

327 IAC 15-13-17 MS4 Storm Water Permit Municipal Operations and Good Housekeeping Audit/Inspection	Authority: <i>This audit/inspection was conducted pursuant to 327 IAC 15-13-22 and is consistent with the requirements of 327 IAC 15-13-17.</i>
MS4 Name: City of Valparaiso	MS4 Permit Number: INR040073
MS4 Operator: Jon Costas, Mayor	County: Porter
MS4 Permit Coordinator: Mingyan Zhou, Deputy Engineer	Others Attending the Audit: Bill Oeding, City Administrator, Matt Evans, Dir. Public Works, Brent Dickson, Asst. Dir. Public Works, Bryan Dishman, Public Works, Ed Pilarski, City Utilities, Dan Johnson, Parks & Rec., Rich Fry, Parks & Rec., Steve Martinson, Parks & Rec., Tony Reid, Public Works, Tim Burkman, Engineering Dept., Taylor Wegrzyn, Planning Dept.
Audit / Inspection Information	
Questions or inquires concerning this report should be directed to:	
Ms. Reggie Korthals MS4 Coordinator Office of Water Quality - IDEM	Phone: 317-234-1601 Toll Free: 1-800-451-6027 E-Mail: rkorthal@idem.IN.gov
Audit / Inspection Date: 02/19/2015	Report Distributed: <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> Mail <input type="checkbox"/> Certified

SECTION A: Measureable Goals – Documentation Review			
PROVIDED	NOT PROVIDED	ACTIONS	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		1. Provide MS4 measurable goals for the MCM with specific reduction percentages and Timetables (Included in the SWQMP Part C)
<input checked="" type="checkbox"/>	<input type="checkbox"/>		2. Provide a list of all municipal owned and operated facilities
SECTION B: Employee Training – Documentation Review			
PROVIDED	NOT PROVIDED	ACTIONS	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		1. Provide documentation of employee pollution prevention training
<input checked="" type="checkbox"/>	<input type="checkbox"/>		2. Provide materials used, sign-in sheets, agenda.
SECTION C: Storm Water Infrastructure – Document Review			
PROVIDED	NOT PROVIDED	ACTIONS	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		1. Provide documentation that mapping and characterization of MS4 system is current.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		2. Provide a map of the facility that includes conveyances and outfalls.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		3. Provide documentation of catch basin cleaning and material disposal
<input checked="" type="checkbox"/>	<input type="checkbox"/>		4. Provide documentation of storm water structure maintenance and material disposal
SECTION D: Flood Management – Documentation Review			
PROVIDED	NOT PROVIDED	ACTIONS	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		1. Provide an inventory of flood management structures.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		2. Provide documentation of inspections of structures.

SECTION E: Facility Maintenance – Document Review			
PROVIDED	NOT PROVIDED	ACTIONS	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		1. Provide a tracking documentation used for the following activities as appropriate: a. Litter pick-up. b. Remediation of outfall scouring. c. Proper storage and spill containment of concentrated solutions
<input checked="" type="checkbox"/>	<input type="checkbox"/>		2. Provide a copy of in-field inspection sheets used for maintenance inspections performed in the field.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		3. Provide a copy of the procedure for maintenance activities.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		4. Provide a copy of the facility SWPPP or program outline
			5. Did the facility manager/superintendent attend the audit? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		6. Provide a copy of the materials inventory for the facility (Part of the SWPPP)
<input checked="" type="checkbox"/>	<input type="checkbox"/>		7. Provide management procedure for stockpile storage, maintenance, and disposal
<input checked="" type="checkbox"/>	<input type="checkbox"/>		8. Provide management procedure for composting materials, if applicable
SECTION F: Vehicle Maintenance and Fueling – Documentation Review			
PROVIDED	NOT PROVIDED	ACTIONS	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		1. Was there a designated vehicle maintenance area?
<input checked="" type="checkbox"/>	<input type="checkbox"/>		2. Were vehicle maintenance practices implemented and documented?
			3. Do inside drains go to a storm water conveyance or sanitary sewer? <input type="checkbox"/> Storm Water <input checked="" type="checkbox"/> Sanitary
<input checked="" type="checkbox"/>	<input type="checkbox"/>		4. Did vehicle washing areas have BMPs in place?
			5. Were spill kits available and located within the vehicle maintenance area and fueling area? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		6. Provide documentation of fuel spills and clean-up. <i>NEW FACILITY, NO SPILLS, PROCESS IN PLACE</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		7. Provide documentation of fuel facility inspections. <i>NEW FACILITY, PROCESS IN PLACE</i>
			8. Were fuel overflow and tank protection in place? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
			9. Were BMPs for storm drains located in or near the fueling area in place? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>NEW FACILITY, NO DRAINS NEAR FUELING STATION</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		10. Were employees with access and use of the fueling facility provided spill prevention training? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
SECTION G: Public Streets Operation and Maintenance – Document Review			
PROVIDED	NOT PROVIDED	ACTIONS	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		1. Provide Street Sweeping Schedule.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		2. Provide a copy of the SOP for street sweeping (include procedures for proper disposal of material).
<input checked="" type="checkbox"/>	<input type="checkbox"/>		3. Provide documentation for the following maintenance activities: a. Roadside shoulder stabilization. b. Roadside ditch stabilization. c. Planning and proper care of roadside vegetation.

<input checked="" type="checkbox"/>	<input type="checkbox"/>		4. Provide documentation on use and storage of deicing materials and identify snow removal storage areas.
SECTION H: Pesticide, Herbicide, and Fertilizer Application and Management – Documentation Review			
PROVIDED	NOT PROVIDED	ACTIONS	
			1. Does the MS4 apply restricted pesticides/herbicides that require certification by the Indiana State Chemist Office? If so, are proper certifications in place. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
			2. Were the individual(s) responsible for application identified and a copy of their certification form provided? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		3. Provide BMP documentation for fertilizer use.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		4. Provide documentation of applicator training for storm water pollution prevention.
SECTION I: Facility Inspection			
If the permit audit generates the need for a facility site inspection, a separate facility report will be attached to this report.			
<ul style="list-style-type: none"> • Not required at the time of the audit. • Tour of the new Public Works, Salt Storage, City Utilities, Refuse facility was provided. (Moved in 1/1/2015) 			
SECTION J: Comments			
<ul style="list-style-type: none"> • The City of Valparaiso provided all required documentation. • All city employees involved with permit compliance attended the audit. • The permit information requested was well organized and demonstrated compliance • The MS4 coordinator has a solid knowledge of state and federal storm water requirements and permit regulations. 			
SECTION K: Audit Follow-up			
<input checked="" type="checkbox"/>	The City of Valparaiso is in compliance with the requirements of 327 IAC 15-13-17 and must continue to implement their SWQMP BMPs for proper pollution prevention and good housekeeping. No further action is required at this time.		
<input type="checkbox"/>	All items marked as marginal and/or unsatisfactory must be corrected on or before __/__/__.		