ADEQ
ARKANSAS
Department of Environmental Quality

SMALL MS4 ANNUAL REPORT FORM

Instructions for completing this form:

- ARR040000 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 June 1st.
- 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.
- Please attach results of monitoring required for TMDL or impaired streams separately from this form.
- When complete, submit this Annual Report form to the following address:
  ADEQ
  Water Division
  General Permits Section
  5301 Northshore Drive
  North Little Rock, AR 72118
  Water-permit-application@adeq.state.ar.us

Small MS4 Annual Report for Year: 2014		
ADEQ Permit Tracking Number: ARR040003		
Name of MS4: Saline County		
Primary Contact: Judge Jeff Arey	Title: Saline County Judge	
Mailing Address: 200 North Main St		
City: Benton, Arkansas	Zip Code: 72015	County: Saline
Telephone Number: 501-303-5640	Email Address: jeff.arey@salinecounty.org	

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.

Judge Jeff Arey, Saline County Judge 501-303-5640 jeff.arey@salinecounty.org

John Wofford, Saline County Road Department, Code Enforcement 501-303-5690 jawofford@sbcglobal.net

The county engineer manages the Stormwater management Plan (SWMP). Code enforcement officers oversee the inspections and enforcement of stormwater management components.

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: Jeff Arey

Print Title: Saline County Judge

Signature: _____ Date: 5/29/2015

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PUBLIC EDUCATION & OUTREACH
Estimate Your Permit Area's Total Population: 3,381

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached & Total # of people reached	Summary of Results	Effective (Yes or No)
Continue implementation of a public education program to distribute educational materials. **BMP 1(A): Utility Bill Inserts** Responsible Party: Engineering Department	1. Develop a list of subjects addressing various stormwater quality issues 2. Design and print utility bill inserts for selected topics 3. Track number of materials created and distributed	General Stormwater Quality and Basic Awareness	General Public Schools Commercial Businesses	N/A	Saline County will create and mail out a one page utility bill inserts on stormwater quality awareness by the end of 2015	N/A
Continue implementation of a public education program to distribute educational materials. **BMP 1(B): Stormwater Website** Responsible Party: Engineering Department	Develop A Stormwater Website. Incorporate a login counter to determine the number of website hits for each reporting year.	Information to be considered for incorporation on the website will be information pertaining to the County's stormwater program such as brochures or displays and pertinent addresses and contact phone numbers.	General Public Schools Business Operators	N/A	The stormwater website will be developed and linked to the County's website in 2015 and updated as needed in the following years.	N/A
Continue implementation of a public education program to distribute educational materials. **BMP 1(C): Encourage Proper Disposal of Wastes** Responsible Party: Engineering Department	Create a Hazardous Waste Drop Off Day	Some citizens don't understand the harm certain chemicals can cause to the MS4. Message will be proper storage, handling and disposal of hazardous waste.	General Public General Contractors Painting Contractors Mechanics	N/A	Household hazardous waste awareness will be included on the stormwater website in 2015. A Household hazardous waste drop off event will be implemented in 2016 then be held each year after.	Yes

PUBLIC EDUCATION & OUTREACH
Estimate Your Permit Area's Total Population: 3,381

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached & Total # of people reached	Summary of Results	Effective (Yes or No)
Continue implementation of a public education program to distribute educational materials. **BMP 1(D): Addressing Illegal Dumping and Littering** Responsible Party: Engineering Division	Litter Ordinance created and enforced. Distribute illegal dumping and littering educational material. Include illicit discharge information on the County's website	Impacts of illegal dumping and littering to the environment. Rules, regulations and penalties for illegal dumping. Proper disposal techniques.	General Public Schools Business Operators	N/A	Litter ordinance has been created. Illicit discharge information and education will be included on County's stormwater website in 2015. A utility mail-out regarding illicit discharges will be created and distributed by the end of this permit term July 31, 2019.	N/A
Continue implementation of a public education program to distribute educational materials. **BMP 1(D): Gardening and Lawn Care Activities.** Responsible Party: Engineering Division	Distribute gardening and lawn care educational material. Track number distributed	Environmentally friendly landscape management can protect the environment through careful planning and design, routine soil analysis, appropriate plant selection, use of practical turf areas, water use efficiency, use of mulches, and appropriate maintenance.	General Public Lawn Care and Maintenance Businesses	N/A	The County will begin their gardening and lawn care strategy in the spring of 2017 and will continue each year throughout the permit term.	N/A

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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)
Comply with state and local public notice requirements when implementing a public involvement / participation program. **BMP 1(B): Post Public Involvement Opportunities on Website** Engineering Department	Notify the public of meetings / activities regarding MS4's NPDES activities through media outlets. Post on website and document visitors and participants.	Varies depending on activity.	General Public Schools Developers Contractors	N/A	The County will determine an initial posting schedule and activity and post in 2015.	N/A
Comply with state and local public notice requirements when implementing a public involvement / participation program. **BMP 2(B): Stormwater Management Program Meetings** Engineering Department	Hold at least one public meeting regarding the County's implementation of the SWMP	Invite public input and consider ideas, concerns and recommendations on SWMP	Land & Development Community Contractors Engineers General Public	N/A	The County will advertise and hold at least one (1) public meeting on SWMP in 2015.	N/A
Comply with state and local public notice requirements when implementing a public involvement / participation program. **BMP 2(C): Coordinate an Adopt and Stream Program** Engineering Department	The County will identify and contact target groups for the Adopt and Stream Program then guide groups in methods for caring for stream water quality.	Stream water quality including identifying biological features and deficiencies that are clues to impaired water quality.	Public Schools	N/A	The County will coordinate the program in the third permit year (2016) and will continue to facilitate the program for each year thereafter.	N/A

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)
Comply with state and local public notice requirements when implementing a public involvement / participation program. **BMP 1(D): Community Hotline**	The County will provide a direct phone number or upon completion of their stormwater website, provide an electronic form linked directly to the County.	Encourage citizens to report stormwater related activities or illicit discharges	General Public Schools Developers Contractors	N/A	The County will implement and advertise a community hotline upon completion of the stormwater website in 2015.	N/A

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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 Saline County Quorum Court	The County has written a stormwater ordinance which prohibits illicit discharges and illegal dumping and fines for violations.	Yes – Written No - Adopted	N/A	Stormwater Ordinance gives the County authority and regulations to enforce an IDDE Program. Regulatory authority extends to all potential polluters including: public, industry, and government agencies. **Ordinance to be adopted July 21, 2015**	N/A

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates	Effective (Yes or No)
Storm Sewer System Map Engineering Department	Maintain and continue to develop a storm sewer system map which shows locations of all outfalls with names / locations of all waters of the state. Continue to build map to include entire MS4 storm sewer system.	Yes	A storm sewer system map has been developed which shows locations of all eleven (11) outfalls in Saline County.	Yes

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates	Effective (Yes or No)
IDDE Plan Engineering Department	Develop a plan to detect and eliminate illicit discharges into the storm sewer system.	No	The IDDE plan will consist of dry weather outfall screening of all outfalls over the permit term. Each outfall screened will be logged into the GIS system and those found to be possible illicit discharges can then be easily traced and eliminated using the GIS system. Illicit Discharges will be found and eliminated using maps, field reconnaissance, and laboratory testing when necessary. **Plan will be developed and implemented by August 30, 2015.**	N/A

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 **# of Outfalls Screened in 2014** **0** **Total # of Outfalls 11** **Engineering Department will begin re-screening all outfalls for 2014-2019 reporting period in August of 2015**	Perform dry weather screening of all 11 outfalls over the permit term. Detect and eliminate any illicit discharges.	No	N/A	N/A	N/A	N/A	N/A

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ILLICIT DISCHARGE DETECTION & ELIMINATION (IDDE)

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates	Effective (Yes or NO)
Identification of allowable non-stormwater discharges Stormwater Division ADEQ / NPDES	Maintain a list and address allowable non-stormwater discharges if they become significant contributors of pollutants to the City's MS4.	Yes	The County's list of allowable non-stormwater discharges is based on the NPDES Regulated Small MS4 General Permit (ARR040000) section 1.2.6.2. Currently the County's Engineering Department has not identified any allowable non-stormwater discharges that have become significant contributors of pollutants to the MS4. The County will continue to monitor allowable non-stormwater discharges and document and address them as needed.	Unknown

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

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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 Saline County Quorum Court	Adopt an ordinance to address stormwater runoff from construction projects regardless of size.	Yes – written No - Adopted	N/A			Stormwater Ordinance gives the County authority and regulations to enforce a Construction Site Runoff Control Program. **Ordinance to be adopted and enforced by July 21, 2015.**	N/A
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 Engineering Department	Establish requirements for contractors to install and maintain erosion and sediment control measures at construction activities.	No	Stormwater Management Manual Stormwater Ordinance			Manual contains detailed specifications and requirements for sediment and erosion controls to be installed at construction sites. Controls not listed in manual are authorized by the County when deemed appropriate.	N/A
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 Engineering Division Code Enforcement	Maintain a Stormwater Hotline and advertise it in various media outlets.	No	N/A	N/A		**Complaint process and stormwater hotline will be established following adoption of the stormwater ordinance on July 21, 2015 and will be implemented by October 1, 2015**	N/A
BMP & Responsible Party	**Measurable Goal**	**Completed (Yes or No)**	**# of Applicable Sites Requiring Plans**	**# of Plans Reviewed**		**Summary of Results or Activities**	**Effective (Yes or No)**
Site Plan Review Procedures Engineering Division	Develop a site plan submittal and review process for 100% of projects requiring NPDES permitting which incorporates sediment and erosion controls.	Yes – written No - Implemented	N/A	N/A		All new construction projects one acre or greater will require a stormwater permit (not including single family residences). SWPPP and site plans are reviewed for 100% of permit applications. **To be implemented following adoption of ordinance on July 21, 2015.**	N/A
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 Engineering Division	Develop a construction site inspection process.	Yes – developed No - Implemented	N/A	N/A	N/A	Engineering Department and Code Enforcement will inspection sites to ensure compliance with NPDES program and allow for some assistance by the County in recommending appropriate controls to contractors. **To be implemented following adoption of ordinance on July 21, 2015.**	N/A
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 Engineering Department / Code Enforcement	Develop enforcement procedure to ensure compliance with MS4 NPDES permit.	Yes – developed No - Implemented	N/A	N/A		Enforcement procedures will be effective in ensuring and maintaining compliance with MS4 NPDES permit. **To be implemented following adoption of ordinance on July 21, 2015.**	N/A

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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 Saline County Quorum Court	Create and maintain a stormwater ordinance which includes post-construction runoff control measures.	Yes – written No – Implemented	**N/A – Code to be adopted and implemented following acceptance by the Quorum Court on July 21, 2015.**	Stormwater Ordinance gives the County authority and regulations to enforce a Post Construction Pollution Control Program. Regulatory authority extends to all potential polluters including: public, industry, and government agencies.	N/A

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Structural and/or Non-Structural Standards Being Used	Summary of Results or Activities/Compliance rates with MS4 requirements	Effective (Yes or No)
Post-Construction Requirements Engineering Department	Continue to develop strategies which include a combination of structural and/or non-structural post-construction BMPs.	Yes – written No - implemented	Structural and non-structural BMPs will be detailed in Stormwater Management Manual which will be available on the Stormwater Website. County will require all new development to install and maintain a permanent filtration device sufficient for the removal of floatable debris to approximately ½ inch. **To be implemented following adoption of ordinance on July 21, 2015.**	All new construction permitted following implementation of the ordinance will install post-construction filtration devices. Some examples include: Curb Inlet Filtration Devices Detention Pond Outfall Screening Devices Vegetated Bio-Swales Junction Box Weir Walls	N/A

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 Engineering	Maintain a stormwater maintenance ordinance which includes post-construction runoff control measures.	Yes – written No - implemented	N/A	N/A	100% of SWPPPs for commercial buildings reviewed and approved will be required to install and maintain post construction quality device. **To be implemented following adoption of ordinance on July 21, 2015.**	N/A

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 Engineering Department	Maintain a stormwater maintenance ordinance which includes post-construction runoff control measures.	Yes – written No - implemented	N/A	N/A	**To be implemented following adoption of ordinance on July 21, 2015.**	N/A

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 Engineering Department Code Enforcement	Develop enforcement procedure to ensure compliance with MS4 NPDES permit for post-construction water quality.	Yes – written No - implemented	N/A	N/A	Enforcement procedures are the same as for construction site runoff control. **To be implemented following adoption of ordinance on July 21, 2015.**	N/A

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POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

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 Engineering Department	Maintain a stormwater maintenance ordinance which includes post-construction runoff control measures.	Yes – written No - implemented	N/A	N/A	All new construction that requires a stormwater permit will be required to submit a SWPPP which includes a post construction water quality maintenance agreement signed by the owner of the facility. The agreement gives authority for the County to inspect and enforce maintenance if needed. **To be implemented following adoption of ordinance on July 21, 2015.**	N/A

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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 Engineering Department	Develop and hold annual or orientation training for all eligible MS4 employees to reduce / prevent polluted runoff.	No	Good Housekeeping Spill Prevention Equipment Washing Equipment Maint. Spill Reporting Street Maintenance Outdoor Storage Landscaping	Eligible employees whose day to day work activities have the potential to impact stormwater quality.	N/A	**Training program will be developed and implemented by October 2015.**	N/A

List of Municipal Facilities Subject to Program	O&M Procedures Developed for Facilities (Yes or No)	# of Facility Inspections Performed	Frequencies of Such Inspections
(Road Department shop and yard.)	(NO)	1 – Main facilities	Annual

MS4 Maintenance	**Summarize Maintenance Activities and Schedules**	**Summarize Activities Performed**
	MS4 maintenance is performed as needed and / or by the request of a citizen. (ok)	Bridge cleaning and debris removal. Stream and creek cleaning and sediment / rock removal. (ok)

Disposal of Wastes	**Procedures Developed (Yes or No)**	**Document Amounts of Wastes Properly Disposed**
	Yes (ok)	All waste collected is taken to either the county landfill. Amounts are unknown. (ok)

Road Salt	**Covered (Yes or No)**	**Tons Used**	**Summarize Measures Taken to Minimize Usage**
	no	N/A	N/A

Pesticide & Herbicide Usage	**Procedures Developed (Yes or No)**	**Gallons Used**	**Summarize Measures Taken to Minimize Usage**
	yes	Estimate 50 Gal. liquid Herbicide	Spot Spraying and appropriate plant selection are the primary methods to minimize usage. Other methods of Integrated Pest Management (IPS) are used when appropriate i.e., action thresholds, identification of pests, prevention and selective control.

Fertilizer Usage	**Procedures Developed (Yes or No)**	**Pounds Used**	**Summarize Measures Taken to Minimize Usage**
	No	N/A	N/A

Street Sweeping	**Procedures Developed (Yes or No)**	**Document Amount of Material Collected and Properly Disposed**
	No	N/A

Flood Management Projects	**Summarize any New or Existing Flood Management Projects that were Assessed for Impacts on Water Quality**
	None