



## NPDES Small MS4 General Permit (OHQ000003) Annual Reporting Form

### Instructions for completing this form:

- OHQ000003 requires that this form be used when submitting annual reports. You may request approval to use your own reporting format.
- Annual Reports are due annually on or before April 1<sup>st</sup>.
- Complete the form and sign and date the certification statement below.
- If more space is needed than is provided, identify within the provided space that Attachment A, B, C, etc. has been attached.
- If an item of the form is not applicable for your program (such as street sweeping), fill in N/A in the space provided.
- Don't include attachments such as brochures, newspaper clips, sign-in sheets, etc. related to your program with this form. You only need to summarize these within this report. These records must be filed and will be needed during program audits.
- When complete, submit this Annual Report form to the following address:

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

Small MS4 Annual Report for Year: 2014

Ohio EPA Facility Permit Number: 2GQ00037\*BG

Name of MS4: City of Findlay, Ohio

Primary Contact: Mitchell Heacock

Title: MS4 Coordinator/Inspector

Mailing Address: 318 Dorney Plaza Room 304

City: Findlay

Zip Code: 45840

County: Hancock

Telephone Number: 419-424-7121

Email Address: mheacock@findlayohio.com

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

See 'Attachment A: Table of Organization' for a comprehensive list of individuals involved in the MS4 program, their job duties as pertains to MS4 and their contact information.

Development and Implementation of MS4 program in 2014 was a joint venture between, City of Findlay Safety/Service Director, Mr. Paul Schmelzer P.E., P.S., and Mitchell Heacock MS4 Coordinator/Inspector within the City of Findlay Engineering Department. As BMP's were identified in 2014 to be applied, the Engineering Department, with approval from City Administration when applicable, then proceeded by getting the appropriate Department Head directly involved creating a smooth transition between plan and implementation.

A Memorandum of Understanding (MOU) between the City of Findlay and the Blanchard River Watershed Partnership, The Hancock County Solid Waste Management District, and the Hancock County Emergency Management Agency are now currently in effect.

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

Print Name: Mitchell Heacock

Print Title: MS4 Coordinator/Inspector

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

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



# SMALL MS4 ANNUAL REPORT FORM

State of Ohio Environmental Protection Agency

## PUBLIC EDUCATION & OUTREACH

Estimate Your Permit Area's Total Population: 41,202 ('10)

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached	Summary of Results	Effective (Yes or No)
<p>Conduct Public Stakeholder meetings with opportunity for public comment</p>	<p>Meetings to discuss MS4 program and storm water quality. Have the meetings be a forum for public comments.</p>	<p>Open Discussion among business leaders, public representatives, elected officials and academics pertaining to Storm water MS4 implementation.</p>	<p>Local community groups to be affected by MS4 BMPS including construction industry, University of Findlay, general public as well as elected officials, department heads, and watershed partners.</p>	<p>80%</p> <p>Consultants, Council Members, Department Superintendents.</p>	<p>A Storm water management workshop was held to discuss the City's MS4 and give an overview of the Storm water Management plan.</p>	<p>Yes</p>
<p>Department Heads / Engineering Department / City Administration</p>						
<p>Modify the City of Findlay website to promote storm water pollution prevention</p>	<p>Information to be added to The City of Findlay Website (<a href="http://www.findlayohio.com">www.findlayohio.com</a>) promoting MS4 objectives and links to other storm water pollution prevention sites such as EPA's</p>	<p>Easy links on the internet to allow residents or contractors to get valuable information whenever they need it pertaining to Storm water and the City of Findlay's MS4 program.</p>	<p>Residents and Contractors who use the internet to visit the City of Findlay's website</p>	<p>Received 426 hits on the Storm Water Management web page.</p> <p>Received 738 hits on Water Pollution Control web page</p>	<p>The Sites were consistently active throughout the entire year. The storm water hotline is set up but not much use in the past year.</p>	<p>Yes</p>
<p>Computer/ Engineering Departments</p>						
<p>Educate and inform elected officials on program Implications</p>	<p>Meet with Elected officials informing them of program progress.</p>	<p>Show the progress of the City's MS4 program and any changes that may be in the future.</p>	<p>Elected officials of City council, City Administration, Department Heads.</p>	<p>100%</p>	<p>A Storm water management workshop was held to discuss the City's MS4 and give an over view of the Storm water Management plan.</p>	<p>Yes</p>
<p>City Department Heads</p>						

## PUBLIC EDUCATION & OUTREACH

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

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience to be Reached	Summary of Planned Activities	Proposed Schedule
<p>Conduct public stakeholder meetings with opportunity for public comment</p>	<p>Meetings to discuss MS4 program, storm water quality and have the meetings be a forum for public comment.</p>	<p>Open discussion pertaining to storm water MS4 implementation. Construction BMP's and ordinances to be focus for 2015 meetings.</p>	<p>Local community groups to be affected by MS4 BMP's including the construction industry, University of Findlay, general public, as well as elected officials, department heads, and watershed partners.</p>	<p>As many as possible.</p>	<p>Educating about storm water and illicit discharge ordinances and procedures.</p>	<p>Two meetings</p>
<p>Department Heads/ City Administration</p>						
<p>Modify the City of Findlay website to promote Storm water pollution prevention.</p>	<p>New City Website becoming available in March of 2015. Update the Storm water page with the most up to date information.</p>	<p>Easy links on the internet to allow residents or contractors to get valuable information pertaining to storm water and the City of Findlay's MS4 program.</p>	<p>Residents and contractors who use the internet to visit the City of Findlay's website.</p>	<p>As many people as possible.</p>	<p>Continue to update and improve the website. The new website should be very user friendly and easy to find the information pertaining to storm water and the City of Findlay's MS4 program.</p>	<p>Launch the new site in March of 2015 and continue to update whenever needed.</p>
<p>Computer/ Engineering Department.</p>						
<p>Educate and Inform Elected Officials on Program Implications</p>	<p>Meet with elected officials informing them of program progress</p>	<p>Keeping the elected officials informed of the progress being made towards the MS4 Goals and providing them with enough information about the program to answer any questions their constituents may have.</p>	<p>The Elected officials, including City Council, The Mayor, Law Director, Safety/Service Director and any.</p>	<p>100%</p>	<p>Present general updates to City Council at Committee of the whole meetings.</p>	<p>Have presentations to City council as pertinent information becomes available.</p>
<p>City Department Heads</p>						



# SMALL MS4 ANNUAL REPORT FORM

State of Ohio Environmental Protection Agency

## PUBLIC INVOLVEMENT/PARTICIPATION

BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People Participated	Summary of Results	Effective (Yes or No)
Comply with state and local meeting notices	Adequate notice given for each public meeting and proposed resolutions/ordinances.	Transparency in government dealings and allowing a time frame for the public to become involved and comment.	Residents and local businesses of the City of Findlay.	18	Workshop effectively discussed and educated attendees about illicit discharge and the ordinances being proposed.	Yes
All Departments						
Environmental waste Collection	Events and locations to give residents opportunity to dispose of many recyclable materials.	Collect and recycle as much material as possible keeping our environment and streams clean.	Residents of the City of Findlay and also the entire surrounding county.	Thousands of residents are estimated use of county recycling facilities in the City of Findlay.	This partnership with the SWMD gives residents of The City of Findlay and Hancock County the ability to recycle to keep the streams and environment clean.	Yes
MOU with Hancock County SWMD/ City of Findlay						
Stream Cleaning Through BRWP	Streams are cleaned and monitored through volunteer effort. Water quality topics are discussed with activities.	The overall message is that through public participation and volunteer effort, the streams can be cleaned and water quality improved.	Residents of the City of Findlay.	April Cleanup had 5 people involved.  Marathon Clean up in October had 12 people involved.	1.25 Ton of trash was cleaned from the Blanchard River. 1 Tire was recycled as well.	Yes
BRWP/City of Findlay						

## PUBLIC INVOLVEMENT/PARTICIPATION

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

BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People to Participate	Summary of Planned Activities	Proposed Schedule
Comply with State and Local meeting notices.	Adequate notice given for each public meeting and proposed resolutions/ordinances.	Transparency in government dealings and allowing a time frame for the public to become involved and comment.	Residents and local businesses of the City of Findlay.	Hundreds of people will be addressed for comments on proposed resolutions/ordinances as well as possible resident attendance at public meetings concerning storm water quality.	Ensure public notice is given with adequate time before any meetings or resolutions/ ordinances occur.	Ongoing throughout the year.
All Departments						
Environmental waste Collection	Events and locations to give residents opportunity to dispose of many recyclable materials.	Collect and recycle as much material as possible keeping our environment and streams clean.	Residents of the City of Findlay and also the entire surrounding county.	Thousands	Continue the partnership with Hancock County SWMD. Continue to encourage our own departments to recycle materials as well as the public.	Continue to recycle throughout the year.
MOU with Hancock County SWMD/ City of Findlay						
Stream Cleaning Through BRWP	The Blanchard River to be cleaned through volunteer effort. Water Quality topics are discussed with activities.	The overall message is that through public participation and volunteer effort, the streams can be cleaned and water quality improved.	Residents of the City of Findlay	Anywhere from 20-50 participants, mainly dependent on the weather the day of the clean-up.	Work with the BRWP to promote the value of stream clean-up and encourage residents to volunteer.	Work with the BRWP to distribute educational materials on storm water quality and encourage residents to become volunteers at the cleanup days.
BRWP/ City of Findlay						



# SMALL MS4 ANNUAL REPORT FORM

State of Ohio Environmental Protection Agency

## ILLICIT DISCHARGE DETECTION & ELIMINATION (IDDE)

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))	Summary of Results or Activities		Effective (Yes or No)	
Ordinance or Other Regulatory Mechanism	Prohibit through regulatory mechanism, non-storm water discharges into the City of Findlay MS4.	90%	Ordinance numbers: 931 - Definitions 935 – Illicit Discharge and Illegal connections	In 2014 a final draft ordinance was completed for illicit discharges and is in the process of being adopted by city council.		Yes	
MS4/Engineering Dept.							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates			Effective (Yes or No)	
Storm Sewer System Map	Incorporate existing paper maps and field surveys into comprehensive GIS map.	Yes	GIS map is completed. Outfalls are marked along the river, along with ditch, and creek. Each outfall has a file with information describing it along with a photo. Continued to update the map as new information becomes available.			Yes	
MS4/Engineering Dept.							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates			Effective (Yes or No)	
HSTS Mapping and List	Create map showing areas of suspected HSTS.	Yes	Have a paper map of unsewered areas within the city limits. It is believed that there are approximately 40 homes that have a personal HSTS  A project to eliminate approximately 30 HSTS is planned for 2015.			Yes	
Health Dept./MS4 Engineering Dept.							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates			Effective (Yes or No)	
IDDE Plan	After ordinance is approved, check for illicit discharges through dry-weather screening and eliminate.	Yes/ Ongoing	Illicit discharge monitoring through dry weather screening. Folders and filing system made to store any information obtained on each outfall. This will include any dry weather screening that is done.			Yes	
MS4/Engineering Dept. Sewer Dept. Head							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Outfalls Screened	# of Dry-Weather Flows Identified	# Of Illicit Discharges:		Effective (Yes or No)
Dry-Weather Screening of Outfalls <b>Total # of Outfalls _370</b>	Develop screening procedures and begin screening. Determine total number of outfalls.	Yes/ Ongoing	5	0	Identified*	Eliminated	Yes
					0	0	
MS4/Engineering Dept.							

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

## ILLICIT DISCHARGE DETECTION & ELIMINATION (IDDE)

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

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism	Prohibit through regulatory mechanism, non-storm water discharges into the MS4.	Get final approval of draft ordinance and get put into codified ordinances in 2015.	Waiting on final passage through City Council.
MS4/Engineering Department			
Storm Sewer System Map	Incorporate existing paper maps and field surveys into comprehensive GIS map.	Keep the map up to date and make links at each outfall that will take you to the information and photo page.	Continue to update existing GIS map with any new information that may be obtained.
MS4/Engineering Department			
HSTS Mapping and List	Create map showing areas of suspected HSTS. Once map of general location of suspected HSTS is compiled, checks can be made to individual homes to see if they have a HSTS.	Storm water division currently working on identifying areas of potential HSTS. Looking at a project within the city limits to run new sanitary sewer to an area with HSTS.	Continue to investigate HSTS and provide public sanitary sewer to areas currently without.
WPC/MS4/Engineering Department			
IDDE Plan	Check for illicit discharges through dry-weather screening and eliminate.	Continue dry weather screenings to locate potential illicit discharge locations.	Continue to check for illicit discharges, follow up on any illicit discharges with property owners to fix the discharge. Get ordinance approved by City Council to handle illicit discharge operations.
MS4/Engineering Dept. Sewer Dept. Head			
Dry-Weather Screening of Outfalls	Finalize total number of outfalls, continue screening.	Screen outfalls in dry weather conditions. Develop a good filing system to keep all this information up to date.	Continue to screen outfalls when weather is appropriate throughout 2015.
MS4/Engineering Dept.			



# SMALL MS4 ANNUAL REPORT FORM

State of Ohio Environmental Protection Agency

## CONSTRUCTION SITE RUNOFF CONTROL

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))		Summary of Results or Activities	Effective (Yes or No)	
Ordinance or Other Regulatory Mechanism MS4/Engineering Dept.	Create Ordinance that addresses BMP guide	90%	Ordinance numbers: 931 - Definitions 937 – Drainage, Erosion and Sediment control		Draft ordinance created: Drainage, Erosion and Sediment Control.	Yes	
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Standards Being Used		Summary of Results or Activities	Effective (Yes or No)	
Sediment and Erosion Control Requirements MS4/Engineering Dept./Owner	Modify Applications	90%	OEPA permit and ODNR Rainwater and Land Development Guide		Draft Ordinance Created	Yes	
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Complaints		Summary of Results or Activities	Effective (Yes or No)	
			Received	Followed-Up On			
Complaint Process MS4/Engineering Dept.	Make a contact available to receive complaints Website allows for email complaints as well as hotline.	Yes	0	0	Complaints phone number on all catch basins and educational materials. Hot line set up on Storm water Management webpage. Direct email set up to MS4 coordinator as well.	Yes	
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Applicable Sites Requiring Plans	# of Plans Reviewed	Summary of Results or Activities	Effective (Yes or No)	
Site Plan Review Procedures MS4/Engineering Dept.	Require measures to be shown/approved on construction drawings.	Yes	38	38	Site plan review and comments issued. Further refinement required.	Yes	
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Site Inspections Performed			Summary of Results or Activities	Effective (Yes or No)
			# of Applicable Sites	# Performed	Avg. Frequency		
Site Inspection Procedures Owner's Responsibility	Reference OEPA permit and ODNR Rainwater Guide for inspection basis.	90%	1	1		Inspection documents to be provided by certified inspector.	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Violations		Summary of Results or Activities	Effective (Yes or No)	
			# of Violation Letters	# of Enforcement Actions			
Enforcement Procedures MS4/Engineering Dept.	Have and Ordinance in place to allow for enforcement.	90%	0	0	Draft ordinance created to reference OEPA permit and ODNR Rainwater and Land Development Guide.		





# SMALL MS4 ANNUAL REPORT FORM

State of Ohio Environmental Protection Agency

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

## CONSTRUCTION SITE RUNOFF CONTROL

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

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism	Create Ordinance that addresses BMP guidance. Get feedback on ordinance and get it approved	Discuss ordinance with City Council. The draft ordinance has been created.	Get ordinance approved by City Council in 2015.
MS4 Engineering Department			
Sediment and Erosion Control Requirements	Educate local contractors about resources already available.	Provide reference resources such as ODNR Rainwater and Land Development Guide for BMP's.	Review completion to coincide with ordinance adoption in 2015.
MS4/Engineering Department			
Complaint Process	Engineering Department available to receive complaints.	Continue to distribute the complaint contact number as well as keep email link available on City website.	Complaint link to coincide with ordinance adoption.
MS4/Engineering Department			
Site Plan Review Procedures	Require measure to be shown/approved on construction drawings.	Require certifications on plans.	Certifications to coincide with ordinance adoption.
MS4/Engineering Department			
Site Inspection Procedures	Supply developers with checklist.	Determine what inspections are required per ODNR Rainwater and Land Development Guide. All inspections done by CPESC Certified inspector.	Inspection procedures to coincide with ordinance adoption.
MS4/Engineering Department			
Enforcement Procedures	Have an ordinance in place to allow for enforcement.	Draft ordinance developed. Develop database of approved projects to keep track of compliance.	Maintain inspection reports and require annual updates by owner (certified)
MS4/Engineering Department			



# SMALL MS4 ANNUAL REPORT FORM

State of Ohio Environmental Protection Agency

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

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))		Summary of Results or Activities	Effective (Yes or No)
Ordinance or Other Regulatory Mechanism	Ordinance adoption	90%	Drainage, Erosion and Sediment Control ordinance (draft) reference ODNR Rainwater and Land Development guide.		Draft ordinance created and under review	Yes
MS4/Engineering Dept.						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Structural and/or Non-Structural Standards Being Used		Summary of Results or Activities	Effective (Yes or No)
Post-Construction Requirements	Obtain Maintenance Agreements.	No	Drainage, Erosion and Sediment Control ordinance (draft) reference ODNR Rainwater and Land Development guide.		Draft ordinance developed and set requirements when approved.	Yes
MS4/Engineering Dept.						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Applicable Sites Requiring Post-Const. BMPs	# of Plans Reviewed	Summary of Results or Activities	Effective (Yes or No)
Site Plan Review Procedures	Require measures to be shown/approved on construction drawings.	Yes	38	38	Developers made aware of permit procedures and requirements including site plan review.	N/A
MS4/Engineering Dept.						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Site Inspections Performed		Summary of Results or Activities	Effective (Yes or No)
			# Performed	Avg. Frequency		
Site Inspection Procedures	Educate contractors about site plan review	Yes	1		Ordinance adoption with required CPESC certified inspector and reports filed with the city.	Yes
MS4/Engineering Dept.						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Violations		Summary of Results or Activities	Effective (Yes or No)
			# of Violation Letters	# of Enforcement Actions		
Enforcement Procedures	Have an ordinance in place to allow for enforcement	90%	0	0	Supply ordinance requirements with zoning permits.	N/A
MS4/Engineering Dept.						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Sites Requiring Plans/Agreements	# of Plans Developed/Agreements in Place	Summary of Results or Activities	Effective (Yes or No)
Long-Term O&M Plans/Agreements	Require Maintenance Agreements.	90%	0	0	Develop database of projects to monitor BMP's. Make sure in compliance with the Ordinance.	N/A
MS4/Engineering Dept.						

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

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

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism	Through regulatory mechanism address post construction runoff.	Draft ordinance created that address post construction runoff.	Draft ordinance developed and approved.
MS4/Engineering Dept.			
Post-Construction Requirements	Educate local contractor about local ordinance when developed.	Inform contractors about requirements that are in the new ordinance.	Draft ordinance developed and approved.
MS4/Engineering Dept.			
Site Plan Review Procedures	Require measure to be show/approved on construction drawings.	Review existing Materials, select requirements and adopt ordinance. Have licensed CPESC on staff.	Complete development of site review procedures.
MS4/Engineering Dept.			
Site Inspection Procedures	Inspections to be performed in accordance with OEPA and ODNR guidelines.	MS4 Coordinator to spot check sites.	Ongoing in 2015
MS4/Engineering Dept./Owner			
Enforcement Procedures	Have an ordinance in place to allow for enforcement.	Adopt ordinance and develop framework for database.	Work on in 2015
MS4/Engineering Dept.			
Long-Term O&M Plans/Agreements	Require O & M procedure in agreements.	Develop database to monitor BMP compliance with ordinance.	Maintain inspection reports and require annual updates by owner (certified).
MS4/Engineering Dept./Owner			



# SMALL MS4 ANNUAL REPORT FORM

State of Ohio Environmental Protection Agency

## POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Topic(s)	Targeted Audience	# of Employees Attended	Summary of Activity	Effective (Yes or No)
Employee Training Program	Annual Training or Refresher Training	Yes	Safe and Sustainable snow fighting, & Employee roles in reducing storm water pollution.	City of Findlay Employees	50	Employees attended training sessions.	Yes
MS4 Coordinator							
<b>List of Municipal Facilities Subject to Program</b>					<b>O&amp;M Procedures Developed for Facilities (Yes or No)</b>	<b># of Facility Inspections Performed</b>	<b>Frequencies of Such Inspections</b>
Water Treatment Plant (WTP), Water Pollution Control (WPC), Municipal Airport, Municipal Building, Public Works, The Cube, Cemetery, Riverside Park, Fire Stations 1,2,3, &4.					Yes SWP3 plan for each Department.	Self-monitored inspections and reporting.	Ongoing Dry Weather ea. Qtr. Wet Weather ea. Half Annual Report
<b>MS4 Maintenance</b>	<b>Summarize Maintenance Activities and Schedules</b>			<b>Summarize Activities Performed</b>			
	Annual Storm Sewer & Catch Basin Cleaning, Catch Basin Repair, and Televised MS4 Lines			2973 LF storm sewer cleaned, 1958 LF storm sewer televised, 13 CB total rehab, 351 CB patched, and 1482 CB cleaned.			
<b>Disposal of Wastes</b>	<b>Procedures Developed (Yes or No)</b>		<b>Document Amounts of Wastes Properly Disposed</b>				
	Yes Work with County SWMD for pickup days and BRWP for River Cleanup, Departments for recycling. City of Findlay Police Department.		SWMD: Tire recycling =1392 tires, Agricultural Tire recycling = 302 tires, Household hazardous waste = 2177 tons of recycling at Liter Landing throughout the year. All used waste oil from city departments recycled and approximately 25 tons of recycling throughout the year. City of Findlay Police Department prescription drug collection = 1082 pounds disposed.				
<b>Road Salt</b>	<b>Covered (Yes or No)</b>		<b>Tons Used</b>	<b>Summarize Measures Taken to Minimize Usage</b>			
	Yes		1470 Tons Salt 4500 Gal Beet Juice 5400 Gal of Salt Brine	Using a pre-salt brine and beet juice mixture before the storm as well as only salting intersections and major thoroughfares unless necessary elsewhere.			
<b>Pesticide &amp; Herbicide Usage</b>	<b>Procedures Developed (Yes or No)</b>		<b>Gallons Used</b>	<b>Summarize Measures Taken to Minimize Usage</b>			
	No		Not Tracked at this time	All label direction to be followed for safe use by state certified applicator or employee under his supervision			
<b>Fertilizer Usage</b>	<b>Procedures Developed (Yes or No)</b>		<b>Pounds Used</b>	<b>Summarize Measures Taken to Minimize Usage</b>			
	No		Not tracked at this time	All label direction to be followed for safe use by state certified applicator or employee under his supervision.			
<b>Street Sweeping</b>	<b>Procedures Developed (Yes or No)</b>		<b>Document Amount of Material Collected and Properly Disposed</b>				
	Yes		1176 Cubic Yards of swept materials collected.				
<b>Flood Management Projects</b>	<b>Summarize any New or Existing Flood Management Projects that were Assessed for Impacts on Water Quality</b>						
	The City of Findlay is currently working with the Army Corp of Engineers for a comprehensive Flood Management Study. Many meetings and plan proposals are currently being discussed, such as diversion channels, levy walls, and earthen dikes.						



# SMALL MS4 ANNUAL REPORT FORM

State of Ohio Environmental Protection Agency

## POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

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

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Employee Training Program	Continue to train employees the importance of storm water pollution prevention.	Create training program to train or re-train at least 6 employees annually.	Train employees when they are available.
MS4/Engineering Department			
List of Facilities Subject to Program	Continue to update each SWMP as needed.	Keep the department inspections going make changes to the plan if need be.	Each department has PPGHP set up and is inspecting and reporting as required.
MS4/Engineering Department			
MS4 Maintenance	Continue to improve the number of MS4 system cleaned and maintained annually.	Storm sewer cleaning, catch basin cleaning and repair, storm sewer line televised.	Annual Maintenance.
Sewer Maintenance			
Disposal of Wastes	Continue to work with SWMD and BRWP to keep annual pick-up days and river clean-up days	Hazardous waste, electronics, tires and drug waste pickup days with SWMD and River Cleanup days with BRWP.	Annual events each year.
MS4 Eng. Dept. with SWMD and BRWP			
Road Salt	Continue with minimum but safe approach to salt applications.	Brine roads ahead of time and use salt mainly for intersections and main roads until needed elsewhere.	Continue in the winter season.
Public Works			
Pesticide & Herbicide Usage	Use Annual training to educate city employees on proper usage for minimal storm water impact.	Make sure employees are trained and certified.	Potential training in 2015.
Public Works			
Fertilizer Usage	Use Annual training to educate city employees on proper usage for minimal storm water impact.	Make sure employees are trained and certified.	Potential training in 2015.
Public Works			
Street Sweeping	Sweep City Streets as often as feasible to collect and properly dispose of waste.	Continue Annual street sweeping program	Continue sweeping in 2015
Public Works			
Flood Management Projects	Consistent progress on flood reduction efforts with Army Corp of Engineers	Review flood reduction proposals as they are made available.	Review flood reduction proposals as they are made available.
Engineering/City Council			

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

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

The City of Findlay SWMP will be under OEPA review for approval as is.

Our goals for ordinance approval were not met in 2014. Input from our workshop, legal counsel, and FEMA were ongoing until late 2014. All comments have been incorporated and the ordinance is ready for legislation. Public education and transparency is important. A committee of the whole, and multiple readings at council will be performed. The ordinance will be in place by end of June 2015.

**VARIANCES GRANTED (IF ANY)**

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

None at this time.