

Small MS4 Annual Report Form

Please refer to the attached instructions as you prepare your annual report.

A. General Information

Name of MS4: St. Charles Parish Government - MS4

Contact Name: John Gutierrez, Jr. - MS4 Coordinator, SCP Public Works/Waste Water

Telephone Number: (985)783-5102, (985) 228-3901 (24h) Email Address: jgutierrez@stcharlesgov.net

Annual Report Period: January 1, 2017 through December 31, 2018

B. SWMP Modifications and Additional Information. Attach a written explanation if you check "yes" to any of the following statements.

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------|
| 1. Changes have been made or are proposed to the SWMP since the last annual report. | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| 2. The MS4 area has expanded through the annexation of lands or the urbanized area has expanded based on the most recent US Census. | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
| 3. The MS4 discharges directly to an impaired water (i.e. Category 5 on the Integrated Report). | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| 4. The MS4 discharges directly to water for which a TMDL has been established. | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| 5. A TMDL has provided a Waste Load Allocation (WLA) to the MS4. | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| 6. The MS4 has conducted analytical monitoring of stormwater quality. | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
| 7. The MS4 is relying on another government entity to satisfy some permit obligations. | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |

C. Stormwater Management Program Status. Provide the status of every BMP and measurable goal in your SWMP as described in the instructions.

TABLE 1

Minimum Control Measure(s)	BMP	Measurable Goal (steps to measure progress)	New or Revised	Start Date	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
	See attached Appendix A for Control Measures Information				

Note: If you have developed a stormwater ordinance during the last reporting period, include a description or citation of the ordinance, or simply attach a copy of the ordinance.

D. Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly 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 the possibility of fine and imprisonment for knowing violations.

Signature

Date 3/8/2019

John C. Gutierrez, Jr.
Name (printed)

MS4 Coordinator, St. Charles Parish Dept. of Public Works/Waste Water
Title

INSTRUCTIONS

Regulated Municipal Separate Storm Sewer Systems (MS4s) must submit annual reports to Louisiana Department of Environmental Quality (LDEQ) for each year of the permit term. In compliance with the MS4 General Permit, an MS4 must annually review its Stormwater Management Program (SWMP) in conjunction with the preparation of the annual report. This document is a suggested format for annual reporting.

Submit a signed copy of your annual report no later than March 10 of each year to:

Louisiana Department of Environmental Quality
Permit Compliance Unit
Office of Environmental Compliance
Louisiana Department of Environmental Quality
P. O. Box 4312
Baton Rouge, LA 70821-4312

A. General Information

Provide the name of the municipality or owner/operator of the storm sewer system.

Provide the name, telephone number, and email address for the stormwater program contact person.

Place a check mark in the box corresponding to the current annual report year.

B. SWMP Modifications and Additional Information

1. **Changes have been made or are proposed to the SWMP.** Modifications to the SWMP must be addressed in the annual report in accordance with Part IV.E. of the Permit. If LDEQ notified you during this reporting period that changes to your SWMP were necessary, you must check "yes" to this question.

Be sure to provide the following information in the attached explanation:

- a. Describe changes adding (but not subtracting or replacing) BMPs to the Storm Water Management Program.
 - b. Describe changes that replace ineffective or unfeasible BMPs. Include a written analysis explaining why the original BMP is ineffective or infeasible and why the replacement BMP is expected to achieve the goals of the original BMP.
2. **The MS4 has annexed lands or the urbanized area has expanded based on the most recent US Census.** Attach a description (or map) indicating the annexed or expanded area, the BMPs to be implemented, and any resulting updates to the SWMP.

3. **A water is listed as impaired.** LDEQ's list of impaired water bodies, the 303(d) list, is updated every two years. You may discover that your MS4's receiving water(s) is listed as impaired during the term of the permit. Determine if your receiving water(s) has been assessed as impaired (Category 5) and if the suspected source of impairment has been identified as *urban runoff/storm sewers, municipal (urbanized high density area), or unspecified urban stormwater*. The most recent 303(d) list has been posted on LDEQ's web site at:

<http://www.deq.louisiana.gov/portal/DIVISIONS/WaterPermits/WaterQualityAssessment/WaterQualityInventorySection305b.aspx>.

If your receiving water(s) is a 303(d) listed basin subsegment number that receives storm water runoff from the regulated MS4s, **and** the source of pollutants causing the impairment(s) have been attributed to MS4s, include a plan on how the MS4 will determine if discharges from the system are a contributor of pollutants and identify targeted BMPs that will reduce the discharge of the pollutants of concern. See Part IV.H of the permit.

4. **A TMDL has been established.** A Total Maximum Daily Load (TMDL) is the maximum amount (load) of a water quality parameter which can be carried by a surface water, on a daily basis, without causing an exceedance of surface water quality standards. A list of the established TMDLs for impaired waters is located on LDEQ's web site at:

<http://www.azdeq.gov/enviro/water/assessment/status.html>.

If a wasteload allocation (WLA) has been assigned to the MSF for specific pollutants, then you must modify the storm water management program to implement the TMDL within six months of the TMDL's approval or as otherwise specified in the TMDL. Include a description and schedule for implementation of the following to ensure compliance with the TMDL: 1) the selected storm water controls that specifically target the pollutant(s) of concern 2) a measurable goal for the pollutant(s) of concern (i.e. the assigned WLA) and 3) a monitoring program to assess whether or not the storm water controls are adequate to meet the WLA. See Part IV.H of the permit.

5. **The MS4 conducted monitoring of storm water quality.** Summarize any information, including monitoring data collected by the MS4 and/or third parties used to evaluate reductions in the discharge of pollutants. Describe how the results indicate progress towards the benchmark goals.
6. **The MS4 is relying on another government entity to satisfy some of the permit obligations.** If you are relying on another entity to satisfy permit obligations, attach a statement to the annual report identifying the entity and the elements the entity will be implementing. A description of the agreement or written documentation of the agreement must be included in the SWMP.

C. Stormwater Management Program Status

Each MS4 is required to evaluate compliance with permit requirements and assess the appropriateness of the BMPs in reducing the discharge of pollutants to the maximum extent practicable. The purpose of the annual report is to report the status of compliance with permit conditions, specifically the implementation of selected BMPs and the progress towards achieving the measurable goals for each BMP.

Using the table format provided on page 2 and following the example on page 6 of this document, summarize the status of all BMPs specified in your SWMP, as follows:

Minimum Control Measure(s): Specify the minimum control measure (MCM) addressed by each BMP. The six MCMs are listed in Part V.B. of the permit. Some BMPs may address more than one MCM.

BMP: List ALL of the BMPs specified in your SWMP, including any new BMPs. BMPs are the specific, long-term activities and practices that will be implemented to prevent or reduce stormwater pollution from the MS4. Examples include stormwater public service announcements, MS4 outfall inspections, and construction site plan review.

Note: If you have developed a stormwater ordinance during the last reporting period, include a description or citation of the ordinance, or simply attach a copy of the ordinance.

Measurable Goals: List ALL measurable goals in your SWMP, including any new measurable goals. Measurable goals are the ongoing tasks and interim steps that demonstrate progress toward implementing a specific BMP. They are used to measure the effectiveness of your SWMP and compliance with the permit. Each BMP must include specific measurable goals. For instance, the measurable goals for the BMP “establishing a stormwater web page” might include “researching stormwater pollution prevention materials”, “drafting web page text”, “designing web page layout”, and “distributing final draft for approval”. Upon implementation, additional measurable goals that track progress of the BMP may include “annual review and update of the web page” and “tracking the number of “hits” to the web site”.

New or Revised: Place an X in this column if the BMP or measurable goal is new or revised, such as replacement with another BMP, addition of a new measurable goal, or revision of a start date, etc. Briefly explain the change to the SWMP in the “Implementation Status” column.

Start Date: Specify the scheduled start date (month and year) for each measurable goal.

Implementation Status: Indicate the implementation status (such as completed, in progress, or not started) of each measurable goal as of June 30 of this reporting cycle. If an activity is completed, indicate the achievement date. If an activity is in progress, provide the expected achievement date. If an activity has not yet been started, indicate the expected achievement dates. In addition, use this column to briefly explain the frequency of on-going BMPs.

The following table is an example of the type of information to be provided in the annual report:

EXAMPLE

Minimum Control Measure(s)	BMP	Measurable Goal (steps to measure progress)	New or Revised	Start Date	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
Pollution Prevention/Good Housekeeping for Municipal Oper.	Train all public works and streets staff	Approx. 20 staff trained annually. Staff educated on good housekeeping/ pollution prevention and upcoming stormwater ordinance		April 2004	In progress, annual training every April.
Illicit Discharge Detection and Elimination	Perform field screening of outfalls	Completed storm sewer system map includes all outfalls and names and locations of all waters of the U.S.		January 2005	Completed June 2005.
Construction Site Control and Post-Construction Site Control	Implement stormwater ordinance for construction and post-construction runoff control	Researched other municipalities' ordinances	X	July 2004	Completed. Revised start date from March 2004 to July 2004.
Construction Site Control and Post-Construction Site Control	Implement stormwater ordinance for construction and post-construction runoff control	Integrated language from model ordinance		September 2004	Completed December 2004.
Construction Site Control and Post-Construction Site Control	Implement stormwater ordinance for construction and post-construction runoff control	Stormwater ordinance has been drafted		March 2005	In progress. Draft ordinance presented to City Council June 2005. Approval pending, expected completion date July 2005.

D. Certification

The annual report must be signed by either a principal executive officer or ranking elected official, or by a duly authorized representative (refer to Permit Part VI.L).

Appendix A

Storm Water Management Program Status

Minimum Control Measures (MCM)	Best Management Practices (BMP)	Measurable Goal	New or revised?	Start date	Implementation Status/Frequency/Achievement Date (Completed, In Progress, Not Started)
Public Outreach & Identification	Pamphlets	Goal: 500/yr.	Revised	2014	In Progress. Ensure refill of pamphlets at stated distribution points (Government buildings, libraries, participating waste oil collection points)
	Public Comment/Complaint Procedures	Continue posting relevant Storm Water Informational material on parish website. Maintain tracking of Environmental Complaint utility database.	Revised	2015	In Progress. Complaint database operational; 20 complaints submitted in 2018.
	Parish Channel 6	MS4 segments included for public viewing: Instructional slides, "After The Storm," St. Charles Parish Today – MS4"	Revised	2012	Filming completed. Programming schedule in place and operational. Download links to slides/videos available upon request via Parish dropbox account.
Public Involvement & Participation	Storm Drain Markers	Maintenance phase. 250/yr replaced, added.	Revised	2012	Completed. New labels are placed as they are identified and new subdivisions built.
	Household Hazmat Day, Trash Bash	Continued participation in yearly Household Hazmat Collection Day, Trash Bash cleanup event	Revised	2008	Completed. 2018 Trash Bash Event took place on March 3, 2018. Trash Bash 2019 scheduled March 9, 2019. HHMCD held on April 7, 2018. HHMCD 2019 scheduled May 4, 2019. Totals available upon request for both events.
Illicit Discharge Detection & Elimination (Con't. on page 2)	IDDE Ordinance	Goal: Continue enforcement and operation under Chapter 25 Storm Water Ordinance	Revised	2014	Completed. Chapter 25 Storm Water Ordinance passed March 2014. St. Charles Parish continues to utilize this ordinance for environmental authority and guidelines.

	Dumping Ordinance	Continue tracking work orders related to dumping/trash/debris.	Revised	2011	Completed. 21 work orders related to dumping, trash, debris, tires, and both installing/replacing "No Dumping signs."
	Sewer Ordinance	Track all sewer complaints and sanitary sewer overflows.	Revised	2011	Sewer Overflow Response Plan implemented. 2018 Overflow data not available at submittal.
	Master Drainage Plan	Monthly and annual fuel tank inspections, watershed inspections	Revised	2015	Maintained monthly & annual inspections for all applicable SCP fuel storage, annual spill response training by field personnel. Totals are as follows: West Bank 57%, East Bank 93%, Waste Water 82%, Public Works/Drainage 92%.
Construction Site Runoff Control	Construction Site Runoff Ordinance	Continue weekly parish-wide patrols, issue documentation to violators		2016	9 violator doorhangers generated in the 1 st half of 2018.
	Construction Site Inspection and Enforcement Procedures	Maintain storm water certification for all MS4 personnel, 100% review rating for submitted SWPPPs	Revised	2017	In Progress. 7 of 7 Storm Water Pollution Prevention Plans reviewed and approved, 100% of MS4 Employees certified as Storm Water Inspectors
Post Construction Runoff Control	Post Construction Runoff Control Ordinance	Inspect qualifying developments during weekly compliance patrols	Revised	2017	New Subdivision construction sites are included for inspection during the weekly compliance patrols.
Pollution Prevention/Good Housekeeping	Watershed Inspections	Ongoing activity. Continue expansion of MS4 outfall map as new pumping stations are added	Revised	2017	92% of Drainage field personnel spill response trained. Outfall map complete and awaiting completion of Willowridge, Magnolia Ridge, and Ellington Pump Stations for additions to SPCC inventory.
	Spill Response & Prevention Plan	Maintain operation & updates on SPCC plan, Continue refactoring	Revised	2017	Complete. Continue refactoring Spill Plans, 4/20 complete. (Inc. Willow Ridge, Magnolia Ridge, & Ellington Pump Stations.

Answers to “Yes” Questions, Part B.

1. Changes have been made to the SWMP since the last annual report.

Changes in SWMP made since annual report were previously reported to LDEQ via Stormwater Management Plan 2018 revision, mailed February 2019 with permit renewal Notice of Intent.

3. The MS4 discharges directly to an impaired water (i.e. Category 5 on the Integrated Report).

St. Charles Parish discharges to three impaired water bodies, listed below.

*Subsection 41201, Bayou Labranche headwaters to Lake Ponchartrain

*Subsection 41202, Bayou Trepagnier, headwaters to Bayou Labranche

*Subsection 41203, Duncan/Parish Line Canal, headwaters to Lake Ponchartrain

4. The MS4 discharges directly to water for which a TMDL has been established.

A TMDL has been developed for Subsection 41202, Bayou Labranche headwaters to Lake Ponchartrain.

5. A TMDL has provided a Waste Load Allocation to the MS4.

Waste load allocations have been assigned for oxygen-demanding pollutants to Subsection 41202. Suspected cause of impairment is Natural Sources as identified by Louisiana DEQ.