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NPDES Small MS4 General Permit (OHQ000003) Annual Reporting Form

Instructions for completing this form:

- OHQ000003 requires that this form be used when submitting annual reports. You may request approval to use your own reporting format.
- Annual Reports are due annually on or before April 15.
- Complete the form and sign and date the certification statement below.
- If more space is needed than is provided, identify within the provided space that Attachment A, B, C, etc. has been attached.
- If an item of the form is not applicable for your program (such as street sweeping), fill in N/A in the space provided.
- Don't include attachments such as brochures, newspaper clips, sign-in sheets, etc. related to your program with this form. You only need to summarize these within this report. These records must be filed and will be needed during program audits.
- When complete, submit this Annual Report form to the following address:

Ohio Environmental Protection Agency
Division of Surface Water
Storm Water Program - Small MS4
P.O. Box 1049
Columbus, Ohio 43216-1049

Small MS4 Annual Report for Year: 2016

Ohio EPA Facility Permit Number: OHQ000003

Name of MS4: City of Washington Court House

Primary Contact: Allen Dawson

Title: Superintendent WWTP

Mailing Address: 1210 South Elm St.

City: Washington C.H.

Zip Code: Ohio

County: Fayette

Telephone Number: (740) 636-2383

Email Address: Adawson@cityofwch.com

Include or attach a Table of Organization. Indicate who (name and contact information) is responsible for overall management and implementation of your program and if different, each minimum control measure of your program. Identify how development and implementation across multiple positions, agencies and departments occur. Also, identify any Memorandum of Understandings (MOUs) or other such agreements that exist.

Table of organization (see attachment A)

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possibility of fine and imprisonment for knowing violations.

Print Name:

Allen Dawson

Print Title:

Superintendent WWTP

Signature:

Allen Dawson

Date:

3-28-17



State of Ohio Environmental Protection Agency

SMALL MS4 ANNUAL REPORT FORM

PUBLIC EDUCATION & OUTREACH

Estimate Your Permit Area's Total Population: 14,000

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached	Summary of Results	Effective (Yes or No)
Jim Heath and Ron Sockman	Public outreach	Leaf pick-up and grass in the street	All city residents	20	Radio audience	Yes
Jim Heath and Ron Sockman	Educational material distributed	Consumer confidence report	Service committee, City council, and General public	90	Review consumer confidence report and mail to each resident	Yes
Jim Heath and Ron Sockman	Educational material distributed	MS4 Annual report	Service committee, City council, and General public	50	Review MS4 annual report	Yes



State of Ohio Environmental Protection Agency

SMALL MS4 ANNUAL REPORT FORM

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PUBLIC EDUCATION & OUTREACH

- Summarize activities you plan to undertake during the next reporting cycle.

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience to be Reached	Summary of Planned Activities	Proposed Schedule
Ron Sockman	Public outreach	Leaf pick-up and grass in the street	All city residents	20	Radio audience	2017
Ron Sockman	Educational material distributed	Consumer confidence report	Service committee, City council, and General public	90	Review consumer confidence report and mail to each resident	2017
Ron Sockman	Educational material distributed	MS4 Annual report	Service committee, City council, and General public	50	Review MS4 annual report	2017



State of Ohio Environmental Protection Agency

SMALL MS4 ANNUAL REPORT FORM

PUBLIC INVOLVEMENT/PARTICIPATION

BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People Participated	Summary of Results	Effective (Yes or No)
Jim Heath and Ron Sockman	Rails to Trails clean-up of Paint Creek banks	Rails to Trails clean-up of Paint Creek banks	Limited	10	Pick up trash and debris from creek banks and stream	Yes
Community Service Workers	Litter pick up along road ways and ditches	Keeping our City and County clean	All	Average 5 per week	Clean along road ways and ditches	Yes



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Jim Heath and Ron Sockman	Litter in streams and bike path maintenance	Keeping bike path safe and clean	All of Fayette County	50 to 100 people from different organizations and clubs in Fayette County	Organize spring clean-up	Yes

PUBLIC INVOLVEMENT/PARTICIPATION

- Summarize activities you plan to undertake during the next reporting cycle.

BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People to Participate	Summary of Planned Activities	Proposed Schedule
Community service workers	Litter pick up along road ways and ditches	Keeping our City and County clean	All	Average 5 per week	Clean along road ways and ditches	2017
Jim Heath and Ron Sockman	Litter in streams and bike path maintenance	Keeping bike path safe and clean	All of Fayette County	50 to 100 people from different organizations and clubs in Fayette County	Organize spring clean-up	2017



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Jim Heath and Ron Sockman	Rails to Trails clean-up of Paint Creek banks	Rails to Trails clean-up of Paint Creek banks	Limited	10	Pick up trash and debris from creek banks and stream	Yes

ILLICIT DISCHARGE DETECTION & ELIMINATION (IDDE)

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))	Summary of Results or Activities	Effective (Yes or No)
Ordinance or Other Regulatory Mechanism					
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates		Effective (Yes or No)
Storm Sewer System Map	Get GPS on catch basins and manholes	No	Working on as time permits		Yes
Tim Mitchel and Collection crew					
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates		Effective (Yes or No)



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HSTS Mapping and List	Stay in contact with local Health Department for any reported discharge	On going	No known at this time			Yes
Tim Mitchel						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates			Effective (Yes or No)
IDDE Plan						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Outfalls Screened	# of Dry-Weather Flows Identified	# Of Illicit Discharges	Effective (Yes or No)
					Identified	Eliminated
Dry-Weather Screening of Outfalls	Screening of all outfalls	No				
Total # of Outfalls <u>54</u>			0	0	0	0
Allen Dawson						Yes

*Include an attachment which provides schedules for elimination of illicit connections that have been identified but have yet to be eliminated.

ILLICIT DISCHARGE DETECTION & ELIMINATION (IDDE)

- Summarize activities you plan to undertake for the next reporting cycle.

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism			
Storm Sewer System Map		Locate and GPS	On going



SMALL MS4 ANNUAL REPORT FORM

Tim Mitchel and Collection crew	Continue to locate and plot all storm basins and manholes on map		
HSTS Mapping and List	No known at this time	Investigate and eliminate as we become aware of. No known at this time	On going
Tim Mitchel			
IDDE Plan	No known at this time	Investigate and eliminate as we become aware of. No known at this time	On going
Allen Dawson			
Dry-Weather Screening of Outfalls	Screen outfalls	Screen outfalls as time permits	On going
Allen Dawson			

CONSTRUCTION SITE RUNOFF CONTROL

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Site Local Code(s) Being Used (If available, web link for code(s))	Summary of Results or Activities	Effective (Yes or No)
Ordinance or Other Regulatory Mechanism					
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Standards Being Used	Summary of Results or Activities	Effective (Yes or No)
Sediment and Erosion Control Requirements	Project site inspection	Yes	MORPC	Inspect construction sites	Yes
Jim Heath, Rod Bryant, and Ron Sockman					
BMP & Responsible Party	Measurable Goal	Completed	Complaints	Summary of Results or Activities	Effective

SMALL MS4 ANNUAL REPORT FORM

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Complaint Process	Investigate all complaints	(Yes or No) Yes	Received 0	Followed Up On 0	There was no complaints	(Yes or No) Yes
Jim Heath, Rod Bryant, and Ron Sockman						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Applicable Sites Requiring Plans	# of Plans Reviewed	Summary of Results or Activities	Effective (Yes or No)
Site Plan Review Procedures	Review construction plans	Yes	4	4	Reviewed site plans for proper run off control	Yes
Jim Heath, Rod Bryant, and Ron Sockman						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Site Inspections Performed			Effective (Yes or No)
			# of Applicable Sites	# Performed	Avg. Frequency	
Site Inspection Procedures	Inspect construction sites for run off	Yes	4	48	1 per week	Yes
Jim Heath, Rod Bryant, and Ron Sockman						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Violations			Effective (Yes or No)
			# of Violation Letters	# of Enforcement Actions		
Enforcement Procedures	Ensure proper run off controls are being used	Yes	0	0	No violations	Yes
Jim Heath, Rod Bryant, and Ron Sockman						

*Include an attachment which identifies applicable sites within your jurisdiction for this reporting period.

CONSTRUCTION SITE RUNOFF CONTROL

- Summarize activities you plan to undertake during the next reporting cycle.

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism	Review and update as needed	Continue current practice	On going
Joe Denen, Mark Pitstick, and Ron Sockman			



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Sediment and Erosion Control Requirements	Review and update as needed	Continue current practice	On going
Ron Sockman and Tim Mitchel			
Complaint Process	Investigate all complaints	Continue current practice	On going
Rod Bryant and Ron Sockman			
Site Plan Review Procedures	Review all construction plans	Continue current practice	On going
Rod Bryant, Ron Sockman, and Tim Mitchel			
Site Inspection Procedures	Inspect construction sites	Continue current practice	On going
Rod Bryant, Ron Sockman, and Tim Mitchel			
Enforcement Procedures	Inspect construction sites to ensure proper procedures are being followed	Continue current practice	On going
Rod Bryant and Ron Sockman			

POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

EMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (if available, web link for code(s))	Summary of Results or Activities	Effective (Yes or No)
Ordinance or Other Regulatory Mechanism	Review and update sub division regulations as needed	Yes	The city follows MORPC and sub division regulations	Continue current practice	Yes
Rod Bryant, Ron Sockman, and Tim Mitchel					
EMP & Responsible Party	Measurable Goal	Completed	Structural and/or Non-Structural Standards Being	Summary of Results or Activities	Effective



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		(Yes or No)	Used			(Yes or No)
Post-Construction Requirements	Inspect to ensure all requirements are being followed	Yes	The city follows MORPC and sub division regulations		Continue current practice	Yes
Rod Bryant, Ron Sockman, and Tim Mitchel						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Applicable Sites Requiring Post-Const. BMPs	# of Plans Reviewed	Summary of Results or Activities	Effective (Yes or No)
Site Plan Review Procedures	Review all construction plans	Yes	0	0	There was none to review	Yes
Rod Bryant, Ron Sockman, and Tim Mitchel						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Site Inspections Performed		Summary of Results or Activities	Effective (Yes or No)
			# Performed	Avg. Frequency		
Site Inspection Procedures	Inspect all construction sites to ensure all procedures are being followed	Yes	0	0	There was none to inspect	Yes
Rod Bryant, Ron Sockman, and Tim Mitchel						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Violations		Summary of Results or Activities	Effective (Yes or No)
			# of Violation Letters	# of Enforcement Actions		
Enforcement Procedures	Inspect sites to ensure there is no violations	Yes	0	0	There was none to inspect	Yes
Rod Bryant and Ron Sockman						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Sites Requiring Plans/Agreements	# of Plans Developed/Agreements in Place	Summary of Results or Activities	Effective (Yes or No)
Long-Term O&M Plans/Agreements						
N/A						

POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

- Summarize activities you plan to undertake for the next reporting cycle.

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
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Ordinance or Other Regulatory Mechanism	Review and update regulations as needed	The city follows MORPC and sub division regulations	On going
Joe Denen, Mark Pittstick, and Ron Sockman			
Post-Construction Requirements	Review and update the current requirements as needed	The city follows MORPC and sub division regulations	On going
Rod Bryant, Ron Sockman, and Tim Mitchel			
Site Plan Review Procedures	Review procedures and update as needed	Continue current practice	On going
Rod Bryant, Ron Sockman, and Tim Mitchel			
Site Inspection Procedures	Review procedures and update as needed	Continue current practice	On going
Rod Bryant, Ron Sockman, and Tim Mitchel			
Enforcement Procedures	Review current procedures and update as needed	Continue current practice	On going
Rod Bryant and Ron Sockman			
Long-Term O&M Plans/Agreements			
N/A			



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POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Topic(s)	Targeted Audience	# of Employees Attended	Summary of Activity	Effective (Yes or No)									
Employee Training Program	Employee training	Yes	Various Water, Wastewater and Street department topics	Service Department employees	15 to 20	Attend contact hour courses and workshops	Yes									
Ron Sockman,																
List of Municipal Facilities Subject to Program					O&M Procedures Developed for Facilities (Yes or No)	# of Facility Inspections Performed	Frequencies of Such Inspections									
Service Department (Water, Wastewater, and Street)					Yes	1	Annual									
MS4 Maintenance	Summarize Maintenance Activities and Schedules			Summarize Activities Performed												
	Street cleaning and cleaning off catch basins as needed			Clean streets and catch basins												
Disposal of Wastes	Procedures Developed (Yes or No)		Document Amounts of Wastes Properly Disposed													
	Yes		Have a contract with a company to haul away used oil, filters, and antifreeze (none removed in 2016)													
Road Salt	Covered (Yes or No)		Tons Used	Summarize Measures Taken to Minimize Usage												
	Yes		593	Only apply when needed												
Pesticide & Herbicide Usage	Procedures Developed (Yes or No)		Gallons Used	Summarize Measures Taken to Minimize Usage												
	Yes		42 Mad Dog concentrate	Only apply when needed												
Fertilizer Usage	Procedures Developed (Yes or No)		Pounds Used	Summarize Measures Taken to Minimize Usage												
	No		0	The city does not use fertilizer												
Street Sweeping	Procedures Developed (Yes or No)		Document Amount of Material Collected and Properly Disposed													
	Yes		Sweeper was out 75 days in 2016													
Flood Management Projects	Summarize any New or Existing Flood Management Projects that were Assessed for Impacts on Water Quality															



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N/A

POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

- Summarize activities you plan to undertake for the next reporting cycle.

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Employee Training Program	Continue employee training	Continue attending courses and workshops	Various times throughout the year
Ron Sockman			
List of Facilities Subject to Program	Service Department (Water, Wastewater, and Street	Continue current practice	On going
MS4 Maintenance	Continue Street cleaning and catch basin cleaning	Continue current practice	Various times throughout the year
Ron Sockman and Gary Dean			
Disposal of Wastes	Continue to have it hauled away	Continue current practice	On going
Ron Sockman			
Road Salt	Apply as needed	Continue current practice	On going
Ron Sockman and Gary Dean			
Pesticide & Herbicide Usage	Apply as needed	Continue current practice	On going
Ron Sockman and Gary Dean			
Fertilizer Usage			
N/A			
Street Sweeping	Use as needed	Continue current practice	On going
Ron Sockman and Gary Dean			



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Flood Management Projects			
N/A			

PROPOSED CHANGES TO YOUR SWMP (IF ANY)

- Summarize any proposed changes to your SWMP, including changes to any BMPs or any identified measurable goals that apply to the program elements. If you fail to satisfy measurable goals for the reporting year, please explain why.

None for 2017

VARIANCES GRANTED (IF ANY)

- Identify and summarize any variances granted under your storm water program.

None for 2016



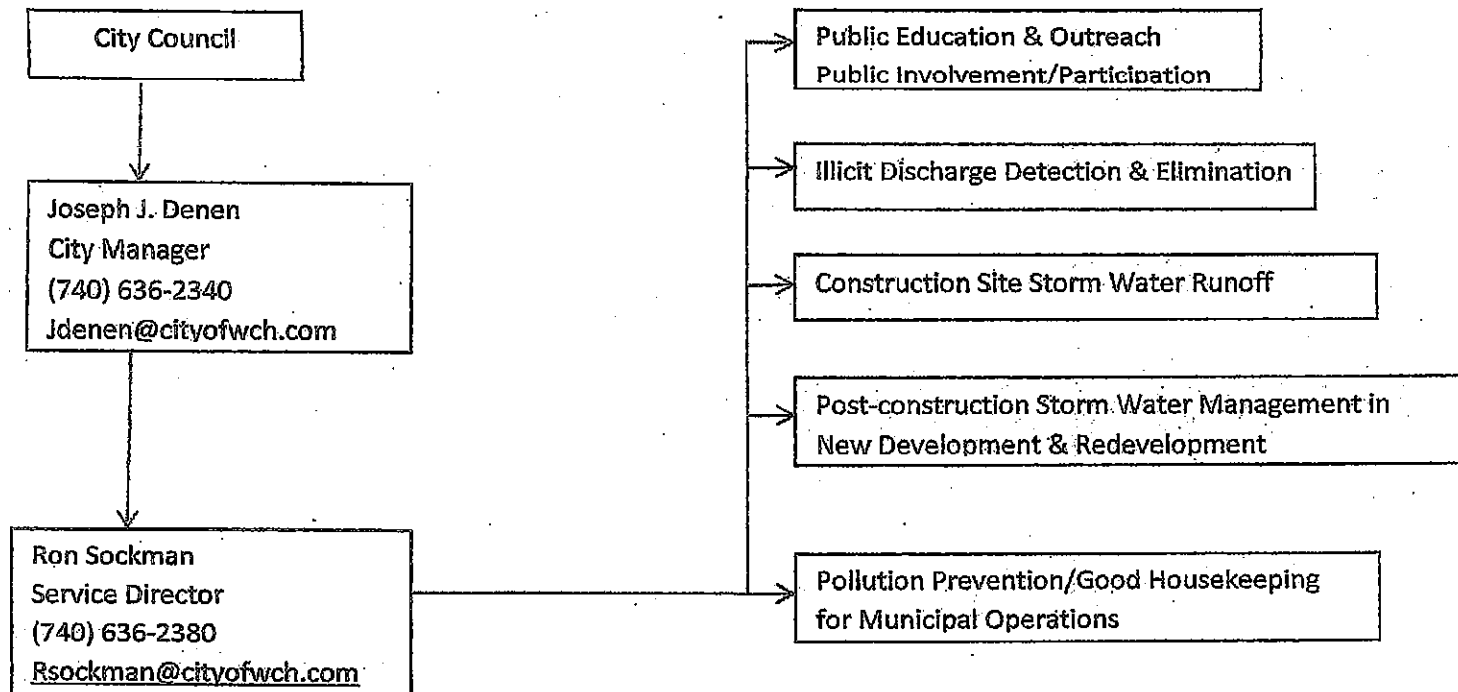
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SMALL MS4 ANNUAL REPORT FORM

A. Storm Water Table of Organization

The City of Washington Court House Storm Water Program

- Table of organization
- Overall Program Responsibility



Single Permit MS4

Public Education & Outreach

Ron Sockman
Service Director
(740) 636-2380
Rsockman@cityofwch.com

Public Involvement/Participation

Allen Johnson
Information Systems Manager
(740) 636-2340
Ajohnson@cityofwch.com

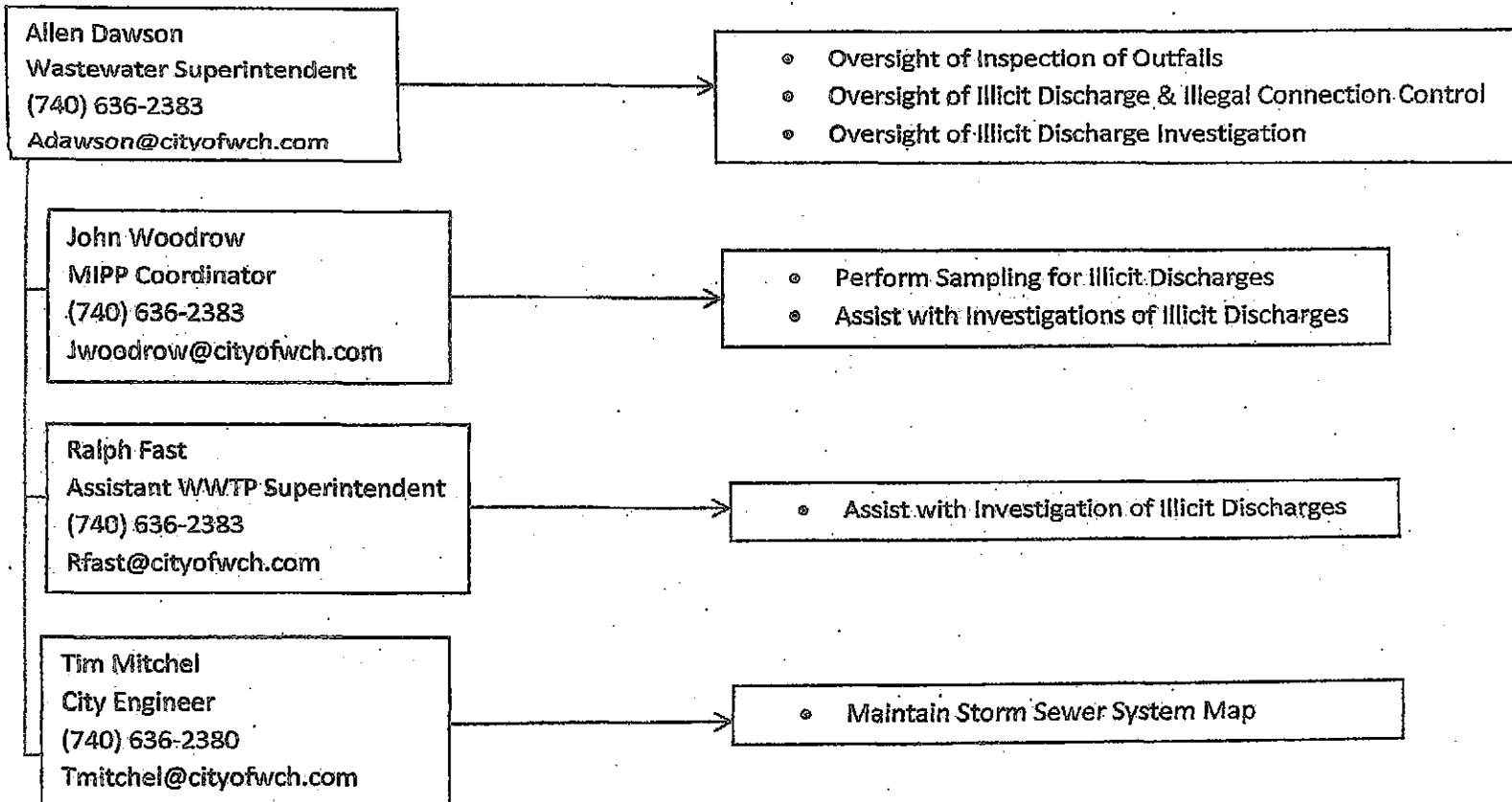
Storm Water Website

Allen Dawson
Wastewater Superintendent
(740) 636-2383
Adawson@cityofwch.com

- Educational Brochures & Fact Sheets
- Educational Displays
- Public Presentations for Groups
- Newsprint Articles
- Classroom Educational Programs for Schools
- Volunteer & Community Service Opportunities
- Sign-Our-Streams Programs

Single Permit MS4

Illicit Discharge Detection & Elimination



Single Permit MS4

Construction Site Storm Water Runoff Control

Ron Sockman
Service Director
(740) 636-2380
Rsockman@cityofwch.com

- Review & Approval of SWMP
- Design of SWMPs for Municipal Projects
- SWMP Monitoring Inspections for Municipal Projects
- Oversight of "Erosion & Sediment Control" Ordinance for Review and Approval of SWMPs

Rod Bryant
City Building & Zoning Official
(740) 636-2353
Rbryant@cityofwch.com

- Regulatory Inspections for all Private Development Sites
- Oversight of "Erosion & Sediment Control" Ordinance for SWMPs
- Regulatory Inspections

Single Permit MS4

Pollution Prevention/Good Housekeeping for Municipal Operations

