

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 Department of Public Works

Contact Name: John Gutierrez Jr. – MS4 Coordinator

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

Annual Report Period: January 1, 2022 through December 31, 2022

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 type="checkbox"/> | NO <input checked="" 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 _____

Name (printed) Miles Bingham, P.E.

Director, St. Charles Parish Department 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/environ/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	1. Pamphlets	Goal: 500/yr. Revised Goal 2023: 250/yr	Revised	2014	250 pamphlets replenished at public buildings (Courthouse, Planning & Zoning, public libraries). 50 pamphlets/drain labels handed out to “Wetland Watchers” middle school students (Harry Hurst).
	2. Public Comment/Complaint Procedures	Continue posting relevant Storm Water Informational material on parish website. Maintain tracking of Environmental Complaint utility database.	Revised	2015	18 complaints in 2022. Parish Storm Water informational material continues to be posted on parish website. (stcharlesparish.gov “Departments” -> “Public Works and Wastewater” -> “Stormwater Information”)
	3. Parish Channel 6/Youtube Channel (@stcharlesgov)	MS4 segments included for public viewing: Instructional slides, St. Charles Parish Today – MS4”	Revised	2012	Channel 6 cable TV public access rotation. Parish videos posted on YouTube channel “St. Charles Parish.”
Public Involvement & Participation	4. Storm Drain Markers	Maintenance phase. 250/yr replaced, added.	Revised	2012	Completed. New labels are placed as they are identified as requiring replacement and new subdivisions built. 235 placed by MS4 staff in 2022 + 50 given to “Wetland Watchers” students as part of education efforts.
	5. Household Hazmat Day, Trash Bash	Continued participation in yearly Household Hazmat Collection Day, Trash Bash cleanup event	Revised	2008	Trash Bash 2022 was held on March 5, 2022 and volunteers collected 520 bags of trash. HHMCD 2022 was canceled out of COVID-19 concerns. HHMCD 2023 is scheduled for Saturday, April 22, 2023 while Trash Bash 2023 is at this time unannounced.

Illicit Discharge Detection & Elimination (Con't. on page 2)	6. 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.
	7. Dumping Ordinance	Continue tracking work orders related to dumping/trash/debris.	Revised	2011	Completed. 103 work orders related to dumping, trash, debris, tires, and both installing/replacing "No Dumping signs" in 2022.
	8. Sewer Ordinance	Track all sewer complaints and sewer overflows.	Revised	2011	Sewer Overflow Response Plan implemented. 25 sewer overflows in 2022.
	9. Master Drainage Plan	Monthly and annual fuel tank inspections, watershed inspections	Revised	2015	Monthly fuel tank inspections continue for 59 Public Works locations. Annual Inspections halted due to spill plan refactoring. Watershed inspections performed by Parish QA & MS4. 16 watershed inspections performed by MS4 personnel in 2022
Construction Site Runoff Control	10. Construction Site Runoff Ordinance	Continue weekly parish-wide patrols, issue documentation to violators		2016	4 violator doorhangers generated in 2022. Other violations corrected verbally via personal contact with responsible parties.
	11. Construction Site Inspection and Enforcement Procedures	Maintain storm water certification for all MS4 personnel, 100% review rating for submitted SWPPPs	Revised	2017	In Progress. 14 of 14 Site plans reviewed & approved. 10 Storm Water Pollution Prevention Plans reviewed and approved. MS4 employees continue to be certified as Stormwater Inspectors. Recertification due 2025.
Post Construction Runoff Control	12. 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. Subdivision Moratorium rescinded 2/2022
Pollution Prevention/Good Housekeeping	13. Watershed Inspections	Ongoing activity. Continue expansion of MS4 outfall map as new pumping stations are added	Revised	2017	Watershed inspections still being performed by Parish QA, MS4 General Inspector (Pump Stations). 16 MS4 patrols logged 2022.

	14. Spill Response & Prevention Plan	Maintain operation & updates on SPCC plan, Continue refactoring	Revised	2017	Complete. Continue refactoring Spill Plans, 21 of 23 complete. 8 spill plans rewritten 2022 to include hydraulic oil capacities incorrectly reported. 2023 - Walker Structure & Walker Canal Pump Stations remain.
		Field employee annual spill training classes	Revised	2015	Spill training classes for all field employees exposed to fuel/oil on a regular basis. Training was performed via training video distributed to supervisors. Video link available upon request. 244 Parish Employees spill trained for 2022 goal. Training sign-in sheets are attached.
		Acquisition of spill vacuum/weir skimmer equipment for spill remediation	New	2022	Spill remediation equipment acquired, trailer for transport purchased. The trailer was placed into service Q1 2023.

Answers to “Yes” Questions, Part B.

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

St. Charles Parish discharges to one impaired water body, listed below.

*Subsegment 020201 Bayou Des Allemands (Category 5RC, Turbidity – Natural Sources, Sediment Resuspension, Infrastructure)

*Subsegment 020202 Lac Des Allemands (Category 5, Dissolved Oxygen -- Natural Sources)

*Subsegment 020301, Bayou Des Allemands (Category 5, Turbidity -- Forced Drainage Pumping & Sediment Resuspension)

*Subsegment 041201, Bayou Labranche (Category 5, Enterococcus -- Source unknown)

*Subsegment 041202, Bayou Trepagnier (Category 5, Enterococcus -- Source Unknown)

*Subsegment 041203, Duncan Canal From headwaters to Lake Pontchartrain, also called Parish Line Canal (Category 5, Dissolved oxygen – natural sources & Enterococcus – Municipal Point sources)

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

A TMDL has been developed for Subsegment 041201, IRC category 4a - Bayou Labranche from Headwaters to Lake Pontchartrain

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

Waste load allocations have been assigned for several pollutants to Subsection 041201. The suspected causes of impairment included low dissolved oxygen, reported as caused by forced drainage pumping. As was stated in the 2021 Annual Report, St. Charles Parish Pump Station operation by design provides aeration to the discharged water entering the impacted water bodies when pumps are operated, providing oxygenation to the area near the discharge points. Operation of our pump stations provides a remedy to the problem and should not be considered a causative action. For this subsegment, St. Charles Parish operates one drainage pump station in the affected area, the Tippy Pump Station.

Appendix B: Storm Water Management Program expanded details

- 1. Public outreach & identification – Pamphlets:** 250 pamphlets were replenished at the public buildings used for distribution of the stormwater informational pamphlets. Pamphlets are located at Public Library branches, St. Charles Parish Community Centers, Courthouse, and the Department of Planning & Zoning. No new pamphlets created as no new “problem areas” have been identified. Additionally, 50 pamphlets and drain labels were given to the “Wetland Watchers” middle school students at Harry Hurst school.
- 2. Public outreach & identification – Public Comment/Complaint Procedures:** 18 environmentally-relevant complaints logged in 2022. Database continues to be maintained for trend identification. All stormwater documents located on Parish website. (<https://www.stcharlesparish.gov/departments/stormwater-information>)
- 3. Public outreach & Identification - Parish Channel 6/Youtube channel @stcharlesgov:** Informational slide on channel 6 public access cable TV, also streaming public information episodes on youtube channel @stcharlesgov. Slide included in Appendix C.
- 4. Public involvement & participation – Storm Drain Markers:** Completed. Replacement of worn labels and new subdivisions as identified. 235 placed in 2022, and 50 given to middle school students at Harry Hurst school as part of the “Wetland Watchers” program. Storm Drain markers are replaced as vehicular traffic removes them and they become illegible due to sun fading. Estimated life 3-4 years.
- 5. Public involvement & participation – Household Hazmat Day, Trash Bash:** Household Hazardous Materials Collection Day (HHMCD) has been canceled for the past three years due to COVID concerns and difficulties from the impact of Hurricane Ida. The next HHMCD is scheduled for Saturday April 22, 2023 at the West Bank Bridge Park in St. Charles Parish. The 2022 Trash Bash occurred on March 5, 2022 and St. Charles Parish volunteers collected 520 bags of trash. Unfortunately in 2022 they were not weighed, as they had been in the past. The date for Trash Bash 2023 has not yet been announced at the time of publication of this report.
- 6. IDDE – IDDE Ordinance:** Chapter 25 Storm Water Ordinance passed March 2014. Expansion of the Chapter 25 ordinance to expand authority to provide more enforcement tools is being discussed for 2023. A major component of this expansion will include expanding the construction storm water segments to include sites less than 1 acre in size due to an identified increase in sedimentation & concrete wash water discharge from residential construction sites. Currently the ordinance exempts these small sites until problems are identified. The ordinance expansion will allow St. Charles Parish MS4 to require proactive Best Management Practices at all times during the construction process.

7. **IDDE – Dumping Ordinance:** <There were 103 work orders generated in 2022 due to pickup of trash, debris, and installation/maintenance of “No Dumping” signs. This includes trash/debris pickup on Old Spanish Trail in between Paradis and Des Allemands, long identified as a hotspot for illegal dumping.
8. **IDDE – Sewer Ordinance:** The Sewer Overflow Response Plan has been implemented and is in force. There were 25 sewer overflows logged in 2022.
9. **IDDE – Master Drainage Plan:** Monthly fuel tank inspections occur for all 59 Public Works fuel storage locations. Annual inspections halted due to spill plan refactoring. Watershed inspections performed quarterly and prior to major rain events by East and West Bank Public Works road crews, and 16 watershed inspections were performed by MS4 personnel in 2022. No new pump stations added in 2022.
10. **Construction Site Runoff Control – Construction Site Runoff Ordinance:** 4 violator doorhangers generated in 2022. Other violations addressed by verbal direct contact with contractors on site.
11. **Construction Site Runoff Control – Construction Site Inspection and Enforcement procedures:** 14 of 14 site plans reviewed and approved, 10 of which required a Storm Water Pollution Prevention Plan. Both MS4 Employees are certified as stormwater inspectors with renewal of certifications expected to take place in 2025.
12. **Post Construction Runoff Control – Post Construction Runoff Control Ordinance:** The St. Charles Parish subdivision moratorium was lifted February 2022. New subdivision construction sites are included during the logged watershed patrols.
13. **Pollution Prevention/Good Housekeeping – Watershed Inspections:** Watershed inspections performed by Parish QA, MS4 Personnel. Watershed inspections performed quarterly and prior to major rain events by East and West Bank Public Works road crews, and 16 MS4 patrols logged 2022.
14. **Pollution Prevention/Good Housekeeping – Spill Response & Prevention Plan:** Several times a year St. Charles Parish checks tank capacities of pump stations for accuracy against the published spill plans. This year accurate hydraulic capacities were furnished to MS4 and it became clear that several spill plans needed to be redone due to hydraulic oil capacities pushing the pump station over the 1320 gallon capacity benchmark for a Tier I spill plan. 8 spill plans were edited and 2 pump stations had new spill plans written. Only two Tier I spill plans remain: Walker Structure and Walker Canal pump stations in Saint Rose. No new pump stations added in 2022. 21 of 23 complete.

St. Charles Parish continues to train all employees that handle fuel as part of their job responsibilities in spill containment and control. A training video was provided to all supervisors and/or foremen/forewomen. A link to this training video is available upon request as St. Charles Parish no longer maintains the Dropbox account. In 2022 244 employees were spill trained and sign in sheets are attached in Appendix C.

The focus for 2022 and the single largest budget allocation for several years was the acquisition of the DESMI Ro-Vac Mark III spill cleanup system. This machine will give St. Charles Parish the ability to clean up terrestrial and aquatic oil spills more quickly and more thoroughly than ever before. The system consists of a vacuum hopper that discharges directly into drums, a 36" vacuum skimmer, a hand-held vacuum lance, and an integral pressure washer. This DESMI system will allow St. Charles Parish to begin cleanup within an hour, minimizing the amount of time and area a spill can spread. The cost of this system is \$53,536.47 and is currently "in service." Pictures of the unit as well as a link to the video from DESMI demonstrating operation can be found in Appendix C.



John C. Gutierrez, Jr.
MS4 Coordinator
St Charles Parish Dept. of Public Works/Wastewater

Appendix C: Documentation

References & Attachments:

1. St. Charles Parish Website “Storm Water Information” document repository (including pamphlets)
<https://www.stcharlesparish.gov/departments/stormwater-information>
2. Channel 6 Public Access Cable TV informational slide
3. Household Hazardous Materials Collection Day website
<https://hnmcd.com/>
4. 2022 Annual Spill Training sign in sheets
5. Drain Label Image
6. DESMI Ro-Vac Mark III in-service system photos
7. DESMI Ro-Vac skimmer video link
<https://www.desmi.com/videos/ro-vac-mkiii-mobile-vacuum-skimmer-system/>