

**CITY OF COLUMBIA CITY  
MUNICIPAL SEPARATE STORM SEWER SYSTEM  
(MS4)**

**STORM WATER QUALITY MANAGEMENT PLAN**

**2023**



**BUILDING A FUTURE TOGETHER**

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## **Chapter 1 – City of Columbia City Stormwater Quality Management Plan**

### **1.0 Purpose**

The City of Columbia City Stormwater Quality Management Plan (SWQMP) will reduce the discharge of pollutants from Columbia City's municipal storm sewer system (MS4) to protect water quality, human health, and the biotic community.

### **1.1 Administration**

The Office of Mayor is the chief executive office of the City of Columbia City. The Mayor presides over the Columbia City Common Council (City Council) which is the legislative body for Columbia City. The City Council is responsible for the ordinances that govern Columbia City's MS4. The Board of Public Works is responsible for the administrative management of Columbia City. The Board is comprised of the Mayor and two Mayoral appointees. The Board manages construction, operation, maintenance, and financing of Columbia City's MS4. The Mayor, as presiding officer of the Board, is Columbia City's MS4 Operator. The Mayor designates an individual to be Columbia City's MS4 Coordinator. The MS4 Coordinator oversees daily activities of the MS4 and develops and implements Columbia City's SWQMP. The MS4 Coordinator reports to the Mayor, the Board of Public Works, and the City Council on the activities of the MS4 and the implementation of the SWQMP.

### **1.2 Financing**

The MS4 is financed by the collection of charges for municipal stormwater services and of construction permitting fees for new development or redevelopment. Monies collected by charges and fees are deposited to Columbia City Utility's Stormwater Revenue Fund. Residential utility customers are charged monthly by the amount of impervious area included upon an average residential property (equivalent residential unit or ERU). Non-residential utility customers are charged monthly by the amount of impervious area upon their property according to a rate schedule. Construction permitting fees are based on the type of development and/or the area of the development site.

### **1.3 Minimum Control Measures and their Measurable Goals**

The Stormwater Quality Management Plan (SWQMP) includes six minimum control measures (MCMs): (1) public education and outreach; (2) public participation and involvement; (3) illicit discharge detection and elimination; (4) construction site stormwater run-off control; (5) post-construction run-off control; and (6) municipal operations pollution prevention and good housekeeping. These minimum control measures aim to preserve, protect, and improve Columbia City's water resources.

- (1) Providing outreach and education to the public helps ensure greater support and greater compliance with the SWQMP. The public education and outreach program, outlined in Chapter 2, aims to increase public awareness and knowledge of stormwater management and pollution prevention. The goal is to provide education and outreach opportunities to 5% or more of the persons residing within the corporate limits of Columbia City during the 5-year term of the City's MS4 general permit.

- (2) An active and involved community is crucial to the success of a stormwater management program because it allows for broader public support by giving citizens partial responsibility for the program, shorter implementation schedules, a broader base of expertise and economic benefits, and a lead into other municipal programs. The public participation and involvement program, outlined in Chapter 2, aims to increase public participation and involvement in activities and programs to prevent or reduce stormwater pollution. The goal is to provide participation and involvement opportunities to 5% or more of the persons residing within the corporate limits of Columbia City during the 5-year permit term.
- (3) Recognizing the adverse effects illicit discharges can have on receiving water quality, the program outlined in Chapter 3 allows the MS4 Operator to gain a thorough awareness of the stormwater conveyance system and potential pollution sources. The illicit discharge detection and elimination program aims to reduce the number of illicit discharges occurring within the corporate limits of Columbia City. The goal is to detect and eliminate systematically any continuous or intermittent illicit discharges.
- (4) Construction site stormwater management is required for new development or redevelopment to keep untreated stormwater run-off from entering MS4 conveyances that discharge to Columbia City's receiving waters. The construction site run-off control program, outlined in Chapter 4, aims to reduce the amount of total suspended solids leaving individual construction sites by 80%. The goal is to achieve the 80% reduction during the construction period of any new developments or redevelopments that are required to gain local approval.
- (5) Post-construction stormwater management is required for new development or redevelopment to keep untreated stormwater run-off from entering MS4 conveyances that discharge to Columbia City's receiving waters. The post-construction stormwater run-off control program, outlined in Chapter 5, aims to reduce the amount of total suspended solids leaving any new development or redevelopment after construction by 80%. The goal is to achieve the 80% reduction for all new developments or redevelopments that are required to gain local approval.
- (6) The municipal operations pollution prevention and good housekeeping measure is meant to improve or protect receiving water quality by systematically reviewing and improving municipal operations and facilities management. The pollution prevention and good housekeeping program, outlined in Chapter 6, aims to prevent and to reduce polluted stormwater discharges from municipal facilities and operations. The goal is to review and improve all standard procedures for municipal facilities and operations during the 5-year permit term.

#### **1.4 Best Management Practices (BMPs)**

Best management practices (BMPs) are structural controls or nonstructural measures used to improve the quality and/or reduce the quantity of stormwater run-off discharged to Columbia City's receiving waters. Nonstructural measures can include municipal policies, land use planning, facilities management, operation and maintenance procedures, and scheduled events and activities. The MS4 Operator and the Board of Public Works have selected nonstructural BMPs best suited to achieving the measurable

goals of the minimum control measures. These BMPs are implemented as described in later chapters of the SWQMP.

Structural controls for new development and redevelopment are required by the City of Columbia City's erosion control and control of post-construction stormwater run-off ordinances. The requirements of these ordinances are implemented through Columbia City's stormwater construction permitting process. The permitting process and selection criteria and design standards for structural controls are described in the City of Columbia City's Stormwater Development Manual.

## **1.5 Programmatic Indicators**

Programmatic indicators are data collected by the MS4 Coordinator to track and record the implementation of BMPs and to evaluate the progress of the SWQMP in achieving the measurable goals of the minimum control measures. Each BMP is tracked annually by one or more recorded indicator(s). These indicators are described in later chapters of the SWQMP.

After aggregating and analyzing the indicators, the MS4 Coordinator prepares an annual report on the SWQMP for the MS4 Operator, the Board of Public Works, and the Columbia City Common Council.

## **1.6 Schedule for Implementation**

The MS4 Operator submitted a Notice of Intent to the Indiana Department of Environmental Management (IDEM) on May 25, 2022, to obtain National Pollutant Discharge Elimination System (NPDES) general permit coverage for authorized stormwater discharges from the City of Columbia City MS4. Coverage by the general permit is effective for five years. Columbia City's SWQMP must be reviewed and revised within six months of the beginning or the renewal of coverage by the general permit. Furthermore, the SWQMP must be reviewed and updated at least annually or as needed to meet the goals of the minimum control measures.

## **Chapter 2 – Public Education, Outreach, Participation, and Involvement MCM**

### **2.0 Introduction**

This chapter describes the public education and outreach MCM and the public participation and involvement MCM. IDEM's National Pollutant Discharge Elimination System (NPDES) MS4 general permit combines these two minimum control measures into one MCM.

An informed, knowledgeable, active, and involved community is crucial to the success of a storm water quality management plan. Public education and outreach can ensure a broad base of support and greater compliance with the SWQMP. A knowledgeable community can provide valuable input and assistance in the development, improvement, and implementation of the SWQMP.

Each education, outreach, participation, and involvement BMP has an implementation schedule. The MS4 Coordinator will ask the parties responsible for each BMP to record and report on the items to be tracked so that the MS4 Coordinator may include them in an annual report to the Mayor and the City Council.

**Measurable Goal:** The public education, outreach, participation, and involvement program aims to increase public awareness and knowledge of stormwater management and pollution prevention and to increase public participation and involvement in activities and programs to prevent or reduce stormwater pollution. The goal is to provide education, outreach, participation, and involvement opportunities to 5% or more of the persons residing within the corporate limits of Columbia City during the 5-year permit term.

### **2.1 Public Education and Outreach Program**

The following best management practices are used in the public education and outreach program of the SWQMP:

#### **2.1.1 Stormwater Presentations and Events**

The public education and outreach program will target the following constituent groups and community wide stormwater quality issues during the 5-year term of the MS4 general permit:

- 1) Residents – Pet waste
- 2) Commercial/Industrial – Trash and litter
- 3) Construction – Erosion and sediment controls

The MS4 Coordinator or a designated representative will make presentations at regularly scheduled or special events to provide education and outreach to each of the groups listed above. At least one presentation or event for each group will focus on the stormwater quality issue targeted to for that group. The MS4 will conduct at least two public events annually. The MS4 Coordinator may work collaboratively with others to organize these events.



The MS4 Coordinator or a designated representative will provide annual stormwater quality training for builders, developers, contractors, engineers, and others involved in development and construction. The training may be organized in cooperation with others.

The MS4 Coordinator or a designated representative acting on behalf of the Board of Public Works will present an annual report to the Mayor and the City Council describing the development, implementation, and improvement of the Storm Water Quality Management Plan (SWQMP).

### **Implementation and Schedule**

Presentation of the annual report will be the responsibility of the MS4 Coordinator or a designated representative. The annual report will follow the outline of the SWQMP. The report will be presented at a regularly scheduled City Council meeting following the end of a permit year.

Education and outreach presentations will be the responsibility of the MS4 Coordinator or a designated representative. Presentations will be targeted to address community wide stormwater quality issues with appropriate constituent groups.

### **Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Date of the annual report presentation and estimated attendance
- Date(s) of education and outreach presentations, issues targeted, type(s) of constituent groups, and estimated attendance

#### **2.1.2 Stormwater Web Page**

The stormwater web page is posted on Columbia City's website. MS4 program information is posted on the Stormwater web page, including the SWQMP, the Stormwater Development Manual, annual reports, stormwater permit fees, service rates, and links to educational resources. Columbia City's ordinances are posted on Columbia City's Government web page. A Report-A-Polluter hotline number and reporting form are posted on the Community web page.

### **Implementation and Schedule**

The implementation of a stormwater website will be the responsibility of the MS4 Coordinator or a designated representative who will work with Columbia City's Information Technology Director to develop, review, and update the website. The website will be reviewed and updated annually.

### **Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Number of visitors will be tracked by a counter on the website
- Updates to the website

### **2.1.3 Activity Books and Other Educational Materials**

The Whitley County Soil and Water Conservation District distributes activity books or other educational materials about water quality to Whitley County students and/or teachers at its annual 5<sup>th</sup> Grade Field Days event.

#### **Implementation and Schedule**

Activity books and other educational materials will be the responsibility of the MS Coordinator or a designated representative who will work with the Whitley County SWCD to obtain and distribute them during 5<sup>th</sup> Grade Field Days. Field Days are an annual event held in September. All Whitley County 5<sup>th</sup> graders attending public schools are invited to attend. Books and educational materials are reviewed and selected annually. Participating 5<sup>th</sup> grade teachers are asked to comment on the suitability of the books and materials distributed.

#### **Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Number of 5<sup>th</sup> graders attending 5<sup>th</sup> Grade Field Days
- Number and description of activity books or other educational materials distributed

### **2.1.4 Educational Banners**

The MS4 Coordinator or a designated representative may display educational banners in public locations provided by local businesses or agencies or at special events in the community. Cooperating businesses and agencies will be thanked for their participation on Columbia City's website and Facebook page.

#### **Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Starting and ending date(s) and location(s) of banner displays
- Banner content
- Estimated number of banner viewers

### **2.1.5 News Articles**

The MS4 Coordinator or a designated representative will write and publish news articles in Columbia City's CityScene newsletter or a local newspaper or on a

public website. Reports in local newspapers or social media about stormwater presentations or events will be documented.

### **Items to be Tracked**

The following items will be tracked, recorded, and reported annually:

- Date(s) of publication and subject(s) of the article(s)
- Type(s) of publication and estimated circulation

## **2.2 Public Participation and Involvement Program**

The following best management practices are used in the public participation and involvement program of the SWQMP:

### **2.2.1 Tree Planting**

Trees help to improve water quality and moderate stormwater run-off. Depending on the species of the tree and local soil conditions, trees can absorb a large amount of stormwater. In addition, they utilize nutrients such as nitrogen, phosphorus, and potassium as food.

The City of Columbia City belongs to Tree City USA. The Columbia City Tree Board has active tree maintenance, tree removal, and tree planting programs. The Tree Board and the Whitley County Soil and Water Conservation District (SWCD) hold an annual celebration of Arbor Day at a local elementary school. A tree is planted at the school. Columbia City's Mayor reads a proclamation of Arbor Day. Then, second grade students present a short program of jokes, skits, and songs about trees for their families and other students. At the end of the program, the Tree Board and the SWCD give pine tree seedlings to the second-grade students to plant at home. The SWCD writes and publishes a news article about the celebration to acknowledge and thank the students and the Tree Board.

The Mayor's Office may from time-to-time purchase seedling trees and distribute them for free to Columbia City residents to plant at home.

### **Implementation and Schedule**

The Tree Board and the Whitley County SWCD are responsible for organizing the annual Arbor Day celebration.

### **Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Number of second grade students participating in the Arbor Day program

- Estimated number of family members and other students attending the program
- Number of pine seedlings given to second graders
- Date(s) of publication of news articles
- Type(s) of publication and estimated circulation
- Number of seedling trees distributed by the Mayor's Office

### **2.2.2 Storm Drain Marking**

Storm drain marking can provide public outreach, education, participation, and involvement in one activity. Public outreach is required to recruit individuals or groups to participate. Before marking drains, participants receive education about the problem of illicit discharges and how to report illicit discharges using the "Report-A-Polluter" hotline or webpage. Participants mark pre-selected storm drains with stencils or decals reading "No Dumping – Drains to River" to increase public awareness of storm drains and to reduce or prevent illicit discharges caused by dumping. While marking drains, participants may notice and report signs of past dumping. After marking storm drains, participants may be more likely to notice and report incidents of dumping when they occur. Alternatives to marking drains with stencils or decals can include drain painting contests or an "Adopt-A-Drain" program.

#### **Implementation and Schedule**

The MS4 Coordinator or a designated representative will be responsible for pre-selecting storm drains for marking, obtaining stencils or decals and related supplies, recruiting individuals or groups to participate, providing traffic safety vests and cones, instructing participants on traffic safety, educating participants about illicit discharges and how to report them, and assisting participants while drains are marked. The MS4 Coordinator or a designated representative will write and publish a news article about the event to acknowledge and thank the participants and to increase public knowledge about storm drains and illicit discharges.

The MS4 Coordinator or a designated representative will organize a storm drain marking event at least one time during the five-year term of the general permit.

#### **Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Number of participants
- Number and locations of storm drains marked
- Date(s) of publication of news articles

- Type(s) of publication and estimated circulation

### **2.2.3 Litter Clean-Up**

The City of Columbia City will encourage and support litter clean-up efforts by individuals and community groups.

#### **Implementation and Schedule**

The MS4 Coordinator or a designated representative will assist individuals and groups with clean-up events by identifying litter hot spots, providing traffic safety vests and cones, instructing participants on traffic safety, and educating participants on identifying and reporting potentially hazardous waste. The MS4 Coordinator or a designated representative will assist in writing and publishing a news article about the event to acknowledge and thank the participants and to increase public knowledge about litter and household hazardous waste. The MS4 has written a brochure about litter and stormwater pollution. The brochure is posted on the stormwater web page.

#### **Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Number of volunteers and names of community group(s)
- Location(s) selected for litter clean up
- Date(s) of publication of news articles
- Type(s) of publication and estimated circulation

### **2.2.4 Household Hazardous Waste Collection**

The Whitley County Solid Waste District accepts drop-offs of Household Hazardous Waste from Whitley County residents every Wednesday during business hours.

#### **Implementation and Schedule**

The Whitley County Solid Waste District is responsible for household hazardous waste collection. The MS4 Coordinator or a designated representative will request annual household hazardous waste collection statistics from the Solid Waste Director. The Columbia City MS4 has written a brochure about household hazardous waste and stormwater pollution. The brochure is posted on the stormwater web page.

### **Items to be Tracked**

The following items, if provided by the Solid Waste Director, will be tracked, recorded, and reported annually

- Type(s) of hazardous waste collection
- Amounts of hazardous waste collected

### **2.2.5 Incident Reporting**

A “Report-A-Polluter” hotline phone number and an email reporting form are posted on the Community web page of Columbia City’s website. This gives the public a way to report illicit discharges and spills as well as to inquire, share concerns about or request information concerning local construction activities.

### **Implementation and Schedule**

The MS4 Coordinator will work with Columbia City’s Information Technology Director to implement the incident reporting BMP. The IT Director will route reports and inquiries to the MS4 Coordinator. All reports, concerns, comments, and requests will be investigated by the MS4 Coordinator or a designated representative and routed to the responsible person(s) if corrective action is required. The resolution of reported incidents will be tracked, recorded, and reported annually. The MS4 Coordinator and the IT Director will review and update the incident reporting program as needed at least once during the five-year general permit term.

### **Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Number and type of advertisements for the hotline number
- Number of illicit discharges and spills reported by constituents,
- Number of inquiries, concerns, and requests for information concerning local construction activities
- Findings of investigations and corrective actions undertaken and completed

### **2.2.6 Rain Barrel Program**

Columbia City Utilities encourages and supports the installation of rain barrels by offering a one-time rebate from stormwater service fees to Utility customers who install an approved rain barrel.

## **Implementation and Schedule**

Educational materials about rain barrels and rebate requirements and claim forms are posted on the stormwater web page. The MS4 Coordinator or a designated representative will review claim forms submitted to Columbia City Utilities and inspect and photograph the installed rain barrels to verify compliance with the requirements of the program. Photographs may be used to promote and publicize the program. News articles about the program may be published in the CityScene newsletter or posted on Columbia City's Facebook page. Rebate requirements and claim forms will be reviewed annually and updated as needed.

### **Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Number(s) and location(s) of rain barrels installed and approved for rebates
- Updates to the rebate requirements and claim forms

## **2.2.7 Downspout Disconnection Program**

The Columbia City MS4 encourages and supports the disconnection of downspouts by providing materials and labor free of charge to Columbia City resident who complete an application form.

## **Implementation and Schedule**

Educational materials about disconnecting downspouts are posted on the stormwater web page along with the program requirements and application form. The MS4 Coordinator will review the application form and visit the applicant's home to verify that disconnection is feasible. If the application is approved, the MS4 Coordinator will work with the Water Department to complete the disconnection(s). News articles about the program may be published in the CityScene newsletter or posted on Columbia City's Facebook page. Program requirements and application forms will be reviewed annually and updated as needed.

### **Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Number(s) and location(s) of downspouts disconnected
- Updates to the program requirements and application form

## **2.2.8 Leaf Pick Up and Composting**

Fall leaves can accumulate and plug storm drains in streets and yards causing local flooding problems. Decomposing leaves release nutrients that stormwater

can carry into lakes, rivers, and streams and contribute to harmful algae blooms. City ordinances prohibit the burning of leaves to prevent air pollution and hazardous fires. Columbia City has a program for leaf pickup and composting to provide residents a convenient and safe disposal option and to recycle nutrients back to the landscape to reduce stormwater pollution.

### **Implementation and Schedule**

Columbia City's Street Department offers free curbside pickup of fall leaves every autumn. The schedule for leaf pickup is posted on the City's website and Facebook page every fall. The collected leaves are taken to a permitted composting site in Morsches Park that is operated by the Street Department. The composted leaves are ground into mulch every spring. The finished mulch is made available to City residents to use for free.

The MS4 Coordinator or a designated representative will document the leaf pickup and composting program annually.

### **Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Advertisements for leaf pickup and composting
- Number of weeks scheduled for pickup, including beginning, and ending dates

## **2.2.9 Limb Pick Up**

Limbs and branches broken by storms or trimmed by pruning can obstruct storm drains and swales. Snags of limbs and branches can partially block drainage flow in ditches and small streams. Piles of limbs and branches can trap trash and debris and attract vermin. City ordinances prohibit the burning of brush piles to prevent air pollution and hazardous fires. Columbia City has a program for limb pickup to provide residents a convenient and safe disposal option and to keep ditches and streams flowing freely.

### **Implementation and Schedule**

Columbia City's Street Department offers free curbside pickup of limbs, branches, and brush once a month during the growing season. The schedule for limb pickup is posted on the City's website and Facebook page every spring. Collected limbs are chipped and stored for use as mulch at the Municipal Service Facility.

The MS4 Coordinator or a designated representative will document the limb pickup program annually.



### **Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Advertisements for limb pickup
- Days scheduled for limb pickup

#### **2.2.10 Junk Pick Up Days**

Old or broken appliances, carpets, padding, furniture, plumbing fixtures, doors, windows, and small equipment can be difficult for City residents to dispose of. Illicit disposal in gullies and ditches can impact water quality and aquatic habitat. Columbia City's Mayoral Office has a program for junk pickup to provide residents a convenient and safe disposal option and to keep junk items from impacting receiving waters and public safety.

### **Implementation and Schedule**

A program description and schedule for junk pickup days is posted on the City's website and Facebook page in the spring. Acceptable and unacceptable items are specified in the program description. Residents are directed to contact the Whitley County Solid Waste District for hazardous waste disposal.

The MS4 Coordinator or a designated representative will document the junk pickup program annually.

### **Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Program description and schedule for junk pickup
- Days scheduled for junk pickup

#### **2.3 Consistency with Columbia City's LTCP and CSOOP**

Columbia City's Long-Term Control Plan (LTCP) and Combined Sewer Overflow Operational Plan (CSOOP) and were reviewed for their public education and participation components to ensure that the SWQMP doesn't conflict with or duplicate the components of those plans. The SWQMP was determined to be consistent with those plans.

## **Chapter 3 – Illicit Discharge Detection and Elimination MCM**

### **3.0 Introduction**

This chapter describes the Illicit Discharge Detection and Elimination (IDDE) minimum control measure.

Each illicit discharge detection and elimination best management practice (BMP) has an implementation schedule. The MS4 Coordinator will ask the parties responsible for each BMP to record and report annually on the items to be tracked so that the MS4 Coordinator may include them in the annual report to the Mayor and the City Council.

Measurable Goal: The illicit discharge detection and elimination program aims to reduce the amount of stormwater pollution caused by illicit discharges within the corporate limits of Columbia City. The goal is to detect and eliminate systematically any continuous or intermittent illicit discharges during the five-year term of the permit.

The following is the illicit discharge detection and elimination program.

### **3.1 Development of a Regulatory Mechanism**

The Columbia City Common Council passed Ordinance 2004-39 to a) regulate the contribution of pollutants to the municipal separate storm sewer system (MS4) in stormwater discharges by any user, b) prohibit illicit connections and discharges to the MS4, and c) establish legal authority to carry out all inspection, surveillance, and monitoring procedures necessary to ensure compliance with the ordinance.

The ordinance defines an illegal discharge as any direct or indirect non-stormwater discharge to the storm drain system, with certain specified exceptions. The ordinance defines an illicit connection as a) any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter the storm drain system including but not limited to any conveyances which allow any non-stormwater discharge including sewage, process wastewater, and wash water to enter the storm drain system, or b) any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by the City, or c) any drain or conveyance connected from a commercial or industrial land use to the storm drain system which has not been documented in plans, maps or equivalent records and approved by the City.

#### **3.1.1 Implementation and Schedule**

The implementation of the Illicit Discharge Detection and Elimination ordinance will be the responsibility of the Columbia City Board of Public Works and the MS4 Coordinator.

The MS4 Coordinator or a designated representative will report annually to the Board of Public Works any difficulties encountered with interpreting or enforcing the ordinance and suggest changes in policies or procedures to resolve the difficulties.

The Board of Public Works and the MS4 Coordinator will make a comprehensive review of the ordinance during the 5-year term of the permit and make recommendations to the City Council regarding possible amendments to the ordinance for the next permit cycle.

### **3.1.2 Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Summary of difficulties interpreting or enforcing the ordinance
- Summary of recommended changes in policies and procedures
- Summary of amendments made to the ordinance

## **3.2 Development of a Stormwater System Map**

The purpose of the stormwater system map is to a) provide accurate location information for dry weather screening of outfalls, b) show locations of potential pollution sources (hotspots), c) show locations of active industrial facilities, and d) facilitate systematic tracking and reporting of illicit discharge investigations. All known outfalls to the Blue River and Phillips Ditch in the MS4 area have been geolocated and mapped.

### **3.2.1 Implementation and Schedule**

The development and maintenance of the stormwater system map will be the responsibility of the MS4 Coordinator or a designated representative who will work with Columbia City's Community Development Director and the City's GIS Coordinator to review and update the map annually.

### **3.2.2 Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Summary of changes to the stormwater system map
- Number of new MS4 outfalls mapped

## **3.3 Active Industrial Facilities**

A list of all active industrial facilities discharging to the municipal separate storm sewer system is included in an appendix of this storm water quality management plan. Columbia City's Pre-Treatment Program Coordinator maintains and updates the list. Locations of active industrial facilities are also shown on the stormwater system map.

## **3.4 Development of an Illicit Discharge Detection and Elimination Plan**

A written plan to detect and eliminate illicit discharges is the central component of this minimum control measure. The plan provides guidance and policy to find and eliminate

illicit discharges to the municipal storm sewer system. The MS4 Coordinator or a designated representative will report annually to the Board of Public Works any difficulties encountered in implementing the plan and suggest changes in policies or procedures to resolve the difficulties. The plan will be updated as necessary to implement changes approved by the Board of Public Works.

The plan includes three methods for detecting illicit discharges and spills: a) incident reporting by the public, b) reporting by municipal employees, and c) dry weather screening of stormwater outfalls.

#### **3.4.1 Public Incident Reporting**

The public education, outreach, participation, and involvement program (Chapter 2) will help the public to identify and report illicit discharges and spills.

A “Report-A-Polluter” hotline phone number and an email reporting form are posted on the Community web page of Columbia City’s website. This gives the public a way to report illicit discharges and spills as well as to inquire, share concerns about or request information concerning local construction activities.

The MS4 Coordinator will work with Columbia City’s Information Technology Director to implement the incident reporting BMP. The IT Director will route reports and inquiries to the MS4 Coordinator. All reports, concerns, comments, and requests will be investigated by the MS4 Coordinator or a designated representative and routed to the responsible person(s) if corrective action is required.

#### **3.4.2 Municipal Employee Reporting**

The MS4 employee training program will help municipal employees to identify and report illicit discharges and spills.

The MS4 Coordinator will work with the superintendents of Columbia City’s municipal departments to implement the reporting BMP. The superintendents will route reports and inquiries to the MS4 Coordinator. All reports, concerns, comments, and requests will be investigated by the MS4 Coordinator or a designated representative and routed to the responsible person(s) if corrective action is required.

#### **3.4.3 Dry Weather Screening**

Dry weather screening consists of visual and olfactory inspection of stormwater outfalls at least seventy-two hours after a rainfall event. The presence of flow during dry weather can indicate an illicit discharge. Discharges discovered by screening may be tested in the field or sampled and tested in the lab for pollutants.

The MS4 Coordinator or a designated representative will conduct dry weather field screening of all MS4 owned or operated outfalls. The screening will be performed following guidance and standard procedures included in the IDDE plan. All outfalls will be screened at least once during the five-year permit term.

Outfalls from active industrial areas and hotspots may be screened more frequently.

#### **3.4.4 Investigating Illicit Discharges**

After an illicit discharge or spill has been reported or identified, the MS4 Coordinator or a designated representative will make an investigation following the guidance and standard procedures included in the IDDE plan. The investigation and its results will be documented and reported to the Board of Public Works in an annual report. The MS4 Coordinator will notify the responsible person(s) if corrective action is required.

#### **3.4.5 Eliminating Illicit Discharges**

There will be a graduated response to the identification of an illegal discharge or spill beginning with voluntary compliance and escalating to enforcement actions if compliance is not obtained. The procedures of enforcement are specified in Columbia City's Illicit Discharge Detection and Elimination ordinance.

The MS4 Coordinator or a designated representative will document all voluntary corrective actions and all enforcement actions required to eliminate the illicit discharge or clean up the spill. Action taken to prevent a recurrence of the illicit discharge or spill will be documented also. Compliance and enforcement actions will be reported to the Board of Public Works in an annual report.

#### **3.4.6 Implementation and Schedule**

The MS4 Coordinator will implement the Illicit Discharge Detection and Elimination Plan. Problems encountered and suggested changes to resolve the problems will be reported annually. The plan will be updated as necessary.

The public education, outreach, participation, and involvement program will provide information, events, and activities to help the public identify and report illicit discharges and spill. The MS4 Coordinator and the Information Technology Director will maintain and update the "Report-a-Polluter" hotline and webpage.

The MS4 employee training program will provide annual training for employees whose normal job responsibilities include investigating illicit discharges. The training program will provide training to help all municipal employees identify and report illicit discharges and spills.

The MS4 Coordinator will schedule annual dry weather screening of MS4 owned or operated stormwater outfalls so that all MS4 outfalls are screened at least once during the five-year permit term. Outfalls where illicit discharges have occurred will be screened more frequently to ensure that the discharges have been eliminated.

The investigation of Illicit discharges detected by screening or reported by the public or municipal employees will begin within two business days. The date detected or reported, the results of the investigation, follow-up actions, and the date the investigation was closed will be tracked and documented.

### **3.4.7 Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Summary of changes made to policies or procedures to resolve problems and improve implementation of the IDDE plan
- Summary of public education, outreach, participation, and involvement events and activities related to identifying and reporting illicit discharges and spills
- Summary of MS4 employees trained to identify, report, and investigate illicit discharges and spills.
- Number and location of illicit discharges and spills reported
- Number and location of outfalls screened for illicit discharges
- Number and location of Illicit discharges detected
- Number and location of Illicit discharges eliminated
- Summary of compliance and enforcement actions

### **3.5 Consistency with the Long-Term Control Plan (LTCP) and Combined Sewer Overflow Operational Plan (CSOOP)**

The City of Columbia City's Long-Term Control Plan and Combined Sewer Overflow Operational Plan were reviewed for the illicit discharge detection and elimination component to ensure that the efforts of the Stormwater Management Plan were neither in conflict with, nor duplicating the efforts of the LTCP or the CSOOP. The SWQMP was determined to be free of conflicts or duplicative efforts with respect to those plans.

## **Chapter 4 – Construction Site Stormwater Run-Off Control MCM**

### **4.0 Introduction**

This chapter describes the construction site stormwater run-off control minimum control measure.

Each construction site stormwater best management practice (BMP) has an implementation schedule. The MS4 Coordinator will require the parties responsible for each BMP to record and report annually on the items to be tracked so that the MS4 Coordinator may include them in the annual report to the Mayor and the City Council.

**Measurable Goal:** The construction site run-off control program aims to reduce the amount of total suspended solids leaving individual construction sites by 80%. The goal is to achieve the 80% reduction during the construction period of any new development required to gain local approval.

The ability of various stormwater control measures to remove suspended solids from stormwater run-off has been tested by academic, business, and government researchers. The presumption is that an 80% reduction will be achieved if these measures are installed and maintained according to an approved stormwater pollution prevention plan and published technical standards. A stormwater pollution prevention plan will be required for all new development or redevelopment located within the boundaries of Columbia City.

The following is the construction site run-off control program.

### **4.1 Development of a Regulatory Mechanism**

The Columbia City Common Council passed Ordinance 2004-46 to require erosion and sediment controls for all land disturbing activities and Ordinance 2005-30 to regulate the quality and quantity of post-construction stormwater run-off from all land disturbing activities of one acre or more. Columbia City also adopted a “Stormwater Development Manual” by reference in the ordinances. The Manual contains Columbia City’s stormwater policies and procedures, design criteria and technical standards, and a construction stormwater permitting process.

#### **4.1.1 Implementation Schedule**

The implementation of the erosion control and post-construction stormwater run-off ordinances will be the responsibility of the Columbia City Board of Public Works and the MS4 Coordinator. The MS4 Coordinator or a designated representative will report annually to the Board of Public Works any difficulties encountered with interpreting or enforcing the ordinances and suggest changes in policies or procedures to resolve the difficulties.

The implementation of the Stormwater Development Manual will be the responsibility of the MS4 Coordinator. The MS4 Coordinator or a designated representative will report annually to the Board of Public Works any difficulties encountered in implementing the policies and procedures of the Stormwater Development Manual and suggest changes to resolve the difficulties.

The Board of Public Works and the MS4 Coordinator will make a comprehensive review of Columbia City's stormwater ordinances during the 5-year term of the MS4 general permit and make recommendations to the City Council regarding possible amendments to the ordinances for the next permit cycle.

#### **4.1.2 Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Summary of difficulties interpreting or enforcing the ordinances
- Summary of amendments to the ordinances
- Summary of recommended changes in policies and procedures
- Summary of adopted changes in policies and procedures

#### **4.2 Stormwater Pollution Prevention Plan Review Process**

The stormwater pollution prevention plan review process, stormwater permitting procedures, and timetables for plan submittals and permit applications are described in detail in the "Stormwater Development Manual". The MS4 Coordinator or a designated representative will categorize proposed development or redevelopment sites based on criteria given in the Manual and will use a form or checklist to review all submittals and applications for compliance with Columbia City ordinances and the requirements of the Manual.

After review, the MS4 Coordinator or a representative will notify the construction site operator if the site's stormwater pollution prevention plan is adequate, deficient, or acceptable if specific issues are addressed. When a plan is determined to be adequate or the specific issues have been addressed, the MS4 Coordinator or a representative will issue a construction stormwater permit for the site. If the site requires coverage by the NPDES general permit for construction stormwater discharges, the MS4 Coordinator or a representative will direct the construction site operator to submit a Notice of Intent to IDEM.

The MS4 Coordinator or a designated representative will perform periodic site inspections for the duration of the construction period. Inspection of construction sites will be prioritized based on the nature and extent of the construction activity, the activity's potential to degrade water quality, the site's topography, and soil characteristics, and a history of noncompliance or citizen's complaints. Inspections will be documented on a form or checklist. Copies of the completed form or checklist will be sent to the construction site operator, the trained individual responsible for the site's self-monitoring program, the individual responsible for maintaining the site's project management log, and Columbia City's Planning and Building Department. A copy of the form or checklist will also be sent to the County Engineer or Surveyor if the site discharges to a County regulated drain. Enforcement actions will be taken for sites in noncompliance as described in the erosion control ordinance.



Construction activities for projects owned and/or operated by the City of Columbia City will comply with the City's ordinances and the requirements of the Stormwater Development Manual. For projects that require coverage by the NPDES general permit for construction stormwater, a stormwater pollution prevention plan will be prepared and submitted to the Whitley County SWCD or IDEM for review and a determination that the plan meets the minimum requirements of the construction stormwater general permit. A Notice of Intent to obtain coverage will be submitted to IDEM after a positive determination is made.

The MS4 Coordinator or a designated representative will maintain an inventory of all construction activities within the boundaries of the MS4 that are subject to the erosion control and post-construction ordinances or are covered by the NPDES general permit for construction stormwater.

#### **4.2.1 Implementation Schedule**

The implementation of the stormwater pollution prevention plan review process will be the responsibility of the Columbia City Board of Public Works and the MS4 Coordinator.

The MS4 Coordinator or a designated representative will report annually to the Board of Public Works any difficulties encountered in implementing the plan review process and suggest changes in policies or procedures to resolve the difficulties.

The Board of Public Works and the MS4 Coordinator will make a comprehensive review of the Stormwater Development Manual during the 5-year term of the MS4 general permit and update or revise the Manual for the next permit cycle.

#### **4.2.2 Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Summary of suggested changes in policies and procedures
- Summary of revisions to the Stormwater Development Manual
- Number of stormwater pollution prevention plans reviewed
- Number of construction stormwater permits issued
- Number of MS4 owned or operated construction projects
- Number of construction sites inspected
- Number and type of enforcement actions taken
- Number of public information requests and/or complaints received

### **4.3 Public Participation**

The MS4 Coordinator will use the incident reporting procedures described in Chapter 2 to track and document public information requests and investigate and follow up on public complaints. The MS4 Coordinator will work with Columbia City's IT Director to publish information about IDEM's public information website, "nSite Explorer", on the City's stormwater webpage.

### **4.4 Annual Training of MS4 Personnel**

MS4 employees or contracted staff responsible for implementing the construction site stormwater run-off program will receive annual training. The training will address the specific responsibilities of the employees or contracted staff. The training may include instruction on the City's ordinances, NPDES general permit requirements, stormwater pollution prevention plan review, technical standards for stormwater controls, and inspection and enforcement policies and procedures. The training will be documented.

#### **4.4.1 Implementation Schedule**

The MS4 Coordinator will be responsible for annual training of the MS4 personnel who implement the construction site stormwater run-off program. The MS4 Coordinator or a designated representative will evaluate training policies, procedures, and methods annually.

The MS4 Coordinator or a designated representative will report annually to the Board of Public Works any difficulties encountered in the training program and suggest changes in training policies, procedures, or methods to resolve the difficulties.

#### **4.4.2 Items to be Tracked**

The following items will be tracked, recorded, reported annually

- Number and names of employees or contracted staff receiving training
- Responsibilities of each employee or contracted staff member
- Dates and types of training attended or received
- Professional certifications obtained or maintained by each employee or contracted staff member
- Summary of difficulties encountered in the training program
- Summary of changes made in training policies, procedures, or methods to resolve the difficulties

## **Chapter 5 – Post-Construction Stormwater Run-Off MCM**

### **5.0 Introduction**

This chapter describes the post-construction stormwater run-off minimum control measure.

Each post-construction site stormwater best management practice (BMP) has an implementation schedule. The MS4 Coordinator will require the parties responsible for each BMP to record and report annually on the items to be tracked so that the MS4 Coordinator may include them in the annual report to the Mayor and the City Council.

**Measurable Goal:** The post-construction stormwater run-off control program aims to reduce the amount of total suspended solids leaving any new development or redevelopment by 80%. The goal is to achieve the 80% reduction for all new developments or redevelopments required to gain local approval.

The ability of various stormwater control measures to remove suspended solids from stormwater run-off has been tested by academic, business, and government researchers. The presumption is that an 80% reduction will be achieved if these measures are installed and maintained according to an approved post-construction stormwater pollution prevention plan and published technical standards. A post-construction stormwater pollution prevention plan will be required for all new development or redevelopment disturbing one acre or more of land located within the boundaries of Columbia City.

The following is the post-construction stormwater run-off control program.

### **5.1 Development of a Regulatory Mechanism**

The Columbia City Common Council passed Ordinance 2004-46 to require erosion and sediment controls for all land disturbing activities and Ordinance 2005-30 to regulate the quality and quantity of post-construction stormwater run-off from all land disturbing activities of one acre or more. Ordinance 2005-30 also requires new retail gasoline outlets, new municipal, state, federal, or institutional fueling areas or outlets and fueling areas that replace existing tank systems to install appropriate practices to reduce lead, copper, zinc, and polyaromatic hydrocarbons in stormwater run-off.

Columbia City adopted a “Stormwater Development Manual” by reference in the ordinances. The Manual contains Columbia City’s post-construction stormwater policies and procedures, design criteria and technical standards, and requirements for inspection and maintenance of post-construction stormwater control measures. The Manual includes a list of approved stormwater control measures that can be used singly or in combination to achieve the required 80% reduction in suspended solids. The Manual also includes the City’s requirements for the control of stormwater discharge rates from all new development and redevelopment disturbing one acre or more of land.

The post-construction ordinance includes additional general requirements and performance standards to protect water quality and public health and safety:

- All sites will preserve buffer strips and riparian zones, create filter strips, minimize land disturbance, minimize surface imperviousness, minimize directly connected impervious areas, maximize open space, direct growth away from sensitive areas and toward areas that can support it without comprising water quality, have storage, have infiltration, in any combination, where appropriate to reduce the impact of pollutants in stormwater run-off on receiving waters
- Infiltration practices will not be allowed in well-head protection areas
- Discharges from an MS4 area will not be allowed directly into sink holes or fractured bedrock without treatment that results in the discharge meeting Indiana groundwater quality standards as referenced in 327 IAC 2-11
- Any stormwater practice that is a Class V injection well must ensure that the discharge from such practices meets Indiana groundwater quality standards as referenced in 327 IAC 2-11
- As site conditions allow the rate at which water flows through the MS4 conveyances will be regulated to reduce outfall scouring and stream bank erosion. Where necessary, channel protection will be provided to protect channels from degradation.
- As site conditions allow a vegetated filter strip at the appropriate width will be maintained along unvegetated swales and ditches
- Stormwater discharges to critical areas with sensitive resources (i.e., wellhead protection areas, cold water fisheries, shellfish beds, swimming beaches, recreational waters, recharge areas, water supply reservoirs) may be subject to additional performance criteria, or may need to utilize or restrict certain stormwater management practices
- Certain industrial sites are required to prepare and implement a stormwater pollution prevention plan in accordance with 327 IAC 15-6 and shall file a Notice of Intent under the provisions of the National Pollutant Discharge Elimination System (NPDES) general permit. The stormwater pollution prevention plan requirement applies to both existing and new industrial sites.
- Stormwater discharges from land uses or activities with higher potential pollutant loadings, known as “hotspots”, may require the use of specific structural stormwater treatment and pollution prevention practices.

#### **5.1.1 Implementation Schedule**

The implementation of the erosion control and post-construction stormwater run-off ordinances will be the responsibility of the Columbia City Board of Public Works and the MS4 Coordinator. The MS4 Coordinator or a designated representative will report annually to the Board of Public Works any difficulties encountered with interpreting or enforcing the ordinances and suggest changes in policies or procedures to resolve the difficulties.

The implementation of the Stormwater Development Manual will be the responsibility of the MS4 Coordinator. The MS4 Coordinator or a designated representative will report annually to the Board of Public Works any difficulties encountered in implementing the policies and procedures of the Stormwater Development Manual and suggest changes to resolve the difficulties.

The Board of Public Works and the MS4 Coordinator will make a comprehensive review of Columbia City's stormwater ordinances during the 5-year term of the MS4 general permit and make recommendations to the City Council regarding possible amendments to the ordinances for the next permit cycle.

#### **5.1.2 Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Summary of difficulties interpreting or enforcing the ordinances
- Summary of recommended changes in policies and procedures
- Summary of amendments made to the ordinances
- Summary of revisions to the Stormwater Development Manual

### **5.2 Stormwater Pollution Prevention Plan Review Process**

The stormwater pollution prevention plan review process, stormwater permitting procedures, and timetables for plan submittals and permit applications are described in detail in the "Stormwater Development Manual". The MS4 Coordinator or a designated representative will categorize proposed development and redevelopment sites based on criteria given in the Manual and will use a form or checklist to review all submittals and applications for compliance with Columbia City ordinances and the requirements of the Manual.

An operational and maintenance plan must be prepared and submitted for all structural stormwater controls included in the stormwater pollution prevention plan. The Stormwater Development Manual includes a list of approved structural BMPs. Design criteria, technical standards, and maintenance guidelines for each approved BMP are also included in the Manual. The MS4 Coordinator may consider Innovative or unapproved BMPs if their performance has been verified by ASTM standard methods and the plans are certified by a qualified professional.

After review, the MS4 Coordinator or a representative will notify the construction site operator if the stormwater pollution prevention plan is adequate, deficient, or acceptable if specific issues are addressed. When a plan is determined to be adequate or the specific issues have been addressed, the MS4 Coordinator or a representative will issue a construction stormwater permit for the site. If the site requires coverage by the NPDES general permit for construction stormwater discharges, the MS4 Coordinator or a representative will direct the construction site operator to submit a Notice of Intent to IDEM.

Post-construction stormwater controls for projects owned and/or operated by the City of Columbia City will comply with the City's ordinances and the requirements of the Stormwater Development Manual. For projects that require coverage by the NPDES general permit for construction stormwater, a stormwater pollution prevention plan will be prepared and submitted to the Whitley County SWCD or IDEM for review and a

determination that the plan meets the minimum requirements of the construction stormwater general permit. A Notice of Intent to obtain coverage will be submitted to IDEM after a positive determination is made.

The MS4 Coordinator or a designated representative will maintain an inventory of all post-construction structural stormwater controls within the boundaries of the MS4 that are subject to the post-construction ordinance or are covered by the NPDES general permit for construction stormwater.

#### **5.2.1 Implementation Schedule**

The implementation of the stormwater pollution prevention plan review process will be the responsibility of the Columbia City Board of Public Works and the MS4 Coordinator.

The MS4 Coordinator or a designated representative will report annually to the Board of Public Works any difficulties encountered in implementing the plan review process and suggest changes in policies or procedures to resolve the difficulties.

The Board of Public Works and the MS4 Coordinator will make a comprehensive review of the Stormwater Development Manual during the 5-year term of the MS4 general permit and update or revise the Manual for the next permit cycle.

#### **5.2.2 Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Summary of suggested changes in policies and procedures
- Summary of revisions to the Stormwater Development Manual
- Number of stormwater pollution prevention plans reviewed
- Number of permitted sites requiring post-construction stormwater controls
- Number and type of enforcement actions taken
- Number of public information requests and/or complaints received

### **5.3 Public Participation**

The MS4 Coordinator will use the incident reporting procedures described in Chapter 2 to track and document public information requests and investigate and follow up on public complaints. The MS4 Coordinator will work with Columbia City's IT Director to publish information about IDEM's public information website, "nSite Explorer", on the City's stormwater webpage.

## **5.4 Development of an Operational and Maintenance Plan for all Structural BMPs**

Private owners and/or operators are responsible for the operation and maintenance of all privately owned BMPs. The City of Columbia City is responsible for the operation and maintenance of all City owned BMPs.

The post-construction stormwater run-off ordinance requires owners and/or operators to prepare a narrative description of the maintenance guidelines for all post-construction stormwater practices. The ordinance further requires private owners and/or operators to execute a maintenance agreement for their structural BMPs and to provide easements for access to the BMPs for periodic inspections by Columbia City or its designated representative. The agreement will be recorded in the land records and be binding on all subsequent owners. A maintenance agreement template is given in an appendix of the Stormwater Development Manual.

The ordinance further requires owners and/or operators to make annual inspections of their structural BMPs to document needed maintenance and repairs. The ordinance includes provisions for enforcement action if a private owner and/or operator fails to maintain or repair their structural BMPs

The MS4 Coordinator or a designated representative will assist private owners and/or operators of structural BMPs with their first annual inspection. Thereafter, the MS4 Coordinator or representative will notify the owners and/or operators to make an annual inspection and submit a completed checklist to document the inspection. The MS4 Coordinator or representative will make periodic inspections to verify that the BMPs are being maintained or to address public complaints or inquiries. The MS4 Coordinator or a designated representative will make and document annual inspections of structural BMPs owned and/or operated by the City of Columbia City.

### **5.4.1 Implementation Schedule**

The implementation of operational and maintenance plans will be the responsibility of the Columbia City Board of Public Works and the MS4 Coordinator. The MS4 Coordinator or a designated representative will report annually to the Board of Public Works any difficulties encountered in operating and maintaining structural stormwater best management practices and recommend changes in policies or procedures to resolve the difficulties.

### **5.4.2 Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Summary of recommended changes in policies or procedures
- Number, type, and location of structural controls installed
- Number, type, and location of structural controls inspected
- Number, type, and location of structural controls modified or repaired to function properly or improve water quality

- Number and type of enforcement actions taken
- Number of public information requests and/or complaints received

## **5.5 Annual Training of MS4 Personnel**

MS4 employees or contracted staff responsible for implementing the post-construction stormwater run-off program will receive annual training. The training will address the specific responsibilities of the employees or contracted staff. The training may include instruction on the City's ordinances, NPDES general permit requirements, stormwater pollution prevention plan review, technical standards for structural stormwater controls, and inspection and enforcement policies and procedures. The training will be documented.

### **5.5.1 Implementation Schedule**

The MS4 Coordinator will be responsible for annual training of the MS4 personnel who implement the post-construction stormwater run-off program. The MS4 Coordinator or a designated representative will evaluate training policies, procedures, and methods annually.

The MS4 Coordinator or a designated representative will report annually to the Board of Public Works any difficulties encountered in the training program and suggest changes in training policies, procedures, or methods to resolve the difficulties.

### **5.5.2 Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Number and names of employees or contracted staff receiving training
- Responsibilities of each employee or contracted staff member
- Dates and types of training attended or received
- Professional certifications obtained or maintained by each employee or contracted staff member
- Summary of difficulties encountered in the training program
- Summary of changes made in training policies, procedures, or methods to resolve the difficulties



## **Chapter 6 – Municipal Operations Pollution Prevention and Good Housekeeping MCM**

### **6.0 Introduction**

This chapter describes the municipal operations pollution prevention and good housekeeping minimum control measure.

Each municipal operations pollution prevention and good housekeeping best management practice (BMP) has an implementation schedule. The MS4 Coordinator will require the parties responsible for each BMP to record and report annually on the items to be tracked so that the MS4 Coordinator may include them in the annual report to the Mayor and the City Council.

**Measurable Goal:** The municipal operations pollution prevention and good housekeeping program aims to prevent or reduce polluted stormwater discharges from municipal facilities and operations. The goal is to review and improve all standard procedures for facilities and operations during the five-year term of the MS4 general permit.

The following is the pollution prevention and good housekeeping program.

### **6.1 Municipal Facility BMPs**

The following pollution prevention and good housekeeping measures include procedures for inspections, operations, waste material removal, and record keeping for municipal facilities of the City of Columbia City. The intent of this section is to minimize potential sources of pollutants and prevent discharges of polluted stormwater from municipal facilities to the storm sewer system and the receiving waters.

#### **6.1.1 Inventory of MS4 Owned and/or Operated Facilities**

The MS4 Coordinator will maintain an inventory of municipal facilities. The inventory will include a location map and a name or description of each facility, a list of stormwater or wastewater permits, if any, for each facility, and contact information for the manager and assistant manager of each facility.

Three municipal facilities have been identified that use, store, or discharge pollutants that may degrade water quality

- Municipal Service Facility, 316 S. Towerview Drive
- Water Pollution Control Facility, 117 S. Line Street
- Water Treatment Facility, 920 E. Van Buren Street

##### **6.1.1.1 Implementation Schedule**

The MS Coordinator will be responsible for maintaining the inventory of municipal facilities. The inventory will be reviewed and updated annually.

#### **6.1.1.2 Items to be Tracked**

The following items will be tracked and recorded annually

- Number, name, and description of all municipal facilities
- Number and type of stormwater or wastewater permits
- Changes in contact information for managers and assistant managers
- Identification of facilities that use, store, or discharge pollutants that may degrade water quality.

### **6.1.2 Annual Assessment of MS4 Owned and/or Operated Facilities**

The MS4 Coordinator will make an annual assessment of the municipal facilities that use, store, or discharge pollutants that may degrade water quality. Potential pollutants that are stored and used at each facility will be identified. Existing conditions and operations at each facility will be assessed, including material storage, housekeeping practices, erosional features, vehicle maintenance, and proximity of operations to receiving waters, outfalls, and storm drains. Structural and non-structural controls implemented to address potential pollutants and/or sources of pollutants will be identified and mapped. The map will be included in the stormwater pollution prevention plan for each facility.

#### **6.1.2.1 Implementation Schedule**

The MS Coordinator will be responsible for assessing municipal facilities that use, store, or discharge pollutants that may degrade water quality. An assessment will be completed annually for each facility. The assessment may be made contemporaneously with a routine quarterly inspection of the facility.

#### **6.1.2.2 Items to be Tracked**

The following items will be tracked and recorded annually

- Summary of the assessment for each facility
- Locations and types of potential pollutants and/or pollutant sources
- Locations and types of structural and non-structural stormwater controls implemented to reduce or eliminate potential pollutants

### **6.1.3 Municipal Facility Stormwater Pollution Prevention Plans**

The MS4 Coordinator and the facility manager will develop, update, or revise a stormwater pollution prevention plan for each municipal facility that uses, stores, or discharges pollutants that may degrade water quality. The stormwater pollution prevention plan will include a map showing locations of all stormwater controls, conveyances, outfalls, and their receiving waters, procedures for quarterly facility inspections, and standard procedures for operations and maintenance activities. Documentation of facility inspections, corrective actions, maintenance activities and schedules, and evaluations of stormwater controls will be kept with the stormwater pollution prevention plan at each facility.

#### **6.1.3.1 Implementation Schedule**

The MS Coordinator and the facility manager will review the stormwater pollution prevention plan annually, and update or revise the plan as needed.

#### **6.1.3.2 Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Changes made to improve stormwater controls, conveyances, and outfalls
- Quarterly facilities inspections
- Corrective actions and maintenance activities performed
- Changes made to improve standard operating procedures

### **6.1.4 Operational Wash Water Controls**

The implementation of the standard operating procedure for wash water controls will be the responsibility of the MS4 Coordinator and the superintendent of the Municipal Services Facility.

The City of Columbia City washes vehicles and equipment in two wash bays at the Municipal Services Facility. Biodegradable detergents are used. An outside bay with concrete curbing is used to wash larger vehicles and equipment. The wash water drains to a sanitary sewer. An inside bay is used to wash smaller vehicles, equipment, and parts. The wash water passes through an oil separator before it drains to a sanitary sewer.

The discharge of wash waters containing detergents, soaps, and solvents to stormwater conveyances or receiving waters is prohibited.

#### **6.1.4.1 Implementation Schedule**

The MS4 Coordinator and the superintendent of the Municipal Services Facility will review annually the standard operating procedure for wash water controls, and update or revise the procedure as needed.

#### **6.1.4.2 Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Number and location of wash facilities
- Changes made to improve the standard procedure

### **6.1.5 Proper Disposal of Animal Waste**

The City of Columbia City may install and maintain pet waste disposal stations for public use at selected locations in public parks and spaces and along the Blue River Trail to improve public health and reduce the discharge of pathogens to stormwater conveyances and receiving waters. Discarded baggies containing pet waste will be collected and disposed of regularly with other sanitary refuse, and the baggie dispensers will be refilled.

The City of Columbia City does not have any canine parks, or other operational areas with concentration of animal wastes. If canine parks or other operational areas with a concentrations of animal waste are proposed, they will be built at least 150 feet from any surface water body and an appropriate number of pet waste disposal stations will be installed and maintained.

#### **6.1.5.1 Implementation Schedule**

The MS4 Coordinator and the Parks Department will work together to install and maintain the pet waste disposal stations. They will evaluate public parks and public spaces annually and determine if additional pet waste disposal stations are required or if existing stations should be moved to new locations.

#### **6.1.5.2 Items to be Tracked**

The following items will be tracked, recorded, and reported annually.

- Summary of the evaluation of public parks and spaces
- Number and locations of pet waste stations installed and maintained
- Number and locations of canine parks or operational areas with concentrations of animal waste (if applicable)

### **6.1.6 Designated Snow Disposal Areas**

The City of Columbia City Street Department places snow removed from downtown streets on a turf grass covered lot next to the Fire Museum. When the snow melts, the run-off drains to low ground vegetated with grass and trees. The soil in the low ground is a moderately permeable sandy loam which allows the run-off to infiltrate. After the snow melts, debris is picked up and disposed of in accordance with a standard procedure for waste disposal.

Columbia City may designate additional areas for snow disposal when needed. Areas designated for snow disposal will be vegetated and drained by infiltration into the soil. Designated areas will be at least 150 feet from any surface water body. Debris will be picked up and disposed of in accordance with a standard procedure for waste disposal.

#### **6.1.6.1 Implementation Schedule**

The Street Department superintendent will be responsible for managing the designated snow disposal areas. The superintendent will assess the designated areas annually and determine if the existing area is satisfactory or if new areas should be designated. The superintendent will report tracked items annually to the MS4 Coordinator.

#### **6.1.6.2 Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Changes made to improve the standard procedure
- Number and locations of areas designated for snow disposal
- Estimated weight of debris collected and disposed of after snowmelt.

### **6.1.7 Salt and Sand Storage and Application**

The Columbia City Street Department stores salt and sand used for winter road deicing in a covered barn at the Municipal Services Facility. The Street Department has a written standard procedure for the storage, mixing, and application of salt and sand.

The Street Department monitors road conditions closely during snow and ice storms. Salt and sand mixtures are applied carefully to minimize the amount applied while maintaining public safety. Salt and sand spilled or tracked outside of the barn during operations is swept up following the snow or ice event. An absorbent boom is placed across the entrance of the barn when it is not in use.

#### **6.1.7.1 Implementation Schedule**

The Street Department Superintendent is responsible for salt and sand storage and application. The superintendent will assess the standard operating procedure annually for its effectiveness in maintaining public safety and minimizing the potential water quality impacts of deicing operations. The superintendent will report tracked items annually to the MS4 Coordinator.

#### **6.1.7.2 Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Changes made to improve the standard procedure
- Number and location of salt and sand storage facilities
- Measures used to minimize exposure to stormwater
- Estimated amount of salt and sand applied throughout the year

### **6.1.8 BMPs for Vehicular Maintenance Areas**

Columbia City's mechanic performs routine maintenance of municipal vehicles and equipment in a shop at the Municipal Service Facility on Towerview Drive. The Municipal Service Facility has a Spill Prevention Control and Countermeasure plan developed to satisfy the requirements of 40 CFR 112. The mechanic follows written standard procedures for managing automotive fluids, chemicals, cleaners, and motor oil.

A fire-resistant cabinet is used to store aerosols and volatile or toxic chemicals and cleaners. Oil drums are stored on spill skids or secondary containment pallets. Used oil is recycled. Used batteries are returned to a distributor for recycling. A labeled spill kit is kept at an easy to access location in the shop. The shop floor drain is connected to an oil and grease separator which discharges to a sanitary service line. Non-hazardous waste is disposed of in a covered dumpster at the facility. The contents of the dumpster are finally disposed of at a solid waste landfill.

#### **6.1.8.1 Implementation Schedule**

The superintendent of the Municipal Service Facility and the mechanic are responsible for implementing BMPs for vehicular maintenance areas. The superintendent and the mechanic will review the written procedures annually and revise them as needed. The mechanic will report tracked items annually to the MS4 Coordinator.

#### **6.1.8.2 Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Changes made to improve the standard procedures
- Amount of oil recycled.

#### **6.1.9 Spill Prevention and Response when Fueling**

Columbia City's municipal fueling station is located at the Municipal Service Facility on Towerview Drive. The fueling station is regulated by the requirements of 40 CFR 280. Columbia City Utilities has a written standard procedure for vehicle fueling and a discharge contingency plan for containing and cleaning up fuel spills. Utility employees receive training regularly on the standard procedure and the contingency plan. Unattended fueling and topping off are prohibited. A spill kit is kept in a plastic drum at the fueling station. Spills will be reported to the superintendent of the facility.

##### **6.1.9.1 Implementation Schedule**

The superintendent of the Municipal Service Facility is responsible for implementing the standard procedure for vehicle fueling and the discharge contingency plan. The superintendent will review the procedure and the plan annually and revise them as needed. The superintendent will report and record spills and clean ups that occur at the fueling station. The MS4 Coordinator or a designated representative will provide regular training for Columbia City Utility employees on the standard procedure and the contingency plan.

##### **6.1.9.2 Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Number and location of spills while fueling
- Number and location of fuel spills contained and cleaned up

#### **6.1.10 Containment Facilities for Accidental Pollution**

Columbia City Utilities has a Spill Prevention Control and Countermeasures (SPCC) plan developed to satisfy the requirements of 40 CFR 112. The plan covers the Municipal Service Facility and four electric substations managed by the Electric Department. The superintendent of the Electric Department is the Discharge Prevention Coordinator for Columbia City Utilities and is responsible for implementation of the SPCC plan. Discharges will be reported in compliance with Federal and State regulations.

Electrical equipment in service at the substations and in storage at the Municipal Service facility contains electrical insulating oil. Secondary containment

structures have been installed at the substations. Secondary containment is provided for equipment in storage by containment pallets or tanks. Secondary containment is provided for 55-gallon drums stored at the Municipal Service Facility by spill skids or containment pallets. Drums are inspected visually once a month. Spill kits are placed at easy to access locations at the Municipal Service Facility. Fire resistant cabinets are provided for storing aerosols, chemicals, gas cans, and other volatile or toxic materials.

Spill prevention and response procedures are provided for the Water Pollution Control Facility and the Water Treatment Plant in the stormwater pollution prevention plans developed for those facilities.

#### **6.1.10.1 Implementation Schedule**

Containment facilities for accidental pollution are implemented by the superintendent of the Electric Department at the Municipal Service Facility and the substations, by the superintendent of the Water Department at the Water Treatment Plant (WTP), and by the superintendent of the Water Pollution Control Facility (WPCF) at the Facility. The SPCC plan for the Municipal Service Facility and substations will be reviewed and updated as needed at least once every five years. Stormwater pollution prevention plans for the WPCF and the WTP will be reviewed and updated as needed annually. Spills or other accidental releases will be reported annually to the MS4 Coordinator.

#### **6.1.10.2 Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Number and location of existing storage facilities
- Number and location of storage facilities that have containment for accidental release
- Location of spills or accidental releases
- Summary of actions taken to contain and clean up spills or accidental releases

#### **6.1.11 Minimization of Pesticide and Fertilizer Usage**

Pesticides and fertilizers will be used, applied, handled, stored, mixed, loaded, transported, and disposed in compliance with the requirements of the Office of the Indiana State Chemist.

Columbia City Utilities contracts with a commercially licensed applicator to apply restricted use herbicides to control woody vegetation within the rights-of-way of municipal power lines.



Commercial products available to the public through retailers may be used at the municipal facilities to control pests and weeds, and to maintain turf grass and landscaping. Municipal employees will not obtain or apply restricted use products. Products will be used in minimal amounts in accordance with the manufacturer's instructions. Dry products will be stored in covered and secure locations at municipal facilities. Liquid products will be stored in fire resistant cabinets, if flammable, or in covered and secure locations with secondary containment, if nonflammable.

#### **6.1.11.1 Implementation Schedule**

Implementation of BMPs for the minimization of pesticide and fertilizer use will be the responsibility of the superintendent of the municipal facilities. Usage of pesticides and fertilizer at municipal facilities will be reviewed annually during the annual review of stormwater pollution prevention plans for the facilities.

#### **6.1.11.2 Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Name and contact information for commercially licensed applicators contracted by Columbia City Utilities
- Changes in stormwater pollution prevention plans related to pesticide and fertilizer usage

### **6.2 Maintenance Activities for MS4 Owned and/or Operated Infrastructure**

The following pollution prevention and good housekeeping measures include procedures for inspections, operations, waste material removal, and record keeping for MS4 owned and/or operated infrastructure. The intent of this section is to reduce floatables and other pollutants discharged from the storm sewer system.

#### **6.2.1 Waste Disposal from MS4 Systems and Operational Areas**

The City of Columbia City has a written standard procedure for waste disposal from MS4 systems and municipal operational areas. The standard procedure is included in the operations and maintenance manuals developed for the following municipal departments: Electric, Parks, Streets and Sewers, Water Pollution Control, and Water.

All nonhazardous materials removed from separate storm sewer systems and operational areas, including dredge spoil, accumulated sediments, floatables, and debris will be recycled or reused or disposed of in accordance with applicable Federal, State and Local solid waste disposal regulations.

All hazardous waste encountered will be reported to an appropriate authority and disposed of in accordance with Federal, State and Local regulations.

#### **6.2.1.1 Implementation Schedule**

Implementation of the standard procedure will be the responsibility of the superintendents of the municipal departments at their facilities and within their operational areas. The MS4 Coordinator will consult with the superintendents annually to review and as needed update the standard procedure.

#### **6.2.1.2 Items to be Tracked**

The following items will be tracked, recorded, reported annually

- Problems encountered implementing the standard procedure
- Changes made to improve the standard procedure

### **6.2.2 Litter Pick-Up**

Park Department personnel are responsible for the collection and disposal of litter, trash, and garbage within the City's parks. A standard procedure is included in the operations and maintenance manual developed for the Park Department.

Special Events: Columbia City's ordinance for special events requires the organizer/sponsor of the event to maintain sanitary conditions during the event and to clean up the areas used for the event at its conclusion.

#### **6.2.2.1 Implementation Schedule**

The director of the Park Department is responsible for implementing the standard procedure for litter pick-up in the parks. The director will review the standard procedure annually and update it as needed. The director will report annually to the MS4 Coordinator the estimated weight of all waste material collected within the City's parks.

#### **6.2.2.2 Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Changes made to improve the standard procedure
- Estimated weight of waste material collected within the City's parks

### **6.2.3 Stormwater Structure and Conveyance Inspection, Cleaning, and Maintenance**

The City of Columbia City has a standard procedure for cleaning, inspecting, repairing, and improving municipal stormwater structures and conveyances.

Implementation of the standard procedure is assigned to the Water Department and the procedure is included in their operations and maintenance manual. The Water Department will make a systematic surface visual inspection of all stormwater structures and conveyances during the five-year term of the MS4 general permit. Problems that may contribute pollutants or affect the operation of the system will be documented and corrective actions or maintenance will be scheduled. Problems reported by the public or municipal other municipal employees will also be documented and corrective actions or maintenance scheduled.

Catch basins and other stormwater structures are cleaned using jetting and vacuuming with a vac truck. Debris collected by the vac truck is placed in a bunker at the Water Pollution Control Facility and allowed to dry before it is disposed of in a solid waste dumpster. A drain in the bunker returns drainage to the wastewater treatment process. The Water Department will document cleaning and repair of catch basins and other structures. The Water Department will report annually to the MS4 Coordinator the number, type, and location of stormwater structures cleaned, inspected, repaired, or improved. The Water Department will also report annually an estimate of the amount of waste material removed from catch basins and other structures.

#### **6.2.3.1 Implementation Schedule**

The Water Department superintendent is responsible for implementing the standard procedure for stormwater structure and conveyance inspection, cleaning, and maintenance. The superintendent will review the standard procedure annually and update it as needed. The superintendent will report tracked items annually to the MS4 Coordinator.

#### **6.2.3.2 Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Changes made to improve the standard procedure
- Number, type, and location of stormwater structures and conveyances cleaned and inspected
- Number, type, and location of stormwater structures and conveyances repaired or improved
- Estimated amount of material removed for disposal

#### **6.2.4 Roadside Shoulder and Ditch Stabilization**

The City of Columbia City has a standard procedure for roadside shoulder and ditch stabilization. The Street Department inspects roadside shoulders and ditches in the spring once the snow has melted and the areas of concern are clear and once again in the fall. Areas of concern will be prioritized, and maintenance work scheduled.

Maintenance operations may include but are not limited to repairing shoulder damage due to snow plowing and tire rutting, repairing shoulder roadbed failure, restoring ditches not draining properly, and repairing and stabilizing eroding ditch inverts and side slopes.

Columbia City's ordinances require all contractors and utilities performing work in the City's rights-of-way to restore and stabilize disturbed areas. The Street Department superintendent inspects the rights-of-way to ensure that these restorations are completed in a timely and satisfactory manner.

#### **6.2.4.1 Implementation Schedule**

The Street Department superintendent is responsible for implementing the standard procedure for roadside shoulder and ditch stabilization. The superintendent will review the standard procedure annually and update it as needed. The superintendent will report tracked items annually to the MS4 Coordinator.

#### **6.2.4.2 Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Changes made to improve the standard procedure
- Location and estimated linear footage of roadside ditches and shoulders inspected
- Location and estimated linear footage of roadside ditches repaired and stabilized.

#### **6.2.5 Roadside Vegetation Care**

The City of Columbia City has a standard procedure for roadside vegetation care. The Street Department inspects roadside vegetation in the spring once the snow has melted and the areas of concern are clear. Areas of concern will be prioritized, and maintenance work scheduled.

Maintenance operations may include but are not limited to repairing damage due to snow plowing and tire rutting and restoring and stabilizing areas disturbed by municipal utility work.

Columbia City's ordinances require all contractors and utilities performing work in the City's rights-of-way to restore and stabilize disturbed areas. The Street Department superintendent inspects the rights-of-way to ensure that these restorations are completed in a timely and satisfactory manner.

Columbia City's ordinances require property owners adjacent to the City's rights-of-way to perform ordinary maintenance of roadside vegetation in the parkways.

#### **6.2.5.1 Implementation Schedule**

The Street Department superintendent is responsible for implementing the standard procedure for roadside vegetation care. The superintendent will review the standard procedure annually and update it as needed. The superintendent will report tracked items annually to the MS4 Coordinator.

#### **6.2.5.2 Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Changes made to improve the standard procedure
- Location and estimated linear footage of roadside vegetation inspected
- Location and estimated linear footage of roadsides restored and stabilized

### **6.2.6 Outfall Scouring Inspection and Remediation**

The City of Columbia City has a standard procedure for outfall scouring inspection and remediation. The MS4 Coordinator or a designated representative makes annual visual inspections of stormwater outfalls when river levels are low, and vegetation is dormant or just beginning to grow. Outfalls are inspected for possible scouring or erosion around the point of discharge and adjacent embankment, and the general condition of the surrounding area. Locations where scour and/or erosion is occurring are prioritized and then remedial work is scheduled. Outfalls where scouring and/or erosion is a recurring problem will be inspected at least three times a year until the problem is eliminated.

#### **6.2.6.1 Implementation Schedule**

The MS4 Coordinator is responsible for implementing the standard procedure for outfall scouring inspection and remediation. The MS4 Coordinator will review the procedure annually and update it as needed. The coordinator will document and report annually the number and location of outfalls inspected, the number and location where scour and/or erosion is occurring, and the number and location of remedial actions

#### **6.2.6.2 Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Changes made to improve the standard procedure
- Number and location of outfalls inspected for scour and erosion

- Number and location where scour and/or erosion is occurring
- Number and location of remedial actions taken

### **6.3 Controls for Minimizing Pollutants**

The following pollution prevention and good housekeeping measures include procedures for reducing or eliminating the discharge of pollutants from streets and parking lots owned and/or operated the City of Columbia City.

#### **6.3.1 Pavement Sweeping**

The City of Columbia City has a standard procedure for pavement sweeping debris disposal and management. The Street Department sweeps streets between April and October or longer if weather permits. The Downtown Business District is swept weekly or more often if conditions warrant, while the remainder of the City's streets are swept at seven to ten-day intervals. Additional street sweeping occurs after the Old Settlers Day Festival and Parade.

Special Events: Columbia City's ordinance for special events requires the organizer/sponsor of the event to maintain sanitary conditions during the event and to clean up the areas used for the event at its conclusion. The following annual special events have been established in an ordinance: Old Settler's Day Festival, Veteran's Marathon, First Fridays, and the Farmer's Market.

##### **6.3.1.1 Implementation Schedule**

The Street Department superintendent is responsible for implementing the standard procedure for pavement sweeping debris disposal and management. The superintendent will review the procedure annually and update it as needed. The superintendent will estimate and document the weight of debris and waste material collected and report the weight to the MS4 Coordinator annually.

##### **6.3.1.2 Items to be Tracked**

The following item will be tracked, recorded, and reported annually

- Changes made to improve the standard procedure
- Weight of debris and waste material collected

### **6.4 Flood Management and Stormwater Quality Standards**

The following pollution prevention and good housekeeping measures are intended to control stormwater run-off to reduce flooding and to treat stormwater run-off to improve water quality.

The City of Columbia City has enacted ordinances and established technical standards for managing the quantity and quality of stormwater run-off from new developments and redevelopments. The technical standards are published in Columbia City's "Stormwater Development Manual". All development and redevelopment projects that will disturb one acre or more of land, including municipal projects, must be designed, and constructed to meet the requirements of the ordinances and the standards. The MS4 Coordinator or a designated representative will review stormwater management plans and calculations for all projects that will disturb one acre or more of land to ensure that the requirements of the ordinances and technical standards are met. The reviews will be documented by review letters and checklists.

Columbia City's post-construction stormwater ordinance requires owners and/or operators to make annual inspections of their structural BMPs (flood control structures) to document needed maintenance and repairs. The MS4 Coordinator or a designated representative will assist private owners and/or operators with their first annual inspection. Thereafter, the MS4 Coordinator or representative will notify the owners and/or operators to make an annual inspection and submit a completed checklist to document the inspection. The MS4 Coordinator or representative will make periodic inspections to verify that the structural BMPs are being maintained or to address public complaints or inquiries.

The MS4 Coordinator or a designated representative will make annual inspections of structural BMPs owned and/or operated by the City of Columbia City. An inspection checklist will be used to document the inspections. The MS4 Coordinator or a representative may identify possible modifications to a structural BMP that could improve water quality and note them on the inspection checklist.

#### **6.4.1 Implementation Schedule**

The MS4 Coordinator is responsible for implementing flood management and stormwater quality standards. The MS4 Coordinator will work with the Executive Director of the Planning and Building Department to ensure that plans for development and redevelopment meet the requirements of Columbia City's ordinances and technical standards for stormwater management.

#### **6.4.2 Items to be Tracked**

The following items will be tracked, recorded, and reported annually

- Number and location of existing structural BMPs evaluated for stormwater quality control measures; including the type of control measures used
- Number and location of existing structural BMPs retrofitted with new or improved stormwater quality control measures; including the type of control measure used.

### **6.5 Annual Training of MS4 Personnel**

The following pollution prevention and good housekeeping measure include procedures for training existing and new employees for the City of Columbia City.

Employees implementing pollution prevention and good housekeeping measures for municipal facilities and MS4 owned and/or operated infrastructure will receive annual training. Training will be related directly to an employee's responsibilities for implementing standard procedures and stormwater pollution prevention plans for municipal facilities.

Training will be provided to new full-time and part-time employees within the first two months after their starting date. Training will be provided to seasonal employees within the first thirty days after their starting date. Training will be provided to current employees once every quarter.

Employees will acknowledge the receipt of training by signing an acknowledgement sheet at the completion of the training. The sheet will include the name of the employee's department, the date of the training, and a description of the training provided.

#### **6.5.1 Implementation Schedule**

The MS4 Coordinator is responsible for implementing annual training of MS4 personnel. The MS4 Coordinator will work with the superintendents of the municipal departments and facilities to identify employee responsibilities and develop training programs that relate directly to those responsibilities. The MS4 Coordinator and the superintendents will evaluate the training program annually and revise it as needed.

#### **6.5.2 Items to be Tracked**

The following items will be recorded on the corresponding reporting form located at the end of this chapter.

- Number and names of new employees trained in stormwater quality related policies and procedures
- Number and names of current employees trained in stormwater quality related policies and procedures

### **6.6 Consistency with the CSOOP and the LTCP**

The City of Columbia City's Combined Sewer Overflow Operational Plan (CSOOP) and Long-Term Control Plan (LTCP) have been reviewed for their provisions on good housekeeping and pollution prevention. It was found that both plans mentioned such areas as catch basin cleaning, street sweeping, leaf pick up, recycling, and hazardous waste collection. However, there is a lot of information reported in this MCM that was not covered in the CSOOP and LTCP.

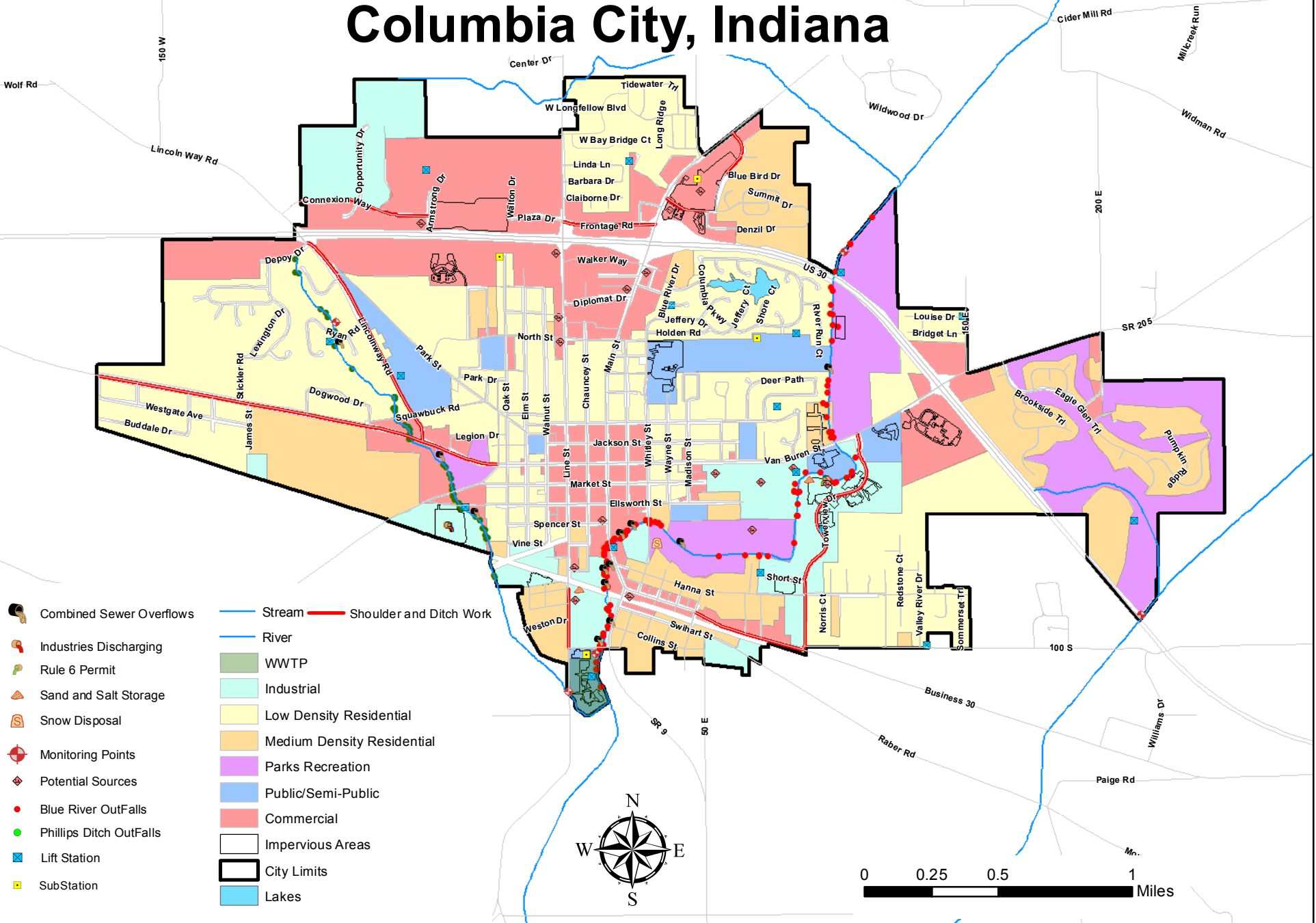
The efforts of this SWQMP, which aim to improve or protect receiving water quality by altering municipal or facilities operations are not in conflict with or a duplication of the LTCP or the CSOOP.



## **APPENDIX A**

### **MS4 CONDITIONS MAP**

# MS4 Conditions Map Columbia City, Indiana



## **APPENDIX B**

### **MS4 BOUNDARY NARRATIVE**

**City of Columbia City  
Stormwater Quality Management Plan  
MS4 Boundary Narrative**

The MS4 boundary narrative was constructed using the map and measuring tool on the Whitley County GIS website. A link to the website is available on the Whitley County GIS Department webpage, <https://www.whitleygov.com/departments/index?.php?structureid=15> The MS4 area was divided into five sub-areas for the narrative. Distances measured on the map are approximate.

**Northwest:** Starting at a point on the westbound centerline of U.S. Highway 30 that is 57 feet west of the centerline of W. Lincolnway, the boundary goes north 160 feet to the northerly right-of-way of W. Lincolnway, goes northwest following the right-of-way for 622 feet, goes northeast 531 feet, goes south 275 feet to the north right-of-way of W. Connexion Way, goes east along the right-of-way 74 feet, goes north 1,419 feet, goes east 1,042 feet, goes north 915 feet, goes east 1,442 feet, goes south 1,155, goes east 2,615 feet to the westerly right-of-way of State Road 109, then goes north along the right-of-way 128 feet.

**Northeast:** From the westerly right-of-way the boundary goes east 355 feet to the west line of the Cambridge Crossing subdivision, goes north 279, goes west 33 feet, goes north 288 feet, goes west 237 feet to the easterly right-of-way of State Road 109, goes north along the right-of-way 473 feet, goes east 2,373 feet along the north line of the Cambridge and Chesapeake subdivisions, goes south 615 feet, goes east for 246 feet to the easterly right-of-way of Airport Road, goes south 700 feet and then south-southeast along the right-of-way to the centerline of State Road 9, goes northeast 1,480 feet following the centerline, goes south 64 feet to the easterly right-of-way of State Road 9, goes northeast 710 feet along the right-of-way to the centerline of the Humbarger L #12 regulated drain, goes southeast 1,022 feet along the centerline, goes south 136 feet, goes west 385 feet, goes south 285 feet, goes west 267 feet, goes south 833 feet goes east 654 feet, goes south 1,658 feet to the northerly right-of-way of U.S. Highway 30, goes south east 546 feet along the right-of-way to the centerline of the Blue River, goes north-northeast 2,137 feet along the centerline to the east line of Morsches Park, goes south 1,169 feet along the east line, goes west 50 feet, goes south 1,265 feet to the north line of Irish Glen subdivision, goes east 1,353 feet to the easterly right-of-way of County Road 150 East, goes south 1,250 feet along the right-of-way to the southerly right-of-way of State Road 205.

**East:** The boundary follows the southerly right-of-way of State Road 205 east 4,121 feet to the south right-of-way of E. Old Trail Road, goes south 1,071 feet along the east line of Quail Ridge Villas, goes east 1,058 feet along the north line of Eagle Glen golf course, goes south 2,654 feet, goes west 1,307 feet, goes south 1,287 feet, goes west 33 feet, goes south 298 feet to the northerly bank of the Eel River, goes southwest parallel to the bank 610 feet to the centerline of U.S. Highway 30, goes northwest 1,517 feet along the centerline, goes north 879 feet, goes west 2,383 feet to the east line of Ravenwood subdivision, goes south 2,607 feet to the northerly right-of-way of County Road 100 South.

**South:** The boundary goes west 365 feet along the northerly right-of-way of County Road 100 South, goes north 255 feet, goes west 450 feet, goes south 315 feet to the southerly right-of-way of County Road 100 South, goes west 2,404 feet along the right-of-way to the east right-of-way of S. Towerview Drive, goes south 123 feet to the northerly right-of-way of the New York Central railroad, goes northwest 775 along the right-of-way, goes south 90 feet to the southerly railroad right-of-way, goes west 158 feet, goes south 348 feet to the centerline of Raber Road, goes northwest 270 feet along the centerline, goes south 357 feet, goes west 150 feet, goes north 138 feet, goes west-northwest 749 feet to the centerline of County Road 50 East, goes north 100 feet along the centerline, goes west 562 feet, goes north 217 feet, goes west 17 feet, goes south 99 feet, goes west 243 feet, goes north 101 feet, goes west 169 feet, goes south 518 feet, goes west 551 feet, goes north 488 feet, goes west 115 feet, goes north 10 feet, goes west 173 feet to the easterly right-of-way of State Road 9, goes south-southeast 3,652 along the right-of-way to a point on a property line at the intersection of State Road 9 and County Road 50 East, continues south 2,255 feet along the easterly right-of-way of State Road 9, to the southerly right-of-way of County Road 200 South, goes west 2,710 feet along the right-of-way, goes north 2392 feet to the centerline of the Blue River, goes north-northeast 2,190 feet along the centerline to the centerline of Phillips C A regulated drain, goes west 1,116 feet along the meandering centerline to the westerly right-of-way of Line Street/State Road 205, goes north 617 feet to the south line of Oakdale Ridge subdivision, goes northwest 548 feet, goes north-northwest along the west line of Oakdale Ridge subdivision, continues north-northwest 503 feet, goes east 106 feet, goes north 135 feet, goes west to the centerline of Phillips C A regulated drain, goes north-northwest 684 feet along the centerline to the northerly right-of-way of the New York Central railroad, goes 2,190 feet northwest along the right-of-way to the centerline of W. Old Trail Road, goes northeast 50 feet along the centerline to the northerly right-of-way of the railroad, goes northwest 6,024 feet to the west line of Westgate subdivision.

**West:** The boundary goes north 1,023 feet to the centerline of W. Business 30, continues north 184 feet, goes east 1,319 feet to the west line of Deer Chase subdivision, goes north 2,488 along the west line extended to the southerly right-of-way of U.S. Highway 30, goes east 2,630 feet along the right-of-way, goes north 146 feet to a point of the westbound centerline of the highway that is 57 feet west of the centerline of W. Lincolnway.

## **APPENDIX C**

### **ACTIVE INDUSTRIAL SITES**

## **Columbia City Industrial Survey List**

(Businesses located within the MS4 boundaries)

<b><u>Company Name</u></b>	<b><u>Company Address</u></b>
AJ Machine	507 N. Line Street
Accu-Tool Inc.	831 E. Short Street
Advanced Materials Development	2300 E. Cardinal Drive
Blue M Medical	350 N. Oak Street
Breyden Products	71 E. Radio Road
DOT America	335 S. Towerview Drive
Engineering Services (Webco)	303 S. Towerview Drive
Holmes & Company, Inc.	807 E. Ellsworth Street
KC Jones Plating (C&R)	302 Factory Avenue
Kilgore Manufacturing	445 S. Line Street
Novae Corporation*	643 W. Ellsworth Street
Numerix Inc.	406 W. Diamond Avenue
Quality Inspection & Gage	225 S. Towerview Drive
Robco	707 E. Short Street
SGS Specialty Group	724 E. Swihart Street
Speedway Transit Mix & Concrete*	400 S. Whitley Street
STAFCO	365 James Street
Titus Precision	900 W. Connexion Way
Warner Electric	802 E. Short Street

\* Facility covered by an industrial stormwater permit.

**APPENDIX D**  
**BEST MANAGEMENT PRACTICE**  
**SUMMARY SHEETS**



## PUBLIC EDUCATION AND OUTREACH MINIMUM CONTROL MEASURE

### ***MCM Description***

The public education and outreach minimum control measure is crucial to the success of the City of Columbia City Storm Water Quality Management Plan. Public education and outreach helps to build and ensure greater support by the public and greater compliance with the plan.

### ***Measurable Goals***

Increase the number of persons residing within the corporate limits of Columbia City that are educated about water quality and stormwater pollution prevention. The goal is to provide education and outreach opportunities to 5% or more of the persons residing in Columbia City during the five-year term of the MS4 general permit.

### ***Responsible Entity***

MS4 Coordinator or a designated representative

### ***Schedule***

Each best management practice has an implementation schedule during the five-year term of the MS4 general permit.

### ***Reporting and Recordkeeping***

Each education and outreach activity will be tracked, recorded, and reported annually.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input checked="" type="checkbox"/> Public Education	<input checked="" type="checkbox"/> Residents	<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; width: 40px; height: 40px; margin-right: 10px;"></div> <div> <b><i>New Program</i></b>  <input checked="" type="checkbox"/> <b><i>Current Program</i></b> </div> </div>
<input checked="" type="checkbox"/> Public Involvement	<input type="checkbox"/> Municipal Employees	
<input type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input type="checkbox"/> Developers/Contractors	
<input type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	

## Stormwater Presentations and Events

### ***BMP Description***

The MS 4 Coordinator or a designated representative will make presentations at regularly scheduled or special events. The following constituents and stormwater quality issues will be targeted: 1) residents—pet waste, 2) commercial/industrial—trash and litter, 3) construction—erosion and sediment controls. The MS4 Coordinator or a designated representative will make an annual report to the City Council describing implementation and improvement of the SWQMP.

### ***Items to be Tracked***

Date of the annual report presentation and estimated attendance.

Date(s) of education and outreach presentations, issues targeted, type(s) of constituent groups, and estimated attendance.

### ***Responsible Entity***

MS4 Coordinator or a designated representative

### ***Schedule***

Two public events annually. At least one for each group and issue targeted. Annual training for contractors/developers. Report to City Council annually.

### ***Reporting and Recordkeeping***

Record and report annually the date of the report to City Council and the attendance. Record and report annually dates of events, targeted issues and groups, estimated attendance.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input checked="" type="checkbox"/> Public Education	<input checked="" type="checkbox"/> Residents	<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; width: 40px; height: 40px; margin-right: 10px;"></div> <div> <b><i>New Program</i></b>  <input checked="" type="checkbox"/> <b><i>Current Program</i></b> </div> </div>
<input checked="" type="checkbox"/> Public Involvement	<input type="checkbox"/> Municipal Employees	
<input checked="" type="checkbox"/> Illicit Discharge	<input checked="" type="checkbox"/> Commercial Facilities	
<input checked="" type="checkbox"/> Construction Site Control	<input checked="" type="checkbox"/> Industrial Facilities	
<input checked="" type="checkbox"/> Post-Construction Control	<input checked="" type="checkbox"/> Developers/Contractors	
<input type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	

## Stormwater Webpage

### ***BMP Description***

The stormwater webpage will be posted on the City of Columbia City website. MS4 information posted will include the Stormwater Quality Management Plan (SWQMP), the Stormwater Development Manual, stormwater permit fees and service rates, annual reports, stormwater quality brochures, and links to educational resources.

### ***Items to be Tracked***

Number of visitors will be tracked by a counter on the webpage.

Updates to the webpage.

### ***Responsible Entity***

MS4 Coordinator or a designated representative and the Information Technology Director

### ***Schedule***

Review and update the stormwater webpage annually.

### ***Reporting and Recordkeeping***

Record and report the number of visitors annually. Record and report updates to the webpage annually.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input checked="" type="checkbox"/> Public Education	<input checked="" type="checkbox"/> Residents	<input type="checkbox"/> <b><i>New Program</i></b> <input checked="" type="checkbox"/> <b><i>Current Program</i></b>
<input checked="" type="checkbox"/> Public Involvement	<input type="checkbox"/> Municipal Employees	
<input type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input checked="" type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input checked="" type="checkbox"/> Post-Construction Control	<input checked="" type="checkbox"/> Developers/Contractors	
<input type="checkbox"/> Municipal Operations	<input checked="" type="checkbox"/> Visitors	

## Activity Books and Other Educational Materials

### ***BMP Description***

Distribute an appropriate stormwater activity book or other educational materials to 5th grade students and/or teachers in Whitley County. Conduct an annual evaluation to ensure the activity book is current and educational.

### ***Items to be Tracked***

Number of 5th graders attending 5th grade Field Days.

Number and description of activity books or other educational materials distributed.

### ***Responsible Entity***

MS4 Coordinator and Whitley County SWCD

### ***Schedule***

Distribute activity books or other educational material at the annual Whitley County SWCD 5th Grade Field Days event.

### ***Reporting and Recordkeeping***

Record and report annually the number of 5th graders attending Field Days and the number and description of activity books or other educational materials distributed.

#### ***Minimum Control Measures***

- |                                     |                           |
|-------------------------------------|---------------------------|
| <input checked="" type="checkbox"/> | Public Education          |
| <input checked="" type="checkbox"/> | Public Involvement        |
| <input type="checkbox"/>            | Illicit Discharge         |
| <input type="checkbox"/>            | Construction Site Control |
| <input type="checkbox"/>            | Post-Construction Control |
| <input type="checkbox"/>            | Municipal Operations      |

#### ***Targeted Constituents***

- |                                     |                        |
|-------------------------------------|------------------------|
| <input checked="" type="checkbox"/> | Residents              |
| <input type="checkbox"/>            | Municipal Employees    |
| <input type="checkbox"/>            | Commercial Facilities  |
| <input type="checkbox"/>            | Industrial Facilities  |
| <input type="checkbox"/>            | Developers/Contractors |
| <input type="checkbox"/>            | Visitors               |

<input type="checkbox"/>	<b><i>New Program</i></b>
<input checked="" type="checkbox"/>	<b><i>Current Program</i></b>

## Educational Banner

### ***BMP Description***

Three educational banners covering the topics of Seven Simple Steps to Clean Water, Lawn Fertilizer, and Car Care are displayed in public locations provided by local businesses or agencies and at special events in the community. Cooperating businesses and agencies are thanked for their participation on the City's website.

### ***Items to be Tracked***

Starting and ending date(s) and location(s) of banner displays.

Banner content.

Estimated number of banner viewers.

### ***Responsible Entity***

MS4 Coordinator or a designated representative

### ***Schedule***

Banners are displayed at varying locations and times throughout the year.

### ***Reporting and Recordkeeping***

Record and report annually the locations where banners are displayed and the start and end dates of the displays. Record and report banner content and estimated numbers of viewers.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input checked="" type="checkbox"/> Public Education	<input checked="" type="checkbox"/> Residents	<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; width: 40px; height: 40px; margin-right: 10px;"></div> <div> <b><i>New Program</i></b>   <input checked="" type="checkbox"/> <b><i>Current Program</i></b> </div> </div>
<input checked="" type="checkbox"/> Public Involvement	<input type="checkbox"/> Municipal Employees	
<input checked="" type="checkbox"/> Illicit Discharge	<input checked="" type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input checked="" type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input type="checkbox"/> Developers/Contractors	
<input type="checkbox"/> Municipal Operations	<input checked="" type="checkbox"/> Visitors	

## News Articles

### ***BMP Description***

Write and publish news articles about public education and outreach presentations and events or about local stormwater quality issues in local newspapers, or on public websites, or in Columbia City's CityScene newsletter.

### ***Items to be Tracked***

Date(s) of publication and subject(s) of the articles.

Type(s) of publication and estimated circulation.

### ***Responsible Entity***

MS4 Coordinator or a designated representative

### ***Schedule***

Write and publish at least one news article each quarter.

### ***Reporting and Recordkeeping***

Record and report annually the publication date(s) and subject(s) of news articles, Record and report annually publication types and estimated circulation.

#### ***Minimum Control Measures***

- |                                     |                           |
|-------------------------------------|---------------------------|
| <input checked="" type="checkbox"/> | Public Education          |
| <input checked="" type="checkbox"/> | Public Involvement        |
| <input type="checkbox"/>            | Illicit Discharge         |
| <input type="checkbox"/>            | Construction Site Control |
| <input type="checkbox"/>            | Post-Construction Control |
| <input type="checkbox"/>            | Municipal Operations      |

#### ***Targeted Constituents***

- |                                     |                        |
|-------------------------------------|------------------------|
| <input checked="" type="checkbox"/> | Residents              |
| <input type="checkbox"/>            | Municipal Employees    |
| <input checked="" type="checkbox"/> | Commercial Facilities  |
| <input checked="" type="checkbox"/> | Industrial Facilities  |
| <input type="checkbox"/>            | Developers/Contractors |
| <input type="checkbox"/>            | Visitors               |

<input type="checkbox"/>	<b><i>New Program</i></b>
<input checked="" type="checkbox"/>	<b><i>Current Program</i></b>

## PUBLIC PARTICIPATION AND INVOLVEMENT MINIMUM CONTROL MEASURE

### ***MCM Description***

The public participation and involvement minimum control measure encourages the community to play an active role in developing and implementing Columbia City's Storm Water Quality Management Plan. Public participation and involvement gives residents shared responsibility for the plan which leads to increased public support and wider knowledge of stormwater pollution prevention and its benefits to the community.

### ***Measurable Goals***

Increase the number of persons residing within the corporate limits of Columbia City that participate in water quality and stormwater pollution prevention activities. The goal is to provide opportunities for participation and involvement to 5% or more of persons residing in Columbia City during the five-year term of the MS4 general permit.

### ***Responsible Entity***

MS4 Coordinator or a designated representative

### ***Schedule***

Each participation and involvement activity has an implementation schedule during the five-year MS4 general permit cycle.

### ***Reporting and Recordkeeping***

Each participation and involvement activity will be tracked, recorded, and reported annually.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/> Public Education	<input checked="" type="checkbox"/> Residents	<input type="checkbox"/> <b><i>New Program</i></b> <input checked="" type="checkbox"/> <b><i>Current Program</i></b>
<input checked="" type="checkbox"/> Public Involvement	<input type="checkbox"/> Municipal Employees	
<input type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input type="checkbox"/> Developers/Contractors	
<input type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	

## Tree Planting

### ***BMP Description***

The City of Columbia City is designated as a Tree City USA and has active tree maintenance, removal and planting programs supervised by the City's Tree Board. The City prunes, removes, and plants trees as needed. The City Tree Board and the Whitley County SWCD support an annual Arbor Day event at a local elementary school. The Mayor's Office may occasionally distribute free seedling trees to Columbia City residents to plant at home.

### ***Items to be Tracked***

Number of trees planted by the Tree Board. Estimated number of students participating in the Arbor Day program. Estimated number of family and friends attending the program. Number of pine seedlings given to participating students. Number of seedling trees distributed by the Mayor's Office. Date(s), type(s), and circulation of published news articles about planting trees and Arbor Day.

### ***Responsible Entity***

MS4 Coordinator, Columbia City Tree Board, and Whitley County SWCD

### ***Schedule***

Organize an Arbor Day program annually at a local elementary school and publicize the event.

### ***Reporting and Recordkeeping***

Record and report annually the number of trees planted by the Tree Board, estimated number of participants at the Arbor Day event and the number of seedlings distributed at Arbor Day and by the Mayor's Office. Dates, types, and circulation of published news articles.

#### ***Minimum Control Measures***

- |                                     |                           |
|-------------------------------------|---------------------------|
| <input checked="" type="checkbox"/> | Public Education          |
| <input checked="" type="checkbox"/> | Public Involvement        |
| <input type="checkbox"/>            | Illicit Discharge         |
| <input type="checkbox"/>            | Construction Site Control |
| <input type="checkbox"/>            | Post-Construction Control |
| <input type="checkbox"/>            | Municipal Operations      |

#### ***Targeted Constituents***

- |                                     |                        |
|-------------------------------------|------------------------|
| <input checked="" type="checkbox"/> | Residents              |
| <input type="checkbox"/>            | Municipal Employees    |
| <input type="checkbox"/>            | Commercial Facilities  |
| <input type="checkbox"/>            | Industrial Facilities  |
| <input type="checkbox"/>            | Developers/Contractors |
| <input checked="" type="checkbox"/> | Visitors               |

<input type="checkbox"/>	<b><i>New Program</i></b>
<input checked="" type="checkbox"/>	<b><i>Current Program</i></b>



## Storm Drain Marking

### ***BMP Description***

Volunteers will be recruited from the community and trained and equipped to place “No Dumping-Drains to River” stencils or decals on identified storm drains. Volunteers will receive education about illicit discharges and how to report them. Alternatives to stencils or decals can include drain painting contests or an “Adopt-A-Drain” program.

### ***Items to be Tracked***

Number of participants, Number and locations of storm drains marked. Date(s) of publication of news articles about drain marking, type of publication, and estimated circulation.

### ***Responsible Entity***

MS4 Coordinator or a designated representative

### ***Schedule***

Recruit volunteers and organize a storm drain marking event at least once during the 5-year term of the MS4 general permit.

### ***Reporting and Recordkeeping***

Record and report storm drain events organized, number of participants, number and locations of drains marked, dates, types, and circulation of published news articles.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input checked="" type="checkbox"/> Public Education	<input checked="" type="checkbox"/> Residents	<input type="checkbox"/> <b><i>New Program</i></b> <input checked="" type="checkbox"/> <b><i>Current Program</i></b>
<input checked="" type="checkbox"/> Public Involvement	<input type="checkbox"/> Municipal Employees	
<input checked="" type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input type="checkbox"/> Developers/Contractors	
<input type="checkbox"/> Municipal Operations	<input checked="" type="checkbox"/> Visitors	

## Litter Clean Up

### ***BMP Description***

The City of Columbia City will encourage and support litter clean up efforts undertaken by Individuals or groups in the community. The MS4 Coordinator will assist by identifying litter hot spots, providing traffic safety vests and cones, instructing participants on traffic safety, and educating participants about identifying and reporting potentially hazardous waste. The MS4 has posted a brochure about litter and water quality on the stormwater webpage.

### ***Items to be Tracked***

Number of volunteers and names of participating community group(s). Location(s) selected for litter clean-up. Date(s), type(s), and circulation of published news articles about litter clean-up.

### ***Responsible Entity***

MS4 Coordinator or designated individuals and community groups

### ***Schedule***

Encourage and support annual litter clean-ups. Assist individual and community groups who request help organizing clean-up events.

### ***Reporting and Recordkeeping***

Record and report annually the number of volunteers, names of participating groups, locations targeted for clean-up, and dates, types, and circulation of published news articles.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input checked="" type="checkbox"/> Public Education	<input checked="" type="checkbox"/> Residents	<input type="checkbox"/> <b><i>New Program</i></b> <input checked="" type="checkbox"/> <b><i>Current Program</i></b>
<input checked="" type="checkbox"/> Public Involvement	<input type="checkbox"/> Municipal Employees	
<input checked="" type="checkbox"/> Illicit Discharge	<input checked="" type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input type="checkbox"/> Developers/Contractors	
<input type="checkbox"/> Municipal Operations	<input checked="" type="checkbox"/> Visitors	

## Household Hazardous Waste Collection

### ***BMP Description***

The Whitley County Solid Waste District accepts drop-offs of household hazardous waste from Whitley County residents every Wednesday during business hours. The MS4 has posted a brochure about household hazardous waste on the stormwater webpage.

### ***Items to be Tracked***

The MS4 Coordinator or a designated representative will request annual statistics on hazardous waste collections from the Solid Waste Director.

### ***Responsible Entity***

Whitley County Solid Waste District

### ***Schedule***

Coordinate annually with the Solid Waste District to report statistics on household hazardous waste collections.

### ***Reporting and Recordkeeping***

Record and report annually statistics on household hazardous waste collections.

#### ***Minimum Control Measures***

- |                                     |                           |
|-------------------------------------|---------------------------|
| <input checked="" type="checkbox"/> | Public Education          |
| <input checked="" type="checkbox"/> | Public Involvement        |
| <input checked="" type="checkbox"/> | Illicit Discharge         |
| <input type="checkbox"/>            | Construction Site Control |
| <input type="checkbox"/>            | Post-Construction Control |
| <input type="checkbox"/>            | Municipal Operations      |

#### ***Targeted Constituents***

- |                                     |                        |
|-------------------------------------|------------------------|
| <input checked="" type="checkbox"/> | Residents              |
| <input type="checkbox"/>            | Municipal Employees    |
| <input type="checkbox"/>            | Commercial Facilities  |
| <input type="checkbox"/>            | Industrial Facilities  |
| <input type="checkbox"/>            | Developers/Contractors |
| <input type="checkbox"/>            | Visitors               |

- |                                     |                               |
|-------------------------------------|-------------------------------|
| <input type="checkbox"/>            | <b><i>New Program</i></b>     |
| <input checked="" type="checkbox"/> | <b><i>Current Program</i></b> |

## Incident Reporting

### ***BMP Description***

The City of Columbia City established an incident reporting phone line and address and posted an incident reporting email form on its website to provide the public with several ways to report illicit discharges and spills as well as to inquire, share concerns, or request information about local construction activities.

### ***Items to be Tracked***

Number and type of advertisements for the phone line, number of illicit discharges and spills reported by constituents, number of inquiries, concerns, and requests for information about local construction activities, findings of investigations, and corrective actions undertaken and completed.

### ***Responsible Entity***

MS4 Coordinator and IT Director

### ***Schedule***

Resolution of reported incidents will be a continuing process. The incident reporting program will be reviewed and updated as needed at least once during the 5-year permit term.

### ***Reporting and Recordkeeping***

Record and report annually number and type of advertisements for the phone line, number of illicit discharges and spills reported by constituents, and number of inquiries and concerns about local construction activities, and investigations and corrective actions undertaken and completed.

#### ***Minimum Control Measures***

- |                                     |                           |
|-------------------------------------|---------------------------|
| <input checked="" type="checkbox"/> | Public Education          |
| <input checked="" type="checkbox"/> | Public Involvement        |
| <input checked="" type="checkbox"/> | Illicit Discharge         |
| <input checked="" type="checkbox"/> | Construction Site Control |
| <input checked="" type="checkbox"/> | Post-Construction Control |
| <input checked="" type="checkbox"/> | Municipal Operations      |

#### ***Targeted Constituents***

- |                                     |                        |
|-------------------------------------|------------------------|
| <input checked="" type="checkbox"/> | Residents              |
| <input checked="" type="checkbox"/> | Municipal Employees    |
| <input checked="" type="checkbox"/> | Commercial Facilities  |
| <input checked="" type="checkbox"/> | Industrial Facilities  |
| <input checked="" type="checkbox"/> | Developers/Contractors |
| <input type="checkbox"/>            | Visitors               |

<input type="checkbox"/>	<b><i>New Program</i></b>
<input checked="" type="checkbox"/>	<b><i>Current Program</i></b>

## Rain Barrel Program

### ***BMP Description***

The City of Columbia City will encourage and support the installation and maintenance of rain barrels by paying a one-time rebate from stormwater utility fees to constituents that install an approved rain barrel. Educational information about rain barrels is posted on the City's stormwater webpage along with program documents and the rebate application forms.

### ***Items to be Tracked***

Number and locations of rain barrels installed and approved for utility fee rebates within the corporate limits of Columbia City.

### ***Responsible Entity***

MS4 Coordinator or a designated representative

### ***Schedule***

Review rain barrel program documents and rebate application forms annually and update them as needed.

### ***Reporting and Recordkeeping***

Record and report annually the number and locations of rain barrels installed and approved for rebates, and updates to the rebate requirements and claim forms..

#### ***Minimum Control Measures***

- |                                     |                           |
|-------------------------------------|---------------------------|
| <input checked="" type="checkbox"/> | Public Education          |
| <input checked="" type="checkbox"/> | Public Involvement        |
| <input type="checkbox"/>            | Illicit Discharge         |
| <input type="checkbox"/>            | Construction Site Control |
| <input type="checkbox"/>            | Post-Construction Control |
| <input type="checkbox"/>            | Municipal Operations      |

#### ***Targeted Constituents***

- |                                     |                        |
|-------------------------------------|------------------------|
| <input checked="" type="checkbox"/> | Residents              |
| <input type="checkbox"/>            | Municipal Employees    |
| <input type="checkbox"/>            | Commercial Facilities  |
| <input type="checkbox"/>            | Industrial Facilities  |
| <input type="checkbox"/>            | Developers/Contractors |
| <input type="checkbox"/>            | Visitors               |

<input type="checkbox"/>	<b><i>New Program</i></b>
<input checked="" type="checkbox"/>	<b><i>Current Program</i></b>

## Downspout Disconnection Program

### ***BMP Description***

The City of Columbia City will encourage and support the disconnection of downspouts by providing materials and labor free of charge to constituents who submit a completed application form. Educational material about disconnecting downspouts is posted on the City's stormwater webpage along with program documents and disconnection application forms.

### ***Items to be Tracked***

Number and locations of downspouts disconnected, and updates to the program requirements and application form.

### ***Responsible Entity***

MS4 Coordinator and the Water Department

### ***Schedule***

Review the downspout disconnection program documents and application forms annually and update them as needed

### ***Reporting and Recordkeeping***

Record and report annually the number and locations of downspouts disconnected, and updates to the program requirements and application form.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input checked="" type="checkbox"/> Public Education	<input checked="" type="checkbox"/> Residents	<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; width: 40px; height: 40px; margin-right: 10px;"></div> <div> <b><i>New Program</i></b>  <input type="checkbox"/> </div> </div> <div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; width: 40px; height: 40px; margin-right: 10px; text-align: center; line-height: 40px;"><b>X</b></div> <div> <b><i>Current Program</i></b> </div> </div>
<input checked="" type="checkbox"/> Public Involvement	<input type="checkbox"/> Municipal Employees	
<input checked="" type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input type="checkbox"/> Developers/Contractors	
<input type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	

## Leaf Pick Up and Composting

### ***BMP Description***

Fall leaves can plug storm drains in streets and yards causing local flooding. Decomposing leaves release nutrients that can contribute to harmful algal blooms. Columbia City has a program for fall leaf pickup and composting to provide residents a convenient and safe disposal option and to recycle nutrients back to the landscape. Composted leaves are shredded for mulch. The mulch is made available to residents to use for free.

### ***Items to be Tracked***

Advertisements for leaf pickup and compost. Number of weeks scheduled for pickup, including beginning and ending dates.

### ***Responsible Entity***

Street Department

### ***Schedule***

The MS4 Coordinator or a designated representative will document the program annually.

### ***Reporting and Recordkeeping***

Record and report annually advertisements for leaf pickup and compost, and number of weeks scheduled for pickup, including beginning and ending dates.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input checked="" type="checkbox"/> Public Education	<input checked="" type="checkbox"/> Residents	<input type="checkbox"/> <b><i>New Program</i></b> <input checked="" type="checkbox"/> <b><i>Current Program</i></b>
<input checked="" type="checkbox"/> Public Involvement	<input type="checkbox"/> Municipal Employees	
<input type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input type="checkbox"/> Developers/Contractors	
<input type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	

## Limb Pick Up

### ***BMP Description***

Downed limbs and branches can obstruct storm drains, ditches and small streams. Piles of limbs and branches can trap trash and attract vermin. Columbia City has a program for limb pickup to provide residents a convenient and safe disposal option and to keep ditches and streams flowing freely.

### ***Items to be Tracked***

Advertisements for limb pick up and days scheduled for limb pickup.

### ***Responsible Entity***

Street Department

### ***Schedule***

The MS4 Coordinator or a designated representative will document the program annually,

### ***Reporting and Recordkeeping***

Record and report annually advertisements and days scheduled for limb pickup.

#### ***Minimum Control Measures***

- |                                     |                           |
|-------------------------------------|---------------------------|
| <input checked="" type="checkbox"/> | Public Education          |
| <input checked="" type="checkbox"/> | Public Involvement        |
| <input type="checkbox"/>            | Illicit Discharge         |
| <input type="checkbox"/>            | Construction Site Control |
| <input type="checkbox"/>            | Post-Construction Control |
| <input type="checkbox"/>            | Municipal Operations      |

#### ***Targeted Constituents***

- |                                     |                        |
|-------------------------------------|------------------------|
| <input checked="" type="checkbox"/> | Residents              |
| <input type="checkbox"/>            | Municipal Employees    |
| <input type="checkbox"/>            | Commercial Facilities  |
| <input type="checkbox"/>            | Industrial Facilities  |
| <input type="checkbox"/>            | Developers/Contractors |
| <input type="checkbox"/>            | Visitors               |

<input type="checkbox"/>	<b><i>New Program</i></b>
<input checked="" type="checkbox"/>	<b><i>Current Program</i></b>



## Junk Pick Up Days

### ***BMP Description***

Junk or obsolete appliances and furnishings can be difficult for residences to dispose of. Illicit disposal in gullies and ditches can impact water quality and aquatic habitat. The Mayor's Office has a program for junk pickup to provide residents a convenient and safe disposal option and to keep junk items from impacting receiving waters and public safety.

### ***Items to be Tracked***

Advertisements and program description for junk pickup. Days scheduled for junk pickup.

### ***Responsible Entity***

Mayor's Office

### ***Schedule***

The MS4 Coordinator or a designated representative will document the program annually.

### ***Reporting and Recordkeeping***

Record and report annually advertisements and program description and days scheduled for junk pickup.

#### ***Minimum Control Measures***

- |                                     |                           |
|-------------------------------------|---------------------------|
| <input checked="" type="checkbox"/> | Public Education          |
| <input checked="" type="checkbox"/> | Public Involvement        |
| <input checked="" type="checkbox"/> | Illicit Discharge         |
| <input type="checkbox"/>            | Construction Site Control |
| <input type="checkbox"/>            | Post-Construction Control |
| <input type="checkbox"/>            | Municipal Operations      |

#### ***Targeted Constituents***

- |                                     |                        |
|-------------------------------------|------------------------|
| <input checked="" type="checkbox"/> | Residents              |
| <input type="checkbox"/>            | Municipal Employees    |
| <input type="checkbox"/>            | Commercial Facilities  |
| <input type="checkbox"/>            | Industrial Facilities  |
| <input type="checkbox"/>            | Developers/Contractors |
| <input type="checkbox"/>            | Visitors               |

- |                                     |                               |
|-------------------------------------|-------------------------------|
| <input type="checkbox"/>            | <b><i>New Program</i></b>     |
| <input checked="" type="checkbox"/> | <b><i>Current Program</i></b> |

## ILLICIT DISCHARGE DETECTION AND ELIMINATION MINIMUM CONTROL MEASURE

### ***MCM Description***

An illicit discharge is any discharge to the MS4 conveyance system that is not composed entirely of stormwater. Illicit discharges can enter the conveyance system through direct or indirect connections to the system and can contribute to high level of pollutants in receiving waters. The illicit discharge detection and elimination (IDDE) minimum control measure aims to detect and eliminate illicit discharges.

### ***Measurable Goals***

The illicit discharge detection and elimination program aims to detect and eliminate illicit discharges to the MS4 conveyance system of Columbia City. The goal is to detect and eliminate systematically any continuous or intermittent illicit discharges.

### ***Responsible Entity***

MS4 Coordinator or a designated representative

### ***Schedule***

Each IDDE best management practice has an implementation schedule during the five-year term of the MS4 general permit.

### ***Reporting and Recordkeeping***

Each illicit discharge detection and elimination best management practice will be tracked, recorded, and reported annually.

<b><i>Minimum Control Measures</i></b>		<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/>	Public Education	<input checked="" type="checkbox"/>	Residents
<input type="checkbox"/>	Public Involvement	<input checked="" type="checkbox"/>	Municipal Employees
<input checked="" type="checkbox"/>	Illicit Discharge	<input checked="" type="checkbox"/>	Commercial Facilities
<input type="checkbox"/>	Construction Site Control	<input checked="" type="checkbox"/>	Industrial Facilities
<input type="checkbox"/>	Post-Construction Control	<input checked="" type="checkbox"/>	Developers/Contractors
<input type="checkbox"/>	Municipal Operations	<input type="checkbox"/>	Visitors
		<input type="checkbox"/>	<b><i>New Program</i></b>
		<input checked="" type="checkbox"/>	<b><i>Current Program</i></b>

## Development of a Regulatory Mechanism

### ***BMP Description***

The City of Columbia City enacted an illicit discharge detection and elimination ordinance to regulate contribution of pollutants to the MS4 by stormwater discharges by any user, to prohibit Illicit connections and discharges to the MS4, to establish legal authority to carry out inspection, surveillance and monitoring, and to implement corrective actions to ensure compliance with the ordinance.

### ***Items to be Tracked***

Difficulties interpreting or enforcing the ordinance, recommended changes in policies and procedures, and amendments made to the ordinance.

### ***Responsible Entity***

Board of Public Works and MS4 Coordinator

### ***Schedule***

Make a comprehensive review of the ordinance during the 5-year permit term and make recommendations to the City Council regarding amendments.

### ***Reporting and Recordkeeping***

Record and report annually difficulties interpreting or enforcing the ordinance, recommended changes in policies and procedures, and recommendations for amendments presented to the City Council.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/> Public Education	<input checked="" type="checkbox"/> Residents	<input type="checkbox"/> <b><i>New Program</i></b> <input checked="" type="checkbox"/> <b><i>Current Program</i></b>
<input type="checkbox"/> Public Involvement	<input type="checkbox"/> Municipal Employees	
<input checked="" type="checkbox"/> Illicit Discharge	<input checked="" type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input checked="" type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input checked="" type="checkbox"/> Developers/Contractors	
<input type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	

## Development of a Stormwater System Map

### ***BMP Description***

The stormwater system map will provide accurate location information for dry weather screening of outfalls, locations of potential pollution sources and active industrial facilities, and facilitate systematic tracking and reporting of illicit discharge investigations.

### ***Items to be Tracked***

Summary of changes to the stormwater system map and number and location(s) of new MS4 outfalls mapped.

### ***Responsible Entity***

MS4 Coordinator and GIS Coordinator

### ***Schedule***

Review and update the stormwater system map annually

### ***Reporting and Recordkeeping***

Record and report annually changes to the stormwater system map and the number and locations of new MS4 outfalls mapped.

#### ***Minimum Control Measures***

- |                                     |                           |
|-------------------------------------|---------------------------|
| <input type="checkbox"/>            | Public Education          |
| <input type="checkbox"/>            | Public Involvement        |
| <input checked="" type="checkbox"/> | Illicit Discharge         |
| <input type="checkbox"/>            | Construction Site Control |
| <input type="checkbox"/>            | Post-Construction Control |
| <input checked="" type="checkbox"/> | Municipal Operations      |

#### ***Targeted Constituents***

- |                                     |                        |
|-------------------------------------|------------------------|
| <input type="checkbox"/>            | Residents              |
| <input checked="" type="checkbox"/> | Municipal Employees    |
| <input type="checkbox"/>            | Commercial Facilities  |
| <input type="checkbox"/>            | Industrial Facilities  |
| <input type="checkbox"/>            | Developers/Contractors |
| <input type="checkbox"/>            | Visitors               |

- |                                     |                               |
|-------------------------------------|-------------------------------|
| <input type="checkbox"/>            | <b><i>New Program</i></b>     |
| <input checked="" type="checkbox"/> | <b><i>Current Program</i></b> |

## Illicit Discharge Detection and Elimination Plan

### ***BMP Description***

The City of Columbia City has developed and is implementing a written plan to detect and eliminate illicit discharges. The plan includes three ways to detect illicit discharges and spills; incident reporting by the public, reporting by municipal employees, and dry weather screening of storm-water outfalls. The plan includes guidance and standard procedures for investigating and eliminating illicit discharges. Compliance and enforcement actions are specified in the IDDE ordinance.

### ***Items to be Tracked***

Changes made to policies and procedures, public events related to reporting illicit discharges and spills, MS4 employee training about illicit discharges and spills, number and locations of outfalls screened for illicit discharges, number and locations of illicit discharges eliminated, summary of compliance and enforcement actions.

### ***Responsible Entity***

Board of Public Works and MS4 Coordinator

### ***Schedule***

The MS4 Coordinator or a designated representative will report annually to the Board of Public Works on the implementation of the IDDE plan, including problems encountered, suggested changes, and results of screenings, investigations, and compliance and enforcement actions.

### ***Reporting and Recordkeeping***

Record and report annually program changes, public events, MS4 employee trainings, number and locations of outfalls screened, number and locations of illicit discharges eliminate, and compliance and enforcement actions.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input checked="" type="checkbox"/> Public Education	<input checked="" type="checkbox"/> Residents	
<input checked="" type="checkbox"/> Public Involvement	<input checked="" type="checkbox"/> Municipal Employees	
<input checked="" type="checkbox"/> Illicit Discharge	<input checked="" type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input checked="" type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input checked="" type="checkbox"/> Developers/Contractors	
<input checked="" type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	<div style="display: flex; align-items: center;"> <input type="checkbox"/> <b><i>New Program</i></b>  <input checked="" type="checkbox"/> <b><i>Current Program</i></b> </div>

## Annual Training of MS4 Personnel

### ***BMP Description***

MS4 personnel involved in illicit discharge detection and elimination will be trained on written policies and procedures for identifying, reporting, investigating, and eliminating illicit discharges.

### ***Items to be Tracked***

Name, title, and responsibilities of MS4 personnel trained. Activities and/or materials used for training.

### ***Responsible Entity***

MS4 Coordinator or a designated representative

### ***Schedule***

MS4 personnel involved in illicit discharge detection and elimination will receive training annually.

### ***Reporting and Recordkeeping***

Record and report annually name, title, and responsibilities of MS4 personnel trained, and the activities and/or materials used for training.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/> Public Education	<input type="checkbox"/> Residents	
<input type="checkbox"/> Public Involvement	<input checked="" type="checkbox"/> Municipal Employees	
<input checked="" type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input type="checkbox"/> Developers/Contractors	
<input checked="" type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	
		<div style="display: flex; align-items: center; margin-bottom: 10px;"> <input type="checkbox"/> <b><i>New Program</i></b> </div> <div style="display: flex; align-items: center;"> <input checked="" type="checkbox"/> <b><i>Current Program</i></b> </div>

## CONSTRUCTION SITE STORM WATER RUN-OFF CONTROL MINIMUM CONTROL MEASURE

### ***MCM Description***

The construction site stormwater run-off control minimum control measure is needed to prevent the discharge of untreated construction site stormwater run-off into MS4 conveyances and receiving waters. The minimum control measure regulates new development or redevelopment on sites of one acre or more.

### ***Measurable Goals***

The construction site run-off control program aims to reduce the amount of total suspended solids leaving individual construction sites by 80%. The goal is to achieve the 80% reduction during the construction period of any new development or redevelopment required to gain local approval.

### ***Responsible Entity***

Board of Public Works and MS4 Coordinator

### ***Schedule***

Each construction site best management practice has its own implementation schedule for the duration of the 5-year permit term.

### ***Reporting and Recordkeeping***

Each post-construction stormwater run-off control best management practice will be tracked, recorded, and reported annually.

<b><i>Minimum Control Measures</i></b>		<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/>	Public Education	<input type="checkbox"/>	Residents
<input type="checkbox"/>	Public Involvement	<input checked="" type="checkbox"/>	Municipal Employees
<input type="checkbox"/>	Illicit Discharge	<input type="checkbox"/>	Commercial Facilities
<input checked="" type="checkbox"/>	Construction Site Control	<input type="checkbox"/>	Industrial Facilities
<input type="checkbox"/>	Post-Construction Control	<input checked="" type="checkbox"/>	Developers/Contractors
<input type="checkbox"/>	Municipal Operations	<input type="checkbox"/>	Visitors
		<input type="checkbox"/>	<b><i>New Program</i></b>
		<input checked="" type="checkbox"/>	<b><i>Current Program</i></b>

## Development of a Regulatory Mechanism

### ***BMP Description***

The City of Columbia City enacted an erosion and sediment control ordinance to establish minimum stormwater management requirements and controls to protect and safeguard the general health, safety, and welfare of the public residing within the MS4 area during construction activities. The minimum stormwater management requirements and controls are described in detail in the Columbia City Stormwater Development Manual.

### ***Items to be Tracked***

Difficulties interpreting or enforcing the ordinance, recommended and adopted changes in policies and procedures, and amendments to the ordinance.

### ***Responsible Entity***

Board of Public Works and MS4 Coordinator

### ***Schedule***

Make a comprehensive review of the ordinance during the 5-year permit term and make recommendations to the City Council regarding amendments.

### ***Reporting and Recordkeeping***

Record and report annually difficulties interpreting or enforcing the ordinance, recommended and adopted changes in policies and procedures, and recommended amendments to the ordinance.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/> Public Education	<input type="checkbox"/> Residents	
<input type="checkbox"/> Public Involvement	<input type="checkbox"/> Municipal Employees	
<input type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input checked="" type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input checked="" type="checkbox"/> Developers/Contractors	
<input type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	<div data-bbox="1073 1728 1149 1866" style="display: inline-block; vertical-align: middle; text-align: center;"> <input type="checkbox"/> <input checked="" type="checkbox"/> </div> <div data-bbox="1154 1728 1456 1866" style="display: inline-block; vertical-align: middle;"> <b><i>New Program</i></b>  <b><i>Current Program</i></b> </div>



## Stormwater Pollution Prevention Plan Review Process

### ***BMP Description***

The City of Columbia City implemented a process for submittal, review, and permitting of stormwater pollution prevention plans for construction sites in its Stormwater Development Manual. The City conducts periodic inspections of construction sites to assure compliance with construction stormwater permits and Columbia City's erosion and sediment control ordinance.

### ***Items to be Tracked***

Suggested changes in policies and procedures, suggested revisions to the Stormwater Development Manual, number of plans reviewed, number of construction stormwater permits issued, number of MS4 owned or operated construction sites, number of construction sites inspected, number and type of enforcement actions taken, number of public information requests and/or complaints.

### ***Responsible Entity***

Board of Public Works and MS4 Coordinator

### ***Schedule***

Evaluate the stormwater pollution prevention plan process annually and report problems and suggested changes to the Board of Public Works. Make a comprehensive review of the Stormwater Development Manual during the 5-year permit term and update it as needed.

### ***Reporting and Recordkeeping***

Record and report annually the number of site plan reviews, the number of construction sites permitted for stormwater quality, the number of construction sites inspected, and the number and type of enforcement actions taken to ensure compliance from construction site operators.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/> Public Education	<input type="checkbox"/> Residents	<input type="checkbox"/> <b><i>New Program</i></b>
<input type="checkbox"/> Public Involvement	<input type="checkbox"/> Municipal Employees	<input checked="" type="checkbox"/> <b><i>Current Program</i></b>
<input type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input checked="" type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input checked="" type="checkbox"/> Developers/Contractors	
<input type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	

## Annual Training of MS4 Personnel

### ***BMP Description***

MS4 personnel whose work involves construction site stormwater run-off control will be trained in stormwater related policies, programs, and procedures, and appropriate construction site run-off control measures.

### ***Items to be Tracked***

Name, title, and responsibilities of MS4 personnel, dates and types of training, professional certifications obtained and/or maintained by MS4 personnel

### ***Responsible Entity***

MS4 Coordinator or a designated representative.

### ***Schedule***

MS4 personnel whose work involves construction site stormwater run-off control will receive training annually. The training program will be reviewed annually and updated as needed.

### ***Reporting and Recordkeeping***

Record and report annually name, title, and responsibilities of MS4 personnel, dates and types of training, and professional certifications obtained and/or maintained by MS4 personnel

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/> Public Education	<input type="checkbox"/> Residents	<input type="checkbox"/> <b><i>New Program</i></b> <input checked="" type="checkbox"/> <b><i>Current Program</i></b>
<input type="checkbox"/> Public Involvement	<input checked="" type="checkbox"/> Municipal Employees	
<input type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input checked="" type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input type="checkbox"/> Developers/Contractors	
<input checked="" type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	

## POST-CONSTRUCTION STORM WATER RUN-OFF MINIMUM CONTROL MEASURE

### ***BMP Description***

The post-construction stormwater minimum control measure is necessary because polluted stormwater run-off from newly developed or redeveloped areas can significantly impact receiving waters. The minimum control measure regulates new development or redevelopment on sites of one acre or more.

### ***Measurable Goals***

The post-construction stormwater run-off control program aims to reduce the amount of total suspended solids leaving any new development or redevelopment by 80%. The goal is to achieve the 80% reduction for all new developments or redevelopments required to gain local approval.

### ***Responsible Entity***

Board of Public Works and MS4 Coordinator

### ***Schedule***

Each post-construction best management practice has an implementation schedule during the five-year term of the MS4 general permit.

### ***Reporting and Recordkeeping***

Each post-construction stormwater run-off control best management practice will be tracked, recorded, and reported annually.

<b><i>Minimum Control Measures</i></b>		<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/>	Public Education	<input type="checkbox"/>	Residents
<input type="checkbox"/>	Public Involvement	<input type="checkbox"/>	Municipal Employees
<input type="checkbox"/>	Illicit Discharge	<input type="checkbox"/>	Commercial Facilities
<input type="checkbox"/>	Construction Site Control	<input type="checkbox"/>	Industrial Facilities
<input checked="" type="checkbox"/>	Post-Construction Control	<input checked="" type="checkbox"/>	Developers/Contractors
<input type="checkbox"/>	Municipal Operations	<input type="checkbox"/>	Visitors
		<input type="checkbox"/>	<b><i>New Program</i></b>
		<input checked="" type="checkbox"/>	<b><i>Current Program</i></b>

## Development of a Regulatory Mechanism

### ***BMP Description***

The City of Columbia City enacted a post-construction stormwater run-off control ordinance to establish minimum stormwater management requirements and controls to protect and safeguard the general health, safety, and welfare of the public residing within the MS4 area after construction activities have ceased. The minimum requirements and controls are described in detail in the Columbia City Stormwater Development Manual.

### ***Items to be Tracked***

Difficulties interpreting or enforcing the ordinance, recommended and adopted changes in policies and procedures, revisions to the Stormwater Development Manual, recommended amendments to the ordinance.

### ***Responsible Entity***

Board of Public Works and MS 4 Coordinator

### ***Schedule***

Report annually difficulties interpreting or enforcing the ordinance and suggested changes in policies and procedures. Make a comprehensive review of the ordinance during the 5-year permit term and make recommendations to the City Council regarding amendments.

### ***Reporting and Recordkeeping***

Record and report annually difficulties interpreting or enforcing the ordinance, recommended and adopted changes in policies and procedures, revisions to the Stormwater Development Manual, and recommended amendments to the ordinance.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/> Public Education	<input type="checkbox"/> Residents	
<input type="checkbox"/> Public Involvement	<input type="checkbox"/> Municipal Employees	
<input type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input checked="" type="checkbox"/> Post-Construction Control	<input checked="" type="checkbox"/> Developers/Contractors	
<input type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	<div data-bbox="1073 1728 1149 1866" style="display: inline-block; vertical-align: middle; text-align: center;"> <input type="checkbox"/> <input checked="" type="checkbox"/> </div> <div data-bbox="1154 1728 1455 1866" style="display: inline-block; vertical-align: middle;"> <b><i>New Program</i></b>  <b><i>Current Program</i></b> </div>

## Stormwater Pollution Prevention Plan Review Process

### ***BMP Description***

The City of Columbia City implemented a process for submittal, review, and permitting of post-construction stormwater pollution prevention plans in its Stormwater Development Manual. Storage, infiltration, filtering, and vegetative best management practices will be used to reduce the impact of stormwater pollution on receiving waters.

### ***Items to be Tracked***

Suggested changes in policies and procedures, revisions to the Stormwater Development Manual, number of stormwater pollution prevention plans reviewed, number of permitted sites requiring post-construction stormwater controls, number and type of enforcement actions take, number of public information requests and/or complaints.

### ***Responsible Entity***

MS4 Coordinator or a designated representative

### ***Schedule***

Evaluate the plan review process annually and report difficulties encountered and suggested changes in policies and procedures. Make a comprehensive review of the Stormwater Development Manual and update or revise it as needed.

### ***Reporting and Recordkeeping***

Record and report annually changes in policies and procedures, revisions to the Manual, number of plans reviewed, number of sites requiring post-construction controls, number and type of enforcement actions, public information requests and/or complaints.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/> Public Education	<input type="checkbox"/> Residents	<input type="checkbox"/> <b><i>New Program</i></b>
<input type="checkbox"/> Public Involvement	<input type="checkbox"/> Municipal Employees	<input checked="" type="checkbox"/> <b><i>Current Program</i></b>
<input type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input checked="" type="checkbox"/> Post-Construction Control	<input checked="" type="checkbox"/> Developers/Contractors	
<input type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	

## Development of an O & M Plan for Structural BMPs

### ***BMP Description***

The post-construction ordinance requires all permitted structural BMPs to have written Operation and Maintenance Plans. O & M plans for specific structural BMPs are described in the Columbia City Stormwater Development Manual. Private owners must maintain and operate structural BMPs on their sites in accordance with a maintenance agreement established under provisions of the post-construction run-off control ordinance.

### ***Items to be Tracked***

Recommended changes in policies or procedures, number, type, and location of structural BMPs installed, number, type, and location of structural BMPs inspected, number, type, and location of structural BMPs modified or repaired to function properly or improve water quality, number and type of enforcement action taken, number of public information requests and/or complaints

### ***Responsible Entity***

MS4 Coordinator or a designated representative

### ***Schedule***

Review the implementation of O & M plans annually and report difficulties encountered and suggested changes in policies and procedures to resolve the difficulties.

### ***Reporting and Recordkeeping***

Record and report annually changes in policies and procedures, number, type, and location of structural BMPs installed, inspected, modified or repaired to function properly or improve water quality, enforcement actions, and public information requests and/or complaints.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/> Public Education	<input type="checkbox"/> Residents	<div style="display: flex; align-items: center; justify-content: center;"> <input type="checkbox"/> <b><i>New Program</i></b>  <input checked="" type="checkbox"/> <b><i>Current Program</i></b> </div>
<input type="checkbox"/> Public Involvement	<input type="checkbox"/> Municipal Employees	
<input type="checkbox"/> Illicit Discharge	<input checked="" type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input checked="" type="checkbox"/> Industrial Facilities	
<input checked="" type="checkbox"/> Post-Construction Control	<input checked="" type="checkbox"/> Developers/Contractors	
<input type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	

## Annual Training of MS4 Personnel

### ***BMP Description***

MS4 personnel responsible for plan review, inspection, and enforcement of post-construction best management practices will be trained in appropriate control measures, inspection and maintenance procedures, state or federal regulatory changes, enforcement policies, and record keeping.

### ***Items to be Tracked***

Names, titles, and responsibilities of MS4 personnel trained, dates and types of training, professional certifications obtained and/or maintained by Ms4 personnel, difficulties encountered and changes made in training to resolve the difficulties.

### ***Responsible Entity***

MS4 Coordinator or a designated representative

### ***Schedule***

MS4 personnel responsible for the post-construction program will receive annual training. Evaluate training policies, procedures, and methods annually and update the training program as needed.

### ***Reporting and Recordkeeping***

Record and report annually names, titles, and responsibilities of MS4 personnel trained, dates and types of training, professional certifications obtained and/or maintained, and difficulties encountered and changes made to resolve the difficulties.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/> Public Education	<input type="checkbox"/> Residents	<input type="checkbox"/> <b><i>New Program</i></b> <input checked="" type="checkbox"/> <b><i>Current Program</i></b>
<input type="checkbox"/> Public Involvement	<input checked="" type="checkbox"/> Municipal Employees	
<input type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input checked="" type="checkbox"/> Post-Construction Control	<input type="checkbox"/> Developers/Contractors	
<input checked="" type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	

## MUNICIPAL OPERATIONS POLLUTION PREVENTION AND GOOD HOUSEKEEPING MINIMUM CONTROL MEASURE

### ***BMP Description***

The municipal operations pollution prevention and good house keeping minimum control measure requires the City of Columbia City to examine and alter municipal operations to reduce stormwater pollution from the City's operational areas. Areas of concern include streets, parking lots, open spaces, parks, storage areas, vehicle maintenance areas and municipal facilities.

### ***Measurable Goal***

The municipal operations pollution prevention and good housekeeping program aims to prevent or reduce polluted stormwater discharges from municipal facilities and operations. The goal is to review and update all standard procedures for facilities and operations during the five-year term of the MS4 general permit.

### ***Responsible Entity***

MS4 Operator, Board of Public Works, and MS4 Coordinator

### ***Schedule***

Each pollution prevention and good housekeeping best management practice has an implementation schedule during the five-year term of the MS4 general permit.

### ***Reporting and Recordkeeping***

Each post-construction stormwater run-off control best management practice will be tracked, recorded, and reported annually.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/> Public Education	<input type="checkbox"/> Residents	
<input type="checkbox"/> Public Involvement	<input checked="" type="checkbox"/> Municipal Employees	
<input type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input type="checkbox"/> Developers/Contractors	
<input checked="" type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	<div data-bbox="1073 1728 1149 1864" style="display: inline-block; vertical-align: middle;"> <input type="checkbox"/> <input checked="" type="checkbox"/> </div> <div data-bbox="1154 1728 1455 1864" style="display: inline-block; vertical-align: middle;"> <b><i>New Program</i></b>  <b><i>Current Program</i></b> </div>



## Inventory of MS4 Owned/Operated Facilities

### ***BMP Description***

The MS4 Coordinator maintains an inventory of municipal facilities that use, store, or discharge pollutants that may degrade water quality. The inventory includes a location map, name or description of each facility, a list of stormwater or wastewater permits, if any, for each facility, and contact information for the manager and assistant manager of each facility.

### ***Items to be Tracked***

Number, name, and description of all municipal facilities, number and type of stormwater and wastewater permits for each facility, changes in contact information for managers and assistant managers, identification of facilities that use, store, or discharge pollutants that may degrade water quality.

### ***Responsible Entity***

MS4 Coordinator or a designated representative

### ***Schedule***

Review the inventory annually and update it as needed.

### ***Reporting and Recordkeeping***

Record and report annually number, name, description, number and type of stormwater and wastewater permits for all facilities, contact information for managers and assistant managers, and identification of facilities that use, store, or discharge pollutants.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/> Public Education	<input type="checkbox"/> Residents	<input type="checkbox"/> <b><i>New Program</i></b> <input checked="" type="checkbox"/> <b><i>Current Program</i></b>
<input type="checkbox"/> Public Involvement	<input checked="" type="checkbox"/> Municipal Employees	
<input type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input type="checkbox"/> Developers/Contractors	
<input checked="" type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	

## Annual Assessment of MS4 Owned/Operated Facilities

### ***BMP Description***

The MS4 Coordinator makes an annual assessment of the municipal facilities that use, store, or discharge pollutants that may degrade water quality. Potential pollutants, facility conditions and operations, material storage, housekeeping practices, erosional features, vehicle maintenance, proximity to receiving waters, outfalls, and storm drains, and structural and non-structural controls are assessed.

### ***Items to be Tracked***

Summary of the assessment for each facility, locations and types of potential pollutants and/or pollutant sources, and locations and types of structural and non-structural controls to reduce or eliminate potential pollutants.

### ***Responsible Entity***

MS4 Coordinator or a designated representative

### ***Schedule***

Complete an assessment annually for each facility that uses, stores, or discharges potential pollutants that may degrade water quality.

### ***Reporting and Recordkeeping***

Record and report annually completed assessments, locations and types of potential pollutants and/or sources, and locations and types of structural and non-structural controls.

#### ***Minimum Control Measures***

- |                                     |                           |
|-------------------------------------|---------------------------|
| <input type="checkbox"/>            | Public Education          |
| <input type="checkbox"/>            | Public Involvement        |
| <input type="checkbox"/>            | Illicit Discharge         |
| <input type="checkbox"/>            | Construction Site Control |
| <input type="checkbox"/>            | Post-Construction Control |
| <input checked="" type="checkbox"/> | Municipal Operations      |

#### ***Targeted Constituents***

- |                                     |                        |
|-------------------------------------|------------------------|
| <input type="checkbox"/>            | Residents              |
| <input checked="" type="checkbox"/> | Municipal Employees    |
| <input type="checkbox"/>            | Commercial Facilities  |
| <input type="checkbox"/>            | Industrial Facilities  |
| <input type="checkbox"/>            | Developers/Contractors |
| <input type="checkbox"/>            | Visitors               |

- |                                     |                               |
|-------------------------------------|-------------------------------|
| <input type="checkbox"/>            | <b><i>New Program</i></b>     |
| <input checked="" type="checkbox"/> | <b><i>Current Program</i></b> |

## Municipal Facility Stormwater Pollution Prevention Plans

### ***BMP Description***

The MS4 Coordinator and the facility managers have developed stormwater pollution prevention plans for all municipal facilities that use, store, or discharge potential pollutants that may degrade water quality. The plans include maps showing stormwater controls, conveyances, outfalls, and receiving waters, standard procedures for operations and maintenance, and procedures for facility inspections. Documentation of inspections, corrective actions, maintenance, schedules, and evaluations of stormwater controls are kept with the plan at each facility.

### ***Items to be Tracked***

Changes made to improve stormwater controls, conveyances, and outfalls, quarterly facility inspections, corrective actions and maintenance activities, and changes made to improve standard operating procedures.

### ***Responsible Entity***

MS4 Coordinator and facility managers

### ***Schedule***

Review the stormwater pollution prevention plan annually and update it as needed.

### ***Reporting and Recordkeeping***

Record and report annually changes to stormwater controls, conveyances, and outfalls, facility inspections, corrective actions, maintenance activities, and changes to standard operation procedures.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/> Public Education	<input type="checkbox"/> Residents	<div style="display: flex; align-items: center; margin-bottom: 10px;"> <input type="checkbox"/> <b><i>New Program</i></b> </div> <div style="display: flex; align-items: center;"> <input checked="" type="checkbox"/> <b><i>Current Program</i></b> </div>
<input type="checkbox"/> Public Involvement	<input checked="" type="checkbox"/> Municipal Employees	
<input type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input type="checkbox"/> Developers/Contractors	
<input checked="" type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	

## Operational Wash Water Controls

### ***BMP Description***

The City of Columbia City washes vehicles and equipment in two wash bays at the Municipal Services Facility. The outside wash bay drains to a sanitary sewer. Wash water from the inside wash bay passes through an oil separator before it drains to a sanitary sewer. Biodegradable detergents are used in the inside bay. Discharge of wash waters containing detergents, soaps, and solvents to stormwater conveyances or receiving waters is prohibited.

### ***Items to be Tracked***

Number and location of wash facilities. Changes made to improve wash water controls and standard procedures.

### ***Responsible Entity***

MS4 Coordinator and Municipal Services Facility manager

### ***Schedule***

Review wash water controls and procedures annually and update or improve the controls and procedures as needed.

### ***Reporting and Recordkeeping***

Record and report annually the number and location of wash facilities and changes made to improve wash water controls and standard procedures.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/> Public Education	<input type="checkbox"/> Residents	<input type="checkbox"/> <b><i>New Program</i></b> <input checked="" type="checkbox"/> <b><i>Current Program</i></b>
<input type="checkbox"/> Public Involvement	<input checked="" type="checkbox"/> Municipal Employees	
<input checked="" type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input type="checkbox"/> Developers/Contractors	
<input checked="" type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	

## Disposal of Animal Wastes

### ***BMP Description***

The City of Columbia City may install and maintain pet waste disposal facilities for public use at selected locations to improve public health and reduce pathogens in stormwater run-off. Columbia City does not have a canine park or any other operational areas with a concentration of animal waste. If canine parks or other operational areas with concentrations of animal waste are proposed, they will be sited at least 150 feet from surface water bodies.

### ***Items to be Tracked***

Annual evaluation of public parks and spaces, number and location of pet waste stations installed and maintained, number and locations of canine parks or operational areas with concentrations of animal waste.

### ***Responsible Entity***

MS4 Coordinator and the Parks Department

### ***Schedule***

Evaluate public parks and public spaces annually and determine if additional pet waste stations are required or if existing stations should be relocated.

### ***Reporting and Recordkeeping***

Record and report annually a summary of the evaluation, number and location of pet waste stations ,number and location of canine parks or operational areas with concentrations of animal waste

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/> Public Education	<input type="checkbox"/> Residents	
<input type="checkbox"/> Public Involvement	<input checked="" type="checkbox"/> Municipal Employees	
<input checked="" type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input type="checkbox"/> Developers/Contractors	
<input checked="" type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	<div data-bbox="1073 1728 1149 1864" style="display: inline-block; vertical-align: middle;"> <input type="checkbox"/> <input checked="" type="checkbox"/> </div> <div data-bbox="1154 1728 1455 1843" style="display: inline-block; vertical-align: middle;"> <b><i>New Program</i></b>  <b><i>Current Program</i></b> </div>

## Designated Snow Disposal Areas

### ***BMP Description***

The City of Columbia City Street Department places snow removed from downtown streets on a turf grass covered lot next to the Fire Museum. When the snow melts, the run-off drains to vegetated low ground and infiltrates into a permeable sandy loam soil. Debris is picked up and disposed of in accordance with a standard procedure for waste disposal.

### ***Items to be Tracked***

Number and locations of areas designated for snow disposal, estimated weight of debris collected and disposed of after snowmelt, changes made to improve the standard procedure.

### ***Responsible Entity***

Street Department Superintendent

### ***Schedule***

Review the effectiveness of the existing snow disposal areas annually and make changes as needed and/or designate new disposal areas.

### ***Reporting and Recordkeeping***

Record and report annually the number and location of areas used for snow disposal, the amount of debris collected and disposed of following snowmelt, and changes made to improve the standard procedure.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/> Public Education	<input type="checkbox"/> Residents	<input type="checkbox"/> <b><i>New Program</i></b> <input checked="" type="checkbox"/> <b><i>Current Program</i></b>
<input type="checkbox"/> Public Involvement	<input checked="" type="checkbox"/> Municipal Employees	
<input checked="" type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input type="checkbox"/> Developers/Contractors	
<input checked="" type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	

## Salt and Sand Storage and Application

### ***BMP Description***

The City of Columbia City Street Department stores sand and salt used for winter road deicing in a covered barn at the Municipal Services Facility. The Street Department has a standard procedure for the storage, mixing, and application of salt and sand. Salt and sand mixtures are applied carefully to minimize the amount applied while maintaining public safety.

### ***Items to be Tracked***

Number and location of salt and sand storage facilities, measures used to minimize exposure of stored salt and sand to stormwater, estimated amount of salt and sand applied throughout the year, and changes made to improve the standard procedure.

### ***Responsible Entity***

Street Department Superintendent

### ***Schedule***

Review procedures for delivery, storage, mixing, loading, application and cleanup of salt and sand annually and implement revised procedures as needed.

### ***Reporting and Recordkeeping***

Record and report annually the number and location of salt and sand storage facilities, measures used to protect stored salt and sand from stormwater, the estimated amount of salt and sand applied, and changes made to improve the standard procedure.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/> Public Education	<input type="checkbox"/> Residents	<input type="checkbox"/> <b><i>New Program</i></b> <input checked="" type="checkbox"/> <b><i>Current Program</i></b>
<input type="checkbox"/> Public Involvement	<input checked="" type="checkbox"/> Municipal Employees	
<input checked="" type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input type="checkbox"/> Developers/Contractors	
<input checked="" type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	

## BMPs for Vehicular Maintenance

### ***BMP Description***

Columbia City's mechanic performs routine maintenance of municipal vehicles and equipment in a shop at the Municipal Services Facility. The mechanic follows written standard procedures for managing automotive fluids, chemicals, cleaners, and motor oil. Used oil is recycled. Waste is disposed of in accordance with federal, state, and local regulations.

### ***Items to be Tracked***

Amount of used motor oil recycled. Changes made to improve the standard procedures for vehicular maintenance.

### ***Responsible Entity***

Municipal Services Facility manager and the mechanic

### ***Schedule***

Review vehicular maintenance procedures annually and update and improve procedures as needed.

### ***Reporting and Recordkeeping***

Record and report annually the amount of used motor oil recycled and changes made to improve the standard procedures.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/> Public Education	<input type="checkbox"/> Residents	
<input type="checkbox"/> Public Involvement	<input checked="" type="checkbox"/> Municipal Employees	
<input checked="" type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input type="checkbox"/> Developers/Contractors	
<input checked="" type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	<div data-bbox="1073 1728 1149 1864" style="display: inline-block; vertical-align: middle;"> <input type="checkbox"/> <input checked="" type="checkbox"/> </div> <div data-bbox="1154 1728 1458 1864" style="display: inline-block; vertical-align: middle;"> <b><i>New Program</i></b>  <b><i>Current Program</i></b> </div>



## Spill Prevention Response For Fueling

### ***BMP Description***

Columbia City's municipal fueling station is located at the Municipal Services Facility. The City has a written procedure for vehicle fueling and a discharge contingency plan for containing and cleaning up fuel spills. MS4 employee receive training regularly on the procedure and the contingency plan. A spill kit is kept at the fueling station, Unattended fueling and topping off are prohibited. Spills are reported to the facility manager.

### ***Items to be Tracked***

Number and location of spills while fueling and number and location of fuel spills that were contained and cleaned up.

### ***Responsible Entity***

MS4 Coordinator and Municipal Service Facility manager

### ***Schedule***

Review fueling and spill response procedures annually and update and improve procedures as needed..

### ***Reporting and Recordkeeping***

Record and report annually the number and location of spills while fueling and the number and location of fuel spills contained and cleaned up.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/> Public Education	<input type="checkbox"/> Residents	<input type="checkbox"/> <b><i>New Program</i></b> <input checked="" type="checkbox"/> <b><i>Current Program</i></b>
<input type="checkbox"/> Public Involvement	<input checked="" type="checkbox"/> Municipal Employees	
<input checked="" type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input type="checkbox"/> Developers/Contractors	
<input checked="" type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	

## Containment Facilities for Accidental Pollution

### ***BMP Description***

Columbia City Utilities has a Spill Prevention Control and Countermeasures (SPCC) plan that meets the requirements of 40 CFR 112. The plan covers the Municipal Services Facility and four electric substations. Stormwater pollution prevention plans (SWPPPs) for the Water Pollution Control Facility and the Water Treatment Plant include spill prevention, containment, and response procedures for those facilities.

### ***Items to be Tracked***

Number and location of existing storage facilities, number and location of storage facilities that have containment for accidental releases, locations of spills or accidental releases, summary of actions taken to contain and clean up spills or accidental releases.

### ***Responsible Entity***

SPCC—Electric Department Superintendent, SWPPPs—Water Pollution Control Facility and Water Department Superintendents

### ***Schedule***

Review and update the SPCC plan at least once every five years. Review the SWPPPs annually and update them as needed.

### ***Reporting and Recordkeeping***

Record and report annually the number and location of existing storage facilities, the number and location of storage facilities that have containment for accidental releases, locations and actions taken to contain and clean up spills or accidental releases.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/> Public Education	<input type="checkbox"/> Residents	<div style="display: flex; align-items: center; margin-bottom: 10px;"> <input type="checkbox"/> <b><i>New Program</i></b> </div> <div style="display: flex; align-items: center;"> <input checked="" type="checkbox"/> <b><i>Current Program</i></b> </div>
<input type="checkbox"/> Public Involvement	<input checked="" type="checkbox"/> Municipal Employees	
<input checked="" type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input type="checkbox"/> Developers/Contractors	
<input checked="" type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	

## Minimization of Pesticide and Fertilizer Usage

### ***BMP Description***

Pesticides and fertilizers will be used, applied, handled, stored, mixed, loaded, transported and disposed of in accordance with the guidance and requirements of the Office of the Indiana State Chemist. The City will contract with a commercially licensed applicator if restricted use pesticides are required. Commercial products available to the public at retailers may be used at municipal facilities to control pests and weeds, and maintain turf grass and landscaping.

### ***Items to be Tracked***

Name and contact information for commercially licensed applicators contracted by Columbia City Utilities. Changes in stormwater pollution prevention plans for municipal facilities related to pesticide and fertilizer usage.

### ***Responsible Entity***

MS4 Operator and commercially licensed contractor(s)

### ***Schedule***

Review procedures for usage of pesticides and fertilizers annually. Update and improve procedures as needed to maintain compliance with guidance and requirements of the Office of the Indiana State Chemist.

### ***Reporting and Recordkeeping***

Record and report annually name and contact information for commercially licensed applicators and changes made in stormwater pollution prevention plans for municipal facilities.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/> Public Education	<input type="checkbox"/> Residents	<input type="checkbox"/> <b><i>New Program</i></b> <input checked="" type="checkbox"/> <b><i>Current Program</i></b>
<input type="checkbox"/> Public Involvement	<input checked="" type="checkbox"/> Municipal Employees	
<input checked="" type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input type="checkbox"/> Developers/Contractors	
<input checked="" type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	

## Waste Disposal from MS4 Systems

### ***BMP Description***

Columbia City has a written standard procedure for waste disposal from MS4 systems and municipal operational areas. All materials removed from separate storm sewer systems and operational areas, including dredged soil, accumulated sediments, floatables and debris, are recycled or reused or disposed of in accordance with federal, state and local regulations. Hazardous waste, if any, is disposed of in accordance with federal, state and local regulations.

### ***Items to be Tracked***

Problems encountered implementing the standard procedure and change made to improve the standard procedure.

### ***Responsible Entity***

MS4 Coordinator and Municipal Department Superintendents

### ***Schedule***

Review the MS4 waste disposal procedure annually. Update and revise the procedure as needed to remain in compliance with federal, state and local solid waste regulations.

### ***Reporting and Recordkeeping***

Record and report annually problems encountered implementing the standard procedure and changes made to resolve the problems.

#### ***Minimum Control Measures***

- |                                     |                           |
|-------------------------------------|---------------------------|
| <input type="checkbox"/>            | Public Education          |
| <input type="checkbox"/>            | Public Involvement        |
| <input checked="" type="checkbox"/> | Illicit Discharge         |
| <input type="checkbox"/>            | Construction Site Control |
| <input type="checkbox"/>            | Post-Construction Control |
| <input checked="" type="checkbox"/> | Municipal Operations      |

#### ***Targeted Constituents***

- |                                     |                        |
|-------------------------------------|------------------------|
| <input type="checkbox"/>            | Residents              |
| <input checked="" type="checkbox"/> | Municipal Employees    |
| <input type="checkbox"/>            | Commercial Facilities  |
| <input type="checkbox"/>            | Industrial Facilities  |
| <input type="checkbox"/>            | Developers/Contractors |
| <input type="checkbox"/>            | Visitors               |

- |                                     |                               |
|-------------------------------------|-------------------------------|
| <input type="checkbox"/>            | <b><i>New Program</i></b>     |
| <input checked="" type="checkbox"/> | <b><i>Current Program</i></b> |

## Litter Pick-Up

### ***BMP Description***

The City of Columbia City Park Department is responsible for collecting and disposing of litter and trash from all City Parks. The Park Department has a written standard procedure for collecting and disposing of litter and trash.

### ***Items to be Tracked***

Estimated weight of trash collected and disposed each month. Changes made to improve the standard procedure for litter and trash collection and disposal.

### ***Responsible Entity***

Park Department Director

### ***Schedule***

Review the litter pick-up and trash collection and disposal program annually and revise procedures as needed..

### ***Reporting and Recordkeeping***

Record and report annually the estimated weight of trash collected and disposed each month and changes made to improve the standard procedure.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/> Public Education	<input checked="" type="checkbox"/> Residents	<input type="checkbox"/> <b><i>New Program</i></b> <input checked="" type="checkbox"/> <b><i>Current Program</i></b>
<input type="checkbox"/> Public Involvement	<input checked="" type="checkbox"/> Municipal Employees	
<input checked="" type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input type="checkbox"/> Developers/Contractors	
<input checked="" type="checkbox"/> Municipal Operations	<input checked="" type="checkbox"/> Visitors	

## Stormwater Structure and Conveyance Maintenance

### ***BMP Description***

The City of Columbia City has a written standard procedure for cleaning, inspecting, repairing, and improving stormwater structures and conveyances. A systematic surface visual inspection will be made of all MS4 owned and/or operated stormwater structures and conveyances during the 5-year term of the MS4 general permit. Problems will be documented and corrective actions or maintenance will be scheduled.

### ***Items to be Tracked***

Number, type, and location of stormwater structures and conveyances cleaned and inspected; number, type, and location of structures and conveyances repaired or improved, estimated amount of waste material removed for disposal, and changes made to improve the standard procedure.

### ***Responsible Entity***

Water Department Superintendent

### ***Schedule***

Schedule, conduct and document systematic surface visual inspections annually so as to inspect all MS4 structures and conveyances at least once during the 5-year term of the general permit. Review the standard procedure annually and update it as needed.

### ***Reporting and Recordkeeping***

Record and report annually number, type, and location of stormwater structures and conveyances cleaned and inspected; and repaired or improved, estimated amount of material removed for disposal, and changes made to improve the standard procedure.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/> Public Education	<input type="checkbox"/> Residents	
<input type="checkbox"/> Public Involvement	<input checked="" type="checkbox"/> Municipal Employees	<input type="checkbox"/> <b><i>New Program</i></b>
<input checked="" type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	<input checked="" type="checkbox"/> <b><i>Current Program</i></b>
<input type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input type="checkbox"/> Developers/Contractors	
<input checked="" type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	

## Roadside Shoulder and Ditch Stabilization

### ***BMP Description***

Columbia City has a written standard procedure for roadside shoulder and ditch stabilization. Roadside shoulders and ditches are inspected every spring after snow melt. Areas of concern are identified, prioritized, and maintenance work is scheduled.

### ***Items to be Tracked***

Location and estimated linear footage of roadside ditches and shoulders inspected, location and estimated linear footage of roadside ditches or shoulders repaired and stabilized, and changes made to improve the standard procedure.

### ***Responsible Entity***

Street Department Superintendent

### ***Schedule***

Inspect roads and make necessary repairs annually. Update annually the estimated linear footage and location of roadside ditches or shoulders. Review the standard procedure annually and update it as needed.

### ***Reporting and Recordkeeping***

Record and report annually the location and estimated linear footage of roadside ditches and shoulders inspected, and repaired and stabilized. Report annually changes made to improve the standard procedure.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/> Public Education	<input type="checkbox"/> Residents	<input type="checkbox"/> <b><i>New Program</i></b> <input checked="" type="checkbox"/> <b><i>Current Program</i></b>
<input type="checkbox"/> Public Involvement	<input checked="" type="checkbox"/> Municipal Employees	
<input checked="" type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input type="checkbox"/> Developers/Contractors	
<input checked="" type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	

## Roadside Vegetation Care

### ***BMP Description***

Columbia City has a written standard procedure for roadside vegetation care. Roadsides are inspected every spring after snow melt. Areas of concern are identified, prioritized, and maintenance work is scheduled.

### ***Items to be Tracked***

Location and estimated linear footage of roadside vegetation inspected, location and estimated linear footage of roadside vegetation repaired and stabilized, and changes made to improve the standard procedure.

### ***Responsible Entity***

Street Department Superintendent

### ***Schedule***

Inspect roadside vegetation annually and make needed repairs. Review the standard procedure annually and update it as needed.

### ***Reporting and Recordkeeping***

Record and report annually the location and estimated linear footage of roadside vegetation inspected, and repaired and stabilized. Report annually changes made to improve the standard procedure.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/> Public Education	<input type="checkbox"/> Residents	<input type="checkbox"/> <b><i>New Program</i></b> <input checked="" type="checkbox"/> <b><i>Current Program</i></b>
<input type="checkbox"/> Public Involvement	<input checked="" type="checkbox"/> Municipal Employees	
<input checked="" type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input type="checkbox"/> Developers/Contractors	
<input checked="" type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	



## Outfall Scouring Inspection and Remediation

### ***BMP Description***

The City of Columbia City has a written standard procedure for outfall scouring inspection and remediation. Outfalls are inspected visually for scouring or erosion around the point of discharge and adjacent embankment, and the general condition of the surrounding area. Locations where scour or erosion is occurring are prioritized and remedial work is scheduled. Outfalls with recurring scouring or erosion will be inspected at least three times a year until the problem is corrected.

### ***Items to be Tracked***

Number and location of outfalls inspected for scouring conditions, number and location where scour or erosion is occurring, number and location of remedial actions, and changes made to improve the standard procedure.

### ***Responsible Entity***

Water Department Superintendent

### ***Schedule***

Conduct visual inspections of stormwater outfalls annually concurrently with dry weather screening. Review the standard procedure annually and update it as needed.

### ***Reporting and Recordkeeping***

Record and report annually the number and location of outfalls inspected, the number and location where scour or erosion is occurring, the number and location of remedial actions, and changes made to improve the standard procedure..

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/> Public Education	<input type="checkbox"/> Residents	<input type="checkbox"/> <b><i>New Program</i></b>
<input type="checkbox"/> Public Involvement	<input checked="" type="checkbox"/> Municipal Employees	<input checked="" type="checkbox"/> <b><i>Current Program</i></b>
<input checked="" type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input type="checkbox"/> Developers/Contractors	
<input checked="" type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	

## Pavement Sweeping

### ***BMP Description***

Columbia City has a written standard procedure for pavement sweeping and debris disposal and management. Streets are swept between April and October or longer if weather permits. The Downtown Business District is swept weekly. The remaining street are swept at seven to ten day intervals, Additional sweeping occurs after the Old Settler's Day Festival and Parade and as conditions warrant.

### ***Items to be Tracked***

Estimated weight of debris and waste material collected by sweeping. Changes made to improve the standard procedure.

### ***Responsible Entity***

Street Department Superintendent

### ***Schedule***

Review the pavement sweeping program annually and revise the standard procedure as needed.

### ***Reporting and Recordkeeping***

Record and report annually the estimated weight of debris and waste material collected by sweeping and changes made to the standard procedure.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/> Public Education	<input type="checkbox"/> Residents	
<input type="checkbox"/> Public Involvement	<input checked="" type="checkbox"/> Municipal Employees	
<input checked="" type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input type="checkbox"/> Developers/Contractors	
<input checked="" type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	<div data-bbox="1073 1728 1149 1866" style="display: inline-block; vertical-align: middle;"> <input type="checkbox"/> <input checked="" type="checkbox"/> </div> <div style="display: inline-block; vertical-align: middle;"> <b><i>New Program</i></b>  <b><i>Current Program</i></b> </div>

## Flood Management and Stormwater Quality Standards

### ***BMP Description***

The City of Columbia City has enacted ordinances and established technical standards for managing the quantity and quality of stormwater run-off from new developments and redevelopments. Projects that will disturb one acre or more of land are required to install structural best management practices (flood control structures). Owners and/or operators of flood control structures are required by ordinance to inspect their structures annually.

### ***Items to be Tracked***

Number and location of flood control structures evaluated for stormwater quality control measures, including the type of control measures used; and number and location of existing flood control structures retrofitted with stormwater quality control measures, including the type of control measure used.

### ***Responsible Entity***

MS4 Coordinator and Building and Planning Director

### ***Schedule***

Review annually flood management and stormwater quality standards and update as needed.

### ***Reporting and Recordkeeping***

Record and report annually the number and location of flood control structures evaluated for stormwater quality control measures, including type of control measure used; and the number and location of existing flood control structures retrofitted with stormwater quality control measures, including the type of control measure used.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/> Public Education	<input type="checkbox"/> Residents	<input type="checkbox"/> <b><i>New Program</i></b> <input checked="" type="checkbox"/> <b><i>Current Program</i></b>
<input type="checkbox"/> Public Involvement	<input checked="" type="checkbox"/> Municipal Employees	
<input checked="" type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input type="checkbox"/> Developers/Contractors	
<input checked="" type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	

## Annual Training of MS4 Personnel

### ***BMP Description***

Personnel implementing municipal operations pollution prevention and good housekeeping measures for municipal facilities and MS4 owned and/or operated infrastructure will receive annual training. Training will be related directly to an employee's responsibilities for implementing standard procedures and stormwater pollution plans for municipal facilities.

### ***Items to be Tracked***

Number and names of new employees trained on stormwater quality related policies and procedures and number and names of current employees trained in stormwater quality related policies and procedures,

### ***Responsible Entity***

MS4 Coordinator or a designated representative and municipal department superintendents

### ***Schedule***

Conduct training for new employees within the first two months of employment and train current employees once every quarter. Evaluate the training program annually and revise it as needed.

### ***Reporting and Recordkeeping***

Record and report annually the number and names of new employees trained on stormwater related policies, programs, and procedures and the number and names of current employees trained on stormwater related policies, programs and procedures.

<b><i>Minimum Control Measures</i></b>	<b><i>Targeted Constituents</i></b>	
<input type="checkbox"/> Public Education	<input type="checkbox"/> Residents	<input type="checkbox"/> <b><i>New Program</i></b> <input checked="" type="checkbox"/> <b><i>Current Program</i></b>
<input type="checkbox"/> Public Involvement	<input checked="" type="checkbox"/> Municipal Employees	
<input checked="" type="checkbox"/> Illicit Discharge	<input type="checkbox"/> Commercial Facilities	
<input type="checkbox"/> Construction Site Control	<input type="checkbox"/> Industrial Facilities	
<input type="checkbox"/> Post-Construction Control	<input type="checkbox"/> Developers/Contractors	
<input checked="" type="checkbox"/> Municipal Operations	<input type="checkbox"/> Visitors	