



# NPDES Small MS4 General Permit (OHQ000003) Annual Reporting Form

**Instructions for completing this form:**

- OHQ000003 requires that this form be used when submitting annual reports. You may request approval to use your own reporting format.
- Annual Reports are due annually on or before April 1<sup>st</sup>.
- Complete the form and sign and date the certification statement below.
- If more space is needed than is provided, identify within the provided space that Attachment A, B, C, etc. has been attached.
- If an item of the form is not applicable for your program (such as street sweeping), fill in N/A in the space provided.
- Don't include attachments such as brochures, newspaper clips, sign-in sheets, etc. related to your program with this form. You only need to summarize these within this report. These records must be filed and will be needed during program audits.
- When complete, submit this Annual Report form to the following address:

Ohio Environmental Protection Agency  
 Division of Surface Water  
 Storm Water Program – Small MS4  
 P.O. Box 1049  
 Columbus, Ohio 43216-1049

Small MS4 Annual Report for Year: CY2016

Ohio EPA Facility Permit Number: 4GQ10011\*CG

Name of MS4: Licking County & Others

Primary Contact: Denise Natoli Brooks

Title: LCSWCD District Program Administrator

Mailing Address: 771 East Main St., Suite 100

City: Newark

Zip Code: 43055

County: Licking

Telephone Number: 740 670-5330

Email Address: denisebrooks@lickingswcd.com

Include or attach a Table of Organization. Indicate who (name and contact information) is responsible for overall management and implementation of your program, and if different, each minimum control measure of your program. Identify how development and implementation across multiple positions, agencies and departments occur. Also, identify any Memorandum of Understandings (MOUs) or other such agreements that exist.

**Appendix 1: Table of Organization**

**Appendix 2: Construction/Post Construction Tracker**

**Appendix 3: Pertinent MOUs and Agreements**

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 possibility of fine and imprisonment for knowing violations.

Print Name: Denise Natoli Brooks

Print Title: LCSWCD District Program Administrator

Signature: *Denise Natoli Brooks*

Date: 3-31-17



# SMALL MS4 ANNUAL REPORT FORM

State of Ohio Environmental Protection Agency

## PUBLIC EDUCATION & OUTREACH

Estimate Your Permit Area's Total Population: **17,000 (Village of Granville 3,500, Village of Hebron 2,336, Etna Township 8,000)**

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached	Summary of Results	Effective (Yes or No)
Non-Personal Media: Digital Reach  LCSWCD	Educate community via 21 LCSWCD stormwater-related webpages, 2 LCSWCD-managed Facebook pages, 12 LCSWCD monthly e-newsletters educate residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Adults, Youth, Families, Educators	100	Estimate 177018 individuals through 285 efforts (21 webpages, 12 e-news, 352 posts)	Yes
Non-Personal Media: Print Reach through LCSWCD  LCSWCD	Via 5 brochures and quarterly LCSWCD newsletter educate residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Adults, Youth, Families, Educators	1001	Estimate 9948 addresses and/or individuals through 4 newsletters and 5 brochures	Yes
Non-Personal Media: Print Reach through Licking County Parks  Licking Park District	Via Licking Park District Monthly flyer of programs offered distributed through newspapers and public buildings educate residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Adults, Youth, Families, Educators	100	Estimate 20000 flyers/month through 4 efforts for a 80,000 individual/family reach	Yes



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BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached	Summary of Results	Effective (Yes or No)
Education: Youth Specific Audiences  LCSWCD	Via Enviroscape stormwater pollution and BMP table-top model and Stream Study for water quality testing and watershed health understanding/awareness educate youth residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Youth	100	Estimate 4413 individuals through 277 efforts	Yes
Education: Adult Specific Audiences  LCSWCD	Via Teacher Workshops (PLT, WET, WILD, Early childhood PLT/WILD), DIY Rain Barrel Workshops, Stream Team training citizen science water quality monitoring, Pond and Stream Workshops for BMPs educate adult residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Adults, Educators	100	Estimate 1386 individuals through 82 efforts	Yes
Education: Family Specific Audiences  LCSWCD	Via Enviroscape stormwater pollution and BMP table-top model and Trees as stormwater BMPs educate residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Adults, Youth, Families, Educators	100	Estimate 2238 reaches through 15 efforts	Yes



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BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached	Summary of Results	Effective (Yes or No)
Non-Personal Media: Print Reach through Licking County Recycling	Via Licking Recycling's 6 brochures distributed through events and public buildings to educate residents	Keeping, nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Businesses, Government Offices, Families, Youth and Adults	100	6,700 individuals through 6 efforts	Yes
Licking County Recycling and Litter Prevention Department						
Outreach: Family Specific Audiences	Via Enviroscope stormwater pollution and BMP table-top model, Trees as stormwater BMPs, Stream Life general indicators, Rain Barrels general usefulness educate family residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Families, Youth and Adults	100	Estimate 9985 reaches through 13 efforts	Yes
LCSWCD						
Non-Personal Media: Digital Reach	Via social media, inform and educate residents about River Round Up and why it is important for them to get involved	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Families, Youth and Adults, Businesses, Community Organizations	100	Approximately 7,000 views through 9 efforts	Yes
Licking County Health Department						



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BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached	Summary of Results	Effective (Yes or No)
Tree Sale	Via Tree Planting Guide and trees as stormwater BMPs educate residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Families, Youth and Adults	100	Estimate ~1700 individuals through 2 efforts (individual tree sale customers plus free trees for school)	Yes
LCSWCD						
Outreach: River Round Up	Via promotion, poster contest, mini round up, word of mouth, blogs, etc. educate residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Families, Youth and Adults, Local Leaders, Educators	100	unknown	Yes
LCSWCD						
Non-Personal Media: Digital Reach	Via annual mailing educate the development community on floodplains, stormwater and MS4	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water; Installing BMPs before earth-moving activities commence and other day-to-day stormwater BMPs at municipal facilities	Professionals in real estate, financial institutions, surveyors and engineers serving Licking County	100	139 business addresses in 1 mailing  2625 residential addresses in 1 mailing  All received Licking County MS4 brochure, Stormwater and Pollution Prevention Brochure.	Yes
LCSWCD and Licking County Planning Department			Residents living in floodplain			



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BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached	Summary of Results	Effective (Yes or No)
Household sewage treatment system maintenance	Provide information regarding household sewage treatment system maintenance to homeowners in 2 pre-identified sub divisions.	Keeping nutrient (theme 2), organic (theme 3) pollution out of storm water	Homeowners within 2 pre-identified subdivisions	100%	LCHD provided HSTS maintenance info to 83 homeowners that was specific to the type of HSTS serving each individual home.	Yes
Licking County Health Department						
Household sewage treatment system maintenance	Provide information regarding HSTS operation and maintenance inspections to Licking County Sewage Stakeholder Group	Keeping nutrient (theme 2), organic (theme 3) pollution out of storm water	Members of the Licking County Sewage Stakeholders Group	100%	LCHD held a meeting for the Stakeholders Group in July of 2016, and information regarding LCHD's operation and maintenance program was provided.	Yes
Licking County Health Department						



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## PUBLIC EDUCATION & OUTREACH

- Summarize activities you plan to undertake during the next reporting cycle.

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience to be Reached	Summary of Planned Activities	Proposed Schedule
Non-Personal Media: Digital Reach  LCSWCD	Via LCSWCD webpages, 2 LCSWCD-managed Facebook pages, 12 LCSWCD monthly e-newsletters educate residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Adults, Youth, Families, Educators	At least 100% of CY2016 reach	Via LCSWCD webpages, 2 LCSWCD-managed Facebook pages, 12 LCSWCD monthly e-newsletters educate residents	Non-personal media methods used on an ongoing basis throughout the year.
Non-Personal Media: Print Reach through LCSWCD  LCSWCD	Via 5 brochures and quarterly LCSWCD newsletter educate residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Adults, Youth, Families, Educators	At least 75% of CY2016 reach	Via 5 brochures and quarterly LCSWCD newsletter educate residents	Non-personal media methods used on an ongoing basis throughout the year.
Non-Personal Media: Print Reach through Licking County Parks  LCSWCD	Via Licking Park District Monthly flyer of programs offered distributed through newspapers and public buildings educate residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Adults, Youth, Families, Educators	At least 100% of CY2016 reach	Via Licking Park District Monthly flyer of programs offered distributed through newspapers and public buildings educate residents	Non-personal media methods used on a monthly basis.



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BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience to be Reached	Summary of Planned Activities	Proposed Schedule
Education: Youth Specific Audiences  LCSWCD	Via EnviroScape stormwater pollution and BMP table-top model and Stream Study for water quality testing and watershed health understanding/awareness educate youth residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Youth	At least 75% of CY2016 reach	Via EnviroScape stormwater pollution and BMP table-top model and Stream Study for water quality testing and watershed health understanding/awareness educate youth residents	Multiple events throughout the year
Education: Adult Specific Audiences  LCSWCD	Via Teacher Workshops (PLT, WET, WILD, Early childhood PLT/WILD), DIY Rain Barrel Workshops, Stream Team training citizen science water quality monitoring, Pond and Stream Workshops for BMPs educate adult residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Adults, Educators	At least 75% of CY2016 reach	Via Teacher Workshops (PLT, WET, WILD, Early childhood PLT/WILD), DIY Rain Barrel Workshops, Stream Team training citizen science water quality monitoring, Pond and Stream Workshops for BMPs educate adult residents	Multiple events throughout the year
Education: Family Specific Audiences  LCSWCD	Via EnviroScape stormwater pollution and BMP table-top model and Trees as stormwater BMPs educate residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Adults, Youth, Families, Educators	At least 75% of CY2016 reach	Via EnviroScape stormwater pollution and BMP table-top model and Trees as stormwater BMPs educate residents	Multiple events throughout the year





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BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience to be Reached	Summary of Planned Activities	Proposed Schedule
Non-Personal Media: Print Reach through Licking County Recycling	Via Licking Recycling's 6 brochures distributed through events and public buildings to educate residents	Keeping, nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Businesses, Government Offices, Families, Youth and Adults	At least 75% of CY2016 reach	Via Licking Recycling's 6 brochures distributed through events and public buildings to educate residents	Multiple events throughout the year and multiple sites throughout community to have brochures available.
Licking County Recycling and Litter Prevention Department						
Outreach: Family Specific Audiences	Via EnviroScape stormwater pollution and BMP table-top model, Trees as stormwater BMPs, Stream Life general indicators, Rain Barrels general usefulness educate family residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Families, Youth and Adults	At least 75% of CY2016 reach	Via EnviroScape stormwater pollution and BMP table-top model, Trees as stormwater BMPs, Stream Life general indicators, Rain Barrels general usefulness educate family residents	Multiple events throughout the year
LCSWCD						
Non-Personal Media: Digital Reach	Via social media, inform and educate residents about River Round Up and why it is important for them to get involved	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Families, Youth and Adults, Businesses, Community Organizations	At least 75% of CY2016 reach	Via social media, inform and educate residents about River Round Up and why it is important for them to get involved	Mostly August – November, but can happen at any time throughout the year
Licking County Health Department						



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BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience to be Reached	Summary of Planned Activities	Proposed Schedule
Tree Sale	Via Tree Planting Guide and trees as stormwater BMPs educate residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Families, Youth and Adults	At least 75% of CY2016 reach	Via Tree Planting Guide and trees as stormwater BMPs educate residents	January through April heavy focus
LCSWCD						
Outreach: River Round Up	Via promotion, poster contest, mini round up, word of mouth, blogs, etc. educate residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Families, Youth and Adults, Local Leaders, Educators	At least 75% of CY2016 reach	Via promotion, poster contest, mini round up, word of mouth, blogs, etc. educate residents	Ongoing
LCSWCD						
Non-Personal Media: Digital Reach	Via annual mailing educate the development community on floodplains, stormwater and MS4	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water; Installing BMPs before earth-moving activities commence and other day-to-day stormwater BMPs at municipal facilities	Professionals in real estate, financial institutions, surveyors and engineers serving Licking County	At least 75% of CY2016 reach	Via annual mailing educate the development community on floodplains, stormwater and MS4	Compile in August and send mailing in September
LCSWCD and Licking County Planning Department						



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## PUBLIC INVOLVEMENT/PARTICIPATION

BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People Participated	Summary of Results	Effective (Yes or No)
Education: Youth Specific Audiences	Via Enviroscene stormwater pollution and BMP table-top model and Stream Study for water quality testing and watershed health understanding/awareness educate and engage residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Youth	4413	Estimate 4413 individuals through 277 efforts	Yes
LCSWCD						
Education: Adult Specific Audiences	Via Teacher Workshops (PLT, WET, WILD, Early childhood PLT/WILD), DIY Rain Barrel Workshops, Stream Team training citizen science water quality monitoring, Pond and Stream Workshops for BMPs educate and engage residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Adults, Educators	1386	Estimate 1386 individuals through 82 efforts	Yes
LCSWCD						
Education: Family Specific Audiences	Via Enviroscene stormwater pollution and BMP table-top model and Trees as stormwater BMPs educate and engage residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Families, Adults, Youth	2238	Estimate 2238 reaches through 15 efforts	Yes
LCSWCD						



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BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People Participated	Summary of Results	Effective (Yes or No)
<p>Recycling Drop Off Sites through Licking County Recycling</p> <p>Licking County Recycling and Litter Prevention Department</p>	<p>Via informative recycling dumpsters at drop off sites, provide recycling collection to the community for tires, yard waste, electronics and scrap metal.</p>	<p>Keeping, nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water</p>	<p>Businesses, Government Offices, Families, Youth and Adults</p>	<p>Unknown</p>	<p>6,216,062 pounds of recycling collected at 29 collection sites, 15 of which are in MS4 or adjacent to MS4 communities</p>	<p>Yes</p>
<p>Outreach: Family Specific Audiences</p> <p>LCSWCD</p>	<p>Via Enviroscape stormwater pollution and BMP table-top model, Trees as stormwater BMPs, Stream Life general indicators, Rain Barrels general usefulness educate and engage residents</p>	<p>Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water</p>	<p>Adults, Educators</p>	<p>9985</p>	<p>Estimate 9985 reaches through 13 efforts</p>	<p>Yes</p>
<p>Community Clean Ups through Licking County Recycling</p> <p>Licking County Recycling and Litter Prevention Department</p>	<p>Via land-based community clean ups, engage and education participants on how to properly dispose of waste and why it is important.</p>	<p>Keeping, nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water</p>	<p>Businesses, Government Offices, Families, Youth and Adults</p>	<p>Unknown</p>	<p>Cleaned 5 miles of roadway and 5 public properties through 8 volunteer clean ups</p>	<p>Yes</p>



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BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People Participated	Summary of Results	Effective (Yes or No)
Outreach: River Round Up main event	Via annual waterway clean up and waterway health awareness initiative educate and engage residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Families, Adults, Youth, Educators, Local Leaders	320	320 individuals through 1 effort	Yes
LCSWCD						
Outreach: River Round Up associated events	Via annual waterway clean up and waterway health awareness initiative educate and engage residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Families, Adults, Youth, Educators, Local Leaders	141	141 individuals through 5 efforts (mini RRUp, Preview, Kick off, etc.)	Yes
LCSWCD						
Outreach: River Round Up Poster Contest	Via participants entered in contest and award presentations in schools educate residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Families, Adults, Youth, Educators	50	Estimate 50 individuals through 5 schools	No
LCSWCD						



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BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People Participated	Summary of Results	Effective (Yes or No)
Tree Sale	Via Tree Planting Guide and trees as stormwater BMPs educate and engage residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Families, Adults, Youth, Educators, Local Leaders	1700	Estimate ~1700 individuals through 2 efforts (individual tree sale customers plus free trees for school)	Yes
LCSWCD						
Annual Good Housekeeping Training And Quarterly Stormwater Consortium Meetings	Via annual training for good housekeeping and pollution prevention educate and engage municipal employees  Quarterly meeting with township/village/county agency reps	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water; Installing BMPs before earth-moving activities commence and other day-to-day stormwater BMPs at municipal facilities	Municipal Employees and Elected Officials	123	63 individuals through 4 annual good housekeeping training and 60 individuals through 4 quarterly meetings	Yes
LCSWCD						



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BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People Participated	Summary of Results	Effective (Yes or No)
Household sewage treatment system maintenance          Licking County Health Department	Provide information regarding household sewage treatment system maintenance to homeowners in 2 pre identified sub divisions.	Keeping nutrient (theme 2), organic (theme 3) pollution out of storm water	Homeowners within 2 pre identified subdivisions	100%	LCHD provided HSTS maintenance info to 83 homeowners that was specific to the type of HSTS serving each individual home.	Yes
Household sewage treatment system maintenance          Licking County Health Department	Provide information regarding HSTS operation and maintenance inspections to Licking County Sewage Stakeholder Group	Keeping nutrient (theme 2), organic (theme 3) pollution out of storm water	Members of the Licking County Sewage Stakeholders Group	100%	LCHD held a meeting for the Stakeholders Group in July of 2016, and information regarding LCHD's operation and maintenance program was provided.	Yes

## PUBLIC INVOLVEMENT/PARTICIPATION

- Summarize activities you plan to undertake during the next reporting cycle.

BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People to Participate	Summary of Planned Activities	Proposed Schedule
Education: Youth Specific Audiences  LCSWCD	Via Enviroscap stormwater pollution and BMP table-top model and Stream Study for water quality testing and watershed health understanding/awareness educate and engage residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Youth	At least 75% of CY2016 participant numbers	Via Enviroscap stormwater pollution and BMP table-top model and Stream Study for water quality testing and watershed health understanding/awareness educate and engage residents	Multiple events throughout the year
Education: Adult Specific Audiences  LCSWCD	Via Teacher Workshops (PLT, WET, WILD, Early childhood PLT/WILD), DIY Rain Barrel Workshops, Stream Team training citizen science water quality monitoring, Pond and Stream Workshops for BMPs educate and engage residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Adults, Educators	At least 75% of CY2016 participant numbers	Via Teacher Workshops (PLT, WET, WILD, Early childhood PLT/WILD), DIY Rain Barrel Workshops, Stream Team training citizen science water quality monitoring, Pond and Stream Workshops for BMPs educate and engage residents	Multiple events throughout the year
Education: Family Specific Audiences  LCSWCD	Via Enviroscap stormwater pollution and BMP table-top model and Trees as stormwater BMPs educate and engage residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Families, Adults, Youth	At least 75% of CY2016 participant numbers	Via Enviroscap stormwater pollution and BMP table-top model and Trees as stormwater BMPs educate and engage residents	Multiple events throughout the year





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BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People to Participate	Summary of Planned Activities	Proposed Schedule
Recycling Drop Off Sites through Licking County Recycling	Via informative recycling dumpsters at drop off sites, provide recycling collection to the community for tires, yard waste, electronics and scrap metal.	Keeping, nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Businesses, Government Offices, Families, Youth and Adults	unknown	Maintain 29 collection sites, 15 of which are in MS4 or adjacent to MS4 communities	Year round
Licking County Recycling and Litter Prevention Department						
Outreach: Family Specific Audiences	Via Enviroscene stormwater pollution and BMP table-top model, Trees as stormwater BMPs, Stream Life general indicators, Rain Barrels general usefulness educate and engage residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Adults, Educators	At least 75% of CY2016 participant numbers	Via Enviroscene stormwater pollution and BMP table-top model, Trees as stormwater BMPs, Stream Life general indicators, Rain Barrels general usefulness educate and engage residents	Multiple events throughout the year
LCSWCD						
Community Clean Ups through Licking County Recycling	Via land-based community clean ups, engage and education participants on how to properly dispose of waste and why it is important.	Keeping, nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Businesses, Government Offices, Families, Youth and Adults	At least 75% of CY2016 participant numbers	Clean at least 3 miles of roadway and 3 public properties through at least 6 volunteer clean ups	Throughout spring, summer and fall
Licking County Recycling and Litter Prevention Department						



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BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People to Participate	Summary of Planned Activities	Proposed Schedule
Outreach: River Round Up main event  LCSWCD	Via annual waterway clean up and waterway health awareness initiative educate and engage residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Families, Adults, Youth, Educators, Local Leaders	300	Via annual waterway clean up and waterway health awareness initiative educate and engage residents	September 9th
Outreach: River Round Up associated events  LCSWCD	Via annual waterway clean up and waterway health awareness initiative educate and engage residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Families, Adults, Youth, Educators, Local Leaders	Increase at least 10% from CY2016 (141)	Via annual waterway clean up and waterway health awareness initiative educate and engage residents  Kickoff and New Partner Luncheon, Mini RRUp, Preview, RRUp Poster Contest	Kickoff and New Partner Luncheon – March; Mini RRUp – July, Preview – August, RRUp-September, Poster Contest – Sept-January
Outreach: River Round Up Poster Contest  LCSWCD	Via participants entered in contest and award presentations in schools educate residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Families, Adults, Youth, Educators	100	Via participants entered in contest and award presentations in schools educate residents	Promote and accept entries – August-January; Judging at New Partner Luncheon – Feb or March; Prize presentations – March; Use posters as outreach tool – ongoing throughout the year



# SMALL MS4 ANNUAL REPORT FORM

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BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People to Participate	Summary of Planned Activities	Proposed Schedule
Tree Sale	Via Tree Planting Guide and trees as stormwater BMPs educate and engage residents	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water	Families, Adults, Youth, Educators, Local Leaders	2000	Via Tree Planting Guide and trees as stormwater BMPs educate and engage residents  Using free seedling tree program educate and engage students and teachers	Winter and Spring
LCSWCD						
Annual Good Housekeeping Training And Quarterly Stormwater Consortium Meetings	Via annual training for good housekeeping and pollution prevention educate and engage municipal employees  Quarterly meeting with township/village/county agency reps	Keeping sediment (theme 1), nutrient (theme 2), organic (theme 3), and toxic (theme 4) pollution out of storm water; Installing BMPs before earth-moving activities commence and other day-to-day stormwater BMPs at municipal facilities	Municipal Employees and Elected Officials	85	Via annual training for good housekeeping and pollution prevention educate and engage municipal employees  Quarterly meeting with township/village/county agency reps	Training session held in the fall. Offer additional session if necessary in fall.  Stormwater consortium meetings held the 2 <sup>nd</sup> month of each quarter
LCSWCD						



# SMALL MS4 ANNUAL REPORT FORM

State of Ohio Environmental Protection Agency

## ILLICIT DISCHARGE DETECTION & ELIMINATION (IDDE)

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))	Summary of Results or Activities	Effective (Yes or No)
Ordinance or Other Regulatory Mechanism					
Village of Buckeye Lake	All regulations, ordinances, and resolutions are in place and current.	Yes	<a href="#">Village of Buckeye Lake Ordinances 2013-06 and 2013-07</a>	Ordinances and regulations are enacted and are being utilized	Yes
Village of Granville		Yes	<a href="http://www.granville.oh.us/storage/charter_code_and_policies/H-PlanningZoning.pdf">http://www.granville.oh.us/storage/charter_code_and_policies/H-PlanningZoning.pdf</a>		Yes
Village of Hebron		Yes	<a href="http://www.hebronvillage.com/stormwater.html">www.hebronvillage.com/stormwater.html</a>		Yes
Licking County (Covers Township Areas)		Yes	<a href="#">Licking County Soil Erosion and Stormwater Regulations</a>		Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates		Effective (Yes or No)
Storm Sewer System Map		(All are continually updated)			
Village of Buckeye Lake	Map all outfalls and storm sewer system in Urbanized Area	No	Map is being revised continually. All outfalls have been located and mapped.		Yes
Village of Granville		Yes	Storm sewer system mapping has been completed with the Village of Granville. All GIS data is maintained by Village of Granville LCSWCD and Licking County Engineer's Office		Yes
Village of Hebron		Yes	Working together with the LCSWCD to identify the municipal outfalls from the private.		Yes
LCSWCD		Yes	Storm Sewer map is continually updated.		Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates		Effective (Yes or No)
HSTS Mapping and List					
Licking County Health Department	Conduct mapping of 1 subdivision within Licking County in 2016	Yes	LCHD staff conducted inspections in the Fairview Addition Sub Division, and worked with Ohio University to map the system locations within the subdivision. The LCHD is currently locating all HSTS within Licking County through a long-term 20+ year plan to permit all HSTS, have them inspected, etc. The process with identifying, mapping, and inspecting HSTS will be very long term, and is on-going, but will eventually identify all HSTS within Licking County. HSTS have been located and mapped in the previous permit cycle. As LCHD works with its new permitting process to locate and permit all HSTS in Licking County, new HSTS may be identified and will be added to the list and map.		Yes
Village of Hebron		Yes	All known HSTS in the Village of Hebron have been located, inspected and mapped in GIS, though discovery of previously unknown HSTS happens occasionally.		Yes



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BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates			Effective (Yes or No)	
Village of Granville	Health Department to identify HSTS outfalls	Yes	All known or discovered HSTS outfalls in the Village of Granville have been located and mapped in GIS			Yes	
IDDE Plan							
LCHD	Inspection 100% of illicit discharge locations within LCHD's Plan	Yes	LCHD conducted inspections of 100% of the 136 illicit discharge locations identified within its IDDE plan. It is the responsibility of the LCHD to work with property owners to remedy problems with HSTS.			Yes	
LCSWCD, LCEO/LC Hwy. Dept., LCHD, Villages and Townships	Follow the IDDE plan adopted by LCHD to identify and eliminate illicit discharge.	Yes	Licking County staff have developed a basic plan to follow regarding identification of illicit discharges and elimination of those discharges. LCHD created an IDDE plan. The LCSWCD works closely with the LC Health Dept. regarding problem HSTS discharges; it is the LCDH's responsibility to work with property owners to remedy problems with HSTS. Non-HSTS illicit discharge is investigated by LCSWCD and reported to the responsible entity for the specific pollutant (ie. OEPA, LCHD, LCSWCD, etc) An informal agreement has been made with the Licking County Water and Waste Water for water quality testing.			Yes	
Village of Hebron	Include IDDE training with MCM 6 annual training	Yes	The Village Employees received annual training on IDDE as well as MCM 6 for the second year in a row.			Yes	
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Outfalls Screened	# of Dry-Weather Flows Identified	# Of Illicit Discharges:		Effective (Yes or No)
					Identified*	Eliminated	
Dry-Weather Screening of Outfalls <b>Total # of MS4 Outfalls _303</b>							
LCHD	Conduct dry-weather screening of 100% of the illicit discharge locations identified within LCHD's Plan	Yes	136 (Discharge points, not outfalls as defined by OEPA MS4 permit)	4	2	2	Yes
LCSWCD	Dry screen all outfalls in the MS4 during 5-yr. permit term (~25%/yr.)	No (but on track to complete within permit term)	81	0	0	0	Yes

\*Include an attachment which provides schedules for elimination of illicit connections that have been identified but have yet to be eliminated.

## ILLICIT DISCHARGE DETECTION & ELIMINATION (IDDE)

- Summarize activities you plan to undertake for the next reporting cycle.

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism	Review legislation as necessary	LCEO, LCHD, and LCSWCD, the villages, and townships will determine if modifications or additions need to be made.	Review legislation as needed. Enact necessary changes as required.
All entities			
Storm Sewer System Map	Continue to work with LCSWCD to update our mapping with the new requirements that started in 2016 .	Mapping to include retention and detention areas and identify the municipal outfalls	Ongoing
Licking County Soil & Water Conservation District and Licking County Engineer's Office			
HSTS Mapping and List	To Identify all HSTS in M4 UA and update as necessary.  Identify discharging HSTSs in a minimum of 3 subdivisions within Licking County during 2017.	Identify, Locate, and Map HSTS continually.  Conduct HSTS inventory inspections in a minimum of 3 subdivisions in Licking County	Ongoing  April 2017 – Dec. 2017
All Entities			
LCHD			
IDDE Plan	Utilize the State Model IDDE Plan  Inspection 100% of the potential illicit discharge locations identified in LCHD's plan	Work with partners to utilize the IDDE plan. Review process at periodic MS4 Consortium meetings.  Conduct dry weather screening at 100% of the potential illicit discharge locations identified in LCHD's plan.	Ongoing  April 2017 - Dec. 2017
All entities with LCSWCD			
LCHD			



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Dry-Weather Screening of Outfalls	Dry weather screening of all outfalls into MS4 during permit cycle  Inspection 100% of the potential illicit discharge locations identified in LCHD's plan	Work together with LCSWCD and LCHD to identify all municipal and test for possible discharges. Also identify all past outfall problems and rescreen those.  Conduct dry weather screening at 100% of the potential illicit discharge locations identified in LCHD's plan.	Dry weather will drive the schedule. (Ongoing)  April 2017 – Dec. 2017
LCSWCD, Villages, and LCHD			



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## CONSTRUCTION SITE RUNOFF CONTROL

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))	Summary of Results or Activities	Effective (Yes or No)	
Ordinance or Other Regulatory Mechanism	Have all regulations, ordinances, and resolutions in place and current.	Yes	<a href="#">Village of Buckeye Lake Ordinances 2013-06 and 2013-07</a> <a href="#">Chapter 1197, Chapter 1198, Chapter 1199 of the Village of Granville Codified Ordinances;</a> Ordinance #10-10  <a href="#">Licking County Soil Erosion and Stormwater Regulations</a>	Ordinances adopted, in place, and being utilized.	Yes	
Village of Buckeye Lake						
Village of Granville						
Village of Hebron						
Licking County Technical Review Committee (County and Township area)				Added requirement that all developments in MS4 are required to submit an Operations & Maintenance Agreement that gets recorded		
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Standards Being Used	Summary of Results or Activities	Effective (Yes or No)	
Sediment and Erosion Control Requirements	Have all regulations, ordinances, and resolutions in place and current.	Yes	<a href="#">Village of Buckeye Lake Ordinances 2013-06 and 2013-07</a> <a href="#">Chapter 1197, Chapter 1198, Chapter 1199 of the Village of Granville Codified Ordinances;</a> Village Ordinances and Subdivision Regulations  <a href="#">Licking County Soil Erosion and Stormwater Regulations</a>	Ordinances adopted, in place, and being utilized.	Yes	
Village of Buckeye Lake						
Village of Granville						
Village of Hebron						
Licking County and Townships				Added requirement that all developments in MS4 are required to submit an Operations & Maintenance Agreement that gets recorded		
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Complaints		Summary of Results or Activities	Effective (Yes or No)
			Received	Followed-Up On		
Complaint Process	Pollution Complaint process is in place	Yes	0	0	All complaints received will be investigated promptly and resolved in a timely manner.	Yes
All Co-Permittees with LCSWCD						





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BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Site Inspections Performed			Summary of Results or Activities	Effective (Yes or No)							
			# of Applicable Sites	# Performed	Avg. Frequency									
Site Plan Review Procedures	Review all development plans in compliance with OEPA requirements	Yes	1	1		All development site plans reviewed. All site plans were review with our engineers' comments forwarded to the Applicant ant resolved before the plans were approved. Distribute and explain: Village of Hebron Stormwater Construction site Brochure, EPA Phase II fact sheet 2.6, EPA BMP concrete washout EPA833-F-11-006 and EPA poster Maintain your BMP to each Developer.	YES							
Village of Buckeye Lake		Yes	4	4			YES							
Village of Hebron Village of Granville		Yes	0	0			YES							
Licking County Technical Review Committee (County and Township area)		Yes	14	14		Reviewed all development plans within the MS4 UA in the unincorporated areas of Licking County. Plans are reviewed by the Licking County Technical Review Committee, of which LCSWCD, LCEO, and Licking County Planning Commission (LCPC) are members. LCSWCD and LCEO review for sediment and erosion controls and stormwater management. DLZ is contracted to assist LCEO with plan review.	YES							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Site Inspections Performed			Summary of Results or Activities	Effective (Yes or No)							
			# of Applicable Sites	# Performed	Avg. Frequency									
Site Inspection Procedures	Inspect sites bi-weekly	No report	unknown	unknown	unknown	unknown	Yes							
Village of Buckeye Lake														
Village of Hebron								Inspect all sites	Yes	3	10	Biweekly	All active construction sites were visited during and after rain events and bi weekly. Reports filed bi-weekly or if there was an issue with the control measures.	Yes
Village of Granville								Inspect all sites at least once	Yes	1	Unknown	Monthly	Visual site inspection performed on a monthly basis by Village personnel	Yes
LCSWCD	Inspect all sites monthly	No	14	70	Monthly	LCSWCD inspects sites in the unincorporated areas of Licking County. Sites were inspected monthly starting mid year.	Yes							



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BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Violations		Summary of Results or Activities	Effective (Yes or No)
			# of Violation Letters	# of Enforcement Actions		
			Enforcement Procedures	Address any problem areas on development sites.		
Village of Hebron Stormwater	Yes	0	0		Yes	
Village of Granville	Yes	0	0		Yes	
LCSWCD (Township/County areas)	Yes	1	0		Yes	

\*Include an attachment which identifies applicable sites within your jurisdiction for this reporting period.

See Appendix 2



# SMALL MS4 ANNUAL REPORT FORM

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## CONSTRUCTION SITE RUNOFF CONTROL

- Summarize activities you plan to undertake during the next reporting cycle.

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism	Have legislation in place.	Review provisions of the ordinances and Subdivision Regulations periodically.	Review legislation during CY2017
Village of Hebron Village of Granville			
Sediment and Erosion Control Requirements	Have effective legislation in place to require sufficient sediment and erosion controls on development sites.	Continue to have effective requirements in place. Review and update requirements/legislation as necessary.	On-going On-going On-going
Village of Buckeye Lake Village of Hebron LCSWCD (Township/County areas)			
Complaint Process	Have effective complaint process in place.	Review complaint process as necessary to continue to have an effective program in place	Ongoing
Village of Hebron Village of Granville LCSWCD			
Site Plan Review Procedures	Review all development site plans for an effective SWPPP.	Review plans for compliance within Buckeye Lake.	On-going
Village of Buckeye Lake			
Village of Hebron			
Village of Granville	Review all site plans and require compliance with the General Construction Permit and MS4 requirements within Granville	Review all site plans and require compliance with the General Construction Permit and MS4 requirements within Granville	On-going



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<p>Licking County Technical Review Committee (LCSWCD, LCEO Licking County Planning Commission (LCPC), ODOT, LC Hwy. Dept., Township Zoning Officers/Trustees/Roads)</p>		<p>Review all development plans as a Technical Review Committee. LCSWCD will ensure a proper SWPPP for sediment and erosion controls, and LCEO will ensure proper design, capacity, and engineering. LCEO and LCSWCD will contract with DLZ for review support.</p>	<p>On-going</p>
<p>Site Inspection Procedures</p>			
<p>Village of Buckeye Lake</p>	<p>Inspect Sites bi-weekly until construction is complete</p>	<p>Inspect Sites Bi-weekly</p>	<p>On-going</p>
<p>Village of Hebron</p>	<p>Inspect all sites during and after rain events and a monthly inspection until construction is completed.</p>	<p>Inspect Sites Bi-weekly</p>	<p>On-going</p>
<p>Village of Granville</p>	<p>Inspect all sites at least one time.</p>	<p>Inspect all sites Monthly</p>	<p>On-going</p>
<p>LCSWCD (Township and County areas)</p>	<p>Inspect all sites monthly.</p>	<p>Increase inspections to inspect all sites monthly, and more as necessary to ensure proper sediment and erosion controls on all sites, especially after rain events. Regular site inspections in CY17.</p>	<p>On-going</p>
<p>Enforcement Procedures</p>	<p>Have process in place.</p>	<p>Address issues as they arise.</p>	<p>On-going</p>
<p>Village of Buckeye Lake Village of Hebron Village of Granville LCSWCD (Township and County areas)</p>			



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## POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))		Summary of Results or Activities	Effective (Yes or No)
Ordinance or Other Regulatory Mechanism	Have regulation in place.	Yes	Village of Hebron Ordinances #08-10 and Subdivision Regulations Granville: Chapter 1197 Codified Ordinances; Stormwater Management <a href="#">Licking County Soil Erosion and Stormwater Regulations</a>		Regulations in place	Yes
Village of Hebron						
Village of Granville						
LCSWCD and LCEO (DLZ)						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Structural and/or Non-Structural Standards Being Used		Summary of Results or Activities	Effective (Yes or No)
Post-Construction Requirements	Have requirements in place.	Yes	BMPs based on Rainwater and Land Development Manual, ODOT L&D, OEPA General Construction Permit, and Village regulations		Appropriate BMPs are required.	Yes
Village of Granville						
Village of Hebron						
LCSWCD and LCEO (DLZ)						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Applicable Sites Requiring Post-Const. BMPs	# of Plans Reviewed	Summary of Results or Activities	Effective (Yes or No)
Site Plan Review Procedures	Review all site plans prior to construction.	Yes	4 0 5	4 0 5	All new plans reviewed	Yes
Village of Hebron						
Village of Granville LCSWCD & LCEO (DLZ)						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Site Inspections Performed		Summary of Results or Activities	Effective (Yes or No)
			# Performed	Avg. Frequency		
Site Inspection Procedures	Annual Post Construction Stormwater inspections	Yes Yes No	23 – reviews 1 0	Annually Annually Annually	Good progress in stormwater maintenance Site inspected and met requirements Did not inspect post-construction stormwater BMPs in CY16.	Yes Yes No
Village of Hebron						
Village of Granville LCSWCD and LCEO						
BMP & Responsible Party	Measurable Goal	Completed	Violations		Summary of Results or Activities	Effective



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		(Yes or No)	# of Violation Letters	# of Enforcement Actions		(Yes or No)
Enforcement Procedures	Enforce Regulations	YES			Violation Letters are sent out based on failure to properly maintain BMPs after a required action is ignored from post stormwater inspections.	YES
Village of Hebron			0	0		
Village of Granville			0	0		
LCSWCD			0	0		
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Sites Requiring Plans/Agreements	# of Plans Developed/Agreements in Place	Summary of Results or Activities	Effective (Yes or No)
Long-Term O&M Plans/Agreements	Require an O&M plans for applicable sites. Enter into a maintenance agreement with the Village/County.	YES			O&M Plans Completed and In Place  LC enacted all MS4 developments record the O&M with plat.	YES
Village of Hebron			59	43		
Village of Granville			1	1		
LCSWCD	6	6				



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## POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

- Summarize activities you plan to undertake for the next reporting cycle.

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism	Keep regulations current.	Review regulations and revise as necessary.	Ongoing
Village of Hebron Village of Granville LCSWCD			
Post-Construction Requirements	Ensure construction plans include appropriate post – construction BMP's. Make sure the developer enters into a maintenance agreement with the village in a document that will be recorded and remain with the property.	Review plans for inclusions of appropriate BMP. Make sure maintenance agreements are initiated for all new sites.	As plans are submitted
Village of Hebron Village of Granville LCSWCD			
Site Plan Review Procedures	Ensure construction plans include appropriate post – construction BMP's. Make sure the developer enters into a maintenance agreement with the village in a document that will be recorded and remain with the property.	Review plans for inclusions of appropriate BMP. Make sure maintenance agreements are initiated for all new sites.	As plans are submitted
Village of Hebron Village of Granville LCSWCD			
Site Inspection Procedures	Inspect sites for proper inclusion and installation of BMPs. Post Stormwater inspections annually to insure the Stormwater BMPs are being followed.	Inspect BMPs Annually	Annually
Village of Hebron Village of Granville LCSWCD			
Enforcement Procedures	Require BMPs to be effective.	Identify any deficient sites and require compliance by agreement or formal enforcement process.	As Necessary
Village of Hebron Village of Granville LCSWCD			



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Long-Term O&M Plans/Agreements	Require written O&M plans for each site. Require a maintenance agreement between property owner and the Village. Review agreement for completeness and long-term viability.	Review plans and agreements submitted and develop or review tracking system for existing and new site O&Ms. Ensure O&Ms are recorded with final plat.	Review plans and agreements upon submittal
Village of Hebron Village of Granville LCSWCD			





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## POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Topic(s)	Targeted Audience	# of Employees Attended	Summary of Activity	Effective (Yes or No)
Employee Training Program	Municipal employees participate in annual good housekeeping training		Practicing good housekeeping and pollution prevention at municipal facilities and at job sites.	Municipal employees at facilities subject to programs including Field /Road & shop crews, crews from other Municipal Buildings with BMPs, Plannn offices	TOTAL = 63 ppl.		
Village of Hebron	Train 100% of employees	Yes			VH - 15	VH – Good Housekeeping Video borrowed from ODOT training center, PowerPoint presentation summarizing video, question and answer session, self-graded quiz, open discussion session, and talked about issues faced most often, identifying illicit discharge, how to report it and who to report it to, what happens when we receive an Illicit Discharge complaint, etc.	Yes
Village of Granville			How to identify/detect possible Illicit discharges. Pollution Prevention Good Housekeeping.		VG - 7		
Union Twp. LCSWCD (Provided training for all co-permittee staff beside Hebron, who provided their own)	Train 100% of employees	Yes			UT - 4 LCSWCD offered and presented trainings for all entities.		Yes
Madison Twp.	Train 100% of employees	Yes			MT - 1		Yes
Licking Twp.					LT - 1	LCSWCD led 2 training sessions covering stated topics for targeted audience	Yes
Granville Twp.	Train all road/cemetery	Yes			GT - 5		
Etna Twp.					ET - 0		
Newton Twp.	Train 100% of employees	YES			NT - 4		
LC Highway Dept			In house - Discuss employee responsibilities with SWMP (Newton Twp.)		LCHD/LCEO – 25		
Village of Buckeye Lake					VBL – 1		
Newark Twp.					Newark T - 0		



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List of Municipal Facilities Subject to Program	O&M Procedures Developed for Facilities (Yes or No)	# of Facility Inspections Performed	Frequencies of Such Inspections
<p><b>Village of Hebron:</b> Public Works Department 112 Elm Street, Water Reclamation Facility, 3261 Hebron Road, Water Department, 415 S. High Street; Fire Department, 111 Basin Street; Municipal Complex, 934 W. Main Street</p> <p><b>Village of Granville:</b> Village Service Department, 1833 Lancaster Road; Water Department, 445 Palmer Road; and Wastewater Department, 456 South Main Street, all are Granville, Ohio 43023.</p> <p><b>Union Township</b> Maintenance Garage – 526 East Main St, Hebron</p> <p><b>Madison Township</b> MADISON TOWNSHIP COMPLEX, 51 FIRST STREET NE, NEWARK, OHIO 43055</p> <p><b>Etna Township garage:</b> 1145 South Street Etna, OH</p> <p><b>Newton Township</b> Building</p> <p><b>Newark Township</b> Building</p> <p><b>Licking County Highway Garage</b></p> <p><b>Village of Buckeye Lake</b> Building</p>	<p>YES</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p> <p>YES</p>	<p>4</p> <p>12</p> <p>4</p> <p>14</p> <p>0</p> <p>N/A</p>	<p>Quarterly</p> <p>Monthly</p> <p>Quarterly</p> <p>Monthly</p> <p>N/A</p>
<p><b>MS4 Maintenance</b></p>	<p align="center"><b>Summarize Maintenance Activities and Schedules</b></p> <p><b>Village of Buckeye Lake -</b></p> <p><b>Village of Hebron -</b> Clean Storm drains as necessary; Sweep Streets; clean catch basins; maintain and mow Village ditches.</p> <p><b>Village of Granville-</b> Annually clean ditches, storm sewer lines, catch basins and manholes, misc. Storm sewer repairs</p> <p><b>Union Twp. –</b> Light Maint. Oil Changes, Repairs, Welding</p> <p><b>Madison Township-</b> INSPECTIONS PERFORMED MONTHLY BY TOWNSHIP OFFICIALS; DAILY BY EMPLOYEES WHEN THEY ARE WORKING. INSPECTIONS INCLUDE BOTH INTERIOR AND EXTERIOR OF BUILDINGS AND ENTIRE COMPLEX. VISUAL WALK-AROUND INSPECTIONS LOOK FOR ANY IRREGULARITIES. VEHICLES ARE INSPECTED DAILY WHEN BEING USED. SALT FACILITY IS INSPECTED TO ENSURE STOCKPILE IS COVERED.</p> <p><b>Licking Twp. –</b> roadside trash pick up, offers recycle bins to public, attended MS4 meetings</p> <p><b>Granville Twp. –</b> Inspection and cleaning of 21 catch basins quarterly or as needed</p>	<p align="center"><b>Summarize Activities Performed</b></p> <p align="center">All completed</p>	



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	<p><b>Etna Twp.</b> – Manual clean-up of curbs, gutters and catch basins as needed. This is minimal and is disposed of in our trash dumpster.</p> <p><b>Newark Twp</b> – no report</p> <p><b>Newton Twp.</b></p> <p><b>LCRecycling</b></p> <ul style="list-style-type: none"> <li>• 26 Public and 3 Government buildings Recycling Collection Sites</li> <li>• Community clean up equipment and supplies provided to community</li> <li>• Land based clean ups (8)</li> <li>• Water based clean ups (2)</li> </ul>	<p><b>LCRecycling</b></p> <ul style="list-style-type: none"> <li>• 6,216,062 lbs. of paper, glass, plastic, metal collected at recycling drop off locations</li> <li>• 3827 Tires, 15 pallets of yard waste, 7 trees, 40,083 lbs of electronics and 10,070 lbs of scrap metal were properly disposed of through the Licking County Recycling Department.</li> <li>• Collected 1,640lbs trash (48 bags), 2850 lbs metals, 200 lbs other recyclables (14 bags), and 407 tires during land-based clean ups.</li> <li>• Collected 4790lbs trash, 2800 lbs metals, 1020 lbs glass, 400 lbs other recyclables , and over 400tires during 26-mile waterway-based clean ups (River Round Up).</li> </ul>	
<p><b>Disposal of Wastes</b></p>	<p><b>Procedures Developed (Yes or No)</b></p>	<p><b>Document Amounts of Wastes Properly Disposed</b></p>	
	<p><b>Village of Hebron - YES</b></p> <p><b>Village of Granville – Yes</b></p> <p><b>Union Twp. – Yes</b></p> <p><b>Madison Twp. - Yes</b></p> <p><b>Licking Twp. – Yes</b></p> <p><b>Granville Twp- Yes</b></p> <p><b>Etna Twp. – Yes</b></p> <p><b>Newark Twp. – no report</b></p> <p><b>Newton Twp. -</b></p>	<p>Used oil is taken to Advance Auto for recycling. 20 gallons recycled in 2016</p> <p>440 gallons; paint – 880 gallons; tires – 136; batteries 0; antifreeze 0. Disposed of through Environmental Specialists of Columbus, Inc.</p> <p>35 gallons of used oil</p> <p>USED OIL IS DISPOSED OF IN APPROVED CONTAINER IN GARAGE AND USED WASTE FLUID DISPOSAL SERVICE PICKS UP AND HAULS AWAY AT DESIGNATED TIMES (WHEN CONTAINER IS NEARLY FULL). IF A SPILL OCCURS, IT IS CONTAINED AND THE FLUID IS ABSORBED WITH APPROVED MATERIALS AND PROPERLY DISPOSED.</p> <p>disposes of our used oil by collecting it and donating it to Franklin Township to use in their oil heater, The Township collects our oil filters and recycles them on an annual basis.</p> <p>100 gallons of oils and fluids, recycled properly and disposed of</p> <p>Fluids recycled, not recorded how much</p>	
<p><b>Road Salt</b></p>	<p><b>Covered (Yes or No)</b></p>	<p><b>Tons Used</b></p>	<p><b>Summarize Measures Taken to Minimize Usage</b></p>
	<p><b>Village of Hebron - YES</b></p> <p><b>Village of Granville – Yes</b></p>	<p>VH -31.25 tons of Rock salt and 1,050 gal of Brine</p> <p>VG - 334 tons</p>	<p>VH - We try to brine the streets prior to the snow event so as to save on rock salt and grit added to the stormwater.</p>



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	<p><b>Union Twp. – Yes</b></p> <p><b>Madison Twp. – Yes</b></p> <p><b>Licking Twp – Yes</b></p> <p><b>Granville Twp. – Yes</b></p> <p><b>Etna Twp. – Yes</b></p> <p><b>Newton Twp – None stored</b></p> <p><b>LC Highway Dept -</b></p> <p><b>Newark Twp. – no report</b></p>	<p>UT - 700 tons</p> <p>MT - 210 tons</p> <p>LT - 110 tons</p> <p>250 tons</p> <p>1400 tons</p> <p>NT- 3000 gallons Brine</p> <p>LCHD – 2649 tons</p>	<p>VG - Applications are routinely 50/50 mix with grits.</p> <p>LT -Salt as needed</p> <p>GT - Mix salt with sand; use only as needed to deice roads.</p> <p>ET - Used only as necessary to maintain public safety mixing 25% aggregate w/ salt and utilized brine to activate salt</p> <p>NT - Spread as needed</p> <p>LCH - As the weather allows we use #9 with our salt at primary intersections</p>
<p><b>Pesticide &amp; Herbicide Usage</b></p>	<p><b>Procedures Developed (Yes or No)</b></p> <p><b>Village of Buckeye Lake</b></p> <p><b>Village of Hebron – YES</b></p> <p><b>Village of Granville - Yes</b></p> <p><b>Union Twp. – Yes</b></p> <p><b>Licking Twp. – Yes</b></p> <p><b>Madison Twp. – Yes</b></p> <p><b>Licking Twp. – Yes</b></p> <p><b>Etna Twp- Yes</b></p> <p><b>Licking County Ditch Maintenance Program- Yes</b></p> <p><b>Licking County Highway Dept. - Yes</b></p> <p><b>Newark Twp. – no report</b></p> <p><b>Newton Twp. – – No Usage</b></p>	<p><b>Gallons Used</b></p> <p>VH - 43.5 gallons 731.5 gallons</p> <p>Granville - no answer</p> <p>UT - 55 gallon mosquito, 7.5 gallon herb.</p> <p>0 pesticide, 7-10 gallons herbicide</p> <p>16 gallons</p> <p>10 gallons</p> <p>ET -5 gallons Herb. &amp; 5 gallons of Pesticide</p> <p>LCDM - 66 gallons LCHD – 2992.3 g.</p> <p>NT - No Usage</p>	<p><b>Summarize Measures Taken to Minimize Usage</b></p> <p>BL - We utilize mosquito testing and the Health Department for screening the mosquitos and identifying the areas that need sprayed or other possible types of control. The Village only uses environmentally friendly spray and only during the perfect conditions. The herbicides are only used to control nuisance vegetation and control mosquito breeding areas.</p> <p>Granville- no answer</p> <p>UT - Spray as needed, keep training up to date</p> <p>LIMITED HERBICIDE SPRAYING TO ONE TIME DURING 2016; AND THEN ONLY AS NEEDED.</p> <p>Spot spray according to label</p> <p>Only used as needed according to manufacturer's label</p> <p>Lateral-A Ditch: spray mixture applied per material labels.</p> <p>NT - Does not utilize Pesticide/Herbicide</p>



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<b>Fertilizer Usage</b>	<b>Procedures Developed (Yes or No)</b>	<b>Pounds Used</b>	<b>Summarize Measures Taken to Minimize Usage</b>
	Village of Hebron - YES	VH -400 lbs. – fertilizer	VH - We hire a lawn care service and only apply when necessary.
	Village of Granville Yes	0	Village does not use fertilizer
	Union Township – n/a	0	
	Madison Twp. – n/a	0	
	Licking Twp. – No usage	0	
	Granville Twp. – Yes		
	Etna Twp. – no usage		
	Newark Twp. – no report		
Newton Twp. - - No Usage	NT - No Usage	NT - Does not utilize fertilizer	
<b>Street Sweeping</b>	<b>Procedures Developed (Yes or No)</b>	<b>Document Amount of Material Collected and Properly Disposed</b>	
	Village of Hebron – YES	12.87 tons - To the land fill 17.15 tons of material to Suburban South Landfill	
	Village of Granville – Yes		
	Union Twp. – no sweeping		
	Madison Twp. – no sweeping	Manually clean as needed, minimal disposal in dumpster	
	Licking Twp. – no sweeping		
	Granville Twp. – no sweeping		
	Etna Twp. – No sweeping		
	Newark Twp. – no report		
Newton Twp – No sweeping	NT - None collected		
<b>Flood Management Projects</b>	<b>Summarize any New or Existing Flood Management Projects that were Assessed for Impacts on Water Quality</b>		
	Hebron - The Village removed an old Railroad culvert that was causing back up problems this year and we cleaned and cleared the stormwater ditch in several other areas. Village of Granville- No new construction in 2016, with the exception of Thornwood Crossing work by ODOT.		

## POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

- Summarize activities you plan to undertake for the next reporting cycle.

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Employee Training Program	VH - Train all involved employees	VH - Develop training materials for new topics this year. Supplement training discussion with video	VH -Planned for second quarter this year 2017
<b>Village of Hebron</b> <b>Village of Granville</b> <b>Newton Twp.</b> <b>Union Twp.</b> <b>LCSWCD</b>	NT - MS4 Training Once per year  Municipal employees participate in annual good housekeeping training	NT - Discuss employees responsibilities with SWMP LCSWCD leads up to 2 training sessions covering practicing good housekeeping and pollution prevention at municipal facilities and at job sites for municipal employees	LCSWCD facilitated training held in the fall
List of Facilities Subject to Program			
Village of Hebron	Public Works Department, Water Reclamation Facilities and Water treatment plant personnel	Keep list Current. Maintain SWPPP for facilities that have them	Full time maintenance of program
Village of Granville Union Twp.			
MS4 Maintenance	Inspect all Municipal Facilities Inspect all Facilities Cleaning of catch basins and ditch cleaning NT -Utilize best practices during maintenance of BMPs	Inspect all municipal facilities Inspect all Facilities  NT - Utilize best practices during maintenance of BMPs	Inspect all facilities in 2017  NT – Ongoing
Village of Hebron Village of Granville Newton Twp. Union Twp.  LCRecycling	LCR - Make it convenient for residents to recycle and therefore limiting recyclables being transported into waterways by stormwater  LCR - Provide community land-based and water-based clean up equipment and supplies to any community group that wants to do a clean up	LCR - Maintain at least 15 public recycling drop off locations in the MS4 and surrounding communities  LCR - Host at least 5 land-based clean ups and 1 water-based clean up	LCR - Year-round  LCR - Throughout spring, summer and fall
Disposal of Wastes	Dispose of all wastes properly	Dispose of all waste materials appropriately	Ongoing
Village of Hebron Village of Granville LCSWCD			
Road Salt			



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Village of Hebron Village of Granville Union Twp.	Keep salt covered and minimize usage	Inspect salt storage facilities	Third Quarter 2017
Pesticide & Herbicide Usage			
Village of Hebron Village of Granville Union Twp. LCEO and LC Hwy Dept.	Use pesticides and herbicides as needed, according to FIFRA and as according to label	Use herbicides only as necessary for control target. (Ditch maintenance, ROW Maintenance, etc.) Pesticide products for mosquito control that are eco-friendly (Hebron).	Throughout 2017
Fertilizer Usage	Use fertilizer only as necessary	Use fertilizer only when necessary to promote vegetation for erosion control as needed; limit phosphorus fertilizer used.	As required during 2017
Village of Hebron			
Street Sweeping	Properly dispose of street sweepings	Send street sweeping and catch basin debris to sanitary landfill; keep stored debris covered.	Throughout 2017
Village of Hebron Village of Granville			
Flood Management Projects	Evaluate all new floodplain management projects in the Village of Hebron	The Village has applied for a grant to replace the culvert on West Main Street and expand it to the 100 yr. flood event calculations.	Review projects as they are proposed.
Hebron Village of Granville	2017- Expansion of Middleton facility on Weaver Drive, and possible development along south side of South Cherry Valley Road in 2017-2018.		

**PROPOSED CHANGES TO YOUR SWMP (IF ANY)**

- Summarize any proposed changes to your SWMP, including changes to any BMPs or any identified measurable goals that apply to the program elements. If you fail to satisfy measurable goals for the reporting year, please explain why.

A new SWMP has been created for CY2017 and moving forward. It includes a document to elucidate expectations of partners to ensure full participation. Themes have been formally added for education and outreach, although these themes have been in use since CY2015.

Use of software to better manage MS4 data – WebMS4 – being customized for LC.

Use of contractor (DLZ) to assist with plan review.

Recording of O&M with final plat required.

Urban Conservation Specialist at LCSWCD left shortly after being fully trained. LCSWCD will hire an Urban Conservation Technician in late spring 2017. There is an expected backlog as the position is vacant and while a new hire is trained.





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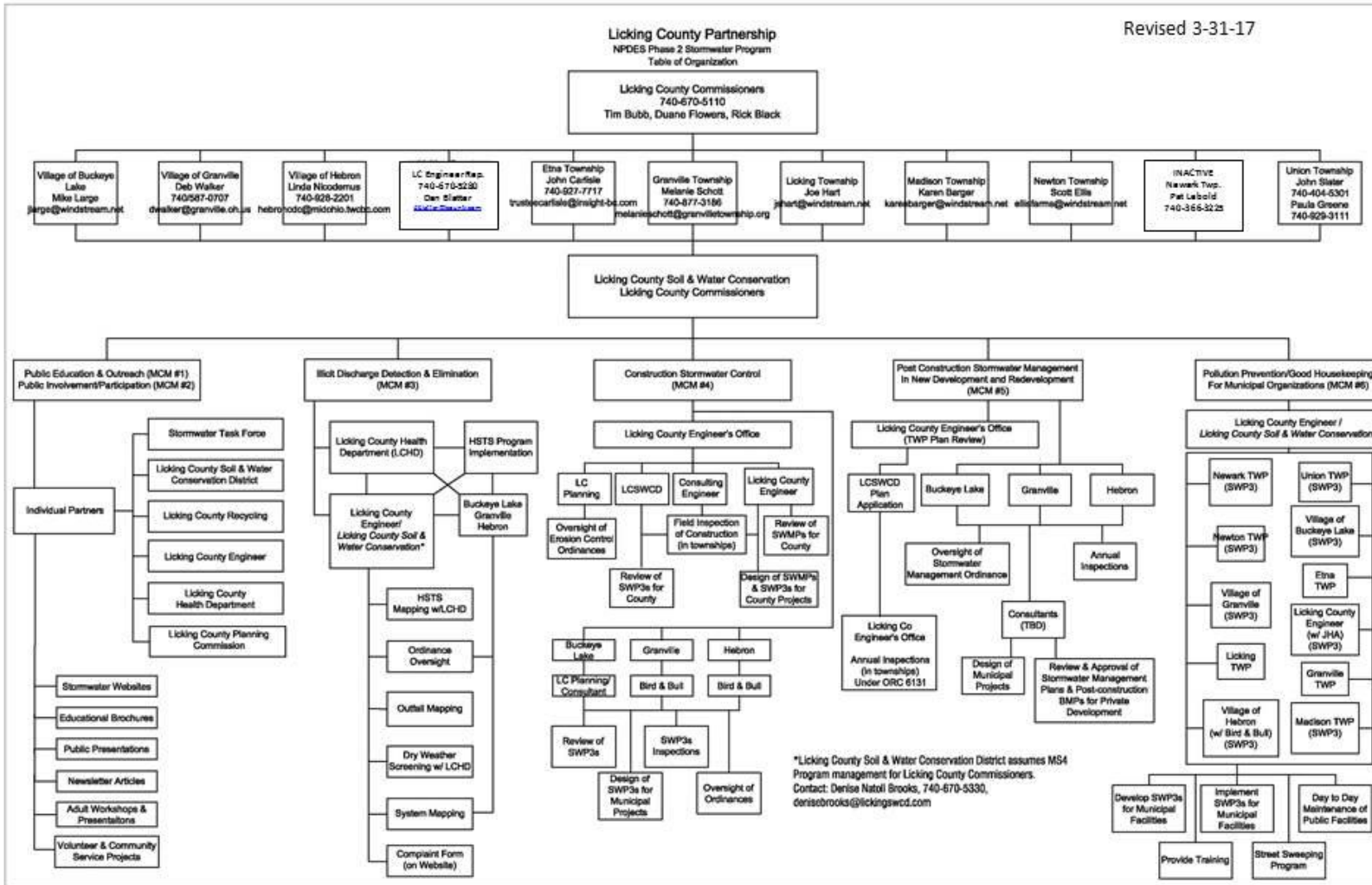
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## VARIANCES GRANTED (IF ANY)

- Identify and summarize any variances granted under your storm water program.

None

## Appendix 1: Table of Organization



**Appendix 2: Construction/Post Construction Tracker**

**MS4 Plan Review and Construction Site Tracker CY16 Annual Report**

<b>Development Name</b>	<b>Municipality</b>	<b>MS4</b>	<b>Plan Reviewed</b>	<b>Construction Started</b>
Southwest Licking School District Administration Building	Etna Township	YES	2016	Yes
The Preserve at Haaf Farms	Etna Township	YES	2015	Yes
Georgian Drive Improvements (Willowcreek Condominiums)	Etna Township	YES	2015	Post-Con
Willow Creek Condominiums	Etna Township	YES	2015	Post-Con
Prologis - E-Commerce (Amazon) (Previously Building 6 & 7)	Etna Township	YES	2015	Yes
Prologis Park Building 4	Etna Township	Yes	2016	Yes
Prologis Park Building 5 and Etna Parkway Extension	Etna Township	Yes	2016	Yes
Storage One	Etna Township	YES	2015	Yes
Cumberland Crossing 1,2,3,6	Etna Township	YES	2015	Yes
Cumberland Crossings 4	Etna Township	YES	2014	Post-Con
Cumberland Crossings 5a	Etna Township	YES	2014	Post-Con
Cumberland Crossings 5b	Etna Township	YES	2014	Post-Con
Cumberland Crossings 7	Etna Township	YES	2015	Post-Con
Prologis Park 70, Etna North	Etna Township	YES	2016/2017	NO



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## Appendix 3: Pertinent MOUs and Agreements

In accordance with Section 307.79 of the Ohio Revised Code, the Licking County Board of Commissioners have adopted the Licking County Soil Erosion and Stormwater Regulations for Licking County, Ohio. The Board of Commissioners have delegated the administration of these regulations to the Licking County Planning Commission (Section 103: Administration, Licking County Soil Erosion and Stormwater Regulations). The Licking County Planning Commission has a Memorandum of Understanding (July 1, 1998) with the Licking County Soil and Water Conservation District to participate in the Licking County Technical Review Committees and assist with the review of the development plans to ensure compliance with the Licking County Soil Erosion and Stormwater Regulations. Additionally, the MOU provides for the LCSWCD staff to conduct site visits and inspections of construction projects to ensure compliance with the regulations and approved development plans.

The Licking County Board of Commissioners has agreements with DLZ Ohio, Inc. for Engineering Services for both Plan Reviews and Inspection Services. These are currently two separate agreements. The engineering services agreement provides for plan reviews to ensure compliance with the Licking County Soil Erosion and Stormwater Regulations, the Licking County Subdivision Regulations and the Licking County Subdivision Improvement Regulations. The inspection services agreement provides for inspections of construction projects to ensure compliance with the approved plans and the regulations herein specified.

Plan reviews are conducted by the Licking County Technical Review Committee, which consists of the following agencies and applicants:

Licking County Planning Commission, Licking County Engineer's Office, DLZ Ohio, Inc. (agent of the County), Licking County Soil and Water Conservation District, water and wastewater entity with jurisdiction, Township (Zoning Inspector, Road Superintendent, and/or Trustee), fire district with jurisdiction, Ohio Department of Transportation (if accessing or adjacent to a state, federal or interstate highway), developer, developer's engineer, developer's other agents. The Licking County Technical Review Committee (TRC) meets monthly during regularly scheduled meetings to review applications to ensure compliance with applicable regulations. This includes the Licking County Soil Erosion and Stormwater Regulations. The same body also conducts a final site walkthrough inspection once all construction is completed to review the development to ensure compliance with the approved construction plans and applicable regulations. The TRC group in and of itself has no enforcement authority; that falls back on the specified agencies and the regulations that they administer. The TRC is strictly a reviewing body to provide a "one-stop" review of development proposals to ensure that the plans and other required documents comply with all applicable regulations

In regards to the Soil Erosion and Stormwater Regulations, the Licking County Soil and Water Conservation District, Licking County Engineer's Office and DLZ Ohio, Inc. conduct inspections on behalf of Licking County to ensure that the soil erosion measures as identified on the approved construction plans are in place and maintained, and that the stormwater infrastructure is being constructed in accordance with the approved plans. Upon completion of construction the developer provides an as-built plan to show the actual constructed improvements. The Licking County Engineer's Office reviews this on behalf of the County to ensure that the constructed improvements comply with the approved plans and/or are in compliance with the applicable regulations. The Licking County Planning Commission enforces any violations of the regulations and works with the Board of Commissioners and the Licking County Prosecutor's Office to implement enforcement measures if needed.