



**INDOT SWQMP
Annual Report
2014**

INDOT SWQMP Annual Report - 2014

Characterization and Prioritization of Receiving Waters

0A-Identify Receiving Waters

Identify all known receiving waters that overlap with INDOT roadways and other facilities within 2010 Census mapped Urbanized Areas (UA). Send findings and completed SWQMP - Part B to IDEM within 180 days of the NOI date. Updates to the Baseline Characterization will be submitted in the annual reports and will be kept in the MS4 Coordinator's files.

This measure was completed and submitted to IDEM on October 24, 2014.

0B- Identify Impaired Waters

Identify impaired receiving waters within UA. Send findings and completed SWQMP - Part B to IDEM within 180 days of the NOI date. Updates to the Baseline Characterization will be submitted in the annual reports and will be kept in the MS4 Coordinator's files.

This measure was completed and submitted to IDEM on October 24, 2014.

0C- Identify Sensitive Waters

Identify known sensitive waters such as swimming areas, water supplies, endangered species habitat, outstanding resource and exceptional waters that overlap INDOT roadways and facilities within UA. Send findings and completed SWQMP - Part B to IDEM within 180 days of the NOI date. Updates to the Baseline Characterization will be submitted in the annual reports and will be kept in the MS4 Coordinator's files.

This measure was completed and submitted to IDEM on October 24, 2014.

0D- Part B

Submit Part B: Baseline Characterization and Report to IDEM

This measure was completed and submitted to IDEM on October 24, 2014.

0E- Part C (4/28/15)

Submit Part C: Program Implementation to IDEM

The step by step Rule 13 program implementation is included in this 2014 Annual Report.

Public Education and Outreach

1A-Awareness Program (12/15/14)

Develop and/or update a public awareness program including brochures, electronic communications, etc. The completion of this goal will be measured by the delivery of business rules and formal INDOT policies that describe the communication method, frequency and measure of success for this awareness program. Communications and measures of success will be included in the annual report and kept in the MS4 Coordinator's files.

Overview

Water pollution degrades surface waters – making them unsafe for drinking, fishing, swimming, and other activities.

Storm water is water from rain or melting snow. It flows from rooftops, over paved streets, sidewalks and parking lots, across bare soil and lawns and into storm drains. As it flows, runoff collects and transports litter, soil, pet waste, road salt and sand, pesticides, fertilizer, oil and grease, soaps and detergents, and a host of other pollutants. Storm water drains directly into nearby creeks, streams and rivers without receiving treatment at a wastewater treatment plant.

Storm water runoff remains one of the great challenges of modern water pollution control, as this source of contamination is a principal contributor to water quality impairment of water bodies nationwide.

Roads and parking lots can be the most significant type of land cover with respect to storm water. They constitute as much as 70 percent of total impervious cover in ultra-urban landscapes, and as much as 80 percent of the directly connected impervious cover. Roads tend to capture and export more storm water pollutants than other land covers in these highly impervious areas.

INDOT, which manages more than 28,000 roadway lane miles, is a primary state agency involved in the treatment and management of storm water runoff.

INDOT's Storm Water Quality Management Program (SWQMP) is the department's inter-agency effort to control pollutants in storm water discharge by using best management practices in planning construction, management, and operations, and utilizing public communication to raise public awareness.

By unifying a cross-section of INDOT programs, such as training, planning, maintenance, construction and facilities management with a common focus on water quality issues, INDOT complies with the CWA requirements administered by the Indiana Department of Environmental Management while reducing pollutants from Indiana's storm sewer system.

The following Public Awareness Program is INDOT's plan to communicate with the primary targeted audience – the general public.

Rationale

The goal of this Public Awareness Program is to make the general public aware of the impact storm water runoff pollution and littering have on Indiana's streams, rivers, lakes and waterways, and provide information on how to reduce this pollution.

What is Storm Water?

Storm water can be defined as the water associated with a rain or snow storm plus anything that it carries. Storm water runoff can be measured in a downstream river, stream, ditch, gutter, or pipe shortly after the storm water has reached the ground.

As with all communications campaigns, target audiences must understand and agree with conveyed messages in order to voluntarily modify their behavior. By providing audiences with key information regarding the impact of storm water pollution and information on how they can reduce pollution, this program will raise public awareness regarding storm water pollution. This Public Awareness Program will also enhance communication between INDOT and the general public.

This program includes a series of communication activities that support the overall mission and goals of INDOT's Storm water Quality Management Program.

Goal

The goal of this campaign is to convey appropriate storm water runoff pollution information and anti-littering messages to the general public.

Objectives

- Raise public awareness of the negative impacts storm water runoff pollution has on Indiana's streams, rivers, lakes and waterways
- Provide information on how the public can reduce storm water runoff pollution

Target Audiences

- General public

Communication Tools

- Anti-littering message graphic & related elements
- Anti-littering tagline
- Key messages text
- INDOT campaign website pages
- Informational poster
- Social media messages
- Newsletter articles
- News releases

Recommendations

The following recommendations are designed to convey INDOT's messages and information regarding storm water runoff pollution to target audiences. These recommendations may involve the participation of the U.S. Federal Highway Administration, U.S. Environmental Protection Agency, Indiana Department of Natural Resources, Indiana Bureau of Motor Vehicles, Indiana State Police and other federal or state agencies. The INDOT Communications Division will serve as an internal manager and clearinghouse of communication activities regarding this Public Awareness Program.

1) Create focused campaign graphics and text to convey crucial information about storm water runoff pollution.

- Develop a campaign website banner and graphic elements
- Research & develop campaign information and anti-littering text

2) Create new dedicated campaign website pages.

New pages to be created include:

- Introduction
- INDOT Actions
- Information Page / Impact of Pollution
- What You Can Do
- Technical Resources
 - Each page will incorporate campaign messages and/or graphic elements

3) Communicate with State of Indiana employees

- Include a storm water pollution / anti-littering article in the Inside INDOT employee newsletter
- Place a storm water pollution / anti-littering article in “*The Torch*,” the employee newsletter of the State Personnel Department
 - The articles will incorporate key campaign messages graphic elements, website address hyperlinks and social media *#hashtag*

4) Partner with other state agencies and non-profit organizations.

- Place campaign banners and website links on relevant Indiana state agency websites, such as Indiana Department of Natural Resources, Bureau of Motor Vehicles, Indiana Department of Environmental Management, Indiana State Police, and Lieutenant Governor’s sites
- Place campaign messages and website links on relevant non-profit websites, such as Keep Indianapolis Beautiful and the Hoosier Environmental Council sites

5) Use social media to disseminate campaign messages and drive website traffic.

- Establish a dedicated campaign *#hashtag* for use in social media
- Utilize both Twitter and Facebook
- Create a calendar to schedule distribution of anti-littering and storm water pollution-focused messages on social media
- Incorporate key campaign messages and graphic elements
- Direct message trucking firms, environmental groups, and INDOT partners through social media

6) Create a storm water pollution poster for public display.

- Incorporate key campaign messages and graphic elements
- Include website QR code and social media *#hashtag*
- Poster to be displayed at INDOT highway rest areas and welcome centers
- Posters may be distributed to INDOT campaign partners.

7) Issue periodic news releases focusing on the negative impacts of storm water pollution.

- Include key campaign messages
- Include website address and social media *#hashtag*
- Distribute via GovDelivery to traditional media outlets

8) Leverage additional tools & opportunities to convey campaign messages.

Other tools & opportunities may be:

- Indiana Roadway Maps
- Statehouse tunnel posters
- State agency displays at the Indiana State Fair

1B-Awareness Training (12/15/14)

Develop and/or update a program of annual stormwater pollution awareness training for appropriate INDOT maintenance staff. Training shall include general stormwater awareness, identification of stormwater pollution potential, and appropriate contacts for reporting spills and illicit discharges. The completion of this goal will be measured by the submittal of the training materials, frequency, audience and number of people trained each year. This information will be kept in the MS4 Coordinator's files.

The content for Storm Water Awareness Training has been developed and stored in the MS4 coordinator's files. The proper delivery method, type of INDOT employee to receive this training, and frequency of the training is currently being discussed. This training program is being considered in an E-learning format so it may reach as many employees as possible throughout the state.

1C- Volunteer Training (09/25/14)

Develop and/or update an ongoing program for training Adopt-A-Highway volunteers. The completion of this goal will be measured by the submittal of the training materials, frequency and trainee audience each year. This information will be kept in the MS4 Coordinator's files.

Adopt-A-Highway volunteers receive a briefing which is available as a video at:

<http://www.in.gov/indot/2598.htm>

Discussions are being conducted to integrate water quality protection into this existing training.

1D- Internal Education and Involvement Plan (12/15/14)

Develop and/or update an Internal Education and Involvement Plan. The plan shall detail the internal training requirements related to the assigned specific responsibilities of INDOT staff. The completion of this goal will be measured by the submittal of the Internal Education and Involvement Plan, any training materials developed and an accounting of staff trained in each year. This information will be kept in the MS4 Coordinator's files.

Rationale

The goal of this Internal Education and Involvement Plan is to make INDOT employees aware of the impact storm water runoff pollution have on Indiana's streams, rivers, lakes and waterways, and provide information on how to reduce this pollution.

Within INDOT maintenance personnel are tasked with the job of maintaining 28,868 miles of roadway, and 208 INDOT facilities throughout the state of Indiana. By providing INDOT maintenance staff with key information regarding the impact of storm water pollution and information on how they can reduce pollution, this program will raise awareness within INDOT regarding storm water pollution.

This program includes a series of communication activities that support the overall mission and goals of INDOT's Storm water Quality Management Program.

Goal

The goal of internal education and involvement is to convey appropriate storm water runoff pollution information; proper handling of contaminants commonly used on INDOT roads and facilities. This information can empower INDOT personnel to be proactive with pollution prevention.

Objectives

- Inform INDOT personnel of how they can assist the Agency's overall efforts for an effective Storm Water Quality Management Plan (SWQMP)
- Offer supplemental training to key INDOT personnel charged with the day to day maintenance duties and facility management.
- Improve information dissemination to district staff in regards to storm water pollution prevention.

Target Audiences

- Primary: INDOT maintenance personnel. Secondary: All INDOT personnel.

Communication Tools

- Anti-littering message graphic & related elements
- Anti-littering tagline
- Key messages text
- INDOT Storm Water website pages
- Informational posters
- Construction Memos
- Targeted training material
- Inside INDOT Newsletter articles

Recommendations

The following recommendations are designed to convey INDOT's messages and information regarding storm water runoff pollution to internal personnel. These recommendations may involve the involvement of several INDOT divisions such as, Office of Environmental Services, Facilities Management, Communication, and Construction Management

- 1.) Identify key INDOT personnel who as part of their job, are on the front lines of maintenance**
 - a. Employees who handle and dispose of materials considered hazardous.
 - b. Employees who must receive and maintain their Pesticide Applicators License
 - c. Vegetation Management Employees
- 2.) Create focused training materials about pollution prevention that could be utilized in regular (annual) INDOT maintenance trainings**
- 3.) Update Standard Operating Procedures (SOPs) to include aspects of pollution prevention for individual work categories. (Example: For Mowing Personnel, how to properly dispose of discarded material found within INDOT right away.)**
- 4.) Incorporate additional facility pollution prevention, and post construction pollution prevention into the existing Storm Water Management Certification training that is provided to Project Engineers and contractors.**
- 5.) Communicate with other INDOT employees**
 - Construction memos about proper maintenance procedures in regards to Storm Water pollution prevention
 - Additional articles in "*The Torch*," the employee newsletter of the State Personnel Department, and Inside INDOT

- The articles will incorporate key pollution prevention messages, graphic elements, website address hyperlinks and social media *#hashtag*

6.) Create a storm water pollution poster for INDOT facilities.

- Incorporate key pollution prevention messages and graphic elements targeted to Maintenance personnel
- Include proper procedures for use and disposal of materials that are harmful to storm water systems.

7.) Issue periodic internal news releases focusing on the negative impacts of storm water pollution.

- Include key campaign messages
- Include website address and social media *#hashtag*
- Distribute via GovDelivery to traditional media outlets

8.) Leverage additional tools & opportunities to convey storm water pollution prevention messages.

Other tools & opportunities may be:

- Focused training sessions with Storm Water Pollution Prevention as the topic for key INDOT personnel
- Investigate the possibility of on line training modules for a more sustainable approach to delivering the pollution prevention message, regulations, procedures etc...to the most staff as possible.

1E- Public Involvement Programs (Ongoing)

Continue the Trash Bash, Adopt-A-Spot, Sponsor-A-Highway and Adopt-a-Highway programs. Timber planting, native vegetation and additional programs may also be expanded or developed. The completion of this goal will be measured by the annual submission of documentation of the number of programs, projects, lane miles or areas adopted and number of participants.

Throughout the State dedicated citizen volunteers participate in Adopt-A-Highway and other similar programs. INDOT partners with organizations such as Keep Evansville Beautiful and Keep Indianapolis Beautiful for highway beautification and trash removal. INDOT Public Involvement Policies and Procedure Manual is located in the MS4 Coordinator’s files

In 2014 2,400 INDOT Volunteers and DOC inmates collected 16,471 bags of trash from 1,486 lane miles while logging 10,270 work hours

INDOT newsletter article on trash collecting:

<http://in.gov/indot/div/newsletters/April2014/BASH-F.pdf>

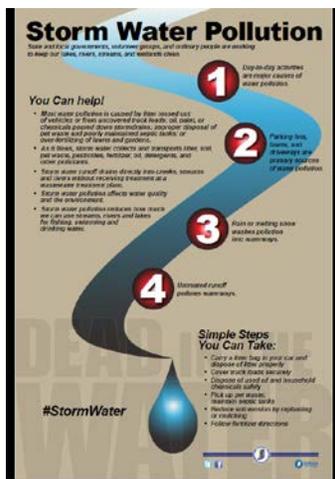
2014 Trash Collecting numbers

District/ Group Name	Clean-up Date	Lane Miles Covered	# of Volunteers	# of Volunteer Hours	# of Lane Miles	# of Trash Bags	Cubic Yards
Crawfordsville/AAH Groups	04/05 - 04/27	89.4	342	576.0	652.0	575	174.0
Crawfordsville/INDOT	04/05 -	79.7	82	3059.0	62.7	412	2883.0

Crews	04/27						
Crawfordsville/DOC Crews	04/05 - 04/27	44.7	215	703.9	43.25	3006	1117.5
Fort Wayne/AAH Groups	04/05 - 04/27	109.8	576	1152.0	109.8	675	
Fort Wayne/INDOT Crews	04/05 - 04/27	127.8	59	3118.0	127.8	882	1234.0
Fort Wayne/DOC Crews	04/05 - 04/27	53.5	66	104.0	66.0	584	
Greenfield/AAH Groups	04/05 - 04/27	20.0	34	68.0	20.0	73	99.0
Greenfield/INDOT Crews	04/05 - 04/27			5238			1695.0
Greenfield/DOC Crews	04/05 - 04/27	46.0	0	0.0	46.0	560	159
LaPorte/AAH Groups	04/05 - 04/27	48.5	255	258.5	48.5	312	
LaPorte/INDOT	04/05 - 04/27			4236.0			1267.0
LaPorte/DOC Crews	04/05 - 04/27	14.0	14	6.0	14.0	1080	
Seymour/AAH Groups	04/05 - 04/27	54.0	170	401.0	54.0	239	119.5
Seymour/INDOT Crews							
Seymour/DOC Crews	04/05 - 04/27	193.0	513	4120.0	193.0	4491	2245.5
Vincennes/AAH Groups	04/05 - 04/27	15.5	103	25.0	15.5	225	
Vincennes/INDOT Crews	04/05 - 04/27			1714.0			984
Vincennes/DOC Crews	04/05 - 04/27	34.3	44		34.3	3357	
Totals:		930.2	2473	24779.4	1486.9	16471	11977.5

1F- Anti-Litter Programs (09/25/14)

Develop informational anti-litter and vehicle maintenance programs designed to educate and involve the public in reducing this major cause of storm water pollution. The completion of this goal will be measured by the annual submission of the communication message (i.e. proper disposal of cigarette butts), type (i.e. signs on restroom doors), message (i.e. copy of poster), quantity delivered (i.e. posted on 50 restroom doors for six months) and estimated audience reached for each communication activity. This information will be kept in the MS4 Coordinator's files.



The INDOT Storm Water Pollution poster was displayed in the Indiana Government Center South Building tunnel for several months in 2014. The INDOT Storm Water Pollution poster is being distributed to all INDOT facilities. A smaller 8.5 X 14 inch version will be posted at all 30 rest areas. The Storm Water posters will be laminated. The interoffice mail packet will include an envelope with squares of Velcro for affixing the posters to facility interior walls.

The posters should be left up on display for 2-3 months. It is not possible to report accurate numbers of people using our Rest Area Facilities and reading this information.

1G- Storm Water Web Site (12/15/14)

INDOT's website will be expanded to include a storm water web page with information on INDOT storm water activities. These will include outreach programs, brochures, guidelines for erosion and sediment control, maintenance activities and how to obtain information. The completion of this goal will be measured by the annual submission of documentation of website content and the number of visitors to the website. This information will be kept in the MS4 Coordinator's files.

INDOT's Storm Water Web Page is up and running. Since it's unveiling to March 2015 there have been over 1,211 hits.

<http://www.in.gov/indot/2892.htm>

1H- Storm Water Information Center (12/15/14)

Create an online library of storm water-related materials accessible through the storm water website. Materials will be updated quarterly with the most recent guidance, research, publications and training materials. The completion of this goal will be measured by annual submission of a list of available library resources and the number of visitors to the website. This information will be kept in the MS4 Coordinator's files.

The INDOT Storm Water Information Center is intended as a resource for MS4 communities and other user groups throughout the state of Indiana. This on-line library exists to distribute material in various forms that can assist MS4 communities and others that are interested in the prevention of storm water pollution. The Information Center contains various materials including brochures, handouts, processes, research articles, website links, videos and other material. The library is live now. Requests were made to MS4 operators throughout the state to submit new material. Copies of the materials in the Storm Water Information Center are kept in the MS4 Coordinator's files, and this material can be accessed through the INDOT Storm Water webpage.

<http://www.in.gov/indot/2892.htm>

1I- Employee Education (Ongoing)

Publish two articles in either The Torch (monthly State Personnel Department) and/or Inside INDOT (monthly INDOT) publications annually. The completion of this goal will be measured by annual submission of copies of the articles and an estimate of the number of recipients. This information will be kept in the MS4 Coordinator's files.

INDOT published four articles in the monthly newsletter that have topics on activities that INDOT is doing that promote water quality efforts. INDOT also sent out a tweet on 3/30/2015: "The #INDOT Storm Water Information Center is now available! Check out all the available storm water resources."

These are the links to the Inside INDOT newsletter articles:

<http://in.gov/indot/div/newsletters/October2014/SWQMP-F.pdf>

<http://in.gov/indot/div/newsletters/April2014/BASH-F.pdf>

The other articles are stored in the MS4 Coordinator's files. They are on the intranet so outside of the INDOT system they cannot be viewed.

1J- Collaboration (03/15/15)

Coordinate with IDEM and MS4s statewide to share ideas and resources. The completion of this goal will be measured by including the agenda, copies of the presentations, discussion group notes, attendee list, and INDOT participants (presenters, volunteers, etc.) in the annual report. This information will be kept in the MS4 Coordinator's files.

INDOT is collaborating with other MS4s in many ways. INDOT has requested data sharing for the GIS mapping of outfalls and have collected over 31% percent. INDOT has announced the addition of the INDOT Storm Water Information Center and has requested other MS4s to share materials that they have found helpful.

On May 13, 2014, Nathan Saxe, Manager Ecology and Waterway Permitting Office, presented INDOT's SWQMP at the Indiana Annual MS4 Meeting held in Indianapolis. 387 people were registered for the Meeting, and five INDOT representatives were in attendance and available to collaborate with other MS4s throughout the day. Formerly an INDOT Storm Water Specialist, Kathy Allen represented INDOT as member of the planning committee and a moderator for the 2014 meeting. INDOT has remained

active in the planning committee for the 2015 Indiana Annual MS4 Meeting scheduled for May 12, 2015. Michele Conyer, INDOT Storm Water Specialist joined the 2015 planning committee. She will also participate as a secession moderator. The 2015 conference agenda is available upon request.

1K- Road School (06/15/15)

Develop storm water quality training module(s) and present annually at the Purdue Road School (Joint Transportation Research Program (JTRP) and Indiana Local Technical Assistance Program (LTAP) sponsored) and the LTAP Stormwater Drainage Conference. The completion of this goal will be measured by including a copy of the presentation, number of attendees and INDOT presenters/volunteers in the annual report. This information will be kept in the MS4 Coordinator's files.

Michele Conyer, INDOT Storm Water Specialist, INDOT MS4 coordinator attended and was a presenter at the 2015 LTAP Storm Water Drainage Conference. A copy of her presentation and participant is available upon request and is stored in the MS4 Coordinator's files. There were approximately 285 participants.

Nathan Saxe, INDOT presented at the 2014 Road School at Purdue University. He presented to approximately 175 Road School Participants. A copy of the presentation is available upon request and is stored in the MS4 operator's files.

Michele Conyer presented at the 2015 Road School and over 75 attended her presentation. A copy of the presentation is available upon request and is stored in the MS4 Coordinator's files.

1L-Facility Signage (03/15/15)

Develop educational signage (i.e. illicit discharges, waterway protection) and install signage in rest areas, weigh stations, and other public facilities. The completion of this goal will be measured by including a copy of the signage and location installed in the annual report. This information will be kept in the MS4 Coordinator's file.



A copy of this poster is available upon request and is being stored in the MS4 Coordinator's files. This poster is being printed and distributed to all INDOT facilities. The public can view this poster in any of the 30 rest area throughout the state. The poster was also displayed in the basement hallway of the Government Center south for several months. An internal INDOT newsletter article published on 10/24/2014, highlighted INDOT's SWQMP program and the Storm Water Pollution poster. A copy of this newsletter is available in the MS4 Coordinator's files.

1M- Public Education and Outreach Certification (04/28/15)

Submit Public education and outreach program development certification to IDEM

The Rule 13 state form 51279 signed by the INDOT MS4 Operator is included in this submittal and stored in the MS4 Coordinator's files.

Public Participation and Involvement

2A – SWQMP Public Meetings

INDOT will hold a public meeting in each INDOT district once during the first year of the plan. Participants will be solicited by advertising in key newspapers and emails to MS4s located in the district. The website will be updated with a copy of the SWQMP, contact information, meeting times and locations prior to the meeting. Comments will be considered for incorporation into the SWQMP. The completion of this goal will be measured by meeting attendee records, meeting minutes and a summary of the comments received and response. This information will be kept in the MS4 Coordinator's files.

Below is a summary table of the six public meetings held throughout the state in the Fall of 2014. These public meetings were advertised in local newspapers and local MS4 Operators were notified via email. Advertisements, meeting attendees, meeting minutes and comment summaries can be found in the MS4 Coordinator's files. Total public participation in these open houses was: Ft Wayne 15, La Porte 20, Crawfordsville 22, Greenfield 17, Vincennes 21, Seymour 25.

Fort Wayne District Wednesday, October 15, 2014 4pm to 6pm (local time) Sub-district building 5333 Hatfield Road Fort Wayne, IN 46808	LaPorte District Thursday, October 16, 2014 4pm to 6pm (local time) District Office Bldg (2nd Floor) 315 East Boyd Blvd LaPorte, IN 46350
Crawfordsville District Wednesday, October 22, 2014 4pm to 6pm (local time) Ivy Tech Community College 2325 Phil Ward Boulevard Crawfordsville, IN 47933	Greenfield District Thursday, October 23, 2014 4pm to 6pm (local time) District Office Bldg 32 South Broadway Greenfield, IN 46140
Vincennes District Thursday, October 30, 2014 4pm to 6pm (local time) Sub-district Bldg 3650 South U.S. Hwy 41 Vincennes, IN 47591	Seymour District Thursday, November 6, 2014 4pm to 6pm (local time) District Office Bldg 185 Agrico Lane Seymour, IN 47274

2B- Public Involvement in Project Development (Ongoing)

Public involvement in project development follows the National Environmental Policy Act (NEPA) requirements that results in a varying amount of involvement depending on the project scope. INDOT's public includes citizens, state employees, consultants and contractors. The completion of this goal will be measured by analyzing the contracts let for the reporting year (i.e. projects let, number requiring public involvement under NEPA, number falling within a UA, etc.) and including this in the annual report. The supporting information will be available to the MS4 Coordinator through INDOT electronic storage mediums.

INDOT Public Involvement Procedures August 2012 is located on the internet at:

http://www.in.gov/indot/files/PI_PublicInvolvementManual_2012.pdf

INDOT's current system for "Red Flagging" projects for environmental considerations involves a check list, early coordination letters and GIS maps. Moving forward every new project going through the NEPA process will have to verify by the GIS map whether or not the INDOT project falls within a Urbanized Area. A new layer for MS4s (Urbanized Boundary Area-UAB) has been added to this process. A new "Early Coordination Letter" has been created and will be available to designers soon. If during the "Red Flag" investigation it is found that the proposed project falls within an UBA, the designer will send out an early coordination letter to notify the MS4 Operator of the upcoming construction project. The "Red Flag Investigation" check list, as well as the early coordination letter, are housed in the MS4 Coordinator's files. IDEM is in the process of putting the updated MS4 Contact List on their website to allow easy access by designers so that they notify the correct individual. All of these new additions will be on-line very soon and are currently housed in INDOTs MS4 Coordinator's files.

2C-Annual Reporting (Ongoing)

An Annual Report will be developed and posted on the website. An availability notice will be sent to a list serve containing the MS4s and interested public. The completion of this goal will be measured by recording the posting of the document on the website, list serve message and tracking the public comments received, if any. This information will be kept in the MS4 Coordinator's files.

The 2014 Annual Report has been submitted to IDEM (4/28/2015). This document will be posted to the INDOT Storm Water webpage upon approval. A copy of this document is housed in the MS4 Coordinator's files.

2D- Public Involvement and Participation Certification (04/28/15)

Submit Public involvement and participation program development certification to IDEM

The Rule 13 State Form 51273 has been signed by INDOT's MS4 Operator, and is attached to this annual report and is housed in the MS4 Coordinator's files.

Illicit Discharge Detection and Elimination

3A- IDDE Program Development (12/15/14)

INDOT will develop a program for illicit discharge detection and elimination. The completion of this goal will be measured by including a summary and a copy of the program and policies developed in the annual report. The information will be kept in the MS4 Coordinator's files.

INDOT's current IDDE Program and policies are contained in an INDOT Operations Memo 09-07. Operations Memos are not for public view and are not available on the internet. A copy of Memo is kept electronically and in hard copy within the MS4 Coordinator's files.

3B- IDDE Program Review (01/15/15)

INDOT shall review their programs, policies, practices for issuing utility and access permits and make modifications necessary to ensure that non-storm water discharges are not connected into the INDOT storm sewer system. The completion of this goal will be measured by including a summary and copy of the changes to the policies in the annual report. The information will be kept in the MS4 Coordinator's files.

The INDOT Driveway Permit Manual is currently in the process of being updated. In the final document a formal policy for IDDE will be included. The current INDOT Driveway Permit Manual (1996 version) can be found at: <http://www.in.gov/indot/files/driveway.pdf> and is located in the MS4 Coordinator's files. Section 24: Drainage has the most relevant information.

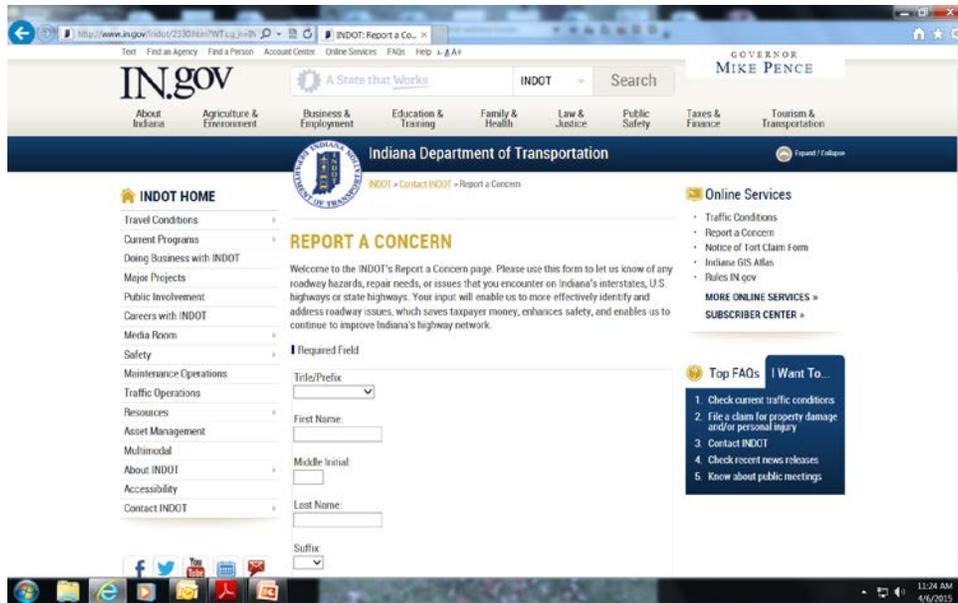
3C-IDDE Reporting (01/15/15)

INDOT shall develop a standard reporting format and phone and website contacts for all complaints and reports of illicit discharges. The completion of this goal will be measured by including a copy of the reporting form and a summary of complaints received and actions taken in the annual report. The information will be kept in the MS4 Coordinator's files.

INDOT has developed a reporting form for maintenance and facility personnel. This form is housed in the MS4 operator's files.

INDOT customer service utilizes a program called IQ. This is where INDOT logs and keeps any public concerns and correspondence. INDOT has purchased a subscription to the program to allow the MS4 Coordinator the ability to log in all correspondence as well as concerns or reports of IDDE from across the state. An example of the "workflow" or entry for an IDDE is included in the MS4 Coordinator's files.

The icon "Report a Concern" is on every INDOT webpage and is on the INDOT Storm Water Webpage so that citizens can submit an electronic concern that automatically notifies the INDOT MS4 Coordinator when there is a concern that needs addressing. INDOT Operations has developed a reporting form for INDOT maintenance employees if they come across an Illicit Discharge or Illicit Connection. This form is housed in INDOT MS4 Coordinator's files.



3D- IDDE Staff Training (05/15/14)

INDOT shall develop a training program and provide it annually to appropriate staff and contractors. Training shall include identification and reporting of illicit discharges and illegal dumping. The completion of this goal will be measured by including a copy of the training material, a summary of the individuals that received training (number, contractor, INDOT, etc.) in the annual report. The information will be kept in the MS4 Coordinator's files.

The content for an IDDE Staff Training as been developed but not yet implemented. The content is being kept in the MS4s Coordinator's files. INDOT is working with IVY Tech on an E-Learning program that would facilitate transforming the Power Point content in an internet format. This should make it more accessible to INDOT employees throughout the state. Discussions are being conducted to add some of this information into the INDOT Storm Water Manager Certification Training.

3E- Facilities Mapping (06/15/15)

Complete GIS mapping of all INDOT facilities other than roadways (i.e. district, sub district and maintenance offices, salt storage, rest areas, etc.) statewide. The completion of this goal will be measured by including the number and type of additional facilities mapped in the annual report. The information will be stored in the INDOT GIS system and accessible to the MS4 operator.

INDOT will add all the facilities to the Outfall Mapping GIS application and be able to report on this MCM in the 2015 Annual Report.

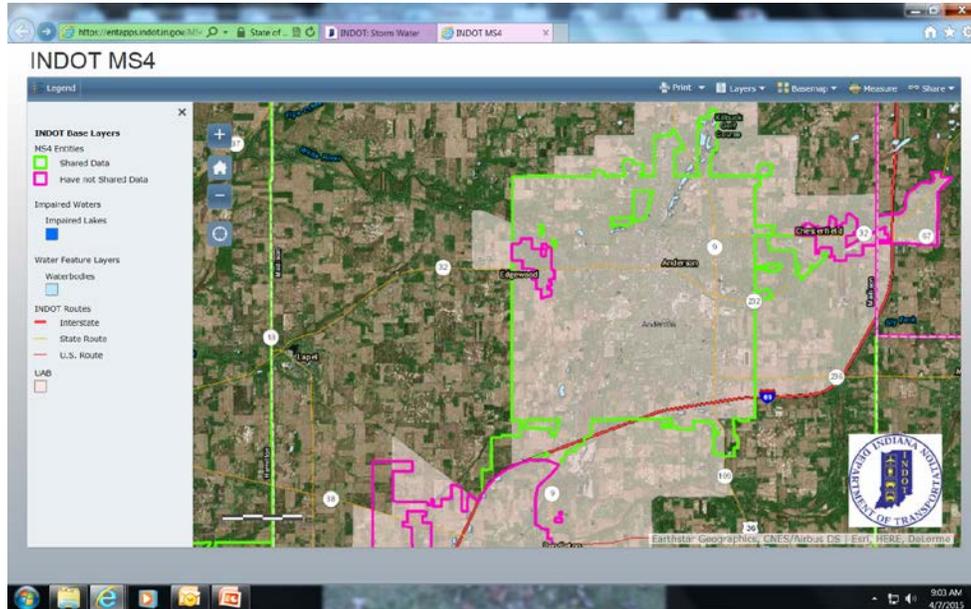
3F- Outfall Mapping GIS (09/10/14)

Develop a GIS database for mapping of conveyances and outfalls within UA. Database tracking and reporting is described in measures 3H-3K. The completion of this goal will be measured by the completion of 3H, 3I and 3K and will be discussed in the annual report. The information will be stored in the INDOT GIS system and accessible to the MS4 operator.

This GIS Map of UABs is available to public view on the INDOT Storm Water Website. INDOT has been collecting GIS data from MS4s though out the state. For some MS4s INDOT has collected specific outfall locations which have been applied to the map. INDOT is currently working to upgrade the

memory for this map so that more layers can be added. Specific locations for outfalls and storm sewer systems have been collected from individual MS4s, however this large amount of data take up quite a bit of space on the server. Upgrades are being conducted to allow for all the layers to be visible to the public.

<http://www.in.gov/indot/2892.htm>



3G- Outfall Mapping SOP (07/15/14)

Develop SOP for as built outfall data collection and for incorporating data into GIS when the collection tools and procedures are implemented. The completion of this goal will be measured by including a copy of the SOP in the annual report. The information will be kept in the MS4 Coordinator's file.

INDOT's current approach to Outfall Mapping SOP is to update the database with new outfalls on a project by project basis. As the designer completes the design the location(s) of outfalls can be placed in the database, as part of final tracings or other end of the project milestone.

3H- Outfall Mapping 1Q (10/01/15)

Map first 25% of conveyances and outfalls within UA. Collect existing outfall data from local MS4s to minimize redundancy. Verify accuracy of MS4 information. Maps will be housed in the INDOT GIS system and can be made available to IDEM and other MS4s. The completion of this goal will be measured by either MS4, county, road mile or other measurable unit and will be discussed in the annual report. The information will be stored in the INDOT GIS system and accessible to the MS4 Coordinator.

MS4 operators statewide were contacted via email beginning in December 2014 regarding sharing of mapping data they had already collected. These maps were compiled onto INDOT's GIS software and made available via the Storm Water webpage: <http://www.in.gov/indot/2892.htm>

At the time of this annual report, approximately 31% of the MS4s have shared their mapping and the data has been applied to the Outfall Map.

3I- Outfall Mapping 2Q (09/30/16)

Complete mapping of 50% of conveyances and outfalls within UA. Collect existing outfall data from local MS4s to minimize redundancy. Verify accuracy of MS4 information. Maps will be housed in the INDOT GIS system and can be made available to IDEM and other MS4s. The completion of this goal will be measured by either MS4, county, road mile or other measurable unit and will be discussed in the annual report. The information will be stored in the INDOT GIS system and accessible to the MS4 operator.

An update on this measure will be provided in the 2016 Annual Report.

3J- Outfall Mapping 3Q (09/30/17)

Complete mapping of 75% of conveyances and outfalls within UA. Collect existing outfall data from local MS4s to minimize redundancy. Verify accuracy of MS4 information. Maps will be housed in the INDOT GIS system and can be made available to IDEM and other MS4s. The completion of this goal will be measured by either MS4, county, road mile or other measurable unit and will be discussed in the annual report. The information will be stored in the INDOT GIS system and accessible to the MS4 operator.

An update on this measure will be provided in the 2017 Annual Report.

3K- Outfall Mapping 4Q (09/30/18)

Complete mapping of 100% of conveyances and outfalls within UA. Collect existing outfall data from local MS4s to minimize redundancy. Verify accuracy of MS4 information. Maps will be housed in the INDOT GIS system and can be made available to IDEM and other MS4s. The completion of this goal will be measured by either MS4, county, road mile or other measurable unit and will be discussed in the annual report. The information will be stored in the INDOT GIS system and accessible to the MS4 operator.

An update on this measure will be provided in the 2018 Annual Report.

3L- Illicit Discharge Certification (04/28/15)

Submit Illicit Discharge Detection and Elimination plan and regulatory mechanism certification to IDEM

The Rule 13 State Form 51271 has been signed by INDOT's MS4 Operator, and is attached to this annual report and is housed in the MS4 Coordinator's files.

Construction Site Stormwater Runoff Control

4A-JTRP Document Updates (08/06/14)

Incorporate remaining updates from the JTRP study in 2014 Standard Specifications and Design Manual. The completion of the goal will be measured by summarizing the updates added to the design manual in the annual report. The MS4 operator will have access to the Design Manual and Standard Specification updates on the INDOT website.

All updates to INDOT standard specifications, standard drawings and design manual were completed prior to 2014. Standard specification 108.04 has been updated and can be found in the INDOT Standard Specification Book, at;

<http://www.in.gov/dot/div/contracts/standards/book/sep13/sep.htm>

Section 205 has also been updated for 2015, special requirements are being implemented in 2015 to 5 specially selected road projects. One addition to the 205 section is the requirement that... “The SWPPP shall be developed by a professional engineer who also holds a current Certified Professional in Erosion and Sediment Control, CPESC, certification or approved equivalent”

http://www.in.gov/indot/design_manual/files/Ch205_2013.pdf

Construction Memorandum 15-01 supplies new guidelines for Hydrodemolition Waste Water Disposal. These new guidelines help protect water resources by requiring the collection and proper disposal of the waste water generated by the hydrodemolition process.

<http://www.in.gov/dot/div/contracts/conmemo/15-01.pdf>

Construction Memorandum 14-02 supplies new guidelines for the Notice of Termination for Rule 5 permits procedures. The new guideline attempts to assist INDOT Project Engineers and Contractors to ensure that there will be no erosion or off-site sedimentation in the post construction conditions of the project.

<http://www.in.gov/dot/div/contracts/conmemo/14-02.pdf>

The INDOT 2013 Design Manual new guidelines for Temporary Seeding and Temporary Mulch (Revised 2015) this information can be found in Chapter 17-4.10(03).

http://www.in.gov/indot/design_manual/files/Ch17_2013.pdf

4B- Certification (08/06/14)

Develop policy that requires contractors' onsite Erosion Control Supervisor and select INDOT personnel to be certified. Develop the certification program and training. Implement policy within 2 years. The completion of the goal will be measured by including a copy of the policy, certification program, and training materials in the annual report. The number of projects requiring the certification will be reported until the policy is fully implemented. The report will also provide a summary of the individuals that received training (contractor, designer, consultant, INDOT, etc.) The information will be kept in the MS4 Coordinator's files.

The content for this certification training has been developed. Copies of the Presentation and test questions are available electronically or in the MS4 operator's files in hard copy. Six draft trainings were conducted last summer with 223 participants. The 2015 Certification Training will begin with the first class at the Fort Wayne INDOT District Office on April 28th, 2015. The class size limit is 60.

The policy for this Certification Training can be found in the new INDOT Standard Specification 205 http://www.in.gov/indot/design_manual/files/Ch205_2013.pdf

4C- Rule 5 Inspection & Tracking (08/06/14)

INDOT district representative will visit each construction site with a Rule 5 permit quarterly, complete a Rule 5 inspection and document/track findings in central database (basically an oversight program). The completion of the goal will be measured by including a summary of the number of inspections conducted in the annual report. The supporting information will be maintained electronically and accessible to the MS4 operator.

INDOT does not have a comprehensive data base or method for reports conducted by INDOT district staff. This shortcoming has been identified and methods for collecting this data are being discussed. Currently inspections are required to be conducted weekly and after rain events by the contractor. The PE/S will perform inspections a minimum of once monthly or more often when necessary. This process is outlined in Construction Memorandum 12-05 and in the INDOT Standard Specifications 108.04 and 205.07.

Construction Memo 12-05

<http://www.in.gov/dot/div/contracts/conmemo/12-05.pdf>

Construction Memo 15-06

<http://www.in.gov/dot/div/contracts/conmemo/15-06.pdf>

INDOT Standard Specifications 205.07

<http://www.in.gov/dot/div/contracts/standards/book/sep13/2-2014.pdf>

INDOT Standard Specifications 108.04

<http://www.in.gov/dot/div/contracts/standards/book/sep13/1-2014.pdf>

INDOT is currently working on a digital inspection process using field computers or tablets. When complete inspection reports will be entered into a database automatically.

INDOTs MS4 Coordinator has examples of submitted monthly inspection reports from INDOT AEs and PE/Ss. The MS4 Coordinator will keep copies of all materials both on paper and in electronic form.

4D- Inspection Form (Ongoing)

Standardized inspection form is required on all contracts let after September 1, 2012 that requires a Rule 5 permit. This inspection form is available on the INDOT website. The completion of the goal will be measured by including a copy of the form in the annual report. The form will be kept in the MS4 Coordinator's files.

INDOT has developed a standardized inspection form that is required to be used on all contracts let after September 1, 2012 with a Rule 5 permit. The name of this form is 108-c-192d.

A copy of the inspection form is kept in the MS4 Coordinator's files. INDOT is currently working on a digital inspection process using field computers or tablets. When complete inspection reports will be entered into a database.

<http://www.in.gov/dot/div/contracts/standards/rsp/sep13/100/108-C-192d%20130901.pdf>

4E- Inspection Tracking (Ongoing)

Continue to track central office and IDEM inspections and violations in centralized database. The completion of the goal will be measured by including a summary of the inspections and violations in the annual report. The supporting information will be maintained electronically and accessible to the MS4 operator.

The inspections conducted by INDOT Storm Water Specialists and the IDEM Storm Water Inspectors are tracked with the computer data base Environmental Waterway Permit System (EWPS) The MS4 Coordinator has the report that shows how many inspections were conducted by INDOT Storm Water Specialists as well as the inspections conducted by IDEM Storm Water Inspectors. Totals for the time period of April 2014 to April 2015 can be found in the table below. The full report is located in the MS4 operator's files.

IDEM Storm Water Inspections	Satisfactory 17	Marginal 9	Unsatisfactory- Permit Violation 13
INDOT Storm Water Inspections	Satisfactory 72	Marginal 36	Unsatisfactory- Permit Violation 43

4F- District Inspection Employees (03/01/15)

Each district shall have a minimum of one full time equivalent employee dedicated to water quality compliance. The completion of the goal will be measured by including documentation of the location, personnel assigned, job description and dedicated hours in the annual report. The information will be kept in the MS4 Coordinator's file.

Purpose of Position/Summary

This position exists within each District in the Office of Capital Program Management of the Indiana Department of Transportation (INDOT). The person in this position reports directly to the District Construction Director as their expert in water quality and erosion and sediment control compliance.

The incumbent serves as the District expert, providing oversight of storm water environmental regulations, permits and compliance as well as the district's primary trainer on erosion and sediment control (ESC) and Section 401/404 permit compliance on INDOT projects within their assigned district. Incumbent also will be responsible for providing assistance and technical support to INDOT personnel on erosion and sediment control planning and execution on INDOT projects.

The entire Job Description is located in INDOT's MS4 Coordinator's Files. These positions will be posted in 2015.

4G-Field Guide (05/13/14)

Develop a SWQ Pocket Field Guide as technical field resource. The completion of the goal will be measured by including a copy of the pocket guide, a record of the number of guides printed and distributed in the annual report. The information will be kept in the MS4 Coordinator's file.

http://www.in.gov/indot/files/StormWater_FieldGuide_2015.pdf

The field guide is complete and is in the process of being distributed State wide. Two thousand (2000) copies of the manual were printed in this first printing. Every participant in the INDOT Storm Water Manager Certification Training will receive a hard copy of this manual.

4H- Construction Staff E&SC Training (08/06/14)

Develop and implement a training program to provide INDOT construction staff an understanding regarding E&SC and waterway permitting. Recommended cycle includes initial and 3rd year review. The completion of the goal will be measured by including a copy of the training program and a summary of the individuals trained each year in the annual report. The information will be kept in the MS4 Coordinator's file.

Annual Presentations are performed by OES staff on the topics of Storm Water management, Sediment and Erosion Control.

Erosion and sediment control training for construction staff was completed via the certification training described in MCM 4B - Certification.

4I- Construction Site Program Certification (04/28/15)

Submit Construction Site program plan and regulatory mechanism certification to IDEM

The Rule 13 State Form 51272 has been signed by INDOT's MS4 Operator, and is attached to this annual report and is housed in the MS4 Coordinator's files.

Post Construction Stormwater Runoff Control

5A- Pollutant Identification (12/15/14)

Research and determine pollutants of concern and BMP effectiveness for likely pollutants. Complete a cost benefit analysis for each BMP. The completion of the goal will be measured by including a summary of the research and the cost benefit analysis in the annual report. The information will be kept in the MS4 Coordinator's file.

This measure is being addressed by a Joint Transportation Research Project (JTRP) that is currently being conducted. This JTRP study will complete the following:

- **Research and determine pollutants of concern from the operation of INDOT roadways including water quality and quantity concerns.**
- **Research the available Best Management Practices (BMP), both structural and non-structural, to address pollutants of concern.**
- **Develop a library of the current community of practice of the BMPs by transportation projects which will include typical details and drawings of each type of BMP.**
- **Develop a cost benefit analysis for each BMP for future INDOT design guidance preparation. This cost benefit analysis should include life cycle costs including installation, cost of right of way inspection and maintenance and functional lifespan.**

This study will take approximately one year to complete.

A draft document has been created by Purdue University outlining the process. This document is stored in the MS4 Coordinator's files.

5B- NEPA (06/15/16)

Develop policy for identifying projects in sensitive areas such as part of the Red Flag Investigation. Use GIS layer identifying these areas. The number of projects flagged will be tracked. The completion of the goal will be measured by including the revised policy and a summary of the projects flagged in the annual report. The information will be kept in the MS4 Coordinator's file.

The Urbanized Area Boundary (UAB) has been added to the Red Flag investigation as a layer on the GIS map. Additionally, the SOP for Early Coordination letters has been updated to include notifying MS4 operators when a project is within an MS4 area. An update on this measure will be provided in the 2016 Annual Report.

5C-New Impervious Pavement Policy (12/15/15)

Revise policy for post construction BMPs for projects with increased impervious area. Policy should consider water quality and quantity. The number of projects incorporating post-construction BMPs and BMP type will be tracked. The completion of the goal will be measured by including the revised policy and a summary of the project BMP data in the annual report. The post construction BMPs will be tracked in the GIS database created in Measure 7A. The policy information will be kept in the MS4 Coordinator's file.

An update on this measure will be provided in the 2015 Annual Report.

5D- Evaluate design related BMPs (12/15/15)

Investigate and document stormwater quality and quantity impacts to evaluate and determine appropriate BMPs such as reduced pavement widths, eliminating curb and gutter, providing diffuse flow, etc. The investigation may consist of pilot studies, monitoring, literature research, and other appropriate resources. Documentation shall include pollutant reduction for each BMP and recommendations on incorporating these measures into the INDOT planning process. The completion of the goal will be measured by including the findings in the annual report. The information will be kept in the MS4 Coordinator's files.

An update on this measure will be provided in the 2015 Annual Report.

5E-Document updates for Post Construction (06/15/16)

Update design manual and specifications to include new and revised policies and guidance. The design manual and specifications will be housed on the INDOT website. The completion of this goal will be measured by the inclusion of a summary of the updated design manual and specifications and documentation that they have been loaded on the INDOT website in the annual report. The supporting information will be kept in the MS4 Coordinator's files.

An update on this measure will be provided in the 2016 Annual Report.

5F- Post construction Program Certification (04/27/16)

Submit Post construction program plan and regulatory mechanism certification to IDEM

The Rule 13 State Form 51274 has been signed by INDOT's MS4 Operator, and is attached to this annual report and is housed in the MS4 Coordinator's files.

Operations Pollution Prevention & Good Housekeeping

6A- Facility SWPPP Review (12/15/14)

Determine the availability of current SWPPPs. Evaluate the SWPPPs applicability to the specific district, sub district and maintenance unit location, in addition to their consistency, quality and quantity. The completion of this goal will be measured by the inclusion of a summary of the findings in the annual report. The information will be kept in the MS4 Coordinator's files.

Currently INDOT does not have SWPPPs for each specific INDOT facility. A committee was formed in 2014 to tour a few of the facility and determine whether or not a SWPPP was feasible. It was determined that the best course of action was to hire a consultant. With the different facilities categorized and counted the consultant is now prepared to move ahead with the SWPPP development. The most appropriate method to complete this task is to develop a SWPPP for each type of facility, then the specific facility alter the SWPPP to fit their facility's specific topography, outfalls or drains to a water body, and for particular activities performed at the location.

INDOT Facilities - All		
		January-2015
Facility Type	Number	Comments
District	7	Includes Toll Road District which is currently closed
Sub District	26	Includes Centerville sub district which is currently closed
Unit	90	Includes South Bend Unit, Paxton Unit, Shelburn Unit, Tibbs Unit, Trenton Unit, Indianapolis Unit 1, Miller Unit, New Albany Unit, Warren Unit, New Salisbury Unit, Michigan City Unit, which are currently closed
Construction Field Office	6	
Facility	7	
Lab	6	Includes Anderson Material & Test, which is currently closed
Other	6	
Rest Area/Park	23	Includes Waynetown Rest Park - EB and Wanyetown Rest Park - WB, which are currently closed
Roadside Park	2	
Salt Dome	1	
Traffic Management Center (TMC)	1	
Travel Plaza	10	
Weigh station	14	Includes I-65 NB - Lake County, I-65 SB - Jackson County, I-74 WB - Fountain County, I-69 NB - Huntington County, I-70 EB - Wayne County, which are currently closed

Welcome Center	9	
Total =	208	
Facility Type	Within UAB	Comments
District	6	Includes Toll Road District which is currently closed
Sub district	13	Includes Centerville sub district which is currently closed
Unit	41	Includes South Bend Unit, Tibbs Unit, Indianapolis Unit 1, Miller Unit, New Albany Unit, Michigan City Unit, which are currently closed
Construction Field Office	3	
Facility	1	
Lab	4	Includes Anderson Material & Test, which is currently closed
Other	3	
Rest Area/Park	6	
Roadside Park	0	
Salt Dome	0	
Traffic Management Center (TMC)	1	
Travel Plaza	4	
Weigh station	4	Includes I-65 SB - Jackson County, I-70 EB - Wayne County, which are currently closed
Welcome Center	2	
Total =	88	

6B- Facility SWPPP Development (12/15/14)

Develop and implement statewide facilities SWPPP. The SWPPP will provide statewide standard information and also address requirements based on the district, sub district and maintenance unit conditions (i.e. site map showing site location in relation to nearby water bodies, classification, etc.). The SWPPP will be kept at each facility. The completion of this goal will be measured by the submittal of the facility SWPPP with the annual report and a summary of the monthly inspection reports, findings and corrective action by district. The information will be kept in the MS4 coordinator's file.

INDOT has hired a consultant to prepare SWPPPs for INDOT facilities though out the state. Updates on this effort will be reported in the 2015 annual report

6C-Maintenance Guidelines (07/27/14)

Review and revise guidelines for right-of-way maintenance to include mowing (height, frequency, fuel consumption, etc.) and weed control (herbicide use, type, amount, frequency, etc.). The completion of this goal will be measured

by the submittal of the revised guidelines with the annual report and a comparative summary of the frequency of mowing annually. The information will be kept in the MS4 Coordinator's files.

Operations Memorandum Vegetation Management 14-05 which is found on INDOT intranet is a set of guidelines for vegetation management on INDOTs right-of-ways. A copy of the Operations Memo 14-05 is stored in the MS4 Coordinator's files.

6D- Recycling (09/15/14)

Review and revise the policy for recycling practices (scrap metal, tires, plastics, aluminum, paper, etc.). The amount of recycling by type will be tracked. The completion of this goal will be measured by the inclusion of the revised policy and a summary of the recycling activity in the annual report. The information will be kept in the MS4 Coordinator's file.

Information about INDOTs recycling programs and policy can be found on the website;
<http://www.in.gov/indot/2586.htm>

Executive order 05-21 has the guidelines for minimizing waste and recycling at INDOT. This executive order is stored in the MS4 Coordinator's files.

There is not one database for all the recycling efforts performed by INDOT personnel and INDOT trash collecting volunteers.

However some information is available, for example INDOT in 2014 recycled over 4846 used tires. Through the various volunteer liter cleanup crews recycle some of the trash collected. For example the Branchville and Wabash Valley volunteer group collected over 812 bags of trash, 45 of those bags were recyclables in 2014.

6E- Snow Removal practices (Ongoing)

Evaluate current snow removal practices and chemical storage and research feasibility and benefits of innovations to minimize fuel, salt and chemical usage with a consideration for public safety. The amount of material consumed (fuel, salt and chemicals) will be tracked in comparison to mobilizations and weather factors. The completion of this goal will be measured by the conclusion of the findings, implementation progress and usage analysis in the annual report. The information will be kept in the MS4 Coordinator's files.

As the cost of winter road treatments has risen over the last couple of years, reducing salt usage has become linked to minimizing costs. Newsletter articles from INSIDE INDOT can be found using the link below:

<http://in.gov/indot/div/newsletters/November2014/WINTER-F.pdf>

Operations Memorandum 08-01 offers three classifications of INDOT. By classifying the roads to be salted INDOT can prioritize the allocation of INDOT recourse and to outline INDOT's snow and ice control service objectives. This memorandum is housed in the INDOT intranet as well as the MS4 Coordinator's files.

<\\dotwebp01vw\content\OpProcedures\OpMemos\2008-01.pdf>

6F- Vegetation Management (Ongoing)

Restrict pesticide and fertilizer usage to those materials approved by EPA. Pesticide and fertilizer shall be used in accordance with label restrictions. The completion of this goal will be measured by the inclusion of the policy in the

first annual report and policy changes included in subsequent reports. The information will be kept in the MS4 Coordinator's files.

The purpose of INDOTs vegetation management is to:

- **Enhance the safety of the motoring public**
- **Enhance environmental protection**
- **Mitigate erosion while providing adequate drainage**
- **Promote and preserve native wildlife habitats and native flora throughout the state**

The full Vegetation Management guidelines can be found at:

<http://www.in.gov/indot/3262.htm>

An article about mowing appeared in the INSIDE INDOT newsletter:

<http://in.gov/indot/div/newsletters/July2014/MOWING-F.pdf>

6G-Vegetation Management Training (11/15/14)

Develop and conduct training for personnel assigned vegetation management responsibilities. Training will include proper mowing techniques, use, handling and application of biological and chemical agents, spill response procedures, potential water quality impacts, etc. The completion of this goal will be measured by the inclusion of the training materials and personnel trained in the annual report. This information will be kept in the MS4 Coordinator's files.

The following presentations and trainings were provided to INDOT staff and in one case to a Master Gardener Class.

- **Identify Me,**
- **Master Gardener Presentation 2014,**
- **Maintenance Conference August 2014,**
- **and Vegetation Management: Manage Vegetation or it will Manage You.**

Copies of these presentations, and sign in sheets are stored in the MS4 operator's files.

The Operations Memorandum 14-05 is stored on the INDOT intranet is also a training material.

<\\dotwebp01vw\content\OpProcedures\OpMemos\2008-01.pdf>

6H- Operations and Maintenance Program Certification (04/28/15)

Submit Operational and maintenance plan certification to IDEM

The Rule 13 State Form 51281 has been signed by INDOT's MS4 Operator, and is attached to this annual report and is housed in the MS4 Coordinator's files.

Ongoing Water Quality Characterization/BMP Inspection & Maintenance

7A- BMP Tracking (12/15/15)

Develop database of structural BMP locations, to include watershed, level/type of service, maintenance required, maintenance completed, cost, etc. Incorporate structural BMP information for past projects. Create SOP for tracking future projects in GIS based database. The completion of this goal will be measured by the number of structural BMP locations in the database and development of the SOP that will be included in the annual report. This information will be kept in the MS4 Coordinator's files.

An update on this measure will be provided in the 2015 Annual Report.

7B- BMP Inspection Manual (12/15/15)

Develop written procedures outlining the inspection and maintenance requirements for structural stormwater BMPs. Written procedures will outline the inspection frequency, provide an inspection checklist, "how-to" instructions for regular maintenance, evaluation and reporting procedures for non-routine maintenance, and an inspection and maintenance tracking mechanism. The completion of this goal will be measured by the submission of the written procedure in the annual report with subsequent reports providing procedure updates made during the year. The written procedure will be kept in the MS4 Coordinator's files.

An update on this measure will be provided in the 2015 Annual Report.

7C- Develop BMP Inspection Program (11/15/16)

Develop and implement a BMP Inspection and Maintenance Program. The program will include development and presentation of training for appropriate INDOT staff and contractors. The completion of this goal will be measured by the submission of the training materials and number of people trained by district in the annual report. The report will also include a summary of inspection and maintenance activity by district. The training materials and training records will be kept in the MS4 Coordinator's file.

An update on this measure will be provided in the 2016 Annual Report.

7D- Evaluation of BMP Inspection Policies (12/15/17)

Develop and implement a water quality sampling plan to evaluate BMP Inspection and Maintenance programs, practices and effectiveness. Findings and recommendations will be used to improve the program. The completion of this goal will be measured by the submission of the water quality sampling plan and subsequent sampling results and recommendation response in the annual report. This information will be kept in the MS4 Coordinator's files.

An update on this measure will be provided in the 2017 Annual Report.

Retrofit Program

8A- Retrofit Program Assessment (11/15/18)

Assess the feasibility and need for a retrofit program to include an analysis of the benefits (i.e. pollutants of concern, BMP effectiveness, waterway priority, TMDL, etc.), feasibility (i.e. budget, life cycle, etc.) and develop a retrofit/maintenance plan to implement program starting in 2019. The completion of this goal will be measured by a summary of the findings and retrofit/maintenance plan in the 2018 annual report and the inclusion in the permit renewal. This information summary will be kept in the MS4 Coordinator's files.

An update on this measure will be provided in the 2018 Annual Report.