



Division of Surface Water
NPDES Small MS4 General Permit
(OHQ000003) Annual Reporting Form

Instructions for completing this form

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

General Information

Small MS4 Annual Report for Year: 2020		Ohio EPA Facility Permit Number: 3GQ00142*AG	
Name of MS4: City of East Liverpool			
Mailing Address: 126 West 6th St			
City: East Liverpool		State: OH	Zip Code: 43920
Country: USA		County: Columbiana	
Primary Contact: William Cowan		Title: Director of Planning	
Email Address: Planningdirector@eastliverpool.com		Phone: (330) 386-6584	Fax:

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

Responsible Manager:
 David Dawson
 Service/Safety Director
 126 West Sixth Street
 East Liverpool, Ohio 43920
 330-386-6584
 d.dawson@eastliverpool.com

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Certification

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

Applicant Name: William Cowan	Title: Director of Planning
Signature: Electronically submitted by 74748562	Date: Electronically submitted on 06/11/2021

PUBLIC EDUCATION AND OUTREACH

Estimate Your Permit Area of Total Population: 10600

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	% Target Audience	Effective
Stormwater brochures.	Public Works and East Liverpool Water Department	Provide annual stormwater information through brochures with a goal to distribute 2,000 brochures annually.	Provide information about stormwater pollution and steps a homeowner can take to prevent being a pollution contributor.	Public utility customers	5	No
Summary of Results: In progress						
Comments:						
City MS4 Permit website	Public Works and IT Administrator	In the spirit of transparency, provide stormwater plan, brochures, permit and other important information on the City website.	Provide educational materials for homeowners along with OEPA Stormwater Program MS4 Permit links.	East Liverpool citizens	5	No
Summary of Results: Website is being constructed.						
Comments:						
City Wide Cleanups	Mayor, Public Works and East Liverpool Health Department Environmental Health Division	Encourage special cleanup efforts by local groups.	Reduce stormwater pollution	Community groups and citizens	5	Yes
Summary of Results: In 2020 the City of East Liverpool held 7 Community Cleanup Days. We had much support from the community with church groups, Boy Scouts, high school students and residents coming out to help. We held the cleanup days once a month focus on areas all over the city. The city organized and led all of the efforts below in trying to help clean up the city. Our projects included:						
<ul style="list-style-type: none"> -Broadway Wharf, approximately 25 volunteers -Community Garden, approximately 75 volunteers -Downtown cleanup, approximately 50 volunteers -Maine Blvd cleanup, 10 volunteers. -2nd Downtown cleanup approximately 50 volunteers - Bradshaw Ave, approximately 30 volunteers -Old gymnasium area, approximately 30 volunteers this day. 						
Comments:						
Contractor and developer stormwater information	City Planning and Building Departments and City MS4 website	Provide stormwater regulations to contractors and developers.	Educate contractors and developers about need for site runoff controls.	Contractors and developers.	5	No
Summary of Results: Website is being constructed.						
Comments:						
Stormwater Education Program	Public Works and East Liverpool Health Department Environmental Health Division	Stormwater education program	Raise awareness of stormwater system and outfalls	K-12	15	No
Summary of Results: In progress						

Comments:

PUBLIC EDUCATION & OUTREACH

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

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	% Target Audience	Proposed Schedule
Stormwater Education Program, stormwater brochures, City MS4 Permit website, City wide cleanups and Contractor and developer stormwater information.	Various city departments.	Provide a variety of programs to address all of the BMP requirements of the MS4 Permit. Programs will be designed to raise awareness of stormwater pollution. Provide educational opportunities, teaching ways to combat and prevent stormwater pollution.	Education and prevention.	Citizens of the City of East Liverpool	75	RFQ due July 12, 2021. Anticipate hiring firm mid to late August 2021 to manage the City MS4 Permit.

Summary of Planned Activities: Will be advertising for RFQ for an engineering firm to bring the City of East Liverpool into compliance with the MS4 Permit requirements.

Comments: Strivings for full compliance with MS4 permit requirements.

PUBLIC INVOLVEMENT AND PARTICIPATION

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate Of People Participated	Effective
Comply with public notice procedures	Public Works	Comply with ORC121 regarding public meetings and notification procedures.	Provide full transparency and compliance with MS4 Permit requirements.	Citizens	30	No

Summary of Results: All public meetings pertaining to MS4 Permit will be published and posted as required.

Comments:

City website postings	Public Works and It Administrator	Post annual reports on the city website for public review and comment.	Full transparency and compliance with MS4 requirements.	Citizens of East Liverpool	1000	No
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Summary of Results: Report will be available and posted upon completion.

Comments:

Annual report on city website for public comment	Public Works and IT Administrator	Post the the city website the stormwater management plan and information on specific stormwater projects.	Full transparency and compliance with MS4 requirements.	Citizens of East Liverpool	400	No
Summary of Results: Provide a link on the city website for access to the annual report. Comments:						
Ordinance amendments	Public Works	Submit program ordinance amendments for comment prior to City Council consideration.	Gather public comments and analyze prior to sending ordinance amendments to City Council.	Citizens of East Liverpool	400	No
Summary of Results: Annual review of the programs and requests for public comments will be offered as amendments are suggested. Comments:						
PUBLIC INVOLVEMENT AND PARTICIPATION						
<i>Summarize activities you plan to undertake during the next reporting cycle.</i>						
BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People to Participate	Proposed Schedule
Comply with public notice procedures, city website postings, annual report on city website for public comment and ordinance amendments.	Various city departments.	Continue to provide full transparency for the MS4 permit programs and requirements.	Transparency and compliance.	Citizens of East Liverpool	600	RFQ due July 12, 2021: Anticipate hiring firm mid to late August 2021 to manage the City MS4 Permit.
Summary of Planned Activities: Will be advertising for RFQ for an engineering firm to bring the City of East Liverpool into compliance with the MS4 Permit requirements. Comments:						
ILLCIT DISCHARGE DETECTION AND ELIMINATION (IDDE)						
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Cite Local Code(s) Being Used (if available, web link for code(s))	Effective	
Ordinance or Other Regulatory Mechanism	Public Works	Enact regulatory ordinances.	No	Not available	No	No

Summary of Results or Activities: In Process.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
Storm Sewer System Map	Public Works	Build mapping to meet requirements of MS4 permit.	No	Will be advertising for RFQ for an engineering firm to bring the City of East Liverpool into compliance with the MS4 Permit requirements.	No

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
HSTS Mapping and List	Public Works	Build mapping to meet requirements of MS4 permit.	No	Will be advertising for RFQ for an engineering firm to bring the City of East Liverpool into compliance with the MS4 Permit requirements.	No

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
IDDE Plan	Public Works	Enact plan to address illicit discharge detection & elimination	No	Will be advertising for RFQ for an engineering firm to bring the City of East Liverpool into compliance with the MS4 Permit requirements.	No

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Total # of Outfalls	# of Outfalls Screened	# of Dry-Weather Flows Identified	# of Identified Illicit Discharges	# of Eliminated Illicit Discharges	Effective
Dry-Weather Screening of Outfalls	Public Works	Will be advertising for RFQ for an engineering firm to bring the City of East Liverpool into compliance with the MS4 Permit requirements.	No	0	0	0	0	0	No

Comments: Mapping has not been completed. Number of outfalls is unknown at this time.

Upload File Name for the Illicit Discharges: Permit attachment.docx

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

ILLCIT DISCHARGE DETECTION & ELIMINATION (IDDE)

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

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule

<p>Ordinance or other regulatory mechanisms, storm sewer system map, HSTS mapping and list, IDDE plan and dry-weather screening of outfalls.</p>	<p>Public Works</p>	<p>full transparency and compliance.</p>	<p>Will be advertising for RFQ for an engineering firm to bring the City of East Liverpool into compliance with the MS4 Permit requirements.</p>	<p>RFQ due July 12, 2021: Anticipate hiring firm mid to late August 2021 to manage the City MS4 Permit.</p>
<p>Comments:</p>				

CONSTRUCTION SITE RUNOFF CONTROL

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Cite Local Code(s) Being Used (if available, web link for code(s))	Effective
Ordinance or Other Regulatory Mechanism	Planning/Building Department	Implement regulatory ordinances.	No	Being developed	No
<p>Summary of Results or Activities: Will be advertising for RFQ for an engineering firm to bring the City of East Liverpool into compliance with the MS4 Permit requirements.</p>					
<p>Comments:</p>					
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Standards Being Used	Effective
Sediment and Erosion Control Requirements	Planning/Building Department	Implement regulatory ordinances.	No	Will be developed	No
<p>Summary of Results or Activities: Will be advertising for RFQ for an engineering firm to bring the City of East Liverpool into compliance with the MS4 Permit requirements.</p>					
<p>Comments:</p>					

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites Requiring Plans	# of Plans Reviewed	Effective
Complaint Process	Planning/Building Department	Develop a process for intake and follow-up of complaints.	No	0	0	No
<p>Summary of Results or Activities: Will be advertising for RFQ for an engineering firm to bring the City of East Liverpool into compliance with the MS4 Permit requirements.</p>						
<p>Comments:</p>						

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Sites Requiring Plans	# of Plans Reviewed	Effective
Site Plan Review Procedures	Planning/Building Department	Develop a process for site plan review procedures.	No	0	0	No
<p>Summary of Results or Activities: Will be advertising for RFQ for an engineering firm to bring the City of East Liverpool into compliance with the MS4 Permit requirements.</p>						
<p>Comments:</p>						

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites	# of Sites Inspected	Average Frequency	Effective
Site Inspection Procedures	Planning/building Department	Develop a procedure for site inspections.	No	0	0	0	No
<p>Summary of Results or Activities: Will be advertising for RFQ for an engineering firm to bring the City of East Liverpool into compliance with the MS4 Permit requirements.</p>							
<p>Comments:</p>							

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

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Violation Letters	# of Enforcement Actions	Effective
Enforcement Procedures	Planning/Building Department	Establish enforcement procedures.	No	0	0	No
Summary of Results or Activities: Will be advertising for RFQ for an engineering firm to bring the City of East Liverpool into compliance with the MS4 Permit requirements.						
Comments:						
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Measurements		Effective
No records found			Completed			Effective

CONSTRUCTION SITE RUNOFF CONTROL

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

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinances or other regulatory mechanisms, sediment and erosion control requirements, complaint process, site plan review procedures, site inspection procedures and enforcement procedures.	Planning/Building Department	Full compliance and transparency with MS4 permit requirements.	Will be advertising for RFQ for an engineering firm to bring the City of East Liverpool into compliance with the MS4 Permit requirements.	RFQ due July 12, 2021. Anticipate hiring firm mid to late August 2021 to manage the City MS4 Permit.
Comments:				

POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Cite Local Code(s) Being Used (If available, web link for code(s))	Effective	
Ordinance or Other Regulatory Mechanism	Planning/Building department	Full compliance with MS4 permit requirements.	No	Being developed	No	
Summary of Results or Activities: Will be advertising for RFQ for an engineering firm to bring the City of East Liverpool into compliance with the MS4 Permit requirements. RFQ due July 12, 2021. Anticipate hiring firm mid to late August 2021 to manage the City MS4 Permit.						
Comments:						
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Structural and/or Non-Structural Standards Being Used	Effective	
Post-Construction Requirements	Planning/building Department	Full compliance with MS4 permit requirements.	No	Will be developed.	No	
Summary of Results or Activities: Will be advertising for RFQ for an engineering firm to bring the City of East Liverpool into compliance with the MS4 Permit requirements. RFQ due July 12, 2021. Anticipate hiring firm mid to late August 2021 to manage the City MS4 Permit.						
Comments:						
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites Requiring Plans	# of Plans Reviewed	Effective
			Completed			Effective

Site Plan Review Procedures	Planning/building Department	Full compliance with MS4 permit requirements.	No	0	0	No	
<p>Summary of Results or Activities: Will be advertising for RFQ for an engineering firm to bring the City of East Liverpool into compliance with the MS4 Permit requirements. RFQ due July 12, 2021. Anticipate hiring firm mid to late August 2021 to manage the City MS4 Permit.</p> <p>Comments:</p>							
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites	# of Inspections Performed	Average Frequency	Effective
Site Inspection Procedures	Planning/Building Department	Full compliance with MS4 permit requirements.	No	0	0	0	No
<p>Summary of Results or Activities: Will be advertising for RFQ for an engineering firm to bring the City of East Liverpool into compliance with the MS4 Permit requirements. RFQ due July 12, 2021. Anticipate hiring firm mid to late August 2021 to manage the City MS4 Permit.</p> <p>Comments:</p>							
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Violation Letters	# of Enforcement Actions	Effective	
Enforcement Procedures	Planning/Building Department	Full compliance with MS4 permit requirements.	No	0	0	No	
<p>Summary of Results or Activities: Will be advertising for RFQ for an engineering firm to bring the City of East Liverpool into compliance with the MS4 Permit requirements. RFQ due July 12, 2021. Anticipate hiring firm mid to late August 2021 to manage the City MS4 Permit.</p> <p>Comments:</p>							
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Sites Requiring Plans/Agreements	# of Plans Developed/Agreements in Place	Effective	
Long-Term O&M Plans/Agreements	Planning/Building Department	Full compliance with MS4 permit requirements.	No	0	0	No	
<p>Summary of Results or Activities: Will be advertising for RFQ for an engineering firm to bring the City of East Liverpool into compliance with the MS4 Permit requirements. RFQ due July 12, 2021. Anticipate hiring firm mid to late August 2021 to manage the City MS4 Permit.</p> <p>Comments:</p>							
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Measurement 1	Measurement 2	Effective	
No records found							
POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT							
<p>Summarize activities you plan to undertake for the next reporting cycle.</p>							
BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities				Proposed Schedule

Ordinance or other regulatory mechanisms, post-construction requirements, site plan review procedures, site inspection procedures, enforcement procedures and long-term O&M plans/agreements.	Planning/building Department	Full compliance with MS4 permit requirements.	Will be advertising for RFQ for an engineering firm to bring the City of East Liverpool into compliance with the MS4 Permit requirements.	RFQ due July 12, 2021. Anticipate hiring firm mid to late August 2021 to manage the City MS4 Permit.
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Comments:

POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Topic(s)	Targeted Audience	# of Employees Attended	Effective
Employee Training Program 1	Public Works	Full compliance with MS4 permit requirements.	No	Will be developed.	Employees	0	No

Summary of Activity: Ill be advertising for RFQ for an engineering firm to bring the City of East Liverpool into compliance with the MS4 Permit requirements.

Comments:

BMP (mechanism)	List of Municipal Facilities Subject to Program	O&M Procedures Developed?	# of Inspections Performed	Frequency of Inspections
Municipal Facilities	List will be developed by consultant hired to manage the MS4 permit.	No	0	0

MS4 Maintenance

Maintenance activities and schedules will be developed by consultant and implemented by city.

Summary of Activity: Will be advertising for RFQ for an engineering firm to bring the City of East Liverpool into compliance with the MS4 Permit requirements.

Document Amounts of Wastes Properly Disposed

BMP (mechanism)	Procedures Developed?	Tons Used	Summarize Measures Taken to Minimize Usage
Disposal of Wastes	No	To be determined	

BMP (mechanism)	Covered?	Gallons Used	Summarize Measures Taken to Minimize Usage
Road Salt	Yes	500 Tons	Will be evaluated.

BMP (mechanism)	Procedures Developed?	Pounds Used	Summarize Measures Taken to Minimize Usage
Pesticide & Herbicide Usage	No	0 Gallons	Procedures will be developed by consultant.

BMP (mechanism)	Procedures Developed?	Pounds Used	Summarize Measures Taken to Minimize Usage
Fertilizer Usage	No	0 Pounds	N/A

Document Amount of Material Collected and Properly Disposed

BMP (mechanism)	Procedures Developed?	Summarize Any New or Existing Flood Management Projects that were Assessed for Impacts on Water Quality
Street Sweeping	No	Will develop monitoring procedures for collected and disposed of materials.

Flood Management Projects

None

Summary

BMP (mechanism)

No records found

POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

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

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Employee training programs, municipal facilities, MS4 maintenance, disposal of waste, road salt, pesticide & herbicide usage, street sweeping and flood management projects.	Public Works	Full compliance with MS4 permit requirements.	Will be advertising for RFQ for an engineering firm to bring the City of East Liverpool into compliance with the MS4 Permit requirements.	RFQ due July 12, 2021. Anticipate hiring firm mid to late August 2021 to manage the City MS4 Permit.

Comments:

PROPOSED CHANGES TO YOUR SWMP (IF ANY)

Summarize any proposed changes to your SWMP, including changes to any BMPs or any identified measurable goals that apply to the program elements. If you fail to satisfy measurable goals for the reporting year, please explain why.

The city of East Liverpool is committed to being compliant with MS4 permit requirements. RFQ's for a consultant, to bring East Liverpool into compliance and manage our MS4 permit, were distributed and will be publicly advertised beginning June 14. We hope to have a consultant on board by mid August of 2021.

VARIANCES GRANTED (IF ANY)

Identify and summarize any variances granted under your storm water program.

ADDITIONAL INFORMATION

Please add any additional comments or attachments below.