



John R. Kasich, Governor
Mary Taylor, Lt. Governor
Scott J. Nally, Director

September 16, 2013

RE: CUYAHOGA COUNTY
CITY OF MAYFIELD HEIGHTS
MUNICIPAL STORM WATER
MCM #6 INSPECTION
3GQ00029*BG
NOTICE OF VIOLATION

Anthony DiCicco
Mayor/Safety Director
City of Mayfield Heights
6154 Mayfield Road
Mayfield Heights, OH 44124

Dear Mr. DiCicco:

Ohio EPA has completed an audit for a portion of your municipal storm water program. Our audit primarily focused on implementation of minimum control measure (MCM) #6: Pollution Prevention and Good Housekeeping for Municipal Operations. This program is a requirement of the Ohio EPA General Storm Water National Pollutant Discharge Elimination System (NPDES) Permit for Small Municipal Separate Storm Sewers Systems (MS4s) #OHQ000002 and Ohio Administrative Code 3745-39.

On August 29, 2013, Ohio EPA met with City representatives to determine compliance with the NPDES permit and the Storm Water Management Plan (SWMP). In performing this audit, Ohio EPA implemented the Municipal Storm Water Program Evaluation Guide developed by the United States Environmental Protection Agency.

Enclosed are the Municipal Storm Water Program Evaluation and Field Inspection Worksheet(s) completed for your community. Please review these documents in detail to determine specific elements where your pollution prevention and good housekeeping program needs improvement. In addition, you will find comments suggesting ways to improve your MS4 program. The following is a summary of our audit findings:

Violations:

- **Failure to develop a map showing the location of all outfalls and the names and the location of all surface waters of the State that receive discharges from those outfalls.** This is a violation of Part III.B.3.b of the Small MS4 NPDES Permit #OHQ000002 and Ohio Revised Code (ORC) 6111.04 and 6111.07. The City needs to develop this map. Please be aware that within five years of when coverage under this general permit was granted your comprehensive storm sewer map shall also include your MS4 system, including catch basins and publicly-owned storm sewers, ditches and storm water management facilities (including publicly-owned post-construction BMPs, and privately-owned storm water management facilities constructed as post-construction BMPs for new development or redevelopment which has occurred since April 21, 2003.

- **Failure to compile an inventory of all MS4 facilities subject to pollution prevention and good housekeeping requirements, i.e. the Maintenance Facility, Material Storage Area, and parks.** This is a violation of Part III.B.6.c of NPDES Permit #OHQ000002 and ORC 6111.04 and 6111.07. This inventory was required in the NPDES permit #OHQ000001 and must be in the City's SWMP. The inventory should be kept up to date in the SWMP and easily accessed to comply with the NPDES Permit #OHQ000002.
- **Failure to implement procedures for the proper disposal of waste removed from your MS4.** This is a violation of Part III.B.6.d.iii.3 of the NPDES permit and ORC 6111.04 and 6111.07. Street sweepings may not be re-used without explicit permission from Ohio EPA's Division of Materials and Waste Management. Street sweepings are a solid waste and any liquids which are decanted from such material, as well as storm water which contacts stockpiles of this material, is leachate, a wastewater which must be managed accordingly. Best management practices (BMPs) must be implemented to prevent the discharge of this leachate if the City begins to store this material before disposal. See comments in the attached worksheets for suggestions and recommendations.
- **Failure to provide controls (BMPs) for reducing or eliminating the discharge of pollutants from municipal facilities.** This is a violation of Part III.B.6.d.iii.2 of the NPDES permit and ORC 6111.04 and 6111.07. This violation was noted for the following operations at your facilities:
 - Failure to prevent the discharge of pollutants from leaking vehicles stored outside of the Maintenance Facility and Material Storage Area.
 - Failure to keep dumpsters covered to prevent the discharge of wastewater to the City's MS4.
 - Failure to provide containment and sediment controls for the material stockpiles at the western portion of the Material Storage Area. Refer to the Facility Field Inspection Worksheet for the Material Storage Area for more information.
 - Failure to properly label used oil at the Maintenance Facility. Containers of used oil must be labeled "Used Oil" per OAC 3745-279.

The MS4 permit does not authorize the City to discharge leachate or wastewater, thus controls for these unauthorized discharges must be implemented immediately. Further, measures must be taken to minimize the potential for discharges of pollutants to the MS4. Implementing practices such as secondary containment, inlet protection and lidded dumpsters achieves this goal. Please review the comments within the attached *Municipal Storm Water Program Evaluation* and *Maintenance Facility Field Inspection Worksheets* regarding these operations.

- **Failure to update construction and post-construction ordinance(s) within two years of permit renewal.** This is a violation of Part III.B.4.a.i and Part III.B.5.c of the Ohio EPA General Storm Water NPDES permit #OHQ000002. The City is required to revise their ordinances to be equivalent with the technical requirements set forth in the Ohio EPA NPDES General Storm Water Permit for Construction Activities #OHC000003. This was to be completed within two years of when the Village's coverage under the MS4 general permit was granted, i.e., by September 2011. **Please provide the EPA with a plan of action and time frame for updating the ordinances.** Please be aware that the upcoming MS4 permit renewal (scheduled for January 2014) will most likely require for ordinances to be equivalent with the technical requirements set forth in the Ohio EPA NPDES General Storm Water Permit for Construction Activities #OHC000004, effective April 21st, 2013.

- **Failure to ensure adequate long-term operation and maintenance (O&M) of public/private stormwater management facilities.** This is a violation of Part III.B.5.d of the Ohio EPA General Storm Water NPDES permit #OHQ000002 and ORC 6111.04 and 6111.07. The City is required to have an inventory of all privately-owned post-construction BMPs installed since April 21, 2003 and all public stormwater management facilities. The City must develop a program to ensure the long-term maintenance of these structures. Ohio EPA recommends that each facility be inspected at least once a year either by the City or the party responsible for long-term maintenance. We recommend the City develop checklists or adopt checklists as your standard for conducting these inspections. This will ensure that all facilities are inspected and that all BMPs are constructed and maintained according to the City's adopted standards. The City must establish standards for these maintenance tasks. Most communities reference standards contained in *Rainwater and Land Development* (ODNR, 2006) or the United States Environmental Protection Agency's Menu of BMPs rather than establish their own.

A program to ensure long term maintenance of post-construction BMPs typically includes (a) maintaining an inventory of all public and those private post-construction BMPs installed since April 21, 2003, (b) maintaining a copy of the long-term maintenance plan for each BMP, (c) establishing a system to track maintenance activities by the responsible party, and (d) taking enforcement action if maintenance is not performed by the responsible party as required by the maintenance plan.

- **Failure to identify and eliminate source(s) of illicit discharge.** This is a violation of Part III.B.3.e of the NPDES permit and ORC 6111.04 and 6111.07. The City failed to attach a list of illicit discharges to their 2012 Annual Report. The Cuyahoga County Board of Health has identified 5 illicit discharges from the City of Mayfield Heights. The City does not have a plan to identify the specific sources of illicit discharges or have a plan to eliminate them. Please provide me with your plan to eliminate these sources or the steps you have taken to eliminate these sources.

Deficiencies:

- The City has not conducted routine inspections for any of their municipal facilities. Inspections are required to be performed on a routine basis as specified in each facility's storm water pollution prevention plan (SWP3). The Ohio EPA recommends that facilities be inspected monthly. A comprehensive site evaluation must also be conducted at least once per year. We strongly recommend the use of storm water inspection checklists for these facilities to standardize inspections and remind inspectors of the critical areas that must be reviewed during an inspection. Checklists are included with the City's existing SWP3s.
- The City had not been tracking the total amount of catch basin cleanings and street sweepings removed from the MS4. Please be sure to track this amount as it is required to be reported on the Annual Report form that must be submitted to Ohio EPA by April 1st each year. In addition, the City needs to track salt usage, catch basin cleaning, and street sweeping on a January-to-December calendar basis rather than a seasonal total as stated in Part IV.C of the Small MS4 NPDES Permit #OHQ000002 for reporting with the new Annual Report form.

- The City has not provided any storm water pollution prevention guidance materials to field staff that they can take out with them in the field or have at their work stations. By making materials available to staff at the field level, implementation of storm water BMPs should improve.
- The City could not provide me with the name of the company that removes the leaves and wood chips that the City collects and stockpiles. Please provide me with information regarding where leaves are taken once they are removed from the Material Storage Area.
- The City has not developed contract language to require storm water BMP implementation when a third-party provides municipal operations on behalf of the City. Contract language must be added to all contracts with such parties, e.g., operators that provide car impoundment, herbicide/ pesticide application and mulching services, as well as road maintenance activities and emergency repairs. Further, we recommend periodic inspection of their operations to assure that they are implementing BMPs.

Please review my comments and provide me with a letter of response indicating the actions you will take to address my concerns. **Your response should be received no later than October 18, 2013.** Please note that this response does not replace the requirement to submit an Annual Report. Your annual report for 2013 will be due on April 1, 2014.

If you have any questions, please contact Dan Bogoevski at (330) 963-1145 or via e-mail at dan.bogoevski@epa.ohio.gov.

Sincerely,



Bobby Hrusovsky
Assistant to the District Engineer
Division of Surface Water

BH:ddw

cc: Daniel Gerson, City of Mayfield Heights Engineer, URS Corporation
Andy Fornaro, Service Director, City of Mayfield Heights

Municipal Storm Water Program Evaluation MS4 Maintenance Component Worksheet

| | |
|------------------------------|--|
| Date of Evaluation | August 29, 2013 |
| Evaluator Name, Title | Bobby Hrusovsky, NEDO, DSW |
| MS4 Permittee | City of Mayfield Heights, 3GQ00029*BG |

Instructions: Use this worksheet as a guide for questioning MS4 staff and reviewing applicable documents. Keep in mind that additional questions may be necessary based on local regulations, MS4 permit requirements, implementation strategies, or water quality issues. Remember to obtain copies of any applicable documents or files which may assist in writing the MS4 evaluation report.

| Staff Interviewed | | |
|-------------------|-------------------|--|
| Name | Department/Agency | Phone Number/Email |
| Dan Gerson | City Engineer | (216) 622-2417 Dan_gerson@urscorp.com |
| Andy Fornaro | Service Director | (440) 773-5604 |
| | | |

| MS4 Mapping | | | |
|---|--|----------|----------|
| Interview Questions | Response | | |
| Outfalls and receiving waters mapped? | NO | | |
| Catch basins? | NO | | |
| Pipes, ditches, other conduits? | NO | | |
| Public stormwater facilities (BMPs)? | NO | | |
| Private stormwater facilities (BMPs)? | NO | | |
| How are maps used (i.e. tracking illicit discharges)? | The City does not have a comprehensive map of their MS4. | | |
| Applicable Documents | | Reviewed | Obtained |
| Map(s) of MS4 system | | NO | NO |

| Notes |
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| <p>MS4 Mapping</p> <p>The City has not developed a map showing the location of all outfalls and the names of all surface waters of the State that receive discharges from those outfalls. This is a violation of Part III.B.3.b of the NPDES permit #OHQ000002. Please be aware that within five years of when coverage under this general permit was granted (September 28, 2014) your comprehensive storm sewer map shall also include your MS4 system, including <i>catch basins</i> and <i>publicly-owned storm sewers, ditches, conduits</i> and storm water management facilities (including <i>publicly-owned post-construction BMPs and underground detention</i>). In addition, the map must show <i>privately-owned storm water management facilities</i> constructed as post-construction BMPs for new development or redevelopment which has occurred since April 21, 2003.</p> |

| Catch Basin Cleaning | |
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| Interview Question | Response |
| Schedule established for inspections and cleaning? | NO |

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|---|---|---------------------------|-----------------|
| | Cuyahoga County Department of Public Works is responsible for inspecting and cleaning the catch basins for the City. The City has a contract with the County. | | |
| Is cleaning and maintenance of catch basins tracked: | NO The County may track cleaning and maintenance, but the City is not sure. If there is a blockage or other problem, the City will notify the County. | | |
| How are spoils materials disposed of? | The City is not sure how the spoils are disposed of. | | |
| Are storm drain pipes inspected? | YES | | |
| Proactive or only in response to blockage event? | The City will inspect storm drain pipes only in response to a blockage event. | | |
| Applicable Documents | | Reviewed | Obtained |
| List of active municipal construction projects | | YES | NO |
| List of municipal projects covered under the Ohio EPA general storm water NPDES permit for construction activities | | No Active Const. Projects | |
| NOTE: Permit is only required if project disturbs 1 or more acre (5 or more acres for "routine maintenance") | | | |

| Stormwater Management Facilities Operation and Maintenance | | | |
|--|--|-----------------|-----------------|
| Interview Questions | | Response | |
| Public facilities inspected? | Some are Inspected Cuyahoga County Department of Public Works inspects and maintains some, but not all of the City's public facilities. The City would inspect the rain garden at City Hall, but they do not. Most of the City's public storm water management facilities are flood management structures. | | |
| Frequency: | Once a year | | |
| Private facilities inspected? | NO | | |
| Frequency: | | | |
| Checklist used for inspections? | NO | | |
| Have maintenance standards and procedures been established for these facilities? | The City is not sure if maintenance standards and procedures have been established by the County. | | |
| How is maintenance prioritized? Is data evaluated to target maintenance resources? | The City is not sure. | | |
| Applicable Documents | | Reviewed | Obtained |
| Inspection checklist | | NO | NO |

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| Notes |
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Construction & Post-Construction Ordinances

The City has not updated their construction and post-construction ordinances, which is a violation of Part III.B.4.a.i and Part III.B.5.c of the NPDES permit #OHQ000002. The City is required to revise their ordinances to be equivalent with the technical requirements set forth in the Ohio EPA NPDES General Storm Water Permit for Construction Activities #OHC000003. This was to be completed within two years of when the Village's coverage under the MS4 general permit was granted, i.e., by September 28, 2011. Model ordinances can be accessed through the Ohio EPA website at <http://epa.ohio.gov/dsw/storm/index.aspx>. (Under the Municipal MS4 tab, click Permit Compliance Materials to access model ordinances)

Inspections of Stormwater Management Facilities

The City is required to ensure long-term maintenance of stormwater management facilities. Ohio EPA requires that this program include privately-owned facilities constructed since April 21, 2003, and all publicly-owned stormwater management facilities. Storm water management facilities include best management practices (BMPs) designed to treat the Water Quality Volume (WQv), otherwise improve the quality of runoff or reduce the volume of runoff generated. BMPs include structures such as bioretention cells, permeable pavements, green roofs, enhanced water quality swales, sand filters, extended detention ponds, constructed wetlands and proprietary devices (including underground structures). Your post-construction BMP program must include the following components:

1. Plan review to assure that post-construction storm water quality BMPs are being provided, are designed per required standards and have a long-term maintenance plan
2. Tracking the location of post-construction BMPs and the party responsible for implementing the long-term maintenance plan
3. Performing an inspection to assure that post-construction BMPs are installed per the approved plan.
4. Periodically inspecting or otherwise verifying that the post-construction BMP is being maintained in accordance with the long-term maintenance plan. *A checklist is recommended to perform inspections and should be reflective of the operation and maintenance standards established by the Village.*
5. Taking enforcement action against the responsible party if they fail to maintain the BMP as required.

The City has not yet developed the robust long-term maintenance program for post-construction BMPs, which is a violation under Part III.B.5 of the NPDES permit #OHQ000002. Information on developing an effective long-term maintenance program for post-construction BMPs can be found from the Center for Watershed Protection at <http://www.cwp.org/2013-04-05-16-15-03/stormwater-management>.

As a reminder, Ohio EPA has required a long-term maintenance plan for all post-construction BMPs since April 21, 2003. Although it must be a stand-alone document, it is part and parcel of the Storm Water Pollution Prevention Plan (SWP3) required by the Ohio EPA General Storm Water NPDES Permit for Construction Activities. The goal of the MS4 program is to develop a local review and approval program for the SWP3. *This includes post-construction BMPs and their long-term maintenance plans.* These plans are required to provide a schedule for routine and non-routine maintenance tasks to be undertaken. Please ensure that long-term maintenance plans are being submitted as part of the SWP3 review and approval process.

| Road Maintenance | |
|--------------------------|---|
| Interview Questions | Response |
| Streets regularly swept? | Not Regularly |
| Frequency: | The City sweeps on an as needed basis. There is no set frequency to street sweeping. The City will sweep if there's a complaint from a resident. The City is currently sweeping all |

| Road Maintenance | |
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| Interview Questions | Response |
| | streets this year. |
| Frequency based on water quality factors (e.g. proximity to streams)? | NO |
| How are spoils disposed of? | Spoils are taken to DeMilta Sand and Gravel, Inc. in Eastlake, Ohio to be reused. Street sweepings are solid waste and cannot be reused. The spoils must go to a solid waste landfill unless the City has permission from Ohio EPA DMWM. (see note below) |
| Does the community collect road kill? What do they do with the carcasses? NOTE: MS4s are not obligated to collect road kill, but if they do, can be disposed in dumpsters or taken to a licensed, Class II composting facility. Cannot have pile of carcasses stacked up. This is open dumping. | YES The carcasses are disposed in a dumpster at the Street Department. |
| Does the community have a leaf collection program? What do they do with the collected leaves? NOTE: Landfills have been banned from accepting yard waste, so MS4 cannot place leaves and yard waste in dumpster. Must be composted at a licensed Class IV composting facility. Communities may temporarily store leaves awaiting transport to a composting facility but leafate must be prevented from discharging. | YES Collected leaves are dumped at the material storage area at 6306 Marsol Ave. The leaves are stored there through the fall season and hauled out before winter. A company hauls away the collected leaves. The City is not sure what company takes the leaves. |
| BMPs used during road maintenance activities? Describe types of road maintenance conducted by community staff and the BMPs used | NO The City mostly does road patching. The City will also lay sidewalks. |
| BMP guidance available to field staff? | NO |
| Deicers used by MS4? | YES |
| Type and amount of deicer and additives tracked? What measures are being taken to minimize the application of deicers? | Rock Salt The City applies when the weather permits and mostly on the main streets. |
| Sand/salt swept up after application? How soon? | YES If there was a spill on the road, it will be swept up immediately. |
| Does your community operate a snow stockpile yard to store snow that has been removed from community streets and parking lots? | YES |

| Road Maintenance | | | |
|---|--|---|----------|
| Interview Questions | | Response | |
| <p>If YES, location of the yards:</p> <p>Has your community considered implementing best management practices to control the discharge of pollutants from snowmelt associated with snow storage yards?</p> <p>If YES, what BMPs have you implemented?</p> | | <p>Snow is stockpiled at the Mayfield Heights City Pool parking lot during winter.</p> <p style="text-align: center;">NO</p> | |
| Applicable Documents | | Reviewed | Obtained |
| BMP guidance | | NO | NO |
| Street sweeping records | | NO | NO |
| Deicer application records | | NO | NO |

| Notes |
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| <p><u>Street Sweeping Disposal</u></p> <p>Street sweepings are hauled to DeMilta Sand and Gravel, Inc. in Eastlake, Ohio. The collected street sweepings are reused. Although our Division of Materials and Waste Management (DMWM) is currently considering an exemption that would approve certain beneficial reuses of street sweepings, the effective rules at this time qualify street sweepings as a solid waste. This material may not continue to be reused without obtaining permission from DMWM. The City has not developed procedures for the proper disposal of this waste removed from the MS4. This is a violation of Part III.B.6.d.iii.3 of the NPDES permit #OHQ000002.</p> <p><i>*Also, the City needs to track the amount of material removed from the City's streets so the total amount can be placed in the City's annual report for 2013. Please be sure to report the total per calendar year (January to December) in the annual report for 2013 as stated in Part IV.C.2 on reporting of the Ohio EPA General Storm Water NPDES Permit for small MS4s #OHQ000002.</i></p> <p><u>Leaf Collection</u></p> <p>Our inspection of this facility revealed that no controls have been implemented to prevent the discharge of leachate created by the leaf decomposition process. Storm water that comes in contact with the leaf piles becomes leachate as well. Leachate is a wastewater. The MS4 permit does not authorize the discharge of wastewater from municipal operations. Measures must be taken to eliminate this discharge (see Field Inspection Worksheet for the Material Storage Area).</p> <p>Further, please provide me with information regarding where leaves are taken once they are removed from the Material Storage Area. Be aware that solid waste regulations require leaves to be composted at a Class IV licensed composting facility.</p> <p><u>Deicer Usage</u></p> <p>Tracking road salt usage is one BMP that can help reduce the use of deicers. By tracking this information more closely, you may spot abnormalities in salt usage that can indicate when equipment maintenance is needed, when staff may not be following salt application guidelines and when inventory loss occurs. Other practices that can reduce the use of road salt include regular calibration of salt spreaders and developing a deicer application policy that identifies the level of service to be provided, where "bare pavement" is desired, how quickly streets are to be cleared, what percentage of streets are to get priority and in what areas snow may be hauled away. Priority can be assigned based on the number of vehicles</p> |

| Notes |
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| <p>per day, traffic patterns, accident records, school zones, and commercial and industrial areas. Ohio EPA urges you to adopt the sensible salting policies recommended by the Cuyahoga County Engineer or the Salt Institute. A wealth of information is available at http://www.saltinstitute.org/ on how to reduce pollution from road deicing activities.</p> <p>Finally, be aware that the Annual Report requires information to be reported on a January to December calendar year basis. This may require you to adjust how you summarize salt usage data, as most communities have typically been tracking usage on a winter season basis. Please keep in mind that the City is required to track salt usage as well as the use of additives, i.e., brine, beet juice.</p> |

| Flood Management | | | |
|--|--|-----------------|-----------------|
| Interview Questions | | Response | |
| Inventory of flood management structures completed? | | NO | |
| Structures been assessed for stormwater retrofit? | | NO | |
| New structures include water quality considerations? | | YES | |
| Applicable Documents | | Reviewed | Obtained |
| Inventory | | NO | NO |

| Notes |
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| <p><u>Inventory</u> An inventory of the City's publicly-owned and privately-owned (built since April 21, 2003) stormwater management facilities is part of the mapping requirements of the NPDES permit #OH0000002. This inventory must be completed within five years of when coverage under this general permit was granted, i.e., September 28, 2014.</p> <p><u>Stormwater Retrofits</u> The City's public stormwater management facilities should be evaluated for possible retrofit opportunities so that they treat the Water Quality Volume (WQv). The current MS4 permit (OHQ000002) does not require the City to implement retrofit projects, but they are an important piece of the storm water management puzzle for older, developed parts of the community. Current post-construction requirements only affect areas where new development or redevelopment disturbs 1 or more acre of land. This program will not create BMPs in previously-developed areas unless they are being redeveloped and the 1-acre threshold is met. As such, US EPA is evaluating whether retrofits should be required in future generations of the MS4 permit.</p> <p>It is important to look for retrofit opportunities by making a list of potential water quality enhancement projects and focusing on the implementation of green infrastructure. Typically, retrofitting the outlet structures of existing detention and retention basins to provide extended detention of the WQv is the easiest and most feasible type of retrofit project. However, <i>preferred retrofit projects include installing bioretention cells in existing parking lots or along residential streets, resurfacing with permeable pavement and establishing incentive programs for rain gardens, rain barrels and other forms of downspout disconnection in residential neighborhoods.</i></p> |

| Facilities Operation & Maintenance | |
|---|-----------------|
| Interview Questions | Response |
| Inventory of MS4 facilities complete (i.e. facilities owned and operated by the MS4)? | NO |
| <u>Types of facilities included</u> | |

| Facilities Operation & Maintenance | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|-----------------|------------------------|----|---------------------------|-----|---------------------------|----|---------------------------|-----|---------------------------|----|---------------------------|--|--|----|---------------------------|--|--|----|---------------------------|--|--|--|--|-----|-----|
| Interview Questions | Response | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p><i>These need their own NPDES storm water permit for industrial activities, if there is a discharge of runoff from these operations:</i></p> <ul style="list-style-type: none"> • Landfills Type: _____ • Airports • Shipping Ports or Marinas • Steam Electric Power Plants • Wastewater Treatment Plants ≥ 1 MGD or with a pretreatment program | <table border="0"> <thead> <tr> <th><u>Response</u></th> <th><u>SWP3 Developed?</u></th> </tr> </thead> <tbody> <tr> <td>NO</td> <td>N/A, since do not operate</td> </tr> </tbody> </table> <p>NOTE: No permit or SWP3 required if facility has no exposure. However, even if a No Exposure Certification has been submitted for the facility, inspect to verify validity.</p> | <u>Response</u> | <u>SWP3 Developed?</u> | NO | N/A, since do not operate | NO | N/A, since do not operate | NO | N/A, since do not operate | NO | N/A, since do not operate | NO | N/A, since do not operate | | | | | | | | | | | | | | |
| <u>Response</u> | <u>SWP3 Developed?</u> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NO | N/A, since do not operate | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NO | N/A, since do not operate | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NO | N/A, since do not operate | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NO | N/A, since do not operate | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NO | N/A, since do not operate | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p><i>These do not need their own permit, but do have to develop an SWP3 unless noted as N/A:</i></p> <ul style="list-style-type: none"> • Impound Lots • Leaf Collection Yards <ul style="list-style-type: none"> ✓ No discharge of leafate permitted <p style="text-align: center;">Material Storage Area 6306 Marsol Ave.</p> <ul style="list-style-type: none"> • Maintenance Yards <ul style="list-style-type: none"> ➢ How many do they operate? <u> 2 </u> ➢ List facility names/locations: <p style="text-align: center;">Maintenance Facility 6154 Mayfield Rd.</p> <p style="text-align: center;">Material Storage Area 6306 Marsol Ave.</p> • Composting Operations <ul style="list-style-type: none"> ✓ No discharge of leachate permitted • Solid Waste Transfer Stations or Operations <ul style="list-style-type: none"> ✓ Under landfill permit if community owns the transfer station and the landfill where waste will be taken ✓ If not, then SWP3 is only needed if vehicle maintenance, equipment washing or fueling activities occur at the transfer station, or if a portion of the facility is involved with recycling or composting • Parks & Cemeteries <ul style="list-style-type: none"> ➢ How many in UA? <u> 2 </u> ➢ List facility names/locations: <p style="text-align: center;">Mayfield Heights City Park – Marsol Rd.</p> | <table border="0"> <thead> <tr> <th><u>Response</u></th> <th><u>SWP3 Developed?</u></th> </tr> </thead> <tbody> <tr> <td>NO</td> <td>N/A, since do not operate</td> </tr> <tr> <td>YES</td> <td>N/A</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>YES</td> <td>YES</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>NO</td> <td>N/A, since do not operate</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>NO</td> <td>N/A, since do not operate</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>YES</td> <td>N/A</td> </tr> </tbody> </table> | <u>Response</u> | <u>SWP3 Developed?</u> | NO | N/A, since do not operate | YES | N/A | | | YES | YES | | | | | NO | N/A, since do not operate | | | NO | N/A, since do not operate | | | | | YES | N/A |
| <u>Response</u> | <u>SWP3 Developed?</u> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NO | N/A, since do not operate | | | | | | | | | | | | | | | | | | | | | | | | | | |
| YES | N/A | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| YES | YES | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| NO | N/A, since do not operate | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NO | N/A, since do not operate | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| YES | N/A | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Facilities Operation & Maintenance | | |
|--|--|----------|
| Interview Questions | Response | |
| not implement standard operating procedures?: | | |
| Parking lots owned/operated by the permittee swept? | NO | |
| Frequency? | N/A | |
| Do you operate any asphalt parking lots? | YES | |
| Do you use any coal tar-based sealants on those asphalt parking lots? | NO | |
| NOTE: Some MS4s have banned the use of coal tar-based sealants in their communities. Research from the University of New Hampshire Stormwater Center and by the City of Austin, TX, has shown these sealants contaminate soil and runoff with PAHs and benzo(a)pyrene, a known carcinogen. If a sealant must be used, asphalt-based sealants are preferred. | | |
| Do you have any combined sewer systems? | NO | |
| If yes, do you have any combined sewer overflows? | N/A | |
| ➤ How many? _____ | | |
| ➤ Do you track frequency and volume? | | |
| Are you aware of any illicit cross connections between your sanitary sewer and MS4? | NO | |
| If so, what is your plan to eliminate this illicit discharge? | N/A | |
| Have you investigated the extent of infiltration and inflow into storm sewer system? | NO | |
| What methods have been used to conduct this investigation? | The Cuyahoga County Board of Health has investigated. The City is not sure. | |
| What are your plans to repair and eliminate this source of illicit discharge? | The City has no plan to eliminate the identified sources of illicit discharges. | |
| Sewer spill and cleanup procedures in place? | YES | |
| Applicable Documents | Reviewed | Obtained |
| Facility inventory | NO | NO |
| Facility SWPPP | YES | YES |

| Notes |
|--|
| <u>Municipal Facility Inspections</u> The City has not conducted storm water inspections of their municipal facilities. Municipal facilities must be inspected at a frequency specified in the SWP3 (Section 7 of the City of Mayfield Heights' SWP3). |

Notes

Ohio EPA recommends that facilities be inspected monthly. A comprehensive site evaluation must be conducted at least once per year and a record of that inspection and its findings must be kept with the SWP3. If this annual inspection reveals deficiencies in the SWP3 or BMPs that are ineffective, the SWP3 must be revised to correct the problems. The SWP3 should contain a checklist to provide consistency to facility inspections (Appendix D of the City of Mayfield Heights' SWP3).

Sources of Illicit Discharge

The City contracts with the Cuyahoga County Board of Health (CCBH) to conduct dry weather screening of outfalls and to identify locations of illicit discharge. The CCBH has identified 5 illicit discharges, in 2012, in the City of Mayfield Heights. However, the City does not have a plan to identify the specific sources of illicit discharges or have a plan to eliminate them. This is a violation of the NPDES permit #OHQ000002. This is a deficiency in your MS4 program. The City must take the information contained in the CCBH reports and develop a plan with timetables to eliminate the illicit discharges identified. In addition, please review the CCBH program to assure that it includes screening for sources of illicit discharge such as cross-connections and inflow and infiltration. If not, the City must develop a program to identify and eliminate these sources of illicit discharge or add this to the services being provided by the CCBH.

Please provide me with a copy of the City's illicit discharge plan for elimination.

Pesticides, Herbicides & Fertilizers

| Interview Questions | Response | |
|--|----------|----------|
| Certified applicators used? | N/A | |
| Integrated Pest Management (IPM) practices used? | N/A | |
| Storage location of pesticides, herbicides, and fertilizers: | N/A | |
| BMPs used during application: | N/A | |
| Fertilizer/pesticide application plan utilized? | N/A | |
| Applicable Documents | Reviewed | Obtained |
| Fertilizer/pesticide application plan | NO | NO |

Notes

The City does not spread pesticides, herbicides or fertilizers. It was noted that the City may contract out an applicator for the baseball fields around the City, but it was not known for sure. If this is true, the contractor must be certified and have a documented pesticide and fertilizer application plan. The application records should keep track of the name of the substance being applied and the type of chemical, amount used and time the material is being applied as well as who the applicator was. Also, the City needs to include language into the contract that requires the contractor to consider pollution controls where the activities undertaken are a potential source of storm water pollution.

BMPs for Pesticide, Herbicide and Fertilizer Application

Pesticides, herbicides and fertilizers should not be applied when the forecast calls for rain. The label of most products will provide guidance on when and how much of these materials should be applied. Do not exceed manufacturers' recommendations. In addition, crews must be trained to avoid overspray and to implement dry clean-up methods, e.g., sweep up, should spills occur. Under no circumstance should crews hose spilled materials into storm drains. Storm drains near application areas can be temporarily covered to prevent overspray or spills from entering the MS4.

| Notes |
|--|
| <p>Integrated Pest Management (IPM) is an effective and environmentally sensitive approach to pest management that relies on a combination of common-sense practices. IPM programs use current, comprehensive information on the life cycles of pests and their interaction with the environment. This information, in combination with available pest control methods, is used to manage pest damage by the most economical means, and with the least possible hazard to people, property, and the environment. For further information, please refer to http://www.epa.gov/pesticides/factsheets/ipm.htm.</p> <p>Example pesticide, herbicide and fertilizer application plans are available from our MS4 education workshops. Information is archived at www.epa.ohio.gov/ocapp/storm_water.aspx.</p> |

| Standards, BMPs, & Outreach | | | |
|--|---|----------|----------|
| Interview Questions | Response | | |
| BMP technical guidance document available to maintenance staff? | NO | | |
| MS4 use contractual staff to complete MS4 maintenance activities? | YES | | |
| BMP guidance materials provided to contracted staff? | <p style="text-align: center;">NO</p> <p>Not from city, may have their own BMP guidance.</p> | | |
| Requirement to consider stormwater impacts and utilize appropriate BMPs in contracts? | NO | | |
| Materials used to educate the public regarding stormwater impacts on MS4 property (if applicable, i.e. public spaces): | <p>Pamphlets and brochures are available at City Hall.</p> <p>Pet waste: The City does not allow dogs in parks.</p> <p>Litter reduction: Trash cans are spread around the parks which are labeled as "Do Not Litter".</p> | | |
| Applicable Documents | | Reviewed | Obtained |
| BMP manual or guidance document | | NO | NO |
| Contract language for MS4 operation and maintenance activities | | NO | NO |

| Notes |
|---|
| <p>Storm Water Contract Language</p> <p>Contracted staff includes those that do road maintenance or fertilizer application, for example. Please be sure to include language requiring pollution controls in all contracts and requests for proposal (RFPs) where the activities are a potential source of storm water pollution. The operations of third party service providers should be reviewed periodically by the City to ensure that the required pollution controls are being implemented.</p> |

| Staff Education and Training | |
|---|---|
| Interview Questions | Response |
| Staff trained to identify potential storm water pollution sources which would result in an illicit discharge? | YES |
| Frequency: | Twice a year. |
| Materials used to train staff: | Videos. The Cuyahoga County Board of Health conducts |

| Staff Education and Training | | |
|------------------------------|---|----------|
| Interview Questions | Response | |
| | a training event once every year which features a power point presentation. | |
| Applicable Documents | Reviewed | Obtained |
| Training materials | YES | NO |

| Notes |
|---|
| <p>MS4 Staff Training</p> <p>The NPDES permit #OHQ000002 requires the City to conduct at least one employee training event on these topics per year. If key management staff attends a storm water education event, it is expected that the information learned will be shared with the appropriate staff so that they can conduct their job duties without causing storm water pollution. The City should also look to incorporate training on storm water pollution prevention in any new employee-training program that may exist if that employee's job duties have the potential to create storm water pollution or include illicit discharge identification and elimination.</p> <p>For training that the City organizes for its staff, please retain: (1) the agenda for the training session, including the date that training was provided and names/organizations of the speakers, (2) an attendance list with the signatures of attendees and (3) one copy of the materials used for training. For outside training attended, include an agenda (if available) or a list of topics, the names of attendees, date attended and a copy of any attendance certificate issued by the training organization.</p> <p>The following materials may help with developing a training program:</p> <p>Ohio EPA's Office of Compliance Assistance and Pollution Prevention (OCAPP) has provided a number of training opportunities on pollution prevention and good housekeeping for municipal operations over the past several years. Materials presented at OCAPP's session are archived on the internet at: http://epa.ohio.gov/ocapp/storm_water.aspx and can be used to provide training to your staff. Future training events involving Ohio EPA are listed on this site as well.</p> <p>ODOT's Local Technical Assistance Program (LTAP) maintains a library of training videos, including videos on storm water pollution prevention that can be borrowed at no cost. These videos and several others are also available from Ohio EPA at no cost. Please contact Adrienne LaFavre at (330) 963-1250 for further information.</p> <p>United States Environmental Protection Agency (US EPA) has two to three webcasts per minimum control measure that can be viewed at any time over the internet at www.epa.gov/npdes/training.</p> <p>The Lake County (OH) Stormwater Management Department has developed a series of Toolbox Talks that can be used during staff meetings to train maintenance staff on a single storm water pollution prevention topic at a time. This tool is intended to provide training by eliciting discussion amongst the staff and can be completed in less than 15 minutes per topic. Please contact Tim Miller, Director of the LCSMD at (440) 350-5900 for further information.</p> |

FIELD INSPECTION WORKSHEET
MS4 SWMP Evaluation
Maintenance Facility Field Inspection Worksheet

| | |
|---|--|
| Permittee: City of Mayfield Heights | |
| Address of facility: 6154 Mayfield Road | Size of facility: 4.5 acres |
| Date of visit: August 29, 2013 | Time of visit: 12:00 PM |
| Provide the name(s) and title(s) of permittee staff present during inspection | |
| Name | Title |
| <i>John Retino</i> | <i>Assistant Service Director</i> |
| <i>Dan Gerson</i> | <i>City Engineer</i> |
| Evaluator Observations: | |
| SWP3 or stormwater plan | |
| Has the maintenance facility developed a SWP3 or stormwater plan? | YES |
| Does the plan include a site map, list of pollutant sources, BMPs, and maintenance procedures? | YES |
| Does the permittee conduct and document periodic inspections of the facility? | NO |
| Are storm drains labeled and free of debris? | The drains are labeled and free of debris. |
| Vehicle maintenance, fueling and washing | |
| Are vehicle maintenance activities conducted in a designated place not exposed to stormwater? | YES. Vehicle maintenance activities are conducted inside the garage where the floor drains are connected to the sanitary sewer system. |
| Are fueling stations properly designed with spill kits nearby? | NO |
| Are vehicles washed on-site? Is wash water discharged to the MS4 or sanitary sewer? | YES. Vehicles are washed inside the garage where the floor drains are connected to sanitary. It was noted that vehicles are occasionally washed outside where the wash water would discharge to the MS4. |
| Material storage | |
| Are all materials that are potential stormwater contaminants stored under cover or in secondary containment? | NO. Some vehicles and equipment are stored outside along with used paint cans which the public dumps against the City's wishes. |
| Hazardous waste management | |
| Are all hazardous materials properly labeled and stored to prevent exposure to stormwater runoff? | NO. The used oil container, located inside the garage, is not labeled. The used paint cans are not in containment and are exposed to storm water runoff. |
| Waste management | |
| Are waste bins covered with waste properly disposed in containers? | NO. A scrap dumpster is uncovered and filled with general waste which the public dumps against the City's wishes. |
| How is landscape waste stored? | Landscape waste is not stored at this facility. |
| Spill response | |
| Does the facility have a spill response plan, and are spill kits readily available? | YES |
| Employee training | |
| What type of stormwater training do maintenance staff receive? | Annual |
| Notes or additional information: | |
| Vehicle Washing It was noted during the inspections that vehicles are occasionally washed outside the service garage. Vehicle washing | |

must be conducted inside only, where the floor drains are connected to the sanitary sewer system.

Used Oil

The used oil container in the Above Ground Tank Room, is not labeled. This tank must be labeled as "Used Oil" per Ohio Administrative Code (OAC) 3745-279. Please be aware that all containers which are to be used to contain used oil must be labeled as "Used Oil". Any drip pans used to catch used oil or smaller container storing used oil must be labeled as "Used Oil".

Dumping

The scrap dumpster, located near the west entrance of the facility, is not covered (Figure 1). This dumpster must be covered with a lid or tarp to prevent the collection of storm water and the formation of leachates. The scrap dumpster is filled with general waste due to unwanted dumping from residents. There is also unwanted dumping of used paint cans from residents. The City has installed a sign to discourage residents from dumping here, but this is not effective. The City must find an effective way to keep residents from dumping their waste in this area, such as installing a fence around the area or keeping the dumpster inside the garage. Used paint is a hazardous waste and must be treated as such. The paint cans must be stored under cover in a container that will not leak. A cardboard box with a plastic liner would be sufficient.

Fueling Station

The fueling station is without a spill kit and some fuel has been spilled during the fueling process (Figure 2). The emergency shut-off button is in close proximity to the station and it is clearly labeled. A spill kit must be accessible at the station to clean up any spills that occur. The staff who use the fueling station must be trained the correct procedure in case of a minor spill or emergency.

INSPECTION PHOTOS Maintenance Facility Date Taken: August 29, 2013



Fig. 1 (Left): This photo shows the scrap dumpster that is uncovered and filled general waste from residents dumping against the City's wishes. The dumpster must be covered to prevent the collection of storm water and the formation of leachates. The City should consider replacing the existing dumpster with one that has a door and can be locked to prevent the unwanted dumping from residents.

Fig. 2 (Right): This photo shows the fueling station at the Maintenance Facility. An oil spill has recently occurred. A spill kit must be provided, and clearly labeled, for the fueling station.

FIELD INSPECTION WORKSHEET
MS4 SWMP Evaluation
Material Storage Areas Field Inspection Worksheet

| | |
|--|---|
| Permittee: City of Mayfield Heights | |
| Address of facility: 6306 Marsol Avenue | Size of facility: 10 acres |
| Date of visit: August 29, 2013 | Time of visit: 12:30 PM |
| Provide the name(s) and title(s) of permittee staff present during inspection | |
| Name | Title |
| <i>John Retino</i> | <i>Assistant Service Director</i> |
| <i>Dan Gerson</i> | <i>City Engineer</i> |
| Evaluator Observations: | |
| SWP3 or stormwater plan | |
| Has the maintenance facility developed a SWP3 or stormwater plan? | YES |
| Does the plan include a site map, list of pollutant sources, BMPs, and maintenance procedures? | YES |
| Does the permittee conduct and document periodic inspections of the facility? | NO |
| Are storm drains labeled and free of debris? | Drains are labeled and free of debris. |
| Vehicle maintenance, fueling and washing | |
| Are vehicle maintenance activities conducted in a designated place not exposed to stormwater? | Vehicle maintenance activities do not occur at this facility. All vehicle maintenance is conducted at the Maintenance Facility. |
| Are fueling stations properly designed with spill kits nearby? | There are no fueling stations at this facility. |
| Are vehicles washed on-site? Is wash water discharged to the MS4 or sanitary sewer? | Vehicles are not washed at this facility. |
| Material storage | |
| Are all materials that are potential stormwater contaminants stored under cover or in secondary containment? | NO. There are stockpiles of erodible material that are not under cover. Vehicles and equipment are stored outside. A bin of used paint cans is stored outside not under cover. |
| Hazardous waste management | |
| Are all hazardous materials properly labeled and stored to prevent exposure to stormwater runoff? | NO. A bin of used paint cans and a sealed drum filled with used oil containers is stored outside not under cover. The bin containing used paint cans must be stored under cover to prevent the collection of storm water and the formation of leachates. The bin and drum must be clearly labeled, identifying the stored substances. |
| Waste management | |
| Are waste bins covered with waste properly disposed in containers? | NO. Multiple waste dumpsters are not covered. Some trash and debris is scattered around the yard which must be disposed in a dumpster. |
| How is landscape waste stored? | A pile of wood chips is stored on concrete. Leaves are stored here in the fall as well. There are no controls to prevent the discharge of leachate to the MS4. |
| Spill response | |
| Does the facility have a spill response plan, and are spill kits readily available? | YES |
| Employee training | |
| What type of stormwater training do maintenance staff receive? | Annual |

Notes or additional information:

Vehicle and Equipment Leaks

A few snow plows are stored on the eastern portion of the parcel. No oils were leaking from the plows, but each plow has hydraulic connectors that are disconnected (Figure 1). The hydraulic connectors tend to leak hydraulic fluid. As a precaution, cover the connectors with a plastic bag that can catch the oil if it were to leak. A few vehicles are stored at this location as well. A few oil stains were spotted leaking from the vehicles (Figure 2). Routine inspections of vehicles and equipment are a good practice to look for any leaks. When a leak is discovered, the spilled oil must be cleaned with oil dry, a drip pan should be placed under the leak, and the vehicle or equipment must be serviced as soon as possible.

Hazardous Waste Management

A bin containing used paint cans is stored outside (Figure 3) along with a sealed oil drum containing used household oil containers. The paint can bin is lined with a plastic liner, but it is not covered. This bin must be covered to prevent the collection of storm water and the formation of leachates. It is recommended that this bin be stored inside the garage.

Wood Chips and Leaves

A stockpile of wood chips, located in the southwest corner of the property, is stored on concrete (Figure 4). Small amounts of yard waste are mixed in with the wood chips. In the fall, leaves are stored in this location during the City's leaf collection program. A company comes and removes the wood chips and leaves near the end of their designated seasons. A pile of mulch is also stored on the concrete lot (Figure 5).

When these materials are stored for a long enough period of time, they will start to decompose and produce leachate which is a wastewater. Storm water that comes in contact with this material becomes leachate as well. This leachate cannot be discharged to waters of the state or MS4. Controls must be provided to the yard to contain any wastewater from discharging off the property. Storm water on site flows northeast and discharges into a storm channel which flows south, off the property and under the highway. The Ohio EPA recommends the construction of a berm to keep any contaminants on site and out of the MS4. The stockpile of wood chips is not fully stored on the concrete. Some of the pile has been dumped onto the grass beyond the concrete. The pile must be pulled back so to control the flow of leachates.

Dumpsters

Multiple dumpsters are stored around the western portion of the parcel, near the material stockpiles (Figure 6 & 7). These dumpsters are not covered, although a few have lids. Dumpsters must be covered with lids or tarps to prevent the collection of storm water and the formation of leachates. Good housekeeping is needed around this area as well. Trash and debris is scattered around the yard (Figure 8) and must be picked up and disposed of immediately.

Erodible Material

Controls must be provided for erodible materials to prevent sediment from washing away as runoff. Two stockpiles of dirt are stored in the western portion of the parcel with no controls provided (Figure 9). The piles can be covered with a tarp or surrounded by silt fence.

INSPECTION PHOTOS
Material Storage Areas
Date Taken: August 29, 2013



Fig. 1 (Left): This photo shows a snow plow that is stored outside on the concrete. The hydraulic connectors from the snow plows tend to leak hydraulic fluid, although none were leaking during this inspection. Secure a plastic bag around the connectors in case of future leaks.

Fig. 2 (Right): This photo shows a truck leaking oil. Encourage employees to always be on the look-out for leaks from vehicles and equipment. Apply oil dry to the spill, sweep up the contaminants and dispose of in a waste dumpster.



Fig. 3 (Left): This photo shows the storage of used paint cans located outside, not under cover.

Fig. 4 (Right): This photo shows the stockpile of wood chips along with small amounts of yard waste. Controls are needed to prevent the discharge of leachate from this stockpile.



Fig. 5 (Left): This photo shows a stockpile of mulch along the north property line of the material storage area. Controls are needed to prevent the discharge of leachate from this stockpile.

Fig. 6 (Right): This photo shows a waste dumpster and scrap tire dumpster that are not covered. In the distance, a pile of scrap tires have been left on the ground. All tires must be disposed of in the dumpster and the dumpsters must be covered with lids or tarps.



Fig. 7 (Left): This photo shows two general waste dumpsters that are not covered. The dumpsters have lids that are open and must be closed at all times. The leftmost dumpster has a broken lid that must be fixed or replaced.

Fig. 8 (Right): This photo shows some general waste that has been spilled on the ground. The waste must be disposed of in the dumpster immediately. Good housekeeping practices are needed for this area to be kept free of trash and debris.



Fig. 9: This photo shows a couple stockpiles of dirt. This material is erodible and controls are needed to minimize erosion.