

<b>Wetlands and Storm Water Section</b> <b>Storm Water Program</b> <b>Office of Water Quality</b> <b>Indiana Department of Environmental Management</b> Municipal Separate Storm Sewer System (MS4) Minimum Control Measure Audit: <ul style="list-style-type: none"> <li>▪ Public Education and Outreach</li> <li>▪ Public Participation and Involvement</li> </ul>	<b>Authority:</b> <i>This inspection was conducted pursuant to Indiana Code (IC) 13-14-2-2 and is consistent with the requirements of IC 13-14-5.</i>
	<b>Date of Audit:</b> 7/20/23 <b>Report Issued:</b> 7/25/23 <b>Audit Conducted By:</b> Staci Goodwin <b>Report Prepared By:</b> Staci Goodwin, MS4 Coordinator

This audit report is a cumulative overview of the MS4 program for the public education and outreach (MCM 1) and public participation and involvement (MCM 2) minimum control measures. The report provides general background information, observations, recommendations, and requirements. The purpose of these audits is to identify program areas where an MS4 can improve program implementation, but to also identify deficiencies and/or violations that will require the MS4 to respond or address within specified timelines.

**MS4 Responsible Party and Location Information**

<b>MS4 Name:</b> Town Highland	<b>MS4 Permit Number:</b> INR040135
<b>MS4 Operator:</b> Tom Black Town council president	<b>County:</b> Lake
<b>MS4 Coordinator:</b> Tim Gembala	<b>Contact Information:</b> 8001 Kennedy Ave

**Present at Audit:**  
Mark Knesek, Tim Gembala

**Section A: Public Education, Participation, Outreach and Involvement Review**

<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	1. How often is the plan for MCM 1 and MCM 2 reviewed and revised?
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**Comments:** They do a review as part of the annual report.  
**Recommendations:**  
**Requirements:**

<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	2. What is the plan to reach the constituents with educational materials? What is the plan to reach the constituents with opportunities to participate in the storm water management process?
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**Comments:** Literature for schools and coloring books. They have a daycare center they work with. It is available at town hall and the library. They have a website and are currently working on updating the website with new information. They have put articles on the website. They are going to put a form on the website for stormwater issues. They are part of NISWAG. They do work with businesses on issue. They have a Hazardous Waste day. They are a county recycle hub.  
**Recommendations:** Look more towards commercial and HOA outreach.  
**Requirements:**

<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	3. What are the measurable goals and how are they being tracked?
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**Comments:** They track recycling information. They provide literature so have counts of that.  
**Recommendations:** Look at ways to better track measurable goals.  
**Requirements:**

**Section B: Audit Summary**

**Overall comments and information:** The MS4 is meeting the requirements for MCMs 1 and 2.  
**Recommendations:**

**Requirements:** No corrective actions needed.

**Action by IDEM:** Failure to address and/or respond to deficiencies and/or violations may result in further action by IDEM including, but not limited to a compliance meeting and/or a non-compliance letter. As warranted, IDEM will perform follow-up inspections and/or program audits to assess compliance.

**Section C: Audit Information**

**Questions and the submittal of documents in response to this report should be directed to:**

Staci Goodwin  
IDEM MS4 Coordinator  
100 North Senate Avenue  
Indianapolis, Indiana 46204

**Office Phone:** 317-234-1601  
**Cell Phone:** 317-502-0120  
**Toll Free:** 1-800-451-6027

**E-Mail:** [sgoodwin@idem.In.gov](mailto:sgoodwin@idem.In.gov)

**Report distributed:**

Email    Mail    Via Certified Mail:

**Report provided to:**

- Tim Gembala, MS4 Coordinator
- Randy Braun, CPESC, CPMSM - Section Chief Storm Water and Wetlands Programs

<b>Wetlands and Storm Water Section</b> <b>Storm Water Program</b> <b>Office of Water Quality</b> <b>Indiana Department of Environmental Management</b> Municipal Separate Storm Sewer System (MS4) Minimum Control Measure Audit: • Illicit Discharge, Detection, and Elimination	<b>Authority:</b> <i>This inspection was conducted pursuant to Indiana Code (IC) 13-14-2-2 and is consistent with the requirements of IC 13-14-5.</i>
	<b>Date of Audit:</b> 7/20/23 <b>Report Issued:</b> 7/25/23 <b>Audit Conducted By:</b> Staci Goodwin <b>Report Prepared By:</b> Staci Goodwin, MS4 Coordinator

This audit report is a cumulative overview of the MS4 program for the pollution prevention and good housekeeping minimum control measure. The report provides general background information, observations, recommendations, and requirements. The purpose of the audit is to identify program areas where an MS4 can improve program implementation, but to also identify deficiencies and/or violations that will require the MS4 to respond or address within specified timelines.

### MS4 Responsible Party and Location Information

<b>MS4 Name:</b> Town of Highland	<b>MS4 Permit Number:</b> INR040135
<b>MS4 Operator:</b> Tom Black Town Council President	<b>County:</b> Lake
<b>MS4 Coordinator:</b> Tim Gembala	<b>Contact Information:</b> 8001 Kennedy Ave

**Present at Audit:**  
Mark Knesek, Tim Gembala

### Section A: Program Overview

<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	(1) How often is the IDDE process reviewed? <ul style="list-style-type: none"> <li>• When is the SWQMP review for IDDE completed?</li> <li>• How often is the SWQMP updated for IDDE?</li> </ul>
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**Comments:** Reviewed not deficiencies found.

**Recommendations:**

**Requirements:**

<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	(2) What ordinances have been developed? <ul style="list-style-type: none"> <li>• How often are these ordinances reviewed?</li> <li>• Are there issues that are not being addressed by ordinances?</li> <li>• Are there plans for new ordinances?</li> </ul>
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**Comments:** Current ordinances available.

**Recommendations:** Ordinances that meet new permit requirement needs to be developed. Look at LTAP model ordinances.

**Requirements:**

### Section B: Employee Training and Private Sector Education

<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	(1) Provide documentation of employee IDDE training? <ul style="list-style-type: none"> <li>• How often is training reviewed and revised?</li> <li>• How are training needs determined?</li> </ul>
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**Comments:** Documented training no deficiencies found

**Recommendations:** Add titles to form.

**Requirements:**

<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	(2) Provide documentation of IDDE education to the public and industries. <ul style="list-style-type: none"> <li>• How often is the process to reach the public and industries reviewed?</li> </ul>
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**Comments:** Reviewed not deficiencies found.

**Recommendations:**

<b>Requirements:</b>	
<b>Section C: Storm Water Infrastructure</b>	
<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	(1) Provide documentation that all outfalls are mapped in accordance with 327 IAC 15-13. <ul style="list-style-type: none"> <li>• How are subdivisions addressed?</li> <li>• How are annexed areas addressed?</li> </ul>
<b>Comments:</b> Reviewed no deficiencies found. They update maps as needed approximately every 1.5 years.	
<b>Recommendations:</b>	
<b>Requirements:</b>	
<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	(2) How are industrial stormwater dischargers identified?
<b>Comments:</b> They identify them through building department. No large industries.	
<b>Recommendations:</b>	
<b>Requirements:</b>	
<b>Section D: IDDE Detection</b>	
<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	(1) How are IDDE problems located? <ul style="list-style-type: none"> <li>• How are all outfalls screened for IDDE?</li> <li>• How often are all outfalls screened for IDDE?</li> </ul>
<b>Comments:</b> They have a document they use but does not have issue tracking or corrective actions. They have a new form that they will use that has this information. They will send me this form.	
<b>Recommendations:</b>	
<b>Requirements:</b>	
<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	(2) How are IDDE issues resolved? <ul style="list-style-type: none"> <li>• How are IDDE enforcements actions completed?</li> </ul>
<b>Comments:</b> They have a call log for residence. They report internally through direct supervisor. This is all done through the call log. Make sure completion date is always filled out.	
<b>Recommendations:</b>	
<b>Requirements:</b>	
<b>Section E: Audit Summary</b>	
<b>Overall comments and information:</b> The MS4 is meeting the requirements for MCM 3.	
<b>Recommendations:</b>	
<b>Requirements:</b> No corrective action needed.	
<b>Action by IDEM:</b> Failure to address and/or respond to deficiencies and/or violations may result in further action by IDEM including, but not limited to a compliance meeting and/or a non-compliance letter. As warranted, IDEM will perform follow-up inspections and/or program audits to assess compliance.	
<b>Section F: Audit Information</b>	
<b>Questions and the submittal of documents in response to this report should be directed to:</b>	
<b>Staci Goodwin</b> IDEM MS4 Coordinator 100 North Senate Avenue Indianapolis, Indiana 46204	<b>Office Phone: 317-234-1601</b> <b>Cell Phone: 317-502-0120</b> <b>Toll Free: 1-800-451-6027</b>
	<b>E-Mail: <a href="mailto:sgoodwin@idem.In.gov">sgoodwin@idem.In.gov</a></b>
<b>Report distributed:</b>	
<input checked="" type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Via Certified Mail:	
<b>Report provided to:</b>	

- Tim Gembala, MS4 Coordinator
- Randy Braun, CPESC, CPMSM - Section Chief Stormwater and Wetlands Programs

<b>Wetlands and Storm Water Section</b> <b>Storm Water Program</b> <b>Office of Water Quality</b> <b>Indiana Department of Environmental Management</b>  Municipal Separate Storm Sewer System (MS4) <ul style="list-style-type: none"> <li>MS4 Owned/Operated Facility Inspection <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> The inspection is being conducted as part of an audit</li> <li><input type="checkbox"/> The inspection is routine to assess permit compliance</li> </ul> </li> </ul>	<b>Authority:</b> This inspection was conducted pursuant to Indiana Code (IC) 13-14-2-2 and is consistent with the requirements of IC 13-14-5.
	<b>Date of Audit:</b> 7/20/23 <b>Report Issued:</b> 7/25/23 <b>Audit Conducted By:</b> Staci Goodwin <b>Report Prepared By:</b> Staci Goodwin, MS4 Coordinator

**MS4 Responsible Party and Location Information**

<b>MS4 Name:</b> Town of Highland	<b>MS4 Permit Number:</b> INR040135
<b>MS4 Coordinator:</b> Tim Gembala	<b>County:</b> Lake
<b>MS4 Facility Inspected:</b> Street Department	<b>Contact Information:</b> 8001 Kennedy

**Present at Inspection:**  
Tim Gembala

**Section A: Facility Operations**

<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	1. Is a copy of the facility storm water pollution prevention plan (SWPPP) on site? Have the employees been provided SWPPP training with periodic refresher sessions? What is the training and how detailed? Is a map of the facility provided? How often is the SWPPP and map updated?
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**Comments:** Reviewed no deficiencies found.  
**Recommendations:** Add detail to map  
**Requirements:**

**Section B: Facility Grounds Management**

<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	1. Is there any evidence of storm water run-off leaving the perimeter? Are management practices installed and maintained? How many storm water drains are there at the facility? Do the storm drains discharge to storm sewers or streams?
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**Comments:** Visually inspected and no deficiencies found.  
**Recommendations:**  
**Requirements:**

<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	2. Are regular inspections of the grounds, outfalls, and storm drains documented? Are they in need of repair? Are storm drains labeled and free of debris?
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**Comments:** Visually inspected and no deficiencies found.  
**Recommendations:**  
**Requirements:**

**Section C: Material Storage and Waste Management**

<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	1. Are all materials that are potential storm water contaminants stored under cover or in secondary containment? Are all containers properly labeled? Is there a plan in place for containment of spills or accidental losses?
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**Comments:** Visually inspected and no deficiencies found.  
**Recommendations:**  
**Requirements:**

<input type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input checked="" type="checkbox"/> Not Applicable	2. Are outdoor stockpiles, salt/sand, composting material, or any other potentially contaminating material stored outside properly stored, maintained and regularly inspected? Is there a plan in place for containment of spills or accidental losses?
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<b>Comments:</b> <b>Recommendations:</b> <b>Requirements:</b>	
<b>Section D: Fleet, Fuel, Vehicle Maintenance</b>	
<input type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input checked="" type="checkbox"/> Not Applicable	1. Is written documentation kept of vehicle maintenance, spills and clean-up? Are spill kits located within the vehicle maintenance area? Are all products properly labeled, contained, and disposed of properly?
<b>Comments:</b> <b>Recommendations:</b> <b>Requirements:</b>	
<input type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input checked="" type="checkbox"/> Not Applicable	2. Are vehicles washed on site? Where does the water discharged? Are there storm water measures in place to treat wash water?
<b>Comments:</b> <b>Recommendations:</b> <b>Requirements:</b>	
<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	3. Are regular inspections conducted and documented at fueling stations? Are there storm drains located near the fueling station? Are spill kits located near fueling areas?
<b>Comments:</b> Visually inspected and no deficiencies found. <b>Recommendations:</b> <b>Requirements:</b>	
<b>Section E: Pesticide, Herbicide, Fertilizers, and Algaecides</b>	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	1. Are certified operators used? Are applicators MS4/utility employees or contractors? Where are Pesticides, Herbicides, Fertilizers and Algaecides (PHFA) stored? Are PHFA's stored and labeled properly? Is proper cleanup of spills documented? What is the disposal process and procedure?
<b>Comments:</b> Visually inspected and no deficiencies found. <b>Recommendations:</b> <b>Requirements:</b>	
<b>Section F: Facility Inspection Summary</b>	
<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient	
<b>Overall comments and information:</b> Corrective actions completed prior to issuance of report. No additional corrective actions needed. <b>Recommendation:</b> <b>Requirements:</b>	
<b>Action by IDEM:</b> Failure to address and/or respond to deficiencies and/or violations may result in further action by IDEM including, but not limited to a compliance meeting and/or a non-compliance letter. As warranted, IDEM will perform follow-up inspections to assess compliance.	
<b>Section G: Inspection Information</b>	
<b>Questions/Inquiries Concerning this Report Should be Directed to:</b> Staci Goodwin <b>Office Phone:</b> 317-234-1601 <b>E-Mail:</b> <a href="mailto:sgoodwin@idem.in.gov">sgoodwin@idem.in.gov</a> IDEM MS4 Coordinator <b>Cell Phone:</b> 317-502-0120 100 North Senate Avenue <b>Toll Free:</b> 1-800-451-6027 Indianapolis, Indiana 46204	
<b>Report distributed on:</b>	

Email    Mail    Via Certified Mail:

**Report provided to:**

Tim Gembala, MS4 Coordinator

Randy Braun, Section Chief Storm Water and Wetlands Programs



<b>Wetlands and Storm Water Section</b> <b>Storm Water Program</b> <b>Office of Water Quality</b> <b>Indiana Department of Environmental Management</b> Municipal Separate Storm Sewer System (MS4) Minimum Control Measure Audit: • Pollution Prevention and Good Housekeeping	<b>Authority:</b> <i>This inspection was conducted pursuant to Indiana Code (IC) 13-14-2-2 and is consistent with the requirements of IC 13-14-5.</i>
	<b>Date of Audit:</b> 7/20/23 <b>Report Issued:</b> 7/25/23 <b>Audit Conducted By:</b> Staci Goodwin <b>Report Prepared By:</b> Staci Goodwin, MS4 Coordinator

This audit report is a cumulative overview of the MS4 program for the pollution prevention and good housekeeping minimum control measure. The report provides general background information, observations, recommendations, and requirements. The purpose of the audit is to identify program areas where an MS4 can improve program implementation, but to also identify deficiencies and/or violations that will require the MS4 to respond or address within specified timelines.

**MS4 Responsible Party and Location Information**

<b>MS4 Name:</b> Town of Highland		<b>MS4 Permit Number:</b> INR040135
<b>MS4 Operator:</b> Tom Black Town Council President		<b>County:</b> Lake
<b>MS4 Coordinator:</b> Tim Gembala	<b>Contact Information:</b> 8001 Kennedy Ave	
<b>Present at Audit:</b> Man Knesek, Tim Gembala		

**Section A: Program Overview**

<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	1. How often is the entire MS4 operation process reviewed? When are SWQMP and SWPPP reviews completed? How often are they updated?
<b>Comments:</b> Reviewed no deficiencies found. <b>Recommendations:</b> <b>Requirements:</b>	
<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	2. What measurable goals have been developed? How have your goals reduced pollution entering the storm water system or waterways? How often are these goals reviewed?
<b>Comments:</b> They have measurable goals that are associated with clean up street sweeping and hazardous waste. <b>Recommendations:</b> Develop new goals for impact to Water Quality and TMDLs. <b>Requirements:</b>	
<input type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input checked="" type="checkbox"/> Not Applicable	3. Is this a combined sewer system? If it is how are the different parts of the system addressed?
<b>Comments:</b> <b>Recommendations:</b> <b>Requirements:</b>	
<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	4. Provide a list of all municipally owned and operated facilities.
<b>Comments:</b> Reviewed no deficiencies found. <b>Recommendations:</b> <b>Requirements:</b>	
<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient	5. How are non-municipally owned industrial areas addressed in the MS4 area?

<input type="checkbox"/> Not Applicable	
<b>Comments:</b> Reviewed no deficiencies found.	
<b>Recommendations:</b>	
<b>Requirements:</b>	
<b>Section B: Employee Training</b>	
<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	1. Provide documentation of employee pollution prevention training. How often is training reviewed and revised? How are training needs are determined?
<b>Comments:</b> Reviewed no deficiencies found.	
<b>Recommendations:</b>	
<b>Requirements:</b>	
<b>Section C: Storm Water Infrastructure</b>	
<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	1. Provide documentation that mapping and a characterization of MS4 system is current. Provide an electronic map of the facility that includes boundaries of the MS4, conveyances and outfalls.
<b>Comments:</b> Reviewed no deficiencies found.	
<b>Recommendations:</b>	
<b>Requirements:</b>	
<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	2. Provide documentation of storm water system cleaning, maintenance, and material disposal procedures.
<b>Comments:</b> They have a new catch basin tracking on ipads. They previously did a written form. They do cleaning of the system every day. This is part of the consent decree. Street sweeping is in dumpster at facility.	
<b>Recommendations:</b>	
<b>Requirements:</b>	
<b>Section D: Flood Control Maintenance</b>	
<input type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input checked="" type="checkbox"/> Not Applicable	1. Are new flood management projects being designed or planned to include water quality considerations?
<b>Comments:</b>	
<b>Recommendations:</b>	
<b>Requirements:</b>	
<b>Section E: Facility Inspection</b>	
<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	1. Provide copies of inspection sheets for maintenance inspections, and procedures for facility operations.
<b>Comments:</b> Reviewed no deficiencies found,	
<b>Recommendations:</b> Add corrective actions.	
<b>Requirements:</b>	
<b>Section F: Pesticide, Herbicides, and Fertilizer Application and Management</b>	
<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	1. Does the MS4 apply restricted pesticides/herbicides that require certification by the Indiana State Chemist Office? If yes are the proper certifications in place and staff applying product identified and have proper certification.
<b>Comments:</b> They have licenses. They have copy.	
<b>Recommendations:</b>	

<b>Requirements:</b>	
<b>Section G: Complaints</b>	
<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	1. How are complaints related to MS4 facilities and infrastructure received and processed? How are complaints tracked and addressed?
<b>Comments:</b> Reviewed no deficiencies found.	
<b>Recommendations:</b>	
<b>Requirements:</b>	
<b>Section H: Audit Summary</b>	
<b>Overall comments and information:</b> The MS4 is meeting the requirements for MCM 6.	
<b>Recommendations:</b>	
<b>Requirements:</b> No corrective action needed.	
<b>Additional inspections completed as part of this audit:</b> Street Department and Parks Department facilities inspection completed.	
<b>Attachments:</b>	
<b>Action by IDEM:</b> Failure to address and/or respond to deficiencies and/or violations may result in further action by IDEM including, but not limited to a compliance meeting and/or a non-compliance letter. As warranted, IDEM will perform follow-up inspections and/or program audits to assess compliance.	
<b>Section I: Audit Information</b>	
<b>Questions and the submittal of documents in response to this report should be directed to:</b>	
Staci Goodwin IDEM MS4 Coordinator 100 North Senate Avenue Indianapolis, Indiana 46204	<b>Office Phone:</b> 317-234-1601 <b>Cell Phone:</b> 317-502-0120 <b>Toll Free:</b> 1-800-451-6027
<b>E-Mail:</b> sgoodwin@idem.In.gov	
<b>Report distributed:</b>	
<input checked="" type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Via Certified Mail:	
<b>Report provided to:</b>	
<ul style="list-style-type: none"> <li>▪ Tim Gembala, MS4 Coordinator</li> <li>▪ Randy Braun, CPESC, CPMSM - Section Chief Storm Water and Wetlands Programs</li> </ul>	

<b>Wetlands and Storm Water Section</b> <b>Storm Water Program</b> <b>Office of Water Quality</b> <b>Indiana Department of Environmental Management</b>  Municipal Separate Storm Sewer System (MS4) • MS4 Owned/Operated Facility Inspection <input checked="" type="checkbox"/> The inspection is being conducted as part of an audit <input type="checkbox"/> The inspection is routine to assess permit compliance	<b>Authority:</b> <i>This inspection was conducted pursuant to Indiana Code (IC) 13-14-2-2 and is consistent with the requirements of IC 13-14-5.</i>
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**MS4 Responsible Party and Location Information**

<b>MS4 Name:</b> Town of Highland	<b>MS4 Permit Number:</b> INR040135
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<b>MS4 Coordinator:</b> Tim Gembala	<b>County:</b> Lake
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<b>MS4 Facility Inspected:</b> Street Department	<b>Contact Information:</b> 8001 Kennedy
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**Present at Inspection:**  
Tim Gembala

**Section A: Facility Operations**

<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	1. Is a copy of the facility storm water pollution prevention plan (SWPPP) on site? Have the employees been provided SWPPP training with periodic refresher sessions? What is the training and how detailed? Is a map of the facility provided? How often is the SWPPP and map updated?
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**Comments:** Reviewed no deficiencies found.  
**Recommendations:** Add detail to map  
**Requirements:**

**Section B: Facility Grounds Management**

<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	1. Is there any evidence of storm water run-off leaving the perimeter? Are management practices installed and maintained? How many storm water drains are there at the facility? Do the storm drains discharge to storm sewers or streams?
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**Comments:** Visually inspected and no deficiencies found.  
**Recommendations:**  
**Requirements:**

<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	2. Are regular inspections of the grounds, outfalls, and storm drains documented? Are they in need of repair? Are storm drains labeled and free of debris?
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**Comments:** Visually inspected and no deficiencies found.  
**Recommendations:**  
**Requirements:**

**Section C: Material Storage and Waste Management**

<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	1. Are all materials that are potential storm water contaminants stored under cover or in secondary containment? Are all containers properly labeled? Is there a plan in place for containment of spills or accidental losses?
---	--

**Comments:** Visually inspected and no deficiencies found.  
**Recommendations:**  
**Requirements:**

<input type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input checked="" type="checkbox"/> Not Applicable	2. Are outdoor stockpiles, salt/sand, composting material, or any other potentially contaminating material stored outside properly stored, maintained and regularly inspected? Is there a plan in place for containment of spills or accidental losses?
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<b>Comments:</b>	
<b>Recommendations:</b>	
<b>Requirements:</b>	
<b>Section D: Fleet, Fuel, Vehicle Maintenance</b>	
<input type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input checked="" type="checkbox"/> Not Applicable	1. Is written documentation kept of vehicle maintenance, spills and clean-up? Are spill kits located within the vehicle maintenance area? Are all products properly labeled, contained, and disposed of properly?
<b>Comments</b>	
<b>Recommendations:</b>	
<b>Requirements:</b>	
<input type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input checked="" type="checkbox"/> Not Applicable	2. Are vehicles washed on site? Where does the water discharged? Are there storm water measures in place to treat wash water?
<b>Comments:</b>	
<b>Recommendations:</b>	
<b>Requirements:</b>	
<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	3. Are regular inspections conducted and documented at fueling stations? Are there storm drains located near the fueling station? Are spill kits located near fueling areas?
<b>Comments:</b> Visually inspected and no deficiencies found.	
<b>Recommendations:</b>	
<b>Requirements:</b>	
<b>Section E: Pesticide, Herbicide, Fertilizers, and Algaecides</b>	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient <input type="checkbox"/> Not Applicable	1. Are certified operators used? Are applicators MS4/utility employees or contracts? Where are Pesticides, Herbicides, Fertilizers and Algaecides (PHFA) stored? Are PHFA's stored and labeled properly? Is proper cleanup of spills documented? What is the disposal process and procedure?
<b>Comments:</b> Visually inspected and no deficiencies found.	
<b>Recommendations:</b>	
<b>Requirements:</b>	
<b>Section F: Facility Inspection Summary</b>	
<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Deficient	
<b>Overall comments and information:</b> Corrective actions completed prior to issuance of report. No additional corrective actions needed.	
<b>Recommendation:</b>	
<b>Requirements:</b>	
<b>Action by IDEM:</b> Failure to address and/or respond to deficiencies and/or violations may result in further action by IDEM including, but not limited to a compliance meeting and/or a non-compliance letter. As warranted, IDEM will perform follow-up inspections to assess compliance.	
<b>Section G: Inspection Information</b>	
<b>Questions/Inquiries Concerning this Report Should be Directed to:</b>	
<a href="#">Staci Goodwin</a> <a href="#">IDEM MS4 Coordinator</a> <a href="#">100 North Senate Avenue</a> <a href="#">Indianapolis, Indiana 46204</a>	<b>Office Phone:</b> 317-234-1601 <b>Cell Phone:</b> 317-502-0120 <b>Toll Free:</b> 1-800-451-6027
	<b>E-Mail:</b> <a href="mailto:sgoodwin@idem.In.gov">sgoodwin@idem.In.gov</a>
<b>Report distributed on:</b>	

Email    Mail    Via Certified Mail:

**Report provided to:**

Tim Gembala, MS4 Coordinator

Randy Braun, Section Chief Storm Water and Wetlands Programs