

Division of Surface Water

NPDES Small MS4 General Permit

(OHQ000003) Annual Reporting Form

Instructions for completing this form

- OHQ000003 requires that this form be used when submitting annual reports. You may request approval to use your own reporting format.
- Annual Reports are due annually on or before April 1st.
- Complete the form and sign and date the certification statement below
- If more space is needed than is provided, identify within the provided space that Attachment A, B, C, etc. has been attached.
- If an item of the form is not applicable for your program (such as street sweeping), fill in N/A in the space provided.
- Do not include attachments such as brochures, newspaper clips, sign-in sheets, etc. related to your program with this form. You only need to summarize these within this report. These records must be filed and will be needed during program audits.
- When complete, submit this Annual Report form to the following address:
Ohio Environmental Protection Agency
Division of Surface Water
Storm Water Program-Small MS4
P.O. Box 1049
Columbus, Ohio 43216-1049

General Information

Small MS4 Annual Report for Year: 2023		Ohio EPA Facility Permit Number: 3GQ00142*BG	
Name of MS4: City of East Liverpool			
Mailing Address: 126 West 6th St			
City: East Liverpool		State: OH	Zip Code: 43920
Country: USA		County: COLUMBIANA	
Primary Contact: William Cowan		Title: Director of Planning	
Email Address: planningdirector@eastliverpool.com		Phone: (330) 385-5394	Fax:

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

Upload File Name for Table of Organization: Permit Management Organization-2024.pdf

See attached table.

Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possibility of fine and imprisonment for knowing violations.

Applicant Name (printed or typed):	Title:
Signature:	Date:

PUBLIC EDUCATION AND OUTREACH

Estimate Your Permit Area of Total Population: 9850

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	% Target Audience	Effective
Mailer # 2 - Illicit Discharge	Service Safety Director w/AWR Support	Reach at least 50% of the population with the mailer information.	Topic: Illicit Discharge - What is it and what can you do to help? Included discussion of illicit discharges, the difference between sanitary and storm water, and tips for managing household wastewater.	General public	100	Yes

Summary of Results: The City distributed mailers to 4,128 addresses. The address list for the distribution was generated by the East Liverpool Water Department, and it represents all active water accounts. The mailer is expected to have reached nearly 100% of the population.

Comments:

Stormwater website	AWR Engineering will be responsible for website development and management for 2022 through November 2024.	Keep the website updated with stormwater documents, information, and contact options for the public.	All stormwater themes and messages are reflected on the website.	All stakeholders related to stormwater in East Liverpool. (General public, developers, government officials, designers, planners, etc.)	50	Yes
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Summary of Results: The website is active and is being updated regularly. All documents developed to date are posted, and folks are reaching out to the City as needed based on the contact information provided.

Comments: <https://eastliverpoolstormwater.com/>

2023 Facebook Post	Service Safety Director w/AWR Support	Communicate with the public regarding stormwater activities and themes.	Ordinance updates	General public	0	Yes
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Summary of Results: Some of our previous Facebook messaging has been very successful, but the 2023 post regarding ordinances had low viewership and engagement. We are hopeful the 2024 posts will be more successful than this one was.

Comments:

Mailer #1 - What is Stormwater?	Service Safety Director w/AWR Support	Reach at least 50% of the population with the mailer information	Subject "What is Stormwater". Included information regarding the importance of stormwater management and the MS4 program in East Liverpool.	General public	100	Yes
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Summary of Results: The City distributed mailers to 4,128 addresses. The address list for the distribution was generated by the East Liverpool Water Department, and it represents all active water accounts. This is expected to have reached nearly 100% of the population.

Comments:

PUBLIC EDUCATION & OUTREACH

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

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	% Target Audience	Proposed Schedule
Additional mailers	Service Safety Director w/AWR Support	Reach at least 50% of the population with the mailer information.	Three additional themes are planned: 1) Mapping updates, 2) Construction Stormwater Management, and 3) Post-construction stormwater management.	General public and development community	100	Mailers are planned to be sent in the early summer and fall.

Summary of Planned Activities: Develop a mailer with graphics and text and distribute it to the addresses associated with the active water accounts, which should represent nearly all of the City population.

Comments:

Facebook Posts	Service Safety Director w/AWR Support	Continue to reach the East Liverpool public with key updates and stormwater information	Multiple themes are planned: Ordinance updates; construction stormwater; post-construction stormwater	All stormwater stakeholders and FB page followers	50	Two posts per year.
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Summary of Planned Activities: Post on the City FB page with the planned themes.

Comments:

PUBLIC INVOLVEMENT AND PARTICIPATION

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate Of People Participated	Effective
Illicit Discharge/Household Sewage Survey	Service Safety Director w/AWR Support	Receive input from the public regarding the household sewage management in East Liverpool. Survey was sent with the mailer to 100% of the population. Participation was encouraged by entry into a gift card drawing for responding.	Questions regarding household sewage discharge, keeping stormwater separated, and discharge from onsite systems	General public	36	Yes

Summary of Results: Input was received from 36 participants.

Comments:

2023 Annual Report	Service Safety Director w/AWR Support	Post annual reports on the city website for public review and comment.	Full transparency and compliance with MS4 requirements.	Citizens of East Liverpool	470	Yes
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Summary of Results: Annual report was posted online after completion.

Comments:

Draft Ordinance Review	Service Safety Director	Provide draft stormwater ordinances for public review and comment	Three proposed ordinances regarding Illicit Discharge, Construction Stormwater Management, and Post-construction Stormwater Management	All stormwater stakeholders (citizens, government officials, developers, design professionals, planners, etc.)	50	Yes
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Summary of Results: Drafts were posted on the web and announced via Facebook as well as through Council. No comments were received.

Comments:

PUBLIC INVOLVEMENT AND PARTICIPATION

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

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People to Participate	Proposed Schedule
City Clean Up Day	Service Safety Director	Engage the public to clean up trash and debris from City streets before it can reach receiving waters.	Keeping the City clean	General public	100	TBD

Summary of Planned Activities: Host a city-wide clean up for trash and debris.

Comments:

Share Annual Report on new MS4 website	Service Safety Director w/AWR Support	Post annual reports on the new City MS4 website for public review and comment.	Full transparency and compliance with MS4 requirements.	Citizens of East Liverpool	250	Summer 2024
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Summary of Planned Activities: Post report and respond to any questions, comments, or feedback.

Comments:

Decorate an Inlet Program	Safety Service Director	Host a program to decorate a stormwater inlet with a stormwater theme. Reach local youth and have at least 5 teams participate.	Stormwater is important for keeping aquatic life healthy, and our storm drains are linked directly to rivers and creeks.	East Liverpool youth	50	October 2024
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Summary of Planned Activities: Host a program for grade school yourth to decorate a stormwater inlet with a stormwater theme.

Comments:

ILLCIT DISCHARGE DETECTION AND ELIMINATION (IDDE)

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Cite Local Code(s) Being Used (If available, web link for code(s))	Effective
Ordinance or Other Regulatory Mechanism	Service Safety Director	Develop and adopt ordinance (completed)	Yes	Chapter 932.01 Illicit Discharge and Illegal Connection Control	Yes

Summary of Results or Activities: Ordinance was successfully adopted by Council.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
Storm Sewer System Map	Service Safety Director w/AWR Support	Develop stormwater mapping to meet requirements of MS4 permit.	Yes	The Drainage Atlas mapping was completed and posted in October of 2023.	Yes

Comments: <https://eastliverpoolstormwater.com/documents-resources/>

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
HSTS Mapping and List	Service Safety Director w/AWR Support	Identify and map HSTS locations and discharge points with the City MS4 area to meet MS4 requirements.	Yes	HSTS locations were included in the published Drainage Atlas, October 2023.	Yes

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
IDDE Plan	Service Safety Director	Develop and enact plan to address Illicit discharge detection & elimination.	No	A general plan to address IDDE has been developed and is underway, but is not fully complete. (Please refer to the 2023 Corrective Action Plan.) The plan involves a combination of field mapping, public involvement, dry weather screening, and a new ordinance addressing illicit discharges. So far, the ordinance was successfully adopted, the stormwater mapping was completed, dry weather screening was started, and a survey to identify potential illicit connections was completed.	Yes

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Total # of Outfalls	# of Outfalls Screened	# of Dry-Weather Flows Identified	# of Identified Illicit Discharges	# of Eliminated Illicit Discharges	Effective
Dry-Weather Screening of Outfalls	Service Safety Director w/AWR Support	Complete dry weather screenings in target location(s) in the summers of 2023 and 2024.	No	291	33	0	0	0	Yes

Comments: The 291 outfalls includes monitoring points identified at locations where actual outfalls are inaccessible. Only 119 actual outfalls were identified, but 291 monitoring points are identified due to significant access issues with the existing outfalls.

Upload File Name for the Illicit Discharges: DryWeatherScreening.docx

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Planned Activities	Comments	Effective
No records found						

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ILLCIT DISCHARGE DETECTION & ELIMINATION (IDDE)

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

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism	Service Safety Director	Implement ordinance	Implement ordinance	Permit life
Comments:				
Storm Sewer System Map	Service Safety Director	Update mapping as needed based on any new development or new data.	Update mapping as needed based on any new development or new data.	Annually
Comments:				
HSTS Mapping and List	Service Safety Director	Update HSTS Mapping and List based on new HSTS construction or additional data.	Update HSTS Mapping and List based on new HSTS construction or additional data.	Annually
Comments:				
IDDE Plan	Service Safety Director	Continue plan implementation	Continue dry weather screening; continue public engagement; begin tracing and eliminating illicit discharges as applicable	Ongoing
Comments:				
Dry-Weather Screening of Outfalls	Service Safety Director	Continue dry weather screening. Complete screening of at least 20% of the outfalls/monitoring points this year	Continue dry weather screening. Complete screening of at least 20% of the outfalls/monitoring points this year	Spring/Summer/Fall 2024
Comments:				

CONSTRUCTION SITE RUNOFF CONTROL

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Cite Local Code(s) Being Used (If available, web link for code(s))	Effective
Ordinance or Other Regulatory Mechanism	Service Safety Director	Develop and adopt ordinance (complete)	Yes	Chapter 932.02 Erosion and Sediment Control	Yes
Summary of Results or Activities: Ordinance was successfully adopted by Council.					
Comments:					
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Standards Being Used	Effective
Sediment and Erosion Control Requirements	Service Safety Director	Implement regulatory ordinance	No	Will be developed. Standards are expected to be generally based on ODOT standards and associated ODOT BMPs.	No

Summary of Results or Activities: A plan for compliance with MCM #4 Construction Site Stormwater Runoff Control has been developed. The ordinance was passed in early 2024 and program implementation is planned for 2024-2025.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Number of Complaints Received	Number of Complaints Followed Up On	Effective
Complaint Process	Safety Service Director	Develop a process for intake and follow-up of complaints.	No	0	0	No

Summary of Results or Activities: A comment portal is planned for the public to report SWPPP violations that they may notice. This will be done through the new MS4 website.

Comments: A plan for compliance with MCM #4 Construction Site Stormwater Runoff Control has been developed. The Complaint Process is planned for 2024-2025.

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Sites Requiring Plans	# of Plans Reviewed	Effective
Site Plan Review Procedures	Service Safety Director	Develop a process for site plan review procedures.	No	0	0	No

Summary of Results or Activities: A plan for compliance with MCM #4 Construction Site Stormwater Runoff Control has been developed. The Site Plan Review set up is planned for 2024-2025.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites	# of Sites Inspected	Average Frequency	Effective
Site Inspection Procedures	Service Safety Director	Complete on-site inspections for compliance with approved SWPPPs, as needed.	No	0	0	0	No

Summary of Results or Activities: A plan for compliance with MCM #4 Construction Site Stormwater Runoff Control has been developed. The Site Inspection Procedures set up is planned for 2024-2025.

Comments:

Upload File Name(s) for Applicable Sites: ConstructionSiteBMPs.docx

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Violation Letters	# of Enforcement Actions	Effective
Enforcement Procedures	Service Safety Director	Establish enforcement procedures	Yes	0	0	Yes

Summary of Results or Activities: The Enforcement Procedures are outlined in the recently-adopted ordinance.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Measurements	Effective
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No records found

CONSTRUCTION SITE RUNOFF CONTROL

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

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism	Service Safety Director	Continue ordinance implementation	Continue ordinance implementation	Ongoing

Comments:

Sediment and Erosion Control Requirements	Service Safety Director	TBD	TBD			2024-2025	
Comments:							
Complaint Process	Service Safety Director	Establish complaint process	Establish complaint process			2024-2025	
Comments:							
Site Plan Review Procedures	Service Safety Director	Set up plan review process	Set up plan review process			2024-205	
Comments:							
Site Inspection Procedures	Service Safety Director	Set up site inspection procedures	Set up site inspection procedures			2024-2025	
Comments:							
Enforcement Procedures	Service Safety Director	Continue enforcement as needed	Continue enforcement as needed			Ongoing	
Comments:							
POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT							
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Cite Local Code(s) Being Used (If available, web link for code(s))		Effective	
Ordinance or Other Regulatory Mechanism	Service Safety Director	Adopt ordinance (completed)	Yes	Chapter 932.00 Comprehensive Stormwater Management		Yes	
Summary of Results or Activities: Council successfully adopted the ordinance.							
Comments:							
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Structural and/or Non-Structural Standards Being Used		Effective	
Post-Construction Requirements	Service Safety Director	Full compliance with MS4 permit requirements	No	Will be developed.		No	
Summary of Results or Activities: A plan for compliance with MCM #5 Post-Construction Stormwater Management in New Development and Re-Development has been developed but not yet implemented. Implementation is planned for 2025 or beyond.							
Comments:							
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites Requiring Plans	# of Plans Reviewed	Effective	
Site Plan Review Procedures	Service Safety Director	Implement Site Plan Review process	No	0	0	No	
Summary of Results or Activities: A plan for compliance with MCM #5 Post-Construction Stormwater Management in New Development and Re-Development has been developed but not yet implemented. Implementation is planned for 2024-2025.							
Comments:							
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites	# of Inspections Performed	Average Frequency	Effective
Site Inspection Procedures	Service Safety Director	Full compliance with MS4 permit requirements.	No	0	0	0	No

Summary of Results or Activities: A plan for compliance with MCM #5 Post-Construction Stormwater Management in New Development and Re-Development has been developed but not yet implemented. Implementation is planned for 2024-2025.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Violation Letters	# of Enforcement Actions	Effective
Enforcement Procedures	Service Safety Director	Establish enforcement procedures	Yes	0	0	Yes

Summary of Results or Activities: Enforcement procedures are established in the recently-adopted ordinance.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Sites Requiring Plans/Agreements	# of Plans Developed/Agreements in Place	Effective
Long-Term O&M Plans/Agreements	Service Safety Director	Obtain O&M plans/agreements for new and re-development	Yes	0	0	Yes

Summary of Results or Activities: O&M plan requirements is part of the recently adopted ordinance. Ongoing program implementation is planned for 2024-2025.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Measurement 1	Measurement 2	Effective
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No records found

POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

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

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism	Service Safety Director	Ongoing implementation	Ongoing implementation	Ongoing

Comments:

Post-Construction Requirements	Service Safety Director	Program implementation	Program implementation	2024-2025
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Comments:

Site Plan Review Procedures	Service Safety Director	Implement plan review program	Implement plan review program	2024-2025
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Comments:

Site Inspection Procedures	Service Safety Director	Implement site inspection program	Implement site inspection program	2024-2025
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Comments:

Enforcement Procedures	Service Safety Director	Ongoing enforcement as needed	Ongoing enforcement as needed	Ongoing
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Comments:

Long-Term O&M Plans/Agreements	Service Safety Director	Receive O&M plans for applicable new and re-development.	Receive O&M plans for applicable new and re-development.	2024-2025
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Comments:

POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Topic(s)	Targeted Audience	# of Employees Attended	Effective
Employee Training Program 1	Service Safety Director	Complete training	No	Under development	City staff	0	No

Summary of Activity: Training has not yet been completed.

Comments:

BMP (mechanism)	List of Municipal Facilities Subject to Program			O&M Procedures Developed?	# of Inspections Performed	Frequency of Inspections
Municipal Facilities	Car barn; TBD			No	0	0
BMP (mechanism)	Summarize Maintenance Activities and Schedules			Summarize Activities Performed		
MS4 Maintenance	TBD			None		
BMP (mechanism)	Procedures Developed?	Document Amounts of Wastes Properly Disposed				
Disposal of Wastes	No	TBD				
BMP (mechanism)	Covered?	Tons Used	Summarize Measures Taken to Minimize Usage			
Road Salt	Yes	500 Tons	Will be evaluated.			
BMP (mechanism)	Procedures Developed?	Gallons Used	Summarize Measures Taken to Minimize Usage			
Pesticide & Herbicide Usage	No	0 Gallons	Procedures will be developed.			
BMP (mechanism)	Procedures Developed?	Pounds Used	Summarize Measures Taken to Minimize Usage			
Fertilizer Usage	No	0 Pounds	Procedures will be developed.			
BMP (mechanism)	Procedures Developed?	Document Amount of Material Collected and Properly Disposed				
Street Sweeping	No	Will develop monitoring procedures for collected and disposed of materials				
BMP (mechanism)	Summarize Any New or Existing Flood Management Projects that were Assessed for Impacts on Water Quality					
Flood Management Projects	None occurred.					
BMP (mechanism)	Summary					

No records found

POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

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

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
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Municipal Facilities	Service Safety Director	Car Barn SWPPP to be developed.	Develop Car Barn SWPPP.	2024
Comments:				
MS4 Maintenance	Service Safety Director	Develop and implement maintenance activity schedule.	Develop and implement maintenance activity schedule.	2024-2025
Comments:				
Disposal of Wastes	Service Safety Director	Develop procedures for waste handling and disposal	Develop procedures for waste handling and disposal	2024-2025
Comments:				
Road Salt	Service Safety Director	Improved storage and runoff control	Grant application submitted for improved salt storage facility. If received, storage will be improved to avoid any salt run-off.	2024-2025
Comments:				
Pesticide & Herbicide Usage	Service Safety Director	TBD	TBD	TBD
Comments:				
Fertilizer Usage	Service Safety Director	TBD	TBD	TBD
Comments:				
Street Sweeping	Service Safety Director	TBD	TBD	TBD
Comments:				
Flood Management Projects	Service Safety Director	None planned.	None planned.	None planned.
Comments:				
PROPOSED CHANGES TO YOUR SWMP (IF ANY)				
<i>Summarize any proposed changes to your SWMP, including changes to any BMPs or any identified measurable goals that apply to the program elements. If you fail to satisfy measurable goals for the reporting year, please explain why.</i>				
No proposed changes. Corrective Action Plan is underway.				
VARIANCES GRANTED (IF ANY)				
<i>Identify and summarize any variances granted under your storm water program.</i>				
N/A				
ADDITIONAL INFORMATION				
<i>Please add any additional comments or attachments below.</i>				