



# NPDES Small MS4 General Permit (OHQ000002) Annual Reporting Form

**Instructions for completing this form:**

- OHQ000002 requires that this form be used when submitting annual reports. You may request approval to use your own reporting format.
- Annual Reports are due annually on or before April 1<sup>st</sup>.
- Complete the form and sign and date the certification statement below.
- If more space is needed than is provided, identify within the provided space that Attachment A, B, C, etc. has been attached.
- If an item of the form is not applicable for your program (such as street sweeping), fill in N/A in the space provided.
- Don't include attachments such as brochures, newspaper clips, sign-in sheets, etc. related to your program with this form. You only need to summarize these within this report. These records must be filed and will be needed during program audits.
- When complete, submit this Annual Report form to the following address:  
Ohio Environmental Protection Agency  
Division of Surface Water  
Storm Water Program – Small MS4  
P.O. Box 1049  
Columbus, Ohio 43216-1049

Small MS4 Annual Report for Year: 2010		
Ohio EPA Facility Permit Number: 4GQ00023.AG		
Name of MS4: City of Lancaster		
Primary Contact: Denise L. Crews, P.E.		Title: Stormwater Coordinator
Mailing Address:		
City: Lancaster	Zip Code: 43130	County: Fairfield
Telephone Number: 740-681-5070	Email Address: dcrews@ci.lancaster.oh.us	

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

The Stormwater Management program is the responsibility of Denise Crews, P.E. Stormwater Coordinator (see above for contact information). Program duties are disbursed over City departments by jurisdiction under her oversight. Overall program coordination is handled by the Stormwater Utility Committee representing all of the departments responsible for stormwater duties including, Engineering, Transportation, Water Pollution Control, Utility Billing, Information Services and the Administration.

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

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**PUBLIC EDUCATION & OUTREACH**

Estimate Your Permit Area's Total Population: 38,780

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached	Summary of Results	Effective (Yes or No)
Education Credit Program	100% participation with 15% of students receiving education	Learn about stormwater issues	Grades K-12	98%	All Lancaster City Schools participate in the program along with St Bernadette and Fairfield Christian. Fisher Catholic dropped out of the program due to the loss of the coordinating teacher.	Yes
Stormwater						
Annual Stormwater Brochure	13,000 brochures annually	Keep debris out of the gutter	Utility Customers	115% (15,000 brochures)	Program resulted in increased leaf bagging for recycling eliminated debris in the curb	Yes
Stormwater						
Stormwater Website	1300 hits per year	Stormwater Information	Utility customers, homeowners, property owners	293% (3812 hits from 2016 separate sites)	Stormwater information is centralized for 24 hour availability with links to projects	Yes
Stormwater						



**PUBLIC EDUCATION & OUTREACH**

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

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience to be Reached	Summary of Planned Activities	Proposed Schedule
Adopt A Road	15 Groups	Keep Debris out of stormwater	Small Businesses, non-profits, schools, churches, service groups	100%	Continue to recruit groups	On-going
Stormwater						
Special Cleanups	1 event	Keep Debris out of stormwater	Citizens	100%	River Clean Up	September 2011
Stormwater						
Contractor Information	200 Brochures	Construction Stormwater Management	Contractors	100%	Send with initial or annual renewal	December 2011
Stormwater						



BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience to be Reached	Summary of Planned Activities	Proposed Schedule
Education Programs	Continue Education Credit Program	Prevent Stormwater Pollution	Grades K-12	100%	Work with Fisher Catholic and St Mary's to enter into the program	September 2011
Stormwater						
Stormwater Brochure	13,000 brochures	Protect Wetlands	Utility Customers	100%	Develop Brochure February 2011 Mail Brochure February-March 2011	March 2011
Stormwater						
Website	1300 hits	Stormwater information	Citizens	100%	Ongoing update	Ongoing
Stormwater						



**PUBLIC INVOLVEMENT/PARTICIPATION**

<b>BMP (Activity) &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Theme or Message</b>	<b>Target Audience</b>	<b>Estimate of People Participated</b>	<b>Summary of Results</b>	<b>Effective (Yes or No)</b>
Citizen Advisory Committee	Meeting to approve program changes	NA	Stakeholders	0	No program changes in 2010	Yes
Stormwater						
Public Notice Requirements	NA	NA	NA	NA	NA	NA
Stormwater						
Post Annual Report on Website	Post on Website	NA	NA	NA	Post on Website for public information	Yes



**PUBLIC INVOLVEMENT/PARTICIPATION**

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

BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People to Participate	Summary of Planned Activities	Proposed Schedule
Citizen Advisory Committee	Meet to approve plan changes	NA	Stakeholders	NA	No changes proposed	NA
Stormwater						
Public Notices	NA	NA	NA	NA	Will comply with ORC 121 as required	NA
Stormwater						
Post Annual Report	50 copies	Work of Stormwater Program	Citizens	50	Public Comment will be taken when report is posted	April 1, 2011
Stormwater						



**ILLCIT DISCHARGE DETECTION & ELIMINATION (IDDE)**

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))		Summary of Results or Activities		Effective (Yes or No)
Ordinance or Other Regulatory Mechanism	Updated Ordinance	No	LCO 913		Pending permit revisions by US EPA proposed for 2012, ordinance revisions are on hold although the current ordinance is in effect		NA
Stormwater							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates				Effective (Yes or No)
Storm Sewer System Map	Annual Update of CADD Map	Yes	The CADD Map is updated annually based on construction projects and inspections. The map is published for use by various cit departments.				Yes
Stormwater							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates				Effective (Yes or No)
HSTS Mapping and List	Identify properties with HSTS	Yes	Identified 162 parcels with water service and no sanitary service billing				Yes
Stormwater							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates				Effective (Yes or No)
IDDE Plan	25% of dischargers per year	NO	IDDE plan developed and implemented				Yes
Stormwater							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Outfalls Screened	# of Dry-Weather Flows Identified	# Of Illicit Discharges:		Effective (Yes or No)
Dry-Weather Screening of Outfalls <b>Total # of Outfalls 165</b>	25% of locations per year	No	165	3	Identified*	Eliminated	Yes
					3	3	
Stormwater							

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



**ILLCIT DISCHARGE DETECTION & ELIMINATION (IDDE)**

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

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism	Revise Existing Ordinance	On hold pending new permit requirements for Construction from Ohio EPA and US EPA	Construction Stormwater Revisions 2012 Stormwater Revisions 2013
Stormwater			
Storm Sewer System Map	Annual Update of CADD Map Continued conversion to GIS based map	Add New information Complete Trunk Sewer Mapping Continue S Drawing Mapping Initiate Subdivision Mapping Update New Construction	CADD Map December 2011 Trunk Sewer Mapping December 2011 S Drawing Mapping December 2011 Subdivision Mapping 50% September 2011 New construction December 2011
Stormwater			
HSTS Mapping and List	Begin research on HSTS properties	Use zoning and building permits to research system information	Record Review September 2011
Stormwater			
IDDE Plan	Complete 50% of stream mapping of outfalls	Complete mapping of walkable streams	April 2011-November 2011
Stormwater			
Dry-Weather Screening of Outfalls	Complete screening of 50% of outfalls	Identify outfalls and screen for discharges	April 2011-November 2011
Stormwater			



**CONSTRUCTION SITE RUNOFF CONTROL**

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))		Summary of Results or Activities	Effective (Yes or No)	
Ordinance or Other Regulatory Mechanism	Revise Ordinance	No	LCO 919		No activity pending Ohio EPA revision of general permit	NA	
Stormwater							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Standards Being Used		Summary of Results or Activities	Effective (Yes or No)	
Sediment and Erosion Control Requirements	Ordinance	Yes	LCO 919		Developments over 1 acre required to have Erosion and Sediment Control Plan. Developments required to use BMP	Yea	
Stormwater							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Complaints		Summary of Results or Activities	Effective (Yes or No)	
			Received	Followed-Up On			
Complaint Process	Investigate 100% of complaints	Yes	49	49	All complaints reviewed for maintenance referral or complainer advised	Yes	
Stormwater							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Applicable Sites Requiring Plans	# of Plans Reviewed	Summary of Results or Activities	Effective (Yes or No)	
Site Plan Review Procedures	100% of site plans reviewed	Yes	16 Construction 16 Development 17 P&G	16 Construction 16 Development 17 P&G	Erosion and Sediment Control reviewed for all projects for compliance	Yes	
Stormwater/Engineering							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Site Inspections Performed			Summary of Results or Activities	Effective (Yes or No)
			# of Applicable Sites	# Performed	Avg. Frequency		
Site Inspection Procedures	Weekly inspections of construction sites	Yes	12	432	36	Reports were sent to developers following each inspection	Yes
Stormwater							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Violations		Summary of Results or Activities	Effective (Yes or No)	
			# of Violation Letters	# of Enforcement Actions			
Enforcement Procedures	NA	Yes	0	0	No enforcement action taken in 2011	Yes	

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



**CONSTRUCTION SITE RUNOFF CONTROL**

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

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism	Revise Ordinance	No action planned until US EPA and Ohio EPA resolve permit issues	NA
Stormwater			
Sediment and Erosion Control Requirements	Design Manual Completed	None	NA
Stormwater			
Complaint Process	Investigate 100% of complaints	Investigate complaints	As received
Stormwater			
Site Plan Review Procedures	Review all plans	Review plans as needed	As received
Stormwater			
Site Inspection Procedures	Inspect weekly for active construction sites	Inspect weekly	Inspect weekly
Stormwater			
Enforcement Procedures	As needed	As needed	As needed
Stormwater			



**POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT**

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))		Summary of Results or Activities	Effective (Yes or No)
Ordinance or Other Regulatory Mechanism	Revise Ordinance	No	LCO 919		On Hold Pending new regulations from US EPA	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Structural and/or Non-Structural Standards Being Used		Summary of Results or Activities	Effective (Yes or No)
Post-Construction Requirements	Design Manual	Yes	City of Lancaster		Manual is available for developers	Yes
Stormwater						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Applicable Sites Requiring Post-Const. BMPs	# of Plans Reviewed	Summary of Results or Activities	Effective (Yes or No)
Site Plan Review Procedures	Review all site plans	Yes	3	3	All plans reviewed	Yes
Engineering						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Site Inspections Performed		Summary of Results or Activities	Effective (Yes or No)
			# Performed	Avg. Frequency		
Site Inspection Procedures	Inspect all sites annually	Yes	65	Annually	All ponds inspected and reports sent	Yes
Stormwater						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Violations		Summary of Results or Activities	Effective (Yes or No)
			# of Violation Letters	# of Enforcement Actions		
Enforcement Procedures	As needed	Yes	0	0	None	Yes
Stormwater						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Sites Requiring Plans/Agreements	# of Plans Developed/Agreements in Place	Summary of Results or Activities	Effective (Yes or No)
Long-Term O&M Plans/Agreements	None	NA	NA	NA	NA	NA



**POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT**

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

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism	Revise Ordinance	None	Revision on hold pending new US EPA regulations in 2012
Stormwater			
Post-Construction Requirements	Manual	None	Manual Completed
Stormwater			
Site Plan Review Procedures	Review all plans	Review plans	As needed
Engineering			
Site Inspection Procedures	Annual inspections	Annual inspections	January-June 2011
Stormwater			
Enforcement Procedures	As needed	As needed	As needed
Stormwater			
Long-Term O&M Plans/Agreements	NA	NA	NA



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**POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS**

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Topic(s)	Targeted Audience	# of Employees Attended	Summary of Activity	Effective (Yes or No)
Employee Training Program	Annual	Yes	Pollution Prevention	Employees	46	Videos on stormwater pollution and good housekeeping followed by quiz	Yes
Stormwater							
<b>List of Municipal Facilities Subject to Program</b>					<b>O&amp;M Procedures Developed for Facilities (Yes or No)</b>	<b># of Facility Inspections Performed</b>	<b>Frequencies of Such Inspections</b>
Department of Transportation Water Pollution Control Municipal Gas Water	City Hall City Hall Annex Police Fire	Sanitation		See Attached	See Attached	See Attached	
<b>MS4 Maintenance</b>	<b>Summarize Maintenance Activities and Schedules</b>			<b>Summarize Activities Performed</b>			
	See Attachment			See Attachment			
<b>Disposal of Wastes</b>	<b>Procedures Developed (Yes or No)</b>		<b>Document Amounts of Wastes Properly Disposed</b>				
	Yes		Not documented				
<b>Road Salt</b>	<b>Covered (Yes or No)</b>		<b>Tons Used</b>	<b>Summarize Measures Taken to Minimize Usage</b>			
	Yes		3629.39	Brine pretreatment to minimize salt applications below 3"			
<b>Pesticide &amp; Herbicide Usage</b>	<b>Procedures Developed (Yes or No)</b>		<b>Gallons Used</b>	<b>Summarize Measures Taken to Minimize Usage</b>			
	Yes		160.74	Majority of pesticides (118 gal) was mosquito fogging. Departments rarely use pesticides of herbicides as normal maintenance process			
<b>Fertilizer Usage</b>	<b>Procedures Developed (Yes or No)</b>		<b>Pounds Used</b>	<b>Summarize Measures Taken to Minimize Usage</b>			
	Yes		0	Fertilizer used only for site restoration			
<b>Street Sweeping</b>	<b>Procedures Developed (Yes or No)</b>		<b>Document Amount of Material Collected and Properly Disposed</b>				
	Yes		1236.66 tons at transfer station				
<b>Flood Management Projects</b>	<b>Summarize any New or Existing Flood Management Projects that were Assessed for Impacts on Water Quality</b>						
	None						



**POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS**

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

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Employee Training Program	Annual Training of Employees	Newsletter Article Annual Training	2 <sup>nd</sup> Quarter 2011 January-December 2010
Stormwater and SWPPP Departments			
List of Facilities Subject to Program	Develop SWPPP and work with departments to update for new facilities and new permits	Water Pollution SWPPP Revision LDOT SWPPP Revision Upper Hocking WPCF new SWPPP	January-December 2011
Stormwater			
MS4 Maintenance	10,000 manhours	Continue System Maintenance	January-December 2011
Department of Transportation			
Disposal of Wastes	Unknown	Department waste is collected by Sanitation and disposed at transfer station for landfilling	January-December 2011
Sanitation			
Road Salt	Tonage Used	New salt barn put into operation Brine and salt runoff diverted to sanitary sewer	January-December 2011
Department of Transportation			
Pesticide & Herbicide Usage	Gallons Used	Switch to new environmental friendly mosquito fogging to reduce amount used	January-December 2011
Department of Transportation			
Fertilizer Usage	Pounds Used	SWPPP Training	January-October 2011
Department of Transportation			
Street Sweeping	Tons Disposed	On-going sweeping	January-December 2011
Department of Transportation			
Flood Management Projects	None Planned	None Planned	None Planned
Stormwater			



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**PROPOSED CHANGES TO YOUR SWMP (IF ANY)**

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

No proposed changes
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**VARIANCES GRANTED (IF ANY)**

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

None
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State of Ohio Environmental Protection Agency

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# SMALL MS4 ANNUAL REPORT FORM

Attachment 2010 Annual Report

Illicit Discharge Elimination Schedule-Three sites eliminated

Active Construction Site Runoff Control Sites 2010

- Villas at Roxton Ravine
- BSS Waste
- Upper Hocking WPCF
- LDOT Salt Barn
- River Valley Highland (individual homes)
- Fairfield Christian Church Building Demolition
- First Baptist Church Parking Lot
- Golden Corral
- SRI Manufacturing
- Whitter Commercial Center
- Shops at Ety Village
- The Woods Subdivison (single home)

BMP Maintenance Summary

Maintenance Hours	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Sweeping Hours	480.00	914.00	640.00	495.00
Sweeping Overtime	0.00	0.00	0.00	0.00
Culvert and Pipe Hours	0.00	218.00	748.00	272.00
Curb and Basin Hours	324.00	658.00	404.00	272.00
Vactor Hours	272.00	228.00	192.00	384.00
Sweeper Disposal Hours	90.00	76.00	40.00	32.00
Ditching Hours	246.00	120.00	112.00	65.00
Grate Hours	320.00	592.00	344.00	344.00
Dam Maintenance Hours	0.00	0.00	16.00	98.00
Equipment Maintenance Hours	37.00	40.00	59.00	24.00
Leaf Pickup	0.00	0.00	0.00	0.00
Pump Station Maintenance	0.00	0.00	0.00	0.00
Total	1769.00	2846.00	2555.00	1986.00
Total Hours for 2009	9156.00			

Street Sweeping Tons	418.19	457.35	238.00	123.00
Total Street Sweeping Tons	1236.54			

Pollution Prevention Plans

Department	Plan Complete	2009 Training	2009 Inspections	Disposal of Waste	Road Salt	Pesticide	Fertilizer
Municipal Gas	Y	Video	Informal	Sanitation	NA	< 10 Gal	< 10 LBS
Division of Water	Y	Video	Informal	Sanitation	NA	< 10 Gal	< 10 LBS
Water Pollution Control	Y	Video	Informal	Sanitation	NA	< 10 Gal	< 10 LBS
City Hall	Y	Video	Quarterly	Sanitation	NA	< 10 Gal	< 10 LBS
City Hall Annex	Y	Video	Quarterly	Sanitation	NA	< 10 Gal	< 10 LBS
Department of Transportation	Y	Video	Informal	Sanitation		160.74 Gal	<10 LBS
Sanitation		2010 None	NA	WasteManagement	NA	< 10 Gal	< 10 LBS
Police		2011 None	NA	Sanitation	NA	< 10 Gal	< 10 LBS
Fire		2012 None	NA	Sanitation	NA	< 10 Gal	< 10 LBS