

<b>327 IAC 15-13-17 MS4 Storm Water Permit Municipal Operations and Good Housekeeping Audit/Inspection</b>	<b>Authority:</b> <i>This audit/inspection was conducted pursuant to 327 IAC 15-13-22 and is consistent with the requirements of 327 IAC 15-13-17.</i>
<b>MS4 Name:</b> CITY OF PLYMOUTH	<b>MS4 Permit Number:</b> INR040064
<b>MS4 Operator:</b> Mark Senter, Mayor	<b>County:</b> Marshall
<b>MS4 Permit Coordinator:</b> Rick Gaul	<b>Others Attending the Audit:</b> Chris Marshall, Engineering; Dennis Manuwal, Jr., Cemetery; Donnie Davidson, Utilities; Jim Marquardt, Street Department; Dave Cooper, Parks Department; Mike Hite, Parks Department; Don Larson, Commonwealth Engineers
<b>Audit / Inspection Information</b>	
<b>Questions or inquires concerning this report should be directed to:</b>	
<b>Ms. Reggie Korthals</b> MS4 Coordinator Office of Water Quality - IDEM	Phone: 317-234-1601 Toll Free: 1-800-451-6027 E-Mail: rkorthal@idem.IN.gov
<b>Audit / Inspection Date:</b> June 16, 2015	<b>Report Distributed:</b> <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> Mail <input type="checkbox"/> Certified

<b>SECTION A: Measureable Goals – Documentation Review</b>			
PROVIDED	NOT PROVIDED	Actions	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		1. Provide documentation of MS4 measurable goals for the MCM including implementation timetables (Included in the SWQMP Part C)
<input checked="" type="checkbox"/>	<input type="checkbox"/>		2. Provide a list of all municipal owned and operated facilities (Identify those with Industrial Permits (Rule 6))
<b>SECTION B: Employee Training – Documentation Review</b>			
PROVIDED	NOT PROVIDED	Actions	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		1. Provide documentation of employee pollution prevention training.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		2. Provide materials used, sign-in sheets, agenda.
<b>SECTION C: Storm Water Infrastructure – Document Review</b>			
PROVIDED	NOT PROVIDED	Actions	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		1. Provide a map of the facility that includes conveyances and outfalls.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		2. Provide documentation of catch basin cleaning and material disposal
<input checked="" type="checkbox"/>	<input type="checkbox"/>		3. Provide a schedule for routine maintenance of or inspection of storm drain pipes and identify procedures for cleaning clogged storm drain pipes.
<b>SECTION D: Flood Management – Documentation Review</b>			
PROVIDED	NOT PROVIDED	Actions	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		1. Provide an inventory, location and type of public flood management structures, if applicable
<input checked="" type="checkbox"/>	<input type="checkbox"/>		2. If applicable, have structures been assessed to determine whether retrofitting could provide additional water quality benefits?
<input checked="" type="checkbox"/>	<input type="checkbox"/>		3. Are new flood management projects being designed or planned to include water quality considerations?

SECTION E: Facility Maintenance – Document Review			
PROVIDED	NOT PROVIDED	Actions	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		1. Provide documentation for maintenance inspections performed at municipally owned facilities.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		2. Provide a copy of the facility SWPPP or program outline for facilities
<input checked="" type="checkbox"/>	<input type="checkbox"/>		3. Provide a copy of the materials inventory for the facility (Part of the SWPPP)
<input checked="" type="checkbox"/>	<input type="checkbox"/>		4. Provide management procedure for stockpile storage, maintenance, and disposal
<input type="checkbox"/>	<input type="checkbox"/>	No composting	5. Provide management procedure for composting materials, if applicable
SECTION F: Vehicle Maintenance and Fueling – Documentation Review			
PROVIDED	NOT PROVIDED	Actions	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		1. Provide documentation of vehicle maintenance practices?
			2. Identify where inside drains discharge to. <input type="checkbox"/> Storm Water <input checked="" type="checkbox"/> Sanitary
<input checked="" type="checkbox"/>	<input type="checkbox"/>		3. Provide documentation for clean-up of fuel spills.
<input type="checkbox"/>	<input type="checkbox"/>	No spills to date	4. Provide documentation of fuel facility inspections and maintenance.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		5. Provide documentation that facility employees with use of the fueling station are provided spill prevention training.
SECTION G: Public Streets Operation and Maintenance – Document Review			
PROVIDED	NOT PROVIDED	Actions	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		1. Provide documentation of street sweeping including schedule.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		2. Provide documentation of storm drain and conveyance cleaning and maintenance.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		3. Provide documentation for roadside maintenance activities if applicable. (Shoulder stabilization, ditch stabilization, and vegetation)
<input checked="" type="checkbox"/>	<input type="checkbox"/>		4. Provide documentation for use of deicing materials, storage, and removal.
SECTION H: Pesticide, Herbicide, and Fertilizer Application and Management – Documentation Review			
PROVIDED	NOT PROVIDED	Actions	City contracts these services, contractor has appropriate certifications
<input type="checkbox"/>	<input checked="" type="checkbox"/>		1. If restricted pesticides/herbicides are used and require certification by the Indiana State Chemist Office, provide documentation.
<input type="checkbox"/>	<input checked="" type="checkbox"/>		2. Provide documentation of applicator certification.
<input type="checkbox"/>	<input checked="" type="checkbox"/>		3. Provide documentation of applicator training for storm water pollution prevention.
SECTION I: Facility Inspection			
If the permit audit generates the need for a facility site inspection, results of that inspection will be included as an attachment to this report.			
Municipal Facility(s) to be inspected:			
<ul style="list-style-type: none"> <li>An inspection of the City of Plymouth Street Department was conducted; a separate inspection report was generated.</li> </ul>			
SECTION J: Comments			
<ul style="list-style-type: none"> <li>The City of Plymouth MS4 was well prepared for the municipal pollution prevention and good housekeeping audit.</li> <li>All required permit documentation was provided for review in an organized manner.</li> <li>Outfall mapping is in GIS format and was provided for review</li> <li>All department superintendents attended the audit and were integrated into the program.</li> </ul>			

**SECTION K: Audit Follow-up**

- The permittee is in compliance with the documentation requirements of 327 IAC 15-13-17 and must continue to implement SWQMP BMPs for municipal operations, pollution prevention, and good housekeeping at or above the current level.
- All items marked as not provided must be corrected and provided to IDEM on or before \_\_/\_\_/\_\_.
- Issues identified as result of the facility inspection(s) must be corrected and IDEM notified on or before \_\_/\_\_/\_\_.

**327 IAC 15-13 – 17  
Municipal Facility Inspection Report**

MS4 Name: City of Plymouth	Date of Facility Inspection: 6/16/2015
MS4 Coordinator: Rick Gaul	Additional Inspection Participants: Jim Marquardt
MS4 Facility Inspected: Street Department	Permit Number: INR040064
Completed By: Reggie Korthals IDEM MS4 Program Coordinator	Phone: 317-234-1601 E-mail: rkorthal@idem.IN.gov
How was the facility inspection generated? <input checked="" type="checkbox"/> Audit <input type="checkbox"/> Permit Review <input type="checkbox"/> Complaint <input type="checkbox"/> Other	

**SECTION A: Facility Operations**

YES / NO	ACTIONS/ COMMENTS	
YES		1. There a copy of the facility storm water pollution prevention plan (SWPPP) on site and available to employees?
YES		2. The SWPPP includes safety practices for the fueling area.
YES		3. The department superintendent or manager is part of the MS4 organizational process and was available for the inspection?
YES		4. A map of the facility was provided.
YES		5. The employees have been provided appropriate storm water pollution prevention training with periodic refresher sessions?
YES		6. A municipal operations analysis (MOA) or self-evaluation is done for this facility

**SECTION B: Facility Grounds Management**

YES / NO	ACTIONS/ COMMENTS	
NO		1. There was evidence of contaminated storm water runoff leaving the perimeter
YES	SEE NOTES	2. There was evidence of illicit discharge leaving the facility
NO		3. The perimeter needs management practices installed or repaired
NO		4. The storm water conveyances and/or storage areas need repair
YES		5. Regular inspections of the grounds and outfalls are documented
YES		6. The facility is cleaned regularly to prevent build-up of pollutants
YES		7. Storm drains labeled and free of debris?
YES	SEE NOTES	8. Do discharges drain to the storm sewers

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YES		9. Outside dumpsters are in proper condition with covers
YES		10. Turf management practices are in place for grass areas
YES		11. A parking lot maintenance program is in place.
NO		12. An integrated pest management program is in place
<b>SECTION C: Material Storage and Waste Management</b>		
<b>YES / NO</b>	<b>ACTIONS/ COMMENTS</b>	
YES		1. BMPs in place for waste materials removed from the operational areas
		2. Recycled materials are disposed of in the proper manner
NO		3. All containers are properly labeled
YES	SEE NOTES	4. Secondary containment is provided to prevent accidental loss of concentrated solutions
	No bulk bags used at this site	5. Bulk bags are regularly inspected for tares and leakage
YES		6. Stockpiles: outdoor stockpiles are properly managed
YES		7. Salt/Sand: deicing materials are properly stored under cover
	No Composting done at this site	8. Composting: composting materials are properly managed and contained
	No pesticides, herbicides, or fertilizers used or stored at this site	9. BMPs are in place for the use of pesticides, herbicides, and fertilizers
<b>SECTION D: Fleet , Fuel, Vehicle Maintenance,</b>		
<b>YES / NO</b>	<b>ACTIONS/ COMMENTS</b>	
YES		1. There is a designated vehicle maintenance area at the facility
YES		2. Vehicle maintenance practices have been implemented
NO		3. Inside drains go to storm water conveyance
YES		4. Vehicle washout areas have BMPs in place
NO	SEE NOTES	5. All used oil/petroleum products are properly labeled, contained and disposed of
YES		6. Written documentation is kept of vehicle maintenance, spills and clean-up
YES		7. Spill kits are located within the vehicle maintenance area
YES		8. Fueling facilities have BMPs in place.
YES		9. Fuel spills are tracked and clean-up documented.
YES		10. Regular inspections are documented for fueling stations.
YES		11. Spill kits are available near fueling areas

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	UNDERGROUND TANKS	12. Overflow protection installed for fuel tank, as needed
NO		13. There is a cover over the fueling facility
NO		14. There are storm drains located near the fueling station
YES		15. There is proper signage at fueling sites
YES		16. Employees that use the fueling facility have been properly trained
<b>SECTION E: COMMENTS</b>		
<p>ACTION ITEM: B, 2 &amp; 8 Runoff laden with oil and grease sediment was leaving the outside truck washout area and traveling downhill to the storm drain, BMPs are required to be implemented to manage runoff and flow.</p> <p>ACTION ITEM: C, 4 &amp; D 5 Secondary containment cinder block room is located inside the building. Clean up and labeling of new and used petroleum based products is required.</p>		
<b>SECTION F: INSPECTION FOLLOW-UP</b>		
<ol style="list-style-type: none"> <li>1. The Street Department facility shall continue to implement their SWPPP at or above the current level.</li> <li>2. <b>The MS4 shall submit a status report on all actions required for review on or before 08/01/2015</b></li> </ol>		

**DEPARTMENT OF ENGINEERING**  
**PUBLIC WORKS – STORMWATER MANAGEMENT**  
**CITY OF PLYMOUTH, INDIANA**  
900 OAKHILL AVENUE - P.O. BOX 492  
PLYMOUTH, IN 46563

Philip R. 'Rick' Gaul, P.E.  
City Engineer

PHONE 574-936-3614  
FAX 574-936-3017

DATE: August 3, 2015

TO: Rajeanne Korthals – IDEM Rule 13

FROM: Rick Gaul – City of Plymouth

COPY: Mark Senter – Mayor  
Jeanine M. Xaver - Clerk Treasurer  
Jim Marquardt – Street Dept. Supt.  
Don Larson - Commonwealth Engineers

RE: City of Plymouth – Rule 6 Audit  
Street Department Facility Inspection

Please find attached the IDEM Municipal Facility Inspection Report form 6-16-2015.  
Two action items were noted in the report.

1. ACTION ITEM: B, 2 & 8  
Runoff laden with oil and grease sediment was leaving the outside truck washout area and traveling downhill to the storm drain, BMPs are required to be implemented to manage runoff and flow.
2. ACTION ITEM: C, 4 & D 5  
Secondary containment cinder block room is located inside the building. Clean up and labeling of new and used petroleum based products is required.

The above items were addressed and documented as noted below:

On August 3, 2015\*, Item #1 was addressed by Street Department personnel. Grading was performed to drain the washout water to the low grass area to the south east of the graveled washout pad. See the attached photos for more information. [\*The repairs were scheduled for last week, however, the Superintendent was on vacation and there was a mix up on the project.]

On July 24, 2015; Item #2 the interior cinder block room was cleaned as discussed during the inspection. The room was rearranged and the improper labeled containers were removed and discarded. See the attached photos for more information.

Please advise if you need further information.

Thank You

Rick Gaul

