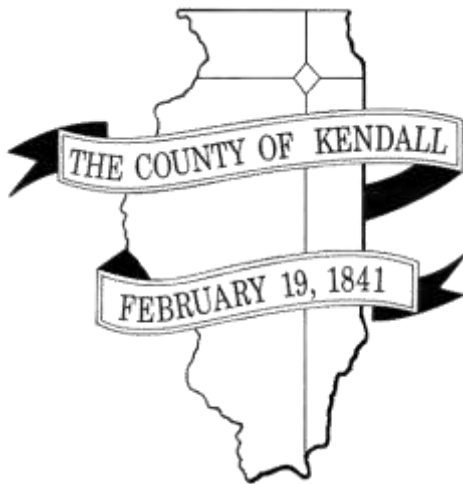




# Stormwater Management Program Plan

**KENDALL COUNTY  
ILLINOIS**



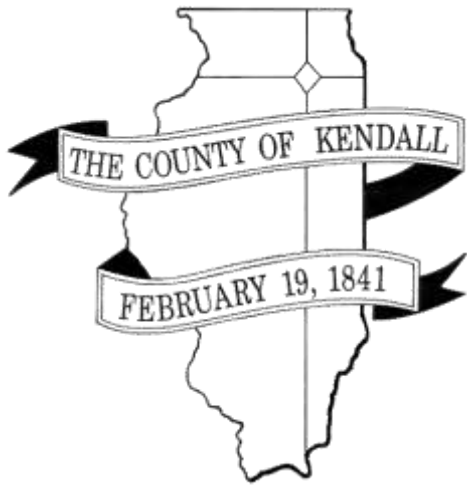
February 3, 2012



# Stormwater Management Program Plan

January 23, 2012

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# 1 Overview of the Stormwater Management Program Plan

## 1.1 Introduction

This Stormwater Management Program Plan (SMPP) was developed by Kendall County based upon a SMPP template provided by the Lake County Stormwater Management Commission. The purpose of the SMPP is to meet and/or exceed the minimum standards required by the United States Environmental Protection Agency (USEPA) under the National Pollutant Discharge Elimination System (NPDES) Phase II program. Federal regulations through the USEPA require that all Municipal Separate Storm Sewer Systems (MS4s), partially or fully in urbanized areas based on the 2000 census, obtain stormwater permits for their discharges into receiving waters.

The SMPP describes the procedures and practices that can be implemented by Kendall County toward the goal of reducing the discharge of pollutants within stormwater runoff in order to comply with Federal standards. Compliance with the plan is intended to protect water quality thus contributing to the following amenities:

- cleaner lakes and streams,
- improved recreational opportunities and tourism,
- flood damage reduction,
- better aesthetics and wildlife habitat, and
- a safer and healthier environment for the citizens.

The SMPP addresses the primary program elements for Kendall County activities, including the manner in which the County:

- reviews, permits and inspects construction activity within its limits;
- manages the planning, design and construction of projects performed within its limits;
- maintains its facilities and performs its day-to-day operations;
- works toward protecting the receiving waters from illicit discharges;
- provides public education and outreach;
- trains its employees in carrying out and reporting program activities; and
- continually monitors and evaluates the program.

## **1.2 State & Federal Regulations**

Federal environmental regulations based on the 1972 Clean Water Act (CWA) require that MS4s, construction sites and industrial activities control polluted stormwater runoff from entering receiving bodies of water (including navigable streams and lakes). The NPDES permit process regulates the discharge from these sources based on amendments to the CWA in 1987 and the subsequent 1990 and 1999 regulations by the U.S. Environmental Protection Agency (USEPA). In Illinois, the USEPA has delegated administration of the Federal NPDES program to the Illinois Environmental Protection Agency (IEPA). On December 20, 1999 the IEPA issued a general NPDES Phase II permit for all MS4s. Under the General ILR 40 Permit each MS4 was required to submit a Notice of Intent (NOI) declaring compliance with the conditions of the permit by March 10, 2003. The original NOI describes the proposed activities and best management practices that occurred over the original 5-year period toward the ultimate goal of developing a compliant SMPP. At the end of the 5<sup>th</sup> year (March 1, 2008) the components of the SMPP were required to be implemented; per the ILR40 permit. The IEPA reissued the ILR 40 permit on April 1, 2009.

Additionally, under the General ILR10 permit, all construction projects that disturb greater than 1 acre of total land area are required to obtain an NPDES permit from IEPA prior to the start of construction. Municipalities covered by the General ILR40 permit, are automatically covered under ILR10 30 days after the IEPA receives the NOI from the municipality.

## **1.3 Countywide Approach to NPDES Compliance**

Kendall County and its staff work to reduce flood damages and water quality degradation, as well to assure that new development addresses non-point source pollution, does not increase flood and drainage hazards to others, or create unstable conditions susceptible to erosion. To accomplish this, the County works cooperatively with individuals, groups, and other units of government as well as serving as the enforcement authority for the Kendall County Stormwater Ordinance. The County utilizes technical assistance, education programs and watershed planning to increase public awareness of natural resources and the impacts of urbanization on stormwater quality. In addition, the County provides solutions to problems related to stormwater and identifies effective ways of managing natural resources.

As part of the County's approach to comply with the NPDES Phase II program, the County assists with the following:

- Supports NPDES II presentations to local boards,
- Develops model Notice of Intent (NOI) for Townships,
- Provides countywide drainage system overview and receiving waters map,

- Provides general 5-year BMP Plan for NOI,
- Develops specific BMP Measurable Goals and program development tasks,
- Serves as a clearinghouse for all support information and acts as a liaison to IEPA and USEPA,
- Drafts a model of the Annual Performance Report and specific BMP Measurable Goals for the subsequent years, and
- Provides Illicit Discharge Detection and Elimination.
- Provides SMPP Template.

## 1.4 Organization of SMPP

The SMPP identifies best management practices to be implemented in six different categories. These categories are:

- Public Education and Outreach,
- Public Participation/Involvement,
- Construction Site Runoff Control,
- Post-Construction Runoff Control,
- Illicit Discharge Detection and Elimination, and
- Pollution Prevention/Good Housekeeping.

Section 1: Overview of the Stormwater Management Program Plan - discusses the format of the SMPP document and the regulations associated with NPDES II through county, state and federal agencies.

Section 2: Program Management - discusses the logistics of the Plan. This includes the organization, implementation and responsible parties necessary to achieve overall compliance with the SMPP and Permit. It also identifies how the County coordinates with other agencies and discusses the legal authority that the MS4s have to implement the Plan components.

Section 3: The Minimum Control Measures of the Program - addresses stormwater pollutant control measures implemented by Kendall County per the six minimum control categories established by the USEPA:

- Public Education and Outreach,
- Public Participation/Involvement,
- Construction Site Runoff Control,
- Post-Construction Runoff Control,



- Illicit Discharge Detection and Elimination, and
- Pollution Prevention/Good Housekeeping.

Section 4: Program and Performance Monitoring, Evaluation and Reporting - describes the monitoring, evaluation and reporting procedures associated with the program. The SMPP is a guide created to protect the County's receiving waters from pollution and resultant degradation. This section assists in identifying best management practices and processes that may require improvement and refinement as the document becomes an effective tool.

Section 5: Appendices – includes forms, references, exhibits and bibliography.

A list of Acronyms used throughout this plan is provided in Appendix 5.1.

## 1.5 Watersheds, Sub-Watersheds and Receiving Waters

Kendall County is located within the Des Plaines River, the Lower Fox River and Upper Illinois/Mazon River Watersheds. There are several receiving waters which are located within the County. These streams include the Fox River, Waubensee Creek, Blackberry Creek, Morgan Creek, Middle Aux Sable Creek, East Aux Sable Creek, West Aux Sable Creek, Aux Sable Creek, Rob Roy Creek, and Big Rock Creek. Lakes and other on-stream bodies of water are also considered part of the receiving water system. For the purposes of this manual the following definitions shall be used:

**Watershed:** The land area that contributes stormwater to one of the three major Rivers in Kendall County.

**Sub-Watershed:** The land area that contributes stormwater to one of the receiving waters tributary to a major River.

**Receiving Water:** A natural or man-made system into which stormwater or treated wastewater is discharged, including the four major rivers in Kendall County, their tributary stream systems and other Waters of the U.S.

The Des Plaines River Watershed includes small drainage areas on the eastern border of the County that are outside the Fox and Illinois River watersheds. The Des Plaines River watershed areas include a very small portion, only 2.2%, of the county land area. The Illinois River watershed includes drainage areas in the southern portions of the county and comprises 47.5% of the county land area. The largest major watershed in the county is the Fox River with 50.3% of county land area within this watershed. The major Watersheds and receiving waters are presented on **Figure 1 Map of Major Watersheds and Receiving Waters**.

# Kendall County Watersheds

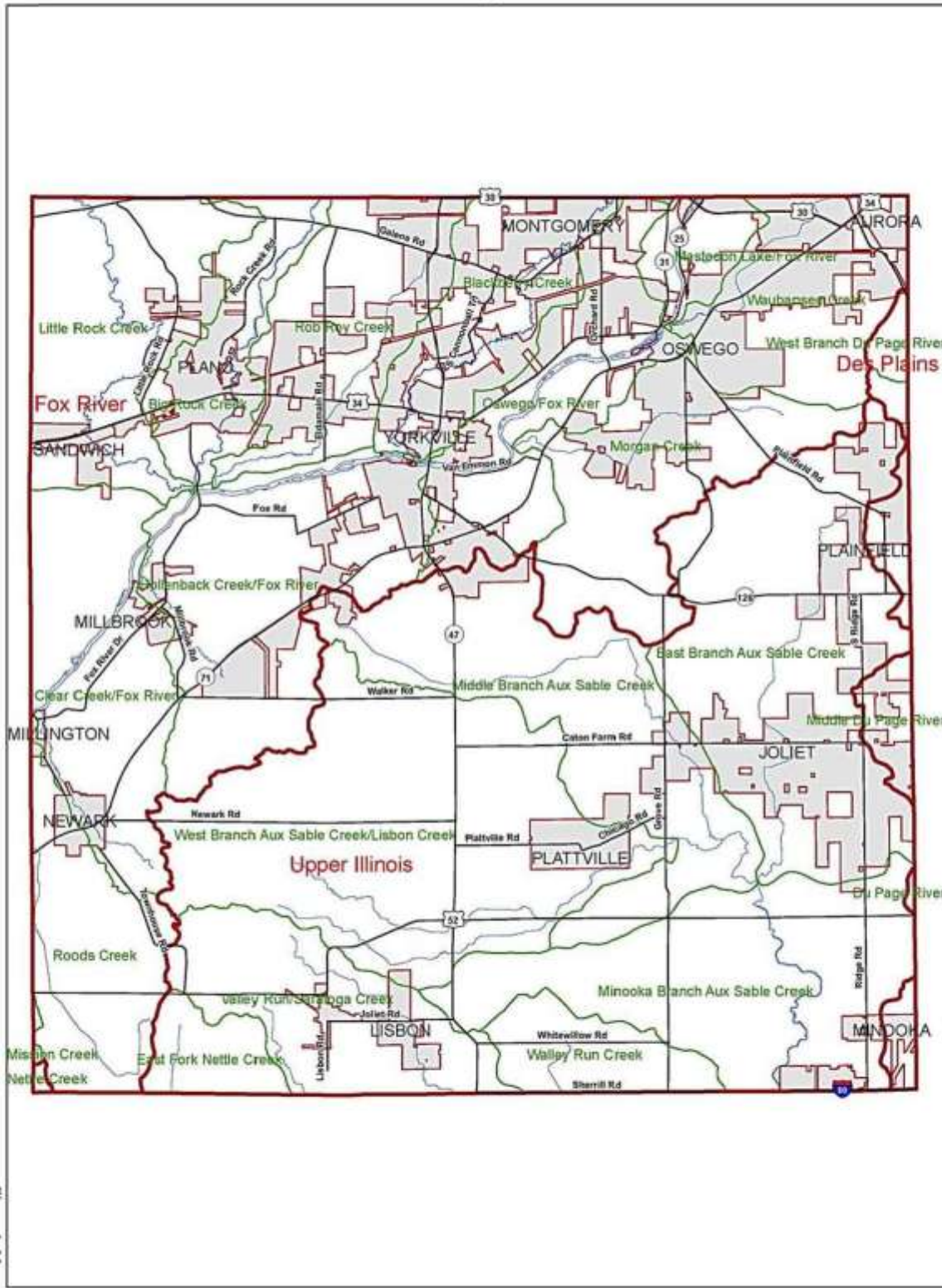


Figure 1 Map of Major Watersheds and Receiving Waters



- Kendall Watersheds
- Kendall Subwatersheds
- Hydro



## 2 Program Management

This Section describes the organizational structure of the County and discusses the roles and responsibilities of the various involved parties.

### 2.1 Implementation of this SMPP

The SMPP includes detailed discussions on the types of tasks that are required to meet the permit conditions under the NPDES II program and how to perform these tasks. **Appendix 5.2** includes a summary of SMPP tasks along with the frequency of occurrence. This summary should be printed annually and the progress of all tasks tracked. At the end of the yearly reporting period (March 1 – February 28/29) the summary should be filed in a binder to document SMPP related activities to IEPA, or their authorized agent, in the case of an audit. It is anticipated that implementation of this SMPP constitutes compliance with the program. The SMPP will be posted on the Kendall County website.

### 2.2 Intra-Department Coordination

The County Board is the policy and budget setting authority for Kendall County. The people listed below work together to implement this SMPP.

<b>Name</b>	<b>Title</b>	<b>Telephone No.</b>	<b>Area of Responsibility</b>
John Purcell	County Board Chair	630-553-4171	Policy and Budget Leadership
Angela Zubko	Planning Building and Zoning Dept.	630-553-4139	Overall Program; Public Education, Involvement and Outreach. Pre & Post Construction Stormwater Runoff Management
Fran Klaas, P.E.	County Highway Engineer	630-553-7616	Pollution Prevention, and Good Housekeeping
Steve Curatti	Health Department	630-553-9100 x 8032	Illicit Discharge Detection and Elimination

The Director of the Planning Building and Zoning Department or his/her designee is the Stormwater Coordinator and has primary responsibility for managing the overall program.

#### 2.2.A Stormwater Coordinator

The Stormwater Coordinator is responsible for the oversight and implementation of this SMPP. The Stormwater Coordinator has many different responsibilities, he/she:

- is the lead contact for coordination with the Illinois Environmental Protection Agency, contractors, the development community and other external regulatory agencies;
- understands the requirements of ILR40, ensures that the SMPP meets the requirements of the permit and that the County effectively implements the SMPP;
- ensures that the County complies with all minimum Stormwater Ordinance provisions;
- ensures that the County Facilities comply with all minimum ILR40 permit requirements;
- assists the development community in understanding when a ILR10 permit is required and whether construction sites comply with the general ILR10 and Stormwater Ordinance permit conditions; and
- understands the role illicit discharges play in the overall NPDES II program. In general, an incidence of non-compliance must be filed with IEPA for illicit discharges exiting an MS4's outfall into a receiving water. Additionally, if the illicit discharge is generated by a construction site, it may be necessary for both the applicant and the MS4 to file the Incidence of Non-Compliance (ION) form with IEPA.

### **2.2.B Planning Building and Zoning Department**

The Director of Planning Building & Zoning (P B & Z) or his/her designee is the Enforcement Officer with respect to the administration and enforcement of the Stormwater Management, Floodplain Protection and Soil Erosion Control Ordinances. The Enforcement Officer has the responsibility to concur that projects meet ordinance standards prior to the issuance of permits, and oversee site inspections during construction. Refer to Sections 3.4 and 3.5 for additional information on this process.

This Department also has primary responsibility to coordinate mapping of County drainage systems and for outfall identification and screening. Mapping is performed by the County GIS Department which is a branch of the Technology Services Department. P B & Z communicates directly with the GIS Department relative to needs and deliverables.

Finally, P B & Z coordinates the County Public Education and Outreach efforts which are a collaboration of the Health, Highway Departments, the Kendall County Soil and Water Conservation District and adjacent municipalities.

### **2.2.C Highway Department**

Infrastructure maintenance activities within the MS4 are carried out by Highway Department personnel. Highway department personnel are designated as the primary entity responsible for performing the duties specified under Section 3.6 Pollution Prevention and Good Housekeeping.

### **2.2.D Health Department**

County Health Department personnel are designated as the primary entity responsible for performing the duties specified under Section 3.3 Illicit Discharge Detection and Elimination. The Health Department is a key resource relative to Public Outreach and education specifically related to septic systems.

### **2.2.E Engineering Consultation**

The County relies on a professional Engineering consultant to assist with NPDES compliance, construction and subdivision reviews, stormwater management, floodplain protection and soil erosion and sediment control plan review and construction inspections.

## **2.3 Coordination with the Public**

Coordination with the Public occurs on several levels. The Public Education and Outreach Program of this SMPP is discussed in Section 3.1. The Public Participation and Involvement Program of this SMPP is discussed in Section 3.2. The Public has the opportunity to comment on proposed preliminary and final plans through the development approval process.

## **2.4 Coordination with the IEPA**

The County is required to complete annual reports which describe the status of compliance with the ILR40 permit conditions and other related information. The annual report is to be posted on the County's website and submitted to the IEPA by the first day of June each year. Annual reporting to IEPA should consist of "implemented SMPP" for all tasks completed in accordance with this SMPP. Additional information should be provided for areas of enhancement or tasks not completed.

Records regarding the completion and progress of the SMPP commitments must be kept by the County. The task sheets, described in Section 2.1, should be updated throughout the year. The completed task sheets should be located in a binder with necessary supporting documentation. The binder must be available for inspection by both IEPA and the general public.

## **2.5 Coordination with the Development Community**

The County has a responsibility to assist the development community in understanding when a ILR10 permit is required and whether construction sites comply with the general ILR10 and Site development permit conditions. The County should understand the role illicit discharges play in the overall NPDES II program. In general, an incidence of non-compliance (ION) must be filed with IEPA for illicit discharges exiting an MS4's outfall into a receiving water. Additionally, if the illicit discharge is generated by a construction site, it may be necessary for both the applicant and the MS4 to file the ION form with IEPA.

Furthermore, the County has a responsibility to inform the development community that they are required to hire contractors which meet the qualifications necessary under the program, refer to Section 3.4.B for additional information on qualified personnel.

## **2.6 Coordination with Townships**

The County takes a leadership role in supporting efforts of the four Townships identified as MS4's. They are:

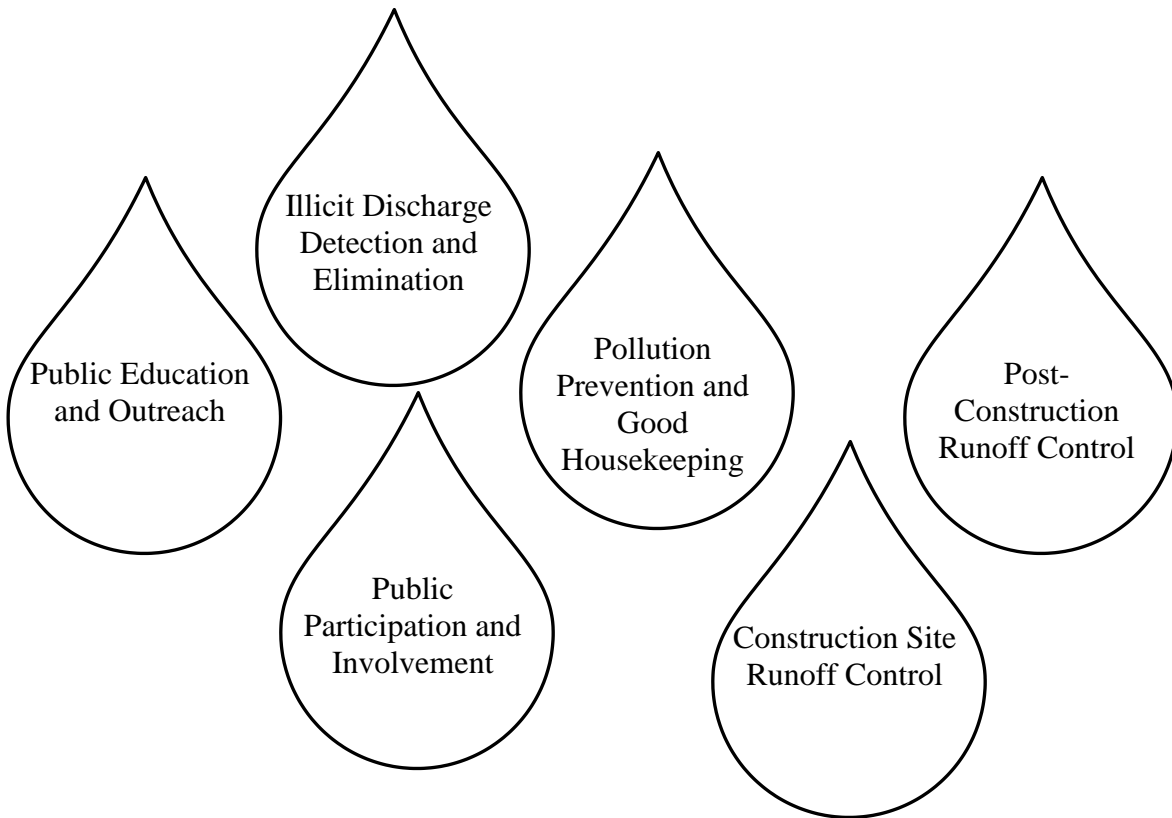
- Na Au Say
- Kendall
- Bristol
- Oswego

Due to limited Township resources the County will assist the Townships by providing Public Education and Outreach, site construction approval and construction site runoff control. In addition the Highway Department will look for opportunities to share good housekeeping practices such as a community covered salt storage facility.

## **2.7 Coordination with Soil and Water Conservation District**

The County coordinates construction site runoff control efforts with the Kendall County Soil and Water Control District (KCSWCD). The KCSWCD assists the County with respect to soil erosion and sediment control inspections and expertise. County staff, the County's engineering consultant and KCSWCD staff work collaboratively to develop standards and site specific requirements that are practical and effective. Finally, the KCSWCD hosts public education workshops which support the goals of the NPDES MS4 program.

### 3 The Minimum Control Measures of the Program



This Stormwater Management Program Plan includes six components, each of which is necessary in an effort to reduce/eliminate stormwater pollution in receiving water bodies. Section 3.1 describes the efforts to educate the public about stormwater pollution and stormwater pollution prevention. The manner in which Kendall County incorporates public participation and involvement into the SMPP is explained in Section 3.2. Section 3.3 describes the approach to detecting and eliminating stormwater illicit discharges. Construction and post construction runoff control is addressed in Sections 3.4 and 3.5. Lastly, Section 3.6 discusses responsibilities for the care and upkeep of its general facilities, associated maintenance yards, and roads to minimize pollution. This Section also discusses necessary training for employees on the implementation of the SMPP.

## **3.1 Public Education and Outreach**

Kendall County has several public education and outreach programs that inform the community of potential impacts to receiving waters and the contributions the public can make to reduce pollutants in stormwater runoff. The County targets public schools, public libraries, developers, contractors, homeowners, business owners, and the remaining general public as part of this Public Education and Outreach Program.

Kendall County utilizes a variety of methods to educate and provide outreach to the public about the importance of managing pollutants that potentially could enter the stormwater system. The program includes the activities described below.

### **3.1.A Distribution of Paper Materials**

The County promotes and participates in the Fox River Ecosystem Partnership and numerous watershed planning organizations. Through partnering with other local agencies, the County effectively distributes informational and educational literature to local leaders and the general public on stormwater management, resource conservation, and pollution prevention. In addition, the County makes available to the public via the County's website various documents including the County's Stormwater Ordinance, Erosion Control Ordinance, Floodplain Protection Ordinance, Annual Reports, the 2008 IEPA Audit Report, and Notice of Intent (NOI). The County will track the number of requests to see the County's plan on an annual basis.

### **3.1.B Web Based Resources**

The County provides web based resources directed to homeowners, contractors and developers. These resources can be found on the County's web site and more specifically on the Planning Building and Zoning and Health department pages. These resources include posting of the County's NOI and annual reports, stormwater, floodplain protection, soil erosion and sediment control, subdivision ordinances and health code guidance and requirements. The web-site is updated by County staff and tracked for hits.

### **3.1.C Speaking Engagement**

The County will work with the Kendall County Health Department and Kendall County Soil and Water Conservation District to provide and participate in educational opportunities to the residents of the County. The County will measure the increase in the number of presentations annually and the amount of public attendance/participation.



### **3.1.D Community Events**

When possible, the County attends and/or sponsors outreach events and scheduled meetings with the general public. These events are held on an as needed or as requested basis. Audiences may include the home owners associations, lake associations, businesses, and neighborhood groups. The County will work with the Kendall County Health Department and the Kendall County Soil and Water Conservation District to provide and participate in educational opportunities to the resident of the County. The County will document the number and types of workshops / seminars held and document the attendance.

### **3.1.E Technical Workshops**

The County promotes an annual workshop with The Conservation Foundation that is open to the public to provide technical/educational seminars and outreach activities on Stormwater and Conservation design. These workshops typically discuss stormwater topics currently of interest within the County. They offer the opportunity to share information and facilitate a collective focus on potential solutions to the challenges faced by the County, Villages, and other stakeholders. The County will measure the number of annual workshops and attendance.

### **3.1.F Household Hazardous Wastes**

The average garage contains a lot of products that are classified as hazardous wastes, including paints, stains, solvents, used motor oil, pesticides and cleaning products. While some household hazardous waste (HHW) may be dumped into storm drains, most enters the storm drain system as a result of outdoor rinsing and cleanup. Improper disposal of HHW can result in acute toxicity to downstream aquatic life. The desired neighborhood behavior is to participate in HHW collection days, and to use appropriate pollution prevention techniques when conducting rinsing, cleaning and fueling operations. The County in cooperation with the Health Department employs various tools promote safe disposal of HHW. These include:

- Provide Kendall County residents with education on the safe and proper handling and disposal of HHW.
  - Our community-targeted solid waste management and recycling guide,
  - The Kendall County Green Pages,
  - Kendall County Health Department website.
- Promote the use of two permanent IEPA HHW drop-off/collection sites in nearby Naperville and Rockford, IL.

### **3.1.G Septic System Maintenance**

Failing septic systems can be a major source of bacteria, nitrogen, and phosphorus, depending on the overall density of systems present in a subwatershed. Failure results in illicit surface or subsurface discharges to streams. Septic systems are a classic case of out of sight and out of mind. Many owners take their septic systems for granted, until they back up or break out on the surface of their lawn. Subsurface failures, which are the most common, go unnoticed. In addition, inspections, pump outs, and repairs can be costly, so many homeowners tend to put off the expense until there is a real problem. Lastly, many septic system owners are not aware of the link between septic systems and water quality. The County and Health Department employ a range of tools to improve septic system maintenance. These include:

- Mandatory inspections for the construction, repair or replacement of private sewage disposal systems
- Performance certification upon property transfer, made by request of the property owner or his/her designee
- Provide informational resources (i.e. list of Contractors) on the Health Department's website
- Promote the Creation of septic management districts in particular during new subdivision plat reviews
- Promote the Certification and training of operation/ maintenance professionals
- Promote if not require connecting to public services for failing systems

## **3.2 Public Participation and Involvement**

The public participation and involvement program allows input from citizens during the development and implementation of the SMPP. The SMPP will be evaluated annually. Major highlights and deficiencies should be noted annually and the plan revised accordingly on a minimum 5-yr basis, or as necessary.

### **3.2.A Public Review Process**

Comments on the SMPP are continually accepted through the web-site, phone calls or other media. Comments are evaluated for inclusion and incorporated into the next revision of the SMPP as appropriate. The County will post each year's annual report to the web site for ease of public review and response.

### **3.2.B Complaints, Suggestions and Requests**

Complaints are logged and routed to the appropriate County department for action. General program related calls are directed to the Stormwater Coordinator, or designee. Construction activity related telephone calls are directed to the designee within the Planning, Building, and Zoning Department. Health related illicit discharges are directed to the County Health Department. Other Illicit Discharges, drainage, and other related stormwater runoff concerns are directed to the designee at the Planning Building and Zoning Department. The County also maintains a website which enables and encourages public contact on these issues.

### **3.2.C Watershed Planning and Stakeholders Meetings**

The County will promote and participate (and encourage the participation of local stakeholders) in watershed planning organization/events. Through these organizations, public participation and involvement are promoted and the public is enabled to speak directly with County staff and consultants on Stormwater and Pollution related issues. The County will establish positive dialogue and County-wide coordination of stormwater management efforts through these activities.

### **3.2.D Public Comments**

The County will encourage comments through postings on the web site to gather public input related to the Stormwater Management Program Plan and to encourage County-wide coordination of stormwater management efforts. The County will provide summary documents of comments submitted to the County via web, mail or phone calls..

### **3.2.E Program Coordination**

The County will promote and participate (and encourage the participation of local stakeholders) in watershed planning organization/events. Through these organizations, the County will establish positive dialogue and County-wide coordination of stormwater management.

## **3.3 Illicit Discharge Detection and Elimination<sup>1</sup>**

Currently, illicit discharges (defined in 40 CFR 122.26(B)(2)) contribute considerable pollutant loads to receiving waters. There are two primary situations that constitute illicit discharges; these include non-stormwater runoff from contaminated sites and the

deliberate discharge or dumping of non-stormwater. Illicit discharges can enter the storm sewer system as either an indirect or direct connection. The Health Department logs and tracks the disposition of complaints and findings of illicit discharges in an Access-based complaint database maintained by the Environmental Health Unit. The details of investigations conducted and actions taken by the Health department concerning illicit discharges are documented on the attached complaint form. The complaint logs, one created for each new year and all completed complaint forms are kept in a permanent file.

### **3.3.A Regulatory Authority**

Effective implementation of an Illicit Discharge Detection and Elimination (IDDE) program requires adequate legal authority to remove illicit discharges and prohibit future illicit discharges. This regulatory authority is achieved through adoption of the Kendall County Soil Erosion and Sediment Control Ordinance, the Public Health Nuisance Ordinance and the Kendall County Private Sewage Disposal Ordinance (which adopts by reference the Illinois Department of Public Health's Private Sewage Disposal Licensing Act and Code. Additionally, IEPA has regulatory authority to control pollutant discharges and can take the necessary steps to correct or remove an inappropriate discharge over and above the County's jurisdiction.

Several provisions of the Kendall County Soil Erosion and Sediment Control Ordinance (SESC) prohibit illicit discharges as part of a construction activity. These provisions are only applicable for regulated construction / development activities as defined by the ordinance. Regulated activities are required to meet the soil erosion and sediment control standards of the ordinance. Furthermore, the County's ordinance requires that the applicant prohibit illicit discharges into the stormwater management system generated during the development process. The SESC Ordinance allows the County to require inspection deposits, performance bonds, and to adopt/enforce violation procedures. These tools assist in achieving compliant construction sites. These items are further discussed in Sections 3.4 and 3.5.

The Public Health Nuisance Ordinance provides the County the authority to declare a nuisance related to pollution of any water source, stream, lake, canal or other body of water. Typically this ordinance is applied to failing septic systems but can be utilized for any pollutant creating a nuisance as determined by the County. The ordinance establishes authorization to enter premises, an abatement process and sets forth penalties and fines.

### **3.3.B Understanding Outfalls and Illicit Discharges**

Understanding the potential locations and the nature of illicit discharges in watersheds is essential to finding, fixing and preventing them.

### 3.3.B.1 *Identifying Outfalls and Receiving Waters*

An Outfall (is defined at 40 CFR 122.26(B)(9)) means a point source (as defined by 40 CFR 122.2) at the point where a municipal separate storm sewer discharges into a waters of the United States “receiving water”. Open conveyances connecting two municipal storm sewers, or pipes, tunnels or other conveyances which connect segments of the same stream or other Waters of the United States are not considered Outfalls. For the purposes of this manual the following definitions shall be used:

**Outfall:** Storm sewer outlet, or other open conveyance point discharge location, that discharges into a Waters of the U.S, receiving water or another MS4.

Regulated systems include the conveyance or system of conveyances including roads with drainage systems, municipal streets, catch basins, gutters, ditches, swales, manmade channels or storm sewers.

An Outfall Inventory Map is in the process of being prepared by the County to help determine the extent of discharged dry weather flows, the possible sources of the dry weather flows, and the particular water bodies these flows may be affecting. The outfall map should be revised annually to incorporate permitted outfalls associated with new developments. An outfall inventory should be performed every 5 years; the focus of this effort is to search for new outfalls (i.e. those not already included on the existing Outfall Inventory Map). The search for new outfalls should be combined with the pre-screening efforts (Section 3.3.D.1).

### 3.3.B.2 *Potential Sources of Illicit Discharges*

Table 1 shows that direct connections to storm sewer systems most likely originate from commercial/industrial facilities. Thus, the focus on Section 3.3 is on the identification of illicit discharges from commercial/industrial facilities.

**Table 1: Potential Sources of Illicit Discharges to Storm Sewers**

Potential Sources	Storm Sewer Entry		Flow Characteristics	
	Direct	Indirect	Continuous	Intermittent
<b>Residential Sources</b>				
Sanitary Wastewater	√	X	√	X
Septic Tank Effluent	-	√	√	X
Household Chemicals	X	√	-	√
Laundry Wastewater	√	-	-	√
Excess Landscaping Watering	-	√	-	√
Leaking Potable Water Pipes	-	√	√	-
<b>Commercial Sources</b>				
Gasoline Filling Stations	√	X	-	√
Vehicle Maint./Repair Facilities	√	X	-	√
Laundry Wastewater	√	-	√	X
Construction Site Dewatering	-	√	√	X
Sanitary Wastewater	√	X	√	-
<b>Industrial Sources</b>				
Leaking Tanks and Pipes	X	√	√	X
Misc. Process Waters	√	X	√	X

√: Most likely condition.

X: May Occur

-: Not very likely

Source: Adapted From: USEPA. January 1993. *Investigation of Inappropriate Pollutant Entries Into Storm Drainage Systems: A User's Guide*. Cincinnati, Ohio.

### 3.3.B.3 USEPA Exclusions

It is noted that not all dry-weather flows are considered inappropriate discharges. Under certain conditions, the following discharges are not considered inappropriate by USEPA:

- Water line flushing,
- Landscaping irrigation,
- Diverted stream flows,
- Rising groundwaters,
- Uncontaminated groundwater infiltration,
- Uncontaminated pumped groundwater,
- Discharges from potable water sources,
- Flows from foundation drains,
- Air conditioning condensation,
- Irrigation water,
- Springs,
- Water from crawl spaces,
- Lawn watering,
- Individual car washing,
- Flows from riparian habitats and wetlands,

- Dechlorinated swimming pool water, and
- Street wash water.

### **3.3.C Indirect Connection Program**

Indirect connections are subtle connections, such as dumping or spillage of materials into storm sewer drains. Flash dumping is a common type of indirect connection. Generally, indirect modes of entry produce intermittent or transitory discharges, with the exception of groundwater seepage. There are five main modes of indirect entry for discharges.

#### **3.3.C.1 Groundwater Seepage**

Seepage discharges can be either continuous or intermittent, depending on the depth of the water table and the season. Groundwater seepage usually consists of relatively clean water that is not an illicit discharge by itself, but can mask other illicit discharges. If storm drains are located close to sanitary sewers, groundwater seepage may intermingle with diluted sewage. Addressing seepage that is observed during the outfall screening process is described in more detail in this section.

#### **3.3.C.2 Spills**

These transitory discharges occur when a spill travels across an impervious surface and enters a storm drain inlet. Spills can occur at many industrial, commercial and transport-related sites. A very common example is an oil or gas spill from an accident that then travels across the road and into the storm drain system. The Spill Response Plan is described in Section 3.6.B.

#### **3.3.C.3 Dumping**

This type of transitory discharge is created when liquid wastes such as oil, grease, paint, solvents, and various automotive fluids are dumped into the storm drain. Liquid dumping occurs intermittently at sites that improperly dispose of rinse water and wash water during maintenance and cleanup operations. A common example is cleaning deep fryers in the parking lot of fast food operations. The Household Hazardous Wastes programs are designed to minimize dumping as described in Sections 3.1.F. The procedure for handling a dumping incident is described in Section 3.6.B.1.

#### **3.3.C.4 Outdoor washing activities**

Outdoor washing may or may not be an illicit discharge, depending on the nature of the generating site that produces the wash water. For example, hosing off individual sidewalks

and driveways may not generate significant flows or pollutant loads. On the other hand, routine washing of fueling areas, outdoor storage areas, and parking lots (power washing), and construction equipment cleanouts may result in unacceptable pollutant loads. Individual washing activities are addressed through the Public Education and Outreach Program in Section 3.1 whereas observed/documentated routine washing activities should be addressed through the Removal of Illicit Discharges Procedure in Section 3.3.D.3.

### 3.3.C.5 *Non-target irrigation from landscaping or lawns*

Irrigation can produce intermittent discharges from over-watering or misdirected sprinklers that send tap water over impervious areas. In some instances, non-target irrigation can produce unacceptable loads of nutrients, organic matter or pesticides. The most common example is a discharge from commercial landscaping areas adjacent to parking lots connected to the storm drain system. This type of discharge is addressed by the Public Education and Outreach Program in Section 3.1.

## 3.3.D **Direct Connection Illicit Discharge Program**

Direct connections enter through direct piping connections to the storm sewer system, and since direct connections exist regardless of whether or not a stormwater event (e.g. rain or melting snow) is occurring, they are most easily detected during dry-weather periods. Inspection of stormwater outfalls during dry-weather conditions reveals whether non-stormwater flows exist. If non-stormwater flows are observed, they can be screened and tested to determine whether pollutants are present. If the presence of pollutants is indicated, the detective work of identifying the source of the discharge can begin. Once the source is identified, it can then be corrected. A direct connection illicit discharge program consists of three principal components: 1) program planning, 2) outfall screening, and 3) follow-up investigation and program evaluation.

1. **Program Planning** involves the office work, planning, and organization required to conduct the subsequent outfall screening and follow-up investigative activities of the program. Program planning identifies the regulatory authority to remove directly connected illicit discharges and the identification of the outfalls and receiving waters in the County (both discussed earlier in this section). Program planning for the direct connection portion of the overall program also includes the identification of the staffing and equipment needed to conduct the outfall screening, and scheduling of the outfall screening activities (Section 3.3.A).

2. **Outfall Screening** consists of pre-screening to determine whether dry-weather flows are present and outfall inspection which includes field-testing and grab samples to determine whether pollutants are present in any observed dry-weather flows (Section 3.3.D.1).



3. **Follow-Up Investigation and Program Evaluation** are the steps necessary to determine the source of any identified pollutant flows and eliminate them. The major follow-up investigation and program evaluation components (Section 3.3.D.2.) include:

- reviewing and assessing outfall inspection results,
- internal coordination,
- conducting detailed storm sewer investigations to identify pollutant sources (*tracing*),
- exercising the appropriate legal means to achieve enforcement of the program objective (*removal of pollutants at the source*), and evaluating the program to determine whether subsequent screening activities are necessary.

#### 3.3.D.1 Outfall Inspection Procedure

The identification of potential illicit discharge locations is primarily a two part process, pre-screening and follow-up inspections. Pre-screening is performed by a rapid inspection of all outfalls in a pre-determined area such as along a receiving water. Follow-up inspections are required for those pipes found to have dry weather flow. Once probable illicit discharges are found, identify the sources of illicit discharges and correct.

An outfall inspection is required for outfalls determined to have dry weather flow, or with submerged outlets, based on the pre-screening efforts. Upon arriving at an outfall, the field crew inspects the outfall by approaching the outfall on foot to a proximity that allows visual observations to be made.

Outfalls are assessed to determine which one of the three following conditions applies:

- (1) The outfall is dry or damp with no observed flow,
- (2) Flowing discharges are observed from the outfall, or
- (3) The outfall is partially or completely submerged with no observed flow or is inaccessible.

**Scenario 1: No Observed Flow.** Under Scenario 1, the field crew should photograph the outfall and complete applicable sections of the **Stormwater Outfall Inspection Data Form (Appendix 5.3)**. Use the flow chart, **Figure 2**, to identify applicable sections of the form that must be filled out.

**Scenario 2: Observed Flow.** Under Scenario 2, the field crew photographs the outfall and complete applicable sections of the **Stormwater Outfall Inspection Data Form (Appendix 5.3)**. Use the flow chart, **Figure 2**, to identify applicable sections of the form that must be filled out, including sampling/testing requirements. The intent is to gather additional information to determine if an illicit discharge is present. Determine the need for

on-site testing and obtaining grab samples for laboratory analysis based on the flow chart guidance. Testing results are then used to identify potential sources.

The initial testing results are not intended to document the event for future removal and/or enforcement actions. If the preliminary test results identify a potential illicit discharge an independent laboratory shall be contracted to test an additional sample prior to initiating removal procedures.

**Scenario 3: Submerged or Inaccessible Outfall.** Under Scenario 3, if standing water is present in an outfall or if it is inaccessible, then complete available information from Sections 1, 2, 3 and 7 of the ***Stormwater Outfall Inspection Data Form (Appendix 5.3)***, with appropriate comments being written in the “Remarks” section of the data form. Locating an upstream sampling point may be required if any of the following conditions exist at an outfall:

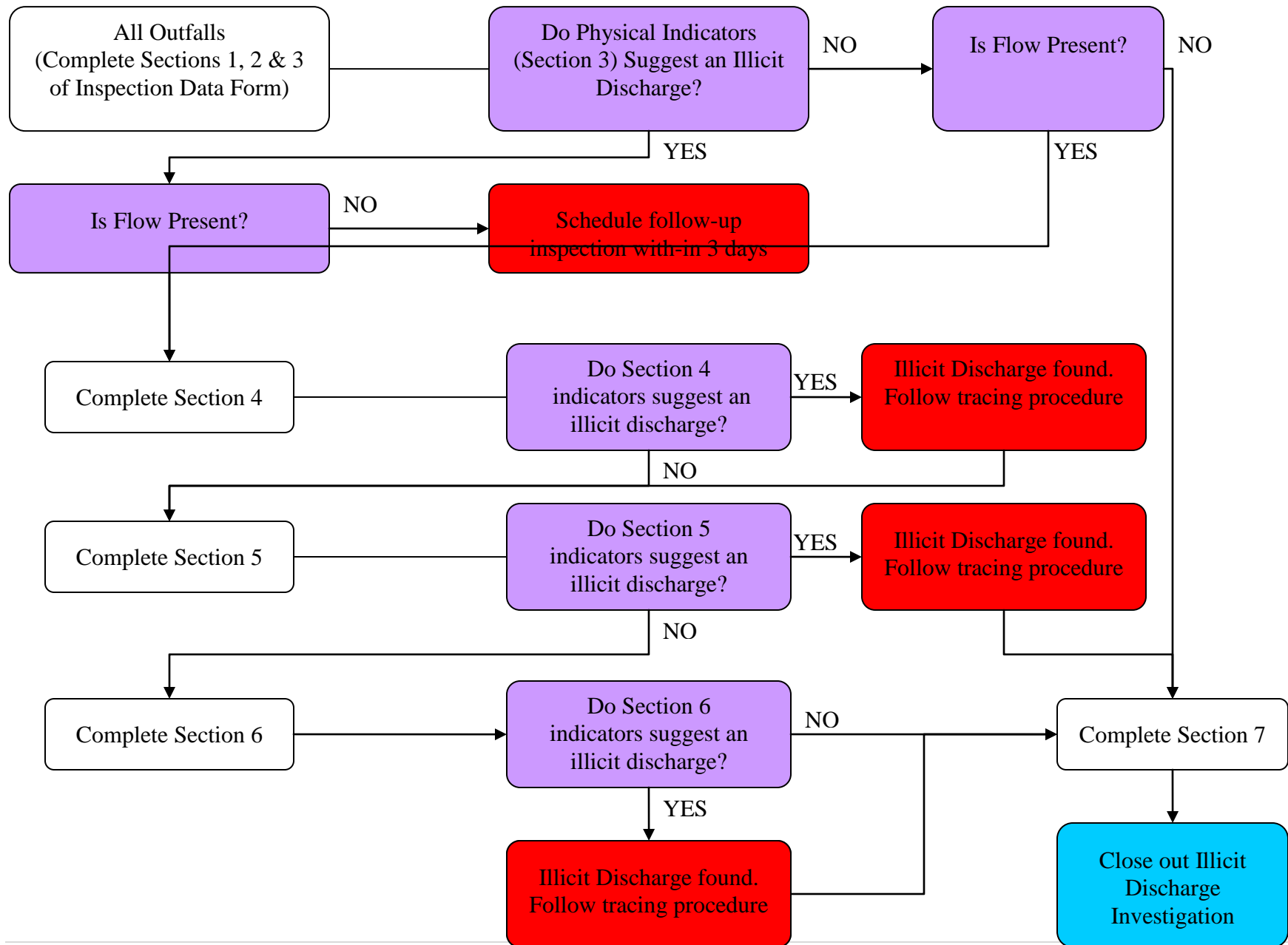
- The outfall discharge is submerged or partially submerged due to backwater conditions,
- Site access and safety considerations prevent sample collection,
- The outfall is from a facility providing water quality treatment (for example, detention basin outlet), or
- Other special considerations.

Determine the upstream sampling location. Manholes, catch basins, or culvert crossings can be used for upstream sampling locations. Make reasonable efforts to locate upstream sampling points that are accessible and exhibit flow. If inaccessible, resolve the problem in the office with appropriate supervisory personnel.

#### 3.3.D.1.a      OUTFALL ASSESSMENT AND DOCUMENTATION

Complete the ***Stormwater Outfall Inspection Data Form (Appendix 5.3)*** for all outfall screening and grab sampling activities. All completed forms must be dated, legible, and contain accurate documentation of each outfall inspection. A separate data form must be completed for each outfall. Once completed, these data forms are considered accountable documents and are maintained as part of the County’s files. In addition to standard information, the data form is used to record other information that is noted at the time the outfall inspection is conducted (e.g. observations of dead or dying plants, fish kills, algal blooms (excessive algae growth), construction activities, and other activities that might provide information regarding the potential for illicit connections or inappropriate discharges).

Figure 2: Outfall Inspection Procedure Flow Chart



### 3.3.D.2 *Follow Up Investigation and Program Evaluation*

Follow up investigation is required for all outfalls with positive indicators for pollutant discharges. The outfall assessment results are to be reviewed to determine the magnitude of the dry-weather pollution problem and to determine the necessary steps to identify and remove the sources of any detected pollutants.

#### 3.3.D.2.a INDEPENDENT VERIFICATION

If the initial outfall assessment identifies potential illicit discharges (through either the on-site or off-site testing procedures), additional sampling is required. The results of the inspection and testing should be discussed with the Stormwater Coordinator. Contract an independent laboratory to take and test an additional sample and verify preliminary findings. Use the established procedure to coordinate the independent laboratory sample and testing.

### 3.3.D.3 *Removal of Illicit Discharges*

Removal of illicit discharge connections is required at all identified contributing sources. Eight steps are taken to definitively identify and remove an inappropriate discharge to the storm sewer system. These steps are as follows:

- Step 1. KCHD is capable of performing a grab sample for the illicit discharge at a location immediately downstream of the suspected discharge connection. KCHD utilizes the services of the Illinois Department of Public Health's two laboratories (Chicago and Springfield) to test and analyze samples. KCHD will also defer to the IEPA for the sampling and testing of illicit discharges from discharge sources other than private sewage disposal systems.
- Step 2: Conduct an internal meeting with appropriate personnel to discuss inspection and testing results and remedial procedures.
- Step 3: The County shall send a notification letter to the owner/operator of the property/site suspected of discharging a pollutant. The letter should request that the owner/operator describe the activities on the site and the possible sources of non-stormwater discharges including information regarding the use and storage of hazardous substances, chemical storage practices, materials handling and disposal practices, storage tanks, types of permits, and pollution prevention plans.
- Step 4: Arrange a meeting for an inspection of the property and the owner/operator of the property where the pollution source is suspected. Most illicit connections and improper disposal can probably be detected

during this step. Notify the site owner/operator of the problem and instruct them to take corrective measures.

Step 5: Conduct additional tests as necessary if the initial site inspection is not successful in identifying the source of the problem.

Step 6: If the owner/operator does not voluntarily initiate corrective action, the County issues a notification of noncompliance. The notification includes a description of the required action(s) a time frame in which to assess the problem and take corrective action. Upon notification of noncompliance, the owner can be subject to penalties.

Step 7: Conduct follow-up inspections after stipulated time frame has elapsed to determine whether corrective actions have been implemented to: 1) remove the illicit connection or 2) eliminate the improper disposal practice.

Step 8: If corrective actions have been completed (i.e. and the illicit discharge has been eliminated) the County sends a notification of compliance letter to the owner/operator of the property/site suspected of discharging a pollutant.

If corrective actions have not been completed an additional internal meeting is held to determine appropriate steps to obtain compliance. Appropriate actions may include monetary or other penalties.

#### 3.3.D.4 *Program Evaluation*

Review the results of the screening program to examine whether any trends can be identified that relate the incidence of dry-weather flow observations to the age or land use of a developed area. Experience gained from the USEPA NPDES program indicates a lower chance of observing polluted dry-weather flows in residential and newer development areas, while older and industrial land use areas having a higher incidence of observed dry-weather flows. Examine the screening results to determine whether any such obvious conclusions can be made. If so, these conclusions may guide future outfall screening activities.

Outfalls with positive indicators of potential pollution are investigated to identify upstream pollutant sources. Identified illicit direct connections must be eliminated. However, new sources may appear in the future as a result of mistaken cross connections from redevelopment, new-development or remodeling. Indirect or subtle discharges such as flash dumping are difficult to trace to their sources and can only be remedied through public education and reporting. Therefore, it is expected that to some degree they will continue although at a reduced magnitude and frequency. Although the outfall screening program will be successful in identifying and eliminating most pollutants in dry-weather discharges, the continued existence of dry-weather flows and

associated pollutants will require an ongoing commitment to continue the outfall screening program.

The inspection screening will determine the effectiveness of the program on a long-term basis and show ongoing improvement through a reduced number of outfalls having positive indicators of potential pollutants. It is logical to assume that after several iterations of screening, the majority of the dry-weather pollution sources will be eliminated.

### **3.4 Construction Site Runoff Control**

The goal of the Kendall Stormwater Management, Floodplain Protection and County Soil Erosion and Sediment Control Ordinances is to ensure that construction activities in unincorporated areas of the County do not increase existing stormwater problems or create new ones. The Ordinances establish countywide standards for runoff maintenance, detention sites, soil erosion and sediment control, water quality, wetlands and floodplains. These provisions are only applicable for regulated activities as defined by the Ordinance. Applicants that hydrologically disturb greater than 1-acre are also required to seek coverage under the statewide construction general permit by filing a Notice of Intent (NOI) with IEPA.

#### **3.4.A Regulatory Program**

Applicants are directed to the Planning, Building, and Zoning Department for information pertaining to the permitting process. Developments that exceed the Ordinance minimum thresholds (e.g. require a permit) are provided with a Kendall County Site Development application form. Applicants submit the completed form and supporting documentation to the Department for review and comment. After the Department concurs that the applicable provisions of the Ordinance have been addressed, a permit is issued. Each permit lists any additional conditions that are applicable to the development.

Ordinance provisions include but are not limited, to the following:

- Grading, soil erosion and sediment control plan. The plan must:
  - Prevent discharge of sediment from the site through the implementation of soil erosion control practices, primarily, and sediment control secondarily, and
  - Protect receiving waters, natural areas and adjacent properties from damage which may result from the proposed grading.
- Waste control;
- Established inspection duties for the applicant and procedures for inspections;
- Record keeping and reporting procedures;

- Security deposits to ensure faithful performance; and
- Enforcement measures to achieve compliance.

As part of the permit review process, applicants that hydrologically disturb greater than 1-acre are also required to seek coverage under the statewide construction general permit by filing a Notice of Intent (NOI) with IEPA. During construction, applicants are required to submit to IEPA Incidence of Noncompliance (ION) forms, as necessary. After the site is substantially stabilized, the applicant is required to submit a Notice of Termination (NOT).

### **3.4.B Responsible Parties**

#### *3.4.B.1 Applicant*

The applicant is ultimately responsible for ensuring compliant soil erosion and sediment control measures on-site during construction. General contractors, sub-contractors and other hired employees of the applicant can assist the applicant in maintaining a compliant site; however the applicant remains the responsible party. The applicant is also responsible for obtaining all other required state and federal permits, including an NOI with IEPA and upholding all permit conditions (including completing inspection logs).

#### *3.4.B.2 Kendall County*

Kendall County is responsible for administration and enforcement of the provisions of the Soil Erosion and Sediment Control, Floodplain Protection and Stormwater Management Ordinances. Additionally, the County is responsible for performing inspections and monitoring the development. Review and inspection efforts can be performed by personnel under the County's direct supervision. The County follows established procedures for notifying applicants of deficiencies and obtaining site compliance (i.e. enforcement). It is also both the right and the responsibility of the County to ensure that all incidences of non-compliance are resolved.

The County has the responsibility to designate a contact with the IEPA. The IEPA considers this person the Stormwater Coordinator. Section 2.2.A provides additional information regarding the role of the Stormwater Coordinator.

### **3.4.C Minimum Construction Site Practices**

A site plan is required to comply with minimum prescribed practice requirements set forth in the County's Stormwater Management Ordinance. Some minimum control measures include the following:

- Construction site sequencing and phasing,
- Preservation of existing vegetation and natural resources,
- Stormwater conveyance systems (including concentrated flows, diversions, etc.),
- Stockpile management,
- Soil erosion control measures (including blanket and seeding),
- Stabilized construction entrances/exits and haul routes,
- Sediment Control (including silt fence, inlet/outlet protection, ditch checks, sediment traps, sediment basins etc.),
- Wind and Dust control measures,
- Non-stormwater management (including dewatering practices, waste management practices, spill prevention and control practices etc.),
- Construction Buffers, and
- Construction Details.

#### **3.4.D Site Plan Review**

After the County is notified of a project that requires a Site Development Permit, the County performs a review of the proposed site plan and provides comments to the applicant on any plan deficiencies and/or recommended plan enhancements

#### **3.4.E Site Inspection Procedures**

Representatives of the County are authorized to enter upon any land or water to inspect development activity and to verify the existing conditions of a development site that is under permit review.

The County may inspect site development at any stage in the construction process. Construction plans approved by the County shall be maintained at the site during progress of the work. Recommended inspection intervals are listed below:

1. Upon completion of installation of sediment and runoff control measures (including perimeter controls and diversions), prior to proceeding with any other earth disturbance or grading,
2. After stripping and clearing,
3. After rough grading,
4. After final grading,
5. After seeding and landscaping deadlines,



6. After final stabilization and landscaping, prior to removal of sediment controls.

#### Site Inspection Process:

- The County attends the pre-construction meeting on applicable development sites. During the pre-construction meeting the ***Pre-Construction Meeting Form (Appendix 5.4)*** is filled out by the County attendee. It is also recommended that the inspector request to see the SMPP and IEPA NOI for applicable construction sites.
- The applicant notifies the County when initial sediment and runoff controls measures have been installed.
- The County inspects the initial sediment and runoff control measures and authorizes the start of general construction.
- The County inspects the stormwater management system and authorizes additional site improvement activities.
- The County performs site inspections at the recommended intervals listed above and completes the ***SE/SC Inspection Form (Appendix 5.5)***.
- The County requires as-built documentation of the stormwater management system prior to final site stabilization. The applicant may stabilize the site prior to approval of as-builts at their own risk. Upon approval of the as-builts, the applicant shall complete permanent stabilization of the site.

### **3.4.F Complaints**

The County frequently receives phone calls regarding a development, either during the review or construction phase. Site design comments are handled on a case by case basis. Construction related calls are typically addressed by performing a site inspection.

### **3.4.G Violation Notification Procedures**

In general the compliance due date should be within 5-working days or as otherwise determined by the County. However, if the inspector determines that the violation is or will result in significant environmental, health or safety hazards a 24-hour due date should be set. For time-critical violations, the developer should also be advised to complete a Notice of Incidence report with IEPA for all sites that were required to obtain an NOI with IEPA. If the discharge from the construction site enters a receiving water within the County's jurisdictional boundaries, it is highly recommended that the County also file an ION with IEPA.

Violation procedures are established and enforced by the County. The County will support efforts to achieve site compliance. These efforts may include withholding building or other local permits or providing police support on enforcing stop work orders.

### **3.4.H Construction Site Waste Control**

The applicant is required to prohibit the dumping, depositing, dropping, throwing, discarding or leaving of litter and construction material and all other illicit discharges from entering the stormwater management system.

## **3.5 Post Construction Runoff Control**

The County complies with NDPEs permit requirements by incorporating Ordinance and BMP standards to minimize the discharge of pollutants of development projects. This section describes how the compliance with stormwater discharge permit requirements for long-term post-construction practices that protect water quality and control runoff flow is achieved.

This SMPP creates and references extensive policies and procedures for regulating design and construction activities for protecting receiving waters. The design and construction site practices selected and implemented by the responsible party for a given site are expected to meet BMP measures described through the IEPA's Program recommendations. All proposed permanent stormwater treatment practices must be reviewed and approved by the County.

### **3.5.A Regulatory Program**

The Soil Erosion Sediment Control and Stormwater Management Ordinances include numerous performance standards on Grading, Stormwater and Soil Erosion/Sediment Control that must be met for all parties undertaking construction. The County is responsible for ensuring that the development design meets all applicable performance standards.

### **3.5.B Runoff Volume Reduction Hierarchy**

The Stormwater Management Ordinance includes recommendations for site plan development that include a combination of structural and/or non-structural BMPs that will assist in a reduction of discharge pollutants and the volume and velocity of storm water flow to the maximum extent practicable. The permittee should ensure that the development plan addresses these provisions during the plan review process.

### **3.5.C Long Term Operation and Maintenance**

Receipt of a signed maintenance plan is required prior to issuance of the Site Development Permit or listed as a permit condition. The County is responsible for

ensuring that the new developments provide an adequate maintenance plan during the permit review process.

### **3.5.D Site Inspections**

The inspection program for its general facilities is discussed in detail in Section 3.6.A. The inspection procedure for site inspections related to construction activities is discussed in detail in Section 3.4.E. Previously accepted developments are inspected with respect to the approved maintenance plan. A letter indicating the maintenance activity highlights, deficiencies or additional enhancements to the plan should be provided to the responsible party.

New developments are required to provide a maintenance plan for constructed detention/retention facilities. The recorded maintenance plan for developments permitted through the Stormwater Management Ordinance is used. Typical BMP for maintenance of these areas are similar to those for a construction site.

The County should ensure that new detention/retention ponds are over excavated during construction to account for sediment accumulation or have other provisions incorporated. The developer is responsible for ensuring that the design grade is established prior to the County's acceptance of the pond through submittal of record topography and volume calculations.

## **3.6 Pollution Prevention and Good Housekeeping**

The County is responsible for the care and upkeep of the general facilities, county roads, its general facilities and associated maintenance yards. Many maintenance activities are most regularly performed directly by staff; however from time to time contractors are employed to perform specific activities. This section describes how the compliance with permit requirements is achieved by incorporating pollution prevention and good housekeeping stormwater quality management into day-to-day operations. On-going education and training is provided to ensure that all of its employees have the knowledge and skills necessary to perform their functions effectively and efficiently.

### **3.6.A Inspection and Maintenance Program**

The following areas/items require inspection as part of the Stormwater Management Program Plan.

Street sweeping  
Drainageways  
Pond Outlets  
Box culverts and bridges

Driveway culverts  
Catch basins  
Storm sewers  
Other inlet and grate cleaning  
Swales and Overland flow paths  
Landscape maintenance  
Fertilizers  
Snow Removal and ice control  
Salt delivery and storage  
Snow plowing  
Vehicle and equipment operations  
Vehicle fueling  
Vehicle maintenance  
Animal nuisance control  
Waste management  
Spoil stockpile  
Contaminated soil management  
Hazardous waste  
Sanitary waste  
Triple basins  
Water conservation and irrigation

### **3.6.B Spill Response Plan**

Spill prevention and control procedures are implemented wherever non-hazardous chemicals and/or hazardous substances are stored or used. These procedures and practices are implemented to prevent and control spills in a manner that minimizes or prevents discharge to the stormwater management system and receiving waters. The following general guidelines are implemented, when cleanup activities and safety are not compromised, regardless of the location of the spill:

- Cover and protect spills from stormwater run-on and rainfall, until they are removed,
- Dry cleanup methods are used whenever possible,
- Dispose of used cleanup materials, contaminated materials and recovered spill material in accordance with the Hazardous Waste Management practices or the Solid Waste Management practices of this plan,
- Contaminated water used for cleaning and decontamination shall not be allowed to enter the stormwater management system,
- Keep waste storage areas clean, well organized and equipped with appropriate cleanup supplies, and
- Maintain perimeter controls, containment structures, covers and liners to ensure proper function.

### 3.6.B.1 *Non-Hazardous Spills/Dumping*

Non-hazardous spills typically consist of an illicit discharge of household material(s) into the street or stormwater management system. Upon notification or observance of a non-hazardous illicit discharge, County personnel will implement the following procedure:

- Sand bag the ditch, culvert or receiving inlet to prevent additional discharge into the drainage system, as necessary. It may be necessary to sand bag downstream of the spill location.
- Check ditches, culverts and drainage structures (immediate and downstream). If possible, materials are vacuumed out. The ditches, culverts and drainage structure(s) are then jetted to dilute and flush the remaining unrecoverable illicit discharge.
- Clean up may consist of applying “Oil Dry” or sand and then sweeping up the remnant material.
- After containment and cleanup activities have been performed, the on-site County personnel notifies adjoining residences/businesses.
- County personnel document the location, type of spill and action taken on the ***Indirect Illicit Discharge Tracking Form (Appendix 5.6)***. The Health Department logs and tracks the disposition of complaints and findings of illicit discharges in an Access-based complaint database maintained by the Environmental Health Unit. The details of investigations conducted and actions taken by the Health department concerning illicit discharges are documented on the attached complaint form. The complaint logs, one created for each new year and all completed complaint forms are kept in a permanent file.
- County personnel provide the tracking form to their supervisor. The supervisor, or his designee, takes the information from the form and transfers a master summary list of Illicit Discharges.
- If a person is observed causing an illicit discharge, the County is notified and appropriate citations issued by the Police Department.

### 3.6.B.2 *Hazardous Spills*

Upon notification or observance of a hazardous illicit discharge, the County will follow the following procedure:

- Call 911, explain the incident. The appropriate Fire Agency responds;
- Emergency traffic control is provided, as necessary;

- The Fire Agency evaluates the situation and applies “No Flash” or “Oil Dry” as necessary;
- The Fire Agency’s existing emergency response procedure, for hazardous spill containment clean-up activities, is followed;
- On-site personnel documents the location, type of spill and action taken on the Indirect Illicit Discharge Tracking Form (**Appendix 5.6**); and,
- The County personnel provide the tracking form to their supervisor. The supervisor, or his designee, takes the information from the form and transfers it to a master summary list of Illicit Discharges.

### 3.6.C Employee Training

The County’s practice is to provide education and training to its employees to ensure that they have the knowledge and skills necessary to perform their functions effectively and efficiently. The purpose of the Employee Stormwater Training Program is to teach appropriate employees about the following:

- Stormwater characteristics and water quality issues;
- The roles and responsibilities of the various Departments, and individuals within these Departments, regarding implementation of the SMPP to consistently achieve Permit compliance;
- Activities and practices that are, or could be sources, of stormwater pollution and non-stormwater discharges;
- On managing and maintaining green infrastructure and low impact design features; and,
- How to use the SMPP and available guidance materials to select and implement best management practices.

## 4 Program and Performance Monitoring, Evaluation and Reporting

The SMPP represents an organized approach to achieving compliance with the stormwater expectations of the NPDES Phase II program for both private and public activities within the County. This SMPP documents and organizes previously existing procedures and incorporates the objectives of the Stormwater Management Ordinance to create one cohesive program addressing pre-development, construction, post-development activities and municipal operations.

This Section describes how the County will monitor and evaluate the proposed stormwater pollution prevention plan based on the above stated objective. As part of the stormwater management program, the County:

- reviews its activities,
- inspects its facilities,
- oversees, guides, and trains its personnel, and
- evaluates the allocation of resources available to implement stormwater quality efforts.

This section describes how program monitoring, evaluation and reporting will be accomplished.

### 4.1 Performance Milestones

Previously established ordinances and programs implement many of the anticipated tasks. The following schedule describes general performance expectations.

- Within 6 months following the acceptance of the SMPP, applicable employees will receive training regarding the implementation of the SMPP.
- Within 1 year following the acceptance of the SMPP, program enhancement items within Section 3 will be implemented, except for the IDDE program milestones discussed below. Refer to Section 2.1 for a description of tasks associated with the implementation of the SMPP.
- Within 3 years following the acceptance of the SMPP and mapping of the drainage system, the Outfall Inspection Procedure will be 50% completed for pipes identified, during the pre-screening efforts, as having dry weather flow.

- Within 5 years following the acceptance of the SMPP, the Outfall Inspection Procedure will be 100% completed for pipes identified, during the pre-screening efforts, as having dry weather flow.
- Within 10 years following the acceptance of the SMPP, tracing and removal procedures will be completed for all pipes identified, during the Outfall Inspection Procedure, as contributing illicit discharges to receiving waters.

## **4.2 Program Monitoring and Research**

Currently water quality sampling/monitoring is not required under the NPDES Phase II program. Therefore, monitoring efforts focus on qualitative, not quantitative, examination of the stormwater practices. It is anticipated that the USEPA and IEPA programs will evolve to require water quality monitoring and sampling. Future efforts may involve collecting information on the characterization of discharges from outfalls, identifying other sources of pollutants, characterizing the receiving waters, sampling construction site discharges, identifying the performance of existing and potential enhanced stormwater pollution control measures. The County will comply with future federal and state mandates.

The Stormwater Coordinator will monitor research conducted by others regarding the effectiveness of various alternative stormwater practices, procedures and technologies. The County will continue to seek innovative stormwater practices and technologies. Information and guidance obtained through other sources will be incorporated into this SMPP as practical. This information will be used to provide insight into how the program may need to evolve.

## **4.3 Program Evaluation**

The primary mechanism for evaluating the program and ensuring that the field staff has adequate knowledge is supervision by responsible managers. Management support tasks include observing and evaluating design, construction and field personnel as they implement the requirements of the SMPP on County and private projects, and maintenance personnel as they conduct their assigned activities. These responsibilities were outlined in detail in Section 2: Program Management.

The following types of questions/answers are discussed annually between the Stormwater Coordinator, Managers and field staff.

- Are proper stormwater management practices integrated into planning, designing and constructing both County and private projects?
- Are efforts to incorporate stormwater practices into maintenance activities effective and efficient?
- Is the training program sufficient?



- Is the SMPP sufficient?
- Are the procedures for implementing the SMPP adequate?

## 5 Appendices

# 5.1 List of Acronyms

BMP	Best Management Practices
CWA	Clean Water Act
EO	Enforcement Officer (Kendall County WDO)
HHW	Household Hazardous Waste
ID	Identification
IDDE	Illicit Discharge Detection and Elimination
IDOT	Illinois Department of Transportation
IEPA	Illinois Environmental Protection Agency
ION	Incidence of Non-compliance (with IEPA)
IUM	Illinois Urban Manual
LOC	Letter of Credit (surety)
MS4	Municipal Separate Storm Sewer Systems
NOI	Notice of Intent
NOT	Notice of Termination (with IEPA)
NPDES	National Pollutant Discharge Elimination System
SE/SC	Soil Erosion and Sediment Control
SMPP	Stormwater Management Program Plan
USEPA	United States Environmental Protection Agency

## 5.2 Summary of SMPP Tasks

## Summary of SMPP Tasks

Task No.	Task Description	Frequency	Responsible Party	Date Completed	SMPP Section
1	Promote and Participate in Watershed Planning Organizations	On-going	P B & Z		3.1.A
2	Distribute Stormwater Informational and Educational Literature to Local Leaders and Public	On-going	P B & Z		3.1.A
3	Track Number of Requests to see County's Plan	Annually	P B & Z		3.1.A
4	Maintain/update County Website related to Stormwater Management Resources for Homeowners, Contractors, and Developers.	On-going	P B & Z		3.1.B
5	Track Number of Hits on County Website related to Stormwater Management Information	Monthly	P B & Z		3.1.B
6	Work with County Health Department and KCSWCD to provide and participate in Educational/Outreach Opportunities to County Residents.	On-going	P B & Z		3.1.C,D
7	Track Number of Presentations/Outreach Events and Amount of Public Attendance	As-Needed	P B & Z		3.1.C,D
8	In Cooperation with the Health Department, Notify Public of Household Hazardous Waste Collection Days.	On-going	Health		3.1.F
9	In Cooperation with the Health Department, perform inspections of septic systems.	As-Needed	Health		3.1.G
10	Provide Informational Resources related to Septic Systems on the Health Department's Website.	Annually	Health		3.1.G
11	Evaluate the SMPP, Note Major Highlights and/or Deficiencies and Update Accordingly.	Annually	P B & Z		3.2.A
12	Screen, Log and Route Complaints/Suggestions/Requests to Appropriate Department for Action	As-Needed	P B & Z		3.2.B
13	Hold Public Hearings to Gather Public Input related to the SMPP and Encourage County-wide Coordination.	As-Needed	P B & Z		3.2.D
14	Provide Summary Documents of the Public Hearings and Measure the Number of Hearings and Attendance.	As-Needed	P B & Z		3.2.D
15	Enforce IDDE Regulation	On-going	health		3.3.A
16	Maintain Indirect Illicit Discharge Tracking Forms.	Annually	Health		3.3.A
17	Prepare and Update an Outfall Inventory Map.	Annually	P B & Z		3.3.B.1
18	Perform Stormwater Outfall Inspections.	As-Needed	P B & Z		3.3.D.1
19	Compile data from the Storm Water Outfall Inspection Data Form	As-Needed	P B & Z		3.3.D.1
20	Complete Removal Procedures for Found Illicit Discharges	As-Needed	Health & P B & Z		3.3.D.3
21	Administer & Enforce Stormwater Management, Floodplain Protection and Soil Erosion and Sediment Control Ordinances. (i.e. plan review, permitting and inspections)	On-going	P B & Z		3.4
22	Attend pre-construction meetings, make site inspections and final walk-through. Complete meeting checklists	As-Needed	P B & Z		3.4.E
23	Obtain performance guarantees	As-Needed	P B & Z		3.4.F
24	Ensure Development Plans Address Stormwater Management and Soil Erosion and Sediment Control Ordinances.	On-going	P B & Z		3.5.A,B
25	Obtain Stormwater Management System Maintenance Plans for New Developments	As-Needed	P B & Z		3.5.C
26	Verify Documentation of Site Inspections Related to SE-SC After Storm Events	As-Needed	P B & Z		3.5.D
27	Incorporate Pollution Prevention and Good Housekeeping Stormwater Quality Management of County Facilities and Operations.	On-going	Highway		3.6.A
28	Implement Spill Response Plan	As-Needed	Highway		3.6.B
29	Provide Education and Training to County Employees as it relates to the SMPP.	Annually	P B & Z		3.6.C

### 5.3 Stormwater Outfall Inspection Data Form

**Section 1: Background Data**

Subwatershed:	Outfall ID:	
Date:	Time (Military):	
Temperature:	Inspector(s):	
Previous 48 Hours Precipitation:	Photo's Taken (Y/N)	If yes, Photo Numbers:
Land Use in Drainage Area (Check all that apply):	<input type="checkbox"/> Open Space <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Residential <input type="checkbox"/> Commercial Other: _____ Known Industries: _____	

**Section 2: Outfall Description**

LOCATION	MATERIAL	SHAPE		DIMENSIONS (IN.)	SUBMERGED
Storm Sewer (Closed Pipe)	<input type="checkbox"/> RCP <input type="checkbox"/> CMP <input type="checkbox"/> PVC <input type="checkbox"/> HDPE <input type="checkbox"/> Steel <input type="checkbox"/> Clay / draintile <input type="checkbox"/> Other: _____	<input type="checkbox"/> Circular <input type="checkbox"/> Elliptical <input type="checkbox"/> Box <input type="checkbox"/> Other: _____	<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Triple <input type="checkbox"/> Other: _____	Diameter/Dimensions: _____ _____	In Water: <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Fully With Sediment: <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Fully
	<input type="checkbox"/> Concrete <input type="checkbox"/> Earthen <input type="checkbox"/> rip-rap <input type="checkbox"/> Other: _____	<input type="checkbox"/> Trapezoid <input type="checkbox"/> Parabolic <input type="checkbox"/> Other: _____	Depth: Top Width: Bottom Width:		

**Section 3: Physical Indicators**

INDICATOR	CHECK if Present	DESCRIPTION	COMMENTS
Outfall Damage	<input type="checkbox"/>	<input type="checkbox"/> Spalling, Cracking or Chipping <input type="checkbox"/> Peeling Paint <input type="checkbox"/> Corrosion	
Deposits/Stains	<input type="checkbox"/>	<input type="checkbox"/> Oily <input type="checkbox"/> Flow Line <input type="checkbox"/> Paint <input type="checkbox"/> Other: _____	
Abnormal Vegetation	<input type="checkbox"/>	<input type="checkbox"/> Excessive <input type="checkbox"/> Inhibited	
Poor pool quality	<input type="checkbox"/>	<input type="checkbox"/> Odors <input type="checkbox"/> Colors <input type="checkbox"/> Floatables <input type="checkbox"/> Oil Sheen <input type="checkbox"/> Suds <input type="checkbox"/> Excessive Algae <input type="checkbox"/> Other: _____	
Pipe algae/growth	<input type="checkbox"/>	<input type="checkbox"/> Brown <input type="checkbox"/> Orange <input type="checkbox"/> Green <input type="checkbox"/> Other: _____	
Do physical indicators suggest an illicit discharge is present (Y/N):			

Flow Present?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If No, Skip to Section 7 and Close Illicit Discharge Investigation</b>
Flow Description	<input type="checkbox"/> Trickle <input type="checkbox"/> Moderate <input type="checkbox"/> Substantial	



**Section 4: Physical Indicators (Flowing Outfalls Only)**

INDICATOR	CHECK if Present	DESCRIPTION	RELATIVE SEVERITY INDEX (1-3)		
Odor	<input type="checkbox"/>	<input type="checkbox"/> Sewage <input type="checkbox"/> Rancid/sour <input type="checkbox"/> Sulfide <input type="checkbox"/> Petroleum/gas <input type="checkbox"/> Laundry <input type="checkbox"/> Other:	<input type="checkbox"/> 1-Faint	<input type="checkbox"/> 2 – Easily detected	<input type="checkbox"/> 3 – Noticeable from a distance
Color (color chart)	<input type="checkbox"/>	<input type="checkbox"/> Clear <input type="checkbox"/> Brown <input type="checkbox"/> Gray <input type="checkbox"/> Yellow <input type="checkbox"/> Green <input type="checkbox"/> Orange/Red <input type="checkbox"/> Multi-Color <input type="checkbox"/> Other:	<input type="checkbox"/> 1-Faint colors in sample bottle	<input type="checkbox"/> 2 – Clearly visible in sample bottle	<input type="checkbox"/> 3 – Clearly visible in outfall flow
Turbidity	<input type="checkbox"/>	See severity	<input type="checkbox"/> 1-Slight cloudiness	<input type="checkbox"/> 2 – Cloudy	<input type="checkbox"/> 3 – Opaque
Floatables -Does Not Include Trash!!	<input type="checkbox"/>	<input type="checkbox"/> Sewage <input type="checkbox"/> Suds and Foam <input type="checkbox"/> Petroleum (oil sheen) <input type="checkbox"/> Grease <input type="checkbox"/> Other:	<input type="checkbox"/> 1-Few/slight; origin not obvious	<input type="checkbox"/> 2 – Some; indications of origin	<input type="checkbox"/> 3 - Some; origin clear
Do physical indicators (flowing) suggest an illicit discharge is present (Y/N):					

**Section 5: On-Site Sampling / Testing (Flowing Outfalls Only)**

PARAMETER	RESULT	ACCEPTABLE RANGE	WITHIN RANGE (Y/N)	EQUIPMENT
Temperature		NA	NA	Thermometer
pH		6 – 9		5-in-1 Test Strip
Ammonia		<3 mg/L April – Oct < 8 mg/L Nov - March		Test Strip
Free Chlorine		NA	NA	5-in-1 Test Strip
Total Chlorine		< 0.05 mg/L		5-in-1 Test Strip
Phenols		< 0.1mg/L		Test Kit
Detergents as Surfactants		> 0.25 mg/L residential > 5 mg/L non-residential		Test Kit
Copper		<0.025 mg/L		Test Strip
Alkalinity		NA	NA	5-in-1 Test Strip
Hardness		NA	NA	5-in-1 Test Strip
Sample Location				

(Note NA values used for future tracing procedures)

**Section 6: Data Collection for Lab Testing (see flow chart)**

1. Sample for the lab?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. If yes, collected from:	<input type="checkbox"/> Flow	<input type="checkbox"/> Pool

PARAMETER	RESULT (from lab)	ACCEPTABLE RANGE	WITHIN RANGE (Y/N)
Fecal Coliform		400 per 100 mL	
Fluoride		0.6 mg/l	
Potassium		Ammonium/Potassium ratio or > 20mg/l	

\*note label sample with outfall number

**Section 7: Any Non-Illicit Discharge Concerns (e.g., trash or needed infrastructure repairs)?**


# 5.4 Pre-Construction Meeting Agenda

# PRE-CONSTRUCTION MEETING AGENDA

**PROJECT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

## 1. Introductions:

Owners Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner's Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

24-HOUR Emergency Contact:

- Cell Phone: \_\_\_\_\_

Erosion Control: \_\_\_\_\_

Excavation: \_\_\_\_\_

Underground: \_\_\_\_\_

Landscaping: \_\_\_\_\_

Testing Agency: \_\_\_\_\_

## 2. List of Subcontractors/Suppliers:

## 3. Status of Plan Reviews:

## 4. Permits:

- |  |     |    |     |
|--|-----|----|-----|
| • Letter of Credit on file               | Yes | No | N/A |
| • Certificate of Insurance on file       | Yes | No | N/A |
| • NPDES NOI on file                      | Yes | No | N/A |
| • Kendall County Site Development Permit | Yes | No | N/A |
| • Building Permit                        | Yes | No | N/A |

## 5. Field Inspections:

## 6. Working Hours:

## 7. Utilities:





# 5.5 Soil Erosion and Sediment Control Inspection Form

# Soil Erosion and Sediment Control Inspection Checklist

**Stage of Construction:**

Project No:	Project Name (Phase):		
Date:	Report No:	Observer(s):	
Weather: <input type="checkbox"/> Pre-Construction Meeting	<input type="checkbox"/> Rough Grading	<input type="checkbox"/> Finish Grading	
Time: <input type="checkbox"/> Clearing & Grubbing	<input type="checkbox"/> Land Prep Const.	<input type="checkbox"/> Final Stabilization	
Owner:	Developer:		

**WEATHER INFORMATION SINCE LAST INSPECTION**

Event	Date	Duration	Amount	Event	Date	Duration	Amount
1				3			
2				4			

			INSPECTION CHECKLIST	Condition			Need Repair		Further Action		Structure / Control #	Site Photo	Comments	
Y	N	N/A	SWPPP	G	F	P	Y	N	Y	N			Special Comment Number Included	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there a stamped/approved set of plans on-site (SWPPP-Stormwater Pollution Prevention Plan)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the SWPPP up-to-date with the protective measures located on-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Y	N	N/A	Basins (Detention, Retention, Sediment)	G	F	P	Y	N	Y	N			Special Comment Number Included	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are sediment basins installed where needed? Adequate Size? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do the basins have native vegetation planted according to the planting plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the basins properly stabilized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Y	N	N/A	Dewatering Activities	G	F	P	Y	N	Y	N			Special Comment Number Included	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is dewatering occurring directly into a nearby aquatic resource, storm sewer, or drain tile?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If a sediment bag is being used, is the bag providing adequate protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

			<b>INSPECTION CHECKLIST</b>	<b>Condition</b>			<b>Need Repair</b>		<b>Further Action</b>		<b>Structure / Control #</b>	<b>Site Photo</b>	<b>Comments</b>
Y	N	N/A	<b>Dust and Sediment Control</b>	G	F	P	Y	N	Y	N			Special Comment Number Included
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are soil and mud kept off public roadways at intersections with site access roads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there a stabilized construction entrance? Adequate size? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the dust at the site under control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Y	N	N/A	<b>Inlet, Outlet, &amp; Channel Protection</b>	G	F	P	Y	N	Y	N			Special Comment Number Included
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are on-site channels and outlets adequately stabilized? <input type="checkbox"/> Straw Waddles <input type="checkbox"/> Crushed Rock <input type="checkbox"/> Triangular Dikes <input type="checkbox"/> Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do all operational storm sewer inlets have adequate inlet protection? <input type="checkbox"/> Fabric Insert <input type="checkbox"/> Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are stormwater conveyance channels adequately stabilized with channel lining/outlet protection? <input type="checkbox"/> Straw Waddles <input type="checkbox"/> Rocks <input type="checkbox"/> Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are straw bales used on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Y	N	N/A	<b>Silt Fence/ Perimeter Protection</b>	G	F	P	Y	N	Y	N			Special Comment Number Included
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have sediment trapping facilities been constructed as a first-step in land disturbance activity? <input type="checkbox"/> Silt fence <input type="checkbox"/> Continuous Berm <input type="checkbox"/> Straw Waddles <input type="checkbox"/> Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the silt fence in accordance to the AASHTO 288-00 Standard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the silt fence properly trenched in and backfilled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For perimeter sediment trapping measures, are earthen structures stabilized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			



Project # Project Name			INSPECTION CHECKLIST	Condition			Need Repair		Further Action		Structure / Control #	Site Photo	Comments
Y	N	N/A	<b>Soil Stockpiles</b>	G	F	P	Y	N	Y	N			Special Comment Number Included
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are soil stockpiles adequately stabilized? <input type="checkbox"/> Seeding <input type="checkbox"/> Silt Fence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the soil stockpiles in approved locations (not in floodplains and/or wetlands)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Y	N	N/A	Stabilization	G	F	P	Y	N	Y	N			Special Comment Number Included
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have all disturbed areas requiring temp or perm stabilization been stabilized? <input type="checkbox"/> Seeded <input type="checkbox"/> Mulched <input type="checkbox"/> Graveled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does temp or perm vegetation provide adequate stabilization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are finished cut/fill slopes adequately stabilized? <input type="checkbox"/> Seeding <input type="checkbox"/> Erosion Blanket <input type="checkbox"/> Mulch <input type="checkbox"/> Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are utility trenches stabilized properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Y	N	N/A	Structure Maintenance	G	F	P	Y	N	Y	N			Special Comment Number Included
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have all control structure repairs and sediment removal been performed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Y	N	N/A	Temporary Control Measures	G	F	P	Y	N	Y	N			Special Comment Number Included
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have all temp control structures that are no longer needed been removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Y	N	N/A	Waste Containers	G	F	P	Y	N	Y	N			Special Comment Number Included
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there a concrete washout and if so, what shape is it in?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there an adequately sized container for construction debris and trash located on-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
			<b>INSPECTION CHECKLIST</b>	<b>Condition</b>			<b>Need Repair</b>		<b>Further Action</b>		<b>Structure / Control #</b>	<b>Site Photo</b>	<b>Comments</b>
Y	N	N/A	<b>Waters, Wetlands, Protected Resources</b>	G	F	P	Y	N	Y	N			Special Comment Number Included
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is in-stream construction conducted using measures to minimize channel damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are temporary stream crossings of non-erodible material installed where applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is necessary re-stabilization of in-stream construction complete?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are properties and waterways down-stream from development adequately protected from soil erosion and sediment deposition due to increases in peak stormwater runoff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

**STANDARD CODES**

- (1) Repair silt fence.
- (2) Replace silt fence.
- (3) Select and install an appropriate outlet control structure.
- (4) Repair control structure and then re-inspect.
- (5) Remove debris from structure.
- (6) Remove sediment from structure.
- (7) Remove debris from catch-all basket.
- (8) Remove and replace fabric inlet protection.
- (9) Clean up tracked mud / sediment and debris on the road.
- (10) Provide dust control, immediately.
- (11) Remove concrete from washout.
- (12) Repair concrete washout.
- (13) Replace concrete washout.
- (14) Stabilization is initiated, continue to monitor until established.
- (15) Vegetation for stabilization is not adequately established. Provide additional seed or stabilization.
- (16) Provide temporary stabilization per plan.
- (17) Provide permanent stabilization per plan.
- (18) Stabilize stockpile per plan.
- (19) Provide seed tags to verify the seed matches the plans.

- (20) Area has been dormant more than 7 days stabilize immediately.
- (21) Repair / re-grade and stabilize eroded slopes.
- (22) Rear-yard inlet protection requires repair.
- (23) Provide inlet / outlet protection using riprap.
- (24) Sediment basin appears full, remove sediment to supply necessary volume.
- (25) No sediment basin is provided. Provide sediment basin to hold 134 cubic yard of sediment per acre of disturbance.
- (26) Update the SWPPP / Plans to reflect current conditions.
- (27) SWPPP / Plans shall be stamped by SWCD.

# 5.6 Illicit Discharge Incident Tracking Form

**KENDALL COUNTY HEALTH DEPARTMENT  
ENVIRONMENTAL HEALTH UNIT  
COMPLAINT REPORTING FORM**



- Food Protection
- Private Sewage Disposal
- Potable Water Supply
- Tanning
- Nuisance - Garbage/Refuse
- Nuisance - Vector
- Nuisance - Stagnant Water
- Nuisance - Burning
- Nuisance - Air Pollution
- Nuisance - Water Pollution
- Nuisance - Land Pollution
- Tall Vegetation

Standard Complaint   
Emergency Documentation

Street Name	Complaint #	
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Sanitarian: \_\_\_\_\_ Date Received: \_\_\_\_\_ Complaint #: \_\_\_\_\_  
Date Closed: \_\_\_\_\_

Source of Complaint:  Public  KCHD  Other Agency  Anonymous

Permanent Parcel Number (PIN#): \_\_\_\_\_

Name: \_\_\_\_\_  
Last Name/Business  
\_\_\_\_\_  
First Name/Contact Person

Address: \_\_\_\_\_ Apt./Suite#: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code+4 \_\_\_\_\_

Phone: Home ( ) Cell/Mobile ( )

Other Addresses/Phone: \_\_\_\_\_

Specific Complaint: \_\_\_\_\_

Complainant: \_\_\_\_\_  
Name/Agency

Address: \_\_\_\_\_ Apt./Suite#: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: Home ( ) Cell/Mobile ( )

Other Addresses/Phone: \_\_\_\_\_

Related Records: \_\_\_\_\_

<b>Narrative</b> (Include date for each entry)