>	<p><input type="checkbox"/> Current BMP <input checked="" type="checkbox"/> New BMP</p> <p>BMP Revision Date:</p>

Flood Control Structures		
<p>BMP Description</p> <p>New flood management projects within Town limits will address storm water quantity and evaluate the potential for addressing storm water quantity and quality. During the pre-construction phase for new projects, a determination will be made to see if a practice can be modified to address the reduction of pollutants associated with storm water runoff or if additional BMPs can be designed into the watershed of the project to improve the water quality. During the development of the Town's SWQMP, all existing flood control projects and BMPs were evaluated for storm water quality problems. No storm water quality BMP retrofitting was recommended.</p>		
<p>Measurable Goals</p> <p>Document that all new Town-controlled flood management projects are evaluated for water quality impacts.</p> <p>Add review of flood control projects for water quality to the construction standards.</p>		
<p>Responsible Entity</p> <p>Planning and Zoning Department</p>		
<p>Schedule</p> <p>As-needed</p>		
<p>Forms</p> <p>N/A</p>		
<p>Environmental Impact</p> <p>Incorporating water quality measures into flood control structures will improve water quality.</p>		
<p>Reporting and Recordkeeping</p> <p>List new flood control projects and summarize the process to review them for water quality.</p> <p>Section 4.7 (n)(1) – Report status update on BMP.</p>		
<p>Minimum Control Measures:</p> <p><input type="checkbox"/> Public Education/Involvement</p> <p><input type="checkbox"/> Illicit Discharge</p> <p><input type="checkbox"/> Construction Site Control</p> <p><input checked="" type="checkbox"/> Post-Construction Site Control</p> <p><input checked="" type="checkbox"/> Municipal Operations</p>	<p>Permit Requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.7 (k) & (l)</p> <p>Reporting:</p> <p>Section 4.7 (n) (1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP</p> <p><input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

Municipal Operations Training		
<p><i>BMP Description</i></p> <p>The Town will implement an annual training program for employees directly involved in implementing good housekeeping for MS4 facilities and/or infrastructure and relate training and topics to an employee's job responsibilities and review spill prevention and response, site-specific storm water issues, and the SWPPP.</p> <p>All municipal operations BMPs will be addressed annually at training sessions. Training may take the form of safety meetings, online training, webcasts, webinars, articles, checklists, presentations, workshops, and conferences.</p>		
<p><i>Measurable Goals</i></p> <p>Increase employee awareness of storm water issues by providing annual training.</p>		
<p><i>Responsible Entity</i></p> <p>MS4 Coordinator, Applicable Department Heads</p>		
<p><i>Schedule</i></p> <p>New and part-time hires within 2 months and annually; seasonal hires within 30 days.</p>		
<p><i>Forms</i></p> <p>Training Matrix (Table C-5) List of Educational Materials (Table C-3)</p>		
<p><i>Environmental Impact</i></p> <p>Increase employee's response to storm water issues by providing annual training to increase their awareness.</p>		
<p><i>Reporting and Recordkeeping</i></p> <p>Completed training to be documented through attendance sheets, online training confirmation, completed quizzes, completed work orders, etc. Documentation must include employee name, position, date, description of the training.</p> <p>Section 4.7 (n)(1) – Report status update on BMP</p>		
<p><i>Minimum Control Measures:</i></p> <p><input type="checkbox"/> Public Education/Involvement <input type="checkbox"/> Illicit Discharge <input type="checkbox"/> Construction Site Control <input type="checkbox"/> Post-Construction Site Control <input checked="" type="checkbox"/> Municipal Operations</p>	<p><i>Permit Requirement:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Section 4.7 (m)</p> <p><i>Reporting:</i> Section 4.7 (n)(1) Annual Report</p>	<p><input checked="" type="checkbox"/> Current BMP <input type="checkbox"/> New BMP</p> <p>BMP Revision Date: 2022</p>

4.0 MS4 PROGRAM EVALUATION AND ANNUAL REPORT

4.1 Annual Assessment of Programs

The following sections of the MS4GP state an annual review or performance evaluation is required. The requirement for the annual review has been included in each applicable BMP sheet and summarized in **Appendix C, Table C-9**

Reference	Requirement
Section 3.2 (b) WQCR	Review the WQCR to determine if revisions are required and then provide updated WQCR in the Annual Report.
Section 4.1 (e) General Performance	Maintain and evaluate potential overall program performance improvement opportunities in implementing the six MCMs
Section 4.1 (k) General Performance	Conduct an annual review of the SWQMP and as necessary update the plan to ensure it reflects the goals of the MS4 program are being met.
Section 4.2 (a)(6) SWQMP	Annual updates based on changes in priorities, technology, goals, etc.
Section 4.3 (g) MCM 1 & 2	Implement and assess the program annually and update goals as necessary. Describe changes in public awareness resulting from implementation of the program.
Section 4.4 (i) MCM 3	Review and assess the program annually and update as necessary.
Section 4.5 (i) MCM 4	Perform an evaluation and an assessment of the effectiveness of the program annually and update as necessary. (1) Evaluate and assess the following: (A) Regulatory mechanism(s) (i.e. ordinance). (B) Plan review process, policy, and procedures. (C) Site Inspection process, policy, and procedures. (D) Standards and specification manual and/or guidance documents. (E) Policy and procedures related to management and compliance of MS4 owned and/or operated projects. (F) Assess coordination with other departments within the MS4 departments. (2) Develop and implement a plan and schedule to address program deficiencies, improvements, and modifications to the program.
Section 4.6 (h) MCM 5	Review and assess the program annually and update as necessary. (1) Evaluate and assess the following: (A) Regulatory mechanism(s) (i.e. ordinance). (B) Plan review process, policy, and procedures. (C) Site Inspection process, policy, and procedures. (D) Standards and specification manual and/or guidance documents. (E) Policy and procedures related to management and compliance of MS4 owned and/or operated projects. (F) Assess coordination with other MS4 departments. (2) Develop and implement a plan and schedule to address program deficiencies, improvements, and modifications to the program.

Reference	Requirement
Section 4.7 (d) (3) MCM 6 SWPPP	Procedures to review the SWPPP annually and update as needed.
Section 4.7 (i) MCM 6	Review and assess the good housekeeping program for adequacy and accuracy annually and update as necessary.

4.2 Annual Report

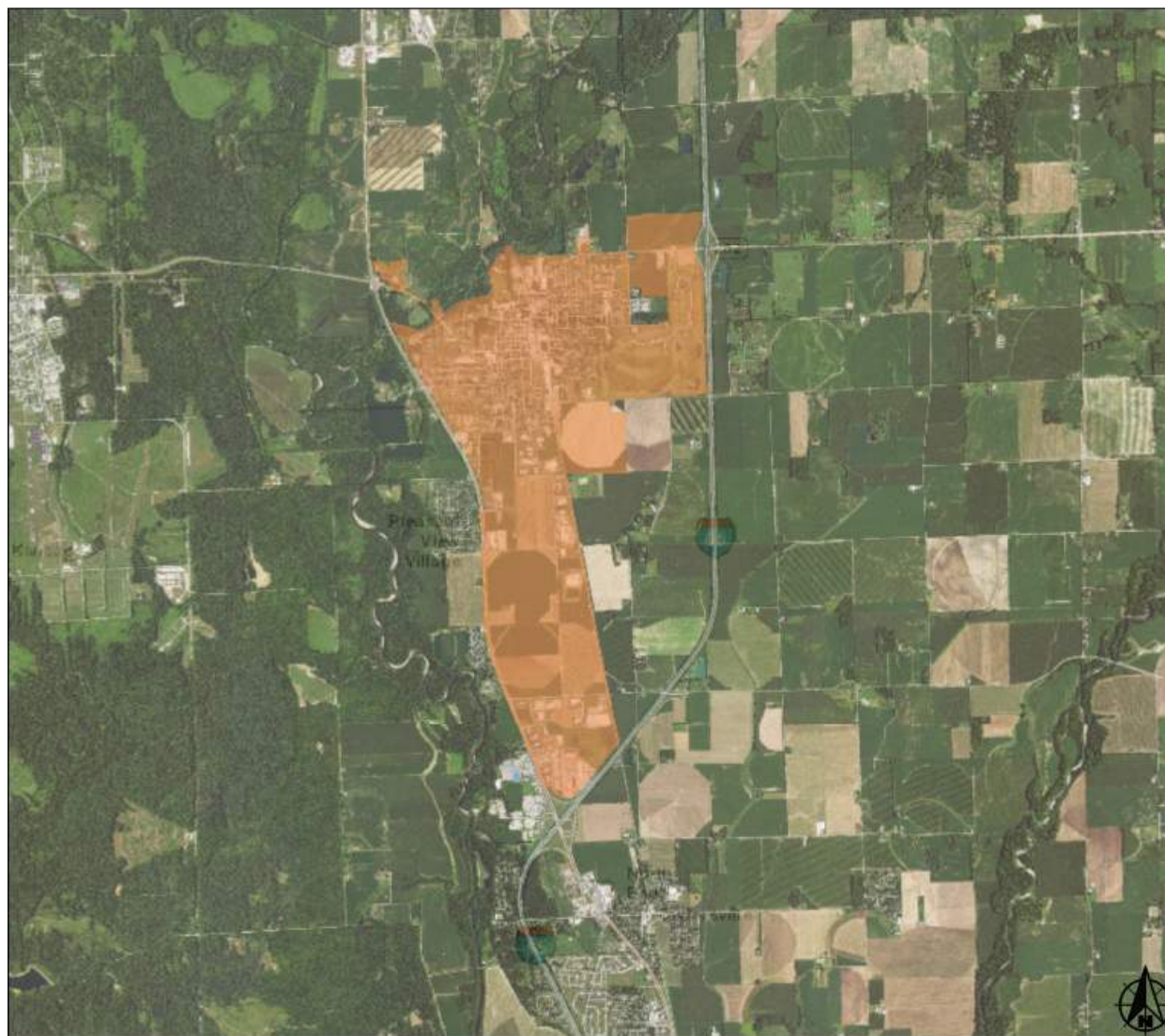
Each MCM section identifies specific information to include in the Annual Report. This information is included in each BMP sheet. Additional information required to be submitted is included in Section 8.0 of the MS4GP. The MS4 has incorporated all annual reporting information into spreadsheets for easier tracking and reporting (refer to **Appendix C, Table C-8** and **C-9**). Refer to **Appendix D** for recent Annual Report submittals.

5.0 ABBREVIATIONS

BMP – Best Management Practice
CSOOP – Combined Sewer Overflow Operational Plan
CSGP – Construction Stormwater General Permit
ESC – Erosion and Sediment Control
IDDE – Illicit Discharge Detection and Elimination
IDEM – Indiana Department of Environmental Management
JCPWQ – Johnson County Partnership for Water Quality
LTCP – Long-Term Control Plan (for Combined Sewer Overflows)
MCM – Minimum Control Measure
MS4 – Municipal Separate Storm Sewer System
MS4GP – Municipal Separate Storm Sewer System General Permit
NOI – Notice of Intent
NPDES – National Pollution Discharge Elimination System
O&M – Operations and Maintenance
SOP – Standard Operating Procedures
SWCD – Soil and Water Conservation District
SWMD – Solid Waste Management District
SWPPP – Storm Water Pollution Prevention Plan
SWQMP – Storm Water Quality Management Plan
TMDL – Total Maximum Daily Load
USEPA – U.S. Environmental Protection Agency
WHP – Wellhead Protection
WQCR – Water Quality Characterization Report
WWTP – Wastewater Treatment Plant

APPENDIX A

Program Exhibits



Source: IndianaMap

0 2 mi

IndianaMAP

EXHIBIT A-1: MS4 BOUNDARY MAP



Map Source: Edinburgh Ziptility

Facility Name	Address	Phone	Type of Industrial Activity (manufacturing, shipping, etc.)	Latitude	Longitude
Amos Hill Associates Inc.	112 Shelby Ave.	812-526-2671	Manufacturing (slicing logs into veneer)	39.356366	-85.964268
Danzer Veneer Americas	206 S. Holland St.	812-526-2601	Manufacturing (slicing logs into veneer)	39.352842	-85.965661
Beacon Ind	912 S. Walnut St.	812-526-0100	Metal Finisher (powder coating metal parts)	39.341257	-85.965659
Tru-Flex Stamping & Assembly	955 S. Walnut St.	812-526-5600	Manufacturing (metal stamping)	39.344473	-85.965319

EXHIBIT A-2: INDUSTRIAL FACILITIES MAP

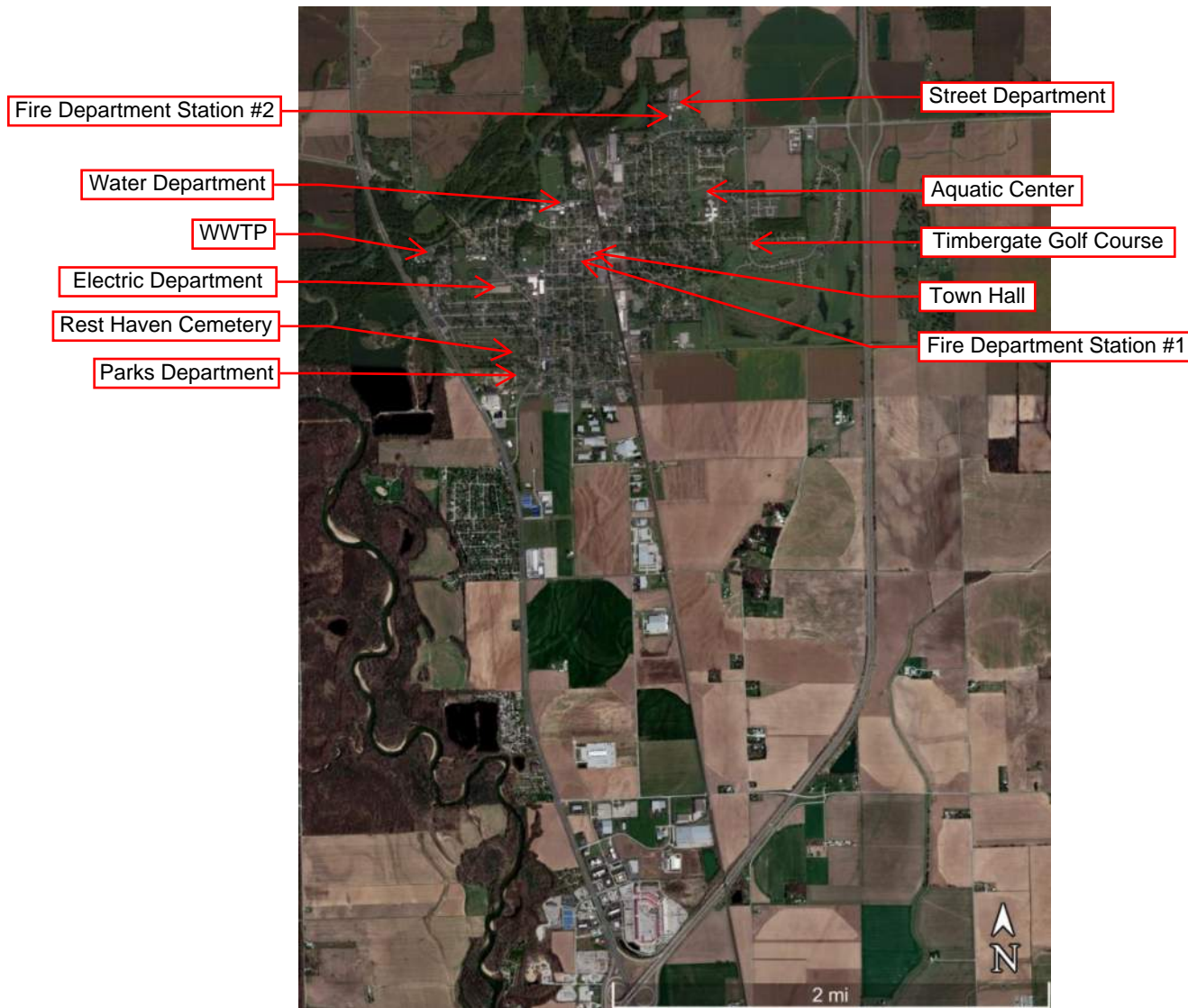


EXHIBIT A-3: MS4 FACILITIES MAP

APPENDIX B

Permit Documentation



MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) NOTICE OF INTENT (NOI)

State Form 51270 (R5 / 3-22)
Form Approved by State Board of Accounts, 2003
INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

- NOTE:**
- This form must be used to apply for a general NPDES permit to obtain permit coverage under the MS4 General Permit MS4 GP - (INR040000)
 - Please type or print in ink.
 - Return this form, required addenda, and payment by mail to the IDEM Stormwater Program at the address listed below.

IDEM, Stormwater Program
100 North Senate Avenue
IGCN Rm 1255
Indianapolis, IN 46204-2251

For questions regarding this form, contact:

Phone: (317) 234-1601 or
(800) 451-6027, ext. 41601 (within Indiana)

Stormwater Program Email: Stormwat@idem.IN.gov

Web Access:
<http://www.in.gov/idem> (Search for Stormwater)

MS4 General Permit (MS4GP) may be obtained at:
<https://www.in.gov/idem/stormwater/municipal-separate-storm-sewer-systems-ms4/>

APPLICABILITY

Permit coverage under the MS4 General Permit applies to all entities that:

- (1) Are not required to obtain an individual NPDES permit under 327 IAC 15-2-9(b)
- (2) Meet the general permit rule applicability requirements under 327 IAC 15-2-3
- (3) Do not have coverage under an individual MS4 permit; and
- (4) Operate, maintain, or otherwise have responsibility for an MS4 conveyance within a designated MS4 area.

APPLICATION TYPE (check one)

- ☐ Initial NOI
- ☒ Renewal NOI
• NPDES Number: INR040022
- ☐ Amended NOI
• NPDES Number:

Part A: GENERAL INFORMATION FOR PRIMARY MS4 OPERATOR

- (1) MS4 Name (Primary): Town of Edinburgh County: Bartholomew, Johnson & Shelby
- (2) Operator Name (Individual): First: Ryan Last: Piercefield
- (3) Operator Title: Town Council President
- (4) Mailing Address and Contact Information:
- Address 1: 107 South Holland Street
- Address 2: City: Edinburgh State: Indiana Zip: 46124
- Phone: 812-526-3512 Cell Phone: Email: rpiercefield@edinburgh.in.us

Part B: MS4 COORDINATOR (MS4 Listed in Part A)

- (1) Is the MS4 Coordinator the same person as the MS4 Operator listed in Part A?
☐ Yes (Do not complete items 2 through 5) ☒ No (Complete Items 2 through 5)
- (2) Name of MS4 or Name of Company: Town of Edinburgh
- (3) Contact Name (Individual): First: Mary Last: Patterson
- (4) Contact Title: Director of Administrative Services
- (5) Mailing Address and Contact Information:
- Address 1: 107 South Holland Street
- Address 2: City: Edinburgh State: Indiana Zip: 46124
- Phone: 812-526-3510 Cell Phone: Email: mpatterson@edinburgh.in.us

PART C: OTHER CONTACTS

Application Preparer:

(Complete Items (1) and (2) below and only complete Item (3) if different than the information listed in Part A or Part B)

(1) Contact Name (Individual): First Name: Nancy Last Name: Cho
 (2) MS4 or Company Name: Wessler Engineering
 (3) Mailing Address and Contact Information:
 Address 1: 6219 South East Street
 Address 2: City: Indianapolis State: IN Zip: 46227
 Phone: 317-788-4551 Cell Phone: 317-703-9584 Email: nancyc@wesslerengineering.com

Consultant:

☐ Not Applicable
☒ The MS4 has retained a consultant to assist with the program
 (Complete Items (1) through (3) if different than the information listed for the Application Preparer)

(1) Contact Name: (Individual): First Name: Last Name:
 (2) Company Name:
 (3) Mailing Address and Contact Information:
 Address 1:
 Address 2: City: State: State Abbreviation: Zip:
 Phone: Cell Phone: Email:

PART D: MS4 GENERAL INFORMATION (Primary Permittee Only (Co-permittees will provide in Appendix A))

(1) Primary Receiving Water: Big Blue River
 (2) Coverage Area (Acres): 1,787
 (3) Population: 4,435
 (4) Funding Sources: storm water utility user fees
 (5) Stormwater Fees: Fee is based on impervious surface and an Equivalent Residential Unit (ERU) is used for fee calculation.
☐ Not Applicable
☒ Yes, the fees are based on or calculated on (provide a brief description):

(6) Administration of the Minimum Control Measures:

Minimum Control Measure	Primary MS4 will Administer	Another MS4 (List Entity) will Administer	A Third Party (List Entity) will Administer	Legally Binding Agreement
Public Education	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
Public Involvement	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
Illicit Discharge	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
Construction	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
Post-construction	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
Good Housekeeping	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No

PART E: MS4 CO-PERMITTEE INFORMATION

(1) Is the MS4 listed as Primary applying for permit coverage that will include co-permittees?

☐ Yes (*List the MS4 entities below*) ☒ No (*Proceed to Part F*)

(a)	(f)
(b)	(g)
(c)	(h)
(d)	(i)
(e)	(j)

Part F: GENERAL DISCHARGE INFORMATION FOR MS4 ENTITIES

(1) Hydrologic Unit Codes (12 Digit) associated with the MS4 area including those associated with co-permittees.
(*Attach separate sheets as necessary.*)

Hydrologic Unit Code (12 Digit)	Name of MS4 or MS4s
(a) 051202040807	Town of Edinburgh
(b) 051202040903	Town of Edinburgh
(c)	
(d)	
(e)	
(f)	
(g)	
(h)	

(2) Primary Hydrologic Unit Code selected from the list above: 051202040807

(3) Receiving Waters: List all separate stormwater system outfall receiving waters. The receiving waters must represent all entities seeking coverage under this NOI. (*Attach separate sheets as necessary.*)

	Receiving Water	Approved TMDL (Name the TMDL)	Identify if the Water is on the current 303d (List Impairments Below)
(a)	Big Blue River	E. coli	No
(b)	Driftwood River	No	No
(c)	Big Slough	No	No
(d)			
(e)			
(f)			
(g)			
(h)			
(i)			
(j)			
(k)			
(l)			
(m)			
(n)			
(o)			
(p)			

(4) Do any outfalls within the MS4 discharge to another MS4 conveyance?

(These conveyances may either be regulated or non-regulated under the MS4 General Permit.)

☐ Yes ☒ No

If yes, provide the name of the responsible MS4 entity for the storm system and provide the name of the initial receiving water.

Outfall Discharges Directly to a MS4 (List the MS4):	Initial Receiving Water
(a)	
(b)	
(c)	
(d)	

Part G: Public Notification

The designated entities have notified the public of their intent to submit an application to IDEM to obtain permit coverage as a MS4. The notification was achieved by one of the two options below *(select the option utilized)*:

- ☒ A notification was placed on the MS4 web page or community calendar for 30 days prior to submittal of the NOI. The notification included the information required in the MS4GP as required by 6.1 (b)(2).
- ☐ A notification was placed on a local newspaper of general circulation for a minimum of one (1) day. The notification included the information required in the MS4GP as required by 6.1 (b)(2).

Part H: INFORMATION TO BE SUBMITTED WITH THE NOI

In addition to the information in Parts A through G and applicable appendices a MS4 operator must provide:

- (1) Proof that a notice was posted to the MS4 web page / community calendar or in a newspaper with the greatest circulation in the affected MS4 area.
- (2) Application Fee (the MS4 Operator shall pay a fee in accordance with IC 13-18-20-12 and Section 6.4 and 6.5 of the MS4GP).
- (3) Certification that appropriate legally-binding agreements or contracts between MS4 entities have been obtained.

Part I: CERTIFICATION AND SIGNATURE

The Primary MS4 Operator listed in Part A must sign the following certification statement:

I swear or affirm under penalty of perjury as specified by IC 35-44.1-2-1 and other penalties specified in IC 13-30-10, that the statements and representations in this notification are true, accurate, and complete.

"I hereby certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Type or print Operator Name: Ryan Piercefield

Signature of Operator: 

Date: 6/23/2022
(mm/dd/year)

The NOI must be signed by an individual who has the appropriate signatory authority as required by 40 CFR 122.22. Wet ink signatures are required.

Appendix A: Co-permittees (Complete this form for each Co-Permittee)

(1) Name of MS4 Co-Permittee:

MS4 Operator (An individual): First: _____ Last: _____ Title: _____
 Address 1: _____
 Address 2: _____ City: _____ State: Indiana Zip: _____
 Phone: _____ Cell Phone: _____ Email: _____
 MS4 Coordinator (An individual): First: _____ Last: _____ Title: _____
 Address 1: _____
 Address 2: _____ City: _____ State: Indiana Zip: _____
 Phone: _____ Cell Phone: _____ Email: _____

(2) MS4 Information for Co-permittee:

MS4 (Co-permittee) Population: _____
 MS4 (Co-Permittee) Primary Receiving Water: _____
 Funding Sources: _____
 Does the MS4 have a Stormwater Fee: ☐ Yes ☐ No
 If Yes, provide a general description of how the fee is calculated (*i.e. impervious surface, etcetera*) _____

(3) Administration of the Minimum Control Measure:

Minimum Control Measure	Co-Permittee Listed Above will Administer	Another MS4 (List Entity) will Administer	A Third Party (List Entity) will Administer	Legally Binding Agreement
Public Education	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
Public Involvement	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
Illicit Discharge	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
Construction	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
Post-construction	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
Good Housekeeping	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No

(4) Co-permittee Certification:

I swear or affirm under penalty of perjury as specified by IC 35-44.1-2-1 and other penalties specified in IC 13-30-10, that the statements and representations in this notification are true, accurate, and complete.

I hereby certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Type or Print MS4 Operator Name: _____

Signature of MS4 Operator (co-Permittee): _____ Date: _____

The NOI must be signed by an individual who has the appropriate signatory authority as required by 40 CFR 122.22. Wet ink signatures are required. (mm/dd/year)

Appendix B: Additional Program Contacts Administering Minimum Control Measures (Optional) (Add additional Pages as needed)			
MS4 Representative			Administering the Following MCMs
Name (Individual): First Name:	Last Name:		<input type="checkbox"/> Public Education
MS4 or Company Name:			<input type="checkbox"/> Public Involvement
Address:			<input type="checkbox"/> Illicit Discharge
City:	State:	Zip:	<input type="checkbox"/> Construction
Phone:	Cell Phone:	Email:	<input type="checkbox"/> Post-Construction
			<input type="checkbox"/> Good Housekeeping
Name (Individual): First Name:	Last Name:		<input type="checkbox"/> Public Education
MS4 or Company Name:			<input type="checkbox"/> Public Involvement
Address:			<input type="checkbox"/> Illicit Discharge
City:	State:	Zip:	<input type="checkbox"/> Construction
Phone:	Cell Phone:	Email:	<input type="checkbox"/> Post-Construction
			<input type="checkbox"/> Good Housekeeping
Name (Individual): First Name:	Last Name:		<input type="checkbox"/> Public Education
MS4 or Company Name:			<input type="checkbox"/> Public Involvement
Address:			<input type="checkbox"/> Illicit Discharge
City:	State:	Zip:	<input type="checkbox"/> Construction
Phone:	Cell Phone:	Email:	<input type="checkbox"/> Post-Construction
			<input type="checkbox"/> Good Housekeeping
Name (Individual): First Name:	Last Name:		<input type="checkbox"/> Public Education
MS4 or Company Name:			<input type="checkbox"/> Public Involvement
Address:			<input type="checkbox"/> Illicit Discharge
City:	State:	Zip:	<input type="checkbox"/> Construction
Phone:	Cell Phone:	Email:	<input type="checkbox"/> Post-Construction
			<input type="checkbox"/> Good Housekeeping
Name (Individual): First Name:	Last Name:		<input type="checkbox"/> Public Education
MS4 or Company Name:			<input type="checkbox"/> Public Involvement
Address:			<input type="checkbox"/> Illicit Discharge
City:	State:	Zip:	<input type="checkbox"/> Construction
Phone:	Cell Phone:	Email:	<input type="checkbox"/> Post-Construction
			<input type="checkbox"/> Good Housekeeping
Name (Individual): First Name:	Last Name:		<input type="checkbox"/> Public Education
MS4 or Company Name:			<input type="checkbox"/> Public Involvement
Address:			<input type="checkbox"/> Illicit Discharge
City:	State:	Zip:	<input type="checkbox"/> Construction
Phone:	Cell Phone:	Email:	<input type="checkbox"/> Post-Construction
			<input type="checkbox"/> Good Housekeeping

APPENDIX C

Program Tables and Forms

EXISTING MS4 PROGRAM AND SWQMP IMPLEMENTATION SCHEDULE
Table C-1 BMP Implementation Schedule
SWQMP - GENERAL REQUIREMENTS

Effective date of MS4GP: 12/18/21
Date NOI Available from IDEM: 03/22/22
Date NOI Submitted/Received by IDEM (coverage starts): 07/05/22

SWQMP BMPS	SECTION	BMP IMPLEMENTATION SCHEDULE						ROUTINE BMP SCHEDULE			Notes
		Identify		Create/Revise		Due Date	Completion Date	Frequency	Due Date	Completion Date	
		Days	Due Date	Days	Due Date						
SWQMP - Review and revise SWQMP within 6 months of permit coverage (from NOI received date)	4.1 i	180				01/01/23		-	-		
Edu/Participation - Community Stormwater Issue - Construction	4.3 a 2	365	07/05/23	730	07/04/24	07/04/27		-	-		
Edu/Participation - Community Stormwater Issue - Construction Event (decide on event by end of year 2)	4.3 a 2	730	07/04/24	1095	07/04/25	07/04/27		-	-		See Table C-3, List of Educational Materials
Edu/Participation - Community Stormwater Issue - Residential	4.3 a 2	365	07/05/23	730	07/04/24	07/04/27		-	-		See Table C-3, List of Educational Materials
Edu/Participation - Community Stormwater Issue - Residential Event	4.3 a 2	730	07/04/24	1095	07/04/25	07/04/27		-	-		See Table C-4, List of Public Events
Edu/Participation - Community Stormwater Issue - Commercial/Industrial	4.3 a 2	365	07/05/23	730	07/04/24	07/04/27		-	-		See Table C-3, List of Educational Materials
Edu/Participation - Community Stormwater Issue - Commercial/Industrial Event	4.3 a 2	730	07/04/24	1095	07/04/25	07/04/27		-	-		See Table C-4, List of Public Events
Edu/Participation - Hold 2 public events annually; MS4 only or with other groups.	4.3 a 3	365	-	-	-	07/05/23		-	-		See Table C-4, List of Public Events
Edu/Participation - develop educational materials for distribution for constituents	4.3 a 4	365	07/05/23	730	07/04/24	07/04/27		-	-		See Table C-3, List of Educational Materials
Edu/Participation - provide annual training for builders, developers, contractors, engineers for Con/Post-Con	4.3 a 5	365	-	-	-	07/05/23		-	-		
Edu/Participation - develop program/outreach plan to educate on IDDE & waste disposal for employees, schools, businesses, citizens.	4.3 b	365	07/05/23	730	07/04/24	07/04/27		-	-		See Table C-3, List of Educational Materials
Edu/Participation - update SW webpage annually	4.3 c	365	-	-	-	07/05/23		-	-		See Table C-3, List of Educational Materials
Edu/Participation - develop a list of all educational materials	4.3 d	365	07/05/23	730	07/04/24	07/04/27		-	-		See Table C-3, List of Educational Materials
Edu/Participation - report MS4/SW program updates to elected officials annually	4.3 e	365	-	-	-	07/05/23		-	-		See Table C-4, List of Public Events
IDDE - Existing MS4 update ordinance (from NOI submittal date)	4.4 a	730	-	-	-	07/04/24		-	-		
IDDE - Develop/review and update an IDDE plan - dry weather screening SOP	4.4 b 1	365	-	-	-	07/05/23		-	-		
IDDE - Develop/review and update an IDDE plan - screening schedule	4.4 b 2	365	-	-	-	07/05/23		-	-		
IDDE - Develop/review and update an IDDE plan - industry map	4.4 b 3	365	-	-	-	07/05/23		-	-		
IDDE - Develop/review and update an IDDE plan - participate or coordinate HHW events	4.4 b 4	365	-	-	-	07/05/23		-	-		
IDDE - Develop/review and update an IDDE plan - SOP (flow chart) for investigators, guidance, forms for consistency, etc.	4.4 b 5	365	-	-	-	07/05/23		-	-		
IDDE - Review/update public reporting & tracking system for IDDE	4.4 b 6	365	-	-	-	07/05/23		-	-		
IDDE Mapping - Existing MS4s to review/update mapping as changes occur and annually and ID all receiving waters in MS4.	4.4 d	365	-	-	-	07/05/23		-	-		
IDDE Mapping - SW System map including outfalls, MS4-operated conveyances; review IDs, lon/lat, receiving waters, 303(d) list	4.4 e	365	07/05/23	1095	07/04/25	07/04/27		-	-		
IDDE Mapping - complete a high priority map for IDDE inspections (1st year)	4.4 f	365	-	-	-	07/05/23		-	-		
IDDE - Develop/update IDDE training program for employees (180 days after SWQMP)	4.4 g	360	-	-	-	06/30/23		-	-		
IDDE - Complete dry-weather field screening of all MS4 outfalls per schedule (all screened by end of permit term)	4.4 h	1825	-	-	-	07/04/27		-	-		
IDDE - review LTCP/CSOOP to incorporate IDDE language for consistency into SWQMP	4.4 i	180	-	-	-	01/01/23		-	-		

EXISTING MS4 PROGRAM AND SWQMP IMPLEMENTATION SCHEDULE
Table C-1 BMP Implementation Schedule
SWQMP - GENERAL REQUIREMENTS

Effective date of MS4GP: 12/18/21
Date NOI Available from IDEM: 03/22/22
Date NOI Submitted/Received by IDEM (coverage starts): 07/05/22

Const - Develop/update program including SOPs, procedures, policies, etc.	4.5 a	730	07/04/24	910	12/31/24	07/04/27	-	-		
Const - Existing MS4s review and update ordinance/standards	4.5 b	730		910		07/04/24	-	-		
Const - Develop/update procedures including timing, applications, plan review, approval and notifications; plan review form.	4.5 c	730	07/04/24	910	12/31/24	07/04/27	-	-		
Const - written procedures to inspect const. sites, schedule, use form, notify site owners, ID priority sites.	4.5 d	730	07/04/24	910	12/31/24	07/04/27	-	-		
Const - written procedures for enforcement	4.5 e	730	07/04/24	910	12/31/24	07/04/27	-	-		
Const - develop/adopt written standards/specs for ESC measures	4.5 f	730	07/04/24	910	12/31/24	07/04/27	-	-		
Const - Develop/update written procedures for public hotline for construction sites	4.5 g	365	-	-	-	07/05/23	-	-		
Post-Con - develop/review and update program, SOPs, etc.	4.6 a		07/05/22		07/05/22	07/04/27	-	-		
Post-Con - Existing MS4s review and update ordinance/standards	4.6 b c	730	-	-	-	07/04/24	-	-		
Post-Con - develop written O&M Plan/legal requirement for long-term management of Post-Con BMPs (ord/stds)	4.6 d	730	07/04/24	910	12/31/24	07/04/27	-	-		
Post-Con - develop inspection program for all MS4-owned post-construction measures and private as appropriate.	4.6 e	730	07/04/24	910	12/31/24	07/04/27	-	-		
Post-Con - develop written procedures to inspect MS4 post-con measures and private as appropriate.	4.6 f 1	730	07/04/24	910	12/31/24	07/04/27	-	-		
Post-Con - inspect all MS4 post-con measures	4.6 f 2	1825	-	-	-	07/04/27	-	-		
Post-Con - inspect all private post-con measures (implemented at adoption of Post Con Ord) or cap at 250/term	4.6 f 3	1825	-	-	-	07/04/27	-	-		
MOPs - Develop or review/update program	4.7 a	365	07/05/23	730	07/04/24	07/04/27	-	-		
MOPs - Develop a list of MS4 facilities with map, address, long/lat, permits, pollution potential, and contacts	4.7 b	365	07/05/23	730	07/04/24	07/04/27	-	-		
MOPs - Conduct Annual Facility Assessment	4.7 c	365	-	-	-	07/05/23	-	-		
MOPs - Update MS4-owned facility SWPPPs, SOPs, etc.	4.7 d			425		09/03/23	-	-		
MOPs - Written O&M Plan = review/update existing SOPs for waste disposal, litter, cleaning, shoulder/ditches, vegetation, scouring, etc.	4.7 g	365	07/05/23	730	07/04/24	07/04/27	-	-		
MOPs - Surface visual inspections of all catch basins, outfalls, and conveyances	4.7 g	365	07/05/23			07/04/27	-	-		
MOPs - Develop program for maintenance activities, SOPs, documentation & corrective actions from surface visual inspections	4.7 g	365	07/05/23	730	07/04/24	07/04/27	-	-		
MOPs - Employee training plan/procedure	4.7 m	365	07/05/23	730	07/04/24	07/04/27	-	-		See Table C-5 Training Matrix
Water Quality - As applicable, ID parameters for TMDLs for waterbodies in MS4	5.1 c	365	-	-	-	07/05/23	-	-		
Water Quality - revise SWQMP to include SW management measures to reduce loadings to TMDL waters	5.1 c	180	-	-	-	01/01/23	-	-		
NOI Submittal - Publish public notice on MS4 website for 30 days or	6.1 b 1 a	30	-	-	-	06/05/22	-	-		
NOI Submittal - Publish public notice in newspaper for 1 day (processing and proof usually take 14-21 days)	6.1 b 1 b	21	-	-	-	06/14/22	-	-		
NOI Submittal - Existing MS4s to submit NOI within 90 days of the NOI form being available from IDEM	6.3 b	90	-	-	-	07/05/22	-	-		
WQCR - annual review (provide updates in Annual Report for existing)	3.2 b	-	-	-	-	-	Annual	1-Apr		
Annual MS4 Staff Training (minimum 12 hours, 8 of which to employee's MCM)	4.1 c	-	-	-	-	-	Annual	31-Dec		See Table C-5 Training Matrix

EXISTING MS4 PROGRAM AND SWQMP IMPLEMENTATION SCHEDULE
Table C-1 BMP Implementation Schedule
SWQMP - GENERAL REQUIREMENTS

Effective date of MS4GP: 12/18/21
Date NOI Available from IDEM: 03/22/22
Date NOI Submitted/Received by IDEM (coverage starts): 07/05/22

SWQMP - overall program review/annual review/updates for priorities/technology	4.1 e k; 4.2	-	-	-	-	-	-	Annual	31-Dec		
Edu/Participation - Conduct two public participation events annually	4.3 a	-	-	-	-	-	-	Annual	31-Dec		
Edu/Participation - Provide annual training for construction contractors, engineers, etc. (related to MCMs 4 & 5)	4.3 a	-	-	-	-	-	-	Annual	31-Dec		See Table C-5 Training Matrix
Edu/Participation - Develop educational materials for constituents (as needed)	4.3 a	-	-	-	-	-	-	As needed	31-Dec		See Table C-3 List of Educational Materials
Edu/Participation - Review website annually and update if needed.	4.3 c	-	-	-	-	-	-	Annual	31-Dec		See Table C-3 List of Educational Materials
Edu/Participation - Review/maintain list of all public education materials	4.3 a	-	-	-	-	-	-	Annual	31-Dec		See Table C-3 List of Educational Materials
Edu/Participation - Report SW program updates at Board meetings annually	4.3 e	-	-	-	-	-	-	Annual	31-Dec		
Edu/Participation - Annual program review	4.3 g	-	-	-	-	-	-	Annual	31-Dec		
IDDE - update mapping annually	4.4 d 2	-	-	-	-	-	-	Annual	31-Dec		
IDDE - train employees responsible for IDDE	4.4 g	-	-	-	-	-	-	Annual	31-Dec		See Training Matrix
IDDE - complete dry weather field screening per schedule	4.4 h	-	-	-	-	-	-		31-Dec		
IDDE - Annual program review	4.4 i	-	-	-	-	-	-	Annual	31-Dec		
Const - Inspect 100% of all new construction sites during initial phase of construction	4.5 d 3 A	-	-	-	-	-	-	Once	31-Dec		
Const - Inspect 100% of active construction sites >5 acres and priority sites twice/year	4.5 d 3 A	-	-	-	-	-	-	6 months	31-Dec		
Const - Inspect 50% of active construction sites <5 acres, > 1 acre at least annually	4.5 d 3	-	-	-	-	-	-	Annual	31-Dec		
Const - Investigate all complaints	4.5 d 3	-	-	-	-	-	-	All	31-Dec		
Const - Annual program review	4.5 i	-	-	-	-	-	-	Annual	31-Dec		
Const - Annual training for staff and contractual staff (plan reviewers, inspectors)	4.5 j	-	-	-	-	-	-	Annual	31-Dec		See Table C-5 Training Matrix
Const - Maintain an inventory of active sites	4.5 l	-	-	-	-	-	-	Annual	31-Dec		See Table C-6 CSGP Inventory
Post-Con - Inspect all MS4-owned post-con measures	4.6 f	-	-	-	-	-	-	Annual	31-Dec		
Post-Con - Inspect all privately-owned post-con measures; 100% or 250/term	4.6 f	-	-	-	-	-	-	Annual	31-Dec		
Post-Con - Inspect all post-con measures when a complaint is received	4.6 f	-	-	-	-	-	-	Annual	31-Dec		
Post-Con - Annual program review	4.6 h	-	-	-	-	-	-	Annual	31-Dec		
Post-Con - Annual training for staff and contractual staff (plan reviewers, inspectors)	4.6 i	-	-	-	-	-	-	Annual	31-Dec		See Table C-5 Training Matrix
Muni Ops - Assess/inspect annually MS4-owned sites	4.7. c	-	-	-	-	-	-	Annual	31-Dec		
Muni Ops - Complete MS4 facility inspections; at least 1 done by MS4 Coordinator or designee	4.7 f	-	-	-	-	-	-	Annual	31-Dec		
Muni Ops - Visual surface insp of all catch basins, outfalls, and conveyances	4.7 g	-	-	-	-	-	-	Annual	31-Dec		

EXISTING MS4 PROGRAM AND SWQMP IMPLEMENTATION SCHEDULE

Table C-1 BMP Implementation Schedule

SWQMP - GENERAL REQUIREMENTS

Effective date of MS4GP: 12/18/21

Date NOI Available from IDEM: 03/22/22

Date NOI Submitted/Received by IDEM (coverage starts): 07/05/22

Muni Ops - Annual program review	4.7 i	-	-	-	-	-		Annual	31-Dec		
Muni Ops - Annual training	4.7 m	-	-	-	-	-		Annual	31-Dec		See Table C-5 Training Matrix
Annual Report	8.2	-	-	-	-	-		Annual	1-Apr		

Table C-2 MS4 RESPONSIBLE ENTITIES
SWQMP - GENERAL REQUIREMENTS

DEPARTMENT	NAME	TITLE	EMAIL	PHONE
Administrative Services	Mary Patterson	MS4 Coordinator Director of Adminstrative Services	mpatterson@edinburgh.in.us	812-526-3510
Water Department	Bill Jones	Water Superintendent	bjones@edinburgh.in.us	812-350-3560
Planning and Zoning	Wade Watson	Planning Director	wwatson@edinburgh.in.us	812-314-5114
Street Department	Clark McCollum	Street Superintendent	cmccollum@edinburgh.in.us	812-526-3525
Waste Water Department	Rebecca Frakes	Wastewater Superintendent	rfrakes@edinburgh.in.us	812-526-3530
Electric Department	Kevin Rubush	Electric Utility Superintendent	krubush@edinburgh.in.us	812-526-3527
Parks & Recreation	Daniel Teter	Parks Superintendent	dteter@edinburgh.in.us	812-526-3535
Town Council	Ryan Piercefield	President	rpiercefield@edinburgh.in.us	812-526-3512

LIST OF EDUCATIONAL MATERIALS AND DISTRIBUTION

Table C-3 List of Educational Materials

MCM 1 & 2 - PUBLIC EDUCATION, OUTREACH, PARTICIPATION & INVOLVEMENT

MCM	EDUCATIONAL MATERIAL	DEVELOP	REVIEW AND REVISE	RESPONSIBLE ENTITY	TARGET CONSTITUENT	LOCATION	DISTRIBUTION	RECORD KEEPING NOTES
1/2	YARD WASTE EDUCATION		X	MS4 COORDINATOR	RESIDENTIAL	TOWN HALL, TOWN WEBSITE	ONGOING	
1/2	ILLCIT DISCHARGE EDUCATION		X	COUNTY	RESIDENTIAL	TOWN WEBSITE	ONGOING, IN ADVANCE OF ANNUAL EVENT	
1/2	BULK ITEM PICKUP		X	MS4 COORDINATOR	RESIDENTIAL	TOWN WEBSITE	ONGOING	
1/2	RECYCLING EDUCATION		X	WASTEWATER DEPARTMENT	RESIDENTIAL	TOWN WEBSITE, COUNTY WEBSITES	ONGOING	
1/2	JCPWQ EDUCATION		X	JCPWQ	PUBLIC, RESIDENTIAL, COMMERCIAL, INDUSTRIAL, CONSTRUCTION	TOWN WEBSITE, JCPWQ WEBSITE, PUBLIC EVENTS	ONGOING	
1/2	INFORMATIONAL WEBSITE		X	MS4 COORDINATOR	PUBLIC, RESIDENTIAL, COMMERCIAL, INDUSTRIAL, CONSTRUCTION	TOWN WEBSITE	ONGOING, ANNUALLY, AND AT IDEM SUBMITTAL DEADLINES	
1/2	WELLHEAD PROTECTION EDUCATION		X	MS4 COORDINATOR	PUBLIC, RESIDENTIAL, COMMERCIAL, INDUSTRIAL, CONSTRUCTION	TOWN HALL, TOWN WEBSITE, MAILERS	ANNUALLY EACH APRIL	
1/2	CONSUMER CONFIDENCE REPORTS		X	MS4 COORDINATOR	PUBLIC, RESIDENTIAL, COMMERCIAL, INDUSTRIAL, CONSTRUCTION	TOWN HALL, TOWN WEBSITE, MAILERS	ANNUALLY, EACH SPRING	
1/2/3	PROPER MATERIAL STORAGE	X		MS4 COORDINATOR, WASTEWATER DEPARTMENT	COMMERCIAL/INDUSTRIAL	TOWN HALL, TOWN WEBSITE, PRETREATMENT INSPECTIONS, SYSTEM INSPECTIONS	ONGOING	
1/2/4/5	CONSTRUCTION EDUCATION	X		PLANNING AND ZONING DEPARTMENT	CONSTRUCTION	TOWN HALL, TOWN WEBSITE	ONGOING	
6	PERSONNEL TRAINING MATERIALS	X		MS4 COORDINATOR	TOWN STAFF	TOWN TRAINING EVENTS, HANDOUTS TO STAFF AND OUTSIDE ENTITIES	ANNUALLY	

LIST OF PUBLIC EVENTS

Table C-4 List of Public Events

MCM 1 & 2 - PUBLIC EDUCATION, OUTREACH, PARTICIPATION & INVOLVEMENT

EVENT TITLE	PROVIDED BY	SCHEDULE	DATE(S) OCCURRED	TARGET AUDIENCE	EST. # OF ATTENDEES	DESCRIBE INFORMATION PROVIDED OR ACTIVITY CONDUCTED	OBJECTIVE MET? (Y/N)	BEHAVIORAL CHANGES OBSERVED? (Y/N)
SW Planning Team Meetings	Town	July		Town Employees				
JCPWQ Water Events	JCPWQ	TBD		General Public				
Town Council Meeting	Town	May		Elected Officials, General Public				
Recycling Drop Off	Town	On Going		General Public				
Bulk Item Pickup	Town	On Going		General Public				
HHW Waste Collection	County	On Going		General Public				
Community SW Issue - Construction	Town	Permit Term		Construction				
Community SW Issue - Residential	Town	Permit Term		Residential				
Community SW Issue - Commercial/ Industrial	Town	Permit Term		Commercial/ Industrial				

Table C-5 Training Matrix
MCMs 3,4,5, and 6

Entity/Department	Content	Schedule/Frequency	Number of Hours	Record Keeping	Notes
Contractors and Developers	Construction and post-construction requirements. Target issue: New CSGP Requirements	Annual	No requirement specified	Maintain sign-in sheet for any training events. Maintain list of materials distributed. Track number of local building permits issued and CSGPs approved that were provided educational materials.	Training may be conducted in cooperation with other entities. Includes distribution of educational materials with building permits and drainage approvals.
MS4 Employee responsible for administering program (Mary Patterson, Director of Administrative Services/MS4 Coordinator)	Public Education/Involvement IDDE Construction Site Post-Construction Municipal Operations/Good Housekeeping All SOPs All Facility SWPPPs	Annual	12 hours Annual Training with at least 8 hours specific to the MCM(s) they are responsible for	Maintain list of workshops, webinars, and other training events attended. Maintain list of videos, journal articles, etc. reviewed. MS4 Coordinator shall maintain copies of training sign-in sheets/checklists.	Training may be conducted via a combination of events, workshops, webinars, videos, journal articles, and other resources.
MS4 Staff (Cemetery)	Applicable SOPs Facility SWPPP General Storm Water Education	Annual	No requirement specified	Name, Title, and responsibility of staff who attend. MS4 Coordinator shall maintain copies of training sign-in sheets/checklists.	Annual training plan is required to be in place starting 180 days after SWQMP submittal. Note: New hires shall be trained within 2 months of hiring and seasonal staff shall be trained within 30 days of starting.
MS4 Staff (Planning and Zoning, Town Manager)	Applicable SOPs Facility SWPPP General Storm Water Education	Annual	No requirement specified	Name, Title, and responsibility of staff who attend. MS4 Coordinator shall maintain copies of training sign-in sheets/checklists.	Annual training plan is required to be in place starting 180 days after SWQMP submittal. Note: New hires shall be trained within 2 months of hiring and seasonal staff shall be trained within 30 days of starting.
MS4 Staff (Cemetery)	Applicable SOPs Facility SWPPP General Storm Water Education	Annual	No requirement specified	Name, Title, and responsibility of staff who attend. MS4 Coordinator shall maintain copies of training sign-in sheets/checklists.	Annual training plan is required to be in place starting 180 days after SWQMP submittal. Note: New hires shall be trained within 2 months of hiring and seasonal staff shall be trained within 30 days of starting.
MS4 Staff (Electric Department)	Applicable SOPs Facility SWPPP General Storm Water Education	Annual	No requirement specified	Name, Title, and responsibility of staff who attend. MS4 Coordinator shall maintain copies of training sign-in sheets/checklists.	Annual training plan is required to be in place starting 180 days after SWQMP submittal. Note: New hires shall be trained within 2 months of hiring and seasonal staff shall be trained within 30 days of starting.

Table C-5 Training Matrix
MCMs 3,4,5, and 6

Entity/Department	Content	Schedule/Frequency	Number of Hours	Record Keeping	Notes
MS4 Staff (Fire Department)	Applicable SOPs Facility SWPPP General Storm Water Education	Annual	No requirement specified	Name, Title, and responsibility of staff who attend. MS4 Coordinator shall maintain copies of training sign-in sheets/checklists.	Annual training plan is required to be in place starting 180 days after SWQMP submittal. Note: New hires shall be trained within 2 months of hiring and seasonal staff shall be trained within 30 days of starting.
MS4 Staff (administrative)	Storm Water Hotline SOP Other applicable SOPs IDDE recordkeeping, inspection, and investigation	Annual	No requirement specified	Name, Title, and responsibility of staff who attend. MS4 Coordinator shall maintain copies of training sign-in sheets/checklists.	Annual training plan is required to be in place starting 180 days after SWQMP submittal. Note: New hires shall be trained within 2 months of hiring and seasonal staff shall be trained within 30 days of starting.
MS4 Staff (Parks)	Applicable SOPs Facility SWPPP General Storm Water Education	Annual	No requirement specified	Name, Title, and responsibility of staff who attend. MS4 Coordinator shall maintain copies of training sign-in sheets/checklists.	Annual training plan is required to be in place starting 180 days after SWQMP submittal. Note: New hires shall be trained within 2 months of hiring and seasonal staff shall be trained within 30 days of starting.
MS4 Staff (Streets)	Applicable SOPs Facility SWPPP General Storm Water Education	Annual	No requirement specified	Name, Title, and responsibility of staff who attend. MS4 Coordinator shall maintain copies of training sign-in sheets/checklists.	Annual training plan is required to be in place starting 180 days after SWQMP submittal. Note: New hires shall be trained within 2 months of hiring and seasonal staff shall be trained within 30 days of starting.
MS4 Staff (Timbergate)	Applicable SOPs Facility SWPPP General Storm Water Education	Annual	No requirement specified	Name, Title, and responsibility of staff who attend. MS4 Coordinator shall maintain copies of training sign-in sheets/checklists.	Annual training plan is required to be in place starting 180 days after SWQMP submittal. Note: New hires shall be trained within 2 months of hiring and seasonal staff shall be trained within 30 days of starting.
MS4 Staff (Water Department)	Applicable SOPs Facility SWPPP General Storm Water Education	Annual	No requirement specified	Name, Title, and responsibility of staff who attend. MS4 Coordinator shall maintain copies of training sign-in sheets/checklists.	Annual training plan is required to be in place starting 180 days after SWQMP submittal. Note: New hires shall be trained within 2 months of hiring and seasonal staff shall be trained within 30 days of starting.

Table C-5 Training Matrix
MCMs 3,4,5, and 6

Entity/Department	Content	Schedule/Frequency	Number of Hours	Record Keeping	Notes
MS4 Staff (Wastewater Department)	Applicable SOPs Facility SWPPP General Storm Water Education	Annual	No requirement specified	Name, Title, and responsibility of staff who attend. MS4 Coordinator shall maintain copies of training sign-in sheets/checklists.	Annual training plan is required to be in place starting 180 days after SWQMP submittal. Note: New hires shall be trained within 2 months of hiring and seasonal staff shall be trained within 30 days of starting.
MS4 Staff and contractors assisting with Construction Plan Review, Inspection, Compliance, and Enforcement	Applicable SOPs Construction plan review, inspection, compliance, enforcement.	Annual	No requirement specified	Name, Date, Type of Training, Professional Certifications obtained/maintained MS4 Coordinator shall maintain copies of training sign-in sheets/checklists.	Annual training plan is required to be in place starting 180 days after SWQMP submittal. Note: New hires shall be trained within 2 months of hiring and seasonal staff shall be trained within 30 days of starting.
MS4 Staff and contractors assisting with this Post-Construction Plan Review, Inspection, Compliance, and Enforcement	Applicable SOPs Post-construction plan review, inspection, compliance, enforcement.	Annual	No requirement specified	Name, Date, Type of Training, Professional Certifications obtained/maintained MS4 Coordinator shall maintain copies of training sign-in sheets/checklists.	Annual training plan is required to be in place starting 180 days after SWQMP submittal. Note: New hires shall be trained within 2 months of hiring and seasonal staff shall be trained within 30 days of starting.
Staff of facilities with SWPPPs (Cemetery, Electric, Fire, Parks, Street, Timbergate, Water, Wastewater)	Applicable SOPs Implementation of good housekeeping for MS4 owned and/or operated infrastructure and facilities	Annual	No requirement specified	Name, position, date of training, description of training. MS4 Coordinator shall maintain copies of training sign-in sheets/checklists.	Annual training plan is required to be in place starting 180 days after SWQMP submittal. Note: New hires shall be trained within 2 months of hiring and seasonal staff shall be trained within 30 days of starting.
Contractors hired by the Town, such as for maintenance and small construction projects	Applicable SOPs Good housekeeping practices Facility-specific storm water management policies and procedures	Annual	No requirement specified	Name, position, date of training, description of training. MS4 Coordinator shall maintain copies of training sign-in sheets/checklists.	Annual training plan is required to be in place starting 180 days after SWQMP submittal.

**Table C-6 CSGP Inventory
MCMs 5 and 6**

Project Name	Start Date	Project Status (under construction, terminated, complete and in post-construction, etc.)	Post-Construction BMP Type	Post-Construction BMP status/structural condition	Construction Compliance Status/Enforcement Actions	Latitude	Longitude	Receiving Water(s)
Centra Credit Union - Edinburgh	3/1/2021	under construction	N/A	in compliance	in compliance	39.331935	-85.9717613	Driftwood River, East Fork of White River, White River
Edinburgh Prosser Addition Drainage Improvements	6/28/2021	under construction	N/A (underground utility)	in compliance	in compliance	39.35424237	-85.98281665	Big Blue River
Meadow Lawn Industrial Park	9/30/2019	under construction	N/A	in compliance	in compliance	39.3177778	-85.9658333	Driftwood River
Old Dominion Freight Lines Columbus	6/22/2019	under construction	N/A	in compliance	in compliance	39.3204472	-85.9641417	Driftwood River
Storage Express ED 31	11/9/2018	under construction	N/A	in compliance	in compliance	39.33658016	-85.97115006	Driftwood River
East Main Cross Street Road Reconstruction	7/2/2018	under construction	N/A (road reconstruction)	in compliance	in compliance	39.35437421	-85.96293554	Driftwood River
Walnut Street	6/1/2021	complete and in post construction	N/A	in compliance	in compliance	39.332619	-85.962374	Driftwood River
Road Construction Edinburgh Town	8/3/2020	complete and in post construction	N/A	in compliance	in compliance	39.33234555	-85.96645782	Driftwood River
High School Drive	6/1/2022	under construction	N/A	in compliance	in compliance	39.34945565	-85.97921653	Big Blue River
Edinburgh Water System Improvement	1/1/2022	under construction	N/A (underground utility)	in compliance	in compliance	39.356938	-85.967508	Big Blue River
Edinburgh Fire Department	TBD	pre construction	infiltration trench/basin	in compliance	in compliance	39.332987	-85.965338	Driftwood River

Table C-7 INVENTORY OF MS4 PROPERTIES
MCM 6 Municipal Operations and Good Housekeeping

NAME	ADDRESS	LATITUDE	LONGITUDE	SITE PERMITS	CONTACT	ALTERNATE CONTACT	PRIORITY SITE? (Y/N)	SWPPP NAME OR N/A
Town Hall	107 S. Holland Street	39.35389432	-85.96508	N/A	Mary Patterson	Dan Cartwright	N	N/A
Wastewater Treatment Plant	701 W. River Road	39.353895	-85.97917	NPDES Permit IN0020184	Rebecca Frakes	Jake Sizemore	Y	Wastewater Treatment Plant
Water Department	308 N. Walnut Street	39.357002	-85.966915	N/A	Bill Jones	Dave Rakes	Y	Water Department
Timbergate Golf Course	151 St. Andrews Avenue	39.354202	-85.951767	N/A	Wayne Gibbs	Fonda Sanders	Y	Timbergate Golf Course
Street Department	620 Mary Drybread Court	39.363345	-85.95842	N/A	Clark McCollum	Rob Bryant	Y	Street Department
Parks Department	722 S. Eisenhower Drive	39.344568	-85.972731	N/A	Daniel Teter	Mary Patterson	Y	Parks Department
Aquatic Center	220 Harrell Drive	39.35762723	-85.955271	N/A	Daniel Teter	Mary Patterson	N	N/A
Fire Department Station #1	203 S. Walnut Street	39.353057	-85.966184	N/A	John Henderson	Tim Bryant	Y	Fire Department Station #1
Fire Department Station #2	600 Mary Drybread Court	39.362585	-85.959079	N/A	John Henderson	Tim Bryant	Y	Fire Department Station #2
Electric Department	410 S. Eisenhower Drive	39.351621	-85.972739	N/A	Kevin Rubush	Mary Patterson	Y	Electric Department
Rest Haven Cemetery	650 S. Eisenhower Drive	39.346069	-85.972339	N/A	Daniel Teter	Stan Brown	Y	Rest Haven Cemetery

Table C-8 Annual Report Information Summary

All MCMs

- 4.3 (h)(1) Status of measureable goals, program requirements, compliance schedules, and timetables for this MCM. If objectives are not being met for a specific changes made to resolve problems identified.
If objectives are not being met for a specific program element, explain the implementation problems encountered, and changes made to resolve problems identified.
- 4.3 (h)(2) A list of each public participation and outreach events and activities conducted, a description of the activity, an estimate of the number of attendees, and an assessment if the goals and objectives were met.
- 4.3 (h)(3) The number and types of construction and/or post-construction stormwater training opportunities that were provided to contractors, developers and builders, property owners (commercial, industrial, residential, homeowner associations, and other targeted entities during the reporting period.
- 4.3 (h)(4) Documentation that presentations were made to elected officials or boards.
- 4.3 (h)(5) Describe each targeted audience selected and how they were reached during the reporting period and describe behavioral changes observed.
- 4.3 (h)(6) A list of all public education materials used during the reporting period.
-
- 4.4 (k)(1) Status of measureable goals, program requirements, compliance schedules, and timetables for this MCM. If objectives are not being met for a specific changes made to resolve problems identified.
If objectives are not being met for a specific program element, explain the implementation problems encountered, and changes made to resolve problems identified.
- 4.4 (k)(2) IDDE program updates.
- 4.4 (k)(3) A summary of any storm sewer system mapping changes to the stormwater outfall and conveyance maps.
- 4.4 (k)(4) Number of new MS4 outfalls mapped.
- 4.4 (k)(5) Number and location of dry weather outfalls screened for illicit discharges.
- 4.4 (k)(6) Number and location of illicit discharges detected.
- 4.4 (k)(7) Number and location of illicit discharges eliminated.
- 4.4 (k)(8) Number of illicit discharges and/or spills reported to the MS4 entity.
- 4.4 (k)(9) Number of enforcement actions taken by the MS4 entity.
-
- 4.5 (m)(1) Status of measureable goals, program requirements, compliance schedules, and timetables for this MCM. If objectives are not being met for a specific changes made to resolve problems identified.
If objectives are not being met for a specific program element, explain the implementation problems encountered, and changes made to resolve problems identified.
- 4.5 (m)(2) The number of construction projects owned and/or operated by the MS4 entity that are active at the time of submittal.
- 4.5 (m)(3) The number of construction sites obtaining a MS4 entity-issued stormwater run-off permit or authorization to discharge.
- 4.5 (m)(4) The number of construction sites inspected.
- 4.5 (m)(5) The number and type of enforcement actions taken.
- 4.5 (m)(6) The number of public information requests and/or complaints received.
-
- 4.6 (j)(1) Status of measureable goals, program requirements, compliance schedules, and timetables for this MCM. If objectives are not being met for a specific changes made to resolve problems identified.
If objectives are not being met for a specific program element, explain the implementation problems encountered, and changes made to resolve problems identified.
- 4.6 (j)(2) Updates to the post-construction ordinance or regulatory mechanism.
- 4.6 (j)(3) Number of sites requiring post-construction controls.
- 4.6 (j)(4) Number, type, and location of structural measures installed.
- 4.6 (j)(5) Number, type, and location of structural measures modified to function properly or improve water quality benefits.
- 4.6 (j)(6) Number, type, and location of structural measures inspected to ensure each meets design requirements and/or are being maintained.
-
- 4.7 (n)(1) Status of measureable goals, program requirements, compliance schedules, and timetables for this MCM. If objectives are not being met for a specific changes made to resolve problems identified.
If objectives are not being met for a specific program element, explain the implementation problems encountered, and changes made to resolve problems identified.
- 4.7 (n)(2) Number and location of stormwater outfalls and conveyance systems that have been repaired.
- 4.7 (n)(3) Estimated amount of material collected from stormwater drainage system cleaning including the disposal methods utilized.
- 4.7 (n)(4) Estimated amount of material collected from street sweeping, if applicable, including the disposal methods utilized.

Table C-8 Annual Report Information Summary

- 4.7 (n)(5) Number and location of de-icing salt and sand storage areas and methods used to minimize stormwater exposure.
- 5.1 (c)(4) TMDL Implementation - provide documentation in the annual report of installation and maintenance of stormwater management measures and principles that have been implemented.
- 8.1 (a)(1) Relevant sections of the SWQMP that have been modified.
- 8.1 (a)(2) Updates of measurable goals for each minimum control measure (MCM).
- 8.1 (a)(3) Progress towards development, implementation, and enforcement of all MCMs. Report on all items identified in the annual report section associated with each MCM.
- 8.1 (a)(4) Status of ordinance development and/or modification.
- 8.1 (a)(5) New and on-going water quality characterization data.
- 8.1 (a)(6) Updated list of receiving waters.
- 8.1 (a)(7) A description of progress to meet a TMDL WLA or improve water quality in the 303d listed impairments.
- 8.1 (a)(8) Implementation problems encountered, including program changes made to address ineffectiveness or infeasibility.
- 8.1 (a)(9) New funding sources and expenditures.
- 8.1 (a)(10) MS4 jurisdictional boundaries as required by Section 4.2 (a)(1). Identify land areas removed or added to the jurisdictional area of the MS4.
- 8.1 (a)(11) Stormwater system map as required by 4.4 (f)(1) through (4).
- 8.1 (a)(12) A final program assessment, including a comprehensive review of all goals and objectives, program achievements, and areas identified to improve and enhance program effectiveness.
- 8.1 (a)(13) All required elements of the annual report must be completed or use of not applicable must have an explanation.

ANNUAL REPORT TRACKING Table C-9 Annual Report Tracking Table All MCMS				
Best Management Practice (BMP) Description (unless specified otherwise, BMPs are to be implemented annually)	SWQMP Page	Measurable Goal	Responsible Entities	2023
Public Education and Outreach				
1 Community Storm Water Issue - Construction: Incorporated the target issue "education on the new Construction Storm Water General Permit (CSGP) " into educational efforts for the construction site audience. Continue to review the target issue annually and incorporate into educational efforts. Record materials distributed per related BMPs, such as Educational Materials.	5	Incorporate the construction target storm water issue (education on the new CSGP) into BMPs as appropriate.	Planning and Zoning Department	
2 Community Storm Water Issue - Residential: Incorporated the target issue "proper yard waste disposal" into educational efforts for the residential audience. Continue to review the target issue annually and incorporate into educational efforts. Record materials distributed per related BMPs, such as Educational Materials.	6	Incorporate the residential target storm water issue proper yard waste disposal) into BMPs as appropriate.	MS4 Coordinator	
3 Community Storm Water Issue - Incorporated the target issue "proper material storage" into educational efforts for the residential audience. Continue to review the target issue annually and incorporate into educational efforts. Record materials distributed per related BMPs, such as Educational Materials.	7	Incorporate the commercial/industrial target storm water issue proper yard waste disposal) into BMPs as appropriate.	MS4 Coordinator/ Wastewater Department	
4 Johnson County Partnership for Water Quality Events: The JCPWQ provides storm water educational workshops and presentations. At least two events will be held annually. The Town will help to promote and support these events, post event information on their website, and assist with distributing educational information. Edinburgh promotes these events through their website and through other means as appropriate. Record the number of events completed, information provided/reviewed, and the approximate number of participants.	8	Increase local knowledge on storm water issues by providing two annual public events for participation.	MS4 Coordinator	
5 Bulk Item Pick Up: The Town holds regular bulk item pick up days that provide residents the opportunity to dispose of heavy trash. Events are advertised on the website. Drop-off containers for used oils are available at the Edinburgh Wastewater Treatment Plant for the community. Track the number of cleanup events completed and the information provided/reviewed.	9	Bulk Item Pick Up Days will be advertised and held at least annually.	MS4 Coordinator	
6 Johnson County Partnership for Water Quality Meetings: The JCPWQ meetings regularly to discuss public education and storm water issues throughout the County. The Town will participate in the meetings and promote the JCPWQ. These educational efforts target storm water education and benefit the environment. Record the number of meetings, information provided/reviewed, and the approximate number of participants.	10	Edinburgh and the JCPWQ will continue to meet at least quarterly to discuss ongoing public education efforts/activities.	MS4 Coordinator	
7 Educational Materials: Educational materials distributed by the MS4 include: watershed information through Wellhead Protection Program and Consumer Confidence Reports, utility mailers, pollution prevention messages on storm water inlets, and office educational brochures. The MS4 will also provide storm water coloring books to local schools and/or the library. Storm water educational information is periodically provided to the Parks Department Youth Club (2nd and 3rd Graders). Record educational materials used throughout the year on the List of Educational Materials (Table C-3).	11	Organize and review developed materials to ensure the information is relevant and reaches storm water audiences (construction, residents, and commercial/industrial) prior to distribution.	MS4 Coordinator	

Best Management Practice (BMP) Description (unless specified otherwise, BMPs are to be implemented annually)		SWQMP Page	Measurable Goal	Responsible Entities	2023
Public Education and Outreach (continued)					
8	Construction/Post-Construction Training for Builders, Developers, Contractors and Engineers: The Town will distribute educational information with building permits or building permit application packets and provide for an annual training event. The training event may be conducted in cooperation with other entities, such as the JCPWQ. These educational efforts target storm water education and construction site pollution prevention. Record completed training through attendance sheets. Record the number of erosion control educational information/brochures distributed to developers that applied for a building permit.	12	Increase knowledge of MS4 construction and post-construction processes and procedures to contractors through training.	JCPWQ, Town Building and Zoning Department	
9	Industrial Pretreatment Program: Industrial facilities are surveyed and visited as part of the industrial pretreatment program. The educational brochure is also maintained at the Town Hall. The facilities are provided with educational brochures and given the opportunity to discuss pollution concerns. Record the number of surveys and visits conducted. Keep record of educational materials distributed on the List of Educational Materials (Table C-3).	13	Provide storm water educational materials to compliment the industrial pretreatment program and educate industrial facilities.	Wastewater Department	
10	Storm Water Website: Revise and maintain a storm water information web page or links to direct the public to a location that contains storm water information. Record the dates the website was updated and annually reviewed.	14	Increase public awareness and participation by providing storm water information on the MS4 website and updating it annually.	MS4 Coordinator	
11	Town Council Meetings: Elected official and public support are important components of the Town's program. As educational and local topics arise, updates will be provided to elected officials and/or the general public. At minimum, stormwater program updates will be presented to elected officials (such as the Town Council) or an advisory board annually. Council Meeting agendas are posted on the website prior to the meetings. Meeting minutes are also maintained on the website. Record the date of the meeting and the information reviewed.	15	Provide an opportunity to inform elected officials of program status and achievements and for the community to be involved with storm water drainage planning and to express concerns.	MS4 Coordinator and Town Council	
12	Storm Water Inlet Markers: For new development, the Town requests that storm inlet castings and curb inlets be stamped with a pollution prevention message such as, "No Dumping, Drains to Stream". Record locations of the pre-stamped messages will be recorded and reported in the annual report.	16	Increase the number of storm drains that are marked with a pollution prevention message.	Wastewater Department	
13	Citizen Watch Group/Storm Water Hotline: The Storm Water Hotline phone number is advertised on the Town's website and on-line complaints can also be communicated through the website's Action Center. Hotline information is provided on the webpage and utility bill mailers. Complaints are logged as work orders. Complaints include construction site issues. The work order is used to track documentation of the date(s) the illicit discharge was observed, the results of the investigation, follow-up to the investigation, and the date the investigation was closed. Edinburgh maintains an SOP for staff to follow in logging and tracking complaints. Locations of illicit discharges are also mapped for identification of target areas. Record the number of public information requests and/or complaints received.	17	The storm water hotline will posted on the Town's storm water webpage and also advertised. The number of complaints will be sorted by type (flooding, erosion, water quality, dumping, construction site, or other). The complaint tracking SOP will be maintained.	MS4 Coordinator	

Best Management Practice (BMP) Description (unless specified otherwise, BMPs are to be implemented annually)		SWQMP Page	Measurable Goal	Responsible Entities	2023
Illicit Discharge Detection and Elimination					
14	Illicit Discharge Ordinance Updates: The illicit discharge ordinance will be reviewed and updated to meet the requirements of the MS4GP. This will include a review of enforcement procedures and update, as necessary, to make the enforcement measures effective. Retain a copy of the ordinance and record the status of any updates. Record the number of enforcement actions taken.	19	Continue to maintain and enforce the illicit discharge ordinance. Review and update to meet the MS4's needs and the permit requirements.	Town Council and Town Attorney	
15	Dry Weather Screening: The MS4 will perform screenings of all outfalls during the five-year permit term. In addition, the storm water conveyance system will also be monitored by staff to address any maintenance or illicit discharge issues. The MS4 maintains an SOP for staff to follow in performing dry weather screening. An inspection form is entered directly into the Ziptility App. Document screenings in Ziptility. Retain list of which outfalls were screened each year.	20	Develop a schedule and perform visual inspections of outfalls and screen for illicit discharges. Perform regular inspections of the storm water conveyance by training staff to address issues. Maintain SOP for staff to follow in performing dry weather screenings.	Wastewater Department	
16	Industrial Facility Mapping: The MS4 will identify and map industrial facilities within the MS4 area that discharge into an MS4 conveyance and maintain it in Town mapping records. Record the date that mapping is completed and the status of any updates.	21	Locations and information on industrial facilities will be input into Town mapping the first year of the permit term.	Wastewater Department	
17	Collection of Hazardous Waste: The Johnson County Recycling District, Bartholomew County Solid Waste Management District (SWMD) and the Shelby County SWMD have several collection events and drop-off areas for the Town. Drop-off areas include general recyclables and events are provided for electronic wastes, household hazardous wastes, oils, herbicides/pesticides, medications and document shredding. Record the amount of material collected. Record efforts used to promote the programs	22	Promote household hazardous waste collection opportunities on the website. Coordinate with Johnson County Recycling District, SWMD and the Shelby County SWMD to obtain their annual reports for collection records.	MS4 Coordinator	
18	Recycling Facilities: The Town has partnered with the Johnson County SWMD to provide a recycling depot at the Wastewater Treatment Plant. The depot accepts paper, cardboard, plastic, and metal materials. This service will help reduce pollution and increase public awareness of pollution prevention strategies. The depot is advertised on the SWMD website along with other local recycling options. The SWMD website is linked from the Town website. Record advertisements for recycling.	23	Provide regular, ongoing opportunities for recycling. Increase the participation in recycling through advertising.	Johnson County SWMD and Wastewater Department	

Best Management Practice (BMP) Description *(unless specified otherwise, BMPs are to be implemented annually)		SWQMP Page	Measurable Goal	Responsible Entities	2023
Illicit Discharge Detection and Elimination (continued)					
19	Illicit Discharge Detection and Elimination SOPs: SOPs are maintained for illicit discharge investigation, dry weather outfall screenings, and complaint tracking. These SOPs include: procedures and forms for investigating illicit discharges within two business days of being notified of the discharge, inspection requirements in response to complaints, follow-up inspections to ensure corrective actions, methods used to eliminate illicit discharges, a prioritization system, procedures for reporting immediate threats to human health or the environment, and a system to track illicit discharges. SOPs are reviewed and updated as necessary. Staff are trained on SOPs as applicable to their job functions. Maintain copies of the SOPs.	24	Maintain SOPs for illicit discharge investigation, dry weather screening, and complaint tracking. Review SOPs annually. Conduct training for applicable staff annually.	MS4 Coordinator Wastewater Department	
20	Develop Storm Sewer System Map: A storm sewer map depicting conveyances and outfall locations is maintained electronically by the Town through its Ziptility application. Outfalls are identified by an alphanumeric identifier, latitude and longitude to 5 decimal places. Receiving waters are mapped and their status on the 303(d) list and or USEPA approval TMDL is noted, if applicable. Mapping of public and private systems is updated when new projects are accepted. Mapping of additional outfalls and conveyances are added as they are identified. Mapping of high priority areas will be completed in the first year of the permit term based on complaints, illicit discharges, land use, and other issues and updated as needed. Record the status of maintaining the database, the total number of outfalls, the number of outfalls added to the app, and the status of including high priority areas.	25	Maintain storm sewer and outfall mapping. Map outfalls and conveyances as they are identified. Notate high priority areas based on complaints, illicit discharges, and other issues.	Wastewater Department	
21	IDDE Training for MS4 Staff: The MS4 shall annually train appropriate municipal staff on storm water pollution prevention, good housekeeping practices for municipal operations, and illicit discharge detection and elimination. Additional training on SOPs will be included annually. Training will be conducted using videos, individual training materials, and multi-departmental meetings. Training topics are maintained in a training matrix which will be updated to reflect MS4GP permit requirements and MS4 staff training needs. Record the name and title of participating employee(s), date of training and a description of training provided.	26	Develop training topics based upon review of current practices. Provide the required number of hours of education for applicable staff members annually. Applicable new hires will be trained within two months of their hire date and applicable seasonal employees will be trained within 30 days of their hire date.	MS4 Coordinator	
22	Review of CSOOP and LTCP: Edinburgh completes annual catch basin cleaning, additional as-needed cleaning, and dry well cleaning according to the LTCP. The LTCP has been reviewed and is being implemented along with the SWQMP in the combined sewer area. Review the CSOOP and LTCP in the first year of the permit term and after any revisions. Report any efforts related to reduction of E. coli.	27	The Town will review the CSOOP and LTCP in the first year the permit term. To reduce pollution to the waterways, pollution prevention programs implemented through the CSOOP and LTCP will be implemented throughout the Town in both combined and separate storm sewer areas.	Wastewater Department	

Best Management Practice (BMP) Description *(unless specified otherwise, BMPs are to be implemented annually)		SWQMP Page	Measurable Goal	Responsible Entities	2023
Illicit Discharge Detection and Elimination (continued)					
23	Review of Receiving Water TMDLs: Edinburgh completes annual catch basin cleaning, additional as-needed cleaning, and dry well cleaning according to the Long-Term Control Plan (LTCP). The LTCP has been reviewed and is being implemented along with the SWQMP in the combined sewer area. Review receiving waters and TMDLs annually and update the SWQMP and WQCR accordingly. Report any efforts related to reduction of E. coli.	28	Review the USEPA approved TMDLs and 303(d) lists at the beginning of each permit term. Add information to SWQMP and WQCR and update BMPs accordingly.	MS4 Coordinator	
Construction Site Storm Water Runoff Control					
24	Construction Storm Water Ordinance and Standards: Edinburgh will review and update the Construction Activities Ordinance 2004-7 and standards to reflect the requirements of IDEM's Construction Stormwater General Permit (CSGP). Record reviews and revisions of the ordinance and standards within MS4GP Annual Report.	30	Develop and implement an ordinance that is consistent with the requirements of the MS4GP and CSGP. Review ordinance and standards annually and revise as appropriate.	Building and Zoning Department	
25	Construction Storm Water Plan Review: Construction plans are submitted to the Building and Zoning Department where plan review is coordinated before a building permit is issued. For construction projects greater than 1 acre, plan review is coordinated by the Building and Zoning Department and Town Manager. The services of an outside engineering consultant are used. The engineer evaluates the plans per the ESC ordinance and standards. A Plan Review Checklist is used for the technical review, comments, and the identification of priority sites. The Checklist is provided to the developer. A building permit is not issued until the plans are approved. Record reviews and revisions of the plan review SOPs. Record the number of construction sites that obtained approval by the MS4.	31	Review construction projects under the CSGP. Maintain SOPs for the plan review process.	Building and Zoning Department and Town Manager	
26	CSGP Compliance for MS4 Owned Projects: Town-owned projects with greater than or equal to one acre of soil disturbance will comply with the Construction Stormwater General Permit (CSGP) and local ordinance where applicable, including development and implementation of SWPPPs, and review and approval by the appropriate county SWCD or IDEM. Applicable projects will be inspected weekly and post-rainfall and included on the inventory report of the status of all construction projects permitted under the CSGP and local ordinance. Maintain all MS4's CSGP submittal documents. Record each construction project owned and/or operated by the MS4.	32	Submit all CSGP qualifying construction projects for plan review. Develop an SOP for CSGP submittals across all MS4 departments.	Planning and Zoning Department	
27	Construction Priority Sites: As construction plans are submitted for review, identify priority sites for inspection based on the nature and extent of the construction activity, topography, threat to the degradation of water quality, characteristics of soils, complaints, and other factors as determined by MS4 priorities. Priority designation is recorded on the IDEM form during plan review. All identified priority sites are to be inspected biannually per Section 4.5 (d)(3)(a)(1) of the MS4GP. Record the number of construction projects designated as a priority each year.	33	Evaluate all qualifying construction projects for priority during the plan review process. Include the identification of priority sites in the plan review process SOP.	Planning and Zoning Department	

Best Management Practice (BMP) Description (unless specified otherwise, BMPs are to be implemented annually)		SWQMP Page	Measurable Goal	Responsible Entities	2023
Construction Site Storm Water Runoff Control (continued)					
28	Construction Site Inspections and Inventory: The Town conducts construction site inspections through the Building and Zoning Department and an engineering consultant. Priority sites are identified during the plan review process. Complaints for construction sites are received through the Utility Office and documented. The Town maintains an inventory report of the status of all permitted construction projects. The Town inspects active, permitted construction sites quarterly and maintains an SOP with the requirements of tracking, inspection, and enforcement. Document all construction site inspections and enforcement actions on the form. Record the number of construction sites inspected annually.	34	Complete construction site inspections per required frequency. Develop and maintain SOPs for inspections.	Building and Zoning Department	
29	Construction Enforcement: As required, the MS4 will take enforcement actions for noncompliance with the construction site runoff control program requirements per the ESC and SWPPP Ordinance and Standards. Maintain inspection forms documenting non-compliance issues. Maintain all correspondence related to an enforcement action. Record the number and type of enforcement actions taken each year.	35	Develop and maintain SOP(s) for enforcement actions. Document non-compliance and enforcement actions on the inspection form.	Building and Zoning Department	
30	Construction Training for Inspection, Plan Review and Enforcement: The Planning Director completes annual training attended by MS4 staff and/or contractual staff that are specific to their responsibility (e.g., plan review, inspection, compliance, and enforcement) the individual performs for the MS4. Track completed training by MS4 staff. Contractual staff retain documentation of annual construction stormwater training specific to the responsibility the individual performs for the MS3 entity. Annual training completed according to the employees' certifications.	36	Increase plan reviewer and construction inspector knowledge by receiving annual training, maintaining a certification/license, or by being managed by a certified individual.	Building and Zoning Department	
Post Construction Storm Water Run-off Control					
31	Post-Construction Storm Water Ordinance and Standards: Review and update Post-Construction Storm Water Runoff Controls Ordinance and Storm Water Standards to include the requirements of the MS4GP. Record reviews and any revisions of the ordinance and standards.	38	Adopt the ordinance to require the implementation of water quality practices for land disturbances.	Planning and Zoning Department	
32	Post-Construction Plan Review: The post-construction plan review process is incorporated into the Construction Storm Water Plan Review BMP, process, and SOPs. Construction plans are submitted to the Building and Zoning Department where plan review is coordinated and a building permit is issued. For construction projects greater than 1 acre, plan review is coordinated by the Town Manager and uses an engineering consultant. The engineer evaluates the plans per the ordinance and standards. The IDEM Plan Review Form is used for the technical review, comments, and the identification of priority sites. The Form is provided to the developer. A building permit is not issued until the Form is approved. Record the number of plan reviews with post-construction controls. Record the number, type and location of post-construction measures installed.	39	Review construction plans under the CSGP. Maintain SOPs for the plan review process.	Building and Zoning Department and Town Manager	

Best Management Practice (BMP) Description (unless specified otherwise, BMPs are to be implemented annually)		SWQMP Page	Measurable Goal	Responsible Entities	2023
Post Construction Storm Water Run-off Control (continued)					
33	Post-Construction Inspections (MS4-Owned): Town-owned structural BMPs are inspected to determine if they are maintained and functioning properly annually or in response to a complaint or issue. Complete inspections and maintain copies of inspection forms. Track/record the number, type, and location of BMPs inspected and/or modified to function properly or improve storm water quality.	40	Develop and maintain an O&M Manual for MS4-owned BMPs. Develop and maintain SOPs for inspections. Complete post-construction inspections for MS4-owned BMPs per the schedule.	Planning and Zoning Department (inspections), and Wastewater Department (mapping)	
34	Post-Construction Inspections (Privately-Owned): Privately-owned structural BMPs are inspected once per permit term or in response to a complaint or issue to determine if they are maintained and functioning properly. The town maintains an inventory of BMPs. Inspection records are maintained in Ziptility or with paper forms. Edinburgh provides an educational brochure to private landowners, homeowner associations, commercial landowners, and industrial landowners on pond maintenance. Complete inspections and maintain copies of inspection forms. Track/record the number, type, and location of private structural BMPs inspected.	41	Maintain the submitted private-BMP's O&M Manuals. Develop and maintain SOPs for inspections by the MS4. Complete inspections for private-BMPs immediately after construction. Complete routine inspections for private-BMPs per schedule.	Planning and Zoning Department (inspections), and Wastewater Department (mapping)	
35	Post-Construction Training for Inspection, Plan Review and Enforcement: The Planning Director attends or takes training on post-construction activities at least annually. Training sessions and workshops conducted by state and local groups are utilized (JCPWQ, DNR, IDEM, IACT, County SWCD, etc.). The outside engineering firm is trained. Track completed training by MS4 staff. Contractual staff retain documentation of annual construction storm water training specific to the responsibility the individual performs for the MS4 entity. Annual training completed according to the employees' certifications.	42	Increase plan reviewer and inspector knowledge by receiving annual training, maintaining a certificate/license, or through being managed by a certified individual.	Planning and Zoning Department	
36	Class V Injection Wells: Class V injection wells located are inventoried and mapped in Ziptility. Dry well registration will be included in plan review for new development projects. Edinburgh will report new dry wells and other Class V injection wells that are owned by the MS4 to EPA on a regular basis. Record on the number of dry wells inventoried, mapped, and reported to EPA	43	Maintain an updated inventory information for MS4-owned Class V injection wells and report to EPA on a regular basis. Review new development projects for new dry wells.	Wastewater Department	

Best Management Practice (BMP) Description *(unless specified otherwise, BMPs are to be implemented annually)		SWQMP Page	Measurable Goal	Responsible Entities	2023
Municipal Operations Pollution Prevention and Good Housekeeping					
37	Inventory of MS4-Owned/Operated Facilities: An inventory of MS4 owned/operated facilities is maintained (refer to Table C-7). It includes a location map, facility name/description, address or longitude/latitude, site permits, primary contact, alternate contact, and determine if the site has the potential to generate storm water pollution (priority site). Sites were identified using the Town mapping program. Sites with the greatest potential to generate storm water pollution were identified by a site inspection and/or local knowledge. Maintain Inventory of MS4 Facilities (Table C-7) and Map of MS4 Facilities.	46	Identify MS4 facilities, prioritize pollution generating sites, and a maintain list and map.	MS4 Coordinator	
38	Storm Water Pollution Prevention Plans (SWPPP): SWPPPs were developed to implement a good housekeeping program to prevent or reduce pollutant run-off from priority municipal facilities. Written standard operating procedures (SOPs) for each BMP Sheet were developed to provide a description of the maintenance activities, schedules and inspection procedures. Maintain a copy of the SWPPP at each site. Maintain Quarterly Facility Inspections and Annual Facility Assessments with the SWPPP.	47	Maintain site SWPPPs and update annually.	MS4 Coordinator	
39	Quarterly Facility Inspections: Complete and document quarterly inspections to ensure materials and equipment are clean and orderly and to minimize the potential for pollutant discharge for all facilities (priority sites) with SWPPPs. The inspection report must include any identified deficiencies and the corrective actions taken or planned to address the deficiencies. Maintain quarterly inspections with the SWPPP at each site and provide a copy to the MS4 Coordinator. Record all deficiencies and associated corrective action.	48	Complete inspections quarterly and maintain with SWPPPs.	MS4 Coordinator	
40	Annual Facility Assessment: Annually assess identified priority facilities (from inventory) for potential pollutants, existing operations (material storage, housekeeping practices, erosional features, vehicle washing, proximity of activities to drains and outfalls, etc.), the overall good housekeeping program, and other activities. Assess the map of the existing structural and non-structural storm water management measures. The Annual Facility Assessment uses the SWPPP inspection form and a written description of observed practices and activities and corrective actions. Maintain the Annual Assessments with the SWPPP at each site. Record all deficiencies and associated corrective action. Update SWPPP as needed.	49	Complete assessments annually and maintain with SWPPP.	Each department is responsible for quarterly inspections. MS4 Coordinator will collect documentation for annual reporting and conduct or facilitate one inspection per year.	

Best Management Practice (BMP) Description *(unless specified otherwise, BMPs are to be implemented annually)		SWQMP Page	Measurable Goal	Responsible Entities	2023
Municipal Operations Pollution Prevention and Good Housekeeping (continued)					
41	Periodic Litter Collection: Periodic litter collection is part of the O&M Plan for MS4-owned/operated storm water infrastructure. The maintenance activities, schedules, disposal methods, and inspection procedures for the BMP are described in the SOP. Litter is removed from parks, municipal properties, and grass-covered rights-of-ways during mowing activities. Municipal employees remove litter throughout the year from public areas. Each department is responsible for litter collection at their facilities. Along with routine schedules, areas are identified through surface visual inspections and complaints. Maintain the SOP that describes the schedules, responsible entities, tracking, and disposal. Track locations and procedures for litter pickup.	50	Collect litter to prevent conveyance contamination and clogging. Develop and maintain SOP.	Parks Department, Timbergate Golf Course and Street Department	
42	Structure/Catch Basin Cleaning: Storm water structure cleaning is part of the O&M Plan for MS4-owned/operated storm water infrastructure. The maintenance activities, schedules, disposal methods, and inspection procedures for the BMP are described in the SOP. Catch basins in the MS4 area are cleaned out as needed with a Vac Truck and the tops of inlet grates are also cleaned as necessary to remove accumulated debris. The Vac Truck is stored indoors when not in use. Material is brought to the WWTP and ultimately disposed of in a landfill. Catch basin structures are equipped with a sump in the bottom of the structure that collects debris, sediments and other solid material. Large pieces of litter and debris also collect on the top of inlet grates. Removing this material on a periodic basis prevents these potential storm water pollutants from washing downstream into waterways and reduces the potential for storm water pipes to become clogged. Maintain the SOP that describes the schedules, responsible entities, tracking, and disposal. Track maintenance activities with work orders or other documentation.	51	Reduce the amount of floatables and other pollutants discharged by cleaning storm water structures and conveyances. Develop and maintain SOP.	Wastewater Department	
43	Roadside Shoulder and Ditch Stabilization: Roadside shoulder and ditch stabilization is part of the O&M Plan. The maintenance activities, schedules, disposal methods, and inspection procedures for the BMP are described in the SOP. Each department is responsible for stabilization after a project (e.g., utility line installation). Areas are identified through surface visual inspections and complaints. Maintain the SOP that describes the schedules, responsible entities, tracking, and disposal. Track maintenance activities with work orders or other documentation.	52	Repair shoulders and ditches to prevent accidents and sedimentation from entering conveyances. Develop and maintain SOP.	Wastewater and Street Departments	
44	Roadside Vegetation: Planting and proper care of roadside vegetation is part of the O&M Plan. The maintenance activities, schedules, disposal methods, and inspection procedures for the BMP are described in the SOP. Each department is responsible for restoring vegetation after a project (e.g., utility line installation). Areas are identified through surface visual inspections and complaints. Maintain the SOP that describes the schedules, responsible entities, tracking, and disposal. Track maintenance activities with work orders or other documentation.	53	Maintain roadside vegetation to prevent erosion and prevent sediment and other pollutants from entering conveyances. Develop and maintain SOP.	Wastewater and Street Departments	

Best Management Practice (BMP) Description (unless specified otherwise, BMPs are to be implemented annually)		SWQMP Page	Measurable Goal	Responsible Entities	2023
Municipal Operations Pollution Prevention and Good Housekeeping (continued)					
45	Remediation of Outfall Scouring: Remediation of outfall scouring is part of the O&M Plan for MS4-owned/operated storm water infrastructure. The maintenance activities, schedules, disposal methods, and inspection procedures for the BMP are described in the SOP. The MS4 will conduct dry weather inspections at all storm sewer outfalls at least once per permit term. Outfalls will be evaluated for erosion scouring conditions during outfall inspections. Erosion and scouring will be repaired by placing riprap around the outfall and in eroded areas. Severely eroded areas may require additional measures or work to be contracted out, as determined by the MS4 operator. Each department is responsible for notifying the responsible department when a site outfall requires remediation. Along with routine schedules/inspections, areas are identified through surface visual inspections and complaints. Maintain the SOP that describes the schedules, responsible entities, tracking, and disposal. Track maintenance activities with work orders or other documentation.	54	Repair outfall scouring to prevent erosion and maintain outfall function. Develop and maintain SOP.	Wastewater Department	
46	Repairing Storm Water Conveyances: Repairing storm water conveyances and infrastructure is part of the O&M Plan for MS4-owned/operated storm water infrastructure. The maintenance activities, schedules, disposal methods, and inspection procedures for the BMP are described in the SOP. Each department is responsible for notifying the responsible department when conveyances require cleaning or repair. Along with routine schedules, areas are identified through surface visual inspections and complaints. Maintain the SOP that describes the schedules, responsible entities, tracking, and disposal. Track maintenance activities with work orders or other documentation.	55	Repair storm water conveyances (infrastructure) to prevent sedimentation from entering conveyances. Develop and maintain SOP.	Wastewater Department and Street Department	
47	Disposal of Animal Waste: The parks department maintains pet waste stations at the sports complex and at Irwin Park. The Town promotes proper disposal of pet waste to reduce potential storm water pollutants, including E. coli from entering receiving waters. Record the number of pet waste stations.	56	The Town will maintain the pet waste stations.	Parks Department	

Best Management Practice (BMP) Description *(unless specified otherwise, BMPs are to be implemented annually)		SWQMP Page	Measurable Goal	Responsible Entities	2023
Municipal Operations Pollution Prevention and Good Housekeeping (continued)					
48	<p>Snow and Salt Management: For very heavy snow events, Edinburgh has designated the parking area at the Sports Complex for snow disposal. Normally, snow is piled along the edge of streets. The town manages and stores salt and other de-icing materials to minimize the discharge of storm water run-off from the facility by:</p> <p>1)Minimizing run-off and run-on. 2)Utilizing and maintaining permanent structures and/or coverings, thereby reducing the discharge of polluted storm water run-off. 3)Managing operations to address tracking and spillage.</p> <p>Road salt or brine is applied as needed to street surfaces. Road salt is stored in a roofed structure at the Street Department. The Town will continue to apply salt only when necessary and store deicing materials in a way the reduces the potential for storm water pollution. The minimum amount of chemicals necessary to achieve the desired result should be used. Staff involved in road salt storage and application will be trained annually. These practices will prevent concentrated amounts of salt from entering storm water runoff. The Street Department SWPPP includes snow disposal area and salt management measures and storage locations. Record the snow disposal area(s) and salt/sand management measures and storage locations in the SWPPP.</p>	57	Reduce the amount of stored salt exposed through proper management.	Street Department	
49	<p>Street and Parking Lot Sweeping: Downtown streets in the business district are swept weekly and the rest of the Town streets are swept monthly. MS4-owned parking lots are assessed for sweeping as-needed. Material removed from sweeping is taken to a clean fill disposal area (owned by the Town) unless it is determined that pollutants are present. In this event, the material is disposed of at the Wastewater Treatment Plant and ultimately to a landfill. The sweeper is stored indoors when not in use. Removing this material on a periodic basis prevents these potential storm water pollutants from washing downstream into waterways and reduces the potential for storm water pipes to become clogged. Maintain the SOP that describes the schedules, responsible entities, tracking, and disposal. Record the amount of material collected.</p>	58	<p>Reduce the amount of pollutants discharged to storm water infrastructure by sweeping public streets and municipal parking lots. Develop and maintain SOP.</p>	Street Department	
50	<p>Storm Water Practices for Subcontractors/Vendors: Establish procedures to ensure contractors or third-party entities hired by the MS4 to perform maintenance or other operational activities associated with the storm water system are required to comply with storm water good housekeeping practices and facility-specific storm water management policies and procedures. Maintain training records from contractors.</p>	59	Train contractors on MS4 storm water management policies and procedures.	MS4 Coordinator Applicable Department Heads	

Best Management Practice (BMP) Description *(unless specified otherwise, BMPs are to be implemented annually)		SWQMP Page	Measurable Goal	Responsible Entities	2023
Municipal Operations Pollution Prevention and Good Housekeeping (continued)					
51	Flood Control Structures: New flood management projects within Town limits will address storm water quantity and evaluate the potential for addressing storm water quantity and quality. During the pre-construction phase for new projects, a determination will be made to see if a practice can be modified to address the reduction of pollutants associated with storm water runoff or if additional BMPs can be designed into the watershed of the project to improve the water quality. During the development of the Town's SWQMP, all existing flood control projects and BMPs were evaluated for storm water quality problems. No storm water quality BMP retrofitting was recommended. List new flood control projects and summarize the process to review them for water quality.	60	Document that all new Town-controlled flood management projects are evaluated for water quality impacts. Add review of flood control projects for water quality to the construction standards.	Planning and Zoning Department	
52	Municipal Operations Training: Implement an annual training program for employees directly involved in implementing good housekeeping for MS4 facilities and/or infrastructure. Relate training and topics to an employee's job responsibilities and review spill prevention and response, site-specific storm water issues, and the SWPPP. All municipal operations BMPs will be addressed annually at training sessions. Training may take the form of safety meetings, online training, webcasts, webinars, articles, checklists, presentations, workshops, and conferences. Completed training to be documented through attendance sheets, online training confirmation, completed quizzes, completed work orders, etc. Documentation must include employee name, position, date, description of the training.	61	Increase employee awareness of storm water issues by providing annual training.	MS4 Coordinator Applicable Department Heads	

APPENDIX D

Annual Report



Rule 13 - MS4 ANNUAL REPORT

State Form 51278 (R6 / 7-12)

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

- NOTE:**
- Annual reports must be submitted to the Indiana Department of Environmental Management. **Failure to submit the annual report is considered noncompliance with your permit.**
 - For the **first five** (5)-year permit term, this completed form must be submitted by 1 year from the SWQMP – Part C submittal date and, thereafter, 1 year from the previous report (i.e., in years two (2) through five (5) of permit coverage).
 - In the **second and subsequent** five (5)-year permit terms, this completed form must be submitted in years two (2) and four (4) of permit coverage.
 - Please type or print in ink.**
 - Please answer all questions thoroughly and return the form by the due date.
 - Return this form and any required attachments to the IDEM Storm Water Program, MS4 Coordinator at the address listed in the box on the upper-right.

For questions regarding this form, contact:

IDEM Office of Water Quality, Storm Water Program
MS4 Coordinator
100 North Senate Avenue, Room 1255
MC 65-42
Indianapolis, IN 46204-2251

Telephone: (317) 234-1601 or

(800) 451-6027, ext. 41601 (within Indiana)

Web Access: <http://www.IN.gov/idem/4900>

Five Year Permit Term	Reporting Year
<input type="checkbox"/> 1st Permit Term	Permit Year <u>2019,2020</u>
<input checked="" type="checkbox"/> Second and subsequent five (5) Year Permit Terms	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
	MS4s in their first permit term must submit reports annually. MS4s that are in subsequent permit terms must submit in years 2 and 4 of the permit term.

PART A: GENERAL INFORMATION – MS4 OPERATOR

1. Permit Number:	INR	0	4	0	026	Type of MS4:
2. MS4 Entity:	Town of Edinburgh (Name of permit holder)					<input type="checkbox"/> City <input checked="" type="checkbox"/> Town <input type="checkbox"/> County <input type="checkbox"/> Non-traditional
3. MS4 Operator:	Jeffrey Simpson, Town Council President					
4. Mailing Address:	107 S. Holland Street, P.O. Box 65 Edinburgh, IN ZIP: 46124 County: Johnson/Bartholomew/Shelby					
5. Email Address:	jsimpson@edinburgh.in.us					

PART B: GENERAL INFORMATION – MS4 COORDINATOR

6. MS4 Coordinator (please print):	Mary Patterson
7. Person's Title:	Director of Administrative Services
8. Mailing Address:	107 S. Holland Street, P.O. Box 65 Edinburgh, IN ZIP: 46124
9. Telephone Number:	812-526-3510
10. E-mail Address:	mpatterson@edinburgh.in.us

PART C: GENERAL INFORMATION – REPORT PREPARER

11. Name:	Nancy Cho (Provide this information if someone other than MS4 Operator or Coordinator completed this report.)
12. Affiliation with the MS4:	Consultant
13. Mailing Address:	6219 South East Street Indianapolis, IN ZIP: 46227
14. Telephone Number:	317-788-4551 Extension:
15. E-mail Address:	nancyc@wesslerengineering.com

16. Provide a summary of the following program management activities performed during the reporting period:

- a) If this is a co-permit, list all permittees and operators responsible for permit implementation for each entity.
N/A
- b) Identify changes to the MS4 area boundaries, including areas added to or lost to the MS4 area via annexation or other similar means. Provide a current map (8.5" X 11" or 8.5" X 14")
Edinburgh has annexed two parcels since 2018 and both are in Shelby County. Three acres were annexed at 125 Lind Drive and 0.46 acres were annexed at 1120 East Main Cross Street. Refer to attached Figure 1.
- c) Identify follow-up or additional water quality characterizations completed during the reporting period if applicable.
Purdue University - Indiana Water Monitoring Inventory
 - IDEM has ongoing sampling for dissolved oxygen, water temperature, conductivity, turbidity, total suspended solids, dissolved solids, chloride, sulfate, arsenic and cadmium at the US 31 bridge over the Big Blue River.

The following Impaired Waters and TMDLs were identified for receiving waters:

Big Blue River: Aquatic Life (Category 2), Recreation (Category 2), Fishing (Category 5B), TMDL (E. coli)

Driftwood River: Aquatic Life (Category 2), Recreation (Category 4A), Fishing (Category 3), TMDL (none)

Big Slough: Aquatic Life (Category 2), Recreation (Category 4A), Fishing (Category 3), TMDL (none)

The following Special Use Waters were identified:

Big Blue River: Outstanding Rivers List

- d) Provide updated receiving water information completed during the reporting period if applicable.
Three outfalls to Big Blue River (S6, S8, and S9) and six outfalls to Driftwood River (S4, S5, S7, S10, S11, and S12) have been identified and mapped. Refer to Figure 2.
- e) Identify funding sources (utility fees, grants, enforcement fines etc) utilized for MS4 program implementation during this reporting period.
Local funding/taxes.
- f) Provide a list of new active industrial sites identified during this reporting period.
N/A (No new industrial sites)
- g) Provide a list of facilities owned and operated by the MS4 that require Rule 6 (industrial storm water) permits.
N/A (None)
- h) Provide a summary of complaints received and follow-up investigation results related to storm water quality issues during this reporting period.
The following storm water-related complaints were received and resolved by the MS4:
 - Service Order SO0013449: On 2/11/2019, the Wastewater Department responded to a call from a property owner and investigated a potential storm drain clog near 204 W. Thompson Street.
 - Service Order SO0013850: On 4/18/2019, the Street Department received input from a property owner to prevent yard debris from clogging storm drains during street sweeping.
 - Service Order SO0014774: On 9/12/2019, the Wastewater Department responded to a call from a property owner and cleaned out a storm drain inlet near 720 S. Walnut Street.
 - Service Order SO0015131: On 10/23/2019, the Street Department responded to call from a property owner regarding a standing water issue in front of 502 E. Perry Street and 412 E. Perry Street.
 - Service Order SO0015544: On 12/18/2019, the Wastewater Department responded to a call from a property owner and discussed the need for a storm sewer near 207 S. Walnut Street.
 - Service Order SO0016066: On 03/13/2020, the Wastewater Department responded to a call from a property owner regarding a sewer backup and confirmed that the sewer was flowing okay near 700 S. Eisenhower Drive.
 - Service Order SO0016468: On 05/18/2020, the Street Department responded to a call from a property owner regarding drainage issues near 713 E. Main Street.
 - Service Order SO0017986: On 10/22/2020, the Wastewater Department responded to a call from a property owner regarding a damaged sewer line and confirmed that the sewer was flowing okay near 516 Sunset Drive.
 - Service Order SO0018058: On 10/30/2020, the Wastewater Department responded to a call from a property owner regarding a previous call on 03/13/2020 involving a sewer backup near 713 E. Main Street.
- i) Other:
N/A

17. Identify the best management practices (BMPs) for public education and outreach included in your Storm Water Quality Management Plan (SWQMP) Part C and then respond to the following:

- a) Identify progress made towards development and implementation of each BMP for this minimum control measure (MCM) including timetables and measurable goals during this reporting period.

Watershed Educational Information: The Consumer Confidence Report (CCR) was distributed annually (in 2019 and 2020) to all water customers, available online, and available at the Town Hall. The CCR includes educational information on storm water.

A storm water pamphlet was included in all utility bills in August 2020. 2,400 were distributed by mail and additional copies were displayed at the Town Hall.

The Edinburgh website (www.edinburgh.in.us) contains storm water information under "Keep Our Waterways Clean" and was maintained in 2019 and 2020.

The Town Facebook page posted 3 storm water messages in 2019 and 19 in 2020.

Industrial inspections are conducted bi-annually. The IDEM Industrial Facility Storm Water Quality Program flyer was distributed to each facility in 2019.

Edinburgh provided storm water educational materials to the elementary school. 135 copies of a storm water coloring book were distributed to 2nd and 3rd graders in September 2020.

- b) Describe implementation problems encountered and changes made due to ineffectiveness or infeasibility during this reporting period.

N/A

- c) Describe program BMPs that went beyond those identified in the SWQMP.

N/A

- d) Identify storm water BMPs installed or initiated for this MCM during this reporting period.

N/A

- e) Describe program implementation partnerships and explain successes and barriers during this reporting period.

The Town of Edinburgh is a member of the Johnson County Partnership for Water Quality (JCPWQ) and participates in regular meetings and activities organized by the Partnership. Five meetings were held in 2019 and two were held in 2020. The JCPWQ website (www.jccleanwater.org) has a variety of storm water information available to the public. There were approximately 260 views and 150 visitors in 2019 and 485 views and 220 visitors in 2020. JCPWQ is also on Facebook where it generated 247 views in 2019 and 150 views in 2020.

- f) Other:

N/A

PART F: PUBLIC PARTICIPATION AND INVOLVEMENT - MINIMUM CONTROL MEASURE

18. Identify the best management practices for public participation and involvement included in your SWQMP Part C and then respond to the following:

- a) Identify progress made towards development and implementation of each BMP for this MCM including timetables and measurable goals during this reporting period.
Edinburgh conducted heavy trash pickup four times per year in 2019 and 2020. These events were advertised on the Town web page and on Facebook.
- b) Describe implementation problems encountered and changes made due to ineffectiveness or infeasibility during this reporting period.
Public events were not held in 2020 due to the COVID-19 pandemic. Additionally, visits to the Town Hall were greatly reduced.
- c) Describe program BMPs that went beyond those identified in the SWQMP.
Edinburgh partnered with the Johnson County Recycling District and now offers recycling for paper, glass, aluminum and plastic at the Street Department.
- d) Identify storm water BMPs installed or initiated for this MCM during this reporting period.
No new storm water BMPs were installed or initiated. The Town is currently mapping storm water BMP locations and dry wells.
- e) Describe program implementation partnerships and explain successes and barriers during this reporting period.
The Town of Edinburgh is a member of the JCPWQ and participates in regular meetings and activities organized by the Partnership. Five meetings were held in 2019 and two were held in 2020.
- f) Other:
N/A

PART G: ILLICIT DISCHARGE DETECTION AND ELIMINATION - MINIMUM CONTROL MEASURE

19. Identify the best management practices for illicit discharge detection and elimination (IDDE) included in your SWQMP Part C and then respond to the following:

- a) Identify progress made towards development and implementation of each BMP for this MCM including timetables and measurable goals during this reporting period (mapping, screening, etc.).
The storm sewer mapping has been updated and added to an online mapping application (Ziptility). This includes storm sewer locations and pipe sizes, combined sewers, dry wells, catch basins, and storm sewer inlets. This also includes all known outfalls. Three outfalls to Big Blue River (S6, S8, and S9) and six outfalls to Driftwood River (S4, S5, S7, S10, S11, and S12) have been identified and mapped.
Edinburgh conducted outfall screenings at 5 outfalls and screening and storm water sampling at the representative outfall (Outfall S8) in 2019. An additional outfall screening and sampling event was conducted at the representative outfall (Outfall S8) in 2020.

The Town is utilizing its Work Order Process to record and follow up on storm water-related public complaints. Five storm water complaints were reported and resolved in 2019 and four were reported and resolved in 2020.
- b) Describe implementation problems or challenges encountered, particularly as it relates to mapping and screening of outfalls during this reporting period.
The Town had previously identified several dry wells as outfalls. These have been recategorized as storm water infrastructure and additional storm water outfalls have been identified and mapped.
- c) Identify changes made to the IDDE Plan during this reporting period if applicable.
N/A
- d) Identify updates or revisions to IDDE ordinance or other regulatory mechanism made during this reporting period.
N/A
- e) Describe level of mapping and screening completed to date. If there are unmapped or unscreened outfalls, provide a plan and a timetable for completion.
All known outfalls and storm sewers have been mapped. Mapping and maintenance are being updated continuously through the Ziptility application. Outfall screening and sampling are also recorded in Ziptility. Four outfalls and the representative outfall Outfall S8) were screened in 2019 and the representative outfall (Outfall S8) was screened in 2020. Edinburgh anticipates screening the remaining four outfalls in 2021.
- f) Other:
N/A

PART H: CONSTRUCTION SITE STORM WATER RUN-OFF CONTROL - MINIMUM CONTROL MEASURE

20. List the best management practices for the construction site storm water run-off program identified in your SWQMP Part C and then respond to the following:

- a) Identify progress made towards development and implementation of each BMP for this MCM including timetables and measurable goals during this reporting period.
The Town requires developers and contractors to adhere to its construction site storm water runoff control ordinance and standards. The Bartholomew County SWCD reviewed and approved the Town's only project exceeding an acre during this period, CR 900 N Rebuild.
- b) Describe program implementation partnerships and explain successes and barriers during this reporting period.
The Town contracts an engineering consultant to maintain compliance with this MCM.
- c) Identify the number of construction sites permitted during this reporting period and identify the number and type of enforcement actions taken against construction site operators during the same period.
Seven construction sites were permitted in 2020; however, none were greater than an acre and in need of a Rule 5 Permit.
- d) Identify the number and types of training opportunities that were provided to contractors, developers, and builders during this permit period.
The Town provides building permit information on its website. Additionally, the JCPWQ provides storm water educational materials on its website and informational posts on its Facebook page.
- e) MS4 personnel responsible for plan review, inspection, and enforcement of construction activities shall receive, at a minimum, annual training addressing appropriate control measures, inspection protocol, and enforcement procedures. Identify training provided to MS4 personnel responsible for these activities during this reporting period.
The MS4 Coordinator attends applicable training, including the Indiana MS4 Partnership's Annual Conference in 2019. An engineering consultant conducts plan review and inspection on behalf of the Town. Engineering consultant personnel are adequately trained regarding activities conducted.
- f) Identify updates or revisions to the storm water construction ordinance or other regulatory mechanism made during this reporting period.
N/A
- g) Other:
N/A

PART I: POST-CONSTRUCTION STORM WATER RUN-OFF CONTROL - MINIMUM CONTROL MEASURE

21. List the best management practices for post-construction storm water run-off control identified in your SWQMP Part C and then respond to the following:

- a) Identify progress made towards development and implementation of each BMP in the SWQMP including timetables and measurable goals during this reporting period.
The Town requires developers and contractors to adhere to its post construction site storm water runoff control ordinance and standards. No post construction structural BMPs were installed or inspected during this reporting period.
- b) Describe implementation problems encountered and changes due to ineffectiveness or infeasibility during this reporting period.
N/A
- c) Describe program implementation partnerships and explain successes and barriers.
The Town contracts an engineering consultant to maintain compliance with this MCM.
- d) MS4 area personnel responsible for implementation of the post-construction minimum control measure shall receive, at a minimum, annual training. Identify training provided for this minimum control measure during this reporting period.
The MS4 Coordinator attends applicable training, including the Indiana MS4 Partnership's Annual Conference in 2019. An engineering consultant conducts plan review and inspection on behalf of the Town. Engineering consultant personnel are adequately trained regarding activities conducted.
- e) Identify updates or revisions to the post-construction storm water ordinance or other regulatory mechanism made during this reporting period.
N/A
- f) Other:
N/A

PART J: MUNICIPAL OPERATIONS POLLUTION PREVENTION AND GOOD HOUSEKEEPING - MINIMUM CONTROL MEASURE

22. List the best management practices for municipal operations pollution prevention and good housekeeping identified in your SWQMP Part C and respond to the following:

- a) Identify progress made towards development and implementation of each BMP in the SWQMP including timetables and measurable goals during this reporting period.
- In 2019 and 2020, catch basin cleaning, ditch stabilization, MS4 conveyance cleaning, and outfall scouring repair were all conducted on an as-needed basis.
- In 2020, used oil (300 gallons), chemicals (55 gallons), and oily water (225 gallons) were collected from all municipal departments and disposed of properly by Heritage-Crystal Clean. No disposal was necessary in 2019.
- In 2019, 166.5 cubic yards (CY) of municipal litter pick up was conducted. In 2020, 202.5 CY of municipal litter pickup was conducted by the Parks Department and 300 tons of municipal litter pickup was conducted by the Street Department.
- In 2020, 420 CY of deicing material was applied to roadways.
- In 2020, pesticide and fertilizer use at the Town golf course was tracked according to operator, equipment used, volume, application rate, and location. Approximately 3,870 gallons were applied. Golf course operators hold Office of the Indiana State Chemist (OISC) licenses.
- In 2020, 220 CY of debris was removed from roadways through street sweeping activities.
- In 2019 the Electric Department recycled 492 light bulbs. In 2020, 134 light bulbs and 163 lbs. of batteries were recycled by the Electric Department.
- Limb removal was conducted by the Street Department every Monday and half days on Fridays resulting in approximately 1,000 CY of limbs removed in 2019 and 500 CY in 2020. Leaf removal was conducted October through January and taken to the yard waste facility resulting in 400 CY removed in 2020.
- Storm water inspections were completed by an outside consultant at each municipal facility in July 2020. Each Town Department maintains a SWPPP and conducts regular self-inspections.
- b) Describe implementation problems encountered and changes due to ineffectiveness or infeasibility as it relates to pollution prevention and good housekeeping at MS4 owned and operated facilities during this reporting period.
- N/A
- c) Identify storm water BMPs installed or initiated at MS4 owned and operated facilities.
- The Street Department installed a catch basin insert to filter sediment and capture potential oil in runoff at its facility in August 2020.
- d) Identify and describe appropriate storm water training provided to MS4 employees. Employees are required to have a minimum training once per year.
- The Wastewater Treatment Plant conducted Storm Water Pollution Prevention training in 2019. Training was conducted for all Cemetery, Electric Dept., Fire Dept., Parks and Recreation, Street Dept., and Town Golf Course employees in 2020 through distribution of checklists for review and signature. Council Members and the Town Manager watched the Youtube video, "For Elected Officials: Why is Storm Water Quality Important?". Signed checklists and verification emails are kept on file by the Town.
- e) Other:
- The MS4 addressed an erosion problem at the front of the library building. The area was eroding so the Parks Department did a project to install a retaining wall and revegetated the area. Additional revegetation was also done on the right side of the library.

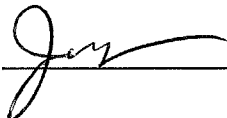
PART K: CERTIFICATION AND SIGNATURE

The individual listed in "PART A: GENERAL INFORMATION – MS4 OPERATOR" must sign the following certification statement:

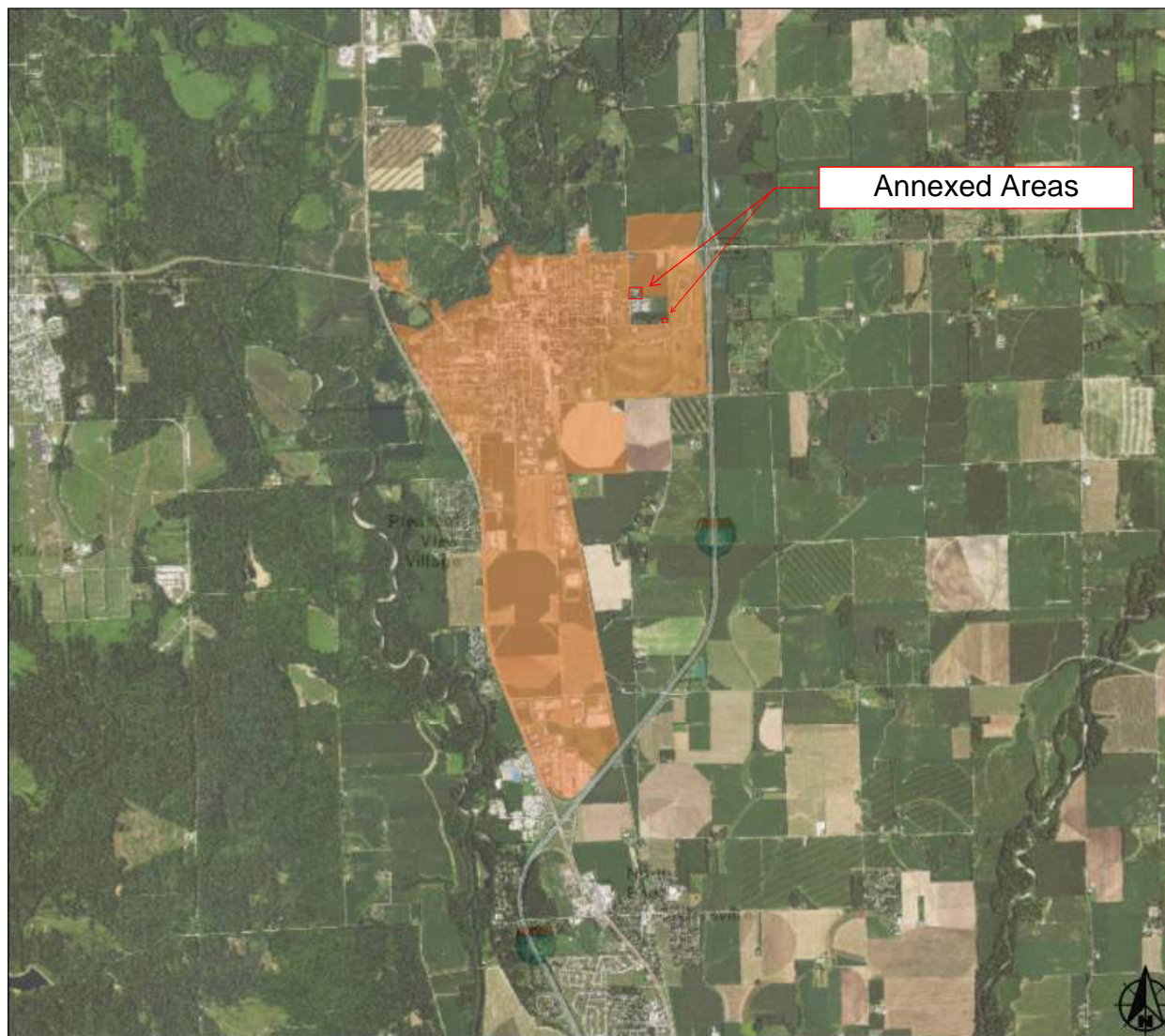
"By signing this annual report, I hereby certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Type or Print Name: Jeffrey Simpson, Town Council President

Signature: _____



03-05-2021
(mm/dd/yyyy)



Source: IndianaMap

0 2 mi

IndianaMAP

Legend

- Incorporated Areas (INDOT)
- NAIP Imagery (2018) Placeholder

Annexed Areas

FIGURE 1: MS4 AREA BOUNDARY MAP



Legend

□ Watershed HUC14

Source: IndianaMap

0 2 mi

FIGURE 2: OUTFALL MAP

2019-2020 Annual Report
 Storm Water Quality Management Plan
 Town of Edinburgh, Indiana
 Project # 172014.58.03
 January 2021
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