



**Environmental  
Protection Agency**

**John R. Kasich, Governor**

**Mary Taylor, Lt. Governor**

**Scott J. Nally, Director**

June 14, 2012

RE: CUYAHOGA COUNTY  
CITY OF BROOK PARK  
NOTIFICATION OF MUNICIPAL STORM  
WATER PROGRAM INSPECTION  
PERMIT No. 3GQ00115\*BG

Mark J. Elliot  
Mayor  
City of Brook Park  
6161 Engle Road  
Brook Park, OH 44142

Dear Mr. Elliot:

This letter will serve as notice that Ohio EPA will be conducting an inspection of your community's Storm Water Management Program (SWMP). This inspection is being conducted to determine compliance with the Ohio EPA General Storm Water National Pollutant Discharge Elimination System (NPDES) Permit for Small Municipal Separate Storm Sewer Systems (Small MS4s) #3GQ00115\*BG.

Our inspection will focus on compliance with minimum control measure #6: Pollution Prevention and Good Housekeeping for Municipal Operations. We will be using the audit guidance manual developed by the United States Environmental Protection Agency. We anticipate that the inspection can be conducted in one day. I have set aside the dates of June 2nd, 3rd, 5th, and 6th, 2012, to conduct the inspection. **Please contact me, upon receipt of this letter, to let me know which of these dates will work best for you.** As this is a holiday week, I will try to be as flexible as possible.

To streamline the inspection, please have the following resources ready and available on the date of the inspection:

- Map of the MS4 system or outfalls;
- An inventory of municipal facilities and operations, i.e., composting yards, vehicle maintenance facilities, bus terminals, impound lots and waste transfer stations, if applicable, and the storm water pollution prevention plan (SWP3) developed for these facilities;
- Contracts with any third party service providers that assist you in implementing your pollution prevention and good housekeeping programs;
- Guidance documents or BMP manuals used for your pollution prevention and good housekeeping program;
- Training records, i.e., the agenda and attendance record of any training your staff has attended regarding pollution prevention for municipal operations;
- List of active municipal construction projects, e.g., road projects;
- The checklist used to inspect your municipal maintenance facility;

- Street sweeping records, if performed;
- Deicer application records, including a description of the materials used for deicing operations;
- Inventory of flood management structures in your community which you maintain; and
- Fertilizer and pesticide application plan.

At the time of the inspection, please have a copy of the documentation that addresses the requested information described in this letter.

The inspection will consist of an interview followed by field inspections of your municipal operations facilities including your maintenance facility (or facilities, as appropriate), facilities where vehicle maintenance, composting activities, vehicle impoundment and waste management activities occur, **and** any facility which requires an NPDES permit for industrial storm water discharges. Please have the appropriate persons available to answer the interview questions and questions that arise during field inspections. I anticipate the interview will take no more than two to three hours to complete and will leave it to your discretion to schedule the field inspections. It should take no more than two hours to inspect each facility.

I look forward to working with you to perform the inspection. Please contact me to confirm the inspection date or to schedule a new date if necessary. You can contact me at (330) 963-1125 or via e-mail at [kelly.mcvay@epa.ohio.gov](mailto:kelly.mcvay@epa.ohio.gov).

Sincerely,



Kelly McVay  
Assistant to the District Engineer  
Division of Surface Water

KM/cs

cc: Edward Piatak, Consulting City Engineer, City of Brook Park  
Dennis Patten, Service Director, City of Brook Park