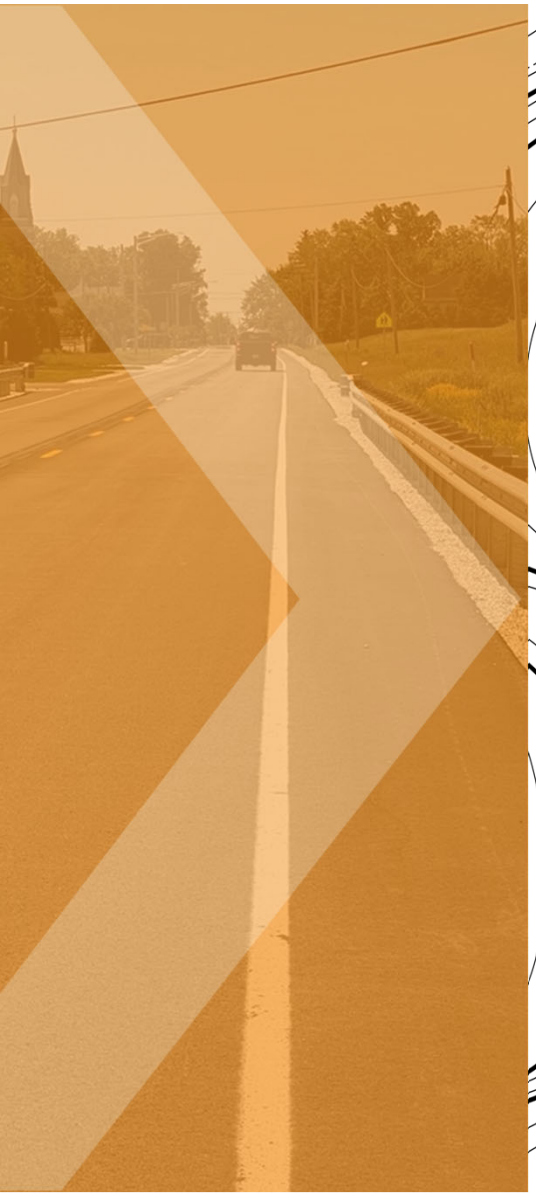
2026 Indiana MS4 Partnership Annual Meeting

MCM6: Municipal Ops & Good Housekeeping

May 12th, 2026



Overview

- Intro
- Overview of Regulations
- Implementation Strategies
- Common Challenges & Dos-n-Don’ts
- Examples and Resources
- Q&A

MCM6: Municipal Ops & Good Housekeeping: Goals & Takeaways

- Be deliberate; be accountable
- Lay the foundation, and then build
- Get buy-in: Elected officials, department heads, etc.
- Things will go wrong; be prepared
- Be present and engage
- Everyone has responsibility

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MCM6: Municipal Ops & Good Housekeeping: Overview of Regs

MS4 General Permit: INR04000, Section 4.7

Municipally Owned Properties

- List of facilities
  - "use, store, or discharge pollutants that may degrade water quality…"
  - Prioritize/rank based on risk

Stormwater Plans for greatest risk facilities

- Street Dept., Vehicle Maint., Stockpile Areas, Salt Storage, Parks Dept., Golf Courses, Impound Lots, Dog Parks & Animal Shelters, etc.
- Develop a map
  - Storage areas, drainage system, BMPs/countermeasures, spill kits
- Written plan: overview of facility, inventory of materials, spill response, waste management,
- Inspections: quarterly and one annually with MS4 Coordinator

Collection System

- Map of all outfalls and conveyances owned (MCM3)
- Written plan: Maintenance schedules and procedures, material disposal for collections,
- "Surface visual inspections" of entire system
  - Once per permit term; prioritize areas for more frequency
- Maintain conveyances and structures
- Prioritize municipal efforts around problem areas
- Measurable goals
- Written procedures to assess and reduce pollutants
- Employee trainings
- Annual reporting of progress

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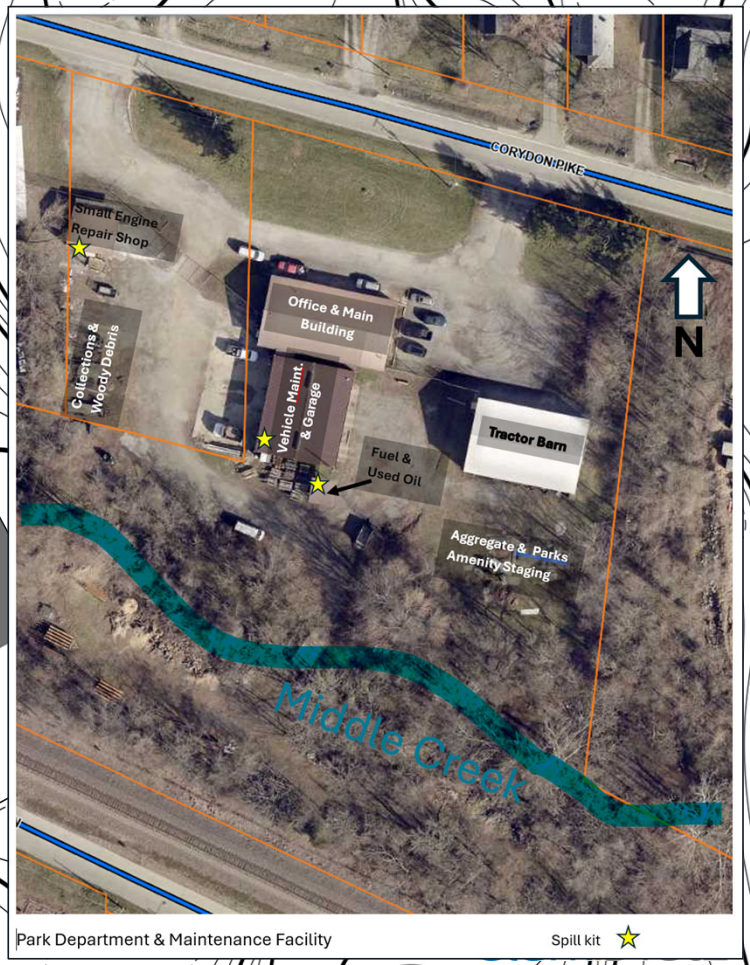
MCM6: Municipal Ops & Good Housekeeping: Facility Plan

- Stormwater Facility Plan
  - Address and ops overview
  - Personnel
  - Inventory
  - Countermeasures
  - Maps
  - Inspection form
  - Basis for other documentation
    - Reference materials
    - Trainings
    - History of spills
    - Organizational Chart



MCM6: Municipal Ops & Good Housekeeping: Developing A Facility Plan

Developing

- Find a template/example
- Coordinate with the facility staff
- Walk the site
  - Mark up a map with aerials
  - Inventory supplies
  - Look for drains; inside and out
  - "if this spills, where does it go?..."
- Understand the facility operations
- Get buy-in on the plan
  - Share a draft
  - Meet to review
- Don't overcomplicate

Implement and Refine

- Focus on improvement, not perfection
- Get feedback
  - Facility operator
  - Neighboring communities
  - IDEM
- Outlook: Schedule recurring meetings
  - Monthly
  - Quarterly
  - Annually
- Foster partnering; avoid orders

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MCM6: Municipal Ops & Good Housekeeping: General Guidance

General Ops & Ground Maintenance

- Confine work to designated space
- Keep site & workspaces ***clean & organized***
- Train and remind on spill kits locations
- Check equipment regularly for leaks
- Store equipment under cover, whenever possible
- Sweep parking lot regularly and before each rain event
- Maintain vegetation
- Dispose of unwanted materials, promptly

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MCM6: Municipal Ops & Good Housekeeping: General Guidance

Material/Supply Storage

- Store under cover; away from traffic
- Keep in original containers
- Properly dispose of when expired / not useful
- Proper training for use
- Keep accurate inventory
- Flammables & fire cabinets

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MCM6: Municipal Ops & Good Housekeeping: General Guidance

Equipment Fluids

- Bulk materials stored on pallets indoors, and away from floor drains, and not in flood-prone buildings
- Bulk liquids on spill pallets or secondary containment
- Properly dispose of empty containers promptly
- Label all supplies and materials

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MCM6: Municipal Ops & Good Housekeeping: General Guidance

Floor Drains

- Confirm where they go
  - Never to a yard, ditch, creek, or underground; cap immediately in this instance
  - If wastewater, confirm oil-water-grit separator and confirm connection with WW department
- Never dispose of used oil, antifreeze, paint, etc.
- Floor drains should only be used to dispose of wash water
- Floor drains should be cleaned regularly

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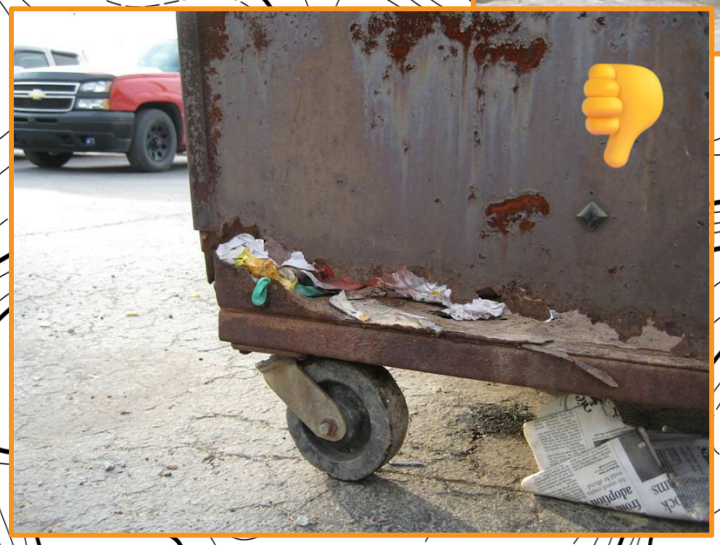
MCM6: Municipal Ops & Good Housekeeping: General Guidance

Solid Waste Management

- Keep dumpster lids closed
- Store trash/wastes in designated locations; under cover when possible
- Recycle as much as possible (aluminum, cardboard, steel, etc.) in separate containers
- Properly dispose of materials (MSDS Sheets)
- Inspect for leaks, holes, etc.



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MCM6: Municipal Ops & Good Housekeeping : General Guidance

Leaking Equipment

- Leaking vehicles should be stored inside
- Use drip pans for leaking equipment
- Repair immediately
- To help detect leak, inspect equipment daily before each use

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Spill Cleanup

- Attend to spills immediately
- Use absorbent / adsorbent material
- Sweep up after about 20 minutes
- Dispose of collected material properly
- Don't hose spills into storm drains or outside areas
- For hazardous liquid spills, refer to MSDS for clean-up procedures
- Notify supervisor if spills reach storm drain or leave site
- Don't risk your safety or others

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MCM6: Municipal Ops & Good Housekeeping: General Guidance

Equipment Fueling

- Covered solid waste bins
- Train staff and label on emergency shut-off
- Spill kit, with broom and pan
- Ensure proper site security
- Routing inspections for drips/leaks

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MCM6: Municipal Ops & Good Housekeeping: General Guidance

Equipment Storage & Cleaning

- Excessively dirty vehicles should be stored under cover until washed
- Wash vehicles in designated facility that drains to sanitary sewer – NOT outdoors or over storm drains
- Damaged, leaking, or idle vehicles and equipment should be stored under cover

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MCM6: Municipal Ops & Good Housekeeping: General Guidance

Salt Storage & De-icing Ops

- Don't overload storage barns
  - Check for spillage; sides and back
- Sweep area outside of storage barn after deliveries and winter response events
- Inspect and maintain equipment
- Exercise care when connecting / disconnecting hydraulic hoses
- Wash equipment in designated areas
- Store unused equipment under cover, when possible
- Be smart about salt application

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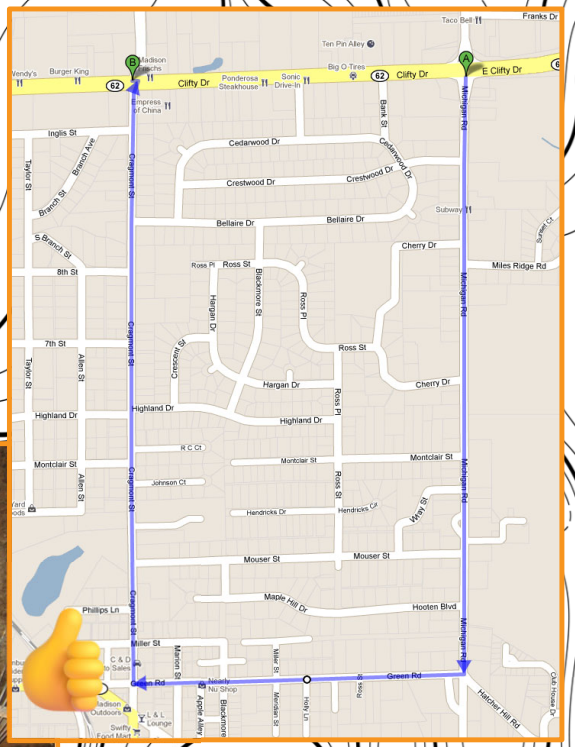
MCM6: Municipal Ops & Good Housekeeping: General Guidance

Street Sweeping

- Prioritize routes
  - Industrial/commercial areas, high traffic roads; time of year
- Know how and where to dispose of collections; MSWLF
  - IDEM Street Sweeping Fact Sheet
- For wet-sweeping operations, dewater to sanitary system if acceptable to operator
- Sweep before rain is forecasted, when possible



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MCM6: Municipal Ops & Good Housekeeping: Other Considerations

Miscellaneous:

- Current contacts posted
  - County EMA
  - IDEM spill response
  - Community Safety Coordinator
- Evaluate and update annually
  - Living document
  - Facility ops are always changing
- Staff turnover and retraining
- Starting clean and organized offers better chance at staying clean and organized
- Facility Plan: Brevity is beauty
- Future regulations
  - Prepare yourself by having a solid plan now

Complementary Programs/Regulations:

- Material Safety Data Sheets (MSDS/SDS)
- Flammable liquid storage (fire cabinets)
- Spill Prevention Control & Countermeasures (SPCC)
  - US EPA
  - 1,320 gallons aboveground (55-gal and larger)
  - 42,000 gallons underground
  - Tier 1 and 2; most can self-certify
- Indiana Hazardous Waste
- Waste Tires: Generating, storing, and disposal
  - Check with IDEM Solid Waste Group, local regs too
  - 12 tires annually; some exemptions for < 30-day storage

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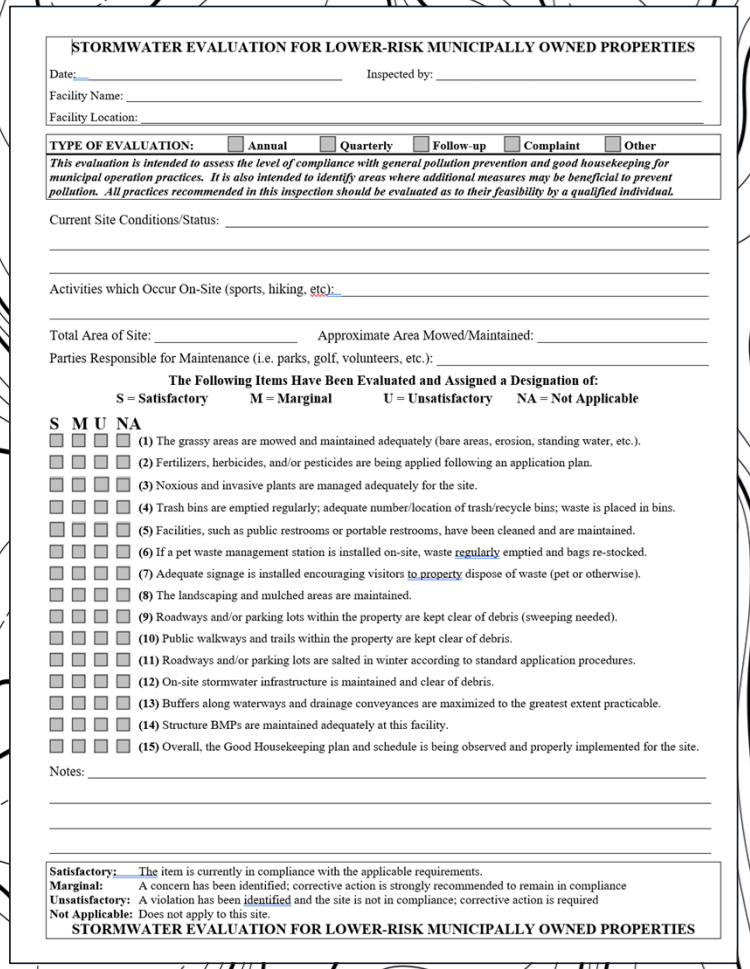
MCM6: Municipal Ops & Good Housekeeping: Reduced Risk Properties

Public parks, open spaces, public parking lots, etc.

- Some properties may not require separate facility plan
  - Still important to evaluate
- Items to check
  - Solid waste, pet waste, etc.
  - Vegetation management
  - Eroded areas (trails, paths, etc.)
  - Parking areas
  - Boat ramps
- Properties covered by other permits/programs
  - Water resource recovery centers (WWTP)
  - Solid waste transfer stations
  - Composting facilities
- Consider simplified assessment
  - SWAC's "two-pager"



STORMWATER EVALUATION FOR LOWER-RISK MUNICIPALLY OWNED PROPERTIES

Date: _____ Inspected by: _____

Facility Name: _____

Facility Location: _____

TYPE OF EVALUATION: ☐ Annual ☐ Quarterly ☐ Follow-up ☐ Complaint ☐ Other

This evaluation is intended to assess the level of compliance with general pollution prevention and good housekeeping for municipal operation practices. It is also intended to identify areas where additional measures may be beneficial to prevent pollution. All practices recommended in this inspection should be evaluated as to their feasibility by a qualified individual.

Current Site Conditions/Status: _____

Activities which Occur On-Site (sports, hiking, etc): _____

Total Area of Site: _____ Approximate Area Mowed/Maintained: _____

Parties Responsible for Maintenance (i.e. parks, golf, volunteers, etc.): _____

The Following Items Have Been Evaluated and Assigned a Designation of:

S = Satisfactory M = Marginal U = Unsatisfactory NA = Not Applicable

S	M	U	NA	
☐	☐	☐	☐	**(1)** The grassy areas are mowed and maintained adequately (bare areas, erosion, standing water, etc.).
☐	☐	☐	☐	**(2)** Fertilizers, herbicides, and/or pesticides are being applied following an application plan.
☐	☐	☐	☐	**(3)** Noxious and invasive plants are managed adequately for the site.
☐	☐	☐	☐	**(4)** Trash bins are emptied regularly; adequate number/location of trash/recycle bins; waste is placed in bins.
☐	☐	☐	☐	**(5)** Facilities, such as public restrooms or portable restrooms, have been cleaned and are maintained.
☐	☐	☐	☐	**(6)** If a pet waste management station is installed on-site, waste regularly emptied and bags re-stocked.
☐	☐	☐	☐	**(7)** Adequate signage is installed encouraging visitors to property dispose of waste (pet or otherwise).
☐	☐	☐	☐	**(8)** The landscaping and mulched areas are maintained.
☐	☐	☐	☐	**(9)** Roadways and/or parking lots within the property are kept clear of debris (sweeping needed).
☐	☐	☐	☐	**(10)** Public walkways and trails within the property are kept clear of debris.
☐	☐	☐	☐	**(11)** Roadways and/or parking lots are salted in winter according to standard application procedures.
☐	☐	☐	☐	**(12)** On-site stormwater infrastructure is maintained and clear of debris.
☐	☐	☐	☐	**(13)** Buffers along waterways and drainage conveyances are maximized to the greatest extent practicable.
☐	☐	☐	☐	**(14)** Structure BMPs are maintained adequately at this facility.
☐	☐	☐	☐	**(15)** Overall, the Good Housekeeping plan and schedule is being observed and properly implemented for the site.

Notes: _____

Satisfactory: The item is currently in compliance with the applicable requirements.
Marginal: A concern has been identified; corrective action is strongly recommended to remain in compliance
Unsatisfactory: A violation has been identified and the site is not in compliance; corrective action is required
Not Applicable: Does not apply to this site.

STORMWATER EVALUATION FOR LOWER-RISK MUNICIPALLY OWNED PROPERTIES

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Q&A and Open Discussion

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