

Municipal Storm Water Program Evaluation

MS4 Maintenance Component Worksheet

Date of Evaluation
Evaluator Name, Title
MS4 Permittee

Instructions: Use this worksheet as a guide for questioning MS4 staff and reviewing applicable documents. Keep in mind that additional questions may be necessary based on local regulations, MS4 permit requirements, implementation strategies, or water quality issues. Remember to obtain copies of any applicable documents or files which may assist in writing the MS4 evaluation report.

Staff Interviewed		
Name	Department/Agency	Phone Number/Email

MS4 Mapping		
Interview Questions	Response	
Outfalls and receiving waters mapped?	YES	NO
Catch basins?	YES	NO
Pipes, ditches, other conduits?	YES	NO
Public stormwater facilities (BMPs)?	YES	NO
Private stormwater facilities (BMPs)?	YES	NO
How are maps used (i.e. tracking illicit discharges)?		
Applicable Documents		Reviewed
Map(s) of MS4 system		
		Obtained

Notes

Notes

Catch Basin Cleaning				
Interview Question	Response			
Schedule established for inspections and cleaning?	YES	NO		
Is cleaning and maintenance of catch basins tracked:	YES	NO		
How are spoils materials disposed of?				
Are storm drain pipes inspected?	YES	NO		
Proactive or only in response to blockage event?				
Applicable Documents			Reviewed	Obtained
List of active municipal construction projects				
CHECK DATABASE BEFORE INSPECTION:				
List of municipal projects covered under the Ohio EPA general storm water NPDES permit for construction activities				
NOTE: Permit is only required if project disturbs 1 or more acre (5 or more acres for "routine maintenance")				

Notes

Stormwater Management Facilities Operation and Maintenance			
Interview Questions		Response	
Public facilities inspected?		YES	NO
Frequency:			
Private facilities inspected?		YES	NO
Frequency:			
Checklist used for inspections?		YES	NO
Have maintenance standards and procedures been established for these facilities?		YES	NO
How is maintenance prioritized? Is data evaluated to target maintenance resources?		YES	NO
Applicable Documents		Reviewed	Obtained
Inspection checklist			

Notes

Road Maintenance			
Interview Questions		Response	
Streets regularly swept?		YES	NO
Frequency:			
Frequency based on water quality factors (e.g. proximity to streams)?		YES	NO
How are spoils disposed of?			

Road Maintenance		
Interview Questions	Response	
<p>Does the community collect road kill?</p> <p>What do they do with the carcasses?</p> <p>NOTE: MS4s are not obligated to collect road kill, but if they do, can be disposed in dumpsters or taken to a licensed, Class II composting facility. Cannot have pile of carcasses stacked up. This is open dumping.</p>	YES	NO
<p>Does the community have a leaf collection program?</p> <p>What do they do with the collected leaves?</p> <p>NOTE: Landfills have been banned from accepting yard waste, so MS4 cannot place leaves and yard waste in dumpster. Must be composted at a licensed Class IV composting facility. Communities may temporarily store leaves awaiting transport to a composting facility but leafate must be prevented from discharging.</p>		
<p>BMPs used during road maintenance activities?</p> <p>Describe types of road maintenance conducted by community staff and the BMPs used</p>	YES	NO
BMP guidance available to field staff?	YES	NO
Deicers used by MS4?	YES	NO
<p>Type and amount of deicer and additives tracked?</p> <p>What measures are being taken to minimize the application of deicers?</p>	YES	NO
<p>Sand/salt swept up after application?</p> <p>How soon?</p>	YES	NO
<p>Does your community operate a snow stockpile yard to store snow that has been removed from community streets and parking lots?</p> <p>If YES, location of the yards:</p>	YES	NO

Road Maintenance			
Interview Questions		Response	
Has your community considered implementing best management practices to control the discharge of pollutants from snowmelt associated with snow storage yards? If YES, what BMPs have you implemented?		YES	NO
Applicable Documents		Reviewed	Obtained
BMP guidance			
Street sweeping records			
Deicer application records			

Notes

Flood Management			
Interview Questions		Response	
Inventory of flood management structures completed?		YES	NO
Structures been assessed for stormwater retrofit?		YES	NO
New structures include water quality considerations?		YES	NO
Applicable Documents		Reviewed	Obtained
Inventory			

Notes

Notes

Facilities Operation & Maintenance			
Interview Questions	Response		
<p>Inventory of MS4 facilities complete (i.e. facilities owned and operated by the MS4)?</p> <p>Types of facilities included <i>These need their own NPDES storm water permit for industrial activities, if there is a discharge of runoff from these operations:</i></p> <ul style="list-style-type: none"> • Landfills Type: _____ • Airports • Shipping Ports or Marinas • Steam Electric Power Plants • Wastewater Treatment Plants \geq 1 MGD or with a pretreatment program <p><i>These do not need their own permit, but do have to develop an SWP3 unless noted as N/A:</i></p> <ul style="list-style-type: none"> • Impound Lots • Leaf Collection Yards <ul style="list-style-type: none"> ✓ No discharge of leafate permitted • Maintenance Yards <ul style="list-style-type: none"> ➤ How many do they operate? _____ ➤ List facility names/locations: 	<p>YES</p>	<p>NO</p>	<p>NO</p>
	<u>Response</u>		<u>SWP3 Developed?</u>
	YES	NO	NO
	YES	NO	YES*
	YES	NO	YES*
	YES	NO	YES
	YES	NO	YES
	<p>NOTE: No permit or SWP3 required if facility has no exposure. However, even if a No Exposure Certification has been submitted for the facility, inspect to verify validity.</p>		
	YES	NO	YES*
	YES	NO	YES
	YES	NO	YES*
			NO

Facilities Operation & Maintenance

Interview Questions	Response			
<ul style="list-style-type: none"> • Composting Operations <ul style="list-style-type: none"> ✓ No discharge of leachate permitted 	YES	NO	YES	NO
<ul style="list-style-type: none"> • Solid Waste Transfer Stations or Operations <ul style="list-style-type: none"> ✓ Under landfill permit if community owns the transfer station and the landfill where waste will be taken ✓ If not, then SWP3 is only needed if vehicle maintenance, equipment washing or fueling activities occur at the transfer station, or if a portion of the facility is involved with recycling or composting 	YES	NO	YES*	NO
<ul style="list-style-type: none"> • Parks <ul style="list-style-type: none"> ➤ How many in UA? _____ ➤ List facility names/locations: 	YES	NO	N/A	
<ul style="list-style-type: none"> • Parking Lots <ul style="list-style-type: none"> ➤ How many do they operate? _____ ➤ List facility name/locations: 	YES	NO	N/A	
<ul style="list-style-type: none"> • Bus Terminals 	YES	NO	YES*	NO
<ul style="list-style-type: none"> • Vehicle Maintenance Garages <ul style="list-style-type: none"> ➤ How many do they operate? ➤ List facility name/locations: 	YES	NO	YES*	NO
<p>*SWP3 (or, in case of airport and shipping port, NPDES permit for industrial storm water) required only if vehicle maintenance, equipment cleaning or deicing operations occur.</p>				

Facilities Operation & Maintenance	
Interview Questions	Response
<p>Staff which perform the inspections (department or agency):</p> <p>NOTE: Go through list above where YES is response and write in answers for each activity. Checklist should document name of inspector.</p>	
<p>Is there a designated stormwater contact person for each facility?</p> <p>NOTE: Go through list above where YES is response and write in answers for each activity. Name in SWP3 should match name given. If not, SWP3 must be updated.</p>	<p>YES NO</p>
<p>Describe enforcement procedures used to address noncompliance on a MS4-owner facility, i.e., what disciplinary measures are taken against those that do not implement standard operating procedures?:</p>	
<p>Parking lots owned/operated by the permittee swept?</p> <p>Frequency?</p>	<p>YES NO</p>

Facilities Operation & Maintenance		
Interview Questions	Response	
Do you have any combined sewer systems?	YES	NO
If yes, do you have any combined sewer overflows? ➤ How many? _____ ➤ Do you track frequency and volume?	YES	NO
Are you aware of any illicit cross connections between your sanitary sewer and MS4? If so, what is your plan to eliminate this illicit discharge?	YES	NO
Have you investigated the extent of infiltration and inflow into storm sewer system? What methods have been used to conduct this investigation? What are your plans to repair and eliminate this source of illicit discharge?	YES	NO
Sewer spill and cleanup procedures in place?	YES	NO
Applicable Documents		
Facility inventory	Reviewed	Obtained
Facility SWPPP		

Notes

Notes

Pesticides, Herbicides & Fertilizers				
Interview Questions	Response			
Certified applicators used?	YES	NO		
Integrated Pest Management (IPM) practices used?	YES	NO		
Storage location of pesticides, herbicides, and fertilizers:				
BMPs used during application:				
Fertilizer/pesticide application plan utilized?	YES	NO		
Applicable Documents			Reviewed	Obtained
Fertilizer/pesticide application plan				

Notes

Standards, BMPs, & Outreach			
Interview Questions		Response	
BMP technical guidance document available to maintenance staff?		YES	NO
MS4 use contractual staff to complete MS4 maintenance activities?		YES	NO
BMP guidance materials provided to contracted staff?		YES	NO
Requirement to consider stormwater impacts and utilize appropriate BMPs in contracts?		YES	NO
Materials used to educate the public regarding stormwater impacts on MS4 property (if applicable, i.e. public spaces):		Pet waste: Litter reduction:	
Applicable Documents			Reviewed
BMP manual or guidance document			
Contract language for MS4 operation and maintenance activities			

Notes

Staff Education and Training		
Interview Questions		Response
Staff trained to identify potential storm water pollution sources which would result in an illicit discharges?		YES NO
Frequency:		

Staff Education and Training		
Interview Questions	Response	
Materials used to train staff:		
Applicable Documents	Reviewed	Obtained
Training materials		

Notes