



INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

We Protect Hoosiers and Our Environment.

Mitchell E. Daniels Jr.
Governor

Thomas W. Easterly
Commissioner

100 North Senate Avenue
Indianapolis, Indiana 46204
(317) 232-8603
Toll Free (800) 451-6027
www.idem.IN.gov

February 2, 2010

Mr. Matthew J. Kras
Stormwater Engineer
MS4 Operator
City of Valparaiso
166 Lincolnway
Valparaiso IN 46383

Dear Mr. Kras:

**Re: Rule 13 Permit Evaluation & Inspection
327 IAC 15-13
INR040073 MS4 Co-Permit Number
City of Valparaiso and Valparaiso University
Porter County**

The Rule 13 Permit Evaluation and Inspection conducted by the Indiana Department of Environmental Management (IDEM) on 07/15/2009 is authorized by 327 IAC 15-13-22 of the rule. The primary goals of the evaluation and inspection process are to (1) determine permit compliance status, (2) provide a compliance assistance tool, (3) help to correct deficiencies in the SWQMP, and (4) provide technical assistance for continued adequate control measure performance during subsequent permit terms.

The Evaluation-Inspection Report provides a cumulative overview of the MS4 permit that includes review of the submitted Part C Storm Water Quality Management Plan (SWQMP), annual reports, municipal facility site inspections, documentation verification, and review of other materials provided to IDEM during the first five year permit period and the permit evaluation.

This correspondence includes the Evaluation Report and Facility Inspection Reports for the City of Valparaiso and Valparaiso University. The reports provide observations, recommendations, requirements, recognitions, and permit compliance for public education and outreach, public participation and involvement, illicit discharge (mapping), and municipal pollution prevention and good housekeeping. The reports identify program areas that are satisfactory and meet the compliance requirements along with marginal, unsatisfactory and/or violations of the permit that will require you to respond or address with specific timelines.

The construction site (MCM #4) audit/inspection will be provided to you by the IDEM Storm Water Specialist under separate cover.

Please review the enclosed reports and respond in writing to IDEM for those items that are marginal, unsatisfactory, and/or violations of the permit within thirty (30) days of the receipt of the evaluation with a plan to correct deficiencies. If you have any questions regarding this letter, require clarification on any issue or would just like to review the evaluation with me, please contact me at 317-234-1601 or by e-mail at rkorthal@idem.IN.gov.

Sincerely,

Reggie Korthals

Ms. Reggie Korthals, MPA
MS4 Program Coordinator
Office of Water Quality

cc: Project File
Fred Plant, Physical Plant Manager,
Valparaiso University



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Physical Plant Manager
MS4 Contact
Valparaiso University
610 Don Hovey Drive
Valparaiso IN 46383

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Sincerely,

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Ms. Reggie Korthals, MPA
MS4 Program Coordinator
Office of Water Quality

cc: Project File
Matthew J. Kras, Stormwater Engineer
City of Valparaiso

IDEM – Office of Water Quality – Wetlands & Storm Water Section – Rule 13 Permit Program

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|---|---|--|---|------|---|
| S | | | Y | 4. | Did the MS4 develop and implement a Storm Water Quality Management Plan (SWQMP) Part C? Was a certification form submitted to IDEM? |
| S | | | Y | 5. | Were programmatic indicators identified for each Minimum Control Measure (MCM) in Part C? |
| | M | | Y | 6. | Is progress regularly measured against the goals stated in the SWQMP? DOCUMENTATION NOT PROVIDED FOR ASSESMENT OF GOALS |
| | M | | Y | 7. | Has the MS4 implemented the BMPs identified in the SWQMP for each MCM? |
| S | | | Y | 8. | Did the MS4 supply a summary of the current storm water budget, expected or actual funding source, and a projection of the budget for the next permit cycle? SUBMITTED WITH THE NOI RENEWAL |
| S | | | Y | 9. | If Co-permitted, is there an MOU or Inter-local agreement? |
| S | | | Y | 10.. | If Co-Permitted, does each party have a copy of the signed agreement? |
| | M | | Y | 11. | If Co-permitted, has the agreement been reviewed and or updated for the second five year permit term? |
| | M | | Y | 13. | Does the MS4 document all activities and maintain appropriate records? SOME RECORDS ARE KEPT BUT NOT PROVIDED. DOCUMENTATION OF ACTIVITIES NEEDS TO BE ORGANIZED |
| S | | | Y | 14. | Does the MS4 submit required annual reports to IDEM? |
| S | | | Y | 15. | Was the MS4 prepared for the permit evaluation and inspection and did they provide materials requested by IDEM? |

Observations:

- The City of Valparaiso and Valparaiso University provided required materials for the permit evaluation and demonstrated a process for documentation of activities.
- The MS4s provided a communication and organizational chart for program implementation; however, there seemed to be a lack of coordination between co-permittees. There was no documentation that the entities meet on a regular basis to coordinate program implementation
- The City of Valparaiso and Valparaiso University did not document that they consistently participate on the MS4 Community Partnership.
- It was unclear if Valparaiso University has contracted with the regional program.
- The co-permittees have provided signed certifications for all minimum control measures.
- Documentation of storm water pollution prevention training for municipal employees was not provided.

Recommendations:

- The co-permittees should develop a plan to establish a more consistent and coordinated communication practices for program implementation.
- The co-permittees should develop a plan to provide storm water pollution prevention training to municipal and university employees. Training should be documented.
- The co-permittees should develop a plan to provide consistent representation on the regional storm water partnership.
- The co-permittees should develop a plan to better document program management activities.

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| <p>Requirements:</p> <ul style="list-style-type: none"> • The Co-permittees shall develop a plan to provide storm water training to employees and submit that plan to IDEM <u>on or before April 1, 2010</u>. The MS4s shall also include this plan in the SWQMP up-dates. • The City of Valparaiso and Valparaiso University shall review and update their SWQMP Part B (if needed) and SWQMP Part C and submit updates as attachments to their annual report due to IDEM <u>on or before October 15, 2010</u> |
| <p>Further Action:</p> <ul style="list-style-type: none"> • IDEM will continue to monitor program management through assessment of the SWQMP, review of annual reports and periodic inspections. |

| PROGRAM AREA 327 IAC 15-13-12 SWQMP PUBLIC EDUCATION AND OUTREACH | | | | | | |
|--|---|---|-----|-------|-----|--|
| S | M | U | Y/N | NA/NE | | S = Satisfactory M = Marginal U = Unsatisfactory NA = Not Applicable NE = Not Evaluated Y = Yes N = No |
| S | | | Y | | 1. | Was reasonable documentation provided to show that an attempt was made to reach all constituents within the MS4 area? THE CITY OF VALPARAISO IS A MEMBER OF THE NORTHWEST INDIANA COMMUNITY MS4 PARTNESHIP THAT CONTRACTS WITH THE NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION (NIRPC) TO IMPLEMENT A REGIONAL PUBLIC EDUCATION AND OUTREACH PROGRAM. VALPARAISO UNIVERSITY IS NOT A MEMBER OF THE PARTNERSHIP |
| S | | | Y | | 2. | Did the MS4 submit to IDEM a certification form once the program was developed and implemented? |
| S | | | Y | | 3. | Did the MS4 utilize existing programs and outreach materials? |
| S | | | Y | | 4. | Did the MS4 partnered and/or coordinated with other MS4s in the area or other organizations with in the MS4 area to implement an informational program? |
| | M | | Y | | 5. | Is the education program reviewed for adequacy and accuracy and is it updated as necessary? THE MS4s SHOULD PARTICIPATE WITH CONTRACTOR IN THIS PROCESS |
| S | | | Y | | 6. | Did the MS4 develop measurable goals for this MCM? |
| S | | | Y | | 7. | Did the MS4 do an initial storm water quality assessment of constituent knowledge? |
| S | | | Y | | 8. | Did the MS4 do a follow-up assessment of constituent knowledge and participation in the MS4 area? |
| S | | | Y | | 9. | Were specific target outreach or goal percentages and timetables identified? |
| S | | | Y | | 10. | Did the MS4 target improvement in disposal practices (Recycling)? |

| | | | | | | |
|---|--|--|---|--|-----|---|
| S | | | Y | | 11. | Did the MS4 target schools and school curriculum for storm water education? |
| | | | N | | 12. | Did the MS4 develop materials in a second language? |
| S | | | Y | | 13. | Has the MS4 implemented the BMPs identified in their SWQMP? |
| S | | | Y | | 14. | Has the MS4 kept documentation of all activities conducted under this MCM? PROVIDED BY NIRPC |
| S | | | Y | | 15. | Did the MS4 provide copies of all materials produced and used in educational program for the permit evaluation? |

Observations:

- The review of the public education and outreach program are based on the efforts of the regional partnership – Northwest Indiana MS4 Community Partnership. The review of that program is attached to this report.
- The City of Valparaiso and Valparaiso University attended the review of the regional program conducted by IDEM on June 29, 2009.
- The co-permittees lacked a plan to review the success of the regional program in their MS4 area.

Recommendations:

- The City of Valparaiso demonstrated at the time of the evaluation that they are identifying their public education shortfalls and establishing a plan to address those program gaps.
- The City of Valparaiso should continue to be an active member of the regional work group to better identify their community needs.
- The City of Valparaiso should review the results of the regional constituent survey to identify needs of residents in their MS4 area.
- Valparaiso University should continue to incorporate storm water educational materials in the standard curriculum.
- Valparaiso University should strengthen the participation by the Earth Tones environmental club for education and public involvement events. The on-campus environmental club is unique and not entity on all university campuses.

Requirements:

- **The City of Valparaiso and Valparaiso University shall review their SWQMP Part C – Public Education Program and provide up-dates as part of the Part C up-date due to IDEM on or before October 15, 2010.**

Recognitions:

- IDEM recognizes the City of Valparaiso for going above and beyond the regional program by implementing a program to provide educational tours of the rain gardens established as a best management practice at the Porter County Jail.
- IDEM recognizes Valparaiso University for incorporating storm water education in the established university course work.

Further Action:

- IDEM will continue to monitor the public education and outreach program through assessment of the SWQMP, review of annual reports and periodic inspections.

| PROGRAM AREA 327 IAC 15-13-13 SWQMP PUBLIC PARTICIPATION AND INVOLVEMENT | | | | | |
|---|---|---|-----|-------|---|
| S | M | U | Y/N | NA/NE | S = Satisfactory M = Marginal U = Unsatisfactory NA = Not Applicable NE = Not Evaluated Y = Yes N = No |
| S | | | Y | | 1. Did the MS4 develop a SWQMP that includes provisions to allow opportunities for citizens to participate in the storm water management program development, implementation, and review? THE CITY OF VALPARAISO IS A MEMBER OF THE NORTHWEST INDIANA COMMUNITY MS4 PARTNESHIP THAT CONTRACTS WITH THE NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION (NIRPC) TO IMPLEMENT A REGIONAL PUBLIC PARTICIPATION AND INVOLVEMENT PROGRAM. VALPARAISO UNIVERSITY IS NOT A MEMBER OF THE PARTNERSHIP |
| S | | | Y | | 2. Did the MS4 provide documentation that demonstrates sufficient opportunities were allotted to involve constituents? |
| S | | | Y | | 3. Does the MS4 have a plan to provide for participation during the second permit period? |
| S | | | Y | | 4. Did the MS4 submit to IDEM a certification form once the program was developed and implemented? |
| S | | | Y | | 5. Does the MS4 comply with applicable public notice requirements? |
| S | | | Y | | 6. Did the MS4 supply documentation of public events? |
| S | | | Y | | 7. Does the MS4 provide regular program updates and storm water information to elected officials? |
| S | | | Y | | 7. Did the MS4 develop measurable goals for this MCM? |
| S | | | Y | | 9. Did the MS4 identify specific outreach and reduction goal percentages and identify a timetable and was the timetable met? |
| S | | | Y | | 10. Did the SWQMP goals for this MCM address participation in citizen panels, community clean-ups, citizen watch groups, drain marking projects and public meeting notification? |
| Observations: | | | | | |
| <ul style="list-style-type: none"> The review of the public involvement and participation program is based on the efforts of the regional partnership – Northwest Indiana MS4 Community Partnership. The review of that program is attached to this report. The City of Valparaiso has a storm water public information website located on the city site under the Valparaiso City Utilities Board. The site is difficult to access. The City of Valparaiso has co-mingled the water quality and water quality message on the webpage that could be confusing to residents. Valparaiso University does not have a storm water information site on their university website. The MS4s do not have a report a polluter mechanism in place. The City of Valparaiso implemented a rain garden and rain barrel program for constituents. The regional program did not have the tools to provide public participation events in each member community. | | | | | |

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| <p>Recommendations:</p> <ul style="list-style-type: none"> • The City of Valparaiso should continue to work with the regional partnership but coordinate volunteers locally. • The City of Valparaiso should work to ensure that their website is current and that permit documents are posted for public review. Links to IDEM do not connect and there are not links to US EPA. Permit reporting documents are not posted for public review: SWQMP NOI and Part A, Part B, Part C, annual reports, permit evaluation. • Valparaiso University should develop a plan to include storm water information on their site and then link to the City of Valparaiso website. • The MS4s should continue to work with community groups, student groups and other county agencies. • The MS4s might want to consider engaging members of the public in the SWQMP Part C update process. |
| <p>Requirements:</p> <ul style="list-style-type: none"> • The City of Valparaiso and Valparaiso University shall review their SWQMP Part C – Public Participation Program and provide the up-dates as part of the Part C up-date due to IDEM <u>on or before October 15, 2010.</u> |
| <p>Further Action:</p> <ul style="list-style-type: none"> • IDEM will continue to monitor the public involvement and participation program through assessment of the SWQMP, review of annual reports and periodic inspections. |

| PROGRAM AREA 327 IAC 15-13-14 SWQMP ILLICIT DISCHARGE DETECTION AND ELIMINATION | | | | | |
|--|---|---|-----|----|--|
| S | M | U | Y/N | NE | |
| S = Satisfactory M = Marginal U = Unsatisfactory NA = Not Applicable NE = Not Evaluated Y = Yes N = No | | | | | |
| S | | | Y | | 1. Is there an ordinance or other regulatory mechanism in place that prohibits illicit discharges into MS4 conveyances and establishes appropriate enforcement procedures and actions? 327 IAC 15-13-14(c) |
| S | | | Y | | 2. Did the MS4 submit to IDEM a certification form once the regulatory mechanism was in place? |
| S | | | Y | | 3. Has the MS4 completed a storm sewer system map showing the location of all outfalls and MS4 conveyances in the MS4 area under the MS4s control? |
| S | | | Y | | 4. Has the MS4 provided the names and locations of all waters that receive discharges from those outfalls? |
| <p>Observations:</p> <ul style="list-style-type: none"> • The City of Valparaiso co-permit completed all mapping required during the first permit period. • The outfall and receiving waters are mapped in GIS format. • Outfalls were identified by walking. • Copies of the maps were provided to IDEM for review. | | | | | |
| <p>Requirements:</p> <ul style="list-style-type: none"> • The City of Valparaiso should continue with screening/monitoring of outfalls and conveyances. • There are no additional permit requirements at this time. | | | | | |
| <p>Further Actions:</p> <ul style="list-style-type: none"> • IDEM will continue to monitor the illicit discharge and detection program through assessment of the SWQMP, review of annual reports and periodic inspections. • The complete audit of MCM #3 for illicit discharge, detection, and elimination will be conducted at a future date. | | | | | |

| PROGRAM AREA 327 IAC 15-13-15 SWQMP CONSTRUCTION SITE STORM WATER RUN-OFF CONTROL | | | | | |
|--|---|---|-----|----|--|
| S | M | U | Y/N | NE | S = Satisfactory M = Marginal U = Unsatisfactory NA = Not Applicable Not Evaluated Y = Yes N = No NE = |
| S | | | Y | | 1. Has a signed certification form been submitted to IDEM indicating that an ordinance or other regulatory mechanism is in place that allows the MS4 to prohibit illicit discharges into MS4 conveyances and establishes appropriate enforcement procedures and actions? |
| S | | | Y | | 2. Does the MS4 submit to IDEM the required monthly construction reports? |
| The audits of the MCM construction site plan reviews and site inspections were completed by the Storm Water Specialists and reports provided to the MS4 | | | | | |

| PROGRAM AREA 327 IAC 15-13-16 SWQMP POST CONSTRUCTION STORM WATER RUN-OFF CONTROL | | | | | |
|--|---|---|-----|----|---|
| S | M | U | Y/N | NE | S = Satisfactory M = Marginal U = Unsatisfactory NA = Not Applicable NE = Not Evaluated Y = Yes N = No |
| S | | | Y | | 1. Has a signed certification form been submitted to IDEM indicating that an ordinance or other regulatory mechanism is in place and a program has been implanted to control post construction storm water run-off? |
| The complete audit of MCM #5 for Post Construction Storm Water Run-off Control will be conducted at another time. | | | | | |

| PROGRAM AREA 327 IAC 15-13-17 | | | | | |
|--|---|---|-----|----|--|
| SWQMP MUNICIPAL OPERATIONS POLLUTION PREVENTION AND GOOD HOUSEKEEPING | | | | | |
| S | M | U | Y/N | NE | S = Satisfactory M = Marginal U = Unsatisfactory NA = Not Applicable Not Evaluated Y = Yes N = No NE = |
| | | U | N | | 1. Did the MS4 develop and implement a program to prevent or reduce pollutant run-off from municipal operations? Is the plan included in the SWQMP? (Facility SWPPP) MS4 OPERATOR WAS WORKING ON DRAFT FACILITY SWPPP AT THE TIME OF THE AUDIT |
| | | | Y | | 2. Did the MS4 submit to IDEM a certification form once the program was developed and implemented? SUBMITTED CERTIFICATION INDICATES PROGRAM IS IN PLACE |
| | | U | N | | 3. Does the MS4 keep written documentation of maintenance activities, schedules, and long term inspection procedures? |
| | M | | Y | | 4. Did the MS4 develop controls for reducing or eliminating the discharge of pollutants from operational areas, fueling areas, roads, parking lots, maintenance and storage yards, and waste transfer stations? ESTABLISHED SCHEDULED – NO DOCUMENTATION |
| | | U | N | | 5. Did the MS4 develop written procedures for the proper disposal of waste or materials removed from separate storm sewer systems and operational areas? |
| | | | | NA | 6. Did the MS4 provide written documentation that flood management projects are assessed for their impacts on water quality? |
| | | U | N | | 7. Did the MS4 provide written documentation that MS4 entity employees received storm water pollution prevention training? |
| Observations: | | | | | |
| <ul style="list-style-type: none"> The City of Valparaiso indicated at the evaluation the city has an environmental program for municipal facilities. The MS4 Operator indicated that he was in the process of re-examining the plan and it would be complete and submitted to IDEM by November 2009. A copy of the current SOP or SWPPP was not provided to IDEM. Valparaiso University did not provide a procedural plan for their good housekeeping practices. Management of good housekeeping practices is difficult to determine without a procedural plan in place. Submitting the signed certification indicates to IDEM that the program has been developed and implemented per the requirements of 327 IAC 15-13-17. | | | | | |
| Recommendations: | | | | | |
| <ul style="list-style-type: none"> The co-permittees should complete the SWPPP for good housekeeping practices at municipal/university owned facilities. The SWPPP should include a plan to provide storm water training to employees. The SWPPP should include a plan to document municipal maintenance activities. | | | | | |

Requirements:

- **The City of Valparaiso & Valparaiso University are currently in violation of the Rule 13 permit 327 IAC 15-13-17.**
- **At the time of the permit evaluation (7/15/2009), the MS4 Operator agreed that the SWPPP would be completed and documentation submitted to IDEM by 11/1/2009. To date, IDEM has not received this documentation.**
- **The City of Valparaiso and Valparaiso University co-permittees shall provide documentation to IDEM that the SWPPP is complete, available to employees at all facilities and being implements complete by April 1, 2010.**

Further Actions:

- **IDEM will continue to work with the City of Valparaiso and Valparaiso University to ensure the completion of the required permit elements for municipal operations pollution prevention and good housekeeping minimum control measures within the required time limit.**

| SWQMP Municipal Facility Inspection Report 327 IAC 15-13 - 17 | |
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| MS4 Name CITY OF VALPARAISO | Date of Facility Inspection: 07/15/2009 |
| Facilities Inspected: PARKS DEPARTMENT | 3210 NORTH CAMPBELL STREET |
| Permit Number: INR040073 | Completed By: Reggie Korthals, MPA IDEM MS4 Program Coordinator 317-234-1601 rkorthal@idem.IN.gov |
| MS4 Operator: MATTHEW J. KRAS STORMWATER ENGINEER CITY OF VALPARAISO 166 LINCOLNWAY VALPARAISO IN 46383 (219) 462-1161 EXT 316 mkras@valpo.us | |
| Participants: <ul style="list-style-type: none"> • John Seibert, Director of Parks and Recreation • Dave Mann, Maintenance and Construction Supervisor, Parks and Recreation • Matt Kras, Stormwater Engineer | |

| PROGRAM AREA SWQMP MUNICIPAL OPERATIONS POLLUTION PREVENTION AND GOOD HOUSEKEEPING | | | | | |
|---|---|---|-----|-------|---|
| S | M | U | Y/N | NA/NE | S = Satisfactory M = Marginal U = Unsatisfactory NA = Not Applicable NE = Not Evaluated NA = Not Applicable |
| Facility Operations | | | | | |
| | | U | N | | 1. Is there a copy of the storm water pollution prevention plan (SWPPP) at the facility? |
| | | U | N | | 2. Does the SWPPP include a SOP for fueling areas? |
| | | U | N | | 3. Is the SWPPP easily available to employees? |
| S | | | Y | | 4. Is the department superintendent part of the MS4 organizational process? |
| S | | | Y | | 5. Was a map of the facility provided? |
| | | U | N | | 6. Have the employees been provided appropriate storm water pollution prevention training with periodic refresher sessions? |
| | | | Y | | 7. Was a municipal operations analysis (MOA) or self-evaluation completed? |
| Facility Grounds Management | | | | | |
| S | | | N | | 1. Was there evidence of contaminated storm water runoff leaving the perimeter? |
| S | | | N | | 2. Is there evidence of illicit discharge leaving the facility? |
| S | | | N | | 3. Did the perimeter need management practices installed or repaired? |

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|---|--|--|---|----|---|
| S | | | N | | 4. Did storm water conveyances and/or storage areas need repair? |
| S | | | Y | | 5. Are regular inspections done of the grounds and outfalls? |
| S | | | Y | | 6. Is the facility cleaned regularly to prevent build-up of pollutants? |
| | | | | NA | 7. Are storm drains labeled and free of debris? DRAINS TO WWTP |
| | | | N | | 8. Do discharges drain to the storm sewers? |
| S | | | Y | | 9. Are outside dumpsters in proper condition with covers? |
| S | | | Y | | 10. Is there a parking lot maintenance program in place at the facility? |
| Material Storage and Waste Management | | | | | |
| S | | | Y | | 1. Are BMPs in place for waste materials removed from the operational areas? |
| S | | | Y | | 2. Are recycled materials disposed of in the proper manner? |
| S | | | Y | | 3. Are containers properly labeled? |
| S | | | Y | | 4. Is secondary containment provided to prevent accidental loss of concentrated solutions? |
| S | | | Y | | 5. Are bulk bags regularly inspected for tears and leakage? |
| | | | | NA | 6. Are contaminated materials being stored outside uncovered? |
| | | | | NA | 7. STOCKPILES: Are outdoor stockpiles properly managed? |
| | | | | NA | 8. SALT / SAND: Are deicing materials properly stored under cover? |
| | | | | NA | 9. COMPOSTING: Are composting materials properly managed and contained? |
| S | | | Y | | 10. Are BMPs in place for pesticides, herbicides, and fertilizers use? Are Turf Management practices in place? AT MUNICIPAL GOLF COURSE |
| Fleet and Off-Road Vehicle Maintenance, | | | | | |
| S | | | Y | | 1. Is there a designated vehicle maintenance area at the facility? ONLY FOR OFF ROAD, SMALL MOTOR – LAWN MOWERS ETC. |
| S | | | Y | | 2. Have vehicle maintenance practices been implemented and documented? |
| | | | N | | 3. Do inside drains go to storm water conveyance? |
| S | | | Y | | 4. Do vehicle washout areas have BMPs in place? |
| S | | | Y | | 5. Is used oil properly labeled, contained and disposed of? |
| S | | | Y | | 6. Are spill kits located within the vehicle maintenance area? |
| Fueling Facilities | | | | | |
| | | | | NA | 1. Is there a fueling facility at this location? |
| | | | | NA | 2. Are fuel spills tracked and clean-up documented? |
| | | | | NA | 3. Are regular inspections done of fueling terminals? |
| | | | | NA | 4. Are there spill kits available near fueling areas? |
| | | | | NA | 5. Is overflow protection installed for fuel tanks? |
| | | | | NA | 6. Are storm drains located near the fueling station? |
| | | | | NA | 7. Is there proper signage at fueling sites? |
| | | | | NA | 8. Have all employees that use the fueling facility been properly trained? |
| Observations: | | | | | |
| <ul style="list-style-type: none"> The Valparaiso Parks Department is well managed and maintained The City of Valparaiso did not provide documentation for storm water conveyance system maintenance. The Parks Department did not have a storm water pollution prevention plan (SWPPP) in place at the time of the inspection and park department employees had not received storm water pollution prevention training. | | | | | |
| Requirements: | | | | | |
| <ul style="list-style-type: none"> The City of Valparaiso MS4 shall provide documentation to IDEM that the SWPPP is completed, implemented, and available to employees at the parks maintenance facility and that employees have received storm water pollution prevention training by April 1, 2010. | | | | | |

| SWQMP Municipal Facility Inspection Report 327 IAC 15-13 - 17 | |
|---|--|
| MS4 Name CITY OF VALPARAISO | Date of Facility Inspection: 07/15/2009 |
| Facilities Inspected: PUBLIC WORKS – STREET DEPARTMENT | 406 DON HOVEY DRIVE |
| Permit Number: INR040073 | Completed By: Reggie Korthals, MPA IDEM MS4 Program Coordinator 317-234-1601 rkorthal@idem.IN.gov |
| MS4 Operator: MATTHEW J. KRAS STORMWATER ENGINEER CITY OF VALPARAISO 166 LINCOLNWAY VALPARAISO IN 46383 (219) 462-1161 EXT 316 mkras@valpo.us | |
| Participants: <ul style="list-style-type: none"> • Ron DeTorrice, Director of Public Works • Jason Beyor, Safety Officer • Matt Kras, Stormwater Engineer | |

| PROGRAM AREA SWQMP MUNICIPAL OPERATIONS POLLUTION PREVENTION AND GOOD HOUSEKEEPING | | | | | |
|---|---|---|-----|-------|---|
| S | M | U | Y/N | NA/NE | S = Satisfactory M = Marginal U = Unsatisfactory NA = Not Applicable NE = Not Evaluated NA = Not Applicable |
| Facility Operations | | | | | |
| | | U | N | | 1. Is there a copy of the facility storm water pollution prevention plan (SWPPP) at the facility? |
| | | U | N | | 2. Does the SWPPP include a SOP for fueling areas? |
| | | U | N | | 3. Is the SWPPP easily available to employees? |
| S | | | Y | | 4. Is the department superintendent part of the MS4 organizational process? |
| S | | | Y | | 5. Was a map of the facility provided? |
| | | U | N | | 6. Have the employees been provided appropriate storm water pollution prevention training with periodic refresher sessions? |
| | | | Y | | 7. Was a municipal operations analysis (MOA) or self-evaluation completed? |

| Facility Grounds Management | | | | |
|--|---|---|----|---|
| S | | | N | 1. Was there evidence of contaminated storm water runoff leaving the perimeter? |
| S | | | N | 2. Is there evidence of illicit discharge leaving the facility? |
| S | | | N | 3. Did the perimeter need management practices installed or repaired? |
| S | | | N | 4. Did storm water conveyances and/or storage areas need repair? |
| S | | | Y | 5. Are regular inspections done of the grounds and outfalls? |
| | M | | Y | 6. Is the facility cleaned regularly to prevent build-up of pollutants? SOME AREAS NEED GOOD HOUSEKEEPING PRACTICES |
| | M | | N | 7. Are storm drains labeled and free of debris? INSIDE DRAINS NEED TO BE LABELED |
| S | | | N | 8. Do discharges drain to the storm sewers? |
| | M | | Y | 9. Are outside dumpsters in proper condition with covers? SOME DUMPSTERS NEED COVERS |
| | M | | Y | 10. Is there a parking lot maintenance program in place at the facility? SOME OF THE SURFACE AREAS ARE NOT BEING MAINTAINED |
| Material Storage and Waste Management | | | | |
| S | | | Y | 1. Are BMPs in place for waste materials removed from the operational areas? |
| S | | | Y | 2. Are recycled materials disposed of in the proper manner? |
| S | | | Y | 3. Are containers properly labeled? |
| S | | | Y | 4. Is secondary containment provided to prevent accidental loss of concentrated solutions? |
| | | | NA | 5. Are bulk bags regularly inspected for tares and leakage? |
| | | | NA | 6. Are contaminated materials being stored outside uncovered? |
| S | | | Y | 7. STOCKPILES: Are outdoor stockpiles properly managed? |
| S | | | Y | 8. SALT / SAND: Are deicing materials properly stored under cover? |
| | | | NA | 9. COMPOSTING: Are composting materials properly managed and contained? |
| S | | | Y | 10. Are BMPs in place for pesticides, herbicides, and fertilizers use? |
| Fleet and Off-Road Vehicle Maintenance, | | | | |
| S | | | Y | 1. Is there a designated vehicle maintenance area at the facility? |
| S | | | Y | 2. Have vehicle maintenance practices been implemented and documented? |
| | | | N | 3. Do inside drains go to storm water conveyance? |
| S | | | Y | 4. Do vehicle washout areas have BMPs in place? |
| S | | | Y | 5. Is used oil properly labeled, contained and disposed of? |
| S | | | Y | 6. Are spill kits located within the vehicle maintenance area? |
| Fueling Facilities | | | | |
| | | | Y | 1. Is there a fueling facility at this location? |
| | M | | Y | 2. Are fuel spills tracked and clean-up documented? NO DOCUMENTATION |
| | M | | Y | 3. Are regular inspections done of fueling terminals? NO DOCUMENTATION |
| S | | | Y | 4. Are there spill kits available near fueling areas? |
| S | | | Y | 5. Is overflow protection installed for fuel tanks? |
| | | | N | 6. Are storm drains located near the fueling station? |
| | | U | N | 7. Is there proper signage at fueling sites? |
| | | U | N | 8. Have all employees that use the fueling facility been properly trained? |

Observations:

- The MS4 indicated at the time of the inspection that there were plans to relocate the public works facility.
- Grounds maintenance, documentation, and good housekeeping practices not documented.
- The City of Valparaiso did not provide documentation for storm water conveyance system maintenance.
- The facility would be better managed if a storm water pollution prevention plan was in place and the employees were trained.

Requirements:

- **The City of Valparaiso MS4 shall provide documentation to IDEM that the SWPPP is completed, implemented, and available to employees at the public works and street department facility and that employees have received storm water pollution prevention training by April 1, 2010.**

| SWQMP Municipal Facility Inspection Report 327 IAC 15-13 - 17 | |
|--|--|
| MS4 Name CITY OF VALPARAISO | Date of Facility Inspection: 07/15/2009 |
| Facilities Inspected: WASTE WATER TREATMENT PLANT | 1251 JOLIET ROAD |
| Permit Number: INR040073 | Completed By: Reggie Korthals, MPA IDEM MS4 Program Coordinator 317-234-1601 rkorthal@idem.IN.gov |
| MS4 Operator: MATTHEW J. KRAS STORMWATER ENGINEER CITY OF VALPARAISO 166 LINCOLNWAY VALPARAISO IN 46383 (219) 462-1161 EXT 316 mkras@valpo.us | |
| Participants: <ul style="list-style-type: none"> • Bob Fitzgerald, Superintendent • Mike Steege, Assistant Superintendent • Dick Condon, WWTP | <ul style="list-style-type: none"> • Ron Chapman, WWTP • Matt Kras, Stormwater Engineer |

| PROGRAM AREA SWQMP MUNICIPAL OPERATIONS POLLUTION PREVENTION AND GOOD HOUSEKEEPING | | | | | |
|---|---|---|-----|-------|---|
| S | M | U | Y/N | NA/NE | S = Satisfactory M = Marginal U = Unsatisfactory NA = Not Applicable NE = Not Evaluated NA = Not Applicable |
| Facility Operations | | | | | |
| | | U | N | | 1. Is there a copy of the storm water pollution prevention plan (SWPPP) at the facility? |
| | | U | N | | 2. Does the SWPPP include a SOP for fueling areas? |
| | | U | N | | 3. Is the SWPPP easily available to employees? |
| S | | | Y | | 4. Is the department superintendent part of the MS4 organizational process? |
| S | | | Y | | 5. Was a map of the facility provided? |
| | | U | N | | 6. Have the employees been provided appropriate storm water pollution prevention training with periodic refresher sessions? |
| | | | Y | | 7. Was a municipal operations analysis (MOA) or self-evaluation completed? |
| Facility Grounds Management | | | | | |
| S | | | N | | 1. Was there evidence of contaminated storm water runoff leaving the perimeter? |
| S | | | N | | 2. Is there evidence of illicit discharge leaving the facility? |
| S | | | N | | 3. Did the perimeter need management practices installed or repaired? |
| S | | | N | | 4. Did storm water conveyances and/or storage areas need repair? |
| S | | | Y | | 5. Are regular inspections done of the grounds and outfalls? |

| | | | | | |
|---|--|--|---|----|--|
| S | | | Y | | 6. Is the facility cleaned regularly to prevent build-up of pollutants? |
| | | | | NA | 7. Are storm drains labeled and free of debris? |
| | | | N | | 8. Do discharges drain to the storm sewers? |
| S | | | Y | | 9. Are outside dumpsters in proper condition with covers? |
| S | | | Y | | 10. Is there a parking lot maintenance program in place at the facility? |
| Material Storage and Waste Management | | | | | |
| S | | | Y | | 1. Are BMPs in place for waste materials removed from the operational areas? |
| S | | | Y | | 2. Are recycled materials disposed of in the proper manner? |
| S | | | Y | | 3. Are containers properly labeled? |
| S | | | Y | | 4. Is secondary containment provided to prevent accidental loss of concentrated solutions? |
| | | | | NA | 5. Are bulk bags regularly inspected for tares and leakage? |
| | | | | NA | 6. Are contaminated materials being stored outside uncovered? |
| | | | | NA | 7. STOCKPILES: Are outdoor stockpiles properly managed? |
| | | | | NA | 8. SALT / SAND: Are deicing materials properly stored under cover? |
| | | | | NA | 9. COMPOSTING: Are composting materials properly managed and contained? |
| | | | | NA | 10. Are BMPs in place for pesticides, herbicides, and fertilizers use? |
| Fleet and Off-Road Vehicle Maintenance, | | | | | |
| S | | | Y | | 1. Is there a designated vehicle maintenance area at the facility? |
| S | | | Y | | 2. Have vehicle maintenance practices been implemented and documented? |
| | | | N | | 3. Do inside drains go to storm water conveyance? |
| S | | | Y | | 4. Do vehicle washout areas have BMPs in place? |
| S | | | Y | | 5. Is used oil properly labeled, contained and disposed of? |
| S | | | Y | | 6. Are spill kits located within the vehicle maintenance area? |
| Fueling Facilities | | | | | |
| | | | | NA | 1. Is there a fueling facility at this location? |
| | | | | NA | 2. Are fuel spills tracked and clean-up documented? |
| | | | | NA | 3. Are regular inspections done of fueling terminals? |
| | | | | NA | 4. Are there spill kits available near fueling areas? |
| | | | | NA | 5. Is overflow protection installed for fuel tanks? |
| | | | | NA | 6. Are storm drains located near the fueling station? |
| | | | | NA | 7. Is there proper signage at fueling sites? |
| | | | | NA | 8. Have all employees that use the fueling facility been properly trained? |
| Observations: | | | | | |
| <ul style="list-style-type: none"> • The Waste Water Treatment Plant is well maintained and managed • The City of Valparaiso did not provide documentation for storm water conveyance system maintenance. • The WWTP did not have a storm water pollution prevention plan (SWPPP) in place at the time of the inspection | | | | | |
| Requirements: | | | | | |
| <ul style="list-style-type: none"> • The City of Valparaiso shall provide documentation to IDEM that the SWPPP is completed, implemented, and available to employees at the Waste Water Treatment Plant located at 1251 Joliet Road in Valparaiso by <u>April 1, 2010.</u> | | | | | |

| SWQMP Municipal Facility Inspection Report 327 IAC 15-13 - 17 | |
|---|---|
| MS4 Name VALPARAISO UNIVERSITY | Date of Facility Inspection: 07/15/2009 |
| Facilities Inspected: FACILITY MANAGEMENT FOOD SERVICE | 610 DON HOVEY DR HARRE UNION |
| Permit Number: INR040073 | Completed By: Reggie Korthals, MPA IDEM MS4 Program Coordinator 317-234-1601 rkorthal@idem.IN.gov |
| MS4 Operator: MATTHEW J. KRAS STORMWATER ENGINEER CITY OF VALPARAISO 166 LINCOLNWAY VALPARAISO IN 46383 (219) 462-1161 EXT 316 mkras@valpo.us | FRED PLANT EXECUTIVE DIRECTOR FACILITY MANAGEMENT VALPARAISO UNIVERSITY 610 DON HOVEY DRIVE VALPARAISO IN 46383 (219) 464-5436 |
| Participants: <ul style="list-style-type: none"> • Fred Plant, Exec. Director, Facility Management • Ron Brindley, Associate Landscape Design | <ul style="list-style-type: none"> • Don Wilson, Safety Manager • Matt Kras, Stormwater Engineer |

| PROGRAM AREA SWQMP MUNICIPAL OPERATIONS POLLUTION PREVENTION AND GOOD HOUSEKEEPING | | | | | |
|---|---|---|-----|-------|---|
| S | M | U | Y/N | NA/NE | S = Satisfactory M = Marginal U = Unsatisfactory NA = Not Applicable NE = Not Evaluated NA = Not Applicable |
| Facility Operations | | | | | |
| | | U | N | | 1. Is there a copy of the storm water pollution prevention plan (SWPPP) at the facility? |
| | | U | N | | 2. Does the SWPPP include a SOP for fueling areas? |
| | | U | N | | 3. Is the SWPPP easily available to employees? |
| S | | | Y | | 4. Is the department superintendent part of the MS4 organizational process? |
| S | | | Y | | 5. Was a map of the facility provided? |
| | | U | N | | 6. Have the employees been provided appropriate storm water pollution prevention training with periodic refresher sessions? |
| | | | Y | | 7. Was a municipal operations analysis (MOA) or self-evaluation completed? |
| Facility Grounds Management | | | | | |
| S | | | N | | 1. Was there evidence of contaminated storm water runoff leaving the perimeter? |
| S | | | N | | 2. Is there evidence of illicit discharge leaving the facility? |
| S | | | N | | 3. Did the perimeter need management practices installed or repaired? |
| S | | | N | | 4. Did storm water conveyances and/or storage areas need repair? |

| | | | | | |
|---|---|--|---|----|--|
| S | | | Y | | 5. Are regular inspections done of the grounds and outfalls? |
| S | | | Y | | 6. Is the facility cleaned regularly to prevent build-up of pollutants? |
| | | | | NA | 7. Are storm drains labeled and free of debris? |
| S | | | Y | | 8. Do discharges drain to the storm sewers? DETENTION POND |
| S | | | Y | | 9. Are outside dumpsters in proper condition with covers? |
| S | | | Y | | 10. Is there a parking lot maintenance program in place at the facility? |
| Material Storage and Waste Management | | | | | |
| S | | | Y | | 1. Are BMPs in place for waste materials removed from the operational areas? |
| S | | | Y | | 2. Are recycled materials disposed of in the proper manner? |
| S | | | Y | | 3. Are containers properly labeled? |
| S | | | Y | | 4. Is secondary containment provided to prevent accidental loss of concentrated solutions? |
| S | | | Y | | 5. Are bulk bags regularly inspected for tares and leakage? |
| | | | | NA | 6. Are contaminated materials being stored outside uncovered? |
| | | | | NA | 7. STOCKPILES: Are outdoor stockpiles properly managed? |
| S | | | Y | | 8. SALT / SAND: Are deicing materials properly stored under cover? |
| | | | | NA | 9. COMPOSTING: Are composting materials properly managed and contained? |
| | | | | NA | 10. Are BMPs in place for pesticides, herbicides, and fertilizers use? |
| Fleet and Off-Road Vehicle Maintenance, | | | | | |
| S | | | Y | | 1. Is there a designated vehicle maintenance area at the facility? |
| S | | | Y | | 2. Have vehicle maintenance practices been implemented and documented? |
| | | | N | | 3. Do inside drains go to storm water conveyance? TO WWTP |
| S | | | Y | | 4. Do vehicle washout areas have BMPs in place? |
| S | | | Y | | 5. Is used oil properly labeled, contained and disposed of? |
| S | | | Y | | 6. Are spill kits located within the vehicle maintenance area? |
| Fueling Facilities | | | | | |
| S | | | Y | | 1. Is there a fueling facility at this location? |
| S | | | Y | | 2. Are fuel spills tracked and clean-up documented? |
| S | | | Y | | 3. Are regular inspections done of fueling terminals? |
| S | | | Y | | 4. Are there spill kits available near fueling areas? |
| S | | | Y | | 5. Is overflow protection installed for fuel tanks? |
| | | | N | | 6. Are storm drains located near the fueling station? |
| S | | | Y | | 7. Is there proper signage at fueling sites? |
| | M | | Y | | 8. Have all employees that use the fueling facility been properly trained? |
| Observations: | | | | | |
| <ul style="list-style-type: none"> The Valparaiso University facility management area is well maintained with good BMPs in place. The MS4 does not have storm water pollution prevent plan (SWPPP) or fuel spill prevention plan in place and documentation of maintenance activities is needed. The MS4 did not provide documentation that facility employees have received storm water pollution prevention training. The food service area has an excellent pilot project in place to develop bio-diesel fuel from the used kitchen oil. | | | | | |
| Requirements: | | | | | |
| <ul style="list-style-type: none"> Valparaiso University shall provide documentation to IDEM that the SWPPP is completed, implemented, and available to employees and a plan is in place to provide storm water pollution prevention training to employees by <u>April 1, 2010.</u> | | | | | |