

Stormwater Quality Management Program Plan

**Will County Department of
Highways**



**WILL COUNTY DEPARTMENT OF HIGHWAYS STORMWATER QUALITY
MANAGEMENT PROGRAM PLAN**

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INTRODUCTION

PURPOSE

The purpose of the Stormwater Quality Management Program Plan (SQMP plan) is to outline a program that will address the National Pollutant Discharge Elimination System (NPDES) Phase II Final Rule of the Clean Water Act. The purpose of the NPDES Phase II Final Rule is to control polluted storm water runoff, specifically with respect to small Municipal Separate Storm Sewer Systems (MS4s) and small construction sites. According to the NPDES Phase II Final Rule, polluted storm water runoff can be controlled by applying Best Management Practices (BMPs) to the six minimum control measures:

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

Best Management Practices are the most appropriate ways to control storm water pollution based on current programs and future goals. This guidance document outlines the BMPs that were selected for each of the six minimum control measures.

The success of the selected BMPs can be determined through the establishment and monitoring of measurable goals. Measurable goals allow us to monitor the progress of the storm water quality program. This guidance document outlines the measurable goals that were selected for each of the selected BMPs. The BMPs can be adjusted if the analysis indicates that the program is not reducing pollutants to the maximum extent possible.

During the first permit term (five years), annual reports must be submitted to the IEPA. After the first permit term, reports must be submitted in years 2 and 4 only. These reports will be used to ensure that the Storm Water Quality Management Program is meeting the requirements of the NPDES Phase II program.

PART 1: PUBLIC EDUCATION AND OUTREACH

PURPOSE

The purpose of the Public Education and Outreach portion of the SQMP plan is to help educate those individuals directly related to the County's regulated MS4s. Education of citizens will result in a greater appreciation and respect for the quality of stormwater runoff that will eventually discharge into our waterways, along with a greater understanding of what they can do on an individual basis to help minimize negative impacts on stormwater quality.

CURRENT PROGRAMS

Currently, the Will County Department of Highways participates in the Louis Joliet Mall Expo each year. Educational displays and handouts are available, and staff is present to answer any questions that citizens might have. In addition, the "Land Use Newsletter," which is published by the Will County Land Use Department, contains articles regarding storm water quality.

AUDIENCE

The target audience for the Public Education and Outreach program are the citizens of Will County. All citizens have the opportunity to utilize the County Highway system, so the audience should not be limited to the unincorporated areas of the County. Due to the large area and population of people that must be reached, the BMPs that are implemented must be far-reaching, yet cost-effective. The program will use single items or ads that may be viewed by many people, such as strategically placed posters, newspaper or television ads, and/or road signs to reach a large number of people. In turn, a large number of brochures and handouts should be located in offices that would most likely be visited by those who would be impacted most by the information we have to offer.

THE PUBLIC EDUCATION AND OUTREACH PROGRAM BMPS

Based on these generalizations, the most effective BMPs for the Will County Department of Highways are:

- **Distributed Paper Material:** Brochures located at the Will County Department of Highways, Health Department, Waste Services, Land Use Department, etc.

Programs in effect: The Land Use Newsletter was recently developed and will contain articles regarding storm water quality.

- **Community Event:** Louis Joliet Mall Expo, County Fair

Programs in effect: The Will County Department of Highways participates in the Louis Joliet Mall Expo. Supplemental information such as posters and handouts regarding MS4s, water quality and pollution prevention can be displayed at these events.

- **Other Public Education:** Adopt-a-highway advertisement information, posters located in libraries or other public buildings, etc.

Programs in effect: The adopt-a-highway program is in effect for roads maintained by the Will County Department of Highways at this time, but additional information should be distributed to make the public aware of the program.

PART 1: PUBLIC EDUCATION AND OUTREACH

MILESTONES

In order to monitor the progress of the Public Education and Outreach program, measurable goals have been established for each of the selected BMPs.

- **Distributed Paper Material:**

County staff will author articles regarding storm water quality to be printed in the Land Use Newsletter, 1 time/yr. These newsletters are distributed to all County and local township offices for public viewing.

Measurable Goal, including frequency:

Milestones: Year 1: One article to be written and printed.
Year 2: One article to be written and printed.
Year 3: One article to be written and printed.
Year 4: One article to be written and printed.
Year 5: One article to be written and printed.

- **Distributed Paper Material:**

County staff will create brochures regarding storm water quality to be placed at Will County Department of Highways, Will County Health Department, and distributed at community events, 4 times/yr.

Measurable Goal, including frequency:

Milestones: Year 1: Gather informational material to be used in the brochure from local, state and federal sources and use information to create customized brochure for Will County.
Year 2: Distribute brochure 4 times per year. Review and update, if needed.
Year 3: Distribute brochure 4 times per year. Review and update, if needed.
Year 4: Distribute brochure 4 times per year. Review and update, if needed.
Year 5: Distribute brochure 4 times per year. Review and update, if needed.

- **Community Event:**

County staff to participate in Louis Joliet Mall Expo, 1 time/yr. Include stormwater quality material for dissemination (e.g., stormwater quality posters, stormwater quality quizzes, flyers with future hazardous waste disposal event dates, stormwater quality brochures, etc.).

Measurable Goal, including frequency:

Milestones: Year 1: Gather material to be distributed and participate in the Expo.
Year 2: Update material based on previous year's public response and participate in the Expo.
Year 3: Update material based on previous year's public response and participate in the Expo.
Year 4: Update material based on previous year's public response and participate in the Expo.
Year 5: Update material based on previous year's public response and participate in the Expo.

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- **Community Event:**

County staff to participate in County Fair, 1 time/yr. Include stormwater quality material for dissemination (e.g., stormwater quality posters, stormwater quality quizzes, hazardous waste disposal events and dates, etc.)

Measurable Goal, including frequency:

- Milestones:*
- Year 1: Gather material to be distributed and participate in the County Fair
 - Year 2: Update material to be distributed based on previous year's public response and participate in the County Fair.
 - Year 3: Update material to be distributed based on previous year's public response and participate in the County Fair.
 - Year 4: Update material to be distributed based on previous year's public response and participate in the County Fair.
 - Year 5: Update material to be distributed based on previous year's public response and participate in the County Fair.

- **Other Public Education:**

Currently, the Will County Department of Highways hosts the Adopt-A-Highway program. Through the Adopt-A-Highway program, the Will County Department of Highways assigns a two-mile section of roadway to each volunteer group. The group signs a two-year contract to clean up litter in the right-of-way four times each year. County staff will prepare a list of groups that are likely candidates for involvement in the Adopt-A-Highway program. County staff will contact these groups by phone and personal visits in an effort to solicit involvement.

Measurable Goal, including frequency:

- Milestones:*
- Year 1: Evaluate the target audience and develop plan for increasing involvement by interest groups.
 - Year 2: Begin distributing material explaining the Adopt-A-Highway program to the target audience, meet with interested parties, and continue to implement the program.
 - Year 3: Continue meeting with interested groups and increase advertising.
 - Year 4: Continue meeting with interested groups and increase advertising.
 - Year 5: Continue meeting with interested groups and increase advertising.

- **Other Public Education:**

County staff will create water quality-related posters to be placed in public places such as libraries, schools, Will County Land Use Department, Health Department, and the Department of Highways; maintained/replaced yearly as needed.

Measurable Goal, including frequency:

- Milestones:*
- Year 1: Create posters and place in public locations (ten posters in total); ideas for poster content (e.g., common misconceptions about stormwater runoff, etc.) can be

PART 1: PUBLIC EDUCATION AND OUTREACH

obtained from local, state and federal sources, such as the EPA website.

Year 2: Maintain/replace posters as needed

Year 3: Maintain/replace posters as needed

Year 4: Maintain/replace posters as needed

Year 5: Maintain/replace posters as needed

INVOLVEMENT/GROUPS RESPONSIBLE FOR IMPLEMENTATION

The Will County Department of Highways will be responsible for the implementation of the Public Education and Outreach program.

FUNDING

The funding for the Public Education and Outreach program is already in place through the Will County Department of Highways.

PART 2: PUBLIC INVOLVEMENT AND PARTICIPATION

PURPOSE

The purpose of the Public Involvement and Participation portion of the SQMP plan is to further include the public through active participation in the storm water quality process. Active participation encourages even more public support of the plan.

CURRENT PROGRAMS

Currently, the Will County Department of Highways hosts the “Adopt-a-highway” program. Through the Adopt-a-highway program, the Will County Department of Highways assigns a two-mile section of roadway to each volunteer group. The group signs a two-year contract to clean up litter in the right-of-way four times each year.

AUDIENCE

The target audience for the Public Involvement and Participation program are the citizens of Will County. All citizens have the opportunity to utilize the County Highway system, so the audience should not be limited to the unincorporated areas of the county.

THE PUBLIC INVOLVEMENT AND PARTICIPATION PROGRAM BMPS

The most effective BMPs for the Will County Department of Highways are:

- **Educational Volunteers:** Recruit volunteers who can educate the public and/or staff about storm water quality

Programs in effect: N/A

- **Program Coordination:** Right-of-way clean-up program

Programs in effect: The adopt-a-highway program would qualify under this BMP.

- **Other Public Involvement:** Waste collection events, citizen watch groups

Programs in effect: The Waste Services Department hosts collection events that allow citizens to properly dispose of wastes that could potentially be dumped into roadside ditches or storm sewers.

MILESTONES

In order to monitor the progress of the Public Participation and Involvement program, measurable goals have been established for each of the selected BMPs.

- **Educational Volunteers:** County staff will recruit stormwater educators both internally (i.e., Will County staff) and externally. These educators will be used for events such as Adopt-A-Highway orientation sessions, community events, and in-house seminars.

Measurable goals, including frequency:

Milestones: Year 1: County staff to gather educational materials and begin contacting/recruiting potential stormwater quality educators (e.g., personnel from the Will County Stormwater Division, Health Department, Forest Preserve District, Will-South Cook Soil and Water Conservation District, Illinois Department of Natural Resources, etc.).

PART 2: PUBLIC INVOLVEMENT AND PARTICIPATION

Year 2: All recruited educators will meet once during the year to discuss water quality issues and to provide input regarding educational and distributed materials (e.g., brochures and posters). Each educator to participate in at least one event per year.

Year 3: All recruited educators will meet once during the year to discuss water quality issues and to provide input regarding educational and distributed materials (e.g., brochures and posters). Each educator to participate in at least one event per year.

Year 4: All recruited educators will meet once during the year to discuss water quality issues and to provide input regarding educational and distributed materials (e.g., brochures and posters). Each educator to participate in at least one event per year.

Year 5: All recruited educators will meet once during the year to discuss water quality issues and to provide input regarding educational and distributed materials (e.g., brochures and posters). Each educator to participate in at least one event per year.

- **Program Coordination:**

Through the Adopt-A-Highway program, the Will County Department of Highways assigns a section of roadway to each volunteer group. The group signs a two-year contract to clean up litter in the right-of-way four times each year. County staff coordinates this program and will continue to encourage increased participation.

Measurable goals, including frequency:

- Milestones:*
- Year 1: Count current number of participants in program (baseline).
 - Year 2: Total shall exceed total from previous years; if total does not exceed total from the previous year, re-evaluate the target audience and advertising to encourage additional participation.
 - Year 3: Total shall exceed total from previous years; if total does not exceed total from the previous year, re-evaluate the target audience and advertising to encourage additional participation.
 - Year 4: Total shall exceed total from previous years; if total does not exceed total from the previous year, re-evaluate the target audience and advertising to encourage additional participation.
 - Year 5: Total shall exceed total from previous years; if total does not exceed total from the previous year, re-evaluate the target audience and advertising to encourage additional participation.

- **Other Public Involvement:**

The Waste Services Department hosts collection events that allow citizens to properly dispose of wastes that could potentially be dumped into roadside ditches or storm sewers.

Measurable goals, including frequency:

- Milestones:*
- Year 1: County staff to develop a water quality insert regarding

PART 2: PUBLIC INVOLVEMENT AND PARTICIPATION

the dangers of disposing household waste into storm sewers and roadside ditches and include insert with collection event brochure. Staff from the Will County Department of Highways to participate in at least one waste collection event.

Year 2: Continue participation in waste collection event.

Year 3: Continue participation in waste collection event.

Year 4: Continue participation in waste collection event.

Year 5: Continue participation in waste collection event.

INVOLVEMENT/GROUPS RESPONSIBLE FOR IMPLEMENTATION

The Will County Department of Highways will be responsible for the implementation of the Public Involvement and Participation program.

FUNDING

The funding for the Public Involvement and Participation program is already in place through the Will County Department of Highways.

PART 3: ILLICIT DISCHARGE DETECTION AND ELIMINATION

PURPOSE

The purpose of the Illicit Discharge Detection and Elimination portion of the SQMP plan is to identify the source of illicit discharges and eliminate them. Illicit discharges can make up a large percentage of the pollutants found in water discharged from MS4s. Illicit discharges are commonly from sanitary sewers, septic tank effluent, car wash water, road spill accidents, and improper disposal of household and car wastes, such as paint and oil. These untreated discharges can enter the storm sewer system through either direct or indirect connections. An example of a direct connection would be a sanitary sewer discharging directly to a storm sewer, while an indirect connection would be damaged sanitary sewer leaking effluent into a storm sewer. In either case, the pollutants produced from the untreated illicit discharge can be extremely harmful to water quality.

CURRENT PROGRAMS

Currently, the Will County Department of Highways performs many of the BMPs that can be classified as illicit discharge detection and elimination. Storm sewer plans are prepared and filed for every project that has storm sewers within the County Highway System. The Will County Department of Highways also has a regulatory control program and illicit discharge removal procedures in place. The Will County Department of Highways works in coordination with the Will County Health Department, Waste Services Department and Emergency Management Agency (EMA) to investigate, identify, determine the source of, and eliminate illicit discharges.

AUDIENCE

The target audience for the Illicit Discharge Detection and Elimination program are the employees of the Will County Department of Highways, Health Department, Waste Services Department and EMA. The employees of these departments will be responsible for learning and performing the best management practices that are selected for the program. The recommended program for the Illicit Discharge Detection and Elimination program is outlined as follows:

1. Locate problem areas
2. Find the source
3. Remove/correct the illicit connection
4. Document actions taken

THE ILLICIT DISCHARGE DETECTION AND ELIMINATION PROGRAM BMPS

Based on the recommended program, the most effective BMPs for the Will County Department of Highways are:

- **Storm Sewer Map Preparation:** Develop a comprehensive outfall map showing the location of all outfalls related to the County's regulated MS4s.

Programs in effect: Highway project plans show the locations of conveyance systems and outfalls.

- **Detection/Elimination Prioritization Plan:** Develop a plan to identify the problem areas and remove illicit discharges

Programs in effect: N/A

- **Illicit Discharge Tracing Procedures:** If an illicit discharge is identified, tracing procedures must be used to identify the source of the illicit discharges

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Programs in effect: In the case of raw sewage discharges into storm water conveyance systems, the Will County Health Department performs dye-testing procedures to determine the source of the illicit discharge.

- **Illicit Source Removal Procedures:** After an illicit discharge source has been identified, removal procedures must be used to eliminate the illicit discharge source. These procedures can include legal enforcement, but legal actions should be used as a last resort.

Programs in effect: When an illicit source is identified, the source is contacted via a field visit, by mail, or both. If no action is taken to remove the source, the case is forwarded to the Will County State's Attorney.

MILESTONES

In order to monitor the progress of the Illicit Discharge Detection and Elimination program, measurable goals have been established for each of the selected BMPs.

- **Storm Sewer Map Preparation:**
County staff will develop storm sewer outfall map identifying all regulated MS4 outfalls.
Measurable Goal, including frequency:
Milestones: Year 1: Identify and map all outfall locations discharging directly into Waters of the United States using Will County Department of Highways plan sets (as-builts when available).
Year 2: Identify and map all other outfall locations related to the regulated MS4.
Year 3: Expand map to include conveyance systems.
Year 4: Field-verify created map using plans and as-builts, and maintain and update map as new storm water systems are added or changed.
Year 5: Field-verify created map using plans and as-builts, and maintain and update map as new storm water systems are added or changed.
- **Detection/Elimination Prioritization Plan:**
County staff will develop and implement an *illicit discharge detection/elimination plan* with the cooperation of other County departments involved in illicit discharge detection and elimination. Participating departments include: Will County Department of Highways, Health Department, Waste Services Department, and the Will County Emergency Management Agency (EMA).
Measurable Goal, including frequency:
Milestones: Year 1: Participating departments will meet and develop a strategy for creating the *illicit discharge detection/elimination plan*. The plan will include evaluating current procedures and identifying areas that require improvement. The primary components of the plan include: (1) problem recognition (reactive and proactive), (2) problem investigation, and (3) problem resolution.
Year 2: County staff will write the plan.
Year 3: County staff will implement the *illicit discharge*

PART 3: ILLICIT DISCHARGE DETECTION AND ELIMINATION

detection/elimination plan. One training session will be held to familiarize staff with the procedures established in the plan.

Year 4: County staff will continue implementing the plan. Interviews will be conducted with staff involved with the illicit discharge program regarding program effectiveness and revisions to the plan will be made, if needed.

Year 5: County staff will provide a training session for staff involved in the illicit discharge program (refresher course) as well as provide data regarding the program's progress. Continue plan implementation and interviewing staff involved in the program and make revisions to the plan, if needed.

- **Illicit Discharge Tracing Procedures:**

In the case of raw sewage discharges into storm water conveyance systems, Will County Health Department performs dye-testing to determine the source of the illicit discharge. The current dye-testing procedure will be reviewed and updated as needed. Additional pollutant types will also be considered for inclusion in the program. Pollutant tracing is a critical component of the *illicit discharge detection/elimination plan*, therefore data regarding current procedures and obtaining information regarding new techniques for tracing / detecting will be investigated.

Measurable Goal, including frequency:

Milestones: Year 1: The following County departments will compile data regarding current procedures for pollutant tracing: Will County Department of Highways, Health Department, Waste Services Department, and the Will County Emergency Management Agency (EMA). This information will be used during the creation of the *illicit discharge detection/elimination plan*.

Year 2: Continue current program and continue gathering and evaluating information to be used to write the *illicit discharge detection/elimination plan*.

Year 3: Staff involved in performing tracing tasks to attend training session and begin employing techniques specified in the *illicit discharge detection/elimination plan*.

Year 4: Continue program and solicit staff for feedback regarding program effectiveness.

Year 5: Staff involved in performing tracing tasks to attend training session. Continue employing techniques specified in the *illicit discharge detection/elimination plan*

- **Illicit Source Removal Procedures:**

Currently, when an illicit source is identified, the source is contacted in person, by mail, or both. If no action is taken by the identified source to eradicate the pollutant load, the case is turned over to the Will County State's Attorney. These processes will be reviewed and revised as necessary based on historical effectiveness. This information will be used to create the formalized *illicit discharge detection/elimination plan*.

PART 3: ILLICIT DISCHARGE DETECTION AND ELIMINATION

Measurable Goal, including frequency:

- Milestones:*
- Year 1: The following County departments will compile data regarding current procedures for pollutant source removal procedures: Will County Department of Highways, Health Department, Waste Services Department, and the Will County Emergency Management Agency (EMA). This information will be used during the creation of the *illicit discharge detection/elimination plan*.
 - Year 2: Continue current program and continue gathering and evaluating information to be used to write the *illicit discharge detection/elimination plan*.
 - Year 3: Staff involved in performing the source removal will attend one training session and begin employing techniques specified in the *illicit discharge detection/elimination plan*.
 - Year 4: Continue program and solicit staff for feedback regarding program effectiveness.
 - Year 5: Staff involved in performing the source removal will attend one training session. Continue employing techniques specified in the *illicit discharge detection/elimination plan*.

INVOLVEMENT/GROUPS RESPONSIBLE FOR IMPLEMENTATION

The Will County Department of Highways will be responsible for the implementation of the Illicit Discharge Detection and Elimination program, along with the Will County Waste Services Department, Health Department, and EMA.

FUNDING

The funding for the Illicit Discharge Detection and Elimination program is already in place through the Will County Department of Highways, Waste Services Department, Health Department, and EMA.

PART 4: CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

PURPOSE

The purpose of the Construction Site Runoff Control portion of the SQMP plan is to control the pollutants commonly discharged from construction sites, such as sediment, solid and sanitary wastes, fertilizers, pesticides, oil and grease, and construction chemicals and debris. All of these contaminants can be highly detrimental to the chemical, biological and physical aspects of water quality, with sedimentation being the most common pollutant generated from construction sites.

CURRENT PROGRAMS

Currently, any construction that is done within a Will County Department of Highways right-of-way is required to meet the Will County Stormwater Management Ordinance. The Will County Stormwater Management Ordinance (WCSMO) is the basis for local stormwater regulation in Will County. This is an existing program managed by the Will County Stormwater Division and is a Qualifying Local Program. Included within the WCSMO are requirements for the following: sediment and erosion control (Article 3), requirements regarding the use of best management practices (Article 2), and site inspection/enforcement (Article 7). These regulations meet the intent for the Construction Site Runoff Control minimum control measure of the NPDES Phase II permit.

AUDIENCE

The target audience for the Construction Site Runoff Control program is the Will County Department of Highways and all users, including, but not limited to, private and public organizations working within the right-of-way such as ComEd, Nicor, developers, etc. Because the Construction Site Runoff Control program is based on reviews and modifications of current ordinances, site plan reviews, and inspection procedures, the employees of the Will County Department of Highways will be responsible for learning and performing the best management practices that are selected for the program.

THE CONSTRUCTION SITE STORMWATER RUNOFF CONTROL PROGRAM BMPS

The most effective BMPs for the Will County Department of Highways are:

- **Regulatory Control Program:** Ordinance that controls polluted runoff from construction sites

Programs in effect: Local, State and Federal requirements and the Will County Stormwater Management Ordinance.

- **Erosion and Sediment Control BMPs:** Permanent seeding, sodding, exposed soil stabilization, dust control, vegetated buffer, temporary stream crossings, etc.

Programs in effect: Local, State and Federal requirements and the Will County Stormwater Management Ordinance. The current ordinance may be enhanced to better address construction site pollution prevention.

- **Site Plan Review Procedures:** Site plans are reviewed to ensure that the proposed construction site is meeting the rules and regulations of all agencies with respect to possible pollutants in construction site runoff.

Programs in effect: Currently, a site plan review procedure is in effect through the Will County Department of Highways. This review process may need to be modified or

PART 4: CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

expanded to ensure that the BMPs selected through this portion of the SQMP plan are being met.

- **Site Inspection/Enforcement Procedures:** Inspection and enforcement procedures must be established to ensure that construction sites meet the approved site plans and BMPs

Programs in effect: Inspection and enforcement procedures have been defined through the Will County Stormwater Management Ordinance. The current procedures may need to be modified or expanded to better address construction site pollution prevention.

MILESTONES

In order to monitor the progress of the Construction Runoff Control program, measurable goals have been established for each of the selected BMPs.

- **Regulatory Control Program:**
Construction projects undertaken by the Will County Department of Highways are required to meet the requirements of the Will County Stormwater Management Ordinance (WCSMO). The WCSMO is the basis for local stormwater regulation within Will County. This is an existing program managed by the Will County Stormwater Division and is a Qualifying Local Program. Included within the WCSMO are requirements for the following: sediment and erosion control (Article 3), requirements regarding the use of best management practices (Article 2), and site inspection/enforcement (Article 7). These regulations are consistent with the intent of the Construction Site Runoff Control minimum control measure of the NPDES Phase II permit. The WCSMO is a living document and Will County staff along with the Will County Stormwater Management Committee may approach the Will County Board to approve amendments, if necessary.

Measurable Goal, including frequency:

- Milestones:*
- Year 1: County staff to review the Will County Stormwater Management Ordinance for compliance with the NPDES Construction Site Runoff program goals along with local, state and federal regulations and provide suggested revisions and enhancements.
 - Year 2: County staff to present proposed revisions and enhancements to the Will County Stormwater Committee for review. Staff will consider all proposed changes made by the committee and incorporate them if appropriate.
 - Year 3: County staff to formalize amendment(s) and hold a public hearing before the Land Use & Zoning Committee. If the Committee supports the amendment(s), the proposed amendment(s) will be taken to County Board for final approval.
 - Year 4: County staff prepares technical guidance regarding the changes and makes the information available to Will County municipal engineers and local consultants (note: assumes amendments are approved in Year 3). If amendments are not approved, return to measurable goal for Year 1.
 - Year 5: County staff solicits comments from municipal engineers and local consultants regarding the

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effectiveness of the new regulations and guidance for future modifications (note: assumes amendments are approved in Year 3). If amendments are not approved, return to measurable goal for Year 2.

- **Erosion and Sediment Control BMPs:**

County staff will prepare manual of structural and non-structural BMPs for use by stormwater system design engineers.

Measurable Goal, including frequency:

- Milestones:*
- Year 1: County staff will begin collecting structural and non-structural BMP information specifically targeted for transportation systems. Discuss effectiveness of various BMPs with local consultants and municipal engineers and compile data. Begin compiling accumulated information into a ***Sediment and Erosion Control BMP binder***.
 - Year 2: Continue to compile all accumulated information and complete the ***Sediment and Erosion Control BMP binder***; make it available to design engineers (in-house staff and consultants).
 - Year 3: Invite vendors of various structural BMPs to make presentations to Will County staff and local design engineers.
 - Year 4: County staff will continue collecting BMP information and amend binder as needed.
 - Year 5: Continue collecting BMP information and amend binder as needed. The County will organize a field day to visit sites where structural BMPs have been installed.

- **Site Plan Review Procedures:**

A sediment and erosion control plan review checklist will be prepared for use by County staff while performing site plan reviews. The checklist will be based on the requirements of the Will County Stormwater Management Ordinance.

Measurable Goal, including frequency:

- Milestones:*
- Year 1: County staff to prepare sediment and erosion control plan review checklist.
 - Year 2: County staff begins using the revised checklist.
 - Year 3: Continue using the checklist and revise as needed.
 - Year 4: Continue using the checklist and revise as needed.
 - Year 5: Continue using the checklist and revise as needed.

- **Site Inspection/Enforcement Procedures:**

The Will County Department of Highways currently performs field inspections of construction within County right-of-ways. The procedure will be formalized using requirements established in the Will County Stormwater Management Ordinance (WCSMO) regarding enforcement as well as sediment and erosion control requirements.

Measurable Goal, including frequency:

- Milestones:*
- Year 1: County staff will review the WCSMO requirements, interview inspection staff regarding current procedures and create ***Site Inspection/Enforcement Guide and***

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Checklist. The guide and checklist will be used in the field during routine field inspections.

Year 2: County staff begins using the guide and checklist.

Year 3: Continue using guide and checklist and revise as needed.

Year 4: Continue using guide and checklist and revise as needed.

Year 5: Continue using guide and checklist and revise as needed.

INVOLVEMENT/GROUPS RESPONSIBLE FOR IMPLEMENTATION

The Will County Department of Highways will be responsible for the implementation of the Construction Site Stormwater Runoff Control program in cooperation with Will County's Stormwater Management Division (maintains the Will County Stormwater Management Ordinance).

FUNDING

The funding for the Construction Site Stormwater Runoff Control program is already in place through the Will County Department of Highways.

PART 5: POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND RE-DEVELOPMENT

PURPOSE

The purpose of the Post-Construction Runoff Control portion of the SQMP plan is to minimize the amount of pollutants in stormwater runoff on post-construction sites to the maximum extent possible. Pollutants in post-construction runoff generally can be put into one of two categories: an increase in the type and quantity of a certain pollutant, or an increase in the amount of stormwater runoff which can lead to high amounts of erosion. As the amount of impervious areas increase, the likelihood of pollutants and increased amounts of stormwater reaching Waters of the United States increases, because it interrupts the natural process of water permeating through the soil. As water permeates through the soil, it will reach waterways at a much slower rate, and the soil creates a natural filter that can extract some pollutants out of stormwater runoff.

CURRENT PROGRAMS

Currently, any construction that is done within a Will County Department of Highways right-of-way is required to meet the Will County Stormwater Management Ordinance and all other local, state and federal regulations. The Will County Stormwater Management Ordinance (WCSMO) is the basis for local stormwater regulation in Will County. This is an existing program managed by the Will County Stormwater Division and is a Qualifying Local Program. Included within the WCSMO are requirements for the following: sediment and erosion control (Article 3), requirements regarding the use of best management practices (Article 2), and long-term operation and maintenance (Article 6). These regulations meet the intent for the Construction Site Runoff Control minimum control measure of the NPDES Phase II permit.

AUDIENCE

The target audience for the Construction Site Runoff Control program is the Will County Department of Highways. Because the Post-Construction Runoff Control program is based on reviews and modifications of current ordinances, training and inspection procedures, the employees of this department will be responsible for learning and performing the best management practices that are selected for the program.

A combination of structural and non-structural BMPs are the best method of controlling post-construction runoff. Structural BMPs include storage practices (e.g., wet-bottom detention basins, drain inlet inserts, grit and oil separators, etc.), infiltration practices (e.g., porous pavement, dry wells, etc.) and vegetative practices (e.g., vegetated swales, filter strips, etc.). Non-structural BMPs include planning and procedures (e.g., comprehensive plans) and site-based local controls (e.g., buffer strips, maximization of open space, preservation, etc.). The chosen BMPs should minimize negative impacts on water quality and attempt to maintain pre-development runoff rates.

THE POST-CONSTRUCTION STORMWATER MANAGEMENT PROGRAM BMPS

Based on these generalizations, the most effective BMPs for the Will County Department of Highways are:

- **Regulatory Control Program:** Ordinance that requires the implementation of post-construction runoff controls and long term operating and maintenance procedures

Programs in effect: Will County Stormwater Management Ordinance. The current ordinance will be reviewed and modified in the future, if necessary, to better address post-construction site pollution prevention.

PART 5: POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND RE-DEVELOPMENT

- **Long Term Operating and Maintenance Procedures:** Through long-term operating and maintenance procedures, projects can be designed to not only reduce pollution runoff during construction, but also long after construction has been completed. Pollutants in stormwater runoff can be greatly reduced through the design and construction of our projects through the incorporation of structural best management practices such as wet-bottom detention basins, grassed swales, porous pavement, etc. These procedures are often site-specific, so any ordinance revisions based on these procedures should be general requirements.

Programs in effect: There is a section on conservation planning and performance standards in the Will County Stormwater Management Ordinance. However, this section will need to be expanded and modified to include activity that is taking place within highway right-of-ways.

- **Pre-Construction Review of BMP Design:** Perform site plan reviews to ensure that the proposed construction site is meeting the requirements of the effective ordinance in respect to possible pollutants in construction site runoff

Programs in effect: Currently, a site plan review procedure is in effect through the Will County Department of Highways. This review process may need to be modified or expanded to ensure that the BMPs selected through this portion of the SQMP plan are being met.

- **Site Inspections During construction:** Inspection and enforcement procedures must be established to ensure that construction sites are meeting the approved site plans and BMPs

Programs in effect: Inspection and enforcement procedures are currently in effect through the Will County Department of Highways, Land Use Department and state agencies, depending on the type of project. The current procedures may need to be modified or expanded to better address construction site pollution prevention.

MILESTONES

In order to monitor the progress of the Post-Construction Runoff Control program, measurable goals have been established for each of the selected BMPs.

- **Regulatory Control Program:**
Currently, construction that is performed within a Will County Department of Highways right-of-way is required to meet the Will County Stormwater Management Ordinance (WCSMO) as well as all other local, state and federal regulations. The WCSMO is the basis for local stormwater regulation in Will County. This is an existing program managed by the Will County Stormwater Division and is a Qualifying Local Program. Included within the WCSMO are requirements for the following: sediment and erosion control (Article 3), requirements regarding the use of best management practices (Article 2), and long-term operation and maintenance (Article 6). The WCSMO requirements will be reviewed and revised as necessary in an effort to further improve post-construction site runoff control.

Measurable Goal, including frequency:

Milestones: Year 1: County staff to review the Will County Stormwater

PART 5: POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND RE-DEVELOPMENT

Management Ordinance for compliance with the NPDES Post-Construction Runoff Control program goals along with local, state and federal regulations and provide suggested revisions and enhancements.

- Year 2: County staff to present proposed revisions and enhancements to the Will County Stormwater Committee for review. Staff will consider all proposed changes made by the committee and incorporate them if appropriate.
- Year 3: County staff to formalize amendment(s) and hold a public hearing before the Land Use & Zoning Committee. If the Committee supports the amendment(s), the proposed amendment(s) will be taken to County Board for final approval.
- Year 4: County staff prepares technical guidance regarding the changes and makes the information available to Will County municipal engineers and local consultants (note: assumes amendments are approved in Year 3). If amendments are not approved, return to measurable goal for Year 1.
- Year 5: County staff solicits comments from municipal engineers and local consultants regarding the effectiveness of the new regulations and guidance for future modifications (note: assumes amendments are approved in Year 3). If amendments are not approved, return to measurable goal for Year 2.

- **Long Term Operating and Maintenance Procedures:**

The Will County Stormwater Management Ordinance includes long-term operating and maintenance requirements, therefore there is a mechanism in-place for requiring that certain procedures be employed with every transportation system design. These procedures will be evaluated using historical data regarding which procedures are most effective and internal guidance in the form of an *Operation & Maintenance Guidance Document* will be prepared.

- **Measurable Goal, including frequency:**

- Milestones:*
- Year 1: County staff will review existing practices and plans for long-term maintenance currently in use and consider areas for improvement.
 - Year 2: Create *Operation & Maintenance Guidance Document* for use when developing O&M plans for proposed projects.
 - Year 3: Begin using the *Operation & Maintenance Guidance Document*.
 - Year 4: Continue using guidance document and revise if necessary.
 - Year 5: Continue using guidance document and revise if necessary.

- **Pre-Construction Review of BMP Design:**

Article 2, Section 202 of the Will County Stormwater Management Ordinance includes a requirement that BMPs be incorporated in stormwater system designs. In an effort to

PART 5: POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND RE-DEVELOPMENT

improve internal technical plan reviews, review guidance will be developed and utilized that provides reviewers information regarding the effectiveness of certain structural BMPs for particular situations. This will help minimize the inappropriate use of specific BMPs.

Measurable Goal, including frequency:

- Milestones:*
- Year 1: Prepare ***BMP application guidance document*** using ***Sediment and Erosion Control Binder*** described earlier along with information from other sources (e.g., EPA, local consultants, etc.) regarding BMP effectiveness.
 - Year 2: Update ***BMP application guidance document*** based on any updates in the ***Sediment and Erosion Control Binder***; distribute ***BMP application guidance document*** to consultants and any other applicable groups/individuals performing design and review work for the Will County Department of Highways.
 - Year 3: Gather additional data and amend guidance document as needed and redistribute.
 - Year 4: Gather additional data and amend guidance document as needed and redistribute.
 - Year 5: Gather additional data and amend guidance document as needed and redistribute.

- **Site Inspections During Construction:**

Will County staff currently performs routine site inspections during construction projects. These site inspections include an evaluation of the sediment and erosion control measures that have been employed on the site by the contractor. The current site inspection procedures will be reviewed and modified, if necessary. The resulting procedures will be formalized into a ***Site Inspection/Enforcement Guide and Checklist*** in an effort to promote consistent field investigation practices.

Measurable Goal, including frequency:

- Milestones:*
- Year 1: County staff to continue inspections using current procedures. Collect data regarding current procedures based on interviews with County field inspectors.
 - Year 2: County staff creates ***Site Inspection/Enforcement Guide and Checklist***. Checklist and guide are presented to County field inspectors for review and comment. Guide and checklist revised and finalized for use.
 - Year 3: County staff begins using ***Site Inspection/Enforcement Guide and Checklist*** during field inspections. Revise guide and checklist if needed based on inspector feedback.
 - Year 4: County staff begins using ***Site Inspection/Enforcement Guide and Checklist*** during field inspections. Revise guide and checklist if needed based on inspector feedback.
 - Year 5: County staff begins using ***Site Inspection/Enforcement Guide and Checklist*** during field inspections. Revise guide and checklist if needed based on inspector feedback.

PART 5: POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND RE-DEVELOPMENT

INVOLVEMENT/GROUPS RESPONSIBLE FOR IMPLEMENTATION

The Will County Department of Highways will be responsible for the implementation of the Post-Construction Stormwater Management program in cooperation with the Will County Stormwater Management Division.

FUNDING

The funding for the Post-Construction Stormwater Management program is already in place through the Will County Department of Highways.

PART 6: POLLUTION PREVENTION & GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

PURPOSE

The purpose of the Pollution Prevention/Good Housekeeping portion of the SQMP plan is to improve and/or protect waterways by changing or improving in-house operations. Poor operating procedures can allow polluted runoff that collects on streets, parking lots, open spaces and storage and vehicle maintenance areas to enter into receiving water bodies. In addition, pollution can accumulate if stormwater conveyance systems are poorly maintained or if environmentally damaging land development and flood management practices are used.

CURRENT PROGRAMS

Currently, the Will County Department of Highways trains their employees to utilize proper operating procedures for equipment used to clean storm sewer systems. Maintenance and repair of MS4s are performed on an as-needed basis, and the Will County Stormwater Management Ordinance addresses flood prevention techniques and storage procedures.

AUDIENCE

The target audience for the Pollution Prevention/Good Housekeeping program is the Will County Department of Highways. The Will County Department of Highways is responsible for the long-term maintenance and cleaning of the MS4s, and for ensuring that proper land development and flood management practices are enforced within their right-of-ways.

THE POLLUTION PREVENTION/GOOD HOUSEKEEPING PROGRAM BMPS

The most effective BMPs for the Will County Department of Highways are:

- **Employee Training Program:** Through an employee training program, employees will be trained to prevent and reduce stormwater pollution through the proper maintenance and inspection of storm water conveyance systems, detention systems, outfalls, and other areas affecting stormwater runoff.

Programs in effect: Currently, employee training is limited to proper utilization of cleaning and maintenance equipment. The Will County Department of Highways' equipment includes an enclosed broom sweeper, a rodder/jetter truck, and a manhole cleaning vacuum truck.

- **Inspection and Maintenance Program:** Stormwater pollution can be drastically reduced through the proper inspection and maintenance of stormwater conveyance systems. Routine inspections should be conducted after storm events, and maintenance of storm sewers systems should be performed when the system is working improperly, or if emergency maintenance is needed. Maintenance schedules should be implemented to avoid emergency maintenance situations.

Programs in effect: Currently, the Will County Department of Highways performs inspections and maintenance of their storm sewer systems.

MILESTONES

In order to monitor the progress of the Pollution Prevention/Good Housekeeping program, measurable goals have been established for each of the selected BMPs.

- **Employee Training Program:** The Will County Department of Highways currently provides training to employees regarding the proper use of cleaning and maintenance equipment, such as the sweeper vacuum trucks and sewer jet. This training will be expanded to include training

PART 6: POLLUTION PREVENTION & GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

regarding the most appropriate methods to prevent and reduce pollutant discharges from fleet maintenance yards, salt storage facilities, and other campus areas. Effective training will include the preparation and use of a *Pollutant Prevention Procedural Manual*.

Measurable Goal, including frequency:

- Milestones:*
- Year 1: Existing training materials will be collected and reviewed. An evaluation of all of the operations (e.g., fleet maintenance, salt storage, etc.) under the Department of Highways' jurisdiction will be prepared (e.g., type of operation, potential sources of pollutant loads, operation and maintenance procedures currently in place, etc.).
 - Year 2: Prepare document entitled *Pollutant Prevention Procedural Manual* based on information collected in Year 1. This manual will provide explicit procedures for the operation and maintenance of existing facilities.
 - Year 3: Provide at least one training session for County staff using the new procedural manual. County staff begins using manual.
 - Year 4: Provide at least one training session for County staff using the *Pollutant Prevention Procedural Manual*. Update manual based on feedback from training sessions. Former trainees will be invited to attend and asked to complete a questionnaire regarding the effectiveness of the training and procedural manual. Update the manual based on feedback.
 - Year 5: Provide at least one training session for County staff using the *Pollutant Prevention Procedural Manual*. Update manual based on feedback from training sessions. Former trainees will be invited to attend and asked to complete a questionnaire regarding the effectiveness of the training and procedural manual. Update the manual based on feedback.

- **Inspection and Maintenance Program:**

The Will County Department of Highways routinely performs inspections of their storm sewer systems and documents those system components that require maintenance. Additional operational BMPs will be identified within the *Pollution Prevention Procedural Manual* which will be used to improve Will County's current program. The goal is to perform inspections and maintenance on a more consistent basis, both in terms of the types of activities performed and in terms of the frequency of maintenance.

Measurable Goal, including frequency:

- Milestones:*
- Year 1: Count number of complaints and/or documented maintenance failures (e.g., sediment and erosion control, gas and oil spills, etc.) reported regarding MS4 maintenance problems (baseline).
 - Year 2: Maintenance staff reviews draft of *Pollutant Prevention Procedural Manual* and provides comments. Continue counting number of complaints and/or documented maintenance failures (e.g., sediment and erosion control, gas and oil spills, etc.) reported.

PART 6: POLLUTION PREVENTION & GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

Year 3: Maintenance staff begins using *Pollutant Prevention Procedural Manual*. Continue counting number of complaints and/or documented maintenance failures (e.g., sediment and erosion control, gas and oil spills, etc.) reported; number of reports should be less than the previous year.

Year 4: Continue counting number of complaints/documentated maintenance failures (e.g., sediment and erosion control, gas and oil spills, etc.) reported; number of reports should be less than the previous year.

Year 5: Continue counting number of complaints/documentated maintenance failures (e.g., sediment and erosion control, gas and oil spills, etc.) reported; number of reports should be less than the previous year.

INVOLVEMENT/GROUPS RESPONSIBLE FOR IMPLEMENTATION

The Will County Department of Highways will be responsible for the implementation of the Public Involvement and Participation program.

FUNDING

The funding for the Pollution Prevention & Good Housekeeping program is already in place through the Will County Department of Highways.

PART 7: ANNUAL REPORT

An annual report of the program must be submitted to the EPA during the first permit term of five years. After the first permit term, an analysis must be submitted during the 2nd and 4th years of the permit terms. This analysis shows both the effectiveness of the individual programs and the overall NPDES Phase II program.

The report must contain the following information:

- Status of compliance with permit conditions, including an assessment of the appropriateness of the selected BMPs and progress toward achieving the selected measurable goals for each minimum measure
- Results of any information collected and analyzed, including monitoring data, if any
- A summary of the storm water activities planned for the next reporting cycle
- A change in any identified best management practices or measurable goals for any minimum measure
- Notice of relying on another governmental entity to satisfy some of the permit obligations (if applicable)

An annual analysis of the current program will need to be completed prior to writing the annual report in order to determine if the selected BMPs and measurable goals are reducing pollutants to the maximum extent practicable.

RESPONSIBILITY MATRIX
YEAR 1 (March 10, 2003 – June 1, 2004)

L = task Leader (responsible for managing the task work-reports to Project Manager)

W# = task Worker (responsible for performing work necessary to complete the task; the lower the number, the higher the responsibility)

TASK	Gould (Highways)	Dept. of Highways designee	Stormwater designee (Damon)	Health Dept. designee	Waste Services designee	EMA designee	DATE DUE (see attached list of deliverables)
Program coordination, identify team members	L	W1					April 30, 2003
PUBLIC EDUCATION AND OUTREACH							
Gather informational material	L	W1	W2	W3	W4	W5	June 11, 2003
Write one article to be printed in the Land Use Newsletter	L		W1				June 2, 2003
Create and distribute brochure	L	W1	W2				July 23, 2003
Participate in County Fair	L	W2	W1				August 20-24, 2003 (?)
Participate in Expo	L	W2	W1				March 5-6, 2004 (?)
Evaluate target audience and develop plan to attract volunteers to the Adopt-A-Highway program	L	W1					October 10, 2003
Create and distribute posters	L	W1	W2				August 6, 2003
PUBLIC INVOLVEMENT AND PARTICIPATION							
Gather educational materials	L	W1	W2	W2	W2	W2	June 18, 2003
Contact/recruit potential stormwater quality educators	L	W1	W2				January 9, 2004
Count current number of participants and miles of adopted roadway in the Adopt-A-Highway program	L	W1					February 20, 2004
Develop water quality insert to be distributed with waste collection date information	L	W1	W2				Summer
Participate in Waste Collection event	L	W1					Fall
ILLCIT DISCHARGE DETECTION AND ELIMINATION							
Identify and map all outfalls discharging directly into Waters of the US	L	W1	W2				November 21, 2003
Meeting to develop strategy for creating the <i>illicit discharge detection/elimination plan</i>	L	W1		W1	W1	W1	May (12, 13, 14, 15 or 16), 2003
Compile data regarding current pollutant tracing procedures for the <i>illicit discharge plan</i>	L	W1		W1	W1	W1	September 10, 2003

RESPONSIBILITY MATRIX
YEAR 1 (March 10, 2003 – June 1, 2004)

Compile data regarding current pollutant source removal procedures for the <i>illicit discharge plan</i>	L	W1		W1	W1	W1	September 17, 2003
CONSTRUCTION SITE STORMWATER RUNOFF CONTROL							
Review the WCSMO for compliance with the NPDES Construction Site Runoff program and provide suggested revisions	L	W1					December 15, 2003
Collect structural and non-structural BMP information targeted for transportation systems	L	W1	W2	W2	W2	W2	August 29, 2003
Compile data collected from discussions with consultants and municipal engineers regarding BMP effectiveness	L	W1					October 24, 2003
Compile data collected regarding BMPs into a <i>Sediment and Erosion Control BMP Binder</i>	L	W1	W2				December 5, 2003
Prepare a sediment and erosion control plan review checklist	L	W1	W2				February 13, 2004
Create <i>Site Inspection / Enforcement Guide and Checklist</i> based on the WCSMO and current procedures	L	W1	W2				February 6, 2004
POST-CONSTRUCTION RUNOFF CONTROL							
Review the WCSMO for compliance with the NPDES Post-Construction Site Runoff program and provide suggested revisions	L	W1					December 22, 2003
Collect data regarding current inspection procedures	L	W1					July 2, 2003
Analyze existing practices and plans for long-term maintenance, identify areas for improvement	L	W1					September 24, 2003
Prepare <i>BMP application guidance document</i> regarding BMP effectiveness	L	W1					January 23, 2004
POLLUTION PREVENTION/GOOD HOUSEKEEPING							
Collect existing training materials	L	W1					June 25, 2003
Evaluate current operations	L	W1					November 7, 2003
Count number of complaints and/or documented maint. failures regarding MS4 maint. problems	L	W1					February 27, 2004

RESPONSIBILITY MATRIX
YEAR 1 (March 10, 2003 – June 1, 2004)

ANNUAL REPORT							
Gather data to be included in annual report	L	W1					March 10, 2004
Write annual report	L	W1					April 7, 2004
Submit annual report to IEPA	L	W1					May 21, 2004

DELIVERABLE	COMPLETION DATE
Strategy for creating the <i>illicit discharge detection/elimination plan</i>	May (12, 13, 14, 15 or 16), 2003
Article for Land Use newsletter	June 2, 2003
Stormwater quality brochure	July 23, 2003
Ten water quality posters	August 6, 2003
Distribution materials for County Fair	August 19, 2003
Water quality insert to be distributed with Waste Collection date information	Summer
Plan for increasing involvement in the Adopt-A-Highway program	October 10, 2003
Sediment and erosion control plan review checklist	November 7, 2003
Prepare evaluation of all operations under the Department of Highways' jurisdiction	November 21, 2003
Begin creation of the <i>Sediment and Erosion Control BMP binder</i>	December 5, 2003
Create list of suggested revisions to the WCSMO in compliance with the Construction and Post-Construction Site Runoff controls	December 15, December 22, 2003
Create <i>BMP application guidance document</i> using the <i>Sediment and Erosion Control BMP binder</i>	January 23, 2004
<i>Site Inspection/Enforcement Guide and Checklist</i>	February 6, 2004
Map of all outfall locations discharging directly into Waters of the U.S.	February 13, 2004
Distribution materials for Expo	March 4, 2004
Annual report	May 21, 2004

RESPONSIBILITY MATRIX YEAR 2 (June 1, 2004 – June 1, 2005)

L = task Leader (responsible for managing the task work-reports to Project Manager)

W# = task Worker (responsible for performing work necessary to complete the task; the lower the number, the higher the responsibility)

TASK	Gould (Highways)	Dept. of Highways designee	Stormwater designee (Damon)	Health Dept. designee	Waste Services designee	EMA designee	DATE DUE (see attached list of deliverables)
Program coordination, identify team members	L	W1					June 4, 2004
PUBLIC EDUCATION AND OUTREACH							
Write one article to be printed in the Land Use Newsletter	L		W1				June 1, 2004
Review, update and redistribute brochure	L	W1	W2	W2	W2	W2	July 14, 2004
Update distribution material based on public response and participate in County Fair	L	W2	W1				August 18-22, 2004 (?)
Update distribution material based on public response and participate in Expo	L	W2	W1				March 4-5, 2005 (?)
Distribute Adopt-A-Highway pamphlets to the target audience	L	W1					Begin distribution in August, continue as-needed
Meet with groups interested in the Adopt-A-Highway program	L	W1					As needed
Maintain/replace posters if needed	L	W1					August 4, 2004
PUBLIC INVOLVEMENT AND PARTICIPATION							
Meeting with all recruited educators (discuss water quality issues, provide input on educational materials, assign dates and times to individuals participating in events, etc.)	L	W1	W1	W1	W1	W1	June (14, 15, 16, 17, 18), 2004
Count current number of participants and miles of adopted roadway in the Adopt-A-Highway program	L	W1					Perform count of participants each time the number of participants changes
If total number of participants in the program does not exceed the number from the previous year, on average, re-evaluate target audience and advertising to encourage participation	L	W1					Record average on February 18, 2005
Participate in Waste Collection event	L	W1					FALL
ILLICIT DISCHARGE DETECTION AND ELIMINATION							
Identify and map all outfall locations related to the regulated MS4 that were not identified the previous year	L	W1	W2				November 19, 2004
Write the <i>illicit discharge detection/elimination plan</i>	L	W1		W2	W2	W2	October 20, 2004
Continue gathering pollutant tracing information to be used in the <i>illicit discharge detection/elimination plan</i>	L	W1		W1	W1	W1	September 8, 2004

**RESPONSIBILITY MATRIX
YEAR 2 (June 1, 2004 – June 1, 2005)**

Continue gathering pollutant source removal information to be used in the <i>illicit discharge detection/ elimination plan</i>	L	W1		W1	W1	W1	September 15, 2004
CONSTRUCTION SITE STORMWATER RUNOFF CONTROL							
Present the proposed revisions and enhancements of the WCSMO in regards to the Construction Site Runoff Control to the Will County Stormwater Committee for review	L	W1	W2				January 18, 2005
Complete the <i>Sediment and Erosion Control BMP binder</i> and make copies available for any applicable design engineers	L	W1	W2				December 8, 2004
Begin using the sediment and erosion control plan review checklist	L	W1					June, 2004
Begin using the <i>Site Inspection/Enforcement Guide and Checklist</i>	L	W1					June, 2004
POST-CONSTRUCTION RUNOFF CONTROL							
Present the proposed revisions and enhancements of the WCSMO in regards to the Post-Construction Runoff Control to the Will County Stormwater Committee for review	L	W1	W2				January 18, 2005
Create the <i>Operation & Maintenance Guidance Document</i>	L	W1					January 5, 2005
Update the <i>BMP application guidance document</i> based on any updates in the <i>Sediment and Erosion Control binder</i>	L	W1					December 22, 2004
Distribute the <i>BMP application guidance document</i>	L	W1					February 2, 2005
Create the <i>Site Inspection/ Enforcement Guide and Checklist</i> and present to staff for review	L	W1					July 28, 2004
Update and finalize the <i>Site Inspection/Enforcement Guide and Checklist</i> based on comments from staff	L	W1					October 13, 2004
POLLUTION PREVENTION/GOOD HOUSEKEEPING							
Create the <i>Pollutant Prevention Procedural Manual</i> and present to staff for comments	L	W1					August 25, 2004
Count number of complaints and/or documented maintenance failures reported	L	W1					February 25, 2005

RESPONSIBILITY MATRIX
YEAR 2 (June 1, 2004 – June 1, 2005)

ANNUAL REPORT							
Gather data to be included in annual report	L	W1					March 9, 2002
Write annual report	L	W1					April 6, 2005
Submit annual report to IEPA	L	W1					May 20, 2005

DELIVERABLE	COMPLETION DATE
Article for Land Use newsletter	June 1, 2004
Stormwater quality brochure	July 14, 2004
<i>Site Inspection/Enforcement Guide and Checklist</i>	July 28, 2004
Distribution materials for County Fair	August 18-22, 2004 (?)
<i>Pollutant Prevention Procedural Manual</i>	August 25, 2004
Updated <i>Site Inspection/Enforcement Guide and Checklist</i>	October 13, 2004
<i>Illicit discharge detection/elimination plan</i>	October 20, 2004
Map of all outfall locations related to the regulated MS4 that were not identified the previous year	November 19, 2004
<i>Sediment and Erosion Control BMP binder</i>	December 8, 2004
Updated <i>BMP application guidance document</i>	December 22, 2004
<i>Operation & Maintenance Guidance Document</i>	January 5, 2005
Distribution materials for Expo	March 4-5, 2005 (?)
Annual report	May 20, 2005

RESPONSIBILITY MATRIX YEAR 3 (June 1, 2005 – June 1, 2006)

L = task Leader (responsible for managing the task work-reports to Project Manager)

W# = task Worker (responsible for performing work necessary to complete the task; the lower the number, the higher the responsibility)

TASK	Gould (Highways)	Dept. of Highways designee	Stormwater designee (Damon)	Health Dept. designee	Waste Services designee	EMA designee	DATE DUE (see attached list of deliverables)
Program coordination, identify team members	L						June 3, 2005
PUBLIC EDUCATION AND OUTREACH							
Write one article to be printed in the Land Use Newsletter	L		W1				June 1, 2005
Review, update and redistribute brochure	L	W1	W2	W2	W2	W2	July 13, 2005
Update distribution material based on public response and participate in County Fair	L	W2	W1				August 24-28, 2005 (?)
Update distribution material based on public response and participate in Expo	L	W2	W1				March 3-4, 2006 (?)
Meet with groups interested in the Adopt-A-Highway program	L	W1					As needed
Increase advertising for the Adopt-A-Highway program	L	W1					July 29, 2005
Maintain/replace posters if needed	L	W1					August 3, 2005
PUBLIC INVOLVEMENT AND PARTICIPATION							
Meeting with all recruited educators (discuss water quality issues, provide input on educational materials, assign dates and times to individuals participating in events, etc.)	L	W1	W1	W1	W1	W1	June (13, 14, 15, 16, 17), 2005
Count current number of participants and miles of adopted roadway in the Adopt-A-Highway program	L	W1					Perform count of participants each time the number of participants changes
If total number of participants in the program does not exceed the number from the previous year, on average, re-evaluate target audience and advertising to encourage participation	L	W1					Record average on February 17, 2006
Participate in Waste Collection event	L	W1					FALL
ILLICIT DISCHARGE DETECTION AND ELIMINATION							
Expand storm sewer outfall map to include all conveyance systems related to the regulated MS4	L	W1	W2				November 18, 2005
Begin implementation of the <i>illicit discharge detection/elimination plan</i>	L	W1		W1	W1	W1	September, 2005

RESPONSIBILITY MATRIX
YEAR 3 (June 1, 2005 – June 1, 2006)

Hold training session(s) to familiarize staff with the procedures established in the <i>illicit discharge detection/elimination plan</i>	L	W1		W1	W1	W1	September (12, 13, 14, 15, 16) 2005
CONSTRUCTION SITE STORMWATER RUNOFF CONTROL							
Formalize amendment(s) in regards to the Construction Site Runoff Control and hold a public hearing before the Land Use & Zoning Committee	L	W1	W2				To be determined
If Land Use & Zoning Committee support the amendment(s), amendment(s) shall be brought to County Board for approval	L	W1	W2				To be determined by approval at PZC and Land Use
Invite vendors of various structural BMPs to make presentations to Will County staff and local design engineers	L	W1					October 19, 2005
Revise the sediment and erosion control checklist, if needed	L	W1					December 7, 2005
Revise the <i>Site Inspection/Enforcement Guide and Checklist</i> , if needed	L	W1					December 21, 2005
POST-CONSTRUCTION RUNOFF CONTROL							
Formalize amendment(s) in regards to the Post-Construction Runoff Control and hold a public hearing before the Land Use & Zoning Committee	L	W1	W2				To be determined
If Land Use & Zoning Committee support the amendment(s), amendment(s) shall be brought to County Board for approval	L	W1	W2				To be determined by approval at PZC and Land Use
Begin implementing the <i>Operation & Maintenance Guidance Document</i>	L	W1					September, 2005
Gather additional data and amend the <i>BMP application guidance document</i> as needed	L	W1					January 11, 2006
Distribute revised <i>BMP application guidance document</i>	L	W1					February 1, 2006
Begin using the <i>Site Inspection/Enforcement Guide and Checklist</i>	L	W1					September, 2005
POLLUTION PREVENTION/GOOD HOUSEKEEPING							
Hold training session(s) to familiarize staff with the procedures established in the <i>Pollutant Prevention Procedural Manual</i>	L	W1					September (12, 13, 14, 15, 16) 2005

RESPONSIBILITY MATRIX
YEAR 3 (June 1, 2005 – June 1, 2006)

Begin using the <i>Pollutant Prevention Procedural Manual</i>	L	W1					September, 2005
Count number of complaints and/or documented maintenance failures reported	L	W1					February 24, 2006
ANNUAL REPORT							
Gather data to be included in annual report	L	W1					March 8, 2006
Write annual report	L	W1					April 5, 2006
Submit annual report to IEPA	L	W1					May 19, 2006

DELIVERABLE	COMPLETION DATE
Article for Land Use newsletter	June 1, 2005
Stormwater quality brochure	July 13, 2005
Distribution materials for County Fair	August 24-28, 2005 (?)
Map of all conveyance systems related to the regulated MS4	November 18, 2005
Revised sediment and erosion control checklist	December 7, 2005
Revised <i>Site Inspection/Enforcement Guide and Checklist</i>	December 21, 2005
Revised <i>BMP application guidance document</i>	January 11, 2006
Distribution materials for Expo	March 3-4, 2006 (?)
Annual report	May 19, 2006

RESPONSIBILITY MATRIX YEAR 4 (June 1, 2006 – June 1, 2007)

L = task Leader (responsible for managing the task work-reports to Project Manager)

W# = task Worker (responsible for performing work necessary to complete the task; the lower the number, the higher the responsibility)

TASK	Gould (Highways)	Dept. of Highways designee	Stormwater designee (Damon)	Health Dept. designee	Waste Services designee	EMA designee	DATE DUE (see attached list of deliverables)
Program coordination, identify team members	L						June 2, 2006
PUBLIC EDUCATION AND OUTREACH							
Write one article to be printed in the Land Use Newsletter	L		W1				June 1, 2006
Review, update and redistribute brochure	L	W1	W2	W2	W2	W2	July 12, 2006
Update distribution material based on public response and participate in County Fair	L	W2	W1				August 23-27, 2006 (?)
Update distribution material based on public response and participate in Expo	L	W2	W1				March 2-3, 2007 (?)
Meet with groups interested in the Adopt-A-Highway program	L	W1					As needed
Increase advertising for the Adopt-A-Highway program	L	W1					July 26, 2006
Maintain/replace posters if needed	L	W1					August 2, 2006
PUBLIC INVOLVEMENT AND PARTICIPATION							
Meeting with all recruited educators (discuss water quality issues, provide input on educational materials, assign dates and times to individuals participating in events, etc.)	L	W1	W1	W1	W1	W1	June (12, 13, 14, 15, 16), 2006
Count current number of participants and miles of adopted roadway in the Adopt-A-Highway program	L	W1					Perform count of participants each time the number of participants changes
If total number of participants in the program does not exceed the number from the previous year, on average, re-evaluate target audience and advertising to encourage participation	L	W1					Record average on February 16, 2007
Participate in Waste Collection event	L	W1					FALL
ILLCIT DISCHARGE DETECTION AND ELIMINATION							
Field-verify the comprehensive storm sewer outfall map of the regulated MS4 using plans and as-builts	L	W1					November 17, 2006
Maintain and update storm sewer map as new storm water systems are added or changed	L	W1					As needed
Conduct interviews with staff involved with the illicit discharge program regarding program effectiveness	L	W1					September 6, 2006 September 15, 2006

RESPONSIBILITY MATRIX
YEAR 4 (June 1, 2006 – June 1, 2007)

Revise the <i>illicit discharge detection/elimination plan</i> based on interviews with staff	L	W1					October 25, 2006
CONSTRUCTION SITE STORMWATER RUNOFF CONTROL							
If amendments were approved to the WCSMO in regards to the Construction Site Runoff Control program (Year 3), prepare technical guidance regarding the changes and make the information available to interested parties	L	W1	W2				December 13, 2006
If amendments were not approved to the WCSMO in regards to the Construction Site Runoff Control program (Year 3), re-evaluate the WCSMO and provide suggested revisions	L	W1					December 13, 2006
Continue collecting structural and non-structural BMP information and update <i>Sediment and Erosion Control binder</i> as needed	L	W1					December 29, 2006
Revise the sediment and erosion control checklist, if needed	L	W1					January 24, 2007
Revise the <i>Site Inspection/ Enforcement Guide and Checklist</i> , if needed	L	W1					January 10, 2007
POST-CONSTRUCTION RUNOFF CONTROL							
If amendments were approved to the WCSMO in regards to the Post-Construction Site Runoff Control program (Year 3), prepare technical guidance regarding the changes and make the information available to interested parties	L	W1	W2				December 13, 2006
If amendments were not approved to the WCSMO in regards to the Post-Construction Site Runoff Control program (Year 3), re-evaluate the WCSMO and provide suggested revisions	L	W1					December 13, 2006
Revise the <i>Operation & Maintenance Guidance Document</i> if needed	L	W1					August 30, 2006
Gather additional data and amend the <i>BMP application guidance document</i> as needed	L	W1					October 4, 2006
Distribute revised <i>BMP application guidance document</i>	L	W1					October 18, 2006
POLLUTION PREVENTION/ GOOD HOUSEKEEPING							
Hold training session(s) using the <i>Pollutant Prevention Procedural Manual</i>	L	W1					September (18, 19, 20, 21, 22), 2006

RESPONSIBILITY MATRIX
YEAR 4 (June 1, 2006 – June 1, 2007)

Invite trainees from previous year to attend training session and complete questionnaire regarding the effectiveness of the training and procedural manual	L	W1					September (18, 19, 20, 21, 22), 2006
Update the <i>Pollutant Prevention Procedural Manual</i> based on trainees' responses	L	W1					November 3, 2006
Count number of complaints and/or documented maintenance failures	L	W1					February 23, 2007
ANNUAL REPORT							
Gather data to be included in annual report	L	W1					March 7, 2007
Write annual report	L	W1					April 4, 2007
Submit annual report to IEPA	L	W1					May 18, 2007

DELIVERABLE	COMPLETION DATE
Article for Land Use newsletter	June 1, 2006
Stormwater quality brochure	July 12, 2006
Distribution materials for County Fair	August 23-27, 2006 (?)
Revised <i>Operation & Maintenance Guidance Document</i>	August 30, 2006
Updated <i>BMP application guidance document</i>	October 4, 2006
Revised <i>illicit discharge detection/elimination plan</i>	October 25, 2006
Updated <i>Pollutant Prevention Procedural Manual</i>	November 3, 2006
Technical guidance document regarding changes made to the WCSMO	December 13, 2006
Updated <i>Sediment and Erosion Control binder</i>	December 29, 2006
Revised <i>Site Inspection/Enforcement Guide and Checklist</i>	January 10, 2007
Revised sediment and erosion control checklist	January 24, 2007
Distribution material for Expo	March 2-3, 2007 (?)
Annual report	May 18, 2007

RESPONSIBILITY MATRIX YEAR 5 (June 1, 2007 – June 1, 2008)

L = task Leader (responsible for managing the task work-reports to Project Manager)

W# = task Worker (responsible for performing work necessary to complete the task; the lower the number, the higher the responsibility)

TASK	Gould (Highways)	Dept. of Highways designee	Stormwater designee (Damon)	Health Dept. designee	Waste Services designee	EMA designee	DATE DUE (see attached list of deliverables)
Program coordination, identify team members	L						June 1, 2007
PUBLIC EDUCATION AND OUTREACH							
Write one article to be printed in the Land Use Newsletter	L		W1				June 1, 2007
Review, update and redistribute brochure	L	W1	W2	W2	W2	W2	July 11, 2007
Update distribution material based on public response and participate in County Fair	L	W2	W1				August 22-26, 2007 (?)
Update distribution material based on public response and participate in Expo	L	W2	W1				February 29 – March 1, 2008 (?)
Meet with groups interested in the Adopt-A-Highway program	L	W1					As needed
Increase advertising for the Adopt-A-Highway program	L	W1					July 25, 2007
Maintain/replace posters if needed	L	W1					August 1, 2007
PUBLIC INVOLVEMENT AND PARTICIPATION							
Meeting with all recruited educators (discuss water quality issues, provide input on educational materials, assign dates and times to individuals participating in events, etc.)	L	W1	W1	W1	W1	W1	June (11, 12, 13, 14, 15), 2007
Count current number of participants and miles of adopted roadway in the Adopt-A-Highway program	L	W1					Perform count of participants each time the number of participants changes
If total number of participants in the program does not exceed the number from the previous year, on average, re-evaluate target audience and advertising to encourage participation	L	W1					Record average on February 15, 2008
Participate in Waste Collection event	L	W1					FALL
ILLICIT DISCHARGE DETECTION AND ELIMINATION							
Field-verify the comprehensive storm sewer outfall map of the regulated MS4 using plans and as-builts	L	W1					November 16, 2007
Maintain and update storm sewer map as new storm water systems are added or changed	L	W1					As needed
Conduct interviews with staff involved with the illicit discharge program regarding program effectiveness	L	W1					September 19, 2007 September 26, 2007

RESPONSIBILITY MATRIX
YEAR 5 (June 1, 2007 – June 1, 2008)

Revise the <i>illicit discharge detection/elimination plan</i> based on interviews with staff	L	W1					October 10, 2007
Hold refresher training course for staff involved with the <i>illicit discharge detection/elimination plan</i>	L	W1		W1	W1	W1	October (22, 23, 24, 25, 26), 2007
CONSTRUCTION SITE STORMWATER RUNOFF CONTROL							
If amendments were approved to the WCSMO in regards to the Construction Site Runoff Control program (Year 3), solicit comments from municipal engineers and local consultants regarding the effectiveness of the new regulations	L	W1	W2				December 12, 2007
If amendments were not approved to the WCSMO in regards to the Construction Site Runoff Control program (Year 3), present proposed revisions and enhancements from Year 4 to the WCSMO to the Will County Stormwater Committee for review	L	W1					December 18, 2007 (?)
Continue collecting structural and non-structural BMO information and update the <i>Sediment and Erosion Control binder</i> as needed	L	W1					January 11, 2008
Visit sites where structural BMPs have been installed to determine effectiveness	L	W1					September, 2007
Revise the sediment and erosion control checklist, if needed	L	W1					February 6, 2008
Revise the <i>Site Inspection/Enforcement Guide and Checklist</i> , if needed	L	W1					January 23, 2008
POST-CONSTRUCTION RUNOFF CONTROL							
If amendments were approved to the WCSMO in regards to the Post-Construction Site Runoff Control program (Year 3), solicit comments from municipal engineers and local consultants regarding the effectiveness of the new regulations	L	W1					December 12, 2007
If amendments were not approved to the WCSMO in regards to the Post-Construction Site Runoff Control program (Year 3), present proposed revisions and enhancements from Year 4 to the WCSMO to the Will County Stormwater Committee for review	L	W1	W2				December 18, 2007 (?)

RESPONSIBILITY MATRIX
YEAR 5 (June 1, 2007 – June 1, 2008)

Revise the <i>Operation & Maintenance Guidance Document</i> , if needed	L	W1				August 29, 2007
Gather additional data and amend the <i>BMP application guidance document</i> as needed	L	W1				November 6, 2007
Distribute revised <i>BMP application guidance document</i>	L	W1				November 28, 2007
POLLUTION PREVENTION/ GOOD HOUSEKEEPING						
Hold training session(s) using the <i>Pollutant Prevention Procedural Manual</i>	L	W1				August (6, 7, 8, 9, 10, 11), 2007
Invite trainees from previous year to attend training session and complete questionnaire regarding the effectiveness of the training and procedural manual	L	W1				August (6, 7, 8, 9, 10, 11), 2007
Update the <i>Pollutant Prevention Procedural Manual</i> based on trainees' responses	L	W1				December 3, 2007
Count number of complaints and/or documented maintenance failures	L	W1				February 29, 2008
ANNUAL REPORT						
Gather data to be included in annual report	L	W1				March 5, 2008
Write annual report	L	W1				April 2, 2008
Submit annual report to IEPA	L	W1				May 16, 2008

DELIVERABLE	COMPLETION DATE
Article for Land Use newsletter	June 1, 2007
Stormwater quality brochure	July 11, 2007
Distribution materials for County Fair	August 22-26, 2007 (?)
Revised <i>Operation & Maintenance Guidance Document</i>	August 29, 2007
Revised <i>illicit discharge detection/elimination plan</i>	October 10, 2007
Updated <i>BMP application guidance document</i>	November 6, 2007
Updated <i>Pollutant Prevention Procedural Manual</i>	December 3, 2007
Updated <i>Sediment and Erosion Control binder</i>	January 11, 2008
Revised <i>Site Inspection/Enforcement Guide and Checklist</i>	January 23, 2008
Revised sediment and erosion control checklist	February 6, 2008
Distribution materials for Expo	February 29-March 1, 2008 (?)
Annual report	May 16, 2008