Stormwater Management Program Plan

Kayaks Along the Fox River – Oswego, IL Photo by: Tia Brooks

VILLAGE OF OSWEGO

KENDALL COUNTY, ILLINOIS

FEBRUARY 3, 2015

SMPP

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Table of Contents

1 Overview of the Stormwater Management Program Plan 1

1.1 Introduction 1

1.2 State & Federal Regulations 2

1.3 Countywide Approach to NPDES Compliance 3

1.4 Organization of SMPP 4

1.5 Watersheds, Sub-Watersheds and Receiving Waters 5

2 Program Management 8

2.1 Implementation of this SMPP 8

2.2 Intra-Department Coordination 8

2.2.A Stormwater Coordinator 9

2.2.B Engineering Department 10

2.2.C Public Works Department 11

2.3 Coordination with Kendall County 11

2.4 Coordination with Consultants 11

2.5 Coordination of Contractors 11

2.6 Coordination with the Public 11

2.7 Coordination with the IEPA 11

2.8 Coordination with the Development Community 12

3 The Program 13

3.1 Public Education and Outreach 14

3.1.A Distribution of Paper Materials 14

3.1.B Classroom Education 15

3.1.C Web Site 16

3.1.D Outreach Events 16

3.1.E Technical Workshops 17

3.1.F Storm Drain Stenciling & Markers 17

3.1.G Household Hazardous Wastes 18

3.1.G.1 Solid Waste and Recycling 18

3.1.H Septic System Maintenance 19

3.1.I Vehicle Fluid Maintenance 20

3.1.J Car Washing 20

3.1.K Pool Dewatering 21

3.2 Public Participation and Involvement 21

3.2.A Public Review Process 22

3.2.B Complaints, Suggestions and Requests 22
3.2.C Watershed Planning and Stakeholders Meetings 22
3.2.D Illicit Discharge/Illegal Dumping Hotline 23
3.2.E Adopt-A-Highway 23

3.3 Illicit Discharge Detection and Elimination 24
3.3.A Regulatory Authority 24
3.3.A.1 Subdivision and Development Ordinance 24
3.3.A.2 Illicit Discharge Ordinance 25
3.3.A.3 Subdivision and Public Utility Ordinance 25
3.3.B Understanding Outfalls and Illicit Discharges 25
3.3.B.1 Identifying Outfalls and Receiving Waters 25
3.3.B.2 Potential Sources of Illicit Discharges 26
3.3.B.3 USEPA Exclusions 26
3.3.B.4 Pollutant Indicators 27
3.3.C Indirect Connection Program 36
3.3.C.1 Groundwater Seepage 37
3.3.C.2 Spills 37
3.3.C.3 Dumping 37
3.3.C.4 Outdoor washing activities 37
3.3.C.5 Non-target irrigation from landscaping or lawns 37
3.3.D Direct Connection Illicit Discharge Program 38
3.3.D.1 Program Planning 39
3.3.D.2 Outfall Inspection Procedure 41
3.3.D.3 Follow Up Investigation and Program Evaluation 50
3.3.D.4 Removal of Illicit Discharges 53
3.3.D.5 Program Evaluation 56

3.4 Construction Site Runoff Control 57
3.4.A Regulatory Program 57
3.4.B Responsible Parties 58
3.4.B.1 Applicant 58
3.4.B.2 DECI – Designated Inspectors 58
3.4.B.3 Enforcement Officer 59
3.4.C Minimum Construction Site Practices 60
3.4.D Site Plan Review 60
3.4.E Site Inspection Procedures 61
3.4.F Complaints 62
3.4.G Performance Guarantees 62
3.4.H Violation Notification Procedures 62
3.4.I BMP Reference Information 65
3.4.J Construction Site Waste Control 65
3.4.K Development Tracking 65
3.4.L Pavement Projects 66

3.5 Post Construction Runoff Control 66
3.5.A Regulatory Program 66
3.5.B Runoff Volume Reduction Hierarchy 66

3.5.C Green Infrastructure 67
3.5.D Long Term Operation and Maintenance 67
3.5.E Site Inspections 67
3.5.E.1 Previously Developed Sites 67
3.5.E.2 Shorelines 67
3.5.E.3 Streambanks and Stream Bed Sediment Accumulation 68
3.5.E.4 Detention / Retention Pond Sediment Accumulation 68

3.6 Pollution Prevention and Good Housekeeping 70
3.6.A Inspection and Maintenance Program 70
3.6.A.1 Street Sweeping 70
3.6.A.2 Drainageways 71
3.6.A.3 Landscape Maintenance 73
3.6.A.4 Snow Removal and Ice Control 74
3.6.A.5 Vehicle and Equipment Operations 76
3.6.A.6 Animal Nuisance Control 77
3.6.A.7 Waste Management 77
3.6.A.8 Water Conservation & Irrigation 79
3.6.A.9 Green Infrastructure 79
3.6.B Spill Response Plan 80
3.6.B.1 Non-Hazardous Spills/Dumping 80
3.6.B.2 Hazardous Spills 81
3.6.C Employee Training 82
3.6.C.1 Training Approach 82
3.6.C.2 Training Schedule and Frequency 83

4 Program and Performance Monitoring, Evaluation and Reporting 83

4.1 Performance Milestones 84

4.2 Program Monitoring and Research 84

4.3 Program Evaluation 86

5 Appendices 87

5.1 List of Acronyms 88

5.2 Stormwater Outfall Screening Equipment Checklist 89

5.3 Stormwater Outfall Inspection Data Form 90

5.4 Outfall Sampling Report 91

5.5 Outfall Inspection Screening Summary Form 92

5.6 Pre-Construction Meeting Form 93

5.7 Soil Erosion and Sediment Control Inspection Form 94

5.8 Sample Notice of Violation Letter 95

5.9 Roadway Culvert/Bridge Checklist 97

5.10 Pool Dewatering Fact Sheet 98

5.11 Spill Response Notice 99
5.12 Indirect Illicit Discharge Tracking and Summary Forms 100
5.13 Sample Maintenance Plan 101
5.14 Yearly Tracking Forms 102
5.15 General Permit ILR40 103
5.16 Storm Sewer Atlas 104
5.17 Bibliography and References 105

List of Tables and Figures

Figure 1: Map of Major Sub-watershed and Receiving Streams 7
Figure 2: Roles of MS4 11
Figure 3: Program Elements 27
Figure 4: Turbidity Severity Examples 34
Figure 5: Natural Sheen versus Synthetic 35
Figure 6: Characterizing Submersion and Flow 46
Figure 7: Outfall Inspection Procedure Flow Chart 42
Figure 8: Follow-Up Procedure 57
Figure 9: Pond Sediment Accumulation 79
Figure 10: Water Quality Sampling Locations 86

Table 1: Potential Sources of Illicit Discharges to Storm Sewers 31
Table 2: Odor of Potential Illicit Discharges 32
Table 3: Color of Potential Illicit Discharges 33
Table 4: Floatables in Potential Illicit Discharges 36
Table 5: Other Outfall Inspection Hazards 56
Table 6: NPDES Identified Industrial Facilities 63
Table 7: Employee Responsibilities 91

1 Overview of the Stormwater Management Program Plan

Fox River – Oswego, IL Photo by Tia Brooks

1.1 Introduction

The Village of Oswego has developed this Stormwater Management Program Plan (SMPP) based off a SMPP template provided by the Lake County Stormwater Management Commission. The purpose of the SMPP is to meet the minimum standards required by the United States Environmental Protection Agency (USEPA) under the National Pollutant Discharge Elimination System (NPDES) Phase II program. Federal regulations through the USEPA require that all Municipal Separate Storm Sewer Systems (MS4s), partially or fully in urbanized areas based on the 2000 census, obtain stormwater permits for their discharges into receiving waters. There are many different types of MS4s including municipalities, park districts, drainage districts, township highway departments, counties and county and state transportation departments (Kendall County and IDOT).

The SMPP describes the procedures and practices that can be implemented by Village of Oswego toward the goal of reducing the discharge of pollutants within stormwater runoff in order to comply with Federal standards. Compliance with the plan is intended to protect water quality thus contributing to the following amenities:

- cleaner lakes and streams,
- improved recreational opportunities and tourism,
- flood damage reduction,
- better aesthetics and wildlife habitat, and
- a safer and healthier environment for the citizens.

The SMPP addresses the primary program elements for all Village of Oswego activities, including the manner in which municipality:

- reviews, permits and inspects construction activity within its limits;
- manages the planning, design and construction of projects performed within its limits;
- maintains its facilities and performs its day-to-day operations;
- works toward protecting the receiving waters from illicit discharges;
- provides public education and outreach;
- trains its employees in carrying out and reporting program activities; and
- continually monitors and evaluates the program.

1.2 State & Federal Regulations

Federal environmental regulations based on the 1972 Clean Water Act (CWA) require that MS4s, construction sites and industrial activities control polluted stormwater runoff from entering receiving bodies of water (including navigable streams and lakes). The NPDES permit process regulates the discharge from these sources based on amendments to CWA in 1987 and the subsequent 1990 and 1999 regulations by the U.S. Environmental Protection Agency (USEPA). In Illinois, the USEPA has delegated administration of the Federal NDPES program to the Illinois Environmental Protection Agency (IEPA). On December 20, 1999 the IEPA issued a general NPDES Phase II permit for all MS4s. The General Permit is included in Appendix 5.16. Under the General ILR 40 Permit each MS4 was required to submit a Notice of Intent (NOI) declaring compliance with the conditions of the permit by March 10, 2003. The original NOI describes the proposed activities and best management practices that occurred over the original 5-year period toward the ultimate goal of developing a compliant SMPP. At the end of the 5th year (March 1, 2008) the components of the SMPP were required to be implemented; per the ILR40 permit. The IEPA reissued the ILR 40 permit on April 1, 2009.

Additionally, under the General ILR10 permit also administered IEPA, all construction projects that disturb greater than 1 acre of total land area are required to obtain an NPDES permit from IEPA prior to the start of construction. Municipalities covered by the General ILR40 permit, are automatically covered under ILR10 30 days after the IEPA receives the NOI from the municipality.

1.3 Countywide Approach to NPDES Compliance

Kendall County has the authority to regulate Stormwater Management under the authority of Illinois Revised Statute 55/5-1062. The County's goals include the reduction of flood damage and water quality degradation. The County wishes to assure that new development addresses non-point source pollution, does not increase flood and drainage hazards to others, or create unstable conditions susceptible to erosion. To accomplish this, the County works cooperatively with individuals, groups, and units of government as well as serving as the corporate enforcement authority for the Kendall County Stormwater Management Ordinance (KCSMO). Kendall County enforces the WDO in non-certified communities on behalf of the municipality. The municipality is responsible for enforcing the KCSMO in Certified Communities. A municipality is considered a Certified Community after its petition is approved by Kendall County. Oswego is a Certified Community.[1] The County utilizes technical assistance, education programs and watershed planning to increase public awareness of natural resources and the impacts of urbanization on stormwater quality. In addition, the County provides solutions to problems related to stormwater and identifies effective ways of managing natural resources.

The General Permit allows for MS4s to take credit for activities being performed by a Qualifying Local Program (QLP) toward meeting its permit requirements. Kendall County Planning, Building & Zoning (KCPB&Z) is a Qualifying Local Program for MS4s in Kendall County. As part of their ongoing services, KCPB&Z performs some functions related to each of the six minimum control measures. KCPB&Z has been providing services under four of the six minimum control categories since it began implementing a comprehensive, countywide stormwater program in 2011. However, MS4s are required to provide additional services for each of the Minimum Control Measures with the greatest effort in the Illicit Discharge Detection and Elimination and Pollution Prevention/Good Housekeeping categories.

As part of the countywide approach to comply with the NPDES Phase II program, KCPB&Z assists municipalities with the following:

- Supports NPDES II presentations to local boards,
- Develops model Notice of Intent (NOI),
- Provides countywide drainage system overview and receiving waters map,
- Provides general 5-year BMP Plan for NOI,
- Develops specific BMP Measurable Goals and program development tasks, and
- Serves as a clearinghouse for all support information and acts as a liaison to IEPA and USEPA.

[1] Ordinance 12-91 adopted December 11, 2012.

KCPB&Z countywide services qualify for credit under four of the six Minimum Control Measures. A general list below summarizes additional KCPB&Z services under the 6 minimum control categories:

1. **Public Education and Outreach**: KCPB&Z provides, through its Public Information Coordinator, various training workshops, homeowners workshops, brochures, training manuals, teacher/student education, videos, etc.,

2. **Public Participation and Involvement**: KCPB&Z coordinates and participates in public meetings and committees, including Kendall County Health Department and Kendall County Soil and Water Conservation District outreach events.

3. **Construction Site Runoff Control**: KCPB&Z adopted the countywide Stormwater Management Ordinance (KCSMO) in 2011, which establishes the minimum stormwater management requirements for development in Kendall County. The KCSMO, which is enforced by KCPB&Z as well as by certified communities in the county, establishes standards for construction site runoff control.

4. **Post-Construction Runoff Control**: The KCSMO also establishes standards for post-construction runoff control.

1.4 Organization of SMPP

The SMPP identifies best management practices to be implemented in six different categories. These categories are:

- Public Education and Outreach,
- Public Participation/Involvement,
- Construction Site Runoff Control,
- Post-Construction Runoff Control,
- Illicit Discharge Detection and Elimination, and
- Pollution Prevention/Good Housekeeping.

Chapter 1: Overview of the Stormwater Management Program Plan - discusses the format of the SMPP document and the regulations associated with NPDES II through county, state and federal agencies.

Chapter 2: Program Management - discusses the logistics of the Plan. This includes the organization, implementation and responsible parties necessary to achieve overall compliance with the SMPP and Permit. It also identifies how municipality coordinates with other county and state agencies and discusses the legal authority that the MS4s have to implement the Plan components.

Chapter 3: The Program - addresses stormwater pollutant control measures implemented by municipality per the six minimum control categories established by the USEPA:

- Public Education and Outreach,
- Public Participation/Involvement,
- Construction Site Runoff Control,
- Post-Construction Runoff Control,
- Illicit Discharge Detection and Elimination, and
- Pollution Prevention/Good Housekeeping.

Chapter 4: Monitoring, Program Evaluation and Reporting - describes the monitoring, evaluation and reporting procedures associated with the program. The SMPP is a guide created to protect the municipality receiving waters from pollution and resultant degradation. This Chapter assists in identifying best management practices and processes that may require improvement and refinement as the document becomes an effective tool.

Chapter 5: Appendices – including forms, references, exhibits and bibliography.

1.5 Watersheds, Sub-Watersheds and Receiving Waters

Fox River – Oswego, IL Photo by Tia Brooks

Kendall County is located with the Des Plaines River, the Lower Fox River, and the Upper Illinois/Mazon River Watersheds. The Village of Oswego is primarily located within the Fox River Watershed, although a very small area along the eastern boundary is located in the Des Plaines River Watershed. There are several receiving waters, tributary to the Fox River, which are located within the Village. These streams include Morgan Creek, Waubonsee Creek, and Blackberry Creek. Lakes and other on-stream bodies of water are also considered part of the receiving water system.

Watershed: The land area that contributes stormwater to major rivers in and downstream of Kendall County.

Sub-Watershed: The land area that contributes stormwater to one of the receiving waters tributary to a major River.

Receiving Water: A natural or man-made system into which stormwater or treated wastewater is discharged, including the Fox River and the Upper Illinois River, their tributary stream systems and other Waters of the U.S.

The major Watersheds and receiving waters are presented on **Figure 1** ***Map of Major Sub-watershed and Receiving Waters***.

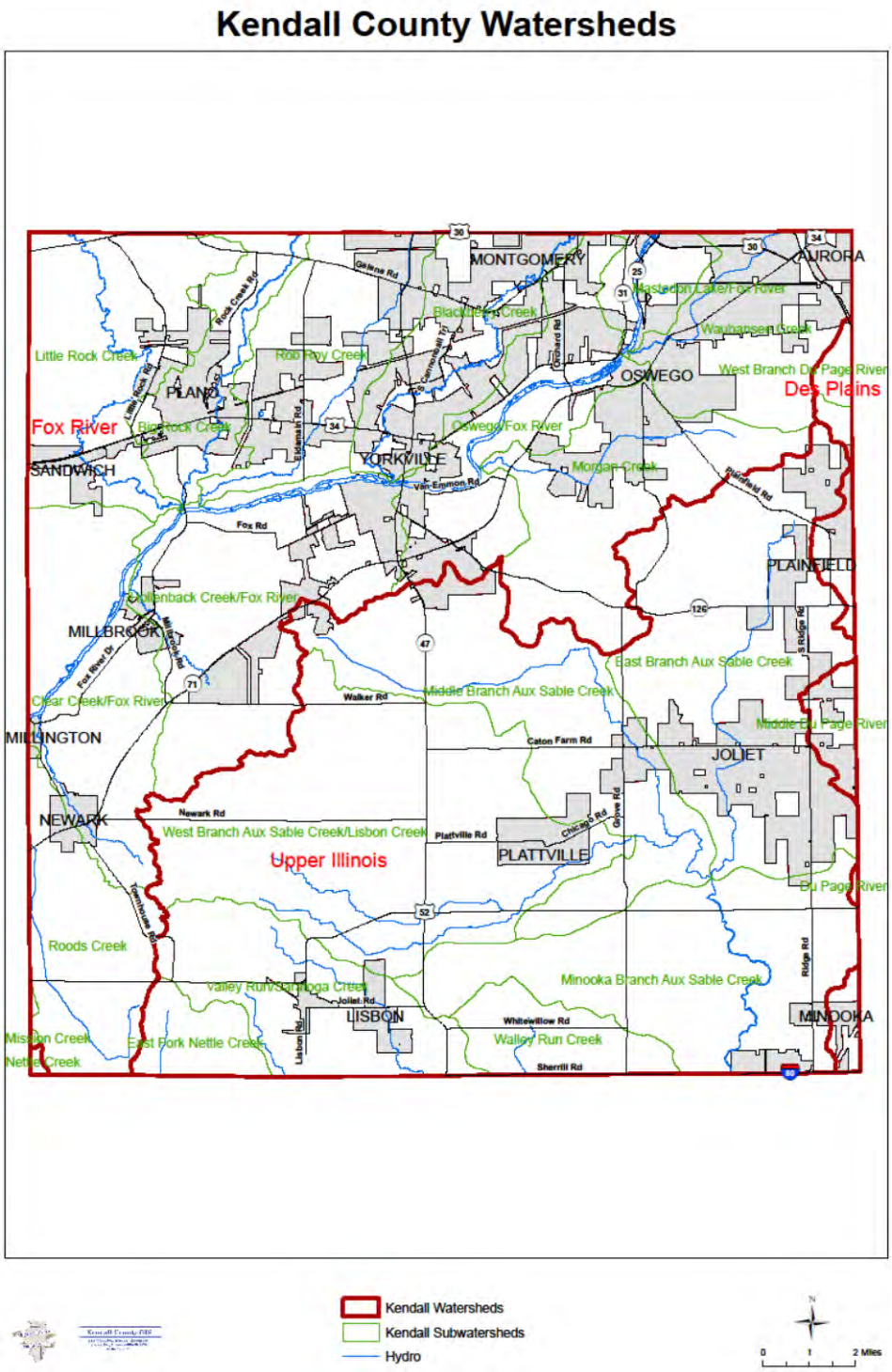
Fox River Watershed

The Fox River originates about 15 miles northwest of Milwaukee, Wisconsin. The river enters the northeast corner of Kendall County in Aurora and generally flows southwest to the Illinois River at Ottawa. The drainage area of the Fox River above Kendall County is about 1,705 square miles.

Along the Fox River from the state line to Algonquin, the terrain is flat and contains many lakes and low-lying wetlands. The upland areas of the watershed include gently sloping topography to steep hilly terrain.

Major tributaries to the Fox River in Kendall County include Clear Creek, Hollenback Creek, Big Rock Creek, Rob Roy Creek, Blackberry Creek, Morgan Creek, and Waubonsee Creek. There is limited development along the Fox River, primarily in Aurora, Montgomery, and Yorkville. The northeast area around the Fox River is rapidly developing while the southern end of the watershed primarily consists of agricultural land.

Figure 1: Map of Major Sub-watersheds and Receiving waters



http://gis.co.kendall.il.us/downloads/PDFs/zoning/Watershed/PBZ_LandUse_Watersheds.pdf
Accessed January 22, 2015

2 Program Management

This Chapter describes the organizational structures of the municipality, the County and IEPA. It further discusses the roles and responsibilities of the various involved parties.

2.1 Implementation of this SMPP

The SMPP includes detailed discussions on the types of tasks that are required to meet the permit conditions under the NPDES II program and how to perform these tasks. Appendix 5.15 includes related tracking forms. The tracking forms are broken out into three categories (based on the frequency of occurrence). There are three different tracking forms included: Annual, As-Needed and On-Going. These forms should be printed annually and the progress of all tasks tracked. At the end of the yearly reporting period (March 1 – February 28/29) the forms should be filed in a binder to document SMPP related activities to IEPA, or their authorized agent, in the case of an audit. It is anticipated that implementation of this SMPP constitutes compliance with the program. The SMPP must be posted on the municipality's website.

2.2 Intra-Department Coordination

The Board of Trustees is the policy and budget setting authority for municipality. The Departments of Community Development and Public Works work together to implement this SMPP. The Stormwater Coordinator has primary responsibility for managing the overall program.

Name	Title	Telephone No.	Area of Responsibility
Brian LeClercq	Village President	630- 554-1555	Policy and Budget Leadership
Jennifer Hughes	Public Works Director	630-551-2366	Overall Program
Rod Zenner	Community Development Director	630-551-2330	Public Education, Involvement and Outreach; Pre & Post Construction Stormwater Runoff Management
Jim Burbridge	Chief Infrastructure Inspector	630-551-2363	Illicit Discharge Detection and Elimination
Mark Runyon	Assistant Director Public Works Director	630-551-2180	Good Housekeeping
Jerry Weaver	Utilities Services Director	630-551-2182	Pollution Prevention
Dave VanCamp, P.E.	Village Engineer (HR Green)	630-553-7560	Pre & Post Construction Stormwater Runoff Management
Hector Justiz	Code Enforcement Officer	630-551-2319	Code Enforcement

2.2.A Stormwater Coordinator

The Public Works Director is the Stormwater Coordinator and is responsible for the oversight and implementation of this SMPP. The Stormwater Coordinator has many different responsibilities, he/she:

- is the lead contact for coordination with Kendall County Planning, Building & Zoning, the Illinois Environmental Protection Agency, contractors, the development community and other external regulatory agencies;
- understands the requirements of ILR40, ensures that the SMPP meets the requirements of the permit and that the municipality effectively implements the SMPP;
- ensures, or assists the Enforcement Officer in ensuring, that the municipality complies with all minimum Stormwater Ordinance provisions;
- ensures that the Municipal Facilities comply with all minimum ILR40 permit requirements;
- is aware when a Municipal Project is required to be authorized under the ILR10 permit. In these cases the Stormwater Coordinator should ensure that the NOI is received by IEPA at least 30 days prior to the start of construction; and
- assists the development community in understanding when a ILR10 permit is required and whether construction sites comply with the general ILR10 and WDO permit conditions; and
- should understand the role illicit discharges play in the overall NPDES II program. In general, an incidence of non-compliance must be filed with IEPA for illicit discharges exiting an MS4's outfall into receiving water. Additionally, if the illicit discharge is generated by a construction site, it may be necessary for both the applicant and the MS4 to file the NOI form with IEPA.

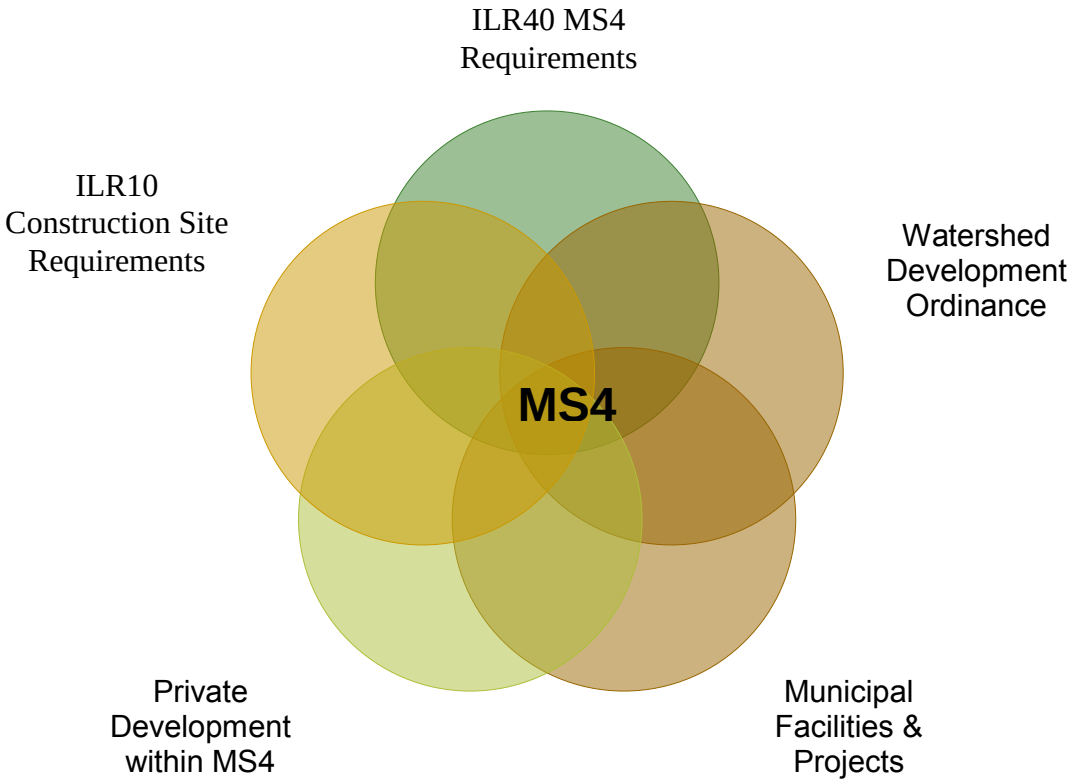


Figure 2: **Roles of MS4**
provided by Gewalt Hamilton & Associates

2.2.B Engineering Department

Engineering personnel support the Stormwater Coordinator in obtaining compliance with both the NDPES and Village ordinances.

The Village Engineer is the Enforcement Officer with respect to the administration and enforcement of the Kendall County Stormwater Management Ordinance (KCSMO) and all applicable Village ordinances related to stormwater. The design and construction of all public projects shall comply with the KCSMO and Village regulations. As the Enforcement Officer, the Village Engineer has the responsibility to concur that projects meet standards prior to the issuance of permits, and oversee site inspections during construction. Refer to Chapters 3.4 - 3.5 for additional information on this process.

The Chief Infrastructure Inspector is designated as the primary entity responsible for performing the duties specified under Chapter 3.3 Illicit Discharge Detection and Elimination.

2.2.C Public Works Department

Infrastructure maintenance activities within the MS4 are carried out by Public Works personnel. Public Works personnel are designated as the primary entity responsible for performing the duties specified under Chapter 3.6 Pollution Prevention and Good Housekeeping.

2.3 Coordination with Kendall County

Coordination between the MS4 and Kendall County occurs through both participation in Kendall County forums and through the Certified Community Status under the Kendall County Stormwater Management Ordinance (KCSMO). The MS4's Stormwater Coordinator is the lead contact for participation in forums. If the MS4 is a Certified Community, the MS4's Enforcement Officer is responsible for enforcement of the KCSMO and is designated by the MS4 to Kendall County.

2.4 Coordination with Consultants

The MS4 may enlist the services of consultants to assist in the implementation of the KCSMO (including, but not limited to, plan review, site inspections and enforcement), and the design of MS4 projects. The Director of Community Development has the responsibility of administering these contracts.

2.5 Coordination of Contractors

The MS4 may hire contracted services. The municipality also has a responsibility to hire contractors who are knowledgeable of the applicable requirements of the ILR40 and ILR10 permits. The Village shall provide appropriate training, or require documentation that appropriate training has been attended, for all contractors responsible for municipal green infrastructures.

2.6 Coordination with the Public

Coordination with the Public occurs on several levels. The Public Education and Outreach Program of this SMPP is discussed in Chapter 3.1. The Public Participation and Involvement Program of this SMPP is discussed in Chapter 3.2. The Public has the opportunity to comment on proposed preliminary and final plats through the Plan Commission and Municipal Board process established in the Municipal Code.

2.7 Coordination with the IEPA

The municipality is required to complete annual reports which describe the status of compliance with the ILR40 permit conditions and other related information as presented on the annual report template provided by the QLP. The annual report must be posted on the municipality's website and submitted to the IEPA by the first day of June each year. Annual reporting to IEPA should consist of "implemented SMPP" for all tasks completed in accordance with this SMPP. Additional information should be provided for areas of enhancement or tasks not completed.

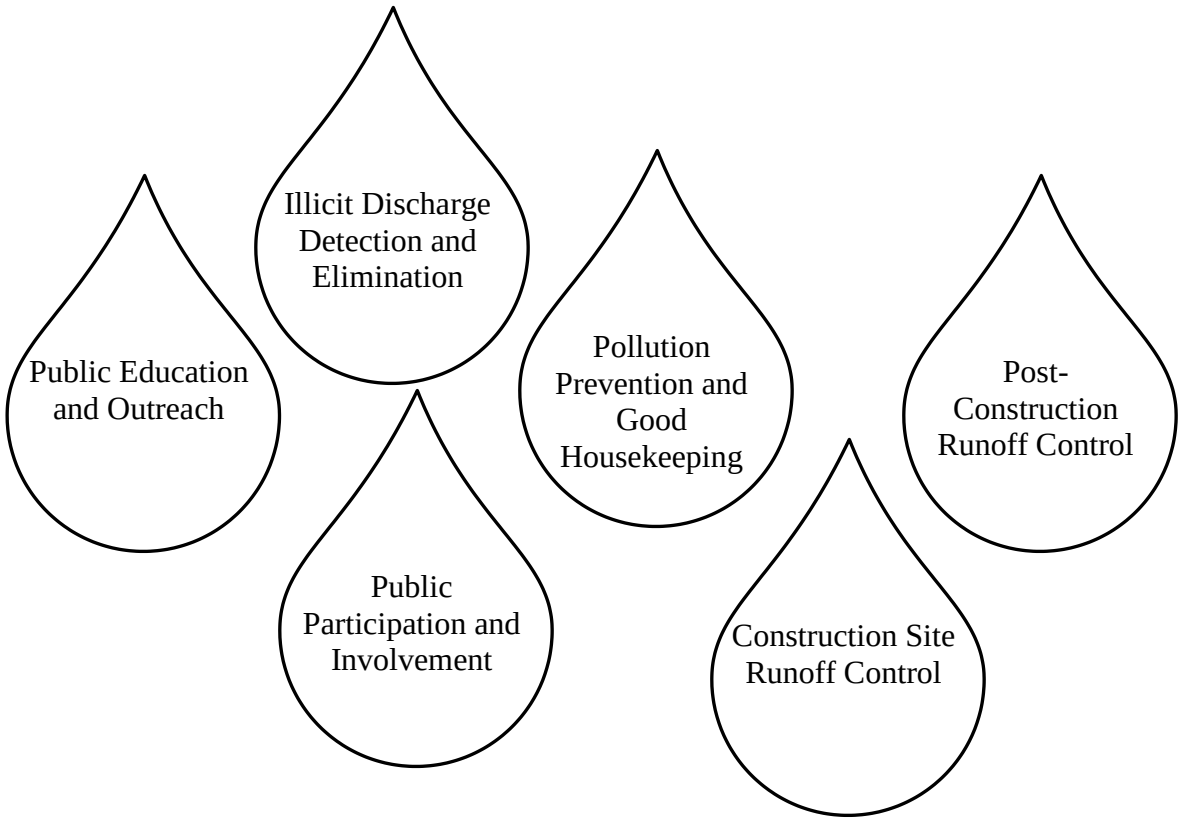
Records regarding the completion and progress of the SMPP commitments must be kept by the community. The task sheets, described in Chapter 2.1, should be updated throughout the year. The completed task sheets should be located in a binder with necessary supporting documentation. The binder must be available for inspection by both IEPA and the general public.

2.8 Coordination with the Development Community

The Village of Oswego has a responsibility to assist the development community in understanding when an ILR10 permit is required and whether construction sites comply with the general ILR10 and WDO permit conditions. The municipality should understand the role illicit discharges play in the overall NPDES II program. In general, an incidence of non-compliance must be filed with IEPA for illicit discharges exiting an MS4's outfall into receiving water. Additionally, if the illicit discharge is generated by a construction site, it may be necessary for both the applicant and the MS4 to file the NOI form with IEPA.

Furthermore, the municipality has a responsibility to inform the development community that they are required to hire contractors which meet the qualifications necessary under the program, refer to Chapter 3.4.B for additional information on qualified personnel.

3 The Program



This Stormwater Management Program Plan includes six components, each of which is necessary in an effort to reduce/eliminate stormwater pollution in receiving water bodies. Chapter 3.1 describes the efforts to educate the public about stormwater pollution and stormwater pollution prevention. The manner in which Oswego incorporates public participation and involvement into the SMPP is explained in Chapter 3.2. Chapter 3.3 describes the approach to detecting and eliminating stormwater illicit discharges. Construction and post construction runoff control is addressed in Chapters 3.4 and 3.5. Lastly, Chapter 3.6 discusses responsibilities for the care and upkeep of its general facilities, associated maintenance yards, and municipal roads and to minimize pollution. This chapter also discusses necessary training for employees on the implementation of the SMPP.

3.1 Public Education and Outreach

The Village of Oswego conducts public education programs that inform the community of potential impacts to receiving waters and the contributions the public can make to reduce pollutants in stormwater runoff. The municipality targets public schools, public libraries, developers, contractors, homeowners, business owners, boaters, and the remaining general public as part of this Public Education and Outreach Program.

The Village of Oswego utilizes a variety of methods to educate and provide outreach to the public about the importance of managing pollutants that potentially could enter the stormwater system. The program includes the following activities which are discussed in greater detail in this chapter.

- Distribute information sheets regarding stormwater BMP, water quality BMP, and proper hazardous waste use and disposal.
- Maintain a water quality/stormwater section in the municipality newsletter distributed by the municipality.
- Attend/sponsor outreach activities to homeowners / property owner associations, commercial / industrial facilities, schools, and other events.
- Coordinate, publicize, and participate in bi-annual ECO events.
- Maintain municipality website which offers links to additional educational information, and ways to contact municipality personnel.

3.1.A Distribution of Paper Materials

Oswego actively pursues the acquisition of educational sheets prepared by the QLP, IEPA, USEPA, Center for Watershed Protection, Chicago Metropolitan Agency for Planning "CMAP"(previously Northeastern Illinois Planning Commission "NIPC"), University of Wisconsin Extension, Northwest Water Planning Alliance, Fox River Study Group, and other agencies and organizations. Oswego maintains a list of available publications in the SMPP binder and on the web-site. Oswego lists the Public Work Departments telephone number on all municipal outreach publications to encourage residences to contact Oswego with environmental concerns.

Types of materials distributed include:

- The "Guidelines for Draining Swimming Pools" door hanger,
- The "Protect Our Water" door hanger,
- Informational sheets/pamphlets regarding storm water best management practices,
- Informational sheets/pamphlets regarding water quality best management practices,
- Informational sheets/pamphlets regarding construction site activities (soil erosion and sediment control best management practices),
- Informational sheets/pamphlets regarding the hazards associated with illegal discharges and improper disposal of waste and the manner in which to report such discharges.
- Informational sheets/pamphlets regarding green infrastructure strategies such as green roofs, rain gardens, rain barrels, bioswales, permeable piping, dry wells and permeable pavement.
- Informational sheets/pamphlets published by ECO regarding proper hazardous waste use and disposal,
- Informational sheets/pamphlets published by the Conservation Foundation regarding land conservation measures, and
- A water quality/storm water section in the municipal newsletter.

Publications are provided in the following manner:

- At take-a-away racks located at the Village Hall and Public Works Facility.
- At outreach events,
- The municipal newsletter, a quarterly publication,
- At Earth Day/Green Day events held in the community, and
- At scheduled meetings with the general public. These meetings are on an as needed or as requested basis and may be with the home owners associations, businesses, or local schools.

3.1.B Classroom Education

When permitted, Oswego conducts classroom presentations at local schools. Oswego keeps a log of event dates and participating schools.

3.1.C Web Site

The Village of Oswego's web site includes stormwater quality specific elements. The web-site gives information regarding water quality, solid waste and hazardous material, green infrastructure, illicit discharges, stormwater and general environmental health, refer to Chapter 3.1.A for a more detailed description of the type of information to be posted. The web-site is updated by municipal staff and tracked for hits. A significant amount of information is made available through links to other educational and informational sites.

This SMPP, the NOI and any previous annual reports must be posted on the municipality's website. Each year's annual report must be posted on the municipality's website and submitted to the IEPA by the first day of June each year.

3.1.D Outreach Events

When possible, the Village of Oswego attends and/or sponsors outreach events and scheduled meetings with the general public. These events are held on an as needed or as requested basis. Audiences may include the home owners associations, lake associations, businesses, and neighborhood groups.

3.1.E Technical Workshops

Periodically, the QLP hosts or co-hosts workshops for the general public that focus on specific stormwater topics. These workshops typically discuss stormwater topics currently of interest within the County. They offer the opportunity to share information and facilitate a collective focus on potential solutions to the challenges faced by the County, Villages, and other stakeholders. Oswego publicizes these events at take-a-way racks and on the web-site.

3.1.F Storm Drain Stenciling & Markers

The Village of Oswego supports the efforts of private entities to stencil or apply stickers to inlets, and their purchase of factory stamped inlet grates. These efforts apply messages at storm drain inlets with the intent of assisting in educating the public about stormwater runoff pollution. Municipal efforts include:

- Requiring all new development to furnish stamped inlet grates as of March 2009.
- The municipality encourages all Home Owners Associations to annually paint the embossed area, of any stamped inlet grates within the subdivision.
- Instituting a program to add “stickers” or other markers to existing inlets through the use of municipal staff or private groups.

3.1.G Household Hazardous Wastes

The average garage contains a lot of products that are classified as hazardous wastes, including paints, stains, solvents, used motor oil, pesticides and cleaning products. While some household hazardous waste (HHW) may be dumped into storm drains, most enters the storm drain system as a result of outdoor rinsing and cleanup. Improper disposal of HHW can result in acute toxicity to downstream aquatic life. The desired neighborhood behavior is to participate in HHW collection days, and to use appropriate pollution prevention techniques when conducting rinsing, cleaning and fueling operations. The municipality supports the initiatives of the Environmentally Conscious Oswego (ECO) Commission to employ a range of tools to improve resident participation. These include:

- Mass media campaigns to educate residents about proper outdoor cleaning/ rinsing techniques
- Conventional outreach materials notifying residents about HHW and collection days

3.1.G.1 Solid Waste and Recycling

The Village of Oswego contracts with Groot industries to provide solid waste management for the community. Waste is collected from each residence in two separate ways. Each resident is provided with a large toter to collect materials and waste for recycling. Items that are not recyclable are collected separately as normal waste. By providing the toter, recycling activities are encouraged by making recycling efforts easier for the average resident.

Many materials are not handled by the Village's waste hauler. These include, but are not limited to electronics, hazardous waste, and unused and expired medications. Several years ago, the Village began a program where residents could drop off their electronic equipment where it can be recycled rather than to fill landfills. Currently, electronics recycling is held the second Saturday of every month. On average, the Village collects between 10,000-20,000 pounds of electronics each month. Twice a year (once in April, Once in September) the Village holds a reuse and recycling extravaganza. On those events, the Village collects over 100,000 pounds of electronics. We also collect used motor oil and unused and expired medication in concert with Fox Metro.

Residents with household hazardous waste are directed to a location in neighboring Naperville which has a collection site that operates every weekend.

The Village's ECO commission holds an annual "Fox River Clean-up" where volunteers walk and kayak the Fox River collecting trash and debris. The Oswegoland Park District takes the collected material and disposes of it properly.

3.1.H Septic System Maintenance

The Village of Oswego maintains a sanitary sewer collection system. Sewage is conveyed in pipes of 8-inch diameter or less to transmission mains owned by Fox Metro Water Reclamation District (FMWRD). FMWRD owns and operates a 42 MGD wastewater treatment plant which discharges to the Fox River.

Section 7-4-2(C) of the Village Code requires connection of all buildings occupied by humans to the municipal sanitary sewer collection system with limited exceptions.

Septic systems subject to compliance with the Private Sewage Disposal Code and are regulated by the Kendall County Health Department.

Failing septic systems can be a major source of bacteria, nitrogen, and phosphorus, depending on the overall density of systems present in a subwatershed. Failure results in illicit surface or subsurface discharges to streams. Septic systems are a classic case of out of sight and out of mind. Many owners take their septic systems for granted, until they back up or break out on the surface of their lawn. Subsurface failures, which are the most common, go unnoticed. In addition, inspections, pump outs, and repairs can be costly, so many homeowners tend to put off the expense until there is a real problem. Lastly, many septic system owners are not aware of the link between septic systems and water quality. The municipality employs a range of tools to improve septic system maintenance. These include:

- Media campaigns and conventional outreach materials to increase awareness about septic system maintenance and water quality (e.g., billboards, radio, newspapers, brochures, bill inserts, and newsletters)
- Mandatory inspections
- Performance certification upon property transfer
- Creation of septic management districts Certification and training of operation/ maintenance professionals
- Termination of public services for failing systems

3.1.I Vehicle Fluid Maintenance

Dumping of automotive fluids into storm drains can cause major water quality problems, since only a few quarts of oil or a few gallons of antifreeze can severely degrade a small stream. Dumping delivers hydrocarbons, oil and grease, metals, xylene and other pollutants to streams, which can be toxic during dry-weather conditions when existing flow cannot dilute these discharges. The major culprit has been the backyard mechanic who changes his or her own automotive fluids. The municipality employs a range of tools to improve septic system maintenance. These include:

- Outreach materials distributed at auto parts store and service stations
- Community oil recycling centers
- Directories of used oil collection stations
- Free or discounted oil disposal containers
- Pollution hotlines
- Fines and other enforcement actions

3.1.J Car Washing

Car washing is a common neighborhood behavior that can produce transitory discharges of sediment, nutrients and other pollutants to the curb, and ultimately the storm drain. Communities have utilized many innovative outreach tools to promote environmentally safe car washing, including:

- Media campaigns
- Brochures promoting nozzles with shut off valves
- Storm drain plug and wet vac provisions for charity car wash events
- Water bill inserts promoting environmentally safe car washing products
- Discounted tickets for use at commercial car washes

3.1.K Pool Dewatering

Chlorinated water discharged to surface waters, roadways or storm sewers has an adverse impact on local stormwater quality. High concentrations of chlorine are toxic to wildlife, fish and aquatic plants. The pH of the water should be between 6.5 and 8.5. Algaecides such as copper or silver can interrupt the normal algal and plant growth in receiving waters and should not be present when draining. Prepare appropriately before draining down a pool. It is recommended that one of the following measures be used:

1) De-chlorinate the water in the pool prior to draining through mechanical or chemical means; these types of products are available at local stores.

2) De-chlorinate the water in the pool through natural means. Pool water must sit at least 2 days with a reasonable amount of sun, after the addition of chlorine or bromine. It is recommended that the chlorine level be tested after 2 days to ensure that concentrations are at a safe level (below 0.1-mg/l).

3) Drain the pool slowly over a several day period across the lawn; or drain directly into the sanitary sewer using the following additional guidelines:
   a) Avoid discharging suspended particles (e.g. foreign objects blown into the pool like leaves, seedlings, twigs etc.) with pool water.
   b) When draining your pool, do not discharge directly onto other private properties or into public right-of-way **including storm sewer inlets**.

Oswego has acquired a door hanger and fact sheet, Pool Dewatering Fact Sheet **(**Appendix 5.11**),** stating the above information. Outreach efforts (such as including information in the newsletter, other mail-outs or adding information to the take-a-way racks) should occur each fall, preferably September.

3.2 Public Participation and Involvement

The public participation and involvement program allows input from citizens during the development and implementation of the SMPP. The SMPP should be evaluated annually. Major highlights and deficiencies should be noted annually and the plan revised accordingly on a minimum 5-yr basis, or as necessary.

3.2.A Public Review Process

Prior to the acceptance of the SMPP, the draft document was presented to the Public Committee. Comments on the SMPP are continually accepted through the web-site, phone calls or other media. Comments are evaluated for inclusion and incorporated into the next revision of the SMPP as appropriate. Present each year's annual report to the Board during an open meeting.

3.2.B Complaints, Suggestions and Requests

Calls are screened, logged and routed to the appropriate department for action. General program related calls are directed to the Stormwater Coordinator, or designee. Construction activity related telephone calls are directed to the Enforcement Officer, or designee. Illicit Discharge, storm sewer, and other related stormwater runoff concerns are directed to the Building and Zoning or Public Works Department as appropriate. Oswego maintains a website which enables and encourages public contact on these issues.

3.2.C Watershed Planning and Stakeholders Meetings

Village of Oswego participates (and encourage the participation of local stakeholders) in QLP or other sponsored watershed planning events. Municipality will adopt Watershed Plans per the direction and in coordination with the QLP.

3.2.D Illicit Discharge/Illegal Dumping Hotline

The Village of Oswego maintains, operates and publicizes a call in phone number where parties can contact Oswego with environmental concerns. Primary advertisement venues include the website and all related municipal publications. Telephone calls received from residents, other internal Departments or other agencies are entered into **Oswego Click 'n Fix** and logged on the Indirect Illicit Discharge Tracking Form (**Appendix 5.13)**. The Public Works Director, or her designee, should transfer information from the tracking form to the **Indirect Illicit Discharge Summary Form (Appendix 5.13)** monthly. This tracking form should be reviewed with the Stormwater Coordinator annually to determine if trends can be seen and if there are additional outreach efforts needed.

Village Hall Phone: 630-554-3618
Public Works Phone: 630-554-3242
Non-Emergency Dispatch: 630-554-3426
Police General Phone: 630-551-7300 or
9-1-1

Residents may also report problems online through **Oswego Click 'n Fix** .

3.2.E Adopt-A-Highway

Adopt
a
Highway

Village of Oswego, in cooperative partnership with the IDOT, supports Adopt-A-Highway Programs for state roadways within the municipal limits. The objective of the program is to improve and promote the image of the entire community by reducing potential illicit discharges.

Participation meets the Program Policy and Safety Guidelines established by IDOT in a separate document.

3.3 Illicit Discharge Detection and Elimination[2]

Illicit discharges (defined in 40 CFR 122.26(B)(2)) may contribute considerable pollutant loads to receiving waters. There are two primary situations that constitute illicit discharges; these include non-stormwater runoff from contaminated sites and the deliberate discharge or dumping of non-stormwater. Illicit discharges can enter the storm sewer system as either an indirect or direct connection.

3.3.A Regulatory Authority

Effective implementation of an IDDE program requires adequate legal authority to remove illicit discharges and prohibit future illicit discharges. This regulatory authority is achieved through adoption of the following ordinances:

Village of Oswego Floodplain Ordinance
Village of Oswego Stream and Wetland Protection Ordinance
Village of Oswego Subdivision and Development Control Regulations
Village of Oswego Discharge Detection and Elimination Ordinance
Kendall County Stormwater Management Ordinance

Additionally, IEPA has regulatory authority to control pollutant discharges and can take the necessary steps to correct or remove an inappropriate discharge over and above SM4 jurisdiction.

3.3.A.1 Subdivision and Development Ordinance

[2] Section 3.3 is a revision of the Lake Michigan Watershed Stormwater Outfall Screening Program Training Program (April 1994 by Lake County Stormwater Management Commission), and incorporates material from the Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessments (October 2004 by the Center for Watershed Protection and Robert Pitt, University of Alabama).

Several provisions of the Village of Oswego Subdivision and Development Control Regulations (SDCR) prohibit illicit discharges as part of the development process. These provisions are only applicable for regulated development activities as defined by the SDCR. Regulated developments are required to meet the soil erosion and sediment control standards of the SDCR. Furthermore, the SDCR requires that the applicant prohibit illicit discharges into the stormwater management system generated during the development process.

The SDCR requires inspection deposits, performance bonds, and to adopt/enforce violation procedures. These tools assist in achieving complaint construction sites. These items are further discussed in Chapters 3.4 and 3.5.

3.3.A.2 Illicit Discharge Ordinance

The Village of Oswego created and adopted Ordinance 07-66 Illicit Discharge Detection and Elimination Ordinance. The Ordinance is the mechanism to allow for the execution and enforcement of the SMPP and is enforced.

3.3.A.3 Subdivision and Public Utility Ordinance

The Village of Oswego created and adopted Subdivision and Development Control Regulations (SDCR). These Ordinances are administered by the Community Development, Building & Zoning, and Engineering Departments and can be used to further support the activities required by the SMPP.

3.3.B Understanding Outfalls and Illicit Discharges

Understanding the potential locations and the nature of illicit discharges in urban watersheds is essential to find, fix and prevent them.

3.3.B.1 Identifying Outfalls and Receiving Waters

An Outfall (is defined at 40 CFR 122.26(B)(9)) means a point source (as defined by 40 CFR 122.2) at the point where a municipal separate storm sewer discharges into a waters of the United States "receiving water". Open conveyances connecting two municipal storm sewers, or pipes, tunnels or other conveyances which connect segments of the same stream or other Waters of the United States are not considered Outfalls. For the purposes of this manual the following definitions shall be used:

> *Outfall:* Storm sewer outlet, or other open conveyance point discharge location, that discharges into a Waters of the U.S, receiving water or another MS4.

Regulated systems include the conveyance or system of conveyances including roads with drainage systems, municipal streets, catch basins, gutters, ditches, swales, manmade channels or storm sewers.

The outfall inventory was completed by the Village's consultant H.R. Green (formerly SEC) in 2007. The Village used collected data, development plans, and GIS to create an ***Outfall Inventory***

Map. This map is used in combination with the previously existing ***Storm Sewer Atlas*** to help determine the extent of discharged dry weather flows, the possible sources of the dry weather flows, and the particular water bodies these flows may be affecting. The inlets and outfall locations have been numbered to facilitate detection and tracking of identified illicit discharges. The ***Storm Sewer Atlas and Outfall Inventory Map*** can be obtained from the GIS Coordinator at Village Hall.

The outfall map should be revised annually to incorporate permitted outfalls associated with new developments. An outfall inventory should be performed every 5 years; the focus of this effort is to search for new outfalls (i.e. those note already included on the existing ***Outfall Inventory Map***). The search for new outfalls should be combined with the pre-screening efforts (Chapter 3.3.D.1).

3.3.B.2 Potential Sources of Illicit Discharges

Table 1 shows that direct connections to storm sewer systems most likely originate from commercial/industrial facilities. Thus, the focus on Chapter 3.3 is on the identification of illicit discharges from commercial/industrial facilities.

Table 1: **Potential Sources of Illicit Discharges to Storm Sewers**

Potential Sources	Storm Sewer Entry		Flow Characteristics	
	Direct	Indirect	Continuous	Intermittent
Residential Sources				
Sanitary Wastewater	√	X	√	X
Septic Tank Effluent	-	√	√	X
Household Chemicals	X	√	-	√
Laundry Wastewater	√	-	-	√
Excess Landscaping Watering	-	√	-	√
Leaking Potable Water Pipes	-	√	√	-
Commercial Sources				
Gasoline Filling Stations	√	X	-	√
Vehicle Maint./Repair Facilities	√	X	-	√
Laundry Wastewater	√	-	√	X
Construction Site Dewatering	-	√	√	X
Sanitary Wastewater	√	X	√	-
Industrial Sources				
Leaking Tanks and Pipes	X	√	√	X
Misc. Process Waters	√	X	√	X

√: Most likely condition. X: May Occur -: Not very likely

Source: *Adapted From: USEPA. January 1993. Investigation of Inappropriate Pollutant Entries Into Storm Drainage Systems: A User's Guide. Cincinnati, Ohio.*

3.3.B.3 USEPA Exclusions

It is noted that not all dry-weather flows are considered inappropriate discharges. Under certain conditions, the following discharges are not considered inappropriate by USEPA:

- Water line flushing,
- Landscaping irrigation,
- Diverted stream flows,
- Rising groundwaters,
- Uncontaminated groundwater infiltration,
- Uncontaminated pumped groundwater,
- Discharges from potable water sources,
- Flows from foundation drains,
- Air conditioning condensation,
- Irrigation water,
- Springs,
- Water from crawl spaces,
- Lawn watering,
- Individual car washing,
- Flows from riparian habitats and wetlands,
- Dechlorinated swimming pool water, and
- Street wash water.

3.3.B.4 Pollutant Indicators

3.3.B.4.a PHYSICAL INDICATORS

Adapted from New Hampshire Estuaries Project and the IDDE Guidance Manual by the Center for Watershed Protection.

Odor

Water is a neutral medium and does not produce odor; however, most organic and some inorganic chemicals contribute odor to water. Odor in water may originate from municipal and industrial waste discharges, from natural sources such as decomposition of vegetative matter, or from associated microbial activity.

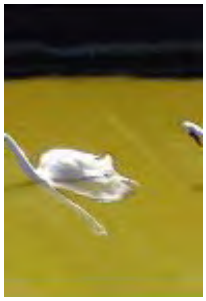
Table 2: Odor or Potential Illicit Discharges (adapted from CWP)

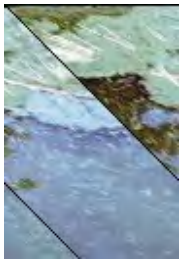
Odor	**Possible Cause**
Sewage	Wastewater treatment facilities, domestic waste connected into storm drain, failing septic system
Sulfide (rotten eggs)	Decaying organic waste from industries such as meat packers, dairies and canneries
Rancid/sour	Many chemicals, including pesticides and fertilizers, emit powerful odors that may produce irritation or stinging sensations.
Petroleum/gas	Industry associated with vehicle maintenance or petroleum product storage; gas stations
Laundry	Laundromat, dry cleaning, household laundry

Color

Color is a numeric computation of the color observed in a water quality sample, as measured in cobalt-platinum units. Both industrial liquid wastes and sewage tend to have elevated color values. Unfortunately, some “clean” flow types can also have high color values. A color value higher than 500 units may indicate an industrial discharge.

Table 3: Color of Potential Illicit Discharges (adapted from CWP)

Water Color	Possible Cause	Images
Brown Water – water ranging in color from light-tea to chocolate milk; it may have a rotten egg odor.	Human causes may be eroded, disturbed soils from constr. sites, animal enclosures, destabilized stream banks and lake shore erosion due to boat traffic.	
Yellow –	Human causes may include textile facilities, chemical plants or pollen.	
Gray Water – water appears milky and may have a rotten egg smell and/or soap odor. There may also be an appearance of cottony slime.	Human causes may be illicit connections of domestic wastewater; untreated septic system discharge; illegal boat discharge; and parking lot runoff.	
Green Water – ranging from blue green to bright green color and may impart odor. Conditions typically occur from May to October.	Human causes may be over-fertilizing lawns, boat discharges, septic systems, agriculture operations, or discharging poorly treated wastewater.	
Orange/Red -	Human causes may include meat packing facilities or dyes.	
Table 3 (continued)		

Green Flecks – resembling floating blue-green paint chips or grass clippings. These *Blooms* and are potentially toxic.	Human cause is excessive nutrients. Fertilizers used on lawns can contaminate surface and ground water.	

Water Color	Possible Cause	Images
Green Hair-Like Strands - bright or dark green, resembling cotton candy and often in floating mats.	Human causes are excessive nutrients from fertilizers or failed on-shore septic systems.	
Multi-Color Water – various or uniform color, other than brown, green or gray. For rainbow sheen see floatables.	Human causes include oil or hazardous waste spill, paint and paint equipment rinsed into storm drains or into failing septic systems.	

Turbidity

Turbidity is a measure of the clarity of water. Turbidity may be caused by many factors, including suspended matter such as clay, silt, or finely divided organic and inorganic matter. Turbidity is a measure of the optical properties that cause light to be scattered and not transmitted through a sample. The presence of turbidity is to be assessed by comparing the sample to clean glass sample container with colorless distilled water.
Turbidity and color are related terms but are not the same. Remember, turbidity is a measure of how easily light can penetrate through the sample bottle, whereas color is defined by the tint or intensity of the color observed.

Figure 4

Turbidity Severity Examples
(adapted from CWP)

Turbidity
Severity 1

Turbidity
Severity 2

Turbidity
Severity 3

Floatables

The presence of sewage, floating scum, foam, oil sheen, or other materials can be obvious indicators of an illicit discharge. However, trash originating from areas adjacent to the outfall is this section.

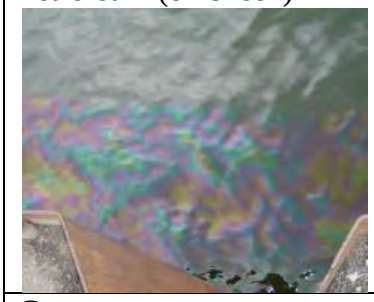
- If you think the floatable is sewage, you should automatically assign it a severity score of three since no other source looks quite like it.
- Suds are rated based on their foaminess and staying power. A severity score of three is designated for thick foam that travels many feet before breaking up. Natural foam breaks apart easily, can be brown, black or yellowish and may smell fishy or musty.
- Surface oil sheens are ranked based on their thickness and coverage. In some cases, surface sheens may not be from oil discharges, but instead created by in-stream processes. Petroleum sheens do not break apart and quickly flows back together.
-

Figure 5
Natural Sheen versus Synthetic
(adapted from CWP)

Sheen from natural bacteria forms a swirl-like film that cracks if disturbed

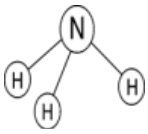
Synthetic oil forms a swirling pattern

Table 4: Floatables in Potential Illicit Discharges (adapted from CWP)

Floatables	
Sewage	Human causes include connection of domestic wastewater, leaking sanitary sewers or failing septic systems.
Suds and Foam –	Common human causes of unnatural foam include leaking sewer lines, boat discharges, improper sewer connections to storm sewers and detergents from car washing activities.
Petroleum (oil sheen) 	Human causes may include leaking underground storage tank or illegal dumping.
Grease	Common human causes include overflow from sanitary systems (due to clogging from grease) and illegal dumping.

3.3.B.4.b TESTING INDICATORS

Ammonia



Ammonia is a good indicator of sewage, since its concentration is much higher there than in groundwater or tap water. High ammonia concentrations (>50 mg/l) may also indicate liquid wastes from some industrial sites. Ammonia is relatively simple and safe to analyze. Some challenges include the potential generation of wastes from non-human sources, such as pets or wildlife.

Chlorine

Chlorine is used throughout the country to disinfect tap water, except where private wells provide the water supply. Chlorine concentrations in tap water tend to be significantly higher than most other discharge types. Unfortunately, chlorine is extremely volatile, and even moderate levels of organic materials can cause chlorine levels to drop below detection levels. Because chlorine is non-conservative, it is not a reliable indicator, although if very high chlorine levels are measured, it is a strong indication of a water line break, swimming pool discharge, or industrial discharge from a chlorine bleaching process.

Copper

Concentrations of copper in dry-weather flows can be a result of corrosion of water pipes or automotive sources (for example, radiators, brake lines, and electrical equipment). The occurrence of copper in dry-weather flows could also be caused by inappropriate discharges from facilities that either use or manufacture copper-based products. A copper value of >0.025-mg/L indicates an industrial discharge is present.

Industrial sources of copper include the following:

- Copper manufacturing (smelting),
- Copper metal processing/scrap remelting,
- Metal plating,
- Chemicals manufacturing,
- Analytical laboratories,
- Power plants,
- Electronics,
- Wood preserving, and
- Copper wire production.

In each of these industries, wastes containing copper would normally be discharged to a treatment facility. Sludge from the waste treatment facility, whether on-site (including lagooning) or publicly operated treatment facilities, would contain copper. If the sludge (or the treatment process) is not managed properly, copper could enter the storm sewer system.

Detergents

Most illicit discharges have elevated concentration of detergents. Sewage and washwater discharges contain detergents used to clean clothes or dishes, whereas liquid wastes contain detergents from industrial or commercial cleansers. The nearly universal presence of detergents in illicit discharges, combined with their absence in natural waters or tap water, makes them an excellent indicator. Research has revealed three indicator parameters that measure the level of detergent or its components-- surfactants, fluorescence, and surface tension. Surfactants have been the most widely applied and transferable of the three indicators. Fluorescence and surface tension show promise, but only limited field testing has been performed on these more experimental parameters; therefore these are not tested. Refer to Boron and Surfactants descriptions.

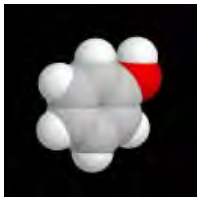
E. coli, Enterococci and Total Coliform

Each of these bacteria is found at very high concentrations in sewage compared to other flow types, and is a good indicator of sewage or seepage discharges, unless pet or wildlife sources exist in the subwatershed. Overall, bacteria are good supplemental indicators and can be used to find "problem" streams or outfalls that exceed public health standards. A Fecal Coliform count greater than 400 per 100 mL indicates waste water contamination.

Fluoride

Fluoride, at a concentration of two parts per million, is added to drinking water supplies in most communities to improve dental health. Consequently, fluoride is an excellent conservative indicator of tap water discharges or leaks from water supply pipes that end up in the storm drain. Fluoride is obviously not a good indicator in communities that do not fluorinate drinking water, or where individual wells provide drinking water. Flouride levels greater than 0.6-mg/L indicate a potable water source is connected to the stormwater system.

Phenol



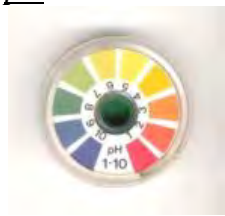
Phenol is a very commonly occurring chemical and can be found in foods, medicines, and cleaning products, as well as industrial products and by-products. Generally, the appearance of phenols in stormwater would indicate a misconnected industrial sewer to a storm drain or ditch. Exceptions would include runoff from treated wood storage yards (for example, treated lumber and telephone poles) and improper disposal (flash dumping) of cleaning products. A phenol value greater than 0.1-mg/L indicate an illicit discharge is present.

Industrial sources of phenol include the following:

- Chemical manufacturing (organic),
- Textile manufacturing,
- Paint and coatings manufacturing,
- Metal coating,
- Resin manufacturing,
- Tire manufacturing,
- Plastics fabricating,
- Electronics,
- Oil refining and re-refining,
- Naval stores (turpentine and other wood treatment chemicals),
- Pharmaceutical manufacturing,
- Paint stripping (for example, automotive and aircraft),
- Military installations (rework and repair facilities),
- Coke manufacturing,
- Iron production, and
- Ferro-alloy manufacturing.

Other sources of phenol include improper handling and disposal of cleaning compounds by institutions such as hospitals and nursing homes.

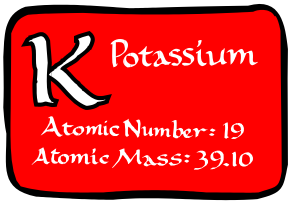
pH



Potential ID Range: <6.5 and > 8.5

Most discharge flow types are neutral, having a pH value around 7, although groundwater concentrations can be somewhat variable. pH is a reasonably good indicator for liquid wastes from industries, which can have very high or low pH (ranging from 3 to 12). The pH of residential wash water tends to be rather basic (pH of 8 or 9). The pH of a discharge is very simple to monitor in the field with low cost test strips or probes. Although pH data is often not conclusive by itself, it can identify problem outfalls that merit follow-up investigations using more effective indicators.

Potassium



Potassium is found at relatively high concentrations in sewage, and extremely high concentrations in many industrial process waters. Consequently, potassium can act as a good first screen for industrial wastes, and can also be used in combination with ammonia to distinguish wash waters from sanitary wastes. An ammonium to potassium ratio of >1 or <1indicate waste water or wash water discharge respectively. A potassium value of >20-mg/l is a good indicator for industrial discharges.

Surfactants

Surfactants are the active ingredients in most commercial detergents, and are typically measured as Methyl Blue Active Substances (or MBAS). They are a synthetic replacement for soap, which builds up deposits on clothing over time. Since surfactants are not found in nature, but are always present in detergents, they are excellent indicators of sewage and wash waters. The presence of surfactants in cleansers, emulsifiers and lubricants also makes them an excellent indicator of industrial or commercial liquid wastes. A surfactant value of > 0.25-mg/L within residential areas indicates that either a sewage or washwater is present in the stormwater; a value of >5-mg/L within non-residential areas indicates that there is an industrial discharge (refer to Table 46 from the Illicit Discharge Detection and Elimination manual by the Center for Watershed Protection for use in determining industrial flow types).

3.3.C Indirect Connection Program

Indirect connections are subtle connections, such as dumping or spillage of materials into storm sewer drains. Flash dumping is a common type of indirect connection. Generally, indirect modes of entry produce intermittent or transitory discharges, with the exception of groundwater seepage. There are five main modes of indirect entry for discharges.

3.3.C.1 Groundwater Seepage

Seepage discharges can be either continuous or intermittent, depending on the depth of the water table and the season. Groundwater seepage usually consists of relatively clean water that is not an illicit discharge by itself, but can mask other illicit discharges. If storm drains are located close to sanitary sewers, groundwater seepage may intermingle with diluted sewage. Addressing seepage that is observed during the outfall screening process is described in more detail in this Chapter.

3.3.C.2 Spills

These transitory discharges occur when a spill travels across an impervious surface and enters a storm drain inlet. Spills can occur at many industrial, commercial and transport-related sites. A very common example is an oil or gas spill from an accident that then travels across the road and into the storm drain system. The Spill Response Plan is described in Chapter 3.6.B.

3.3.C.3 Dumping

Dumping a liquid into a storm drain inlet: This type of transitory discharge is created when liquid wastes such as oil, grease, paint, solvents, and various automotive fluids are dumped into the storm drain. Liquid dumping occurs intermittently at sites that improperly dispose of rinse water and wash water during maintenance and cleanup operations. A common example is cleaning deep fryers in the parking lot of fast food operations. The Storm Drain Stenciling, Household Hazardous Wastes, Vehicle Fluid Maintenance and Pool Dewatering programs are designed to minimize dumping; these programs are described in Chapter 3.1.F, G, I and K. Additionally, the Village maintains an Illegal Dumping Hotline which is described in Chapter 3.2.D. The procedure for handling a dumping incident is described in Chapter 3.6.B.1.

3.3.C.4 Outdoor washing activities

Outdoor washing may or may not be an illicit discharge, depending on the nature of the generating site that produces the wash water. For example, hosing off individual sidewalks and driveways may not generate significant flows or pollutant loads. On the other hand, routine washing of fueling areas, outdoor storage areas, and parking lots (power washing), and construction equipment cleanouts may result in unacceptable pollutant loads. Individual washing activities are addressed through the Public Education and Outreach Program in Chapter 3.1.J whereas observed/documented routine washing activities should be addressed through the Removal of Illicit Discharges Procedure in Chapter 3.3.E.4.

3.3.C.5 Non-target irrigation from landscaping or lawns

Irrigation can produce intermittent discharges from over-watering or misdirected sprinklers that send tap water over impervious areas. In some instances, non-target irrigation can produce unacceptable loads of nutrients, organic matter or pesticides. The most common example is a discharge from commercial landscaping areas adjacent to parking lots connected to the storm drain system. This type of discharge is addressed by the Public Education and Outreach Program in Chapter 3.1.

3.3.D Direct Connection Illicit Discharge Program

Direct connections enter through direct piping connections to the storm sewer system, and since direct connections exist regardless of whether or not a stormwater event (e.g. rain or melting snow) is occurring, they are most easily detected during dry-weather periods. Inspection of stormwater outfalls during dry-weather conditions reveals whether non-stormwater flows exist. If non-stormwater flows are observed, they can be screened and tested to determine whether pollutants are present. If the presence of pollutants is indicated, the detective work of identifying the source of the discharge can begin. Once the source is identified, it can then be corrected. A direct connection illicit discharge program consists of three principal components: 1) program planning, 2) outfall screening, and 3) follow-up investigation and program evaluation.

1. ***Program Planning*** involves the office work, planning, and organization required to conduct the subsequent outfall screening and follow-up investigative activities of the program. Program planning identifies the regulatory authority to remove directly connected illicit discharges and the identification of the outfalls and receiving waters in the municipality (both discussed earlier in this chapter). Program planning for the direct connection portion of the overall program also includes the identification of the staffing and equipment needed to conduct the outfall screening, and scheduling of the outfall screening activities (Chapter 3.3.A).

2. ***Outfall Screening*** consists of pre-screening to determine whether dry-weather flows are present and outfall inspection which includes field-testing and grab samples to determine whether pollutants are present in any observed dry-weather flows (Chapter 3.3.B).

3. ***Follow-Up Investigation and Program Evaluation*** are the steps necessary to determine the source of any identified pollutant flows and eliminate them. The major follow-up investigation and program evaluation components (Chapter 3.3.C.) include:

- reviewing and assessing outfall inspection results,
- internal coordination,
- conducting detailed storm sewer investigations to identify pollutant sources (*tracing*),

- exercising the appropriate legal means to achieve enforcement of the program objective (*removal of pollutants at the source)*, and evaluating the program to determine whether subsequent screening activities are necessary.

3.3.D.1 Program Planning

The program planning component is primarily office work related to assembling the necessary information and equipment for efficiently conducting outfall-screening activities. This component of the program addresses the following issues (see **Figure 3**).

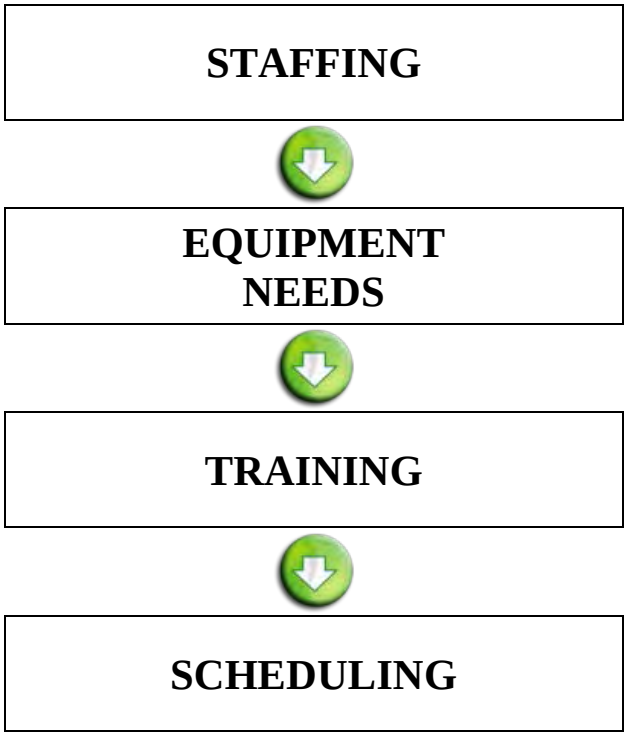


Figure 3: Program Elements

3.3.D.1.a STAFFING

Personnel for an outfall inspection screening program are required for program administration, effort for conducting the outfall screening, and any follow-up investigations. Typically, a two-member Village crew is required for the outfall screening and follow-up portions of the program. Based on the number of identified outfalls and program goals, it is anticipated that a two-member crew will be required to perform inspections at least several weeks throughout the year for the first 5-year period.

3.3.D.1.b EQUIPMENT NEEDS

General field equipment and specialized outfall screening equipment are required for IDDE programs. The method of collecting and managing inspection screening data is driven by available technology. A complete list of recommend equipment and supplies is found on ***Stormwater Outfall Screening Equipment Checklist (*****Appendix 5.2)**. Field Crews carry basic safety items, such as cell phones, surgical gloves, and first aid kits.

3.3.D.1.c TRAINING

Applicable Public Works personnel shall thoroughly read and understand the objectives of the IDDE subchapters of this manual. Applicable field personnel shall have completed a standard training session. It is recommended that applicable Public Works personnel accompany a Public Works supervisor on at least two outfall inspections to learn the use of the ***Stormwater Outfall Inspection Data Form*** (**Appendix 5.3**) and the use of sampling equipment and test kits. As a training exercise, new Public Works personnel should independently conduct outfall screening

activities until two outfall screening data forms are accurate and consistent with the Public Works supervisor investigator's forms.

3.3.D.1.d SCHEDULING

Scheduling for pre-screening or outfall inspections is dependent on staff availability and weather. Pre-screening generally takes place during the late summer or fall months, ideally in August, September, or October, although other summer or fall months may be acceptable, depending on weather conditions. This time period is generally warm, which improves field efficiency as well as reliability and consistency of field-testing. This time period is also more likely to have extended dry periods with little or no precipitation, which is required for the inspection activities.

In order to ensure that samples collected are representative of dry-weather flows, conduct pre-screening and follow-up inspections preceding a dry-weather period, a period of 72 hours of dry weather. A period of 72 hours is selected to allow local detention facilities to drain and local groundwater flows to recede after precipitation events. However, some judgment may be exercised in evaluating the 72 hour period to sampling. For example, if very light rain or drizzle occurred and no runoff was experienced, it is likely that dry-weather conditions would exist and outfall inspection could be conducted.

3.3.D.2 Outfall Inspection Procedure

The identification of potential illicit discharge locations is primarily a two part process, pre-screening and follow-up inspections. Pre-screening is performed by a rapid inspection of all outfalls in a pre-determined area such as along receiving waters. Follow-up inspections are required for those pipes found to have dry weather flow. Once probable illicit discharges are found, identify the sources of illicit discharges and correct per the removal procedure of Chapter 3.3.C.4. Outfall inspection consists of the following tasks:

- Pre-Screening
- Outfall Inspection Setup,
- Outfall Inspection,
- Outfall Assessment and Documentation, and

- Daily closeout.

3.3.D.2.a PRE-SCREENING

Communities that preformed pre-screening during outfall inventory

Pre-screening consists of a rapid inspection of outfalls, during dry weather flow conditions. Pre-screening was completed by the municipality in insert date. During pre-screening outfalls are inspected; outfalls observed to have dry weather flow are documented. Pre-screening results can be seen by viewing the Outfall Inventory Database available at the Public Works Facility; outfalls with dry weather flows shall be scheduled for an outfall inspection. It is recommended that each outfall be re-screened every 5 years.

3.3.D.2.b OUTFALL INSPECTION SETUP AND PRECAUTIONS

In this step, an attempt is made to visualize the outfall locations and anticipate any potential problems that could affect the days screening activities. Of particular concern in daily setup is whether any safety issues will be associated with the day's screening activities. For example, does traffic need to be controlled or is access to the outfall difficult. Before leaving an outfall inspection location, field crews must ensure that all necessary equipment is available, operable, and calibrated (as appropriate).

Safety is the primary consideration while inspecting upstream sampling locations. In general, the rule "*if in doubt,* ***don't***" is followed. Latex gloves are worn while collecting and handling samples. A first aid kit is included in each vehicle to treat minor injuries. Obtain medical help for major injuries as soon as possible. Report all injuries, minor and major to appropriate persons.

Access to Private Property

In some cases, it may be necessary for Village personnel to enter or cross private property to investigate discovered illicit discharges. A form letter should be prepared that includes a short description of the project, the purpose of the access to the property, and the name of a project contact person with a telephone number. Attempt to contact each home, or business, owner for

permission. Village personnel shall have identification indicating that they are municipal employees. If the owner is not present, a letter should be left at the premises to facilitate return inspection. If permission to access property is denied, a public official should then contact the owner at a later date.

Avoid confrontational situations with citizens and attempt to answer questions concisely and without being alarmist. Village personnel should be coached on appropriate responses to questions from citizens. If a field crew feels uncomfortable or threatened, they should remove themselves from the situation and report to the incident to their supervisor.

Traffic

All traffic control measures are to be in accordance with the requirements of the *Manual on Uniform Traffic Control Devices* and other internal Policies and Procedures as set forth by the Public Works Department.

In general, the following additional policies are applicable. Public Works personnel generally work on streets only during the hours of 7 a.m. to 3 p.m. except in emergency situations. All field crews are required to wear Personal Protection Equipment (PPE) in accordance with Standard Operating Procedures set forth by the Public Works Department.

Confined Space Entry

Confined space entry for this program would include climbing into or inserting one's head into a pipe, manhole, or catch basin. In general, do not cross the vertical plane defining an outfall pipe or the horizontal plane defining a manhole, unless properly prepared for confined space entry. **IN NO CASE SHALL FIELD CREW MEMBERS WHO ARE UNTRAINED AND/OR UNEQUIPPED FOR CONFINED SPACE ENTRY ATTEMPT TO ENTER CONFINED SPACES.** Confined space entry shall be conducted only by trained personnel with appropriate rescue and monitoring equipment.

Other Hazards

Table 5: Other Outfall Inspection Hazards

Hazard	Prevention
Access	Avoid steep slopes, dense brush and deep water. Report unsafe locations and move on to next location.
Stuck	Avoid wading where bottom sediments are easily disturbed or depths are unknown.
Strong Gas/Solvent Odor	Do not select manhole for sampling
Bodily Harm From Manhole Covers	Use manhole hook and watch for pinch points
Slip	Proper Foot Gear and Use of Rope If Warranted
Falls	Use extended sample collection device; don't cross horizontal or vertical plane at end of outfall
Heat and Dehydration	Adequate Water Intake; Avoid Excessive Exertion on Hot Days
Sunburn	Sunscreen and Appropriate Clothing
Poisonous Plants/Animals	Identify and Avoid
Vicious Dogs	Avoid; Use Animal Repellent if necessary
Water Bodies	Flotation Devices
Ticks	Check Entire Body at End of Each Day
Mosquitoes	Apply Repellent

Test Kit Analysis Safety

In general, safety procedures established by the Wastewater Division and the USEPA Industrial User Inspection and Sampling Manual for POTWs and related IEPA publications are used. Following are general guidelines.

1. Appropriate gloves (latex or rubber) are worn AT ALL TIMES when handling samples or conducting test kit analyses. Other appropriate Personal Protection Equipment (PPE) is also worn, as required.
2. Copies of Safety Data Sheets (SDS) are maintained with all test kits. Be familiar with instructions provided in the SDSs.
3. Always conduct test kit analyses in a well-ventilated area.
4. Wash hands thoroughly with soap and water at every opportunity.

3.3.D.2.c OUTFALL INSPECTION

An outfall inspection is required for outfalls determined to have dry weather flow, or with submerged outlets, based on the pre-screening efforts. Upon arriving at an outfall, the field crew inspects the outfall by approaching the outfall on foot to a proximity that allows visual observations to be made.

Outfalls are assessed to determine which one of the three following conditions applies:

(1) The outfall is dry or damp with no observed flow,

(2) Flowing discharges are observed from the outfall, or

(3) The outfall is partially or completely submerged with no observed flow or is inaccessible.

Scenario 1: No Observed Flow. Under Scenario 1, the field crew should photograph the outfall and complete applicable sections of the **Stormwater Outfall Inspection Data Form** ***(*****Appendix 5.3).** Use the flow chart, **Figure 7,** to identify applicable sections of the form that must be filled out.

Scenario 2: Observed Flow. Under Scenario 2, the field crew photographs the outfall and complete applicable sections of the **Stormwater Outfall Inspection Data Form** ***(*****Appendix 5.3).** Use the flow chart, **Figure 7,** to identify applicable sections of the form that must be filled out, including sampling/testing requirements. The intent is to gather additional information to determine if an illicit discharge is present. Determine the need for on-site testing and obtaining grab samples for laboratory analysis based on the flow chart guidance. Testing results are then used to identify potential sources.

The initial testing results are not intended to document the event for future removal and/or enforcement actions. If the preliminary test results identify a potential illicit discharge an independent laboratory shall be contracted to test an additional sample prior to initiating removal procedures.

Scenario 3: Submerged or Inaccessible Outfall. Under Scenario 3, if standing water is present in an outfall or if it is inaccessible, then complete available information from Sections 1, 2, 3 and 7 of the **Stormwater Outfall Inspection Data Form** ***(*Appendix 5.3)**, with appropriate comments being written in the "Remarks" section of the data form. Locating an upstream sampling point may be required if any of the following conditions exist at an outfall:

- The outfall discharge is submerged or partially submerged due to backwater conditions,
- Site access and safety considerations prevent sample collection,
- The outfall is from a facility providing water quality treatment (for example, detention basin outlet), or
- Other special considerations.

Determine the upstream sampling location using the Village's storm sewer atlas. Manholes, catch basins, or culvert crossings can be used for upstream sampling locations. Make reasonable efforts to locate upstream sampling points that are accessible and exhibit flow. If inaccessible, resolve the problem in the office with appropriate supervisory personnel.

 Submerged: More than ½ below water	 Partially submerged: Bottom is below water	 Fully submerged: Can't see outfall
 Outfall fully submerged by debris	 Fully submerged from downstream trees trapping debris	 Partially submerged by leaf debris "back water"
 Trickle Flow: Very narrow stream of water	 Moderate Flow: Steady stream, but very shallow depth	 Significant flow (Source is a fire hydrant discharge)

Figure 6: Characterizing Submersion and Flow
Center for Watershed Protection

3.3.D.2.d Outfall Assessment and Documentation

Complete the **Stormwater Outfall Inspection Data Form** ***(*Appendix 5.3**) for all outfall screening and grab sampling activities. All completed forms must be dated, legible, and contain accurate documentation of each outfall inspection. A separate data form must be completed for each outfall. It is recommended that non-smearing pens be used to complete the forms and that all data be

objective and factual. Once completed, these data forms are considered accountable documents and are maintained as part of the Village's files. In addition to standard information, the data form is used to record other information that is noted at the time the outfall inspection is conducted (e.g. observations of dead or dying plants, fish kills, algal blooms (excessive algae growth), construction activities, and other activities that might provide information regarding the potential for illicit connections or inappropriate discharges).

3.3.D.2.e DAILY CLOSEOUT

Disposal and Clean-up

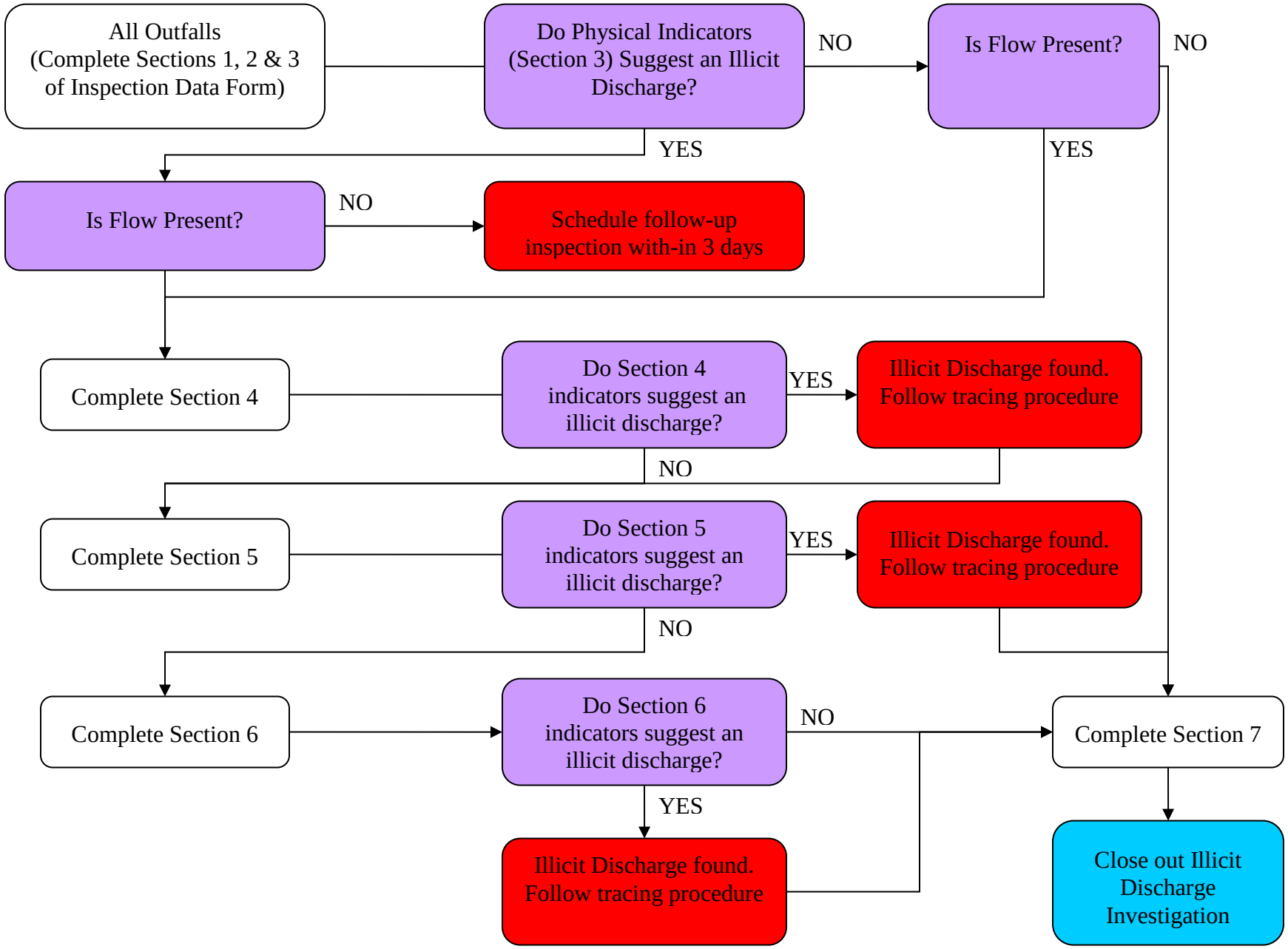
Properly dispose of test waste items per the following table. Before leaving any field inspection site, check the area to ensure that all equipment has been cleaned, collected, and stored. Do not leave any trash or litter at the site.

Item	Field Disposal	Final Disposal
Grab Sample (Uncontaminated)	On Site	-----
Grab Sample (Contaminated by Contact with Test Kit Ampoule)	Liquid Waste Container	Sanitary Sewer
Test Kit Ampoule	Used Ampoule container	Dispose of Container as a Hazardous Waste
Paper Towels/ Latex Gloves	Trash Bags	Municipal Garbage

Office Closeout

In the office, file copies of completed data forms. Also, update the outfall screening scheduling and completion form and plan the next screening day's activities. Discuss any problems locating outfalls with appropriate supervisory personnel so that alternate sampling locations can be identified. Once a month, compile data from the **Stormwater Outfall Inspection Data Form** (**Appendix 5.3**) onto the **Outfall Inspection Screening Summary Form** **(Appendix 5.5)**.

Figure 7: Outfall Inspection Procedure Flow Chart



3.3.D.3 Follow Up Investigation and Program Evaluation

Follow up investigation is required for all outfalls with positive indicators for pollutant discharges. The outfall assessment results are reviewed to determine the magnitude of the dry-weather pollution problem and to determine the necessary steps to identify and remove the sources of any detected pollutants. **Figure 8** provides a flow chart to aid in follow-up investigations of potential illicit discharges.

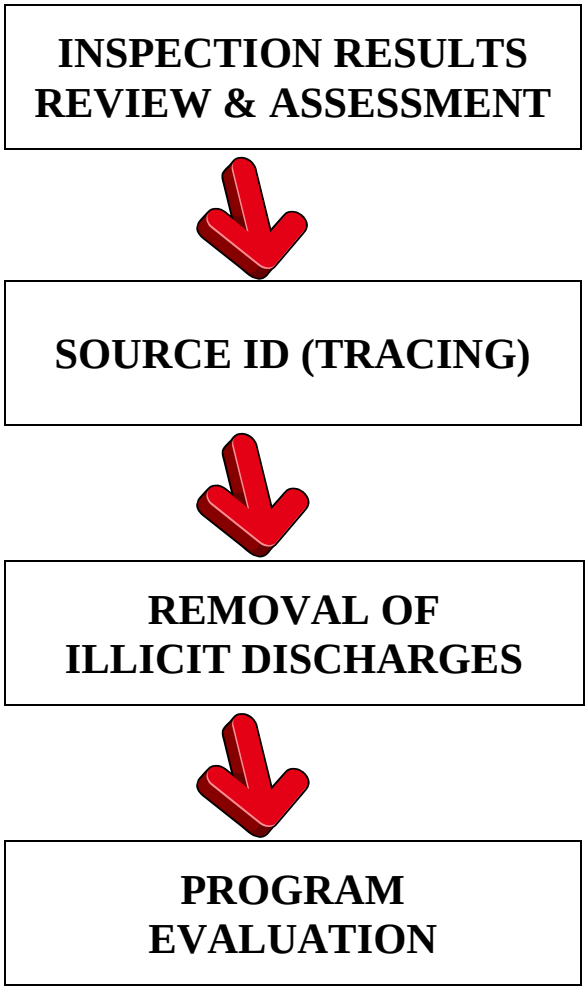
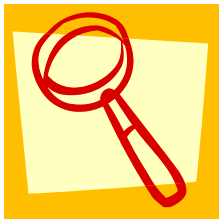


Figure 8: Follow Up Procedure

3.3.D.3.a OUTFALL SCREENING RESULTS REVIEW AND ASSESSMENT

Detailed investigations of the storm sewer system may be required upstream of the outfalls to locate sources of illicit discharges or improper disposal. The need for detailed investigations is based on evaluation of the data from the initial outfall screening. This element of the program serves to detect and remove pollutant sources. This is accomplished by reviewing the ***Outfall Inspection Screening Summary Form*** **(Appendix 5.5)** to determine if there are outfalls that require a follow up investigation, target sewer system areas for detailed investigation and then conducting intensive field investigations upstream of the polluted outfall to identify potential sources.



3.3.D.3.b INDEPENDENT VERIFICATION

If the initial outfall assessment identifies potential illicit discharges (through either the on-site of off-site testing procedures), additional sampling is required. The results of the inspection and testing should be discussed with the Stormwater Coordinator. Contract an independent laboratory to take and test an additional sample and verify preliminary finding. Use the established procedure to coordinate the independent laboratory sample and testing.

3.3.D.3.c SOURCE IDENTIFICATION

Follow up investigation is required for all outfalls with positive indicators for pollutant discharges during the pre-screening efforts. The procedure for detailed storm sewer investigation and source identification has three major components: 1) mapping and evaluation, 2) storm sewer investigation, and 3) tracing.

Mapping and Evaluation

For each outfall to be investigated, a large-scale working map should be obtained (digitally or in paper form) that includes the entire upstream storm sewer network, outfall locations and parcel boundaries indicated. This map product is based on information from the storm sewer atlas and outfall map and can be obtained from the Village GIS Department. Land use information is evaluated to determine the types of residential, commercial, and industrial areas that might contribute the type of pollution identified at the outfall.

If the contributing area is determined to be non-residential, the available Industrial/Business information should also be reviewed. Business Types, at the time of the SMPP creation, include:

- Assembly,
- Automotive,
- Bank-Loans,
- Car Wash,
- Church,
- Contractor,

- Food Processing (Pet, Candy),
- Government/School,
- Grocery Store,
- Health Club/Gym,
- Landscaping/Nursery,
- Laundromat/Dry Cleaning,
- Manufacturing,
- Medical/Dental/Pharmaceutical,
- Office,
- Printing/Photography,
- Recreations/Park District,
- Residential (Single and Multi-Family),
- Restaurants/Bars,
- Retail,
- Salon/Barber Shop,
- Utility, and
- Warehouse/Distribution.

Make attempts to match detected indicators with upstream activities.

Storm Sewer Investigation

After conducting the mapping evaluation, a manhole-by-manhole inspection is conducted to pinpoint the location of the inappropriate discharge, into the storm sewer / conveyance system. This inspection requires a field crew to revisit the outfall where the polluted dry-weather discharge was detected. The field crew should be equipped with the same testing and safety equipment and follow similar procedures as used during the outfall inspection.

After confirming that dry-weather flow is present at the outfall, the field crew continues moving to the next upstream manhole or access point investigating for dry weather flow. In cases where more than one source of dry-weather discharge enters a manhole, the field crew records this information on the screening form and then tracks each source separately. All sources are tracked upstream, manhole-by-manhole, until the dry-weather discharge is no longer detected. Finally, the last manhole where dry-weather flow is present is identified and potential sources to that manhole are accessed. This data is important for source identification.

The field crew should also determine whether there has been a significant change in the flow rate between manholes. If the flow rate appears to have changed between two manholes in the system, the illicit connection likely occurs between the two manholes. Changes in the concentration of pollutant parameters could also aid in confirming the presence of an illicit connection between the two manholes.

Tracing

Once the manhole inspection has identified the reach area, between two manholes suspected of containing an inappropriate discharge, testing may be necessary. If there is only one possible source to this section of the storm sewer system in the area, source identification and follow-up for corrective action is straightforward. Multiple sources, or non-definitive sources, may require additional evaluation and testing in order to identify the contributing source. The method of testing must be approved by the Public Works Director prior to testing. Potential testing methods include fluorometiric dye testing, smoke testing, and/or remote video inspections. Once identified, clearly log the contributing source.

3.3.D.4 Removal of Illicit Discharges

Removal of illicit discharge connections is required at all identified contributing sources. Eight steps are taken to definitively identify and remove an inappropriate discharge to the storm sewer system. These steps are as follows:

Step 1. Have an outside laboratory service take a grab sample and test for the illicit discharge at the manhole located immediately downstream of the suspected discharge connection.

Step 2: Conduct an internal meeting with appropriate personnel likely including Public Works Personnel, Public Works Director, Building Department Code Enforcement Officer, and Stormwater Coordinator to discuss inspection and testing results and remedial procedures.

Step 3: The Code Enforcement Officer shall send a notification letter to the owner/operator of the property/site suspected of discharging a pollutant. The letter should request that the owner/operator describe the activities on the site and the possible sources of non-stormwater discharges including information regarding the use and storage of hazardous substances, chemical storage practices, materials handling and disposal practices, storage tanks, types of permits, and pollution prevention plans.

Step 4: Arrange a meeting for an inspection of the property with Public Works Personnel, the Code Enforcement Officer, and the owner/operator of the property where the pollution source is suspected. Most illicit connections and improper disposal can probably be detected during this step. Notify the site owner/operator of the problem and instruct them to take corrective measures.

Step 5: Conduct additional tests as necessary if the initial site inspection is not successful in identifying the source of the problem. The Public Works Director is responsible for determining the appropriate testing measure to pinpoint the source.

Step 6: If the owner/operator does not voluntarily initiate corrective action, the Code Enforcement Office issues a notification of noncompliance. The notification includes a description of the required action(s) a time frame in which to assess the problem and take corrective action. Upon notification of noncompliance, the owner can be subject to any penalties stipulated in the Illicit Discharge Detection and Elimination Ordinance, Ordinance 07-66.

Step 7: Conduct follow-up inspections after stipulated time frame has elapsed to determine whether corrective actions have been implemented to: 1) remove the illicit connection or 2) eliminate the improper disposal practice.

Step 8: If corrective actions have been completed (i.e. and the illicit discharge has been eliminated) the Code Enforcement Officer sends a notification of compliance letter to the owner/operator of the property/site suspected of discharging a pollutant.

If corrective actions have not been completed an additional internal meeting with appropriate Village personnel (likely including involved Public Works Personnel, Public Works Director, Code Enforcement Officer, and Stormwater Coordinator) is held to determine appropriate steps to obtain compliance. Appropriate actions may include monetary or other penalties.

Table 6: NPDES-Identified Industrial Facilities

SIC Code	Description
	Facilities subject to stormwater effluent limitations guidelines, new source performance standards, or toxic pollutant effluent standards under 40 CFR Subchapter N (except facilities with toxic pollutant effluent standards that are exempted).
1000-1400	Mineral industry, including active and inactive mining operations, with exceptions, and certain oil and gas exploration, production, processing, or treatment operations or transmission facilities.
2400	Lumber and wood products except furniture (except 2434-wood kitchen cabinets)
2600	Paper and allied products (except 2650-paperboard containers and boxes from purchased paperboard and 2670-converted paper and paperboard products)
2800	Chemicals and allied products (except 2830-drugs)
2900	Petroleum refining and related industries (except discharges subject to 40 CFR 419)
3110	Leather tanning and finishing
3200	Stone, clay, glass, and concrete products (except discharges subject to 40 CFR 419)
3300	Primary metal industries
3441	Fabricated structural metal
3730	Ship and boat building and repair
	Hazardous waste treatment, storage, or disposal facilities, including those that are operating under interim status or a permit under Subtitle C of RCRA
	Landfills, land application sites, and open dumps that receive or have received any industrial wastes, including those that are subject to regulation under Subtitle D of RCRA
	Facilities involved in the recycling of materials, including metal scrap yards, battery reclaimers, salvage yards, and automobile junkyards, including, but not limited to, those classified as SIC codes 5015 (used motor vehicle parts) and 5093 (scrap and waste materials).
	Stream electric power generating facilities including coal handling sites
	Transportation facilities with vehicle maintenance shops, equipment cleaning operations, or airport deicing operations (except facilities with SIC codes 4221 through 4225) (only those portions of the station that are either involved in vehicle maintenance including vehicle rehabilitation, mechanical repairs, painting, fueling, and lubrication), equipment cleaning operations, airport deicing operations, or that are otherwise identified as an industrial station.
	Construction activity including clearing, grading, and excavation activities except: operations that result in the disturbance of less than 5 acres of total land that are not part of a larger common plan of development or sale
THE FOLLOWING CODES REQUIRE A NPDES PERMIT IF CERTAIN ACTIVITIES ARE EXPOSED TO SW	
2000	Food and kindred products manufacturing or processing
2100	Tobacco products
2200	Textile mill products
2300	Apparel and other finished products made from fabrics and similar materials
2434	Wood kitchen cabinets
2500	Furniture and fixtures
2650	Paperboard containers and boxes
2670	Converted paper and paperboard products
2700	Printing, publishing, and allied industries
2830	Drugs
2850	Paperboard containers and boxes
3000	Rubber and miscellaneous products
3100	Leather and leather products (except 3110-leather tanning and finishing)
3230	Glass products, made of purchased glass
3400	Fabricated metal products, except machinery and transportation equipment (except 3441-fabricated structural metal)
3500	Industrial and commercial machinery and computer equipment
3600	Electronic and other electrical equipment and components, except computer equipment
3700	Transportation equipment (except 3730-ship and boat building and repairing)
3800	Measuring, analyzing, and controlling instruments; photographic, medical, and optical goods; watches and clocks
3900	Miscellaneous manufacturing industries
4221-25	Farm products warehousing and storage, refrigerated warehousing and storage, general warehousing and storage

3.3.D.5 Program Evaluation

Review the results of the screening program to examine whether any trends can be identified that relate the incidence of dry-weather flow observations to the age or land use of a developed area. Experience gained from the USEPA NPDES program indicates a lower chance of observing polluted dry-weather flows in residential and newer development areas, while older and industrial land use areas having a higher incidence of observed dry-weather flows. See **Table 6** for areas that may be more likely to exhibit dry-weather flows. Examine the screening results to determine whether any such obvious conclusions can be made. If so, these conclusions may guide future outfall screening activities.

Outfalls with positive indicators of potential pollution are investigated to identify upstream pollutant sources. Identified illicit direct connections must be eliminated. However, new sources may appear in the future as a result of mistaken cross connections from redevelopment, new-development or remodeling. Indirect or subtle discharges such as flash dumping are difficult to trace to their sources and can only be remedied through public education and reporting. Therefore, it is expected that to some degree they will continue although at a reduced magnitude and frequency. Although the outfall screening program will be successful in identifying and eliminating most pollutants in dry-weather discharges, the continued existence of dry-weather flows and associated pollutants will require an ongoing commitment to continue the outfall screening program.

The annual inspection screening will determine the effectiveness of the program on a long-term basis and show ongoing improvement through a reduced number of outfalls having positive indicators of potential pollutants. It is logical to assume that after several years of annual screening, the majority of the dry-weather pollution sources will be eliminated.

3.4 Construction Site Runoff Control

The goal of both the Village of Oswego Subdivision And Development Control Regulations (SDCR) and the Kendall County Stormwater Management Ordinance (KCSMO) is to ensure that new development does not increase existing stormwater problems or create new ones. These documents establishes local and countywide standards for runoff maintenance, detention sites, soil erosion and sediment control, water quality, wetlands and floodplains. These provisions are only applicable for regulated development activities as defined by the documents. Applicants that hydrologically disturb greater than 1-acre are also required to seek coverage under the statewide construction general permit by filing a Notice of Intent (NOI) with IEPA.

Both the SDCR and the KCSMO are implemented at the local level. Oswego is a "Certified Community" for the purpose of enforcing the KCSMO within its corporate boundaries. KCPB&Z administers the KCSMO and issues permits for the developments within the Non-Certified Communities.

The Village of Oswego has adopted the SDCR and the KCSMO and is authorized to review, permit, inspect and enforce of the provisions of these documents. The community designates an Enforcement Officer; this person is responsible for the administration and enforcement of these ordinances. The municipality has created an Inspection and Violation Notification Procedure to ensure compliance with the WDO.

3.4.A Regulatory Program

Ordinance provisions include but are not limited, to the following:

- Grading, soil erosion and sediment control plan. The plan must:
  - Prevent discharge of sediment from the site through the implementation of soil erosion control practices, primarily, and sediment control secondarily, and
  - Protect receiving waters, natural areas and adjacent properties from damage which may result from the proposed grading.
- Waste control;
- Runoff Volume Reduction Hierarchy and Water Quality;
- Established inspection duties for the applicant and procedures for inspections;

- Record keeping and reporting procedures;
- Security deposits to ensure faithful performance;
- Enforcement measures to achieve compliance; and
- One year warranty period, for applicable developments.

The Illinois Urban Manual, as amended, includes detailed guidance on selection and implementation on related best management practices.

As part of the permit review process, applicants that hydrologically disturb greater than 1-acre are also required to seek coverage under the statewide construction general permit by filing a Notice of Intent (NOI) with IEPA. During construction, applicants are required to submit to IEPA Incidence of Noncompliance (ION) forms, as necessary. After the site is substantially stabilized, the applicant is required to submit a Notice of Termination (NOT).

3.4.B Responsible Parties

3.4.B.1 Applicant

The applicant is ultimately responsible for ensuring compliant soil erosion and sediment control measures on-site during construction. General contractors, sub-contractors and other hired employees of the applicant can assist the applicant in maintaining a compliant site; however the applicant remains the responsible party. The applicant is also responsible for obtaining all other required state and federal permits, including an NOI with IEPA and upholding all permit conditions (including completing inspection logs).

3.4.B.2 DECI – Designated Inspectors

Neither the Village of Oswego nor Kendall County has adopted a Designated Erosion Control Inspector program.

The purpose of the DECI program is to facilitate positive communication between the municipality and the permit holder by creating a single point of contact for soil erosion/sediment control issues with the idea that it is easier to prevent soil erosion and sediment control problems than it is to correct them after they have occurred. Further, the program is intended to improve site conditions, minimize environmental impacts, and educate contractors/developers/inspectors about proper soil erosion/sediment control Best Management Practices.

The applicant, for sites that exceed thresholds identified by ordinance, is required to hire or employ a Designated Erosion Control Inspector (DECI).

- All development with 10 acres or more of hydrologic disturbance
- All development with 1 acre or more of hydrologic disturbance ***and*** regulatory floodplain ***or*** wetlands on site or on adjoining properties.

The DECI can work for the permittee's contractor, subcontractor, consultant, etc. He does not have to be a direct employee of the permittee. The designated agency keeps a list of DECIs that have been approved.

The DECI has the responsibility to conduct inspections as required, document inspections, keep inspections and project plans available on site, report noncompliance issues promptly, recommend soil erosion/sediment control measures. Assuming the DECI is competently completing these steps, the DECI is considered to meet the requirements of the program. Ultimately, liability for a development in noncompliance may fall to the owner, the applicant, the contractor, the developer, the DECI, or anyone else involved as determined on a case by case basis.

Sites that do not require a DECI may still require a designated inspector under the NPDES II permit process. Significant efforts have been made to minimize overlap between the two programs. Currently all sites with greater than 1-ac or more of hydrologic disturbance require a permit from IEPA and a designated inspector (which is more stringent than the DECI requirements). A designated inspector, under the IEPA program, does not need to be a DECI recognized by the Village; however a DECI can fulfill both rolls. However, the site inspection logs can typically meet the permit conditions of SDCR, KCSMO, and the IEPA.

The DECI reports to the Enforcement Officer. During the course of a project, the DECI must notify the EO within any if the development site is determined to be noncompliant with the soil erosion and sediment control plan. The Village's Stormwater Coordinator should also be contacted within 24-hours. It is highly recommended that the Stormwater Coordinator remind the DECI to also file an Incidence of Noncompliance (ION) with IEPA. If the discharge from the construction site enters receiving water within the MS4 jurisdictional boundaries, it is highly recommended that the MS4 also file an ION with IEPA.

3.4.B.3 Enforcement Officer

The Enforcement Officer is responsible for administration and enforcement of the provisions of the SDCR and KCSMO. Additionally, the Enforcement Officer is responsible for performing inspections and monitoring the development. Review and inspection efforts can be performed by personnel under his/her direct supervision. A full description of the EO responsibilities is included in Appendix E of the SDCR and KCSMO. The EO follows established procedures for notifying applicants of deficiencies and obtaining site compliance (i.e. enforcement).

It is also both the right and the responsibility of the Enforcement Officer to ensure that all incidences of non-compliance received from a DECI are resolved. Furthermore it is the Enforcement Officer's right and the responsibility to notify the KCPB&Z if a DECI is not adequately performing the DECI responsibilities. A DECI may be removed from a development by the Enforcement Officer at their sole discretion.

Alternative 3.4.B.3 Municipal Contact – Stormwater Coordinator

The Village of Oswego has the responsibility to designate a contact with both the KCPB&Z and the IEPA. The municipality has designated Public Works Director to fulfill both roles. SMC refers to this person as their community contact. The community contact provides support and coordinates with SMC on development related activities within the community. The IEPA considers this person the Stormwater Coordinator. Chapter 2.2.A provides additional information regarding the role of the Stormwater Coordinator.

3.4.C Minimum Construction Site Practices

A site plan is required to comply with minimum prescribed practice requirements set forth in the SDCR and KCSMO. These documents also allow for the Village to require additional measures, above and beyond minimum control measures, to prevent the discharge pollutants from construction sites. Design and implementation guidance is available in reference materials identified in Appendix 5.17 of the SMPP.

Some minimum control measures include the following:

- Construction site sequencing and phasing,
- Preservation of existing vegetation and natural resources (through the runoff volume reduction hierarchy provisions),
- Stormwater conveyance systems (including concentrated flows, diversions, etc.),
- Stockpile management,
- Soil erosion control measures (including blanket and seeding),
- Stabilized construction entrances/exits and haul routes,
- Sediment Control (including silt fence, inlet/outlet protection, ditch checks, sediment traps, sediment basins etc.),
- Wind and Dust control measures,
- Non-stormwater management (including dewatering practices, waste management practices, spill prevention and control practices etc.),
- Construction Buffers, and
- Construction Details.

3.4.D Site Plan Review

Oswego is a certified community for the enforcement of the Stormwater Provisions of the KCSMO. The Community Development Department provides applicants with a variety of documents necessary to obtain municipal permits. Included in the packet is relevant SDCR information including the performance guarantee information and application forms.

The Village Engineer performs a review of the proposed site plan and provides comments to the applicant on any plan deficiencies and/or recommended plan enhancements. The plan review also assists in identifying other approvals that the applicant may be required to obtain. After the Village Engineer concurs that the applicable provisions of the SDCR and KCSMO have been addressed a permit is issued. The permit lists any additional conditions that are applicable for the development, including providing prior notification of the pre-construction meeting to the municipality. Village attendance of the pre-construction meeting shall be made a condition of the permit for all major developments. The applicant is required to post the permit at the construction site.

3.4.E Site Inspection Procedures

Representatives of the Village of Oswego are authorized to enter upon any land or water to inspect development activity and to verify the existing conditions of a development site that is under permit review.

The Village may inspect site development at any stage in the construction process. For major developments, the Village shall conduct site inspections, at a minimum, at the end of the construction stages 1 and 7 listed below. Construction plans approved by the Enforcement Officer shall be maintained at the site during progress of the work. Recommended inspection intervals are listed below:

1. Upon completion of installation of sediment and runoff control measures (including perimeter controls and diversions), prior to proceeding with any other earth disturbance or grading,
2. After stripping and clearing,
3. After rough grading,
4. After final grading,
5. After seeding and landscaping deadlines,
6. After every seven (7) calendar days or storm event with greater than 0.5-inches of rainfall,
7. After final stabilization and landscaping, prior to removal of sediment controls.

Site Inspection Process:

- The Village attends the pre-construction meeting on applicable development sites. During the pre-construction meeting, the **Pre-Construction Meeting Form** **(Appendix 5.6)** is filled out by the Village staff in attendance. It is also recommended that the inspector request to see the SMPP and IEPA NOI for applicable construction sites.
- The applicant notifies the Village when initial sediment and runoff controls measures have been installed.
- The Village inspects the initial sediment and runoff control measures and authorizes the start of general construction.

- The Village inspects the stormwater management system and authorizes additional site improvement activities.
- The Village performs site inspections at the recommended intervals listed above and completes the **SE/SC Inspection Form** **(Appendix 5.7).**
- The Village requires as-built documentation of the stormwater management system prior to final site stabilization. Tags of the seed mixes are kept by the developer for inspection and approval. Upon approval of the as-builts, the applicant shall permanently stabilize the site.

3.4.F Complaints

The Village frequently receives phone calls regarding a development, either during the review or construction phase. Both site design and construction related phone calls are directed to the Village's Enforcement Officer, or designee, and logged in **Oswego Click 'n Fix**. Site design comments are handled on a case by case basis. Construction related calls are typically addressed by performing a site inspection.

3.4.G Performance Guarantees

Pre-construction meeting – No deposit required.

Performance Guarantee (surety) is required for public improvements (i.e. sewer, water, and right-of-way work), stormwater management system and landscaping. The Engineers Opinion of Probable Construction Cost (EOPCC) is provided to the Village for their review/approval. The required surety amount shall be 110% of the Village approved EOPCC.

The Village will hold 10% of the surety for a minimum of 1-yr after "Initial Acceptance", including site stabilization, is complete to ensure that the vegetation is established and no failures occur. For sites with native vegetation, this portion of the surety will be held for a minimum of five years after site stabilization. The applicant may apply for reductions of surety. Refer to the SDCR for information regarding the surety requirements.

3.4.H Violation Notification Procedures

In general the compliance due date should be within 5-working days. However, if the inspector determines that the violation is or will result in significant environmental, health or safety hazards a 24-hour due date should be set. For time-critical violations, the developer should also be advised to complete a Notice of Incidence report with IEPA for all sites that were required to obtain an NOI with IEPA. If the discharge from the construction site enters receiving water within the MS4 jurisdictional boundaries, it is highly recommended that the MS4 also file an ION with IEPA.

The **SE/SC Inspection Form** is found in **Appendix 5.7**. Step 1 can be initiated by observation of a violation during a routine inspection, or in response to a notice of noncompliance received from a DECI.

Step 1: Violation Is Observed

- The inspector completes the **SE/SC Inspection Form**.
- Photographs of the violation(s) should be taken and saved.
- The Violation shall be described to the construction site contact.
- A copy of the **Forms** provided to the contractor and the developer. The **Form indicates** the remedial measures required and a maximum time frame for action.
- At the end of the indicated time frame the municipality performs a follow-up site inspection. The inspector attempts to schedule the follow-up inspection with the construction site contact.

Step 2: 1st Follow-Up Site Inspection

The construction site contact shall be notified of the anticipated inspection time. The site is inspected including all items previously documented on the previous **SE/SC Inspection Form**. The inspector will determine if the remedial measures have all been satisfactorily addressed, substantially completed, or if significant non-compliance remains.

- If the remedial measures have been satisfactorily addressed then the **SE/SC Inspection Form** is filled out indicating compliance and provided to the contractor and developer.
- If the inspector determines that the remedial measures have been substantially completed, but not entirely resolved, the inspector shall follow Step 1 above.
- If the inspector determines that the remedial measures have not been substantially completed, the inspector shall follow Step 3 discussed below. Photographs of the violations should be taken and saved.

Step 3: 1st Notice of Violation

A formal **Notice of Violation** letter will be sent to the contractor and developer; see sample letter in **Appendix 5.8**. A copy of the Notice of Violation shall also be provided to the Public Works Department and the Stormwater Coordinator. The letter will include the following information.

- Description of the violations (including ordinance provisions),
- Mandatory remedial measures, and
- Maximum time frame for resolution (typically 5 working days),

Step 4: 2nd Follow-Up Site Inspection

The inspector will determine if the remedial measures have all been satisfactorily addressed, substantially completed, or if significant non-compliance remains.

- If the remedial measures have been satisfactorily addressed then the **SE/SC Inspection Form** is filled out indicating compliance and provided to the contractor and developer.

- If the inspector determines that the remedial measures have been substantially completed, but not entirely resolved, the inspector shall follow Step 1 above.
- If the inspector determines that the remedial measures have not been substantially completed, the inspector shall follow Step 3 discussed below. Photographs of the violations should be taken.

Step 5: 2nd Notice of Violation

Depending on the severity of the outstanding violations the inspector may issue a Red Tag and a Conditional Stop Work Order upon completion of the inspection. The Stop Work Order allows for the resolution of the violation but no other on-site improvements. Building and/or Occupancy Permits will not be issued and surety reductions will not be entertained until the violation is resolved. A formal **Notice of Violation** letter will be sent, via certified mail, to the contractor and developer; see sample letter in **Appendix 5.8**. A copy of the Notice of Violation shall also be provided to the Public Works Department and the Stormwater Coordinator. The letter will include the following information.

- Description of the violations (including ordinance provisions),
- Mandatory remedial measures, and
- Maximum time frame for resolution (typically 5 working days).

Step 6: 3rd Follow-Up Site Inspection:

The inspector will determine if the remedial measures have all been satisfactorily addressed, substantially completed, or if significant non-compliance remains.

- If the remedial measures have been satisfactorily addressed then the **SE/SC Inspection Form** is filled out indicating compliance and provided to the contractor and developer.
- If the inspector determines that the remedial measures have been substantially completed, but not entirely resolved, the inspector shall follow Step 1 above.
- If the inspector determines that the remedial measures have not been substantially completed, the inspector shall follow Step 3 discussed below. Photographs of the violations should be taken and saved.

Step 7: 3rd Notice of Violation

The inspector issues a Red Tag and a Conditional Stop Work Order upon completion of the inspection, if one has not already been issued. The Stop Work Order allows for the resolution of the violation but no other on-site improvements. Building and/or Occupancy Permits will not be issued and surety reductions will not be entertained until the violation is resolved.

Representatives from the Building & Zoning, Engineering, and Public Works Departments shall conduct an internal meeting to discuss the violation and subsequent actions. These actions may include: issuing fines at a rate of $750/day per violation since the 1st notice of violation; draw

from surety to enable Oswego to have the remedial measures corrected; seeking Village consul and pursuing injunctive or other legal relief.

A formal **Notice of Violation** letter will be sent, via certified mail, to the contractor and developer; see sample letter in **Appendix 5.8**. A copy of the **Notice of Violation** shall also be provided to the Building & Zoning Department, Stormwater Coordinator, and the Village Administrator. The letter will include the following information.

- Request a meeting with the applicant/development and municipal staff;
- Description of the violations (including ordinance provisions),
- Mandatory remedial measures,
- Maximum time frame for resolution (typically 5 working days), and
- States additional penalties or measures that will be imposed if the violation(s) persist.

Repeat Steps 6 & 7 until resolution

3.4.I BMP Reference Information

Reference information includes, but is not limited to, the following sources:

- Native Plant Guide for Streams and Stormwater Facilities in Northeastern Illinois
- Illinois Urban Manual
- Construction details are available in the SDCR,
- Chicago Metropolitan Agency for Planning (previously Northeastern Illinois Planning Commission) Course Manuals,
- IDOT manuals,
- Center for Watershed Protection documents, and
- IEPA and USEPA publications.

3.4.J Construction Site Waste Control

The SDCR includes several provisions that address illicit discharges generated by construction sites. The applicant is required to prohibit the dumping, depositing, dropping, throwing, discarding or leaving of litter and construction material and all other illicit discharges from entering the stormwater management system.

3.4.K Development Tracking

Oswego tracks development in MSI software.

3.4.L Pavement Projects

Pavement resurfacing and maintenance projects are determined through pavement evaluation studies that take place approximately every 5 years. Project work shall follow IDOT Standard Specifications and applicable provisions of the SDCR. At a minimum, protect drainage structures with inlet filter bags during construction activities.

3.5 Post Construction Runoff Control

The Village of Oswego complies with NDPES permit requirements by incorporating Ordinance and BMP standards to minimize the discharge of pollutants of development projects.
This chapter describes how the compliance with stormwater discharge permit requirements for long-term post-construction practices that protect water quality and control runoff flow is achieved.

This SMPP creates and references extensive policies and procedures for regulating design and construction activities for protecting receiving waters. The design and construction site practices selected and implemented by the responsible party for a given site are expected to meet BMP measures described through the SDCR and IEPA's Program recommendations. All proposed permanent stormwater treatment practices must be reviewed and approved by the Enforcement Officer.

3.5.A Regulatory Program

The SDCR includes numerous performance standards on Grading, Stormwater and Soil Erosion/Sediment Control that must be met for all parties undertaking construction. The Illinois Urban Manual is a guidance tool that describes BMP and implementation procedures.

3.5.B Runoff Volume Reduction Hierarchy

The SDCR includes performance standards that require that the site plan include a combination of structural and/or non-structural BMPs that will reduce the discharge of pollutants, the volume and velocity of storm water flow to the maximum extent practicable. The permittee should ensure that the development plan addresses these provisions during the plan review process.

3.5.C Green Infrastructure

Each permittee should adopt strategies that incorporate storm water infiltration, reuse and evapotranspiration of storm water into the project to the maximum extent practicable. Site plan design and review should ensure that the development plan incorporates green infrastructure or low impact design techniques when possible. Types of techniques include green roofs, rain gardens, rain barrels, bioswales, permeable piping, dry wells and permeable pavement.

3.5.D Long Term Operation and Maintenance

The SMPP includes one long term maintenance plan. This sample maintenance plans are included in **Appendix 5.14**.

- The plan is provided to applicants during the permit review period. This plan should be reviewed and enhanced by the applicant to reflect the sites specific design. Receipt of the signed and recorded maintenance plan is required prior to issuance of a Village permit or listed as a permit condition.

3.5.E Site Inspections

The inspection program for its general facilities is discussed in detail in Chapter 3.6.A. The inspection procedure for site inspections related to construction activities is discussed in detail in Chapter 3.4.E. This section focuses on post-construction inspections of previously developed sites, streambanks / shorelines, streambeds, and detention / retention ponds.

3.5.E.1 Previously Developed Sites

The Village attempts to inspect approximately 20% of all existing properties with stormwater management facilities a year; resulting in a re-occurrence inspection interval of every 5-years.

- Previously accepted developments are inspected with respect to the approved maintenance plan. A letter indicating the maintenance activity highlights, deficiencies or additional enhancements to the plan should be provided to the responsible party.
- For older developments that do not have a maintenance plan, the Village inspects facilities with respect to the sample existing facilities maintenance plan. A letter indicating the maintenance activity highlights and deficiencies should be provided to the responsible party. The sample maintenance plan is provided with the letter and the responsible party is encouraged to implement an annual maintenance program.

3.5.E.2 Shorelines

Annually inspect 20% of detention basin shorelines in the spring and/or fall pending weather conditions. Pond locations are listed on the **Detention/Retention Pond Checklist** **(Appendix 5.9**). Observed erosion, seeding/re-seeding or slope stabilization needs are documented. Documented deficiencies should be reported to Village Engineer who evaluates and determines appropriate remediation activities. Remedial actions might include notifying the property owner, Homeowner Association, or including maintenance activities in the Village's work program.

New developments are required to provide a maintenance plan for constructed detention/retention facilities. The recorded maintenance plan for developments permitted through the Village is used, if available, for shoreline areas. Typical BMP for maintenance of these areas are similar to those for a construction site. The Streambank and Shoreline Protection Manual produced by Lake County, IL Stormwater Management Commission is used as a starting point in choosing the appropriate BMP for remediation activities.

3.5.E.3 Streambanks and Stream Bed Sediment Accumulation

Annually inspect 20% receiving water streambanks for erosion and flowlines for sediment plumes. Inspections should be performed in the spring and/or fall pending weather conditions. Stream locations are depicted on **Figure 1.** Document observed erosion and/or sediment accumulation. Documented deficiencies should be reported to the Village Engineer who evaluates and determines appropriate remediation activities. Remedial actions might include notifying the property owner or including maintenance activities in the Village's work program.

3.5.E.4 Detention / Retention Pond Sediment Accumulation

Ensure that new detention/retention ponds are over excavated during construction to account for sediment accumulation. The developer is responsible for ensuring that the design grade is established prior to the Village's acceptance of the pond. Pond information, including the design permanent pool pond depths, is added to the **Detention/Retention Pond Checklist** **(Appendix 5.9b**) upon acceptance of the pond.

Annually inspect 20% of detention basins to determine the permanent pool pond depth. Log observed depths onto the **Detention/Retention Pond Checklist** **(Appendix 5.9b**). If the inspected pond depth is found to be 2 feet or less from the design depth (i.e. shallower than the

design permanent pool depth) this information should be reported to the Village Engineer who evaluates and determines appropriate remediation activities.

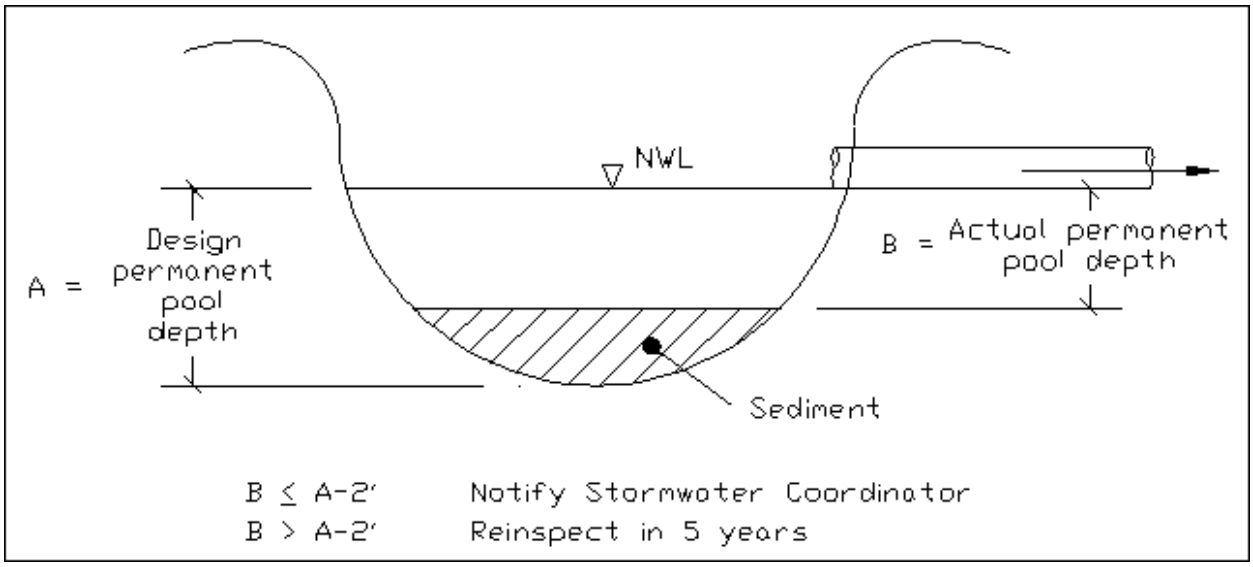
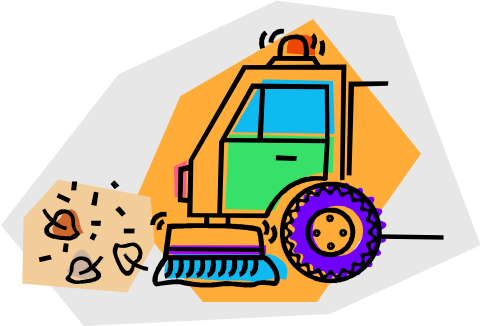


Figure 9: Pond Sediment Accumulation

3.6 Pollution Prevention and Good Housekeeping

The Village is responsible for the care and upkeep of the general facilities, municipal roads, its general facilities and associated maintenance yards. Many maintenance activities are most regularly performed directly by staff; however from time to time contractors are employed to perform specific activities. This chapter describes how the compliance with permit requirements is achieved by incorporating pollution prevention and good housekeeping stormwater quality management into day-to-day operations. On-going education and training is provided to ensure that all of its employees have the knowledge and skills necessary to perform their functions effectively and efficiently.

3.6.A Inspection and Maintenance Program



The following chapters describe areas/items that require inspection and their recommended inspection frequency. It further details recommended maintenance activities and subsequent tracking procedures for each of the tasks.

3.6.A.1 Street Sweeping

Street sweeping operations are performed to reduce potential illicit discharges and to provide a clean environment. The curb lines of all streets are cleaned on a rotating basis, typically 2 times per year. The rotation may be changed or interrupted if heavy rain occurs of if the sweeper is out of service due to mechanical problems or lack of personnel. Sweeper waste is collected and disposed of in the spoil waste dumpster and is then transported to a licensed waste facility by the waste hauler. The intended frequency of street sweeping operations is as follows:

- Spring & end of Summer seasons- all streets
- As needed
- Per work order request
- Special events
- Cleanup from utility repairs

3.6.A.2 Drainageways

Drainageways include any river, stream, creek, brook, branch, natural or artificial depression, ponded area, lakes, flowage, slough, ditch, conduit, culvert, gully, ravine, swale, wash, or natural or man-made drainageway, in or into which surface or groundwater flows, either perennially or intermittently. Primary drainageways, include the Fox River, Morgan Creek, Waubonsee Creek, and Blackberry Creek. Minor drainageways include roadside and sideyard swales, overland flow paths, pond outlets, etc.

3.6.A.2.a POND OUTLETS

The **Detention/Retention Pond Checklist** (**Appendix 5.9)** is used to determine inspection locations. Structures are added to the checklist after new developments are approved and accepted. Locations identified on the checklists are inspected both before a forecasted storm (0.25 inches or more) and during the storm event. Observed obstructions are cleared and debris hauled to the spoil waste area. Ponds are inspected and evaluated for a low, medium and high level of flood height according to the following classifications.

Flood Height Classification

- Low – Normal Water Level (NWL)
- Medium – NWL to top of grate
- High – Top of Grate and above

Condition

- Good – outlet is unimpaired, not blocked
- Fair –outlet obstructions observed although outlet is discharging
- Poor – outlet is blocked or obstructed

Comments

Note structural defects or other observances.

Inspections continue until water level recedes to mid-pipe (Medium classification).
If maintenance work is required for a pipe culvert within the Village limits but within the jurisdiction of another agency, that agency is notified:

IDOT District 1 Maintenance	847-705-4163
IDOT District 3 Main Number	815-434-6131
IDOT Maintenance yard in Yorkville	630-553-7337
Kendall County Highway Department	630-553-7616
Oswego Township Highway	630-264-4587

3.6.A.2.b Box Culverts and Bridges

Box Culverts & Bridges are listed on the **Roadway Culvert/Bridge Checklist** (**Appendix 5.10)**. Structures are added to the checklist after new developments are approved and accepted. Locations identified on the checklists are inspected both before a forecasted storm (0.25 inches or more) and during the storm event. Inspection procedures follow the Pond Outlet discussion above.

3.6.A.2.c Driveway Culverts

Maintenance and replacement of driveway culverts is the property owner's responsibility. A minimum 12" diameter culvert is required per 8.404B of the SDCR . Permits are required for culvert replacement; a soil erosion and sediment control plan may be required as part of the permit. The Engineering Department inspects the culvert when it is set to grade and prior to backfilling. The Public Works may rod/clean culverts on an as needed basis.

3.6.A.2.d Catch Basins

Catch basin locations are identified on the **Storm Sewer Atlas**. The Public Works Department cleans catch basins prior to rain events or on an as needed basis per work order requests. Spoil waste obtained from catch basin cleaning is disposed of in the spoil waste bin and is then transported by Village dump truck to Fox Ridge Stone LLC who is our licensed disposal site. Load tickets are issued by the vendor. Locations of cleaned basins are recorded.

Catch basins found to have structural deficiencies are reported to the Village Engineer. Necessary remedial actions are completed by the Street Division or incorporated into a capital project.

3.6.A.2.e Storm Sewers

If catch basin debris is at the invert elevation of the downstream pipe (i.e. has completely filled the sump area), then the downstream storm sewer system is also cleaned. Likewise, if a water

main break or other heavy flow occurs that flushes potential illicit discharges into the storm sewer system, the receiving storm sewer lines are inspected and then cleaned as necessary.

3.6.A.2.f Other Inlet and Grate Cleaning

Cleaning of these areas occurs on an as-needed basis (e.g. complaints, incidences, standing water, etc). Spoil waste that is obtained from inlet and grate cleaning or vacuuming is disposed of at is disposed of in the spoil waste area. Any waste jetted out is picked up with a clapper bar if possible.

3.6.A.2.g Swales and Overland Flow Paths

Right-of-way Drainage Swales: The Public Works Department documents observed or reported erosion or sediment accumulation. Areas of significant concern are incorporated into a maintenance program.

Privately Owned Drainage Swales (side/rear yard): Observed or reported erosion or sediment accumulation in privately owned swales are referred to the Code Enforcement Officer for follow-up. The Code Enforcement Officer notifies the property owner or Homeowner Association on an as needed basis for appropriate remediation required.

3.6.A.3 Landscape Maintenance

The Village maintains care and upkeep of its general facilities, municipal roads, associated maintenance yards, and other public areas. Municipal staff is responsible for Litter and Debris control described in Chapter 3.6.A.4.a below. The Village annually selects and contracts with a landscape contractor. The landscape contractor is responsible for the remainder of the landscape maintenance program under the supervision of the Public Works Department. The Village is responsible for ensuring that their landscape contractors are provided with training and/or other information to ensure that they adhere to the Village's SMPP.

3.6.A.3.a Litter and Debris

Litter and debris can accumulate on Village property and roadway right-of-ways and should be removed. Each Public Works division is responsible for the cleanup of their respective facilities.

Clean-up at park and recreation areas is the responsibility of the Oswegoland Park District. Other Village properties and right-of-ways (including municipal, Township, County and State right-of-ways within the MS4 limits) are cleaned by Public Works personnel or volunteer groups on an as-needed basis.

3.6.A.3.b PRIVATE RESIDENCE YARD WASTE

Yard waste from private residences is collected through contract with Groot. Yard waste is collected weekly throughout the growing season. The Village conducts leaf collection starting in October for approximately six weeks.

3.6.A.3.c FERTILIZERS

The annual landscape contractor and Village are required to have licensed personnel for chemical applications. Weed killer and fertilizers are typically scheduled two times per season, with spot weed killer applications as needed. The use of pesticides and fertilizers shall be managed in a way that minimizes the volume of storm water runoff and pollutants. The Village has adopted a no "Phosphorus" fertilizer use policy.

3.6.A.4 Snow Removal and Ice Control

During snow removal and ice control activities, salt, de-icing chemicals, abrasives and snow melt may pollute stormwater runoff. To address these potential pollutants, the following procedures for the "winter season" (November 1 through May 1) are implemented.

3.6.A.4.a ROADWAY ICE CONTROL

Use the minimal amount of salt, de-icing chemicals and additives necessary for effective control. Prior to November 1, preparation work to obtain seasonal readiness is completed. These tasks include: inspecting and re-conditioning of spreaders and spinners, install these items onto snow removal vehicles, performing test operations, calibrating distribution rates per National Salt Institution Application Guidelines, and conducting better driver training. The completion of these preparatory tasks helps to ensure that only the necessary level of salt is applied.

Once the ambient temperature is below 20-degrees Fahrenheit, a Public Works Supervisor considers the additional use of Calcium Chloride to improve the efficiency of snow melting

efforts. If deemed necessary, it is applied to the salt material prior to spreading, at a rate of 7-Gal/CY; a computer controls the application rate. The Calcium Chloride dispensing system (including pump and sprayers) is primed for operation monthly to ensure proper working conditions.

3.6.A.4.b SALT DELIVERY AND STORAGE

Steps are taken to ensure that the delivery, storage, and distribution of salt do not pollute stormwater runoff from the Public Works Facility. The floor of the salt storage building and adjacent receiving/unloading area are constructed of asphalt. There is a four-inch concrete lip at the overhead door opening to keep any moisture contained within the salt dome. Salt is unloaded inside and outside of the salt dome depending on trailer length. The limits of the salt pile are pushed back from the door opening to minimize potential illicit runoff.

3.6.A.4.c SNOW PLOWING

Snow plowing activities direct snow off the pavement and onto the parkways. This reduces the amount of salt, chemical additives, abrasives or other pollutants that go directly into the storm sewer system. When deemed necessary, the Public Works Department hauls accumulated snow to designated stockpile locations. The primary location for stockpiles is the grassed field at the Public Works Facility. Snow blowing, plowing or dumping into drainageways is not allowed. Once the snow has melted, the stockpile areas are cleaned with a street sweeper removing any debris deposited.

3.6.A.5 Vehicle and Equipment Operations

Vehicle and equipment fueling procedures and practices are designed to minimize or eliminate the discharge of pollutants to the stormwater management system, including receiving waters.

3.6.A.5.a VEHICLE FUELING

The Village owns two fueling tanks located at the Public Works Facility: 1,500-gallon gasoline tank and 1,000-gallon diesel tank. These above ground tanks are double walled to hold any leaks. Tanks are monitored by float gauges. The tanks are inspected daily for any visible signs of leakage. Surface runoff, in the vicinity of the tanks, is directed to the storm sewers.

3.6.A.5.b VEHICLE MAINTENANCE

Vehicle maintenance procedures and practices are designed to minimize or eliminate the discharge of petroleum based pollutants to the stormwater management system, including receiving waters. This chapter discusses proper handling and disposal of vehicle maintenance by-products such as waste oil, antifreeze, batteries and tires.

Waste Oil

Used motor oil, transmission fluids, gear lubes, brake fluids and other vehicle fluids (except antifreeze) are collected and stored in a 350-gallon double-walled tank with a leakage sight gauge. Typically, the waste oil tank is emptied and the contents removed for recycling.

Antifreeze

Used antifreeze is collected in a 55-gallon drum. When the drum is full, a special waste hauler is contacted for collection and disposal.

Batteries

Used batteries are stored in an enclosed covered container at the Public Works Facility. Typically, the batteries are returned to the vendor when new batteries are purchased.

Tires

Used tires are disposed of by a local vendor. Tires are stored outside at the Public Works Facility within the fenced storage yard until picked up for disposal.

Other

Private certified companies perform all air-conditioning related work; therefore, the disposal of Freon is not handled directly by the municipality. Cleaning fluids and solvents are contained within an enclosed tank and maintained by a private licensed special waste company.

3.6.A.6 Animal Nuisance Control

The Public Works Department, upon receiving notification, collects "road kill" from right-of-way areas. The carcasses are disposed of in the Public Works Facility garbage dumpsters.

3.6.A.7 Waste Management

Waste Management consists of implementing procedural and structural practices for handling, storing and disposing of wastes generated by a maintenance activity. This helps prevent the release of waste materials into the stormwater management system including receiving waters. Waste management practices include removal of materials such as asphalt and concrete maintenance by-products, excess earth excavation, contaminated soil, hazardous wastes, sanitary waste and material from within the triple basins.

3.6.A.7.a SPOIL STOCK PILE

The Village of Oswego spoils stock pile is located at the Public Works Facility. Asphalt, concrete maintenance by-products, excess earth excavation material and catch basin debris are temporarily stored here. Attempts are made to recycle asphalt & concrete products prior to storage in the stock pile. Public Works trucks then transport the material to our licensed clean waste disposal site at Fox Ridge Stone, LLC. Load tickets are issued by the vendor at the time of disposal. Surface runoff from this area is largely contained on three sides by large concrete barriers.

3.6.A.7.b CONTAMINATED SOIL MANAGEMENT

Collect or manage contaminated soil/sediment generated during an emergency response or identified during construction activities for treatment or disposal. Attempts are made to avoid stockpiling of the contaminated soil. If temporary stock piling is necessary, place the stockpile on an impermeable liner. Additionally, BMP (presented in the SMC's Technical Reference Manual or the Illinois Urban Manual) are used to protect the downslope of the stockpiled area for erosion downstream. Locate the construction access on the upstream side of the temporary stock pile.

3.6.A.7.c HAZARDOUS WASTE

Store all hazardous wastes in sealed containers constructed of compatible material and labeled. The containers are located in non-flammable storage cabinets or on a containment pallet. These items include paint, aerosol cans, gasoline, solvents and other hazardous wastes. Please refer to chapter 3.6.A.7 for vehicle related hazardous wastes. Do not overfill containers. Paint brushes and equipment used for water and oil-based paints are cleaned within the designated cleaning area. Contain associated waste and other cleaning fluids within an enclosed tank, the tank is maintained by a private licensed special waste company.

3.6.A.7.d SANITARY WASTE

Discharge sanitary waste into a sanitary sewer or managed by a licensed waste hauler.

3.6.A.7.e TRIPLE BASINS

Floor drains in the garage bay floor area of the Public Works Facility are directed to an underground Triple Basin. At a minimum, the Triple Basin are vacuumed out and completely cleaned on an as-needed basis. Vacuumed out material is transported to the wastewater treatment station to air-dry on a protected impervious surface. The dried material is then transported to a landfill.

3.6.A.8 Water Conservation & Irrigation

Water conservation practices minimize water use and help to avoid erosion and/or the transport of pollutants into the stormwater management system. During periods of dry weather, a sprinkling/irrigation schedule is enforced. Maintenance activities (performed by the staff or its contractors) preserve water by utilizing vacuum recovery as opposed to water based cleaning when possible. Additionally, the water main replacement program decreases the possibility for water main leaks. In the event that a water main leak occurs, valve off the leaking section as soon as possible and then repair.

Village Code 8-7-14: Water Conservation places limits the use of the water distribution system for the watering or sprinkling of gardens, lawns, shrubs or other outdoor plants or for filling swimming pools.

3.6.A.9 Green Infrastructure

Oswego has installed rain gardens at the Village Hall. Since these gardens are small in size, they are weeded by hand each year. Dead plant material is replaced on an as-needed basis.

3.6.B Spill Response Plan

Spill prevention and control procedures are implemented wherever non-hazardous chemicals and/or hazardous substances are stored or used. These procedures and practices are implemented to prevent and control spills in a manner that minimizes or prevents discharge to the stormwater management system and receiving waters. The following general guidelines are implemented, when cleanup activities and safety are not compromised, regardless of the location of the spill:

- Cover and protect spills from stormwater run-on and rainfall, until they are removed,
- Dry cleanup methods are used whenever possible,
- Dispose of used cleanup materials, contaminated materials and recovered spill material in accordance with the Hazardous Waste Management practices or the Solid Waste Management practices of this plan,
- Contaminated water used for cleaning and decontamination shall not be allowed to enter the stormwater management system,
- Keep waste storage areas clean, well-organized and equipped with appropriate cleanup supplies, and
- Maintain perimeter controls, containment structures, covers and liners to ensure proper function.

3.6.B.1 Non-Hazardous Spills/Dumping

Non-hazardous spills typically consistent of an illicit discharge of household material(s) into the street or stormwater management system. Upon notification or observance of a non-hazardous illicit discharge, Public Works personnel implement the following procedure:

- Sand bag the receiving inlet to prevent additional discharge into the storm sewer system, as necessary. It may be necessary to sand bag the next downstream inlet.

- Check structures (immediate and downstream). If possible, materials are vacuumed out. The structure(s) are then jetted to dilute and flush the remaining unrecoverable illicit discharge.
- Clean up may consist of applying "Oil Dry" or sand and then sweeping up the remnant material.
- After containment and cleanup activities have been performed, the on-site Public Works personnel fills out the Spill Response Notice **(**Appendix 5.12) and distributes to adjoining residences/businesses. In residential areas, the hanger should be provided to residences on both sides of the spill and on both sides of the street.
- Public Works personnel document the location, type of spill and action taken on the **Indirect Illicit Discharge Tracking Form (**Appendix 5.13**)**. .
- The on-site Public Works personnel provide the tracking form to their supervisor. The supervisor, or his designee, takes the information from the form and transfers it to the **Indirect Illicit Discharge Summary Form (**Appendix 5.13**).**
- If a person is observed causing an illicit discharge, the Code Enforcement Officer is notified and appropriate citations issued by the Code Enforcement Officer or Police Department.

3.6.B.2 Hazardous Spills

Upon notification or observance of a hazardous illicit discharge, Public Works follows the following procedure:

- Call 911, explain the incident. The Fire Department responds;
- Public Works provides emergency traffic control, as necessary;
- The Fire Department evaluates the situation and applies "No Flash" or "Oil Dry" as necessary;
- The Fire Department's existing emergency response procedure, for hazardous spill containment clean-up activities, is followed;
- Public Works documents the location, type of spill and action taken on the **Indirect Illicit Discharge Tracking Form** (Appendix 5.13); and,
- The on-site Public Works personnel provide the tracking form to their supervisor. The supervisor, or his designee, takes the information from the form and transfers it to the **Indirect Illicit Discharge Summary Form (Appendix 5.13)**.

3.6.C Employee Training

The Village's practice is to provide education and training to all of its employees to ensure that they have the knowledge and skills necessary to perform their functions effectively and efficiently. The purpose of the Employee Stormwater Training Program is to teach appropriate employees about the following:

- Stormwater characteristics and water quality issues;
- The roles and responsibilities of the various Departments, and individuals within these Departments, regarding implementation of the SMPP to consistently achieve Permit compliance;
- Activities and practices that are, or could be sources, of stormwater pollution and non-stormwater discharges;
- On managing and maintaining green infrastructure and low impact design features; and,
- How to use the SMPP and available guidance materials to select and implement best management practices.

3.6.C.1 Training Approach

Employees are encouraged to attend all relevant training sessions offered by the QLP and other entities on topics related to the goals/objectives of the SMPP. Additionally, Oswego will develop employee training programs with curricula and materials tailored to specific functional groups. Refer to **Table 7**. The materials focus on stormwater pollution prevention measures and practices involved in routine activities carried out by the various functional groups. Training materials primarily focus on revisions to the various programs (that were in place prior to the acceptance of the SMPP).

Table 7: Employee Responsibilities

Functional Group	Area of Responsibility	Members
Planning and Design	Responsible for overseeing the development and implementation of best management practices through the project planning and design phase	Engineering Department

	for construction projects.	
Construction	Responsible for overseeing the implementation of best management practices relating to the construction stage of projects (private and public).	Building & Zoning Department
Maintenance	Responsible for development and implementation of best management practices relating to the maintenance of facilities, infrastructure and properties.	Public Works Department

3.6.C.2 Training Schedule and Frequency

The initial training program will be offered within 6 months of the acceptance of the SMPP. Digital and hard copies of the training materials will be kept and shared with applicable new employees as part of their job introduction. Revisions/enhancements to the SMPP will be approved by the Stormwater Coordinator and then shared with applicable employees. The Stormwater Coordinator will monitor the potential need for overall refresher material distributions and offer additional training as necessary.

Employees are encouraged to share information with other employees via email or other formats. Information may include:

- updates and news which might enhance pollution control activities,
- feedback from field implementation of best management practices, or
- new product information.

4 Program and Performance Monitoring, Evaluation and Reporting

The SMPP represents an organized approach to achieving compliance with the stormwater expectations of the NPDES Phase II program for both private and public activities within the Village. Land development, redevelopment and transportation improvement projects were required to comply with the provisions of the SDCR prior acceptance of the SMPP. Additionally, the Village had numerous written and unwritten procedures for various tasks. This

SMPP documents and organizes previously existing procedures and incorporates the objectives of the SDCR to create one cohesive program addressing pre-development, construction, post-development activities and municipal operations.

This chapter describes how the Village will monitor and evaluate the proposed stormwater pollution prevention plan based on the above stated objective. As part of the stormwater management program, the Village:

- reviews its activities,
- inspects its facilities,
- oversees, guides, and trains its personnel, and
- evaluates the allocation of resources available to implement stormwater quality efforts.

This chapter describes how program monitoring, evaluation and reporting will be accomplished.

4.1 Performance Milestones

Previously established ordinances and programs implement many of the anticipated tasks. The following schedule describes general performance expectations.

- Within 6 months following the acceptance of the SMPP, applicable employees will receive training regarding the implementation of the SMPP.

- Within 1 year following the acceptance of the SMPP, program enhancement items within Chapter 3 will be implemented, except for the IDDE program milestones discussed below. Refer to Chapter 2.1 for a description of tasks associated with the implementation of the SMPP.

- Within 3 years following the acceptance of the SMPP, the Outfall Inspection Procedure will be completed for all pipes identified, during the pre-screening efforts, as having dry weather flow.

- Within 5 years following the acceptance of the SMPP, tracing and removal procedures will be completed for all pipes identified, during the Outfall Inspection Procedure, as contributing illicit discharges to receiving waters.

4.2 Program Monitoring and Research

The latest version of General NPDES Permit No. ILR40, which became effective on April 1, 2009, requires all MS4s to: (1) monitor their stormwater management programs for compliance with the conditions of the permit; and, (2) to assess, on an annual basis, the appropriateness of their stormwater management program activities (i.e., BMPs) and their progress towards achieving the statutory goal of reducing the discharge of pollutants to the maximum extent practicable (MEP). According to General NPDES Permit No. ILR40, the monitoring conducted by an MS4 shall include at least annual monitoring of receiving waters upstream and

downstream of discharges from the MS4 to evaluate the effects of stormwater discharges on the receiving waters and/or assess the appropriateness and effectiveness of the MS4's stormwater management program activities (i.e., BMPs).

FMWRD conducts sampling of the Fox River for compliance with its discharge permit. The Village reviews data provided by the FMWRD for a total of two sampling locations along the Fox River. The first location is located just downstream of the discharge from FMWRD. The second location is located in the vicinity of the Orchard Road bridge. At these locations, the physical characteristics of the sampling point are observed and water quality samples (i.e., grab samples) are collected on an annual basis. Collected water quality samples are tested for: copper, phosphorus, chlorine, ammonia, alkalinity, and pH.

The Stormwater Coordinator will review the annual water quality monitoring results to determine if there are any noticeable increases (or decreases) in any of the water quality parameters between the upstream and downstream sampling locations. Possible causes of any increases (or decreases) will be investigated and any appropriate corrective actions will be incorporated in the MS4's stormwater management program. Oswego will include a summary of its annual water quality monitoring results in Part C of the Annual Facility Inspection Report that it prepares and submits to IEPA each year.

Additionally, at the end of each annual reporting period (i.e., March 1 – February 28/29), the municipality will evaluate its stormwater management program activities (i.e., BMPs) and its annual water quality monitoring results in order to assess the appropriateness of its stormwater management program. The following are some indicators that the MS4 may use to gauge the appropriateness of its stormwater management program:

- no change, or an improvement, in the annual water quality monitoring results;
- improved community awareness regarding the impacts of stormwater runoff;
- increased number of hits on webpage providing information on NPDES related topics;
- increased public involvement;
- reduced number of outfalls with physical indicators suggesting an illicit discharge;
- reduced number of septic system failures;
- reduced number of SE/SC violations;
- reduced number of post-construction stormwater management BMPs requiring maintenance;
- implementation of stormwater retrofits, by the municipality or the public, to manage and/or treat stormwater runoff from previously developed sites; and,
- improved awareness amongst municipal staff, including consultants and contractors, regarding the impacts of stormwater runoff.

Oswego will include an overall assessment of its stormwater management program and the appropriateness of its BMPs in Part B of the Annual Facility Inspection Report that it prepares and submits to IEPA each year. The MS4 will use the assessment to gain insight into how its stormwater management program may need to evolve and to identify additional or alternative activities that may need to be incorporated into the program.

In addition, the municipality will continue to seek information regarding innovative stormwater management practices, technologies, and activities. Information and guidance obtained through MAC meetings and other sources will be incorporated into the MS4's stormwater management program as practical.

4.3 Program Evaluation

The primary mechanism for evaluating the program and ensuring that the field staff has adequate knowledge is supervision by responsible managers. Management personnel include the Public Works and Community Development Directors and Assistant Directors. Management support tasks include observing and evaluating design, construction and field personnel as they implement the requirements of the SMPP on both municipal and private projects, and maintenance personnel as they conduct their assigned activities. These responsibilities were outlined in detail in Chapter 2: Program Management.

The following types of questions/answers are discussed annually between the Stormwater Coordinator, Managers and field staff.

- Are proper stormwater management practices integrated into planning, designing and constructing both Oswego and private projects?
- Are efforts to incorporate stormwater practices into maintenance activities effective and efficient?
- Is the training program sufficient?
- Is the SMPP sufficient?
- Are the procedures for implementing the SMPP adequate?

5 Appendices

5.1 List of Acronyms

BMP	Best Management Practices
CWA	Clean Water Act
DECI	Designated Erosion Control Inspector
ECO	Environmentally Conscious Oswego Commission
EO	Enforcement Officer (Kendall County Stormwater Management Ordinance)
FMWRD	Fox Metro Water Reclamation District
HHW	Household Hazardous Waste
ID	Identification
IDDE	Illicit Discharge Detection Elimination
IDOT	Illinois Department of Transportation
IEPA	Illinois Environmental Protection Agency
ILR10	National Pollutant Discharge Elimination System Storm Water Permit - Construction Site Activities
ILR40	General NPDES Permit No. ILR40 - General NPDES Permit For Discharges from Small Municipal Separate Storm Sewer Systems
ION	Incidence of Non-compliance (with IEPA)
IUM	Illinois Urban Manual
LOC	Letter of Credit
MS4s	Municipal Separate Storm Sewer Systems
NOI	Notice of Intent
NOT	Notice of Termination (with IEPA)
NPDES	National Pollutant Discharge Elimination System
SDCR	Village of Oswego Subdivision and Development Control Regulations
SDS	Safety Data Sheets
SE/SC	Soil Erosion and Sediment Control
SMPP	Stormwater Management Program Plan
USEPA	United States Environmental Protection Agency
QLP	Qualified Local Partner (i.e. Kendall County)

5.2 Stormwater Outfall Screening Equipment Checklist

STORM WATER OUTFALL SCREENING EQUIPMENT CHECKLIST		
Field Analysis		pH Testing Strips
		Chlorine Testing Strips
		Copper Test Strip
		Ammonia Test Strip
		Phenols Test Kit (Minimum of 15 Tests)
		Detergents Test Kit (Minimum of 15 Tests)
		Color Chart
		Thermometer
		Wash Bottle with Tap Water
Sampling		Extended Sampler
		250-ml and 500-ml glass sample containers with labels
		Cooler with ice or ice packs
Other		Outfall Screening Data Form (Minimum of 10)
		Outfall Sampling Report (Minimum of 10)
		Clipboard and Pens
		Resident Form Letters (Minimum of 10)
		Training Manual
		Storm Sewer Atlas
		Digital Camera
		Flashlight
		Manhole Cover Hook
		Tape Measure
		Folding Rule
		Brush Clearing Tool
		Plastic Trash Bags
		Paper Towels
Safety (PPE Equipment)		Traffic Cones/Flags/Light Sticks
		Traffic Safety Vest
		First Aid Kit
		Steel-Toe Boots
		Work Gloves
		Safety Glasses/Goggles
		Rubber Boots
		Disposable Gloves (Latex)
		ID Badge
Personal (supplied by employee if desired)		Insect Repellant
		Sunscreen

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5.3 Stormwater Outfall Inspection Data Form

Village of Oswego

Stormwater Outfall Inspection Data Form

Section 1: Background Data

Subwatershed:	Outfall ID:	
Date:	Time (Military):	
Temperature:	Inspector(s):	
Previous 48 Hours Precipitation:	Photo's Taken (Y/N)	If yes, Photo Numbers:
Land Use in Drainage Area (Check all that apply): ☐ Industrial ☐ Residential ☐ Commercial	☐ Open Space ☐ Institutional Other: _____ Known Industries: _____	

Section 2: Outfall Description

LOCATION	MATERIAL	SHAPE		DIMENSIONS (IN.)	SUBMERGED
Storm Sewer (Closed Pipe)	☐ RCP ☐ CMP ☐ PVC ☐ HDPE ☐ Steel ☐ Clay / draintile ☐ Other: _____	☐ Circular ☐ Elliptical ☐ Box ☐ Other: ____	☐ Single ☐ Double ☐ Triple ☐ Other: ____	Diameter/Dimensions: _____	In Water: ☐ No ☐ Partially ☐ Fully With Sediment: ☐ No ☐ Partially ☐ Fully
Open drainage (swale/ditch)	☐ Concrete ☐ Earthen ☐ rip-rap ☐ Other:	☐ Trapezoid ☐ Parabolic ☐ Other:		Depth: Top Width: Bottom Width:	

Section 3: Physical Indicators

INDICATOR	CHECK if Present	DESCRIPTION	COMMENTS
Outfall Damage	☐	☐ Spalling, Cracking or Chipping ☐ Peeling Paint ☐ Corrosion	
Deposits/Stains	☐	☐ Oily ☐ Flow Line ☐ Paint ☐ Other:	
Abnormal Vegetation	☐	☐ Excessive ☐ Inhibited	
Poor pool quality	☐	☐ Odors ☐ Colors ☐ Floatables ☐ Oil Sheen ☐ Suds ☐ Excessive Algae ☐ Other:	
Pipe algae/growth	☐	☐ Brown ☐ Orange ☐ Green ☐ Other:	
Do physical indicators suggest an illicit discharge is present (Y/N):			

Flow Present?	☐ Yes ☐ No **If No, Skip to Section 7 and Close Illicit Discharge Investigation**
Flow Description	☐ Trickle ☐ Moderate ☐ Substantial

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5.4 Outfall Sampling Report

Village of Oswego

Outfall Sampling Report

Structure ID #		Date:	
Outfall ID #		Time of Sample:	
Sampled By:			AM PM

Glass Bottle Size:	250 ml	500 ml	32 ml

Tests requested:	Flouride	Potassium	Fecal Coliform

Relinquished By:	Date:
Comments:	Time:
Received By:	Date:
Comments:	Time:
Relinquished By:	Date:
Comments:	Time:
Received By:	Date:
Comments:	Time:

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5.5 Outfall Inspection Screening Summary Form

Village of Oswego

Outfall Inspection Screening Summary Form

Sample Point	Flow Observed?	Inspection Date	Color	Turbidity	Odor	Oil Sheen	Scum	pH	Chlorine	Copper	Detergents	Ammonia	Phenol

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5.6 Pre-Construction Meeting Form

Pre-construction Meeting Agenda

PROJECT: _____ **DATE:** _____

LOCATION: _____ **TIME:** _____

1. **Introductions:**

Owners Contact: _____ Phone:

Owner's Engineer: _____ Phone:

Contractor: _____ Cell Phone:

24-HOUR Emergency Contact:

- Cell Phone:

Erosion Control: _____

Excavation: _____

Underground: _____

Landscaping: _____

Testing Agency: _____

2. **List of Subcontractors/Suppliers:**

3. **Status of Plan Reviews:**

4. **Permits:**
   - Insurance coverage (Village and Smith engineering inspectors additionally covered)
   - LOC (Letter of Credit Bond) -
   - Notice to Proceed Permit -
   - Approved Engineering plans - (# of Revs & date) –
   - Water IEPA Permit –
   - Sanitary IEPA Permit –
   - Fox Metro Permit –
   - NPDES Permit (NOI, ILR-10) -
   - SWPPP Permit (Certification sign off) –
   - Copy of Village erosion control requirements -
   - Code Compliance Form (B&Z) -
   - Contractor's Registered -

5. **Field Inspections:**

6. **Working Hours:**
   - Equipment start- up

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5.7 Soil Erosion and Sediment Control Inspection Form

Soil Erosion and Sediment Control Inspection Checklist

Project No:	Project Name (Phase):	
Date:	Report No:	Observer(s):
Weather:	People Present:	
Time:	Last Inspection:	Location:
Owner:	Developer:	

Stage of Construction: ☐ Pre-Construction Meeting ☐ Clearing & Grubbing ☐ Rough Grading ☐ Building Const. ☐ Finish Grading ☐ Final Stabilization

WEATHER INFORMATION SINCE LAST INSPECTION

Event	Date	Duration	Amount	Event	Date	Duration	Amount
1				3			
2				4			

			INSPECTION CHECKLIST	Condition			Need Repair		Further Action		Structure / Control #	Site Photo	Comments
Y	N	N/A	**SWPPP**	G	F	P	Y	N	Y	N			Special Comment Number Included
☐	☐	☐	Is there a stamped/approved set of plans on-site (SWPPP-Stormwater Pollution Prevention Plan)?	☐	☐	☐	☐	☐	☐	☐			
☐	☐	☐	Is the SWPPP up-to-date with the protective measures located on-site?	☐	☐	☐	☐	☐	☐	☐			

Y	N	N/A	**Basins (Detention, Retention, Sediment)**	G	F	P	Y	N	Y	N			Special Comment Number Included
☐	☐	☐	Are sediment basins installed where needed? Adequate Size? ☐ Yes ☐ No	☐	☐	☐	☐	☐	☐	☐			
☐	☐	☐	Do the basins have native vegetation planted according to the planting plan?	☐	☐	☐	☐	☐	☐	☐			
☐	☐	☐	Are the basins properly stabilized?	☐	☐	☐	☐	☐	☐	☐			

Y	N	N/A	**Dewatering Activities**	G	F	P	Y	N	Y	N			Special Comment Number Included
☐	☐	☐	Is dewatering occurring directly into a nearby aquatic resource, storm sewer, or drain tile?	☐	☐	☐	☐	☐	☐	☐			
☐	☐	☐	If a sediment bag is being used, is the bag providing adequate protection?	☐	☐	☐	☐	☐	☐	☐			

5.8 Sample Notice of Violation Letter

Village of Oswego

100 Parkers Mill • Oswego, IL 60543 • (630) 554-3242 • Fax: (630) 551-4854
Website: http://www.oswegoil.org

[Date]

Property Owner
Owner Address
City, State, Zip Code

RE: Code Violation at [Address]

Dear [Property Owner]:

The Village of Oswego inspected (Property Name) on (Inspection Date) and again on (Inspection Date). At these inspections we found the site non-compliant with the [cite the appropriate sections(s)] outlined in the

Village of Oswego Building Code
Village of Oswego Floodplain Ordinance
Village of Oswego Stream and Wetland Protection Ordinance
Village of Oswego Subdivision and Development Control Regulations
Village of Oswego Discharge Detection and Elimination Ordinance
Kendall County Stormwater Management Ordinance

as adopted by the Village of Oswego.

This letter is to inform you again that the following items need to be addressed before any additional work on (Property Name) can be done:

1. (List of Non-compliant Items)

Before work can continue at the subject site, the Village of Oswego will need to inspect the site to confirm that all non-compliant items have been remediated. For additional information, please see the attached inspection report prepared by [Inspector's position] for additional information.

If there are any questions or objections to the information contained in this letter feel free to contact me by phone at [Phone] or by email at [email]. If no objections are received within 5 business days, the Village will consider this letter to be accepted with no alterations.

Sincerely,

Village of Oswego

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Detention/Retention Pond Checklist

Village of Oswego

Detention / Retention Pond Checklist

Inspected By:
Date:
Weather Conditions:

Number	Location	Flood Height Classification (low/medium/high)	Side Slopes Condition (good/fair/poor)	Outfall Condition (good/fair/poor)	Comments

Flood Height Classification: *Low – NWL* *Medium – NWL to Top of Grate* *High – Top of Grate and Above*	**Side Slopes Condition:** *Good – No erosion evident or reseeding necessary* *Fair – Minor erosion detected and reseeding needed* *Poor – Extensive erosion, regrading and seeding needed*	**Outfall Condition:** *Good – Outlet is unimpaired* *Fair – Outlet obstructions, still discharging* *Poor – Outlet blocked*

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5.9 Roadway Culvert/Bridge Checklist

Illinois Department of Transportation

Bridge Inspection Report (MI)

Structure Number: _____

Maintenance County: _____

90 – Insp. Date	90A – Insp. Team Leader/Qualification	Temp.

Township: _____
Municipality: _____
Fac Carried: _____
Feat Crossed: _____
Location: _____
Mat/Type/# Span: _____

Bridge Inspection Year: 05 08 10 12 14

Team Sect. – Sub-Sect: _____ – _____

	Appraisals	Comments (All comments must be dated.)
Deck		
58 - Deck Condition:		
Wearing Surface		
Parapets / Bridge Railings:		
Curbs:		
Median:		
Sidewalks:		
Drain System:		
Light Standards:		
Expansion Joints:		
Superstructure		
59 - Superstructure Cond:		
Bearing Devices:		
Girders / Beams / Stringers:		
Diaphragms / Braces:		
Trusses / Portals / Bracing:		
Rivets / Bolts:		
Paint:		
Substructure		
60 - Substructure Cond:		
Abutments: Stem / Columns / Piles:		
Abutments: Caps:		
Abutments: Bearing Seats:		
Abutments: Backwalls:		
Abutments: Wingwalls:		
Piers: Stem / Columns / Piles:		
Piers: Caps:		
Piers: Bearing Seats:		
Piers: Crash Walls:		
Fender Systems:		
Paint:		

BBS-BIR-1 (Rev. 10/01)
Sheet 1 of 4

5.10 Pool Dewatering Fact Sheet

Village of Oswego

GUIDELINES FOR DRAINING SWIMMING POOLS

Your swimming pool is filled with chlorinated water. Chlorinated water discharged directly to surface waters (wetlands, lakes, streams, and rivers), roadways or storm sewers has an adverse impact on local water quality. High concentrations of chlorine, as are present in swimming pools, are toxic to wildlife and fish. Appropriate preparations should be made prior to draining down a pool during pool winterizing. It is recommended that one of the following measures be used:

- **De-chlorinate the water in the pool prior to draining. This can be done through mechanical or chemical means. These types of products are readily available at local stores.**

- Or –

- **Drain the pool over a period of several days across your lawn using the following additional guidelines:**
  - **Allow pool water to sit at least 2 days while receiving a reasonable amount of sunlight, and without further addition of chlorine or bromine. It is recommended that the chlorine level be tested after 2 days to ensure that safe levels are met (below 0.1mg/l).**
  - **Pool discharge should be directed across your lawn, not down your driveway or into nearby storm sewer inlets. Our storm sewer system leads directly to wetlands, streams, lakes or rivers.**

These recommendations are based on guidance from the Illinois Environmental Protection Agency. Visit www.epa.state.il.us/water for additional information.

You may also contact the Oswego Public Works Department at 630-554-3242.

Please do your part to protect your water supply and help promote cleaner wetlands, streams, lakes and rivers.

Thank you.

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5.11 Spill Response Notice

Spill Response Notification Form

Name:	Position:		
Day time phone:	Evening phone:		
Date of Incident:	Time of Incident:		AM/PM
Exact Location of spill:			
	Yes	No	Comments
Were materials discharged into drains, sumps or water courses?			
Source and/or cause of incident:			

Type of Material Spilled:	Quantity

Notes:

Additional comments: Once the spill is cleaned up, label the container hazardous waste and date it with the date the material was placed in the container. Fill out a Hazardous Waste Disposal Form. Forward the Spill Response Notification Form the Public Works Director.

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5.12 Indirect Illicit Discharge Tracking and Summary Forms

Village of Oswego

Indirect Illicit Discharge Tracking and Summary Form

Incident ID:	
RESPONDER INFORMATION	
CALL TAKEN BY:	Call date:
CALL TIME:	Precipitation (inches) in past 24-48 hrs:
REPORTER INFORMATION	
Incident time:	Incident date:
Caller contact information (*optional*):	

Incident Location *(complete one or more below)*			
Latitude and longitude:			
Stream address or outfall #:			
Closest street address:			
Nearby landmark:			
Primary Location Description	**Secondary Location Description:**		
☐ Stream corridor *(In or adjacent to stream)*	☐ Outfall	☐ In-stream flow	☐Along banks
☐ Upland area *(Land not adjacent to stream)*	☐Near storm drain	☐ Near other water source (storm water pond, wetland, etc.):	
Narrative description of location:			
Upland Problem Indicator Description			
☐ Dumping	☐ Oil/solvents/chemicals	☐ Sewage	
☐ Wash water, suds, etc.	☐ Other:		
Stream Corridor Problem Indicator Description			

Odor	☐ None	☐ Sewage	☐ Rancid/Sour	☐ Petroleum (gas)
	☐ Sulfide (rotten eggs);	☐Other: Describe in "Narrative" section		
Appearance	☐ "Normal"	Oil sheen	☐ Cloudy	☐ Suds
	☐Other: Describe in "Narrative" section			
Floatables	☐ None:	☐ Sewage (toilet paper, etc)	☐ Algae	☐ Dead fish
	☐ Other: Describe in "Narrative" section			
Narrative description of problem indicators:				
Suspected Violator (name, personal or vehicle description, license plate #, etc.):				

5.13 Sample Maintenance Plan

Stormwater Management Facilities Maintenance Plan
for
NAME OF PROPERTY / PROJECT

Date:
Prepared By:
Revision No:

Permitting Jurisdiction: Village, City, County
Property Location: Subdivision, Address, PIN
Maintenance Entity: HOA, Public, Corporation

Purpose:
All projects where a permit is required and stormwater facilities are proposed shall include a Stormwater Management Facilities Maintenance Plan. The entities responsible for maintenance of all elements of stormwater facilities shall be identified in the Maintenance Plan. All stormwater facility elements, including but not limited to, stormwater basins, storm sewers, swales, natural areas and wetlands shall be included in the Maintenance Plan. The Plan is intended to identify essential documentation, inspections and funding requirements, such that the responsible entity can reasonably maintain the function of the drainage system, as originally intended and approved, into perpetuity.

The maintenance plan shall include the following elements as appropriate and as determined by the designer and approved permitting agency:

a. Emergency Procedure and Contact List
    1. Emergency Condition Procedure
    2. Call List & protocol

b. Project Information
    1. Subdivision Plat & Easements
    2. Engineering Plans (Record Drawings – hard copy and electronic format)
    3. Stormwater Management Permit and calculations
    4. Covenants and By Laws
    5. HOA Official Contact List (after established)
    6. Management Company Contact List & Tennant contact list

c. Inspections & Record Keeping
    1. Routine Inspections
    2. Post Rainfall Inspection
    3. Incident Inspection
    4. Annual reporting format
    5. Inspector qualifications
    6. Inspection checklists

5.14 Yearly Tracking Forms

Construction Tracking Form
For 20__

Project Name	Project Size (acres)	Construction Start Date	Construction End Date

5.15 General Permit ILR40

General NPDES Permit No. ILR40

Illinois Environmental Protection Agency
Division of Water Pollution Control
1021 North Grand East
P.O. Box 19276
Springfield, Illinois 62794-9276

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM

General NPDES Permit
For
Discharges from Small Municipal Separate Storm Sewer Systems

Expiration Date: March 31, 2014

Issue Date: February 20, 2009

Effective Date: April 1, 2009

In compliance with the provisions of the Illinois Environmental Protection Act, the Illinois Pollution Control Board Rules and Regulations (35 Ill. Adm. Code, Subtitle C, Chapter 1) and the Clean Water Act, the following discharges may be authorized by this permit in accordance with the conditions herein.

Discharges of only storm water from small municipal separate storm sewer systems, as defined and limited herein. Storm water means storm water runoff, snow melt runoff, and surface runoff and drainage.

Receiving waters: Discharges may be authorized to any surface water of the State.

To receive authorization to discharge under this general permit, a facility operator must submit an application as described in the permit conditions to the Illinois Environmental Protection Agency. Authorization, if granted, will be by letter and include a copy of this permit.

Alan Keller

Alan Keller, P.E.
Manager, Permit Section
Division of Water Pollution Control

ILR40.wpd

5.16 Storm Sewer Atlas

5.17 Bibliography and References

Kendall County Stormwater Management Ordinance

Streambank and Shoreline Protection Manual, Lake County, IL Stormwater Management Commission

Illinois Environmental Protection Agency - www.epa.state.il.us

United States Environmental Protection Agency - www.epa.gov

Handbook for Identifying Illicit Stormwater Discharges, Charlotte County Edition, Charlotte County, Florida.

Industrial User Inspection and Sampling Manual for POTWs, The Office of Wastewater Enforcement and Compliance Water Enforcement Division – USEPA, April 1994.

Illicit Discharge Detection and Elimination, A Guidance Manual for Program Development and Technical Assessments, Center for Watershed Protection, October 2004.

Lake County Illicit Discharge Detection and Elimination (IDDE) Guidance Manual, Lake County Stormwater Management Commission, November 2006.

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