

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, 2021 through December 31, 2021

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 _____

Miles Bingham, P.E.
Name (printed)

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:

LDEQ
Office of Environmental Services
Water Permits Division
General & Municipal Permits
Attn: Lina Kruth Saale

MAILING ADDRESS
PO Box 4313
Baton Rouge, LA 70821-4313

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	Implement stormwater	Stormwater ordinance has been drafted		March 2005	In progress. Draft ordinance presented to City Council June 2005. Approval

Post-Construction Site Control	ordinance for construction and post-construction runoff control				pending, expected completion date July 2005.
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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	Untracked pamphlets distributed at public buildings resumed after COVID pause. 180 pamphlets handed out to “Wetland Watchers” students as part of education efforts.
	Public Comment/Complaint Procedures	Continue posting relevant Storm Water Informational material on parish website. Maintain tracking of Environmental Complaint utility database.	Revised	2015	23 complaints in 2021. Tracking was briefly suspended for 60 days due to impacts from Hurricane Ida and restarted 11/1/2021. Parish Storm Water informational material is posted on the new parish website.
	Parish Channel 6	MS4 segments included for public viewing: Instructional slides, St. Charles Parish Today – MS4”	Revised	2012	Channel 6 public access rotation. Limited Channel 6 streaming available, expanded 2022. Parish videos posted on YouTube channel “St. Charles Parish.”
Public Involvement & Participation	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. 223 placed by MS4 staff in 2021 + 180 given to “Wetland Watchers” students as part of education efforts.
	Household Hazmat Day, Trash Bash	Continued participation in yearly Household Hazmat Collection Day, Trash Bash cleanup event	Revised	2008	Trash Bash 2021 was held on March 6, 2021. HHMCD 2021 was canceled out of COVID-19 concerns. HHMCD 2022 was also canceled/postponed due to COVID-concerns while Trash Bash 2022 is scheduled for March 5, 2022 and a replacement Parish-hosted hazardous materials collection day is planned for March 19, 2022.

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. 10 work orders related to dumping, trash, debris, tires, and both installing/replacing "No Dumping signs" in 2021
	Sewer Ordinance	Track all sewer complaints and sanitary sewer overflows.	Revised	2011	Sewer Overflow Response Plan implemented. 73 sewer overflows in 2021, including overflows from Hurricane Ida.
	Master Drainage Plan	Monthly and annual fuel tank inspections, watershed inspections	Revised	2015	Monthly fuel tank inspections have resumed and are in full force. Annual Inspections halted due to spill plan refactoring. Watershed inspections performed by Parish QA.
Construction Site Runoff Control	Construction Site Runoff Ordinance	Continue weekly parish-wide patrols, issue documentation to violators		2016	9 violator doorhangers generated in 2021
	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.
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	Watershed inspections still being performed by Parish QA, MS4 General Inspector (Pump Stations). 10 MS4 patrols logged 2021.
	Spill Response & Prevention Plan	Maintain operation & updates on SPCC plan, Continue refactoring	Revised	2017	Complete. Continue refactoring Spill Plans, 15 of 19 complete. This figure includes three new pump stations and removal of two stations that have capacities that have fallen under SPCC threshold of 1320 gallons.

		Field employee annual spill training classes	Revised	2015	Spill training classes for all field employees exposed to fuel/oil on a regular basis. Due to COVID and Hurricane Ida, this training was performed via training video distributed to supervisors. Video link available upon request. 208 Parish Employees spill trained in 2021. Training sign-in sheets are attached.
		Acquisition of spill vacuum/weir skimmer equipment for spill remediation	New	2022	Spill vacuum/weir skimmer equipment goes out for bid late February 2022 at an estimated cost of approximately \$60,000 for the system.

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 020301, Bayou Des Allemands

*Subsegment 020501, St. Charles parish Canals & Bayous (Eastern parish boundary, affected area mostly in Jefferson Parish)

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

A TMDL has been developed for Subsegment 020301, Bayou Des Allemands and Subsegment 020501, St. Charles Parish Canals.

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

Waste load allocations have been assigned for oxygen-demanding pollutants to Subsection 020301. The suspected causes of impairment included organic enrichment / low DO and nutrients; and the suspected sources were industrial point sources, minor industrial point sources, other, sediment resuspension, and upstream sources. St. Charles Parish Pump Station operation by design provides aeration to the discharged water entering the impacted water bodies, providing oxygenation to the area near the discharge points.

St. Charles Parish operates no drainage infrastructure in the area of Subsegment 020501, with the nearest drainage infrastructure (Willowridge Pump Station) to the affected area discharging 4.5 miles away from the subsegment.

Appendix B: Notes

2021 has been a rebuilding year for St. Charles Parish. We all are still feeling the aftereffects of the COVID-19 pandemic, and our residents are attempting to get back to normal from that crisis. As was the case in 2020, the COVID-19 pandemic required St. Charles parish to modify some of its goals to remain in compliance with our 040000 municipal storm water permit. In August 2021, we also suffered a direct hit from Hurricane Ida that devastated St. Charles Parish and required additional special attention to make sure that our permit goals continued to be met in some fashion.

Educational pamphlet distribution has been resumed at public buildings, and pamphlets are still being given to violators as a corrective action. Additionally, as part of Public Outreach efforts, 180 pamphlets were given to “Wetland Watchers” students from Harry Hurst Elementary in Destrehan. The Parish continues to post Storm Water informational material on the newly remodeled Stcharlesparish.gov website, and the Environmental Complaint Utility remains in place to provide residents with a direct method of reporting environmental concerns to Public Works. 23 complaints were received from all sources in 2021, although complaint tracking was suspended from August 31 to November 1 due to technical difficulties as a result from Hurricane Ida. Unfortunately, during the remodel of the new website the storm water experiment video was lost and will have to be re-filmed, but this provides Public Works-MS4 staff with an opportunity to refine the demonstration even better in 2022. Channel 6 “SCP TV” public access has been expanded to YouTube and is available for streaming via the “St. Charles Parish” channel, including all Storm Water related content.

St. Charles Parish had mixed results with the storm drain markers goal due to time lost on account of Hurricane Ida. Only 223 storm drain markers were installed at new subdivisions due to a Parishwide subdivision moratorium, but this was offset by the distribution of 180 drain markers to the “Wetland Watchers” students as part of the educational efforts. Unfortunately due to the Omicron variant of COVID only the 2021 Trash Bash took place on March 6th. Household Hazardous Materials Collection Day 2021 was canceled due to the COVID and 2022 HHMCD is canceled as well, but St. Charles Parish is planning on hosting a replacement event for collection of household hazardous materials on March 19, 2022. Trash Bash 2022 will take place on March 5. Due to impacts from Hurricane Ida tracking of Garbage and Dumping complaints was limited but 10 work orders due to these type of complaints were generated in 2021. An increased number of sewer overflows, again due to Ida, were present in 2021. 73 sewer overflows were reported by the St. Charles Parish Waste Water Department.

St. Charles Parish’s fuel tank inspection program remains in force, and watershed inspections are still being performed by Parish QAs and on a periodic basis by MS4 staff. 10 watershed inspections were performed by the MS4 staff in 2021. 9 doorhangers were given to violators of the construction storm water ordinance, while 100% of the storm water construction plans submitted to Public Works were reviewed; 14 plans in total were submitted and 10 Storm Water Pollution Prevention Plans over 1 acre in size were reviewed for accuracy and compliance.

The spill plan refactoring is making progress, with 15 of 19 plans completed. The total number decreased from the last reporting period due to infrastructure improvements such as replacing diesel-powered generators with natural-gas generators, removing their applicability from the 1320 gallon plan requirements. Plans have been written to include the three new pump stations along the Hurricane Protection Levee for the Ellington, Willowridge, and Magnolia Ridge neighborhoods. Training efforts are ongoing with 208 field employees spill trained from Public Works, Waste Water, Water Works, and the Parks & Recreation departments in 2021. Sign-in sheets are attached to this report. Additionally, the procurement of the oil spill vacuum/weir skimmer equipment originally planned in 2017 has been revisited and has gone out for bidding at an expected cost of \$60,000. Acquisition of this machinery will enable St. Charles Parish to remediate spills with improved efficiency and efficacy and will allow the Parish to become a pioneering municipality within Louisiana regarding spill remediation and cleanup of both terrestrial and aquatic oil releases.



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. St. Charles Parish “Trash Bash” government page, Facebook group, L’Observateur article, Herald Guide article
<https://www.stcharlesparish.gov/government/special-sections/trash-bash>
<https://www.facebook.com/scptrashbash/>
<https://www.lobservateur.com/2022/02/03/st-charles-parish-trash-bash-set-for-march-5/>
<https://www.heraldguide.com/news/trash-bash-2021-set-for-saturday/>
3. Household Hazardous Materials Collection Day website
<https://hnmcd.com/>
4. 2021 Annual Spill Training sign in sheets
5. Drain Label Image