

INDOT Storm Water Quality Management Plan (SWQMP)

Measure ID	Measures	Measurable Goals	Start Date	End Date	Funding Source	Responsible Party
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 operator's files.	04/28/14	06/27/14	Operational Budget	MIS
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 operator's files.	04/28/14	06/27/14	Operational Budget	MIS
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 operator's files.	04/28/14	09/25/14	Operational Budget	MIS
0D	Part B	Submit Part B: Baseline Characterization and Report to IDEM	04/28/14	10/25/14	Operational Budget	Environmental Services
0E	Part C	Submit Part C: Program Implementation to IDEM	04/28/14	04/28/14	Operational Budget	Environmental Services

INDOT Storm Water Quality Management Plan (SWQMP)

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PUBLIC EDUCATION AND OUTREACH						
1A	Awareness Program	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 operator's files.	04/28/14	12/15/14	Operational Budget	Communications
1B	Awareness Training	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 operator's files.	04/28/14	12/15/14	Operational Budget	Operations
1C	Volunteer Training	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 operator's files.	04/28/14	09/25/14	Operational Budget	Operations
1D	Internal Education and Involvement Plan	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 operator's files.	04/28/14	12/15/14	Operational Budget	Environmental Services
1E	Public Involvement Programs	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.	Complete	Ongoing	Operational Budget	Operations
1F	Anti-Litter Programs	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 operator's files.	04/28/14	09/25/14	Operational Budget	Communications
1G	Storm Water Web Site	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 operator's files.	04/28/14	12/15/14	Operational Budget	Communications
1H	Storm Water Information Center	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 operator's files.	04/28/14	12/15/14	Operational Budget	Communications
1I	Employee Education	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 operator's files.	04/28/14	Ongoing	Operational Budget	Communications

INDOT Storm Water Quality Management Plan (SWQMP)

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1J	Collaboration	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 operator's files.	09/15/14	03/15/15	Operational Budget	Environmental Services
1K	Road School	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 operator's files.	10/15/14	06/15/15	Operational Budget	Environmental Services
1L	Facility Signage	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 operator's file.	10/15/14	03/15/15	Operational Budget	Facilities
1M	Public Education and Outreach Certification	Submit Public education and outreach program development certification to IDEM	03/29/15	04/28/15	Operational Budget	Environmental Services

INDOT Storm Water Quality Management Plan (SWQMP)

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PUBLIC PARTICIPATON 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 operator's files.	04/28/14	02/22/15	Operational Budget	Communications
2B	Public Involvement in Project Development	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 operator through INDOT electronic storage mediums.	Complete	Ongoing	Operational Budget	Environmental Services
2C	Annual Reporting	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 operator's files.	04/28/14	Ongoing	Operational Budget	Environmental Services
2D	Public Involvement and Participation Certification	Submit Public involvement and participation program development certification to IDEM	03/29/15	04/28/15	Operational Budget	Environmental Services

INDOT Storm Water Quality Management Plan (SWQMP)

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ILLCIT DISCHARGE DETECTION AND ELIMINATION						
3A	IDDE Program Development	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 operator's files.	04/28/14	12/15/14	Operational Budget	Operations
3B	IDDE Program Review	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 operator's files.	04/28/14	01/15/15	Operational Budget	Hydraulics
3C	IDDE Reporting	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 operator's files.	04/28/14	01/15/15	Operational Budget	Communications
3D	IDDE Staff Training	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 operator's files.	04/28/14	05/15/14	Operational Budget	Environmental Services
3E	Facilities Mapping	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.	04/28/14	06/15/15	Operational Budget	MIS
3F	Outfall Mapping GIS	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.	04/28/14	09/10/14	Operational Budget	MIS
3G	Outfall Mapping SOP	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 operator's file.	04/28/14	07/15/14	Operational Budget	Hydraulics
3H	Outfall Mapping 1Q	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 operator.	04/28/14	10/01/15	Operational Budget	Environmental Services
3I	Outfall Mapping 2Q	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.	09/01/15	09/30/16	Operational Budget	Environmental Services

INDOT Storm Water Quality Management Plan (SWQMP)

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3J	Outfall Mapping 3Q	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.	09/01/16	09/30/17	Operational Budget	Environmental Services
3K	Outfall Mapping 4Q	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.	09/01/17	09/30/18	Operational Budget	Environmental Services
3L	Illicit Discharge Certification	Submit Illicit Discharge Detection and Elimination plan and regulatory mechanism certification to IDEM	03/29/15	04/28/15	Operational Budget	Environmental Services

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CONSTRUCTION SITE STORMWATER RUNOFF CONTROL						
4A	JTRP Document Updates	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.	04/28/14	08/06/14	Operational Budget	Construction
4B	Certification	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 operator's files.	04/28/14	08/06/14	Operational Budget	Environmental Services
4C	Rule 5 Inspection & Tracking	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.	04/28/14	08/06/14	Operational Budget	Construction
4D	Inspection Form	Standardized inspection form is required on all contracts let after September 1, 2012 that require 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 operator's files.	Complete	Ongoing	Operational Budget	Construction Management
4E	Inspection Tracking	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.	Complete	Ongoing	Operational Budget	Environmental Services
4F	District Inspection Employees	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 operator's file.	01/01/15	03/01/15	Operational Budget	Construction Management
4G	Field Guide	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 operator's file.	04/28/14	05/13/14	Operational Budget	Environmental Services
4H	Construction Staff E&SC Training	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 operator's file.	04/28/14	08/06/14	Operational Budget	Environmental Services
4I	Construction Site Program Certification	Submit Construction Site program plan and regulatory mechanism certification to IDEM	03/29/15	04/28/15	Operational Budget	Environmental Services

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POST CONSTRUCTION STORMWATER RUNOFF CONTROL						
5A	Pollutant Identification	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 operator's file.	04/28/14	12/15/14	Operational Budget	Environmental Services
5B	NEPA	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 operator's file.	01/01/16	06/15/16	Operational Budget	Environmental Services
5C	New Impervious Pavement Policy	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 operator's file.	01/01/15	12/15/15	Operational Budget	Hydraulics
5D	Evaluate design related BMPs	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 operator's files.	01/01/15	12/15/15	Operational Budget	Environmental Services
5E	Document updates for Post Construction	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 operator's files.	01/01/15	06/15/16	Operational Budget	Hydraulics
5F	Post construction Program Certification	Submit Post construction program plan and regulatory mechanism certification to IDEM	03/28/16	04/27/16	Operational Budget	Environmental Services

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OPERATIONS POLLUTION PREVENTION & GOOD HOUSEKEEPING						
6A	Facility SWPPP Review	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 operator's files.	04/28/14	12/15/14	Operational Budget	Facilities
6B	Facility SWPPP Development	Develop and implement a 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 operator's file.	12/15/14	12/15/14	Operational Budget	Facilities
6C	Maintenance Guidelines	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 operator's files.	04/28/14	07/27/14	Operational Budget	Operations
6D	Recycling	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 operator's file.	03/01/14	09/15/14	Operational Budget	Facilities
6E	Snow Removal practices	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 operator's files.	04/28/14	Ongoing	Operational Budget	Operations
6F	Vegetation Management	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 operator's files.	04/28/14	Ongoing	Operational Budget	Operations
6G	Vegetation Management Training	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 operator's files.	04/28/14	11/15/14	Operational Budget	Operations
6H	Operations and Maintenance Program Certification	Submit Operational and maintenance plan certification to IDEM	03/29/15	04/28/15	Operational Budget	Environmental Services

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ONGOING WATER QUALITY CHARACTERIZATION / BMP INSPECTION & MAINTENANCE						
7A	BMP Tracking	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 operator's files.	01/01/15	12/15/15	Operational Budget	MIS
7B	BMP Inspection Manual	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 operator's files.	11/01/14	12/15/15	Operational Budget	Operations
7C	Develop BMP Inspection Program	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 operator's file.	01/01/16	11/15/16	Operational Budget	Operations
7D	Evaluation of BMP Inspection Policies	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 operator's files.	03/15/17	12/15/17	Operational Budget	Environmental Services
RETROFIT PROGRAM						
8A	Retrofit Program Assessment	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 operator's files.	11/01/17	11/15/18	Operational Budget	Environmental Services