

RESOLUTION NO. R2008-1467

**RESOLUTION TO ADOPT A STORMWATER BEST MANAGEMENT PRACTICES
PROGRAM MANUAL**

WHEREAS, the Village of Lincolnwood ("Village") is a home rule municipality located in Cook County, Illinois;

WHEREAS, the corporate authorities have considered the findings and recommendations of the Village Administrator regarding the Stormwater Best Management Practices Program Manual.

NOW, THEREFORE, BE IT RESOLVED, by the President and Board of Trustees of the Village as follows:

On behalf of the Village, the Stormwater Best Management Practices Program Manual is adopted.

PASSED this 6th day of November, 2008.

YES: Trustees Froman, Heidtke, Lebovits, Sprogis-Marohn, Patel

NAYS: None

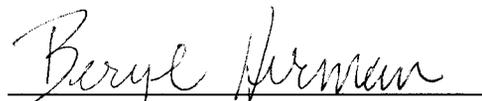
ABSENT: Trustee Elster

APPROVED this 6th day of November, 2008.



Gerald C. Turry
Village President

ATTEST:



Beryl Herman
Village Clerk



**Village of Lincolnwood
Stormwater Best Management Practices
Program Manual**

Adopted November 6, 2008

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**Village of Lincolnwood
Stormwater Best Management Practices
Program Manual**

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Section 1: Overview of the Stormwater Best Management Practices Program

1.1 Introduction

This Stormwater Best Management Practices Program (BMP Program) has been developed by the Village of Lincolnwood for the purpose of meeting 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. 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.

Stormwater runoff naturally contains numerous constituents; however, urbanization and urban activities (including municipal activities) typically increase concentrations to levels that may impact water quality. Pollutants associated with stormwater include sediment, nutrients, bacteria and viruses, oil and grease, metals, organics, pesticides, and gross pollutants. In addition to private construction sites, the following is a list of municipal activities that have the potential for generating pollutants:

Fixed Facilities Activities

Building Maintenance Repair
Parking Lot Maintenance
Landscape Maintenance
Waste Handling and Disposal
Vehicle Fueling and Storage Tank Filling
Equipment Maintenance & Repair
Vehicle Equipment Storage
Vehicle & Equipment Cleaning
Material Handling & Storage
Material Loading & Unloading
Minor Construction
Over Water Activities

Field Program Activities

Street Sweeping & Cleaning
Street Repair & Maintenance
Bridge & Structure Maintenance
Sidewalk Surface Cleaning
Graffiti Cleaning
Sidewalk Repair
Controlling Litter
Fountain Maintenance
Landscape Mowing/Trimming/Planting
Fertilizer & Pesticide Management
Controlling Illicit Connections
Controlling Illegal Dumping
Solid Waste Collection & Recycling

The BMP Program describes the procedures and practices that are implemented by the Village of Lincolnwood toward the goal of reducing the discharge of pollutants within stormwater runoff in order to comply with Federal standards. Compliance with this program 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 BMP Program addresses the primary program elements for all the Village of Lincolnwood activities, including:

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

1.2 State and 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 NPDES program to the Illinois Environmental Protection Agency (IEPA). At the state level stormwater requirements are mirrored after the federal NPDES stormwater requirements, requiring that stormwater be treated to the maximum extent practicable. Illinois's NPDES program requires all construction sites disturbing more than one acre, industrial sites, and all designated Municipal Separate Storm Sewer Systems (MS4s) to obtain permit coverage. On December 20, 1999 the IEPA issued a general NPDES Phase II permit for all MS4s. Under the General 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 BMP Program. After the 5th year, the components of the BMP Program should be implemented; refer to Section 5.1 for Performance Milestones.

Additionally, all construction projects that disturb greater than 1 acre of total land area carried out by the Village of Lincolnwood are authorized under the MS4 permit. However, construction projects carried out by entities other than the Village of Lincolnwood are required to obtain an NPDES permit from IEPA prior to the start of construction.

1.3 Organization of the BMP Program

The BMP Program 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.

Section 1: Overview of the BMP Program - discusses the format of the document and the regulations associated with NPDES II through county, state and federal agencies.

Section 2: Program Management - discusses the logistics of the BMP Program. This includes the organization, implementation and responsible parties necessary to achieve overall compliance with the BMP Program and NPDES Permit. It also identifies how the Village of Lincolnwood coordinates with other county and state agencies and discusses the legal authority that the Village has to implement the Plan components.

Section 3: The BMP Program - addresses stormwater pollutant control measures implemented by the Village of Lincolnwood per the six minimum control categories established by the USEPA.

Section 4: Combined Sewer Overflow Program – including Public Notification Plan, Pollution Prevention Plan and Operations & Maintenance Plan.

Section 5: Monitoring, Program Evaluation and Reporting - describes the monitoring, evaluation and reporting procedures associated with the program. The BMP Program is a guide created to protect the Village of Lincolnwood’s receiving streams from pollution and resultant degradation. This Section assists in identifying best management practices and processes that may require improvement and refinement as the document becomes an effective tool.

Section 6: Appendices – including forms, references, exhibits and bibliography.

1.4 Watershed, Sub-Watersheds, and Receiving Streams

The Village of Lincolnwood is located within the North Branch of the Chicago River Watershed. The Village’s Municipal Separate Storm Sewer and Combined Sewer Overflow drain into the North Shore Channel. The combined sewer discharges to an MWRD interceptor and eventually, into the North Side Sewage Treatment Plant.

1.5 North Branch of the Chicago River Watershed

The North Branch Chicago River Watershed encompasses 44.4 square miles in Cook County and 50.4 square miles in Lake County. The total watershed area is 60,658 acres, with 28,418 acres in Cook County and 32,240 acres in Lake County. Twenty-five municipalities comprise most of the watershed area. Natural open spaces have been converted to agricultural, commercial, and residential uses. Flood damage has occurred and water quality and habitat have been degraded.

Section 2: Program Management

This Section describes the organizational structure of the Village of Lincolnwood and further discusses the roles and responsibilities of the various involved parties.

2.1 Intra-Department Coordination

The Village's President and Board of Trustees are the policy and budget setting authority for the Village of Lincolnwood. The Departments of Engineering and Public Works work together to implement this BMP Program. The Director of Public Works has primary responsibility for oversight and implementation of the overall program. The Director of Public Works is the lead contact for coordination with the IEPA, Metropolitan Water Reclamation District (MWRD) and any other external regulatory agencies. The Director of Public Works ensures that the Village of Lincolnwood complies with all minimum NPDES standards.

The Public Works Department is responsible for maintenance of the Village's streets, vehicles, parks, public buildings, forestry, alleys, water system, and sewer system. Public Works personnel are designated as the primary entity responsible for performing the duties specified under Illicit Discharge Detection and Elimination and Pollution Prevention / Good Housekeeping.

The Village of Lincolnwood's approach to compliance with the NDPEs Phase II program is outlined in detail in this BMP Program. Compliance with this BMP Program is considered compliance with the NPDES Phase II program. The Engineering Department will support the Public Works Department in obtaining compliance with the NDPEs Phase II program.

2.2 Coordination with Metropolitan Water Reclamation District of Greater Chicago (MWRD)

The entire Village of Lincolnwood falls within the service area of the Metropolitan Water Reclamation District of Greater Chicago (MWRD). The combined sewers in the Village drain to the North Side Sewage Treatment Plant and a MWRD interceptor sewer that empties into the Tunnel and Reservoir Plan (TARP) facilities.

2.3 Coordination with Consultants

The Village may enlist the services of consultants to assist in the implementation of the BMP Program (including, but not limited to, plan review, site inspections and enforcement), and the design of Village projects. The Village President has the responsibility of administering these contracts.

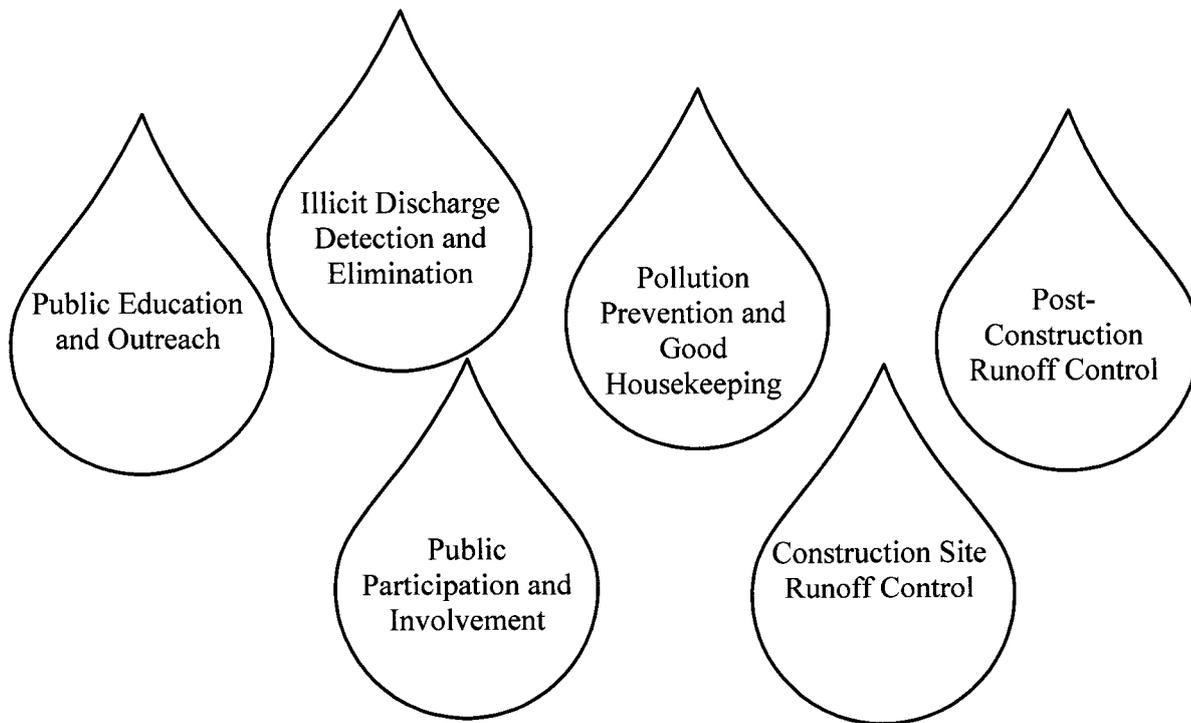
2.4 Coordination with the Public

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

2.5 Coordination with the IEPA

During the 5-year program design period the Village of Lincolnwood was required to submit annual reports to the IEPA that described the Village of Lincolnwood's progress toward creating a Stormwater Management Program. Future reporting requirements and associated coordination required by IEPA is not currently known. The Public Works Director is responsible for understanding and implementing IEPA requirements as the program evolves.

Section 3: The BMP Program



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

3.1 Public Education and Outreach

The Village of Lincolnwood conducts public education programs that inform the community of potential impacts to receiving streams and the contributions the public can make to reduce pollutants in stormwater runoff. The Village of Lincolnwood 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 Section.

- Distribute informational sheets regarding stormwater BMPs, water quality BMPs, and proper hazardous waste use and disposal.
- Include information on water quality and stormwater in the Village of Lincolnwood newsletter distributed by the Village of Lincolnwood.
- Coordinate, publicize, and participate in bi-annual SWANCC events.

- Maintain the Village of Lincolnwood’s website which offers links to additional educational information, and ways to contact the Village of Lincolnwood personnel.

A. Distribution of Paper Materials

The Village of Lincolnwood provides educational materials prepared by the IEPA, USEPA, Solid Waste Agency of North Cook County (SWANCC) and other agencies and organizations. The Village of Lincolnwood lists the Public Work Departments telephone number on all the Village of Lincolnwood outreach publications to encourage residences to contact the Village of Lincolnwood with environmental concerns.

Publications are provided through take away racks at Village Hall and Department of Public Works, quarterly newsletters, and on the website.

B. Website

The Village’s web site provides information regarding water quality, solid waste and hazardous material, stormwater and general environmental health. A significant amount of information is made available through links to other educational and informational sites. The website contains an Action Line Online Service process to facilitate resident complaints/requests.

C. Green Initiatives Campaign

The Village of Lincolnwood has endorsed a comprehensive Green Initiatives Campaign to promote and create a more sustainable environment through energy efficiency, improved stormwater management, water conservation, pollution reduction and recycling. The Green Initiatives Campaign is broken down into three distinct categories for which there are three subcategories as follows:

- Operations
 - Municipal Fleet
 - Buildings/Infrastructure
 - Parks
- Community Initiatives
 - Planting Spaces
 - Stormwater Management
 - Opportunities for Residents
- Private Development
 - Zoning & Building Code Updates
 - Building Permit Incentives
 - Grants

In addition, the Village offers grants through their GIFT Program which encourages businesses and property owners to implement green initiatives at their Lincolnwood property. Improvements include green roofs, rain barrels, rain gardens and native plantings, and alternate parking and pedestrian surfaces.

Over the next decade the concept of green initiatives and environmentally sensitive design will be at the forefront of local government. As such, Lincolnwood hopes to be a leader in promoting and implementing these important initiatives.

D. SWANCC Events

The Village of Lincolnwood is a member of the Solid Waste Agency of Northern Cook County (SWANCC). The Solid Waste Agency of Northern Cook County (SWANCC) is a unit of local government and a non-profit corporation. Twenty-three towns in northern Cook County joined together to form SWANCC in 1988. SWANCC developed a long-term plan to manage the region's garbage that was adopted by its Board of Directors in 1991. Since then, SWANCC has been at work implementing this balanced and environmentally safe solution to the region's garbage challenges. Through the Village's participation in SWANCC, residents have the opportunity to participate in many programs including document destruction, electronics recycling, and household chemical waste disposal. The Village of Lincolnwood encourages participation in the event by publicizing these special collections in local newspapers, the Village newsletter and on the Village's web-site.

E. Community Event

When possible, representatives from the Village of Lincolnwood attend and/or sponsor outreach events and scheduled meetings with the general public. These meetings focus on soil erosion and sediment control as well as the MS4 and CSO program requirements.

3.2 Public Participation and Involvement

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

A. Public Hearing

Prior to the acceptance of the BMP Program, the draft document was presented to the Committee of the Whole during a public hearing on November 6, 2008. Comments on the BMP Program 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 BMP Program as appropriate.

B. Complaints, Suggestions, and Requests

Action line request forms and calls are screened, logged and routed to the appropriate department for action. General program related calls are directed to the Department of Public Works, or designee. Construction activity related telephone calls are directed to the Village Engineering Department, or designee. Illicit Discharge, storm sewer, and other related stormwater runoff concerns are directed to the Public Works Department. The Village maintains a website which enables and encourages public contact on these issues.

C. Watershed Planning and Stakeholders Meetings

The Mayor of Lincolnwood, Gerald Turry, is the president of the North Branch of the Chicago River Watershed Planning Council and Vice-President of the Northwest Municipal Conference (NWMC). These planning groups are described more below.

Northwest Municipal Conference: Over the past 50 years, the NWMC has been working to strengthen communities and enhance intergovernmental relationships in the north and northwest suburbs of Chicago. As one of the premier regional councils of government, the Northwest Municipal Conference represents over 1.3 million citizens residing in 47 municipalities and 1 township. Membership area covers over 300 square miles in Cook, DuPage, Kane, Lake and McHenry counties.

The NWMC serves the needs of local governments through a variety of policy initiatives and programs and services that combine the resources of individual members to address regional issues. Members are leaders in advocating on behalf of local government self-sufficiency, regional planning, local control over local issues, and utilizing a cooperative approach to address regional issues. The NWMC is driven by the following principles:

- Furthering intergovernmental cooperation,
- Fostering the exchange of information vital to the operation of local government, and
- Serving as a cooperative medium for addressing regional problems.

Since its founding in 1958, the NWMC has evolved from a small local forum to address specific issues such as securing parking at commuter rail stations. Today, the NWMC is a multi-faceted organization that provides our members not only a platform to address issues of regional concern but also a variety of programs and services designed to strengthen their individual communities. By coordinating the talents of its members, they advocate on behalf of local issues in Springfield and Washington, provide specifically designed training for elected officials and staff, recruit and test police candidates for local departments, and produce significant cost savings through joint purchasing programs. The cooperative planning approach developed allows members to combine local expertise to solve regional transportation, stormwater and environmental issues.

North Branch Chicago River Watershed Council: On November 17, 2004, Public Act 093-1049 was passed by the Illinois Legislature. That Act was the implementation of stormwater management legislation in Cook County between the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC) and the area Cook County Councils of Government (COGs). The COGs include the Northwest Municipal Conference, the South Suburban Mayors and Managers Association, the Southwest Conference of Mayors and the West Central Municipal Conference. The Councils of Government agreed to provide administrative oversight and

management to the following watersheds as defined in the Act: North Branch Chicago River, Poplar Creek, Upper Salt Creek, Lower Des Plaines River, Cal-Sag Channel, Little Calumet River, and Combined Sewer Areas. The Northwest Municipal Conference provides administrative assistance to four of the watershed planning councils.

The legislation mandated stormwater management in Cook County be placed under the authority of the MWRDGC, creation of watershed planning councils, and development of comprehensive stormwater ordinances/regulations. The COGs jointly prepared bylaws and rules of operation for each watershed planning council that are consistent for all of the Council. Quarterly meetings were also scheduled for all watershed planning councils. Executive Officers and subcommittees were formed and will continue to form as the councils move forward. Furthermore, the watershed planning councils advise the MWRDGC representing the needs and interests of the respective watershed and for the development of a stormwater management plan.

3.3 Illicit Discharge Detection and Elimination¹

Currently, illicit discharges (defined in 40 CFR 122.26(B)(2)) 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. Deliberate illicit discharge or dumping can enter the storm sewer system in two ways:

- 1) direct connections – through direct piping connections to the storm sewer system, and
- 2) indirect connections – through subtle connections, such as dumping or spillage of materials into storm sewer drains. Flash dumping is a common type of indirect connection.

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.

The IDDE Program consists of three principal components:

- 1) program planning,
- 2) outfall screening, and
- 3) follow-up investigation and program evaluation.

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, identification of the outfalls and receiving waters in the municipality, identification of the staffing and equipment needed to conduct the outfall screening, and scheduling of the outfall screening activities.

¹ 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).

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.

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 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.

A. Program Planning

The program planning component addresses the following issues:

- Regulatory authority,
- Identification of receiving waters and outfalls,
- Staffing,
- Equipment acquisition,
- Scheduling, and
- Training.

The program planning component is primarily office work related to assembling the necessary information and equipment for efficiently conducting outfall-screening activities.

i. 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 BMP Program and the Village's Municipal Code. 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 the Village's jurisdiction.

The Village of Lincolnwood's Municipal Code includes regulations on Flood Hazard Protection (Chapter 15, Article 7), Standards for Construction Work and Demolition of Structures (Chapter 6, Article 16), Water Main and Sewer Service Connections (Chapter 13, Article 1), Stormwater Management (Chapter 6, Article 13), and Cross-Connection Control and Backflow Prevention (Chapter 13, Article 4). These Ordinances are administered by the Public Works and Building Departments and can be used to further support the activities required by the BMP Program.

ii. Understanding Outfalls, Receiving Waters and Illicit Discharges

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

I. Identifying Outfalls and Receiving Waters

While “official” definitions for outfalls and receiving waters exist, their translation to field conditions is a matter of interpretation thus complicating the development and implementation of an effective IDDE program.

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 “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 program the following definitions shall be used:

Outfall: Storm sewer outlet of 8 inch or greater, or other open conveyance point discharge location, that discharges into a Waters of the U.S, receiving stream or another MS4

Receiving Water: A natural or man-made system into which stormwater or treated wastewater is discharged.

The receiving water for stormwater in the Village of Lincolnwood is the North Shore Channel. There is currently one storm water outfall to the channel. The majority of the stormwater is conveyed to the North Side Sewage Treatment Plant through the combined sewer system. The Village of Lincolnwood’s Sewer Map is included in the Appendix 6.3.

II. Potential Sources of Illicit Discharges

Table 1 *Potential Sources of Illicit Discharges to Storm Sewers* shows that direct connections to storm sewer systems most likely originate from commercial/industrial facilities. Thus, the focus on Section 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.

III. 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

An inspection of the facility is required to make the final determination of the source of the inappropriate discharge. When an inspection of a facility is required, the Village of Lincolnwood notifies the facility owner or manager and attempts to coordinate the scheduling of the inspection. All access by Village personnel onto private property shall conform to the Village of Lincolnwood Municipal Code.

IV. Pollutant Indicators

The following discussions of pollutant indicators can be used in matching detected indicators with potential sources.

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.

Boron

Boron is an element present in the compound borax, which is often found in detergent and soap formulations. Consequently, boron is a good potential indicator for both laundry wash water and sewage. Concentrations exceeding 0.35-mg/l indicate that the discharge is contaminated by sewage or washwater.

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.

Color

Color is a numeric computation of the color observed in a water quality sample, as measured in cobalt-platinum units (APHA, 1998). Both industrial liquid wastes and sewage tend to have elevated color values. Unfortunately, some "clean" flow types can also have high color values. Overall, color may be a good first screen for problem outfalls.

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. Fluoride levels greater than 0.6-mg/L indicate a potable water source is connected to the stormwater system.

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. Odor is recognized as a quality factor affecting the acceptability of drinking water, tainting of aquatic life, and aesthetics of recreational waters. Odor is generally a good indicator of illicit sanitary sewer connections to a municipal sewer system.

Oil Sheen/Surface Scum

The presence of an oil sheen in dry-weather flow discharges from a municipal storm sewer system may indicate the presence of a leaking underground storage tank in the vicinity or illegal dumping of items such as used automobile oil into the storm sewer system. Surface scum in dry-weather flow may consist of floatable materials such as foam, grease, waxes, soaps, food wastes, hair, paper and cotton, grit particles, and other materials. Surface scum may also indicate the presence of detergents or other chemicals in dry-weather flow. In addition, surface scum is an important parameter to note in the outfall screening program because it is subject to wind-induced transport in the receiving water and may contain pathogenic bacteria and/or viruses associated with individual particles.

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

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 <1 indicate 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).

iii. Staffing

Public Works Department personnel will inspect all storm water outfalls once a year.

iv. Equipment Needs

General field equipment is necessary for the IDDE program. The method of collecting and managing inspection screening data is driven by available technology. Field Crews carry basic safety items such as cell phones, surgical gloves, and first aid kits.

v. Training

Applicable Public Works personnel shall thoroughly read and understand the objectives of the IDDE portions of this manual. It is recommended that these 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 6.4) and the use of sampling equipment and test kits.

vi. Scheduling

Scheduling for pre-screening or follow up 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 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.

vii. Pre-Screening

Pre-screening consists of a rapid inspection of outfalls, during dry weather flow conditions. Outfalls observed to have dry weather flow shall be documented and will require follow up analysis to determine if an illicit discharge exists. Additionally, outfalls that are partially or fully submerged shall also be documented for follow-up inspection. Pre-screening results can be seen by viewing the completed Outfall Inspection Screening Summary Form filed with the Village's Department of Public Works. A sample summary form is located in Appendix 6.6 of this document. Outfalls with dry weather flows shall be scheduled for a follow-up inspection. It is recommended that each outfall be re-screened every year.

B. Outfall Inspection

i. Procedure

An outfall inspection is required for outfalls determined to have dry weather flow, or with submerged outlets, based on the pre-screening efforts outlined above. 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 screened 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 6.4). Use the flow chart, included in Appendix 6.4, 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 6.4). Use the flow chart, included in Appendix 6.4, 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. Field crew shall obtain a grab sample and perform preliminary tests using the rapid identification test kit. 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. Testing results are then used to identify potential sources.

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 6.4), 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. The field crew makes 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.

ii. Assessment and Documentation

Complete the Stormwater Outfall Inspection Data Form (Appendix 6.4) 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).

iii. Disposal and Clean-Up

Before leaving any field inspection site, the area is checked to ensure that all equipment has been cleaned, collected, and stored. Do not leave any trash or litter at the site.

Proper disposal of test waste items is as follows:

Item	Field Disposal	Final Disposal
Grab Sample (Uncontaminated)	On Site	-----
Grab Sample (Contaminated w/test kit)	Liquid Waste Container	Sanitary Sewer
Paper Towels/ Latex Gloves	Trash Bags	Municipal Garbage

iv. Daily Closeout

In the office, copies of completed data forms are filed. In addition, the outfall screening scheduling and completion form are to be updated and the next screening day's activities be planned. Any problems locating outfalls are discussed with appropriate supervisory personnel so that alternate sampling locations can be identified.

v. Personnel Precautions

I. Traffic

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

Public Works personnel generally work on streets only during the hours of 9 a.m. to 3 p.m. except in emergency situations. All field crews are required to wear Personal Protection Equipment (PPE) in accordance with Village Standard Operating Procedures set forth by the Public Works Department.

II. Hazards

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. All injuries, minor and major, are reported to appropriate persons.

III. Access Hazards

Access to each outfall is assessed for potential hazards. Examples of hazards are steep slopes, dense brush, and deep water. Public Works Personnel must decide on a case-by-case basis whether an outfall can be safely accessed for inspection. Unsafe outfall locations are reported to the Public Works Director, or his designee, for additional action if necessary.

IV. 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.

V. Other Hazards

The following other hazards may be encountered during outfall screening:

<u>Hazard</u>	<u>Prevention</u>
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
Poisonous Plants/Animals	Identify and Avoid
Vicious Dogs	Avoid
Water Bodies	Flotation Devices

C. Follow Up Investigation and Program Evaluation

If the outfall assessment identified positive indicators for pollutant discharges, follow-up investigation is required. 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.

i. Outfall Screening Results Review and Assessment

Data from the Stormwater Outfall Inspection Data Form (Appendix 6.4) should be compiled onto the Outfall Inspection Screening Summary Form (Appendix 6.6). This summary information allows for easy review of the community-wide results.

First, the summary is reviewed to identify any potential trends of observed positive test results. Examples of trends would be if the outfalls with positive results are located in one general area of the community or are randomly distributed, or whether they are located primarily in industrial or older areas. 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 pollution sources for correction. The program to investigate and remove illicit discharges involves targeting sewer system areas for detailed investigation and then conducting intensive field investigations upstream of the polluted outfall to identify sources.

ii. Independent Verification

If the initial outfall assessment identifies potential illicit discharges (through either the on-site or off-site testing procedures), additional sampling is required. The results of the inspection and testing should be discussed with the Director of Public Works. 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.

iii. Source Identification

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.

I. 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 storm sewer network and outfall locations indicated. 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.

II. Storm Sewer Investigation

After conducting the mapping evaluation, a manhole-by-manhole inspection is conducted to pinpoint the location of the inappropriate discharge, in the storm sewer 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 previous 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.

III. 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. The method of testing must be approved by the Director of Public Works prior to testing. Potential testing methods include fluorometric dye testing, smoke testing, and/or remote video inspections.

In some cases, it may be necessary for Public Works 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. Public Works 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. All access by Village personnel onto private property shall conform to the Village of Lincolnwood's Municipal Code.

iv. Removal of Illicit Discharges

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, Village Engineer and Village President) to discuss inspection and testing results and remedial procedures.

Step 3: The Public Works Administration 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 the Director of Public Works, the Building Department 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 Building Department Code Enforcement Office issues a notification of noncompliance. The notification includes a description of the required action(s) and 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 Village's Municipal Code.

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 Public Works Administration 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 municipal personnel (likely including involved Public Works Personnel, Director of Public Works and Building Department Code Enforcement Officer) is held to determine appropriate steps to obtain compliance. Appropriate actions may include monetary or other penalties.

v. 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. 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.

In the absence of specific state or federal regulations that require screening, the Village of Lincolnwood will attempt to perform annual outfall inspection screening. 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. At that time, the Village may consider reducing the frequency of outfall screening to once every several years or so.

3.4 Construction Site Runoff Control

The Village's Municipal Code contains provisions for review, permitting, inspection and enforcement of construction site runoff control. The provisions of the Municipal are required for any development within the Village limits. The Village follows their Inspection and Violation Notification Procedure (Appendix 6.9) to ensure compliance with the approved plan. Applicants that hydrologically disturb greater than 1-acre are also required to seek coverage under the statewide NPDES ILR10 General Construction Permit by filing a Notice of Intent (NOI) with IEPA and copying the Village.

A. Regulatory Program

Applicants are directed to the Building Department for information pertaining to the permitting process. Applicants submit the completed form and supporting documentation to the Building Department for review and comment. After all departments concur that the applicable provisions of the Municipal Code have been addressed, a permit is issued. Each permit lists any additional conditions that are applicable to the development. Ordinance provisions include, but are not limited to, the following:

- Site Development Plan that includes detailed plans and specifications for stormwater management, soil erosion control and grading on the subject property. Site plans must include drainage patterns and soil erosion control during demolition; stormwater management and soil erosion control during any period of time between completion of demolition and commencement of construction; and stormwater management and soil erosion control commencing with preparation of foundation pouring and continuing during the entire new construction period until final grading of the subject property.

- Ste management standards for particulate control, dust control, stabilized construction entrances, sanitation facilities, litter control and cleanup, street/alley/sidewalk cleaning, wastewater discharge, noise, weeds/long grass and signs.
- Construction site restoration.
- Security deposits to ensure faithful performance.
- Enforcement measures to achieve compliance.

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. A copy of the NOI must be submitted to the Village prior to commencement of any site work, including demolition. 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) to the IEPA.

B. Responsible Parties

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.

Building Commissioner

The office of the Building Commissioner is established by Article 4 of the Lincolnwood Code of Ordinances. This is an appointed position with no set term of office. The Building Commissioner has supervision and control of all employees assigned to him. Further, it is his charge to enforce all laws and ordinances of the Municipal Code relating to building, electricity, plumbing, subdivision and zoning in connection with construction, repair, alteration, removal, use, occupancy and maintenance of all buildings and structures and the use of streets or parkways in connection therewith. It is also his responsibility to make or cause to be made all inspections needed for that purpose.

The Building Commissioner shall cause to be issued all proper permits for work within the Village in compliance with the Codes and other appropriate ordinances. The Building Commissioner is the administrative officer of the Village as specified in the Zoning Ordinance and within any other ordinance in the areas of zoning, subdivision, building and structural maintenance.

The Building Commissioner also has the power to stop work on any building or structure when the work being done is in violation of any building codes or of the Zoning or Subdivision ordinances. The Building Commissioner is empowered to enter into a structure to make an inspection; if this can not be done voluntarily, he has the power to obtain a warrant. Further he has the power to issue court tickets for violations which can result in fines.

Village Inspectors

The inspectors are empowered to enforce all Ordinances and Codes relating to the installation, care and standards of their area of responsibility. The inspectors make all physical inspections and tests necessary to perform their duties. They have the same powers of entry and stop work as the Building Commissioner and can issue court tickets for violations.

The Electrical, H.V.A.C. and Plumbing inspectors are empowered to enforce all Ordinances and Codes relating to the installation, care and standards of their area of responsibility. The inspectors make all physical inspections and tests necessary to perform their duties. They have the same powers of entry and stop work as the Building Commissioner and can issue court tickets for violations.

C. Minimum Construction Site Practices

Minimum construction site practices are outlined in the Municipal Code including the following:

- Construction site sequencing and phasing (where detention areas are to be used as part of the drainage system, they shall be constructed as the first element of the initial earthwork program),
- Stormwater conveyance systems (including concentrated flows, diversions, etc.),
- Stockpile management,
- Soil erosion control measures,
- Special Flood Hazard Area Requirements,
- 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, and
- Non-stormwater management (including dewatering practices, waste management practices, spill prevention and control practices etc.).

D. Site Plan Review

Every permit application shall be accompanied by the following plans and specifications (Chapter 6, Article 13 and 15 of the Municipal Code):

- Building Plans and Specifications
- Site Restoration Plans and Specifications
- Site Development Plans including specifications for stormwater management, soil erosion control and grading.
- Drainage Plan including topographic survey, soils classifications, depressional storage areas, upstream/downstream drainage features and detention facilities.
- Materials and Spoils Storage Plans
- Dust and Airborne Particulate Control Provisions

The Building Department 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. Plans will be reviewed for adherence to the codes and ordinances as well as for zoning. The architect, engineer or general contractor will be notified of any discrepancies or adjustments that need to

be made. When the review process is complete, the fees will be totaled and the general contractor notified of the cost of the permit.

E. Site Inspection Procedures

Representatives of the Village 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 Building Department 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, demolition or grading,
2. After stripping and clearing,
3. After rough grading,
4. After final grading,
5. After seeding and landscaping deadlines,
6. After a storm event with greater than 0.5-inches of rainfall,
7. After final stabilization and landscaping, prior to removal of sediment controls and certificate of occupancy.

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 6.7) is filled out by the Village attendee.
- 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. The Village completes the Soil Erosion and Sediment Control Inspection Form (Appendix 6.8).
- 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 Village inspection and approval. Upon Village approval of the as-builts, the applicant shall permanently stabilize the site.

F. Performance Guarantees

Chapter 6, Article 12 of the Municipal Code outlines permit fees and deposits. Cash deposits are required for public improvements (i.e. sewer, water, right-of-way work), stormwater management system and site development. The Engineers Opinion of Probable Construction Cost (EOPCC) is provided to the Village for their review/approval. Chapter 6, Article 16 outlines standards for construction work and demolition of structures. This section includes requirements for site management cash deposits. This section also outlines the village's right to

draw on these cash deposits. Unused cash deposits are returned only after 1) final inspection of the restoration of the subject property, 2) approval of the work by the building commissioner, and 3) after issuance of a final certificate of occupancy.

G. Violation Notification Procedures

The procedures are outlined in the Village's Violation Notification Procedure (Appendix 6.9).

H. BMP Reference Information

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

- Native Plant Guide,
- Illinois Urban Manual,
- IDOT manuals,
- MWRD publications, and
- IEPA and USEPA publications.

I. Construction Site Waste Control

The Village's Municipal Code includes several provisions that address illicit discharges generated by construction sites. Chapter 6, Article 13 requires litter control and cleanup for all development sites. This provision requires litter and debris at the subject property be controlled at all times. The applicant shall designate a person regularly present at the subject property as having responsibility to assure that no litter or debris leaves the subject property and that all litter and debris is removed from the subject property before the end of every day, including weekends.

3.5 Post Construction Runoff Control

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

This BMP Program creates and references extensive policies and procedures for regulating design and construction activities for protecting the Village's 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 in IEPA's Program recommendations. All proposed permanent stormwater treatment practices must be reviewed and approved by the Building Department.

A. Regulatory Program

The Village's Municipal Code includes requirements for grading, stormwater and soil erosion/sediment control that must be met for all parties undertaking construction.

B. Long Term Operation and Maintenance

The Village has created a long term maintenance plan for new detention and stormwater management facilities, whether publicly or privately maintained. This plan is provided by the Village to applicants during the permit review/inspection period. The sample maintenance plan is included in Appendix 6.10. The intent of this plan is to provide guidance for the long term maintenance of stormwater management facilities.

Chapter 13, Article 6 of the Municipal Code requires “As Constructed” reproducible plans be submitted to the Village Engineer on Mylar upon completion of all development projects within the Village. “As Constructed” plans shall identify utility locations and elevations; high water level, normal water level, grading, and deviations from the design plans. Said plans shall be signed and sealed by the design engineer and shall be accepted by the Village Engineer prior to the issuance of a certificate of occupancy or acceptance or approval of the project by the Village.

C. Site Inspections

The Village’s inspection program for its general facilities is discussed in detail in Section 3.6. The inspection procedure for site inspections related to construction activities are discussed in detail in Section 3.4 and includes information pertaining to post construction inspections. The Village may perform additional inspections based on an observed violation or citizen complaint.

3.6 Pollution Prevention and Good Housekeeping

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

A. Inspection and Maintenance Program

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

i. 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 Municipal Code. At a minimum, drainage structures should be protected with inlet filter bags during construction activities.

ii. Street sweeping

Street sweeping is necessary not only to keep streets clean, but is required to prevent dirt and debris from entering the Village's Combined Sewer System. The less debris on the street, the better drainage will be during a rain storm. There are two sweepers in the Department. One runs on a set schedule and another runs to keep up with peak times in the fall and spring. For effective and efficient street cleaning "No Parking" signs are posted. Tickets are issued for cars obstructing the streets on days scheduled for street cleaning (\$20.00). Street sweeping is done every three to four weeks for each street. The street sweeping program normally begins in April and runs through mid December (weather permitting) Monday through Friday. The street sweeping schedule is posted on the Village's website.

iii. Catch Basins

Catch basin locations are identified on the Village's Storm Sewer Atlas. The Public Works Department's goal is to annually clean approximately 20% of all catch basins. Spoil waste obtained from catch basin cleaning is disposed of at the Public Works Maintenance Facility. Catch basins found to have structural deficiencies are reported to the Engineering Department.

iv. 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 the Public Works Maintenance Facility.

v. 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.

vi. Streambanks and Shorelines

New developments are required to provide a maintenance plan for constructed detention/retention facilities. The Village's Municipal Code requires detention basins with vegetative cover to have a side slope ratio not steeper than three to one (3:1), except those areas protected by retaining walls. Shore stabilization shall be provided, at a minimum slope ratio of three to one (3:1), from a point at least one foot (1') below normal water level to high water level. Stabilization shall take the form of riprap, retaining walls, turf-stone, or other permanent methods of stabilization. NAG P300 or Enkamat type of vegetation stabilization systems may also be considered.

vii. Swales and Overland Flow Paths

The Public Works Department documents observed or reported erosion or sediment accumulation in drainage swales located within the public right-of-way. Areas of significant concern are incorporated into a maintenance program. Observed or reported erosion or sediment accumulation in privately owned swales are referred to the Building Department for follow-up. The Building Department notifies the property owner on an as needed basis for appropriate remediation required.

viii. Illicit Connection/Illicit Discharge

Discovered Illicit Discharges or Illegal Connections are reported to the Director of Public Works. The Director of Public Works follows the procedure outlined in Section 3.3.

ix. Landscape Maintenance

The Village maintains care and upkeep of its general facilities, municipal roads, associated maintenance yards, and other public areas. The Public Works Department is responsible for litter and debris control on Village property and roadway right-of-ways.

The Village currently has a contract with Groot for all garbage and recycling needs. In addition to garbage and recycling, Groot also picks up yard waste and bulk items (couches, desks, etc.). Groot picks up garbage, recycling and yard waste on Monday of every week. Leaf collection typically starts in October and runs for approximately six weeks.

The Village maintains landscaping by utilizing both internal staff and contractors. Any landscape contractor used by the Village is required to be a licensed applicator for fertilizers. They are also required to submit a copy of updated Illinois State Licensing for Spraying of Insecticides and Herbicides. Fertilization applications occur 3 times a year (Spring, Summer and Fall). The fertilizer used in all applications must be an agricultural fertilizer with an analysis of 34-3-11 plus 6 units of S.C.U. included or similar.

x. Snow Removal and Ice Control

The Village uses 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, installing 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.

Steps are taken to ensure that the delivery, storage and distribution of salt does not pollute stormwater runoff from the Public Works maintenance yard. The floor of the salt storage building and adjacent receiving/unloading area are constructed of asphalt. Delivered salt is unloaded in front of the salt storage building. Immediate transfer of the temporary salt stock pile into the salt storage building is performed using front end loaders. The limits

of the salt pile is pushed back from the door opening to minimize potential illicit runoff. In the event that there is runoff from the salt storage building or unloading area, runoff is directed into the sanitary sewer system by opening a nearby sanitary manhole cover.

The Village of Lincolnwood has 75 lane miles of road to plow and divides the community into 10 plow routes. 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. Plowing generally begins when snow becomes more than two-inches deep and when freezing temperatures indicate that no melting will occur. If there is a light snowfall and the afternoon sun is melting the fallen snow, it will be left to Mother Nature to remove the snow.

Salting is necessary to prevent melting snow from turning to ice. Once ice forms and becomes bonded to the pavement, it is very difficult to remove. Salting is typically done when the snow depth is one inch or less or if an icing condition occurs. Salting begins once the snow subsides and the salt will have time to work. The Public Works Department strives to use salt wisely and judiciously during any snow removal effort.

Snow removal conditions are rated using the following system:

- Condition 1 - More than 2 inches of snow is expected
- Condition 2 - Less than 2 inches of snow or an icy storm is expected
- Condition 3 - No snow is expected

Use of Salt:

Condition 3 - Main streets, bridges, parking lots, and other hazardous areas mentioned by the Police Department or resident complaints must be salted. The whole town will be salted only in the case of freezing rain.

Condition 2 - Main streets, bridges, parking lots, and other hazardous areas mentioned by the Police Department or resident complaints will be salted. The whole town will be salted only in the case of freezing rain.

Condition 1 - Main streets, bridges, and hazardous areas will be salted. Intersections will be salted after the snow stops, depending on weather conditions.

When deemed necessary, the Public Works Department hauls accumulated snow to designated stockpile locations. These locations are asphalt surface areas on Village property. 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.

xi. 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 streams.

i. Vehicle Fueling

The vehicle fueling area contains 3 underground storage tanks. These tanks are monitored by a leak detection system (which continually monitors for leaks and performs automatic leak detection tests). Leak tests are performed monthly. Surface runoff, in the vicinity of the tank farm, naturally drains to a nearby low-lying area that has a sanitary sewer manhole.

ii. Vehicle Maintenance

The Village maintains approximately 50 trucks and pieces of equipment, oversees fueling operations, and services Police and Building Department vehicles. Vehicle maintenance procedures and practices are designed to minimize or eliminate the discharge of petroleum based pollutants to the stormwater management system, including receiving streams. This Section 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 an underground 550-gallon waste oil tank that is also monitored. Typically, the waste oil tank is emptied and the contents removed for recycling as necessary.

Antifreeze

Used antifreeze is stored outside in 55-gallon plastic drums on a containment pallet. When 80-100-gallon is accumulated, a special waste hauler is contacted for collection and disposal. Typically, collection occurs twice per year.

Batteries

Used batteries are stored in an enclosed covered container at the Public Works Maintenance Yard. Typically, the batteries are collected bi-monthly from a local vendor.

Tires

Used tires are disposed of quarterly by a local vendor. Tires are stored outside in the Public Works Maintenance 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 Village. Cleaning fluids, and solvents are contained within an enclosed tank and maintained by a private licensed special waste company.

xii. 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. The Village recommends 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.

New and existing private non-single family home and public pools are required to directly discharge pool waters into the sanitary sewer system. Both Municipal and IEPA permits are required.

xiii. Animal Nuisance Control

The Public Works Department, upon receiving notification, collects “road kill” from right-of-way areas. Requests can be made through the Village’s Action Line online service request form. The carcasses are disposed of in the Public Works maintenance yard garbage dumpsters.

xiv. 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 streams. 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 Public Works maintenance yard triple basins.

A spoil stock pile is located at the Public Works maintenance yard. Asphalt and concrete maintenance by-products and excess earth excavation materials are temporarily stored in the stock pile. Attempts are made to recycle asphalt and concrete products prior to

storage in the spoil stock pile. The Village contracts licensed waste haulers to remove and dispose the contents of the spoil stock pile at a licensed landfill several times a year. Surface runoff from this area is largely contained by an earthen berm.

All hazardous wastes are stored 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.

Floor drains in the garage bay floor area of the Public Works maintenance garage are directed to an underground Triple Basin. At a minimum, the Triple Basins are vacuumed out and completely cleaned bi-monthly. 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.

xv. Water Conservation and 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, the Village enforces a sprinkling/irrigation schedule. The Village has a water main replacement program that decreases the possibility for water main leaks. In the event that a water main leak occurs, the leaking sections are valved off as soon as possible and then repaired. Water conservation tips are located on the Village's website.

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-off 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 standard Hazardous Waste Management practices,
- 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.

i. Municipal Spills

If a significant surface discharge of fuel or other liquid waste occurs on the grounds at the Public Works maintenance yard, the following procedure is followed:

- Call 911, explain the incident. The Fire Department responds,
- The Fire Department evaluates the situation and applies “No Flash” as necessary, and
- The sanitary sewer manhole is opened and the area flushed (by use of an adjacent hydrant) as necessary.

ii. Residential and Non-Hazardous Spills/Dumping

Residential spills typically consist of illicit discharges of household materials into the street or stormwater management system. Upon notification or observance of a non-hazardous illicit discharge, Public Works personnel implement the following procedure:

- Sandbag 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.
- If a person is observed causing an illicit discharge, the Building Department is notified and appropriate citations issued by the Police Department.

iii. Hazardous Spills in Commercial, Industrial and Right-of-Way Areas

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.

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 Village Departments, and individuals within these Departments, regarding implementation of the BMP Program to consistently achieve Permit compliance;
- Activities and practices that are, or could be sources of stormwater pollution and non-stormwater discharges; and,

- How to use the BMP Program and available guidance materials to select and implement best management practices.

i. Training Approach

The Village will develop employee training programs with curricula and materials tailored to specific functional groups. Refer to Table 2. 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 Village programs (that were in place prior to the acceptance of the BMP Program).

Table 2: 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 for construction projects.	Building Department
Construction	Responsible for overseeing the implementation of best management practices relating to the construction stage of projects (private and public).	Building Department
Maintenance	Responsible for development and implementation of best management practices relating to the maintenance of Village facilities, infrastructure and properties.	Public Works Department

ii. Training Schedule and Frequency

The initial training program will be offered within 6 months of the acceptance of the BMP Program. 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 BMP Program will be approved by the Director of Public Works and then shared with applicable employees. The Director of Public Works will monitor the potential need for overall refresher material distributions and offer additional training as necessary.

Section 4 - Combined Sewer Overflow Program

The following three documents were developed for compliance with the Village's National Pollutant Discharge Elimination System (NPDES) Combined Sewer Overflow (CSO) Permit No. ILM580034:

- CSO Public Notification Plan
- CSO Pollution Prevention Plan
- CSO Operations & Maintenance Plan

These documents are located in Appendix 6.14 of this document. Acceptance of this BMP Program includes acceptance of the CSO Program documents as well.

The primary goal of this program is to provide a program for effectively improving the Village's combined sewer overflow management. More specifically, the plan has been developed to comply with the following eight requirements of the NPDES CSO permit:

1. Collection system inspection on a regular scheduled basis;
2. Sewer, catch basin, manhole, and regulator cleaning and maintenance on a regularly scheduled basis;
3. Inspections are made and preventative maintenance is performed on all pump/lift stations;
4. Collections system replacement, where necessary;
5. Detection and elimination of illegal connections;
6. Detection, prevention, and elimination of dry weather overflows;
7. The collection system is operated to maximize storage capacity and the combined sewer portions of the collection system are operated to delay stormwater entry into the system and;
8. The collection system is operated to maximize treatment

Section 5 - Program and Performance Monitoring, Evaluation and Reporting

The BMP Program 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 of Lincolnwood. Land development, redevelopment and transportation improvement projects within the Village were required to comply with the provisions of the Municipal Code prior to the Village's acceptance of the BMP Program. Additionally, the Village had numerous written and unwritten procedures for various tasks. This BMP Program documents and organizes existing Village procedures and incorporates the objectives of the Municipal Code to create one cohesive program addressing pre-development, construction, post-development activities and municipal operations.

This Section describes how the Village will monitor, evaluate, and report this program based on the above stated objective. As part of the Village's Stormwater BMP 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.

5.1 Performance Milestones

The Village's current ordinances and programs implement many of the anticipated tasks. The following schedule is the Village's general performance expectations.

- Within 6 months following the acceptance of the BMP Program, applicable employees will receive training regarding the implementation of the BMP Program.
- Within 1 year following the acceptance of the BMP Program, program enhancement items and procedures will be implemented.
- Within 1 year following the acceptance of the BMP Program, dry weather outfall screening will be completed for all outfalls.

Currently water quality sampling/monitoring is not required under the NPDES Phase II program. Therefore, the Village's monitoring efforts focus on qualitative, not quantitative, examination of the stormwater practices. It is anticipated that the USEPA and IEPA programs will evolve to require water quality monitoring and sampling. Future efforts may involve collecting information on the characterization of discharges from the Village's outfalls, identifying other sources of pollutants, characterizing the receiving waters, sampling construction site discharges, identifying the performance of existing and potential enhanced stormwater pollution control measures. The Village will comply with future federal and state mandates.

5.2 Program Monitoring and Research

The Village's Director of Public Works will monitor research conducted by others regarding the effectiveness of various alternative stormwater practices, procedures and technologies. The Village will continue to seek innovative stormwater practices and technologies. Information and guidance obtained through the MWRD, IEPA and other sources will be incorporated into the Village's BMP Program as

practical. This information will be used to provide insight into how the Village's program may need to evolve.

5.3 Program Evaluation

Supervision by responsible managers is the primary mechanism for accomplishing program evaluation and ensuring that field staff has adequate knowledge and management support to be successful. The management support staff includes the Public Works and Engineering Department Directors and Assistant Directors. Management support tasks include observing and evaluating design, construction and field personnel as they implement the requirements of the BMP Program on both municipal and private projects, and maintenance personnel as they conduct their assigned activities. These responsibilities were outlined in detail in Section 2: Program Management.

The following types of questions/answers are reviewed each year by the Village:

- Is the Village properly integrating stormwater management practices into planning, designing and constructing both Village and private projects?
- Are the Village's efforts to incorporate stormwater practices into maintenance activities effective and efficient?
- Is the Village's training program sufficient?
- Is the BMP Program sufficient?
- Are the procedures for implementing the BMP Program adequate?

The BMP Program is updated annually based on the answers to the questions outlined above as well as feedback from Village Staff, Regulatory Agencies and residents.

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- b. discharges that are mixed with sources of non-storm water other than discharges identified in Part III.A (Prohibition on Non-Storm Water Discharges) of this permit and in compliance with paragraph IV.D.5 (Non-Storm Water Discharges) of this permit;
- c. storm water discharges associated with industrial activity that are subject to an existing NPDES individual or general permit or which are issued a permit in accordance with Part VI.N (Requiring an Individual Permit or an Alternative General Permit) of this permit. Such discharges may be authorized under this permit after an existing permit expires provided the existing permit did not establish numeric limitations for such discharges;
- d. storm water discharges from construction sites that the Agency has determined to be or may reasonably be expected to be contributing to a violation of a water quality standard; and
- e. Storm water discharges that the Agency, at its discretion, determines are not appropriately authorized or controlled by this general permit.
- f. Storm water discharges to any receiving water specified under 35 Ill. Adm. Code 302.105(d)(6).

C. **Authorization.**

1. In order for storm water discharges from construction sites to be authorized to discharge under this general permit a discharger must submit a Notice of Intent (NOI) in accordance with the requirements of Part II below, using an NOI form provided by the Agency.
2. Where a new contractor is selected after the submittal of an NOI under Part II below, a new Notice of Intent (NOI) must be submitted by the owner in accordance with Part II.
3. For projects that have complied with State law on historic preservation and endangered species prior to submittal of the NOI, through coordination with the Illinois Historic Preservation Agency and the Illinois Department of Natural Resources or through fulfillment of the terms of interagency agreements with those agencies, the NOI shall indicate that such compliance has occurred.
4. Unless notified by the Agency to the contrary, dischargers who submit an NOI in accordance with the requirements of this permit are authorized to discharge storm water from construction sites under the terms and conditions of this permit in 30 days after the date the NOI is received by the Agency.
5. The Agency may deny coverage under this permit and require submittal of an application for an individual NPDES permit based on a review of the NOI or other information.

Part II. NOTICE OF INTENT REQUIREMENTS

A. **Deadlines for Notification.**

1. To receive authorization under this general permit, a discharger must submit a completed Notice of Intent (NOI) in accordance with Part VI.G (Signatory Requirements) and the requirements of this Part in sufficient time to allow a 30 day review period after the receipt of the NOI by the Agency and the start of construction. The completed NOI may be submitted electronically to the following email address:
epa.constit10swppp@illinois.gov
2. Discharges that were previously covered by a valid General NPDES Permit for Storm Water Discharges from Construction Site Activities are automatically covered by this permit.
3. A discharger may submit an NOI in accordance with the requirements of this Part after the start of construction. In such instances, the Agency may bring an enforcement action for any discharges of storm water associated with industrial activity from a construction site that have occurred on or after the start of construction.

- B. **Failure to Notify.** Dischargers who fail to notify the Agency of their intent to be covered, and discharge storm water associated with construction site activity to Waters of the State without an NPDES permit, are in violation of the Environmental Protection Act and Clean Water Act.

- C. **Contents of Notice of Intent.** The Notice of Intent shall be signed in accordance with Part VI.G (Signatory Requirements) of this permit by all of the entities identified in paragraph 2 below and shall include the following information:

1. The mailing address, and location of the construction site for which the notification is submitted. Where a mailing address for the site is not available, the location can be described in terms of the latitude and longitude of the approximate center of the facility to the nearest 15 seconds, or the nearest quarter section (if the section, township and range is provided) that the construction site is located in;
2. The owner's name, address, telephone number, and status as Federal, State, private, public or other entity;
3. The name, address and telephone number of the general contractor(s) that have been identified at the time of the NOI submittal;
4. The name of the receiving water(s), or if the discharge is through a municipal separate storm sewer, the name of the municipal operator of the storm sewer and the ultimate receiving water(s);
5. The number of any NPDES permit for any discharge (including non-storm water discharges) from the site that is currently authorized by an NPDES permit;

6. A description of the project, detailing the complete scope of the project, estimated timetable for major activities and an estimate of the number of acres of the site on which soil will be disturbed; and
7. An electronic copy of the storm water pollution prevention plan that has been prepared for the site in accordance with Part IV of this permit. The electronic copy shall be submitted to the Agency at the following email address: epa.constilr10swppp@illinois.gov

D. Where to Submit.

1. Facilities which discharge storm water associated with construction site activity must use an NOI form provided by the Agency. NOIs must be signed in accordance with Part VI.G (Signatory Requirements) of this permit. NOIs and the applicable fee for construction site activities are to be submitted by certified mail to the Agency at the following address:

Illinois Environmental Protection Agency
 Division of Water Pollution Control, Mail Code #15
 Attention: Permit Section
 1021 North Grand Avenue East
 Post Office Box 19276
 Springfield, Illinois 62794-9276

The completed NOI and SWPPP may be submitted electronically to the following email address: epa.constilr10swppp@illinois.gov

2. A copy of the letter of notification of coverage along with the General NPDES Permit for Storm Water Discharges from Construction Site Activities or other indication that storm water discharges from the site are covered under an NPDES permit shall be posted at the site in a prominent place for public viewing (such as alongside a building permit).
- E. Additional Notification.** Facilities which are operating under approved local sediment and erosion plans, grading plans, or storm water management plans, in addition to filing copies of the Notice of Intent in accordance with Part D above, shall also submit signed copies of the Notice of Intent to the local agency approving such plans in accordance with the deadlines in Part A above. See Part IV.D.2.d (Approved State or Local Plans).
- F. Notice of Termination.** Where a site has been finally stabilized and all storm water discharges from construction sites that are authorized by this permit are eliminated, the permittee of the facility must submit a completed Notice of Termination that is signed in accordance with Part VI.G (Signatory Requirements) of this permit.

1. The Notice of Termination shall include the following information:

- a. The mailing address, and location of the construction site for which the notification is submitted. Where a mailing address for the site is not available, the location can be described in terms of the latitude and longitude of the approximate center of the facility to the nearest 15 seconds, or the nearest quarter section (if the section, township and range is provided) that the construction site is located in;
- b. The owner's name, address, telephone number, and status as Federal, State, private, public or other entity;
- c. The name, address and telephone number of the general contractor(s); and
- d. The following certification signed in accordance with Part VI.G (Signatory Requirements) of this permit:

"I certify under penalty of law that all storm water discharges associated with construction site activity from the identified facility that are authorized by NPDES general permit ILR10 have otherwise been eliminated. I understand that by submitting this notice of termination, that I am no longer authorized to discharge storm water associated with construction site activity by the general permit, and that discharging pollutants in storm water associated with construction site activity to Waters of the State is unlawful under the Environmental Protection Act and Clean Water Act where the discharge is not authorized by a NPDES permit. I also understand that the submittal of this notice of termination does not release an operator from liability for any violations of this permit or the Clean Water Act."

For the purposes of this certification, elimination of storm water discharges associated with industrial activity means that all disturbed soils at the identified facility have been finally stabilized and temporary erosion and sediment control measures have been removed or will be removed at an appropriate time, or that all storm water discharges associated with construction activities from the identified site that are authorized by a NPDES general permit have otherwise been eliminated.

2. All Notices of Termination are to be sent to the Agency to the mailing address in Part II.D.1, using the form provided by the Agency.

Part III. SPECIAL CONDITIONS, MANAGEMENT PRACTICES, AND OTHER NON-NUMERIC LIMITATIONS

A. Prohibition on Non-Storm Water Discharges.

1. Except as provided in Part I paragraph B.2 and paragraph 2 below, all discharges covered by this permit shall be composed entirely of storm water.
2. a. Except as provided in paragraph b below, discharges of materials other than storm water must be in compliance with a NPDES permit (other than this permit) issued for the discharge.

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- b. The following non-storm water discharges may be authorized by this permit provided the non-storm water component of the discharges is in compliance with Part IV.D.5 (Non-Storm Water Discharges): discharges from fire fighting activities; fire hydrant flushings; waters used to wash vehicles where detergents are not used; waters used to control dust; potable water sources including uncontaminated waterline flushings; landscape irrigation drainages; routine external building washdown which does not use detergents; pavement washwaters where spills or leaks of toxic or hazardous materials have not occurred (unless all spilled material has been removed) and where detergents are not used; uncontaminated air conditioning condensate; springs; uncontaminated ground water; and foundation or footing drains where flows are not contaminated with process materials such as solvents.

B. Discharges into Receiving Waters With an Approved Total Maximum Daily Load (TMDL):

Discharges to waters for which there is a TMDL allocation for sediment or a parameter that addressed sediment (such as total suspended solids, turbidity, or siltation) are not eligible for coverage under this permit unless you develop and certify a SWPPP that is consistent with the assumptions and requirements in the approved TMDL. To be eligible for coverage under this general permit, operators must incorporate into their SWPPP any conditions applicable to their discharges necessary for consistency with the assumptions and requirements of the TMDL within any timeframes established in the TMDL. If a specific numeric waste load allocation has been established that would apply to the project's discharges, the operator must incorporate that allocation into its SWPPP and implement necessary steps to meet that allocation. Please refer to the Agency website at <http://www.epa.state.il.us/water/tmdl/report-status.html>

- C. Discharges covered by this permit, alone or in combination with other sources, shall not cause or contribute to a violation of any applicable water quality standard.

Part IV. STORM WATER POLLUTION PREVENTION PLANS

A storm water pollution prevention plan shall be developed for each construction site covered by this permit. Storm water pollution prevention plans shall be prepared in accordance with good engineering practices. The plan shall identify potential sources of pollution which may reasonably be expected to affect the quality of storm water discharges associated with construction site activity from the facility. In addition, the plan shall describe and ensure the implementation of best management practices which will be used to reduce the pollutants in storm water discharges associated with construction site activity and to assure compliance with the terms and conditions of this permit. Facilities must implement the provisions of the storm water pollution prevention plan required under this part as a condition of this permit.

A. Deadlines for Plan Preparation and Compliance.

The plan shall:

1. Be completed prior to the start of the construction to be covered under this permit and submitted electronically to the Agency; and
2. Provide for compliance with the terms and schedule of the plan beginning with the initiation of construction activities.

B. Signature, Plan Review and Notification.

1. The plan shall be signed in accordance with Part VI.G (Signatory Requirements), and be retained on-site at the facility which generates the storm water discharge in accordance with Part VI.E (Duty to Provide Information) of this permit.
2. Prior to commencement of construction, the permittee shall provide the plan to the Agency. Said plan shall be available at the site.
3. The permittee shall make plans available upon request from this Agency or a local agency approving sediment and erosion plans, grading plans, or storm water management plans; or in the case of a storm water discharge associated with industrial activity which discharges through a municipal separate storm sewer system with an NPDES permit, to the municipal operator of the system.
4. The Agency may notify the permittee at any time that the plan does not meet one or more of the minimum requirements of this Part. Such notification shall identify those provisions of the permit which are not being met by the plan, and identify which provisions of the plan require modifications in order to meet the minimum requirements of this part. Within 7 days from receipt of notification from the Agency, the permittee shall make the required changes to the plan and shall submit to the Agency a written certification that the requested changes have been made. Failure to comply shall terminate authorization under this permit.
5. All storm water pollution prevention plans and all completed inspection forms/reports required under this permit are considered reports that shall be available to the public at any reasonable time upon request. However, the permittee may claim any portion of a storm water pollution prevention plan as confidential in accordance with 40 CFR Part 2.

- C. **Keeping Plans Current.** The permittee shall amend the plan whenever there is a change in design, construction, operation, or maintenance, which has a significant effect on the potential for the discharge of pollutants to Waters of the State and which has not otherwise been addressed in the plan or if the storm water pollution prevention plan proves to be ineffective in eliminating or significantly minimizing pollutants from sources identified under paragraph D.2 below, or in otherwise achieving the general objectives of controlling pollutants in storm water discharges associated with construction site activity. In addition, the plan shall be amended to identify any new contractor and/or subcontractor that will implement a measure of the storm water pollution prevention plan. Amendments to the plan may be reviewed by the Agency in the same manner as Part IV.B above. Any revisions of the documents for the storm water pollution prevention plan shall be kept on site at all times.

- D. **Contents of Plan.** The storm water pollution prevention plan shall include the following items:

1. **Site Description.** Each plan shall, provide a description of the following:
 - a. A description of the nature of the construction activity or demolition work;

- b. A description of the intended sequence of major activities which disturb soils for major portions of the site (e.g. clearing, grubbing, excavation, grading);
 - c. An estimate of the total area of the site and the total area of the site that is expected to be disturbed by excavation, grading, or other activities;
 - d. An estimate of the runoff coefficient of the site after construction activities are completed and existing data describing the soil or the quality of any discharge from the site;
 - e. A site map indicating drainage patterns and approximate slopes anticipated before and after major grading activities, locations where vehicles enter or exit the site and controls to prevent offsite sediment tracking, areas of soil disturbance, the location of major structural and nonstructural controls identified in the plan, the location of areas where stabilization practices are expected to occur, surface waters (including wetlands), and locations where storm water is discharged to a surface water; and
 - f. The name of the receiving water(s) and the ultimate receiving water(s), and areal extent of wetland acreage at the site.
2. **Controls.** Each plan shall include a description of appropriate controls that will be implemented at the construction site. The Illinois Urban Manual (<http://www.il.nrcs.usda.gov/technical/engineer/urban/index.html>) or other similar documents shall be used for developing the appropriate management practices, controls or revisions of the plan. The plan will clearly describe for each major activity identified in paragraph D.1 above, appropriate controls and the timing during the construction process that the controls will be implemented. (For example, perimeter controls for one portion of the site will be installed after the clearing and grubbing necessary for installation of the measure, but before the clearing and grubbing for the remaining portions of the site. Perimeter controls will be actively maintained until final stabilization of those portions of the site upward of the perimeter control. Temporary perimeter controls will be removed after final stabilization). The description of controls shall address as appropriate the following minimum components:
- a. **Erosion and Sediment Controls.**
 - (i) **Stabilization Practices.** A description of interim and permanent stabilization practices, including site-specific scheduling of the implementation of the practices. Site plans should ensure that existing vegetation is preserved where practicable and that disturbed portions of the site are stabilized. Stabilization practices may include: temporarily seeding, permanent seeding, mulching, geotextiles, sod stabilization, vegetative buffer strips, protection of trees, preservation of mature vegetation, staged or staggered development, and other appropriate measures. A record of the dates when major grading activities occur, when construction activities temporarily or permanently cease on a portion of the site, and when stabilization measures are initiated shall be included in the plan. Except as provided in paragraphs (A) and (B) below, stabilization measures shall be initiated as soon as practicable in portions of the site where construction activities have temporarily or permanently ceased, but in no case more than 7 days after the construction activity in that portion of the site has temporarily or permanently ceased as follows:
 - (A) Where the initiation of stabilization measures by the 7th day after construction activity temporarily or permanently ceases on a portion of the site is precluded by snow cover, stabilization measures shall be initiated as soon as practicable.
 - (B) Where construction activity will resume on a portion of the site within 14 days from when activities ceased, (e.g. the total time period that construction activity is temporarily ceased is less than 14 days) then stabilization measures do not have to be initiated on that portion of site by the 7th day after construction activity temporarily ceased.
 - (ii) **Structural Practices.** A description of structural practices utilized to divert flows from exposed soils, store flows or otherwise limit runoff and the discharge of pollutants from exposed areas of the site. Such practices may include silt fences, earth dikes, drainage swales, sediment traps, check dams, subsurface drains, pipe slope drains, level spreaders, storm drain inlet protection, rock outlet protection, reinforced soil retaining systems, gabions, and temporary or permanent sediment basins. Structural practices should be placed on upland soils to the degree practicable. The installation of these devices may be subject to Section 404 of the CWA.
 - (iii) **Best Management Practices for Impaired Waters.** For any site which discharges directly to an impaired water identified on the Agency's website for 303(d) listing for suspended solids, turbidity, or siltation the storm water pollution prevention plan shall be designed for a storm event equal to or greater than a 25-year 24-hour rainfall event. If required by federal regulations or the Illinois Environmental Protection Agency's Illinois Urban Manual, the storm water pollution prevention plan shall adhere to a more restrictive design criteria. Please refer to the Agency's website at: (<http://www.epa.state.il.us/water/tmdl/303d-list.html>)
 - b. **Storm Water Management.** A description of measures that will be installed during the construction process to control pollutants in storm water discharges that will occur after construction operations have been completed. Structural measures should be placed on upland soils to the degree attainable. The installation of these devices may be subject to Section 404 of the CWA. This permit only addresses the installation of storm water management measures, and not the ultimate operation and maintenance of such structures after the construction activities have been completed and the site has undergone final stabilization. Permittees are responsible for only the installation and maintenance of storm water management measures prior to final stabilization of the site, and are not responsible for maintenance after storm water discharges associated with industrial activity have been eliminated from the site.
 - (i) Such practices may include: storm water detention structures (including wet ponds); storm water retention structures; flow attenuation by use of open vegetated swales and natural depressions; infiltration of runoff onsite; and sequential systems (which combine several practices). The storm water pollution prevention plan shall include an explanation of the technical basis used to select the practices to control pollution where flows exceed predevelopment levels.
 - (ii) Velocity dissipation devices shall be placed at discharge locations and along the length of any outfall channel as necessary to provide a non-erosive velocity flow from the structure to a water course so that the natural physical and biological characteristics and functions are

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maintained and protected (e.g. maintenance of hydrologic conditions, such as the hydroperiod and hydrodynamics present prior to the initiation of construction activities).

- (iii) Unless otherwise specified in the Illinois Environmental Protection Agency's Illinois Urban Manual, the storm water pollution prevention plan shall be designed for a storm event equal to or greater than a 25-year 24-hour rainfall event.

c. **Other Controls.**

- (i) **Waste Disposal.** No solid materials, including building materials, shall be discharged to Waters of the State, except as authorized by a Section 404 permit.
- (ii) The plan shall ensure and demonstrate compliance with applicable State and/or local waste disposal, sanitary sewer or septic system regulations.
- (iii) For construction sites that receive concrete or asphalt from off site locations, the plan must identify and include appropriate controls and measures to reduce or eliminate these discharges.

d. **Approved State or Local Plans.**

- (i) The management practices, controls and other provisions contained in the storm water pollution prevention plan must be at least as protective as the requirements contained in Illinois Environmental Protection Agency's Illinois Urban Manual, 2002. Facilities which discharge storm water associated with construction site activities must include in their storm water pollution prevention plan procedures and requirements specified in applicable sediment and erosion site plans or storm water management plans approved by local officials. Requirements specified in sediment and erosion site plans or site permits or storm water management site plans or site permits approved by local officials that are applicable to protecting surface water resources are, upon submittal of an NOI to be authorized to discharge under this permit, incorporated by reference and are enforceable under this permit. The plans shall include all requirements of this permit and include more stringent standards required by any local approval. This provision does not apply to provisions of master plans, comprehensive plans, non-enforceable guidelines or technical guidance documents that are not identified in a specific plan or permit that is issued for the construction site.
- (ii) Dischargers seeking alternative permit requirements are not authorized by this permit and shall submit an individual permit application in accordance with 40 CFR 122.26 at the address indicated in Part II.D (Where to Submit) of this permit, along with a description of why requirements in approved local plans or permits should not be applicable as a condition of an NPDES permit.

- 3. **Maintenance.** The plan shall include a description of procedures to maintain in good and effective operating conditions vegetation, erosion and sediment control measures and other protective measures identified in the site plan.

- 4. **Inspections.** Qualified personnel (provided by the permittee) shall inspect disturbed areas of the construction site that have not been finally stabilized, structural control measures, and locations where vehicles enter or exit the site at least once every seven calendar days and within 24 hours of the end of a storm that is 0.5 inches or greater or equivalent snowfall. Qualified personnel means a person knowledgeable in the principles and practices of erosion and sediment controls measures, such as a licensed Professional Engineer (P.E.), a Certified Professional in Erosion and Sediment Control (CPESC), a Certified Erosion Sediment and Storm Water Inspector (CESSWI) or other knowledgeable person who possesses the skills to assess conditions at the construction site that could impact storm water quality and to assess the effectiveness of any sediment and erosion control measures selected to control the quality of storm water discharges from the construction activities.

- a. Disturbed areas and areas used for storage of materials that are exposed to precipitation shall be inspected for evidence of, or the potential for, pollutants entering the drainage system. Erosion and sediment control measures identified in the plan shall be observed to ensure that they are operating correctly. Where discharge locations or points are accessible, they shall be inspected to ascertain whether erosion control measures are effective in preventing significant impacts to receiving waters. Locations where vehicles enter or exit the site shall be inspected for evidence of offsite sediment tracking.
- b. Based on the results of the inspection, the description of potential pollutant sources identified in the plan in accordance with Part IV.D.1 (Site Description) of this permit and pollution prevention measures identified in the plan in accordance with Part IV.D.2 (Controls) of this permit shall be revised as appropriate as soon as practicable after such inspection. Such modifications shall provide for timely implementation of any changes to the plan within 7 calendar days following the inspection.
- c. A report summarizing the scope of the inspection, name(s) and qualifications of personnel making the inspection, the date(s) of the inspection, major observations relating to the implementation of the storm water pollution prevention plan, and actions taken in accordance with paragraph b above shall be made and retained as part of the storm water pollution prevention plan for at least three years from the date that the permit coverage expires or is terminated. All inspection reports shall be retained at the construction site. The report shall be signed in accordance with Part VI.G (Signatory Requirements) of this permit.
- d. The permittee shall notify the appropriate Agency Field Operations Section office by email at: epa.swnoncomp@illinois.gov, telephone or fax within 24 hours of any incidence of noncompliance for any violation of the storm water pollution prevention plan observed during any inspection conducted, or for violations of any condition of this permit. The permittee shall complete and submit within 5 days an "Incidence of Noncompliance" (ION) report for any violation of the storm water pollution prevention plan observed during any inspection conducted, or for violations of any condition of this permit. Submission shall be on forms provided by the Agency and include specific information on the cause of noncompliance, actions which were taken to prevent any further causes of noncompliance, and a statement detailing any environmental impact which may have resulted from the noncompliance.
- e. All reports of noncompliance shall be signed by a responsible authority as defined in Part VI.G (Signatory Requirements).

- f. After the initial contact has been made with the appropriate Agency Field Operations Section Office, all reports of noncompliance shall be mailed to the Agency at the following address:

Illinois Environmental Protection Agency
Division of Water Pollution Control
Compliance Assurance Section
1021 North Grand Avenue East
Post Office Box 19276
Springfield, Illinois 62794-9276

5. **Non-Storm Water Discharges.** Except for flows from fire fighting activities, sources of non-storm water listed in Part III.A.2 of this permit that are combined with storm water discharges associated with industrial activity must be identified in the plan. The plan shall identify and insure the implementation of appropriate pollution prevention measures for the non-storm water component(s) of the discharge.
- E. **Additional requirements for storm water discharges from industrial activities other than construction, including dedicated asphalt plants, and dedicated concrete plants.** This permit may only authorize any storm water discharge associated with industrial activity from a construction site that is mixed with a storm water discharge from an industrial source other than construction, where:

1. The industrial source other than construction is located on the same site as the construction activity;
2. Storm water discharges associated with industrial activity from the areas of the site where construction activities are occurring are in compliance with the terms of this permit; and
3. Storm water discharges associated with industrial activity from the areas of the site where industrial activity other than construction are occurring (including storm water discharges from dedicated asphalt plants (other than asphalt emulsion facilities) and dedicated concrete plants) are in compliance with the terms, including applicable NOI or application requirements, of a different NPDES general permit or individual permit authorizing such discharges.

F. **Contractors.**

1. The storm water pollution prevention plan must clearly identify for each measure identified in the plan, the contractor(s) or subcontractor(s) that will implement the measure. All contractors and subcontractors identified in the plan must sign a copy of the certification statement in paragraph 2 below in accordance with Part VI.G (Signatory Requirements) of this permit. All certifications must be included in the storm water pollution prevention plan except for owners that are acting as contractors.
2. **Certification Statement.** All contractors and subcontractors identified in a storm water pollution prevention plan in accordance with paragraph 1 above shall sign a copy of the following certification statement before conducting any professional service at the site identified in the storm water pollution prevention plan:

"I certify under penalty of law that I understand the terms and conditions of the general National Pollutant Discharge Elimination System (NPDES) permit (ILR10) that authorizes the storm water discharges associated with industrial activity from the construction site identified as part of this certification."

The certification must include the name and title of the person providing the signature in accordance with Part VI.G of this permit: the name, address and telephone number of the contracting firm; the address (or other identifying description) of the site; and the date the certification is made.

Part V. RETENTION OF RECORDS

- A. The permittee shall retain copies of storm water pollution prevention plans and all reports and notices required by this permit, and records of all data used to complete the Notice of Intent to be covered by this permit, for a period of at least three years from the date that the permit coverage expires or is terminated. This period may be extended by request of the Agency at any time.
- B. The permittee shall retain a copy of the storm water pollution prevention plan and any revisions to said plan required by this permit at the construction site from the date of project initiation to the date of final stabilization.

Part VI. STANDARD PERMIT CONDITIONS

- A. **Duty to Comply.** The permittee must comply with all conditions of this permit. Any permit noncompliance constitutes a violation of the Illinois Environmental Protection Act and the CWA and is grounds for enforcement action; for permit termination, revocation and reissuance, or modification; or for denial of a permit renewal application.
- B. **Continuation of the Expired General Permit.** This permit expires five years from the date of issuance. An expired general permit continues in force and effect until a new general permit or an individual permit is issued. Only those facilities authorized to discharge under the expiring general permit are covered by the continued permit.
- C. **Need to halt or reduce activity not a defense.** It shall not be a defense for a permittee in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this permit.
- D. **Duty to Mitigate.** The permittee shall take all reasonable steps to minimize or prevent any discharge in violation of this permit which has a reasonable likelihood of adversely affecting human health or the environment.

- E. **Duty to Provide Information.** The permittee shall furnish within a reasonable time to the Agency or local agency approving sediment and erosion control plans, grading plans, or storm water management plans; or in the case of a storm water discharge associated with industrial activity which discharges through a municipal separate storm sewer system with an NPDES permit, to the municipal operator of the system, any information which is requested to determine compliance with this permit. Upon request, the permittee shall also furnish to the Agency or local agency approving sediment and erosion control plans, grading plans, or storm water management plans; or in the case of a storm water discharge associated with industrial activity which discharges through a municipal separate storm sewer system with an NPDES permit, to the municipal operator of the system, copies of all records required to be kept by this permit.
- F. **Other Information.** When the permittee becomes aware that he or she failed to submit any relevant facts or submitted incorrect information in the Notice of Intent or in any other report to the Agency, he or she shall promptly submit such facts or information.
- G. **Signatory Requirements.** All Notices of Intent, storm water pollution prevention plans, reports, certifications or information either submitted to the Agency or the operator of a large or medium municipal separate storm sewer system, or that this permit requires be maintained by the permittee, shall be signed.
1. All Notices of Intent shall be signed as follows:
 - a. For a corporation: by a responsible corporate officer. For the purpose of this section, a responsible corporate officer means: (1) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or (2) any person authorized to sign documents that has been assigned or delegated said authority in accordance with corporate procedures;
 - b. For a partnership or sole proprietorship: by a general partner or the proprietor, respectively; or
 - c. For a municipality, State, Federal, or other public agency: by either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a Federal agency includes (1) the chief executive officer of the agency, or (2) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency.
 2. All reports required by the permit and other information requested by the Agency shall be signed by a person described above or by a duly authorized representative of that person. A person is a duly authorized representative only if:
 - a. The authorization is made in writing by a person described above and submitted to the Agency.
 - b. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity, such as the position of manager, operator, superintendent, or position of equivalent responsibility or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may thus be either a named individual or any individual occupying a named position).
 - c. **Changes to Authorization.** If an authorization under Part I.C (Authorization) is no longer accurate because a different individual or position has responsibility for the overall operation of the construction site, a new authorization satisfying the requirements of Part I.C must be submitted to the Agency prior to or together with any reports, information, or applications to be signed by an authorized representative.
 - d. **Certification.** Any person signing documents under this Part shall make the following certification:

"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 gathered and evaluated 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 the possibility of fine and imprisonment for knowing violations."
- H. **Penalties for Falsification of Reports.** Section 309(c)(4) of the Clean Water Act provides that any person who knowingly makes any false material statement, representation, or certification in any record or other document submitted or required to be maintained under this permit, including reports of compliance or noncompliance shall, upon conviction, be punished by a fine of not more than \$10,000, or by imprisonment for not more than 2 years, or by both. Section 44(j)(4) and (5) of the Environmental Protection Act provides that any person who knowingly makes any false statement, representation, or certification in an application form, or form pertaining to a NPDES permit commits a Class A misdemeanor, and in addition to any other penalties provided by law is subject to a fine not to exceed \$10,000 for each day of violation.
- I. **Penalties for Falsification of Monitoring Systems.** The CWA provides that any person who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required to be maintained under this permit shall, upon conviction, be punished by fines and imprisonment described in Section 309 of the CWA. The Environmental Protection Act provides that any person who knowingly renders inaccurate any monitoring device or record required in connection with any NPDES permit or with any discharge which is subject to the provisions of subsection (f) of Section 12 of the Act commits a Class A misdemeanor, and in addition to any other penalties provided by law is subject to a fine not to exceed \$10,000 for each day of violation.
- J. **Oil and Hazardous Substance Liability.** Nothing in this permit shall be construed to preclude the institution of any legal action or relieve the permittee from any responsibilities, liabilities, or penalties to which the permittee is or may be subject under section 311 of the CWA.
- K. **Property Rights.** The issuance of this permit does not convey any property rights of any sort, nor any exclusive privileges, nor does it authorize any injury to private property nor any invasion of personal rights, nor any infringement of Federal, State or local laws or regulations.
- L. **Severability.** The provisions of this permit are severable, and if any provision of this permit, or the application of any provision of this permit to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this permit shall not be affected thereby.

M. **Transfers.** This permit is not transferable to any person except after notice to the Agency. The Agency may require the discharger to apply for and obtain an individual NPDES permit as stated in Part I.C (Authorization).

N. **Requiring an Individual Permit or an Alternative General Permit.**

1. The Agency may require any person authorized by this permit to apply for and/or obtain either an individual NPDES permit or an alternative NPDES general permit. Any interested person may petition the Agency to take action under this paragraph. Where the Agency requires a discharger authorized to discharge under this permit to apply for an individual NPDES permit, the Agency shall notify the discharger in writing that a permit application is required. This notification shall include a brief statement of the reasons for this decision, an application form, a statement setting a deadline for the discharger to file the application, and a statement that on the effective date of the individual NPDES permit or the alternative general permit as it applies to the individual permittee, coverage under this general permit shall automatically terminate. Applications shall be submitted to the Agency indicated in Part II.D (Where to Submit) of this permit. The Agency may grant additional time to submit the application upon request of the applicant. If a discharger fails to submit in a timely manner an individual NPDES permit application as required by the Agency under this paragraph, then the applicability of this permit to the individual NPDES permittee is automatically terminated at the end of the day specified by the Agency for application submittal. The Agency may require an individual NPDES permit based on:
 - a. information received which indicates the receiving water may be of particular biological significance pursuant to 35 Ill. Adm. Code 302.105(d)(6);
 - b. whether the receiving waters are impaired waters for suspended solids, turbidity or siltation as identified by the Agency's 303(d) listing;
 - c. size of construction site, proximity of site to the receiving stream, etc.

The Agency may also require monitoring of any storm water discharge from any site to determine whether an individual permit is required.

2. Any discharger authorized by this permit may request to be excluded from the coverage of this permit by applying for an individual permit. In such cases, the permittee shall submit an individual application in accordance with the requirements of 40 CFR 122.26(c)(1)(ii), with reasons supporting the request, to the Agency at the address indicated in Part II.D (Where to Submit) of this permit. The request may be granted by issuance of any individual permit or an alternative general permit if the reasons cited by the permittee are adequate to support the request.
3. When an individual NPDES permit is issued to a discharger otherwise subject to this permit, or the discharger is authorized to discharge under an alternative NPDES general permit, the applicability of this permit to the individual NPDES permittee is automatically terminated on the effective date of the individual permit or the date of authorization of coverage under the alternative general permit, whichever the case may be. When an individual NPDES permit is denied to a discharger otherwise subject to this permit, or the discharger is denied for coverage under an alternative NPDES general permit, the applicability of this permit to the individual NPDES permittee remains in effect, unless otherwise specified by the Agency.

O. **State/Environmental Laws.** No condition of this permit shall release the permittee from any responsibility or requirements under other environmental statutes or regulations.

P. **Proper Operation and Maintenance.** The permittee shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by the permittee to achieve compliance with the conditions of this permit and with the requirements of storm water pollution prevention plans. Proper operation and maintenance also includes adequate laboratory controls and appropriate quality assurance procedures. Proper operation and maintenance requires the operation of backup or auxiliary facilities or similar systems, installed by a permittee only when necessary to achieve compliance with the conditions of the permit.

Q. **Inspection and Entry.** The permittee shall allow the IEPA, or an authorized representative upon presentation of credentials and other documents as may be required by law, to:

1. Enter upon the permittee's premises where a regulated facility or activity is located or conducted, or where records must be kept under the conditions of this permit;
2. Have access to and copy at reasonable times, any records that must be kept under the conditions of this permit;
3. Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under this permit; and
4. Sample or monitor at reasonable times, for the purposes of assuring permit compliance or as otherwise authorized by the Clean Water Act, any substances or parameters at any location.

R. **Permit Actions.** This permit may be modified, revoked and reissued, or terminated for cause. The filing of a request by the permittee for a permit modification, revocation and reissuance, or termination, or a notification of planned changes or anticipated noncompliance does not stay any permit condition.

Part VII. REOPENER CLAUSE

A. If there is evidence indicating potential or realized impacts on water quality due to any storm water discharge associated with industrial activity covered by this permit, the discharger may be required to obtain an individual permit or an alternative general permit in accordance with Part I.C (Authorization) of this permit or the permit may be modified to include different limitations and/or requirements.

B. Permit modification or revocation will be conducted according to provisions of 35 Ill. Adm. Code, Subtitle C, Chapter I and the provisions of 40 CFR 122.62, 122.63, 122.64 and 124.5 and any other applicable public participation procedures.

C. The Agency will reopen and modify this permit under the following circumstances:

1. the U.S. EPA amends its regulations concerning public participation;
2. a court of competent jurisdiction binding in the State of Illinois or the 7th Circuit Court of Appeals issues an order necessitating a modification of public participation for general permits; or
3. to incorporate federally required modifications to the substantive requirements of this permit.

Part VIII. DEFINITIONS

"Agency" means the Illinois Environmental Protection Agency.

"Best Management Practices" ("BMPs") means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters of the United States. BMPs also include treatment requirements, operating procedures, and practices to control construction site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

"Commencement of Construction or Demolition Activities" The initial disturbance of soils associated with clearing, grading, or excavating activities or other construction or demolition activities.

"CWA" means Clean Water Act (formerly referred to as the Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972) Pub. L. 92-500, as amended Pub. L. 95-217, Pub. L. 95-576, Pub. L. (96-483 and Pub. L. 97-117, 33 U.S.C. 1251 et seq.).

"Dedicated portable asphalt plant" A portable asphalt plant that is located on or contiguous to a construction site and that provides asphalt only to the construction site that the plant is located on or adjacent to. The term dedicated portable asphalt plant does not include facilities that are subject to the asphalt emulsion effluent limitation guideline at 40 CFR 443.

"Dedicated portable concrete plant" A portable concrete plant that is located on or contiguous to a construction site and that provides concrete only to the construction site that the plant is located on or adjacent to.

"Dedicated sand or gravel operation" An operation that produces sand and/or gravel for a single construction project.

"Director" means the Director of the Illinois Environmental Protection Agency or an authorized representative.

"Final Stabilization" means that all soil disturbing activities at the site have been completed, and either of the two following conditions are met:

- (i) A uniform (e.g., evenly distributed, without large bare areas) perennial vegetative cover with a density of 70 percent of the native background vegetative cover for the area has been established on all unpaved areas and areas not covered by permanent structures, or
- (ii) Equivalent permanent stabilization measures (such as the use of riprap, gabions, or geotextiles) have been employed.

For individual lots in residential construction, final stabilization means that either:

- (i) The homebuilder has completed final stabilization as specified above, or
- (ii) The homebuilder has established temporary stabilization including perimeter controls for an individual lot prior to occupation of the home by the homeowner and informing the homeowner of the need for, and benefits of, final stabilization.

"Large and Medium municipal separate storm sewer system" means all municipal separate storm sewers that are either:

- (i) Located in an incorporated place (city) with a population of 100,000 or more as determined by the latest Decennial Census by the Bureau of Census (these cities are listed in Appendices F and G of 40 CFR Part 122); or
- (ii) Located in the counties with unincorporated urbanized populations of 100,000 or more, except municipal separate storm sewers that are located in the incorporated places, townships or towns within such counties (these counties are listed in Appendices H and I of 40 CFR Part 122); or
- (iii) Owned or operated by a municipality other than those described in paragraph (i) or (ii) and that are designated by the Director as part of the large or medium municipal separate storm sewer system.

"NOI" means notice of intent to be covered by this permit (see Part II of this permit.)

"Point Source" means any discernible, confined, and discrete conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, landfill leachate collection system, vessel or other floating craft from which pollutants are or may be discharges. This term does not include return flows from irrigated agriculture or agricultural storm water runoff.

"Runoff coefficient" means the fraction of total rainfall that will appear at the conveyance as runoff.

"Storm Water" means storm water runoff, snow melt runoff, and surface runoff and drainage.

"Storm Water Associated with Industrial Activity" means the discharge from any conveyance which is used for collecting and conveying storm water and which is directly related to manufacturing, processing or raw materials storage areas at an industrial plant. The term does not include discharges from facilities or activities excluded from the NPDES program. For the categories of industries identified in subparagraphs (i) through (x) of this subsection, the term includes, but is not limited to, storm water discharges from industrial plant yards; immediate access roads and rail lines used or traveled by carriers of raw materials, manufactured products, waste material, or by-products used or created by the facility; material handling sites; refuse sites; sites used for the application or disposal of process waste waters (as defined at 40 CFR 401); sites used for the storage and maintenance of material handling equipment; sites used for residual treatment, storage, or disposal; shipping and receiving areas; manufacturing buildings; storage areas (including tank farms) for raw materials, and intermediate and finished products; and areas where industrial activity has taken place in the past and significant materials remain and are exposed to storm water. For the categories of industries identified in subparagraph (xi), the term includes only storm water discharges from all areas listed in the previous sentence (except access roads) where material handling equipment or activities, raw materials, intermediate products, final products, waste materials, by-products, or industrial machinery are exposed to storm water. For the purposes of this paragraph, material handling activities include the storage, loading and unloading, transportation, or conveyance of any raw material, intermediate product, finished product, by-product or waste product. The term excludes areas located on plant lands separate from the plant's industrial activities, such as office buildings and accompanying parking lots as long as the drainage from the excluded areas is not mixed with storm water drained from the above described areas. Industrial facilities (including industrial facilities that are Federally or municipally owned or operated that meet the description of the facilities listed in this paragraph (i)-(xi)) include those facilities designated under 40 CFR 122.26(a)(1)(v). The following categories of facilities are considered to be engaging in "industrial activity" for purposes of this subsection:

- (i) Facilities subject to storm water effluent limitations guidelines, new source performance standards, or toxic pollutant effluent standards under 40 CFR Subchapter N (except facilities with toxic pollutant effluent standards which are exempted under category (xi) of this paragraph);
- (ii) Facilities classified as Standard Industrial Classifications 24 (except 2434), 26 (except 265 and 267), 28, 29, 311, 32, 33, 3441, 373;
- (iii) Facilities classified as Standard Industrial Classifications 10 through 14 (mineral industry) including active or inactive mining operations (except for areas of coal mining operations meeting the definition of a reclamation area under 40 CFR 434.11(l)) and oil and gas exploration, production, processing, or treatment operations, or transmission facilities that discharge storm water contaminated by contact with or that has come into contact with, any overburden, raw material, intermediate products, finished products, byproducts or waste products located on the site of such operations; inactive mining operations are mining sites that are not being actively mined, but which have an identifiable owner/operator;
- (iv) Hazardous waste treatment, storage, or disposal facilities, including those that are operating under interim status or a permit under Subtitle C of RCRA;
- (v) Landfills, land application sites, and open dumps that have received any industrial wastes (waste that is received from any of the facilities described under this subsection) including those that are subject to regulation under Subtitle D of RCRA;
- (vi) Facilities involved in the recycling of materials, including metal scrapyards, battery reclaimers, salvage yards, and automobile junkyards, including but limited to those classified as Standard Industrial Classification 5015 and 5093;
- (vii) Steam electric power generating facilities, including coal handling sites;
- (viii) Transportation facilities classified as Standard Industrial Classifications 40, 41, 42, 44, and 45 which have vehicle maintenance shops, equipment cleaning operations, or airport deicing operations. Only those portions of the facility that are either involved in vehicle maintenance (including vehicle rehabilitation, mechanical repairs, painting, fueling, and lubrication), equipment cleaning operations, airport deicing operations, or which are otherwise identified under subparagraphs (i)-(vii) or (ix)-(xi) of this subsection are associated with industrial activity;
- (ix) Treatment works treating domestic sewage or any other sewage sludge or wastewater treatment device or system, used in the storage treatment, recycling, and reclamation of municipal or domestic sewage, including land dedicated to the disposal of sewage sludge that are located within the confines of the facility, with a design flow of 1.0 mgd or more, or required to have an approved pretreatment program under 40 CFR 403. Not included are farm lands, domestic gardens or lands used for sludge management where sludge is beneficially reused and which are not physically located in the confines of the facility, or areas that are in compliance with 40 CFR 503;
- (x) Construction activity including clearing, grading and excavation activities except: operations that result in the disturbance of less than one acre of total land area which are not part of a larger common plan of development or sale unless otherwise designated by the Agency pursuant to Part I.B.1.
- (xi) Facilities under Standard Industrial Classifications 20, 21, 22, 23, 2434, 25, 265, 267, 27, 283, 31 (except 311), 34 (except 3441), 35, 36, 37 (except 373), 38, 39, 4221-25, (and which are not otherwise included within categories (i)-(x)).

"Waters" mean all accumulations of water, surface and underground, natural, and artificial, public and private, or parts thereof, which are wholly or partially within, flow through, or border upon the State of Illinois, except that sewers and treatment works are not included except as specially mentioned; provided, that nothing herein contained shall authorize the use of natural or otherwise protected waters as sewers or treatment works except that in-stream aeration under Agency permit is allowable.

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:	February 29, 2008	Issue Date:	December 20, 2002
		Effective Date:	March 1, 2003

Discharges authorized by this General Permit: 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 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.

This general permit regulates only storm water discharges. Other discharges such as process wastewater or cooling water shall be regulated by other NPDES permits.

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.

Thomas G. McSwiggin, P.E.
Manager, Permit Section
Division of Water Pollution Control

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PART I. COVERAGE UNDER THIS PERMIT

A. Permit Area

This permit covers all areas of the State of Illinois.

B. Eligibility

1. This permit authorizes discharges of storm water from small municipal separate storm sewer systems (MS4s) as defined in 40 CFR 122.26(b)(16) as designated for permit authorization pursuant to 40 CFR 122.32.
2. This permit authorizes the following non-storm water discharges provided they have been determined not to be substantial contributors of pollutants to a particular small MS4 applying for coverage under this permit:

- water line and fire hydrant flushing,
- landscape irrigation water,
- rising ground waters,
- ground water infiltration,
- pumped ground water,
- discharges from potable water sources,
- foundation drains,
- air conditioning condensate,
- irrigation water, (except for wastewater irrigation),
- springs,
- water from crawl space pumps,
- footing drains,
- storm sewer cleaning water,
- water from individual residential car washing,
- routine external building washdown which does not use detergents,
- flows from riparian habitats and wetlands,
- dechlorinated pH neutral swimming pool discharges,
- residual street wash water,
- discharges or flows from fire fighting activities
- dechlorinated water reservoir discharges, and
- pavement washwaters where spills or leaks of toxic or hazardous materials have not occurred (unless all spilled material has been removed).

3. Any municipality covered by this general permit is also granted automatic coverage under Permit No. ILR10 for the discharge of storm water associated with construction site activities for municipal construction projects disturbing one acre or more. The permittee shall comply with all the requirements of Permit ILR10 for all such construction projects.

C. Limitations on Coverage

The following discharges are not authorized by this permit:

1. Storm water discharges that are mixed with non-storm water or storm water associated with industrial activity unless such discharges are:
 - a. in compliance with a separate NPDES permit, or
 - b. identified by and in compliance with Part I.B.2 of this permit.

- 2. Storm water discharges that the Agency determines are not appropriately covered by this general permit.

D. Obtaining Authorization

In order for storm water discharges from small municipal separate storm sewer systems to be authorized to discharge under this general permit, a discharger must:

- 1. Submit a Notice of Intent (NOI) in accordance with the requirements of Part II using an NOI form provided by the Agency (or a photocopy thereof) or the appropriate U.S. EPA NOI form.
- 2. Where the operator changes, or where a new operator is added after the submittal of an NOI under Part II, a new NOI must be submitted in accordance with Part II within 30 days of the change.
- 3. Unless notified by the Agency to the contrary, dischargers who submit an NOI in accordance with the requirements of this permit are authorized to discharge storm water from small municipal separate storm sewer systems under the terms and conditions of this permit 30 days after the date that the NOI is received. The Agency may deny coverage under this permit and require submittal of an application for an individual NPDES permit based on a review of the NOI or other information.

PART II. NOTICE OF INTENT REQUIREMENTS

A. Deadlines for Notification

- 1. If you are an operator of a regulated small municipal separate storm sewer system designated under § 122.32(a)(1), you must apply for coverage under an NPDES permit, or apply for a modification of an existing NPDES permit by March 10, 2003.
- 2. If you are an operator of a regulated small municipal separate storm sewer system designated under § 122.32(a)(2), you must apply for coverage under an NPDES permit, or apply for a modification of an existing NPDES permit within 180 days of notice, from the Agency or by a later date as specified by the Agency.
- 3. Submitting a late NOI. You are not prohibited from submitting an NOI after the dates provided in Part II.A.1 and II.A.2. If a late NOI is submitted, your authorization is only for discharges that occur after permit coverage is granted. The Agency reserves the right to take appropriate enforcement actions for any unpermitted discharges.

B. Contents of Notice of Intent

Dischargers seeking coverage under this permit shall submit either the Illinois MS4 NOI form or the U.S. EPA MS4 NOI form. The Notice(s) of Intent shall be signed in accordance with Standard Condition 11 of this permit and shall include the following information:

- 1. The street address, county, and the latitude and longitude of the municipal office for which the notification is submitted;
- 2. The name, address, and telephone number of the operator(s) filing the NOI for permit coverage;
- 3. The name of the receiving water(s); and
- 4. The following shall be provided as an attachment to the NOI:
 - a. the best management practices (BMPs) to be implemented and the measurable goals for each of the storm water minimum control measures in paragraph IV. B. of this permit designed to reduce the discharge of pollutants to the maximum extent practicable;
 - b. the month and year in which you will start and fully implement each of the minimum control measures or indicate the frequency of the action;
 - c. the person or persons responsible for implementing or coordinating your storm water management program; and
 - d. identification of a local qualifying program if any.

C. The required information shall be submitted to the following address:

Illinois Environmental Protection Agency
 Division of Water Pollution Control
 Permit Section
 Post Office Box 19276
 Springfield, Illinois 62794-9276

D. Shared Responsibilities

You may partner with other MS4s to develop and implement your storm water management program. You may also jointly submit an NOI with one or more MS4s. Each MS4 must fill out the NOI form. The description of your storm water management program must clearly describe which permittees are responsible for implementing each of the control measures.

PART III. SPECIAL CONDITIONS

- A. Your discharges, alone or in combination with other sources, shall not cause or contribute to a violation of any applicable water quality standard outlined in 35 Ill. Adm. Code 302.
- B. If there is evidence indicating that the storm water discharges authorized by this permit cause, or have the reasonable potential to cause or contribute to a violation of water quality standard, you may be required to obtain an individual permit or an alternative general permit or the permit may be modified to include different limitations and/or requirements.
- C. If a total maximum daily load (TMDL) allocation or watershed management plan is approved for any waterbody into which you discharge, you must review your storm water management program to determine whether the TMDL or watershed management plan includes requirements for control of storm water discharges. If you are not meeting the TMDL allocations, you must modify your storm water management program to implement the TMDL or watershed management plan within eighteen months of notification by the Agency of the TMDL's approval. Where a TMDL or watershed management plan is approved, you must:
1. Determine whether the approved TMDL is for a pollutant likely to be found in storm water discharges from your MS4.
 2. Determine whether the TMDL includes a pollutant wasteload allocation (WLA) or other performance requirements specifically for storm water discharge from your MS4.
 3. Determine whether the TMDL addresses a flow regime likely to occur during periods of storm water discharge.
 4. After the determinations above have been made and if it is found that your MS4 must implement specific WLA provisions of the TMDL, assess whether the WLAs are being met through implementation of existing storm water control measures or if additional control measures are necessary.
 5. Document all control measures currently being implemented or planned to be implemented. Also include a schedule of implementation for all planned controls. Document the calculations or other evidence that shows that the WLA will be met.
 6. Describe and implement a monitoring program to determine whether the storm water controls are adequate to meet the WLA.
 7. If the evaluation shows that additional or modified controls are necessary, describe the type and schedule for the control additions/revisions. Continue Paragraphs 4 above through 7 until two continuous monitoring cycles show that the WLAs are being met or that WQ standards are being met.
- D. If this permit is not reissued or replaced prior to the expiration date, it will be administratively continued in accordance with the Administrative Procedures Act and remain in force and effect. Any permittee who was granted permit coverage prior to the expiration date will automatically remain covered by the continued permit until the earlier of:
1. Reissuance or replacement of this permit, at which time you must comply with the Notice of Intent conditions of the new permit to maintain authorization to discharge; or
 2. Your submittal of a Notice of Termination; or
 3. Issuance of an individual permit for your discharges; or
 4. A formal permit decision by the Agency not to reissue this general permit at which time you must seek coverage under an alternative general permit or an individual permit.
- E. The Agency may require any person authorized to discharge by this permit to apply for and obtain either an individual NPDES permit or an alternative NPDES general permit. Any interested person may petition the Agency to take action under this paragraph. The Agency may require any owner or operator authorized to discharge under this permit to apply for an individual NPDES permit only if the owner or operator has been notified in writing that a permit application is required. This notice shall include a brief statement of the reasons for this decision, an application form, a statement setting a deadline for the owner or operator to file the application, and a statement that on the effective date of the individual NPDES permit or the alternative general permit as it applies to the individual permittee, coverage under this general permit shall automatically terminate. The Agency may grant additional time to submit the application upon request of the applicant. If an owner or operator fails to submit in a timely manner an individual NPDES permit application required by the Agency under this paragraph, then the applicability of this permit to the individual NPDES permittee is automatically terminated at the end of the day specified for application submittal.

- F. Any owner or operator authorized by this permit may request to be excluded from the coverage of this permit by applying for an individual permit. The owner or operator shall submit an individual application with reasons supporting the request, in accordance with the requirements of 40 CFR 122.28, to the Agency. The request will be granted by issuing an individual permit or an alternative general permit if the reasons cited by the owner or operator are adequate to support the request.
- G. When an individual NPDES permit is issued to an owner or operator otherwise subject to this permit, or the owner or operator is approved for coverage under an alternative NPDES general permit, the applicability of this permit to the individual NPDES permittee is automatically terminated on the issue date of the individual permit or the date of approval for coverage under the alternative general permit, whichever the case may be.
- H. When an individual NPDES permit is denied to an owner or operator otherwise subject to this permit, or the owner or operator is denied coverage under an alternative NPDES general permit the applicability of this permit to the individual NPDES permitted is automatically terminated on the date of such denial, unless otherwise specified by the Agency.

PART IV. STORM WATER MANAGEMENT PROGRAMS

A. Requirements

You must develop, implement, and enforce a storm water management program designed to reduce the discharge of pollutants from your small municipal separate storm sewer system to the maximum extent practicable (MEP), to protect water quality, and to satisfy the appropriate water quality requirements of the Illinois Pollution Control Board Rules and Regulations (35 Ill. Adm. Code, Subtitle C, Chapter 1) and the Clean Water Act. Your storm water management program must include the minimum control measures described in section B of this Part. You must develop and implement your program by five years from your coverage date under this permit.

B. Minimum Control Measures

The 6 minimum control measures to be included in your storm water management program are:

1. Public education and outreach on storm water impacts

You must:

- a. implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of storm water discharges on water bodies and the steps that the public can take to reduce pollutants in storm water runoff; and
- b. define appropriate BMPs for this minimum control measure and measurable goals for each BMP. These measurable goals must ensure the reduction of all of the pollutants of concern in your storm water discharges to the maximum extent practicable.

2. Public Involvement/Participation

You must:

- a. at a minimum, comply with State and local public notice requirements when implementing a public involvement/participation program; and
- b. define appropriate BMPs for this minimum control measure and measurable goals for each BMP, which must ensure the reduction of all of the pollutants of concern in your storm water discharges to the maximum extent practicable.

3. Illicit discharge detection and elimination

You must:

- a. develop, implement and enforce a program to detect and eliminate illicit discharges into your small MS4;
- b. develop, if not already completed, a storm sewer system map, showing the location of all outfalls and the names and location of all waters that receive discharges from those outfalls;
- c. to the extent allowable under state or local law, effectively prohibit, through ordinance, or other regulatory mechanism, non-storm water discharges into your storm sewer system and implement appropriate enforcement procedures and actions;
- d. develop, implement, and adequately fund a plan to detect and address non-storm water discharges, including illegal dumping, to your system;
- e. inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste;

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- f. address the categories of non-storm water discharges listed in Section I.B.2 only if you identify them as significant contributor of pollutants to your small MS4 (discharges or flows from the fire fighting activities are excluded from the effective prohibition against non-storm water and need only be addressed where they are identified as significant sources of pollutants to waters of the United States); and
 - g. define appropriate BMPs for this minimum control measure and measurable goals for each BMP. These measurable goals must ensure the reduction of all of the pollutants of concern in your storm water discharges to the maximum extent practicable.
4. Construction site storm water runoff control
- You must:
- a. develop, implement, and enforce a program to reduce pollutants in any storm water runoff to your small MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. Reduction of storm water discharges from construction activity disturbing less than one acre must be included in your program if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more or has been designated by the permitting authority.
- Your program must include the development and implementation of, at a minimum:
- i. an ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions to ensure compliance, to the extent allowable under state or local law;
 - ii. requirements for construction site operators to implement appropriate erosion and sediment control best management practices;
 - iii. requirements for construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality;
 - iv. require all regulated construction sites to have a storm water pollution prevention plan that meets the requirements of Part IV of NPDES permit No. ILR10 including management practices, controls, and other provisions at least as protective as the requirements contained in the Illinois Urban Manual, 2002;
 - v. procedures for site plan review which incorporate consideration of potential water quality impacts and review of individual pre-construction site plans to ensure consistency with local sediment and erosion control requirements;
 - vi. procedures for receipt and consideration of information submitted by the public; and
 - vii. procedures for site inspections and enforcement of control measures.
- b. define appropriate BMPs for this minimum control measure and measurable goals for each BMP. These measurable goals must ensure the reduction of all of the pollutants of concern in your storm water discharges to the maximum extent practicable.
5. Post-construction storm water management in new development and redevelopment
- You must:
- a. develop, implement, and enforce a program to address storm water runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale or that have been designated to protect water quality, that discharge into your small MS4. Your program must ensure that controls are in place that would protect water quality and reduce the discharge of pollutants to the maximum extent practicable;
 - b. develop and implement strategies which include a combination of structural and/or non-structural BMPs appropriate for your community that will reduce the discharge of pollutants to the maximum extent practicable;
 - c. use an ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment projects to the extent allowable under state or local law;
 - d. require all regulated construction sites to have post-construction management that meets or exceeds the requirements of Section IV (D)(2)(b) of NPDES permit No. ILR10 including management practices, controls, and other provisions at least as protective as the requirements contained in the Illinois Urban Manual, 2002;
 - e. ensure adequate long-term operation and maintenance of BMPs; and

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- f. define appropriate BMPs for this minimum control measure and measurable goals for each BMP. These measurable goals must ensure the reduction of all of the pollutants of concern in your storm water discharges to the maximum extent practicable.
6. Pollution prevention/good housekeeping for municipal operations

You must:

- a. develop and implement an operation and maintenance program that includes a training component and is designed to prevent and reduce the discharge of pollutants to the maximum extent practicable;
- b. using training materials that are available from EPA, the state of Illinois, or other organizations, your program must include employee training to prevent and reduce storm water pollution from activities such as park and open space maintenance, fleet and building maintenance, operation of storage yards, snow disposal, new construction and land disturbances, and storm water system maintenance procedures for proper disposal of street cleaning debris and catch basin material, address ways that flood management projects impact water quality, nonpoint source pollution control, and aquatic habitat; and
- c. define appropriate BMPs for this minimum control measure and measurable goals for each BMP. These measurable goals must ensure the reduction of all of the pollutants of concern in your storm water discharges to the maximum extent practicable.

C. Qualifying State, County, or Local Program

If an existing qualifying local program requires you to implement one or more of the minimum control measures of B. above, you may follow that qualifying program's requirements rather than the requirements of B. above. A qualifying local program is a local, county or state municipal storm water management program that imposes, at a minimum, the relevant requirements of Section B. Any qualifying local programs that you intend to follow shall be specified in your storm water management plan.

D. Sharing Responsibility

1. Implementation of one or more of the minimum measures may be shared with another entity, or the entity may fully take over the measure. You may rely on another entity only if:
 - a. The other entity, in fact, implements the control measure;
 - b. The particular control measure, or component of that measure is at least as stringent as the corresponding permit requirement.
 - c. The other entity agrees to implement the control measure on your behalf. Written acceptance of this obligation is expected. This obligation must be maintained as part of the description of your storm water management program. If the other entity agrees to report on the minimum measure, you must supply the other entity with the reporting requirements contained in Section V (C) of this permit. If the other entity fails to implement the control measure on your behalf, then you remain liable for any discharges due to that failure to implement.

E. Reviewing and Updating Storm Water Management Programs

1. Storm Water Management Program Review: You must do an annual review of your Storm Water Management Program in conjunction with preparation of the annual report required under Part V.(C).
2. Storm Water Management Program Update: You may change your Storm Water Management Program during the life of the permit in accordance with the following procedures:
 - a. Changes adding (but not subtracting or replacing) components, controls, or requirements to the Storm Water Management Program may be made at any time upon written notification to the Agency; and
 - b. Changes replacing an ineffective or unfeasible BMP specifically identified in the Storm Water Management Program with an alternate BMP may be requested at any time. Unless denied by the Agency, changes proposed in accordance with the criteria below shall be deemed approved and may be implemented 60 days from submittal of the request. If request is denied, the Agency will send you a written response giving a reason for the decision. Your modification requests must include the following:
 1. An analysis of why the BMP is ineffective or infeasible (including cost prohibitive);
 2. Expectations on the effectiveness of the replacement BMP; and
 3. An analysis of why the replacement BMP is expected to achieve the goals of the BMP to be replaced.
 - c. Change requests or notifications must be made in writing and signed in accordance with Standard Condition II of Attachment H.

- 3. Storm Water Management Program Updates Required by the Agency. The Agency may require changes to the Storm Water Management Program as needed to:
 - a. Address impacts on receiving water quality caused, or contributed to, by discharges from the municipal separate storm sewer system;
 - b. Include more stringent requirements necessary to comply with new federal statutory or regulatory requirements; or
 - c. Include such other conditions deemed necessary by the Agency to comply with the goals and requirements of the Clean Water Act.
 - d. Changes requested by the Agency must be made in writing, set forth the time schedule for you to develop the changes, and offer you the opportunity to propose alternative program changes to meet the objective of the requested modification. All changes required by the Permitting Authority will be made in accordance with 40 CFR 124.5, 40 CFR 122.62, or as appropriate 40 CFR 122.63.

PART V. MONITORING, RECORDKEEPING AND REPORTING

A. Monitoring

You must evaluate program compliance, the appropriateness of your identified best management practices, and progress towards achieving your identified measurable goals, which must include reducing the discharge of pollutants to the maximum extent practicable (MEP).

B. Recordkeeping

You must keep records required by this permit for at least 3 years. All records shall be kept onsite or locally available and shall be made accessible to the Agency for review at the time of an on-site inspection. You must submit your records to the Agency only when specifically asked to do so. You must make your records, including your notice of intent (NOI) and your storm water management plan, available to the public at reasonable times during regular business hours within 10 working days of its approval by the permitting authority. (You may assess a reasonable charge for copying. You may require a member of the public to provide advance notice, not to exceed seven working days.) Storm sewer maps may be withheld for security reasons.

C. Reporting

You must submit annual reports to the Agency by the first day of June for each year that this permit is in effect. The first report is due June 1, 2004. Each report shall cover the period from March of the previous year through March of the current year. Your report must include:

- 1. The status of compliance with permit conditions, an assessment of the appropriateness of your identified best management practices and progress towards achieving the statutory goal of reducing the discharge of pollutants to the MEP, and your identified measurable goals for each of the minimum control measures;
- 2. Results of information collected and analyzed, including monitoring data, if any, during the reporting period;
- 3. A summary of the storm water activities you plan to undertake during the next reporting cycle (including an implementation schedule);
- 4. A change in any identified best management practices or measurable goals that apply to the program elements; and
- 5. Notice that you are relying on another government entity to satisfy some of your permit obligations (if applicable).
- 6. Municipal storm water inspection reports shall be submitted to the following address:

Illinois Environmental Protection Agency
Division of Water Pollution Control
Compliance Assurance Section
Municipal Annual Inspection Report
1021 North Grand Avenue East
P.O. Box 19276
Springfield, Illinois 62794-9276

PART VI. DEFINITIONS AND ACRONYMS (SEE ALSO SPECIAL CONDITIONS)

All definitions contained in Section 502 of the Clean Water Act, 40 CFR 122, and 35 Ill. Adm. Code 309 shall apply to this permit and are incorporated herein by reference. For convenience, simplified explanations of some regulatory/statutory definitions have been provided, but in the event of a conflict, the definition found in the statute or regulation takes precedence.

Best Management Practices (BMPs) means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters of the state. BMPs also include treatment requirements, operating procedures, and practices to control runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

BMP is an acronym for "Best Management Practices."

CFR is an acronym for "Code of Federal Regulations."

Control Measure as used in this permit, refers to any Best Management Practice or other method used to prevent or reduce the discharge of pollutants to waters of the United States.

CWA or The Act means the Clean Water Act (formerly referred to as the Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972) Pub. L. 92-500, as amended Pub. L. 95-217, Pub. L. 95-576, Pub. L. 96-483 and Pub. L. 97-117, 33 U.S.C. 1251 et. seq.

Discharge, when used without a qualifier, refers to discharge of a pollutant as defined at 40 CFR 122.2.

Illicit Connection means any man-made conveyance connecting an illicit discharge directly to a municipal separate storm sewer.

Illicit Discharge is defined at 40 CFR 122.26(b)(2) and refers to any discharge to a municipal separate storm sewer that is not composed entirely of storm water, except discharges authorized under an NPDES permit (other than the NPDES permit for discharges from the MS4) and discharges resulting from fire fighting activities.

MEP is an acronym for "Maximum Extent Practicable," the technology-based discharge standard for Municipal Separate Storm Sewer Systems to reduce pollutants in storm water discharges that was established by CWA Section 402(p). A discussion of MEP as it applies to small MS4s is found at 40 CFR 122.34.

MS4 is an acronym for "Municipal Separate Storm Sewer System" and is used to refer to either a Large, Medium, or Small Municipal Separate Storm Sewer System (e.g. "the Dallas MS4"). The term is used to refer to either the system operated by a single entity or a group of systems within an area that are operated by multiple entities (e.g., the Houston MS4 includes MS4s operated by the city of Houston, the Texas Department of Transportation, the Harris County Flood Control District, Harris County, and others).

Municipal Separate Storm Sewer is defined at 40 CFR 122.26(b)(8) and means a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains): (i) Owned or operated by a State, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to State law) having jurisdiction over disposal of sewage, industrial wastes, storm water, or other wastes, including special districts under State law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under Section 208 of the CWA that discharges to waters of the United States; (ii) Designed or used for collecting or conveying storm water; (iii) Which is not a combined sewer; and (iv) Which is not part of a Publicly Owned Treatment Works (POTW) as defined at 40 CFR 122.2.

NOI is an acronym for "Notice of Intent" to be covered by this permit and is the mechanism used to "register" for coverage under a general permit.

NPDES is an acronym for "National Pollutant Discharge Elimination System."

Outfall is defined at 40 CFR 122.26(b)(9) and means a point source as defined by 40 CFR 122.2 at the point where a municipal separate storm sewer discharges to waters of the United States and does not include 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 and are used to convey waters of the United States.

Owner or Operator is defined at 40 CFR 122.2 and means the owner or operator of any "facility or activity" subject to regulation under the NPDES program.

Permitting Authority means the Illinois EPA.

Point Source is defined at 40 CFR 122.2 and means any discernable, confined and discrete conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, landfill leachate collection system, vessel or other floating craft from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture or agricultural storm water runoff.

Qualifying Local Program is defined at 40 CFR 122.34(c) and means a local, state, or Tribal municipal storm water management program that imposes, at a minimum, the relevant requirements of paragraph (b) of Section 122.34.

Small Municipal Separate Storm Sewer System is defined at 40 CFR 122.26(b)(16) and refers to all separate storm sewers that are owned or operated by the United States, a State [sic], city, town, borough, county, parish, district, association, or other public body (created by or pursuant to State [sic] law) having jurisdiction over disposal of sewage, industrial wastes, storm water, or other wastes, including special districts under State law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under Section 208 of the CWA that discharges to waters of the United States, but is not defined as "large" or "medium" municipal separate storm sewer system. This term includes systems similar to separate storm sewer systems in municipalities, such as systems at military bases, large hospital or prison complexes, and highways and other thoroughfares. The term does not include separate storm sewers in very discrete areas, such as individual buildings.

Storm Water is defined at 40 CFR 122.26(b)(13) and means storm water runoff, snowmelt runoff, and surface runoff and drainage.

Storm Water Management Program (SWMP) refers to a comprehensive program to manage the quality of storm water discharged from the municipal separate storm sewer system.

SWMP is an acronym for "Storm Water Management Program."

TMDL is an acronym for "Total Maximum Daily Load."

Waters (also referred to as waters of the state or receiving water) is defined at Section 301.440 of Title 35: Subtitle C: Chapter I of the Illinois Pollution Control Board Regulations and means all accumulations of water, surface and underground, natural, and artificial, public and private, or parts thereof, which are wholly or partially within, flow through, or border upon the State of Illinois, except that sewers and treatment works are not included except as specially mentioned; provided, that nothing herein contained shall authorize the use of natural or otherwise protected waters as sewers or treatment works except that in-stream aeration under Agency permit is allowable.

"You" and "Your" as used in this permit is intended to refer to the permittee, the operator, or the discharger as the context indicates and that party's responsibilities (e.g., the city, the country, the flood control district, the U.S. Air Force, etc.).

Attachment H
Standard Conditions
Definitions

Act means the Illinois Environmental Protection Act, 415 ILCS 5 as Amended.

Agency means the Illinois Environmental Protection Agency.

Board means the Illinois Pollution Control Board.

Clean Water Act (formerly referred to as the Federal Water Pollution Control Act) means Pub. L 92-500, as amended. 33 U.S.C. 1251 et seq.

NPDES (National Pollutant Discharge Elimination System) means the national program for issuing, modifying, revoking and reissuing, terminating, monitoring and enforcing permits, and imposing and enforcing pretreatment requirements, under Sections 307, 402, 318 and 405 of the Clean Water Act.

USEPA means the United States Environmental Protection Agency.

Daily Discharge means the discharge of a pollutant measured during a calendar day or any 24-hour period that reasonably represents the calendar day for purposes of sampling. For pollutants with limitations expressed in units of mass, the $A_{daily\ discharge}$ is calculated as the total mass of the pollutant discharged over the day. For pollutants with limitations expressed in other units of measurements, the $A_{daily\ discharge}$ is calculated as the average measurement of the pollutant over the day.

Maximum Daily Discharge Limitation (daily maximum) means the highest allowable daily discharge.

Average Monthly Discharge Limitation (30 day average) means the highest allowable average of daily discharges over a calendar month, calculated as the sum of all daily discharges measured during a calendar month divided by the number of daily discharges measured during that month.

Average Weekly Discharge Limitation (7 day average) means the highest allowable average of daily discharges over a calendar week, calculated as the sum of all daily discharges measured during a calendar week divided by the number of daily discharges measured during that week.

Best Management Practices (BMPs) means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters of the State. BMPs also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

Aliquot means a sample of specified volume used to make up a total composite sample.

Grab Sample means an individual sample of at least 100 milliliters collected at a randomly-selected time over a period not exceeding 15 minutes.

24 Hour Composite Sample means a combination of at least 8 sample aliquots of at least 100 milliliters, collected at periodic intervals during the operating hours of a facility over a 24-hour period.

8 Hour Composite Sample means a combination of at least 3 sample aliquots of at least 100 milliliters, collected at periodic intervals during the operating hours of a facility over an 8-hour period.

Flow Proportional Composite Sample means a combination of sample aliquots of at least 100 milliliters collected at periodic intervals such that either the time interval between each aliquot or the volume of each aliquot is proportional to either the stream flow at the time of sampling or the total stream flow since the collection of the previous aliquot.

- (1) Duty to comply. The permittee must comply with all conditions of this permit. Any permit noncompliance constitutes a violation of the Act and is grounds for enforcement action, permit termination, revocation and reissuance, modification, or for denial of a permit renewal application. The permittee shall comply with effluent standards or prohibitions established under Section 307(a) of the Clean Water Act for toxic pollutants within the time provided in the regulations that establish these standards or prohibitions, even if the permit has not yet been modified to incorporate the requirement.
- (2) Duty to reapply. If the permittee wishes to continue an activity regulated by this permit after the expiration date of this permit, the permittee must apply for and obtain a new permit. If the permittee submits a proper application as required by the Agency no later than 180 days prior to the expiration date, this permit shall continue in full force and effect until the final Agency decision on the application has been made.
- (3) Need to halt or reduce activity not a defense. It shall not be a defense for a permittee in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this permit.
- (4) Duty to mitigate. The permittee shall take all reasonable steps to minimize or prevent any discharge in violation of this permit which has a reasonable likelihood of adversely affecting human health or the environment.

- (5) Proper operation and maintenance. The permittee shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by the permittee to achieve compliance with conditions of this permit. Proper operation and maintenance includes effective performance, adequate funding, adequate operator staffing and training, and adequate laboratory and process controls, including appropriate quality assurance procedures. This provision requires the operation of back-up, or auxiliary facilities, or similar systems only when necessary to achieve compliance with the conditions of the permit
- (6) Permit actions. This permit may be modified, revoked and reissued, or terminated for cause by the Agency pursuant to 40 CFR 122.62. The filing of a request by the permittee for a permit modification, revocation and reissuance, or termination, or a notification of planned changes or anticipated noncompliance, does not stay any permit condition.
- (7) Property rights. This permit does not convey any property rights of any sort, or any exclusive privilege.
- (8) Duty to provide information. The permittee shall furnish to the Agency within a reasonable time, any information which the Agency may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this permit, or to determine compliance with the permit. The permittee shall also furnish to the Agency, upon request, copies of records required to be kept by this permit.
- (9) Inspection and entry. The permittee shall allow an authorized representative of the Agency, upon the presentation of credentials and other documents as may be required by law, to:
 - (a) Enter upon the permittee's premises where a regulated facility or activity is located or conducted, or where records must be kept under the conditions of this permit;
 - (b) Have access to and copy, at reasonable times, any records that must be kept under the conditions of this permit;
 - (c) Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under this permit; and
 - (d) Sample or monitor at reasonable times, for the purpose of assuring permit compliance, or as otherwise authorized by the Act, any substances or parameters at any location.
- (10) Monitoring and records.
 - (a) Samples and measurements taken for the purpose of monitoring shall be representative of the monitored activity.
 - (b) The permittee shall retain records of all monitoring information, including all calibration and maintenance records, and all original strip chart recordings for continuous monitoring instrumentation, copies of all reports required by this permit, and records of all data used to complete the application for this permit, for a period of at least 3 years from the date of this permit, measurement, report or application. This period may be extended by request of the Agency at any time.
 - (c) Records of monitoring information shall include:
 - (1) The date, exact place, and time of sampling or measurements;
 - (2) The individual(s) who performed the sampling or measurements;
 - (3) The date(s) analyses were performed;
 - (4) The individual(s) who performed the analyses;
 - (5) The analytical techniques or methods used; and
 - (6) The results of such analyses.
 - (d) Monitoring must be conducted according to test procedures approved under 40 CFR Part 136, unless other test procedures have been specified in this permit. Where no test procedure under 40 CFR Part 136 has been approved, the permittee must submit to the Agency a test method for approval. The permittee shall calibrate and perform maintenance procedures on all monitoring and analytical instrumentation at intervals to ensure accuracy of measurements.
- (11) Signatory requirement. All applications, reports or information submitted to the Agency shall be signed and certified.
 - (a) Application. All permit applications shall be signed as follows:
 - (1) For a corporation: by a principal executive officer of at least the level of vice president or a person or position having overall responsibility for environmental matters for the corporation;
 - (2) For a partnership or sole proprietorship: by a general partner or the proprietor, respectively; or
 - (3) For a municipality, State, Federal, or other public agency: by either a principal executive officer or ranking elected official.
 - (b) Reports. All reports required by permits, or other information requested by the Agency shall be signed by a person described in paragraph (a) or by a duly authorized representative of that person. A person is a duly authorized representative only if:

- (1) The authorization is made in writing by a person described in paragraph (a); and
- (2) The authorization specifies either an individual or a position responsible for the overall operation of the facility, from which the discharge originates, such as a plant manager, superintendent or person of equivalent responsibility; and
- (3) The written authorization is submitted to the Agency.
- (c) Changes of Authorization. If an authorization under (b) is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of (b) must be submitted to the Agency prior to or together with any reports, information, or applications to be signed by an authorized representative.
- (12) Reporting requirements.
- (a) Planned changes. The permittee shall give notice to the Agency as soon as possible of any planned physical alterations or additions to the permitted facility.
- (b) Anticipated noncompliance. The permittee shall give advance notice to the Agency of any planned changes in the permitted facility or activity which may result in noncompliance with permit requirements.
- (c) Compliance schedules. Reports of compliance or noncompliance with, or any progress reports on, interim and final requirements contained in any compliance schedule of this permit shall be submitted no later than 14 days following each schedule date.
- (d) Monitoring reports. Monitoring results shall be reported at the intervals specified elsewhere in this permit.
- (1) Monitoring results must be reported on a Discharge Monitoring Report (DMR).
- (2) If the permittee monitors any pollutant more frequently than required by the permit, using test procedures approved under 40 CFR 136 or as specified in the permit, the results of this monitoring shall be included in the calculation and reporting of the data submitted in the DMR.
- (3) Calculations for all limitations which require averaging of measurements shall utilize an arithmetic mean unless otherwise specified by the Agency in the permit.
- (e) Twenty-four hour reporting. The permittee shall report any noncompliance which may endanger health or the environment. Any information shall be provided orally within 24 hours from the time the permittee becomes aware of the circumstances. A written submission shall also be provided within 5 days of the time the permittee becomes aware of the circumstances. The written submission shall contain a description of the noncompliance and its cause; the period of noncompliance, including exact dates and time; and if the noncompliance has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance. The following shall be included as information which must be reported within 24 hours:
- (1) Any unanticipated bypass which exceeds any effluent limitation in the permit;
- (2) Violation of a maximum daily discharge limitation for any of the pollutants listed by the Agency in the permit to be reported within 24 hours.
- The Agency may waive the written report on a case-by-case basis if the oral report has been received within 24 hours.
- (f) Other noncompliance. The permittee shall report all instances of noncompliance not reported under paragraphs (12)(c), (d), or (e), at the time monitoring reports are submitted. The reports shall contain the information listed in paragraph (12)(e).
- (g) Other information. Where the permittee becomes aware that it failed to submit any relevant facts in a permit application, or submitted incorrect information in a permit application, or in any report to the Agency, it shall promptly submit such facts or information.
- (13) Transfer of permits. A permit may be automatically transferred to a new permittee if:
- (a) The current permittee notifies the Agency at least 30 days in advance of the proposed transfer date;
- (b) The notice includes a written agreement between the existing and new permittees containing a specific date for transfer of permit responsibility, coverage and liability between the current and new permittees; and
- (c) The Agency does not notify the existing permittee and the proposed new permittee of its intent to modify or revoke and reissue the permit. If this notice is not received, the transfer is effective on the date specified in the agreement.
- (14) All manufacturing, commercial, mining, and silvicultural dischargers must notify the Agency as soon as they know or have reason to believe:
- (a) That any activity has occurred or will occur which would result in the discharge of any toxic pollutant identified under Section 307 of the Clean Water Act which is not limited in the permit, if that discharge will exceed the highest of the following notification levels:
- (1) One hundred micrograms per liter (100 ug/l);
- (2) Two hundred micrograms per liter (200 ug/l) for acrolein and acrylonitrile; five hundred micrograms per liter (500 ug/l) for 2,4-dinitrophenol and for 2-methyl-4,6 dinitrophenol; and one milligram per liter (1 mg/l) for antimony.
- (3) Five (5) times the maximum concentration value reported for that pollutant in the NPDES permit application; or
- (4) The level established by the Agency in this permit.
- (b) That they have begun or expect to begin to use or manufacture as an intermediate or final product or byproduct any toxic pollutant which was not reported in the NPDES permit application.
- (15) All Publicly Owned Treatment Works (POTWs) must provide adequate notice to the Agency of the following:
- (a) Any new introduction of pollutants into that POTW from an indirect discharge which would be subject to Sections 301 and 306 of the Clean Water Act if it were directly discharging those pollutants; and
- (b) Any substantial change in the volume or character of pollutants being introduced into that POTW by a source introducing pollutants into the POTW at the time of issuance of the permit.
- (c) For purposes of this paragraph, adequate notice shall include information on (i) the quality and quantity of effluent introduced into the POTW, and (ii) any anticipated impact of the change on the quantity or quality of effluent to be discharged from the POTW.
- (16) If the permit is issued to a publicly owned or publicly regulated treatment works, the permittees shall require any industrial user of such treatment works to comply with federal requirements concerning:
- (a) User charges pursuant to Section 204(b) of the Clean Water Act, and applicable regulations appearing in 40 CFR 35;
- (b) Toxic pollutant effluent standards and pretreatment standards pursuant to Section 307 of the Clean Water Act; and
- (c) Inspection, monitoring and entry pursuant to Section 308 of the Clean Water Act.
- (17) If an applicable standard or limitation is promulgated under Section 301(b)(2)(C) and (D), 304(b)(2), or 307(a)(2) and that effluent standard or limitation is more stringent than any effluent limitation in the permit, or controls a pollutant not limited in the permit, the permit shall be promptly modified or revoked, and reissued to conform to that effluent standard or limitation.
- (18) Any authorization to construct issued to the permittee pursuant to 35 Ill. Adm. Code 309.154 is hereby incorporated by reference as a condition of this permit.
- (19) The permittee shall not make any false statement, representation or certification in any application, record, report, plan or other document submitted to the Agency or the USEPA, or required to be maintained under this permit.
- (20) The Clean Water Act provides that any person who violates a permit condition implementing Sections 301, 302, 306, 307, 308, 318, or 405 of the Clean Water Act is subject to a civil penalty not to exceed \$10,000 per day of such violation. Any person who willfully or negligently violates permit conditions implementing Sections 301, 302, 306, 307, or 308 of the Clean Water Act is subject to a fine of not less than \$2,500 nor more than \$25,000 per day of violation, or by imprisonment for not more than one year, or both.
- (21) The Clean Water Act provides that any person who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required to be maintained under permit shall, upon conviction, be punished by a fine of not more than \$10,000 per violation, or by imprisonment for not more than 6 months per violation, or by both.
- (22) The Clean Water Act provides that any person who knowingly makes any false statement, representation, or certification in any record or other document submitted or required to be maintained under this permit shall, including monitoring reports or reports of compliance or non-compliance shall, upon conviction, be punished by a fine of not more than \$10,000 per violation, or by imprisonment for not more than 6 months per violation, or by both.
- (23) Collected screening, slurries, sludges, and other solids shall be disposed of in such a manner as to prevent entry of those wastes (or runoff from the wastes) into waters of the State. The proper authorization for such disposal shall be obtained from the Agency and is incorporated as part hereof by reference.
- (24) In case of conflict between these standard conditions and any other condition(s) included in this permit, the other condition(s) shall govern.
- (25) The permittee shall comply with, in addition to the requirements of the permit, all applicable provisions of 35 Ill. Adm. Code, Subtitle C, Subtitle D, Subtitle E, and all applicable orders of the Board.
- (26) The provisions of this permit are severable, and if any provision of this permit, or the application of any provision of this permit is held invalid, the remaining provisions of this permit shall continue in full force and effect.

**Village of Lincolnwood
MS4 Annual Reports**

Annual reports will be placed in this Appendix as they are prepared.

STORMWATER MANAGEMENT SYSTEM MAINTENANCE PLAN FOR NEW FACILITIES

Subject: INSERT DEVELOPMENT NAME HERE

SUCH PROPERTY BEING THE REAL PROPERTY NOW DULY PLATTED AS INSERT DEVELOPMENT NAME HERE, AS SUCH PLAT IS NOW RECORDED AS DOCUMENT NO. INSERT DOCUMENT NUMBER, IN THE OFFICE OF THE RECORDER OF DEEDS OF THE COUNTY OF LAKE, STATE OF ILLINOIS, HEREBY MAKES THE FOLLOWING DECLARATIONS OF MAINTENANCE RESPONSIBILITIES.

Responsibilities

Adequate provisions for maintenance of the stormwater system are an essential aspect of long-term drainage performance. Responsibility for the overall maintenance shall rest with the insert responsible party name here.

Purpose and Objective:

Detention and water quality treatment facilities, storm sewers, swales and native vegetation/buffer areas define a development's stormwater management system. When land is altered to build homes and other developments, the natural system of trees and plants is replaced with impervious surfaces like sidewalks, streets, decks, roofs, driveways, or lawns over highly compacted soils. As a result more rain water / storm water flows off the land at a faster rate and less rain water is absorbed into the soil. This can lead to streambank erosion, downstream flooding and increased concentrations of pollutants. The storm water management system was designed to help slow the rate of runoff from the development and improve the quality of the storm water leaving the site.

Interpretation as to Requirements Under This Maintenance Plan:

The requirement for this Maintenance Plan is generated by the Village of Lincolnwood Municipal Code. Therefore, the interpretation of the maintenance requirements set forth in this Maintenance Plan shall be interpreted on the basis of the intent and requirements of said Ordinance.

Inspection Frequency:

Inspection experience will determine the required cleaning frequencies for the components of the stormwater management system. At a minimum, the attached checklist items should be inspected annually. Detention ponds (including the outlet control structure and restrictors) should be inspected on a monthly basis during wet weather conditions from March to November.

Maintenance Considerations:

Whenever possible, maintenance activities should be performed during the inspection. These activities should be supplemented by repair / replacement as required. A Registered Professional Engineer (PE) shall be hired for design resolution of specific items as indicated on the checklist below.

Cost Considerations:

Frequent maintenance program work execution will lead to less frequent and less costly long-term maintenance and repair. The attached checklist items may need to be amended based on experience recorded over the initial period of occupancy of the subdivision.

Record Keeping:

Separate and distinct records shall be maintained by the responsible party for all tasks performed associated with this plan. The records shall include the dates of maintenance visits, who performed the inspection, and a description of the work performed.

_____, the owner's agent, has caused these presents to be signed and acknowledged, this _____ day of _____, 2_____.

By: _____

Post-Construction Stormwater Management System Inspection Checklist

The following checklist describes the suggested routine inspection items and recommended measures to be taken to ensure that the Stormwater Management System functions as designed. When hiring a PE is the recommended measure, the PE shall inspect, evaluate and recommend corrective actions. The General section outlines items that should be taken into consideration during inspection and maintenance activities. While performing an overall inspection of your system, please check for the following items.

General -

- Litter and debris shall be controlled.
- Accumulated sediment shall be disposed of properly, along with any wastes generated during maintenance operations.
- Riprap areas shall be repaired with the addition of new riprap, as necessary, of adequate size and shape.
- Roads and parking lots shall be swept or vacuumed on a periodic basis.
- Access path to storm water management facilities should be free from obstructions (woodpiles, sheds, vegetation).
- Fences, gates and posts shall be maintained.
- Signs shall be maintained.

Dams and berms

- ___ Settlement. If settlement observed, hire a PE.
- ___ Breaks or failures. If failure observed, notify the Village immediately and hire a PE.
- ___ Erosion. Repair as needed.
- ___ Signs of leakage, seepage or wet spots. If observed, hire a PE.
- ___ Unwanted growth or vegetation. Remove as needed.

Shorelines

- ___ Erosion or rip-rap failures. Repair as needed
- ___ Undermining. Stabilize and repair as needed.

Outlet and inlet structure

- ___ Obstructions blocking outlet pipe, restrictor, channel or spillway. Remove obstructions immediately.
- ___ Separation of joints. Repair as needed.
- ___ Cracks, breaks, or deterioration of concrete. Repair as needed
- ___ Scour and erosion at outlet. If observed, repair (consider additional or alternative stabilization methods).
- ___ Condition of trash racks. Remove any collected debris.
- ___ Outlet channel conditions downstream. Stabilize soil or remove obstructions as needed.

Storage Volume

- _____ Facilities shall be inspected to ensure that the constructed volume for detention is maintained. No sediment, topsoil, or other dumping into the facility shall be allowed. If a detention facility includes specific locations designed to accumulate sediment these locations should be dredged every 5-yrs or when 50% of the volume has been lost.
- _____ Wet ponds lose 0.5 - 1.0% of their volume annually. Dredging is required when accumulated volume loss reaches 15%, or approximately every 15-20 years.

Storm Sewers

- _____ System is free draining into collection channels or catch basins. If concerned, clean or repair.
- _____ Catch basins. Remove sediment when more than 50% of basin sump is filled.
- _____ Siltation in Culvert. Culverts shall be checked for siltation deposit, clean out as necessary.

Bridges

- _____ Any scouring around wing walls. Stabilize and repair as needed. If concerned, hire a PE.
- _____ Any undermining of footings. Stabilize and repair as needed. If concerned, hire a PE.

Swales –

- _____ All ditches or pipes connecting ponds in series should be checked for debris that may block flow.
- _____ Repair and replace permanent check-dams as necessary.
- _____ Verify systems (both drainage ditches and sideyard swales) are maintaining originally constructed design slope and cross-sectional area. If fill or sediment contributes to elevation changes in swale, re-grading and re-shaping shall be performed. Licensed surveyors shall be hired to lay-out and check grades. No landscaping, earthen fill, gardens, or other obstructions (including sheds and other structures) shall be allowed in the swales that would impede design drainage flow patterns.

Vegetated Areas –

- _____ Need for planting, reseeding or sodding of native areas. Supplement alternative native vegetation if a significant portion has not established (50% of the surface area). Reseed with alternative grass species if original grass cover has not successfully established.
- _____ Need for planting, reseeding or sodding of turf areas. Supplement alternative native vegetation if a significant portion has not established (75% of the surface area). Reseed with alternative grass species if original grass cover has not successfully established.

_____ Invasive vegetation (refer to the Native Plant Guide for Streams and Stormwater Facilities in Northeastern Illinois, or hire an environmental or landscape specialist).
Remove as necessary.

**Village of Lincolnwood
Summary of Violation Notification Procedure**

1st Notice: Village of Lincolnwood will furnish a Violation Notification to applicant and/or representative via fax and Certified Mail outlining necessary corrective measures to be completed and re-inspected within 5-working days of said notification. After which time, if violations are still not corrected, a stop work order will be issued for the site (i.e. all work to stop except for activities related to correcting violations).

2nd Notice: Village of Lincolnwood issues a Conditional Stop Work Order (allowing only remediation activities) via fax and Certified Mail granting an additional 5-working day deadline to complete remedial work to cure said ordinance violation(s). Fines continue to accrue.

3rd and Final Notice: If corrective measures have not been completed within the period allowed by 2nd Notice, the Village of Lincolnwood shall meet with the applicant/developer to discuss the Village of Lincolnwood's additional punitive actions and the plan and schedule within which the necessary remedial measures will be completed. Fines continue to accrue and the Conditional Stop Work Order remains in effect.

NOTE: Building and/or Occupancy Permits and surety reduction requests will be withheld until all violations are resolved and levied fines are paid.

Village of Lincolnwood

Soil Erosion and Sediment Control Inspection Form

Lincolnwood Permit #		USACE Reference #	
Date/Time of Inspection		Inspector	
Project Name			
Field Contact Information			
In Attendance			
Weather Conditions		Reason for Inspection	<input type="checkbox"/> monthly <input type="checkbox"/> rain <input type="checkbox"/> follow-up <input type="checkbox"/> other
Disturbed Area		Stage of Construction	
Floodplain Impacted	<input type="checkbox"/> Yes <input type="checkbox"/> No	Floodway Impacted	<input type="checkbox"/> Yes <input type="checkbox"/> No
Wetland Impacted	<input type="checkbox"/> Yes <input type="checkbox"/> No	Violation Observed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Violation Correction Time	<input type="checkbox"/> 1 day <input type="checkbox"/> 5 day <input type="checkbox"/> 30 day	Violation Rating	<input type="checkbox"/> Moderate <input type="checkbox"/> Severe
Next Site Visit		Photos Taken	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Copy To:	
Construction Entrance/Pavement	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A	Detention/Sediment Basin Condition	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A
Dewatering Facility	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A	Ditch Checks/Silt Dikes	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A
Dust Control	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A	Inlet Protection	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A
Native Vegetation	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A	Overland Flow/Offsite Drainage Paths	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A
Perforated Riser	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A	Perimeter SE/SC Controls	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A
Restrictor Plate/Structure	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A	Silt Fence	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A
Soil Stockpile Stabilized/Protected	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A	Stabilization Measures	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A
Stormwater System	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A	Wetlands/Waters Protection Measures	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A
Detention Basin — Sediment Basin	Yes	No	N/A
• Is the basin installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the basin adequately stabilized with evidence of sufficient coverage of native vegetation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the emergency overflow constructed with the required materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dewatering			
• Is dewatering directly entering a waterway or wetland?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are dewatering activities conveying sediment laden water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• If a sediment bag is being used, is it capturing sediment effectively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust Control - sweeping, vacuuming, spraying, etc.			
• Are dust control measures being used as needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is dust observed moving offsite due to wind?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inlet Protection - Catch-All basket, filter, silt fence, silt dike, straw bales, gravel dam, etc.			
• Are all storm sewer inlets that are or will be functional during construction protected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the inlet protection installed correctly to protect the entire inlet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the inlet protection being maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Miscellaneous			
• Is there an adequately sized receptacle on site for deposition of construction material debris?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a dedicated, protected area for concrete wash out activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are the permitted plans available on site? The Stormwater Pollution Prevention Plan (SWPPP)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• If polymers are used, are they being used appropriately in an approved manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have any SE/SC measures that are no longer needed been removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overland Flow — Offsite Drainage			
• Are all permitted overland flow routes constructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are all permitted overland flow routes stabilized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are all points of offsite drainage (ie. water leaving the site) stabilized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perforated Riser			
• Is the perforated riser installed properly at the outlet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the perforated riser sized correctly (one pipe size smaller than the outlet pipe)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perimeter SE/SC Controls			
• Are all perimeter soil erosion/sediment controls in place and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are adjacent wetlands/waters/properties being impacted by SE/SC failures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restrictor Plate — Restrictor Structure	Yes	No	N/A
• Is the restrictor plate or restrictor structure installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Silt Fence			
• Does the silt fence meet the AASHTO 288-00 Standard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the silt fence trenched, backfilled and compacted in properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the silt fence maintained and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Stabilization			
• Have all disturbed areas been stabilized with temporary or permanent measures within 14 days of the end of active hydrologic disturbance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soil Stockpile			
• Is the soil stockpile located in an approved location (ie. not in floodplain or wetland)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the soil stockpile adequately stabilized and enclosed with silt fence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater Management System			
• Is the stormwater management system installed and functional, prior to building construction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are all points of concentrated discharge appropriately installed for energy dissipation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are all inlets and catch basins adequately protected from sediment conveyance into the system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is hydrocarbon removal technology in place, functional and maintained where needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temporary Construction Entrance			
• Are all ingress and egress points covered by a temporary construction entrance constructed properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the entrance adequately preventing tracking of dirt, mud, and sediment onto roadways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Triangular Silt Dike			
• Are triangular silt dikes installed properly in all locations shown on the permitted plan set?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetlands and Waters Protection			
• Are all delineated wetlands on site protected by 4' IDOT Standard Construction Fencing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are all adjacent offsite wetlands protected from impact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are illicit discharges into wetlands protected from impact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are wetland buffers protected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:			
Inspector's Signature _____		Date of Inspection _____	

**Village of Lincolnwood
Pre-Construction Meeting Form**

PROJECT: _____ CONFERENCE DATE: _____

CONTRACTOR: _____ Phone: _____

Project Manager: _____ FAX: _____

Site Superintendent: _____ Phone: _____

Cell/Pager: _____

ENGINEER: _____ Phone: _____

Project Manager: _____ FAX: _____

Field Representative: _____ Cell/Pager: _____

DECI: _____

Phone: _____ Fax: _____ Cell/Pager: _____

1. Welcome, Introductions, and Sign-in

2. Contract Dates

a. Start _____

b. Duration of Contract _____

c. Substantial Completion _____

d. Final Completion _____

3. Utilities

a. Water

b. Sewer

c. Electric (ComEd)

d. Comcast

e. Telephone (SBC)

f. Gas (Nicor/Northshore)

**Contact JULIE 1-800-892-0123

4. Permits
 - a. Water
 - b. Sewer (IEPA)
 - c. Building/Site Development
 - d. MWRD
 - e. USACE Wetland Permit
 - f. IEPA / NPDES (Erosion Control)
 - g. IDOT
 - h. Easements
5. Contractors Insurance (Certificate of Insurance) Name Village of Lincolnwood and Village Consultant, as additionally insured.
6. Performance Guarantee
7. Reference Points/Surveying/Staking
 - a. Who provides: _____
8. Construction Schedule / Sequencing
 - a. Preliminary for first 30 days by _____
 - b. Sequencing
9. List of Subcontractors/Suppliers
10. Special Structures needing Shop Drawings
11. As-builts required at completion of project.
12. Operation and Maintenance of Existing Facilities
 - Utilities
 - Driveways
 - Construction entrance and silt fence etc.

13. Defective Work will be brought to contractor and general contractor attention as soon as seen or determined.

14. Traffic Control

a. Traffic Control Subcontractor: _____

15. Soil Erosion / Sediment Control

- a. Floodplain/Floodway On/Adj. to Site (Y/N)
- b. WOUS On/Adj to Site (Y/N)
- c. Initial SE/SC Inspection at Pre-Con (Y/N)
- d. Village to receive weekly DECI Inspection Reports (Y/N)
- f. Key Discussion Items/Areas of Focus

<input type="checkbox"/> Communication Chain	<input type="checkbox"/> Construction Entrance	<input type="checkbox"/> Detention/Sediment Basin
<input type="checkbox"/> Dewatering	<input type="checkbox"/> Ditch Checks/Silt Dikes	<input type="checkbox"/> Dust / Mud Control
<input type="checkbox"/> General Phasing	<input type="checkbox"/> Inlet Protection	<input type="checkbox"/> Inspection Log
<input type="checkbox"/> Overland / Offsite Drainage	<input type="checkbox"/> Perforated Riser	<input type="checkbox"/> Perimeter SE/SC BMPs
<input type="checkbox"/> Restrictor Plate/Structure	<input type="checkbox"/> Silt Fence (ASSHTO 288-00)	<input type="checkbox"/> Soil Stockpile Stabilization
<input type="checkbox"/> Stormwater Management System	<input type="checkbox"/> Stabilization Measures	<input type="checkbox"/> SWPPP on Site & Updated
<input type="checkbox"/> Stormwater System	<input type="checkbox"/> Vegetative Cover/Type	<input type="checkbox"/> Wetlands/Waters Protection

16. Temporary Facilities and Controls

- a. Relocations (Utilities, roadway, etc.)
- b. Job Trailer location, phone numbers, address,

17. Testing (by Whom?)

- a. Materials
- b. Water main Installation
- c. Sewer Installation
- d. Pavement construction

18. Chain of Command (contacts)

- a. Contractor
- b. Consultant
- c. Village of Lincolnwood

19. Safety – OSHA/IDOT

20. Fire Protection / Police Department

21. Rescue Access

22. Work By Others

23. Progress Meetings

Weekly/Bi-weekly beginning _____

24. Easement Requirements

- a. Existing/Proposed
- b. Construction Easements
- c. Drainage Easements
- d. Restoration/Staging of Materials

25. Inspections

- a. Special inspections
- b. By consultant and/or Village
- c. Date of next inspection _____

26. Working Hours

- a. Contractor construction
 - Mon-Fri: 7:00AM-6:00PM
 - Saturday 7:00AM – Noon
 - Sunday and Holidays – no work.
 - Demolition can only take place Mon – Fri.

- b. Village Engineering Office Hours
 - Mon-Fri 8:00AM-5:00PM

28. Comments, Q&A

***Village of Lincolnwood
Outfall Sampling Report for Off-site Testing***

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:

Village of Lincolnwood 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):	<input type="checkbox"/> Open Space <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Residential Other: _____ <input type="checkbox"/> Commercial Known Industries: _____	

Section 2: Outfall Description

LOCATION	MATERIAL	SHAPE	DIMENSIONS (IN.)	SUBMERGED	
Storm Sewer (Closed Pipe)	<input type="checkbox"/> RCP <input type="checkbox"/> CMP <input type="checkbox"/> PVC <input type="checkbox"/> HDPE <input type="checkbox"/> Steel <input type="checkbox"/> Clay / draintile <input type="checkbox"/> Other: _____	<input type="checkbox"/> Circular <input type="checkbox"/> Elliptical <input type="checkbox"/> Box <input type="checkbox"/> Other: _____	<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Triple <input type="checkbox"/> Other: _____	Diameter/Dimensions: _____ _____	In Water: <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Fully With Sediment: <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Fully
	<input type="checkbox"/> Concrete <input type="checkbox"/> Earthen <input type="checkbox"/> rip-rap <input type="checkbox"/> Other: _____	<input type="checkbox"/> Trapezoid <input type="checkbox"/> Parabolic <input type="checkbox"/> Other: _____	Depth: Top Width: Bottom Width:		

Section 3: Physical Indicators

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

Flow Present?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If No, Skip to Section 7 and Close Illicit Discharge Investigation
Flow Description	<input type="checkbox"/> Trickle <input type="checkbox"/> Moderate <input type="checkbox"/> Substantial	
Sample Location		

Section 4: Physical Indicators (Flowing Outfalls Only)

INDICATOR	CHECK if Present	DESCRIPTION	RELATIVE SEVERITY INDEX (1-3)		
			1-Faint	2 - Easily detected	3 - Noticeable from a distance
Odor	<input type="checkbox"/>	<input type="checkbox"/> Sewage <input type="checkbox"/> Rancid/sour <input type="checkbox"/> Sulfide <input type="checkbox"/> Petroleum/gas <input type="checkbox"/> Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Color (color chart)	<input type="checkbox"/>	<input type="checkbox"/> Clear <input type="checkbox"/> Brown <input type="checkbox"/> Gray <input type="checkbox"/> Yellow <input type="checkbox"/> Green <input type="checkbox"/> Orange <input type="checkbox"/> Red <input type="checkbox"/> Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turbidity	<input type="checkbox"/>	See severity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floatables -Does Not Include Trash!!	<input type="checkbox"/>	<input type="checkbox"/> Sewage <input type="checkbox"/> Suds <input type="checkbox"/> Petroleum (oil sheen) <input type="checkbox"/> Grease <input type="checkbox"/> Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do physical indicators (flowing) suggest an illicit discharge is present (Y/N):

Section 5: On-Site Sampling / Testing (Flowing Outfalls Only)

PARAMETER	RESULT	ACCEPTABLE RANGE	WITHIN RANGE (Y/N)	EQUIPMENT
Temperature		NA	NA	Thermometer
pH		6 - 9		5-in-1 Test Strip
Ammonia		<3 mg/L April - Oct < 8 mg/L Nov - March		Test Strip
Free Chlorine		NA	NA	5-in-1 Test Strip
Total Chlorine		< 0.05 mg/L		5-in-1 Test Strip
Phenols		< 0.1mg/L		Test Kit
Detergents as Surfactants		> 0.25 mg/L residential > 5 mg/L non-residential		Test Kit
Copper		<0.025 mg/L		Test Strip
Alkalinity		NA	NA	5-in-1 Test Strip
Hardness		NA	NA	5-in-1 Test Strip

(Note NA values used for future tracing procedures)

Section 6: Data Collection for Lab Testing (see flow chart)

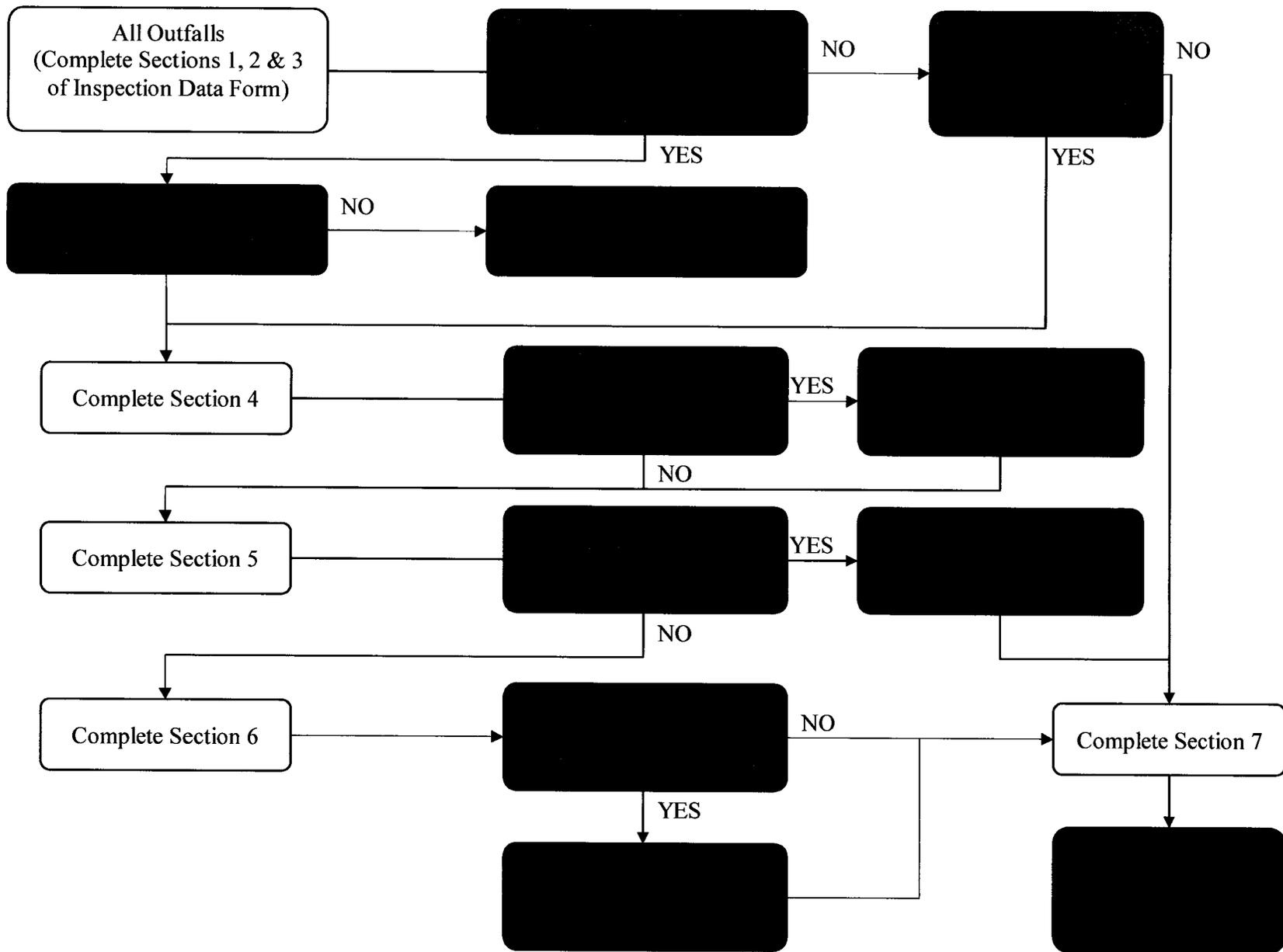
1. Sample for the lab?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. If yes, collected from:	<input type="checkbox"/> Flow	<input type="checkbox"/> Pool

PARAMETER	RESULT (from lab)	ACCEPTABLE RANGE	WITHIN RANGE (Y/N)
Fecal Coliform		400 per 100 mL	
Flouride		0.6 mg/l	
Potassium		Ammonium/Potassium ratio or > 20mg/l	

*note label sample with outfall number

Section 7: Any Non-Illicit Discharge Concerns (e.g., trash or needed infrastructure repairs)?

Outfall Inspection Procedure Flow Chart



Instructions for completing the
Storm Water Outfall Inspection Data Form

Strike out incorrect entries with a single line; correct values or descriptions are written above or near the struck-out entries. Do not use a new data entry form to correct an incorrect entry. At the completion of each outfall inspection, the field crews are responsible for ensuring that a ***Storm Water Outfall Inspection Data Form*** has been completely and correctly filled out and that all data and remarks are legible.

Section 1: Background Data

Subwatershed: The receiving water from the storm water outfall inventory to be entered here.

Outfall ID: Enter the outfall identification number from the storm water outfall inventory.

Date: To avoid confusion, dates are to be written in the following manner: DAY MONTH YEAR. For example, 10 MARCH 2007.

Time: Regular time in hours minutes and am/pm (i.e 1:30 pm).

Temperature: A concise description of the weather conditions at the time of the screening is to be recorded (for example, Clear, 75° F).

Inspector: The name(s) of the field personnel.

Previous 48 Hours Precipitation: The total amount of precipitation during the 48 hours preceding the inspection is to be noted (for example, none-72 Hours or 0"=4 days). If the total precipitation is not known, it is appropriate to enter a qualitative assessment if the precipitation was minor. For example, *Drizzle-36 Hours* if appropriate. If the precipitation amount was significant, actual precipitation totals is obtained from a local rain gage, if available.

Photo's Taken (Yes/No): Photographs are to be taken with a camera that superimposes a date and time on the film. The date and time should correspond to the date and time recorded on the data form.

Photo Numbers: If photographs are taken, the number(s) is recorded.

Land Use: Check all that apply, noting which land use is predominate. If the industrial box is checked, any known industries are listed to facilitate potential tracing efforts.

Section 2: Outfall Description

Type of Outfall: Storm Sewer (Closed Pipe) or Open Drainage (Swale/Ditch):

First check if the outfall is either from a Closed Pipe or Open Drainage. Then complete table row to describe outfall characteristics.

Section 3: Physical Indicators

Complete table rows describing outfall characteristics (Outfall Damage, Deposits/Stains, Abnormal Vegetation, Poor pool quality, Pipe algae/growth). This section is filled out regardless of current flow conditions. No flow during the time of the inspection, does not rule out the potential of illicit discharges. Corroding or stained pipes, dead or absence of vegetation, are potential indicators of illicit discharges from direct or indirect (i.e. dumping) sources.

After inspecting the physical conditions of the outfall, the likelihood of an illicit discharge is assessed. Use this assessment in the supporting flow chart above.

Flow Present (Yes/No): A *Yes* or *No* is entered here to indicate the presence or absence of dry-weather flow. If the outfall is submerged or inaccessible, “See Notes” is entered and an explanation provided in the “Notes” section.

If *No* is entered in the “Flow Present” block, then skip to Section 7.

If *Yes* is entered, then the remainder of the outfall screening data form is filled out.

Flow Description: A description of the quantity of the dry-weather flow is provided.

Sample Location: A description of the actual sampling location is to be recorded (for example, at end of outfall pipe). If the outfall is submerged or is inaccessible for sampling, an upstream sampling location may be required. A description of any upstream sampling locations is recorded here. Grab samples are collected from the middle, both vertically and horizontally, of the dry-weather flow discharge in a cleaned glass container. Samples can be collected by manually dipping a sample container into the flow. Rinse the sample container with the discharge water prior to collection of sample for analysis.

If no dry weather flow was observed and no non-flowing physical indicators appear present the inspection can be closed, skip to Section 7 of the form. If no dry weather flow was observed but indicators appear present the outfall is placed back on the follow-up inspection log to ensure future inspections of the outfall, skip to Section 7. If dry weather flow was observed (regardless of the presence of non-flowing physical indicators), test the outfall discharge and complete the remainder of the form, continue to Section 4.

Section 4: Physical Indicators (Flowing Outfalls Only)

Complete table rows describing outfall characteristics (Odor, Color, Turbidity, Floatables). This section is filled out for flowing outfalls only.

Odor: The presence of an odor is to be assessed by fanning the hand toward the nose over a wide-mouth container of the sample, keeping the sample about 6 to 8 inches from the face. Be careful not to be distracted by odors in the air. Provide a description of the odor, if present.

Color: The presence of color in the discharge is to be assessed by filling a clean glass sample container with a portion of the grab sample and comparing the sample with a color chart, if color is present. If a color chart is used, the number corresponding to the color matching the sample is to be entered in this blank. Color is not assessed by looking into the discharge.

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. Describe turbidity as;

- Clear,
- Cloudy (translucent), or
- Opaque.

Floatables: The presence of floating scum, foam, oil sheen, or other materials on the surface of the discharge are to be noted. Describe of any floatables present that are attributable to discharges from the outfall. Do not include trash originating from areas adjacent to the outfall in this observation.

After inspecting the physical conditions of the outfall discharge, the likelihood of an illicit discharge is assessed. If flowing physical indicators are present, the tracing procedures are immediately implemented by one of the field crew. The second member of the field crew continues with the inspection by performing the on-site testing in Section 5.

Section 5: On-Site Sampling/Testing (Flowing Outfalls Only)

Test strip or kit chemical analyses are conducted for the following parameters in accordance with the Flow Chart.

- pH, test strip,
- Color, color chart,
- Chlorine, test strip,

- Copper, test strip,
- Ammonia, test strip,

Testing is done by test strips. The results are compared with the Acceptable Range and within or outside of range determination noted with a Yes or No. If any parameter is outside of the acceptable range then testing can be stopped, proceed to Section 7. If none of the parameters are outside of the acceptable range then a sample is taken for lab testing, proceed to Section 6.

Detailed, step-by-step instructions for using the test strips are available through the Public Works Department. Please note that the test kit manufactures instructions supersede those included within this manual.

Section 6: Data Collection for Lab Testing

Contract an outside lab to conduct testing analyses for the following parameters in accordance with the Flow Chart):

- Flouride,
- Potassium, and
- Fecal Coliform.

The location of the sample is noted. Additionally, the sample is labeled with the outfall ID number. The following additional items are noted.

When you collect any samples you must fill out an ***Outfall Sampling Report (Appendix 5.4)***. The report must document time you arrive on location, take the sample and get to the plant to drop off the sample.

A 500-ml glass bottle sample is used to collect the sample. If you are collecting a sample that has grease 2-250 ml, samples taken with a glass container are required.

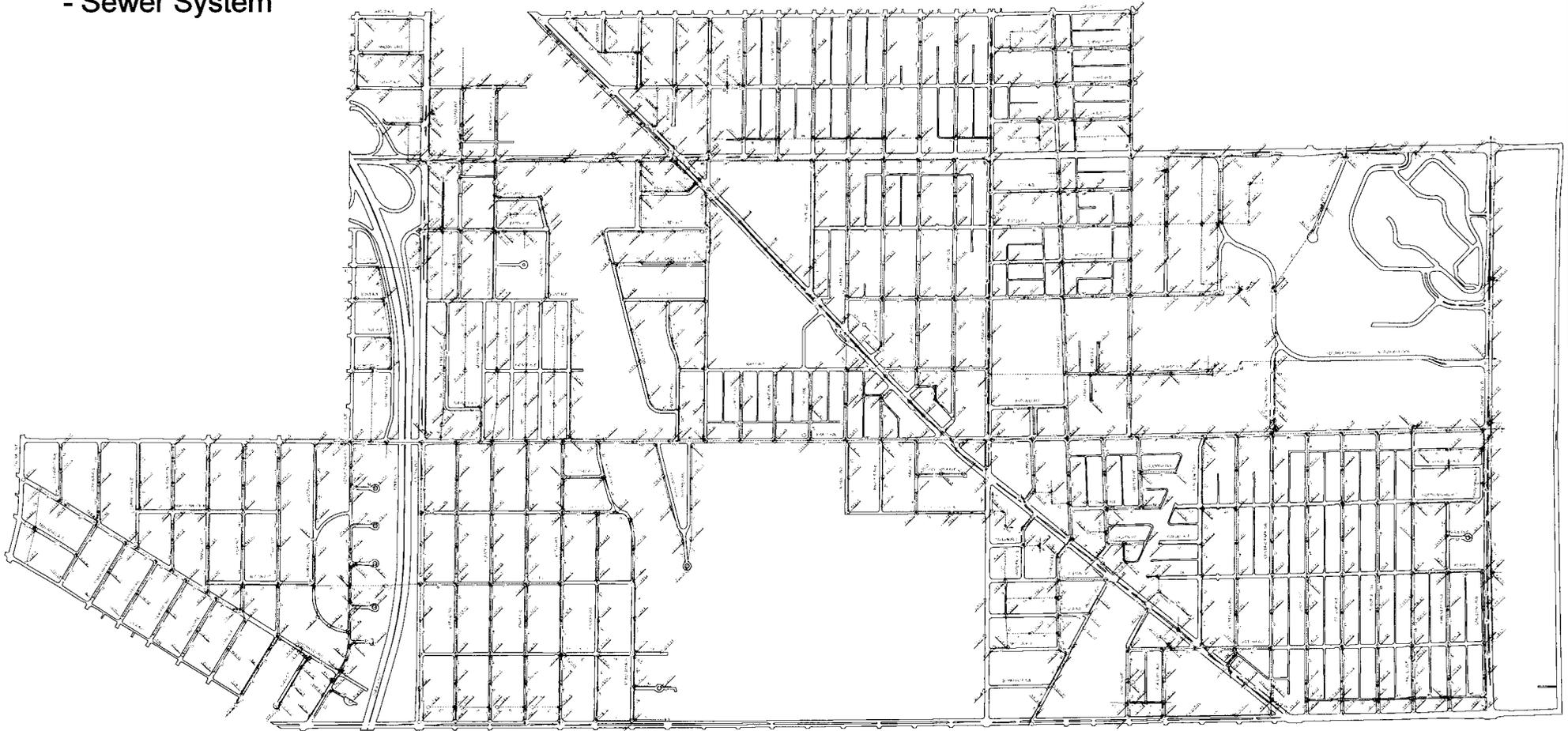
If you use the sampling container that is on a rope, it must be washed with soap and water after every use.

After the lab testing has been completed the results are entered onto the form. If any parameters are outside of the acceptable range then the tracing procedure is implemented. If none of the parameters are outside of the acceptable range then the investigation can be closed. Note if non-flowing physical indicators were present, re-inspect the outfall as practical.

Section 7 Any Non-Illicit Discharge Concerns

Any problems or unusual features are to be entered here. If the outfall appears to be potentially impacted by inappropriate discharges, this can be recorded here. This section is to be completed even if no flow is observed.

Village of Lincolnwood - Sewer System





Green Initiatives Campaign

Introduction

Over the next decade the concept of green initiatives and environmentally sensitive design will be at the forefront of local government. As such, Lincolnwood has an opportunity to be a leader in promoting and implementing these important initiatives. The following will provide the framework for a comprehensive Lincolnwood Green Initiatives Campaign. The framework is by no means complete; it is the hope that the Campaign will grow in scope based upon feedback from Village staff, elected officials, appointed commissioners, and residents.

Green Initiatives Campaign

The Campaign is broken down into three distinct categories for which there are three subcategories:

Operations	Community Initiatives	Private Development
Municipal Fleet	Planting Spaces	Zoning & Building Code Updates
Buildings/Infrastructure	Stormwater Management	Building Permit Incentives
Parks	Opportunities for Residents	Grants

See below for a more detailed description of each action item:

Village Operations

A) Municipal Fleet

- Identify Village vehicles that can be replaced by alternate fueled vehicles
- Institute a Non-Idling Policy that is practical for each department

B) Buildings/Infrastructure

- Work with ComEd to install energy efficient lighting in buildings
- Utilize low-VOC products and examine purchasing policies
- Alternate parking lot surfaces
- Consideration of LED streetlights
- Future construction should at minimum consider green improvements*

C) Neighborhood Parks

- Native plantings at parks
- Use of recycled materials and other alternate surfaces for tennis and basketball courts

Community Initiatives

A) Planting Spaces

- Native Plantings on Medians
- Native Plantings at Village Hall, Madeline's Garden, etc.

B) Stormwater Management

- Rain Gardens
- Rain Barrels sold to residents

C) Opportunities for Residents

- Increase the Village's participation in SWANCC recycling programs
- Continue to offer the Gas Can Exchange & Lawncare Buyback Program
- Provide discounted vehicle stickers to residents with fuel efficient cars
- Offer free compact fluorescent lights (CFLs)

Private Development

A) Zoning & Building Code Updates

- Codes should require / actively promote environmentally friendly design
- Demolitions should require or provide incentives for debris recycling

B) Incentives

- Expedited building permits to Green developments
- Credit on the total cost of a building permit for each Green initiative

C) Grants to Private Businesses that retrofit existing buildings/landscape

- Similar to the Property Enhancement Program, would be known as Green Improvements for Tomorrow (GIFT)
- Matching grants up to \$10,000 Grants would be for energy efficient windows/furnaces/doors/lighting, rain gardens, green roofs, solar heating and cooling, etc.

Timeline

In order to ensure that the Village's environmental efforts continue to thrive, the following timeline has been developed:

Immediate Actions	Short Term Actions (1-3 budget cycles)	Long Term Actions
Adoption of GIFT	Rain Gardens in Parks	Municipal Fleet
Review green initiatives for Promenade Plan	Discounted Vehicle Stickers	Alternate Parking & Playing Court Surfaces
Become a Member of the Green Region Compact	Building Permit Incentives & Code Updates	Infrastructure Improvements
Increase Participation in SWANCC programs	Native planting on medians	LED Street Lights
	Achieve Silver Award from Clean Air Counts	Achieve Platinum Award (highest possible award) from Clean Air Counts

Current Accomplishments

The Village became a voluntary member of Clean Air Counts in December 2006. Clean Air Counts (CAC) is a northeastern Illinois regional initiative to reduce ozone-causing emissions, thereby improving air quality and enabling economic development. CAC is a collaborative effort between the Metropolitan Mayors Caucus and the U.S. Environmental Protection Agency. Started in 2000, CAC provides a non-regulatory approach to voluntarily reduce emissions by promoting cost effective clean air strategies to help the region attain and maintain compliance with Federal air quality standards.

Lincolnwood has been recognized as a Clean Air Counts Bronze Member Award Winner. The award was based largely off of the following green initiatives undertaken to date:

- Gas Can Exchange Event on April 28, 2007
-53 gas cans were exchanged for environmentally friendly gas cans
- Lawn Care Buyback Program on April 28, 2007
-23 pieces of lawn care equipment were exchanged and \$150 rebates were given for the purchase of environmentally friendly equipment
- Award of a grant to install 5 diesel retrofits in large Public Works dump trucks
-This will reduce emissions of soot and other toxic pollutants

Summary

The recent Lincolnwood Community Survey indicated that 84% of respondents supported the concept of pursuing and promoting the use of environmentally friendly initiatives. The Green Initiatives Campaign described above is a reflection of that support and the Village will continue to identify new environmentally-friendly opportunities and incorporate them into the framework of the Campaign.

If you have any questions regarding the Campaign or would like to share your ideas, please contact Michael Braiman in the Public Works Department at 847-745-4859.

BMP	Best Management Practices
CWA	Clean Water Act
ID	Identification
IDDE	Illicit Discharge Detection and Elimination
IDOT	Illinois Department of Transportation
IEPA	Illinois Environmental Protection Agency
ION	Incidence of Non-compliance (with IEPA)
IUM	Illinois Urban Manual
MS4	Municipal Separate Storm Sewer Systems
MWRD	Metropolitan Water Reclamation District
NOI	Notice of Intent
NOT	Notice of Termination (with IEPA)
NPDES	National Pollutant Discharge Elimination System
PPE	Personal Protection Equipment
SE/SC	Soil Erosion and Sediment Control
SWANCC	Solid Waste Agency of Northern Cook County
USEPA	United States Environmental Protection Agency
USACE	United States Army Corps of Engineers

6.1 List of Acronyms

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