



A R K A N S A S  
Department of Environmental Quality

# NPDES Small MS4 General Permit (ARR040000) Annual Reporting Form

**Instructions for completing this form:**

- ARR040000 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 June 1<sup>st</sup>.
- 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.
- Don't 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.
- Please attach results of monitoring required for TMDL or impaired streams separately from this form.
- When complete, submit this Annual Report form to the following address:

ADEQ  
Water Division  
General Permits Section  
5301 Northshore Drive  
North Little Rock, AR 72118  
Water-permit-application@adeq.state.ar.us

Small MS4 Annual Report for Year: 2009

ADEQ Permit Tracking Number: ARR040000

Name of MS4: Arkansas State Highway and Transportation Department (AHTD)

Primary Contact: Gary L. Williamson

Title: Administrative Assistant II

Mailing Address: P.O. Box 2261

City: Little Rock

Zip Code: 72203

County: Pulaski

Telephone Number: (501) 569-2230

Email Address: gary.williamson@arkansashighways.com

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.

Table of Organization-Attached

AHTD/Arkansas Health Department have a MOU For Illicit Discharges

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.

Print Name: Scott E. Bennett

Print Title: Assistant Chief Engineer-Planning

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## SMALL MS4 ANNUAL REPORT FORM

### PUBLIC EDUCATION & OUTREACH

Estimate Your Permit Area's Total Population: **3928**

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached & Total # of people reached	Summary of Results	Effective (Yes or No)
BMP 1.1 Storm Water Educational Handouts	Year 1: AHTD Storm Water Brochures available at all Welcome Centers. Year 2: Create material targeting contractors, district personnel, and traveling public. Years 2-5: Distribute new material.	The themes of the brochure being distributed in Year 1 are impacts of storm water runoff, what AHTD is doing to prevent pollution from this source and how the public can help	District construction and maintenance personnel, contractors for new construction projects and the traveling public at all Welcome Centers.	The general public who use Welcome Centers are not considered part of the AHTD population as defined by the Permit. This Year 1 distribution is an interim measure and an attempt to reduce litter and other waste on the AHTD right of way through public education.	650 brochures were distributed to Arkansas Welcome Centers in February 2010. Years 2-5 will be the focus of the program with distribution of targeted material to the AHTD population.	Unable to make a determination because the Welcome Center distribution has been in place for less than 3 months as of the date of report preparation.
NPDES Section						
BMP 1.2 Storm Water Information on Web Site	Current Department storm water educational material will be maintained on the website. New material will be posted as it is developed.	Nine stormwater education publications are posted on the website. Themes are anti-littering, construction storm water, leaking vehicle fluids, AHTD & EPA general storm water brochures, litter coloring page for children, and two Spanish language publications.	Department employees, general public	No information available on percent of population reached since web visits are anonymous.	During the Permit year, the storm water section of the site was accessed 731 times.	Yes
NPDES Section						
BMP 1.3 Public Hotline	Document and respond to all hotline calls	N/A	Department employees, general Public	The storm water hotline received four calls during Year 1. Most calls were general complaints.	Calls were responded to by AHTD or were referred to another agency, as appropriate.	Yes
NPDES Section						

(See Attachment for additional BMPs)

## SMALL MS4 ANNUAL REPORT FORM

### PUBLIC EDUCATION & OUTREACH (Attachment)

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached & Total # of people reached	Summary of Results	Effective (Yes or No)
BMP 1.4 Spanish Storm Water Material	Year 1: An existing Spanish language storm water publication will be posted on the website.	Importance of proper vehicle maintenance to storm water program; general information on the impacts of storm water and how the public can get involved.	Spanish speaking members of the public	The general public is not considered part of the AHTD population as defined by the Permit. This distribution is an effort to possibly reduce litter, oil, and other waste on the AHTD right of way.	The storm water portion of the website had 731 visits during Year 1.	Yes
NPDES Section	Year 2: Add additional publications					
BMP 1.5 Storm Drain Marking at Rest Areas	Year 2: markers will be purchased.  Years 2 and 3: markers will be affixed to storm drains which discharge off site.	Caution against allowing pollutants to enter water ways via storm drains.	Traveling public	N/A	BMP begins in Year 2	N/A
NPDES Section						
BMP 1.6 Department Newsletter	Publish article on a subject of environmental interest at least annually beginning in Year 2 of the Permit.	Various themes will be addressed during the Permit term.	Department employees		BMP begins in Year 2	N/A
NPDES Section						

## SMALL MS4 ANNUAL REPORT FORM

### PUBLIC INVOLVEMENT/PARTICIPATION

BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People Participated	Summary of Results	Effective (Yes or No)
BMP 2.1 Public Notice of Storm Water Management Program (SWMP)	SWMP provided for public comment	N/A	General public and Department employees	N/A	The notice of the AHTD SWMP was published in the Arkansas Democrat-Gazette in December 2009. No comments were received.	N/A
NPDES Section						
BMP 2.2 Involvement with Other Entities	The Department will sponsor or participate in at least eight activities with other public or private groups during each year of the permit.	Nine environmental related meetings were attended or presented by AHTD personnel including Arkansas Watershed Advisory Group, Earth Day Activities, and Storm Water Conferences.	General public, members of environmental groups and Department employees.	Several hundred participants, but other than AHTD staff members leading or participating, groups did not meet the "population" criteria of the Permit.	Sharing of ideas and environmental education for participants.	Yes.
NPDES Section						
BMP 2.3 Maintain SWMP on Website	SWMP and associated documents available on the Department website during the life of the permit.	AHTD storm water program.	General public, Department employees, other MS4s.	No information available on percent of population reached since web visits are anonymous.	During the Permit year, the storm water section of the site was accessed 731 times.	
NPDES Section						

(See attachments for additional BMPs)

## SMALL MS4 ANNUAL REPORT FORM

### PUBLIC INVOLVEMENT/PARTICIPATION (Attachment)

BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People Participated	Summary of Results	Effective (Yes or No)
BMP 2.4 Sponsor Adopt A Highway Program	The Department will publicize the program through the website, distribution of applications at public meetings, and on highway signs. The goal is to keep at least 1500 groups involved in the program over the life of the Permit.	Public involvement by keeping the State highways free of litter.	General public and civic groups.	1664 groups participated during fiscal year 2009 with 6345 people reported as participating.	1664 groups, consisting of a total of 6345 people adopted 2579 miles of highway for litter collection.	Yes
District Engineer						
BMP 2.5 Litter Hotline	All calls to the hotline will be documented and a letter will be sent to each reported violator where the identity and address of the driver can be ascertained.	Anti-littering	Driving public	7156 calls were received.	During the last year, the Litter Hotline received 7156 litter calls and sent 5266 letters to suspected violators.	Yes
Arkansas Highway Police						
BMP 2.6 NPDES Standing Committee	All SWMP activities, including required annual reports and other MS4 permit related actions will be reviewed and approved by the committee before adoption. Minutes of the meetings will be maintained.	N/A	N/A	12 committee members and 2 staff members.	Committee met in October 2009 to review the SWMP before it was approved by the Department.  The annual report was reviewed by committee members in May 2010 before being approved by the Department.	Yes
Committee Chair, Environmental Division						



## SMALL MS4 ANNUAL REPORT FORM

### PUBLIC INVOLVEMENT/PARTICIPATION (Attachment)

BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People Participated	Summary of Results	Effective (Yes or No)
BMP 2.7 Pre-Construction Conference With Contractors	A Pre-Construction Conference to be held for contracted jobs with District oversight.	Improved erosion and sediment control through compliance with the Construction Storm Water Permit and the AHTD SWPPPs.	Contractors for highway construction projects.	Approximately 60 meetings were held involving several hundred people.	Meetings are a highly effective means of preventing problems during construction through improved communications between AHTD personnel and contractors.	Yes
District Construction Engineer						

## SMALL MS4 ANNUAL REPORT FORM

### ILLCIT DISCHARGE DETECTION & ELIMINATION (IDDE)

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))		Summary of Results or Activities		Effective (Yes or No)
Ordinance or Other Regulatory Mechanism	N/A	N/A	MOU with Arkansas Health Dept. for septic system discharges. ADEQ and other MS4 operators with regulatory authority are asked for assistance with other types of discharges.		AHTD doesn't have regulatory authority over illicit discharges but written procedures have been developed and distributed for handling such discharges.		Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates			Effective (Yes or No)	
BMP 3.1 Storm Sewer System Map	The Department will map approximately 25 percent of the MS4 system each year during Years 2-5 of the Permit.	Year 2-5 BMP	Although this BMP is not scheduled to begin until Year 2, the NPDES staff mapped 228 miles of the MS4 system during Year 1.			Yes	
NPDES Section							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates			Effective (Yes or No)	
IDDE Plan	IDDE plan completed and distributed.	Yes	The AHTD Illicit Discharge Reporting Protocol has been distributed to the Districts and is available in the SWMP and on the AHTD Local Area Networks for the Construction and Maintenance divisions.			Yes	
NPDES Section							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Outfalls Screened	# of Dry-Weather Flows Identified	# Of Illicit Discharges:		Effective (Yes or No)
					Identified*	Eliminated	
BMP 3.2 Dry-Weather Screening of Outfalls # of Outfalls Screened - <u>0</u> Total # of Outfalls - <u>4390</u>	The Department will dry weather screen approximately 25 percent of the MS4 system each year during years 2-5 of the Permit and take action to eliminate illicit discharges.	Year 2-5 BMP	Although this is a Year 2-5 BMP, the Department plans to begin screening outfalls during this Permit year.				
NPDES Section							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates			Effective (Yes or No)	
Identification of allowable non-stormwater discharges	N/A	N/A	The Department has not identified any allowable non-stormwater discharges which are significant contributors of pollution to the MS4.			N/A	

(See attachment for additional BMPs)

## SMALL MS4 ANNUAL REPORT FORM

### ILLCIT DISCHARGE DETECTION & ELIMINATION (IDDE) (Attachment)

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Results or Activities	Effective (Yes or No)
BMP 3.3 Statewide Employee Training Program	Year 1: Develop training.	Yes	Although this training is scheduled to begin in Year 2, the NPDES Section visited all 10 districts and provided training in illicit discharge detection and reporting to 361 maintenance personnel during January-April 2010.	Yes
NPDES Section-Development District Maintenance Engineer-Training	Years 2-5: Provide annual illicit discharge training for all eligible maintenance personnel.			
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates	Effective (Yes or No)
BMP 3.4 Citizen Reporting of Illicit Discharges	NPDES personnel will record all complaints and follow the Illicit Discharge Reporting Protocol to eliminate actual illicit discharges.	Yes	The Department receives few illicit discharge reports from citizens (the last was in November 2008) but procedures are established to deal with such events as they occur. Normally, citizens will report such problems to ADEQ or other regulatory agencies.	Yes
NPDES Section				
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates	Effective (Yes or No)
BMP 3.5 Maintenance Facility Staff Assistance Visits	NPDES staff to visit approximately 10 percent of the Department's maintenance facilities during each year of the Permit.	Yes	During Year 1, the NPDES staff visited 10 of the 94 maintenance facilities which are covered under this Permit.	Yes
NPDES Section				
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates	Effective (Yes or No)
BMP 3.6 Test Equipment Purchase and Personnel Training	Year 1: The NPDES section will research and request funds for the purchase of field testing equipment to be used in dry weather screening.	Yes	During Year 1, the Department purchased 2 pH meters which will be used to screen dry weather flows during the term of the Permit.	N/A
NPDES Section	Year 2: Personnel will be trained in the use of the equipment and sampling of suspected illicit discharges will begin.			

## SMALL MS4 ANNUAL REPORT FORM

### CONSTRUCTION SITE RUNOFF CONTROL

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))		Summary of Results or Activities	Effective (Yes or No)
Ordinance or Other Regulatory Mechanism	All AHTD construction projects with one acre or more of disturbed soil will obtain NPDES Construction Stormwater Permits.	Yes	N/A		All AHTD construction projects of one acre or more obtain coverage under the NPDES Construction Storm Water General Permit.	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Standards Being Used		Summary of Results or Activities	Effective (Yes or No)
Sediment and Erosion Control Requirements	Appropriate erosion and sediment control BMPs are installed on all construction sites.	Yes	NPDES Construction Storm Water Permit and AHTD Standard Specifications for Highway Construction.		Erosion and sediment control BMPs are added during SWPPP development by Roadway Design, State Aid designers, or the district and are implemented during actual construction under the supervision of the responsible engineer at the district level.	Yes
State Construction Engineer						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Complaints		Summary of Results or Activities	Effective (Yes or No)
			Received	Followed-Up On		
BMP 4.4 Complaint Process	All communications will be documented and responded to within 3 business days of receipt. Valid concerns will be relayed to the Construction Division for resolution.	Yes	8	8	Most complaints are received through ADEQ and the Department has responded to all complaints received during Year 1.	Yes
NPDES Section/State Construction Engineer						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Applicable Sites Requiring Plans	# of Plans Reviewed	Summary of Results or Activities	Effective (Yes or No)
Site Plan Review Procedures	SWPPP produced for each project with one acre or more of disturbed soil.	Yes	32	32	Each SWPPP is reviewed and approved by a P.E. and implemented under the supervision of an engineer at the district.	Yes
State Construction Engineer						

## SMALL MS4 ANNUAL REPORT FORM

### CONSTRUCTION SITE RUNOFF CONTROL

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Site Inspections Performed			Summary of Results or Activities	Effective (Yes or No)
			# of Applicable Sites	# Performed	Avg. Frequency		
Site Inspection Procedures State Construction Engineer	All AHTD construction sites with one acre or more of disturbed soil will be inspected at least every seven days as required by the NPDES Construction Storm Water Permit and the SWPPP.	Yes	Because the number of jobs varies from month to month, it isn't possible to provide an annual number for this BMP.	N/A	Every seven days.	The AHTD construction and maintenance projects with coverage under the NPDES Construction Storm Water Permit are inspected at least every seven days. Each inspection is certified by the engineer with oversight of the project.	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Violations		Summary of Results or Activities	Effective (Yes or No)	
			# of Violation Letters	# of Enforcement Actions			
Enforcement Procedures	N/A				This requirement is not applicable to AHTD		

\*Include an attachment which identifies applicable sites within your jurisdiction for this reporting period.  
 (See attachments for additional BMPs)



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## SMALL MS4 ANNUAL REPORT FORM

### CONSTRUCTION SITE RUNOFF CONTROL (Attachment)

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Results or Activities	Effective (Yes or No)
BMP 4.1 Training and Certification Program for Dept. Personnel Asst. Chief Engineer-Operations	Year 1: Train and certify 100 employees in erosion and sediment control. Years 2-5: Train and certify 200 employees each year.	The training program began in Feb. 2010 and is an ongoing program for the life of the Permit.	As of the date of report preparation in early May 2010, 38 people had been trained and certified with another 17 scheduled for the May class. With June and July classes yet to be scheduled, the Department should be close to the goal of 100 trainees for Year 1. The Department has committed to have 12 classes per year with 20 people per class for the remaining term of the Permit.	Yes
BMP 4.2 New Construction BMPs NPDES Section-Research State Const. Engineer-Testing NPDES Standing Committee/ Specifications Committee-Adoption	Adopt three new erosion and sediment control BMPs into the Standard Specifications during the term of the Permit.	Year 1-5 BMP. No new BMPs added to the Standard Specifications during Year 1.	AHTD has tested several new BMPs which are not currently part of the Standard Specifications. Of these, two are currently used on AHTD construction and maintenance jobs. During the next year, other BMPs will be considered to meet the upcoming EPA turbidity limits for construction site discharges which will be effective in November 2011.	N/A
BMP 4.3 Erosion and Sediment Control Design and Construction Manual State Construction Engineer	The manual will be maintained on all construction and maintenance jobs which require coverage under the Construction Storm Water General Permit. A copy will also be maintained at each Department maintenance facility and on the Department's website.	Yes	The AHTD Erosion and Sediment Control Design and Construction Manual was rewritten in 2009 to comply with the revised NPDES Construction Stormwater Permit. A copy is maintained on all AHTD construction and maintenance projects which require a SWPPP and as a reference at area maintenance facilities. It is available on the AHTD website for the use of Department employees or the general public.	Yes
BMP 4.5 Contractor Erosion and Sediment Control Training State Construction Engineer	Training will be offered to Department contractors beginning in Year 2.		Year 2 BMP	



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Department of Environmental Quality

## SMALL MS4 ANNUAL REPORT FORM

### CONSTRUCTION SITE RUNOFF CONTROL (Attachment)

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Results or Activities	Effective (Yes or No)
BMP 4.6 Staff Assistance Visits to Department Projects NPDES Section	Visit at least five projects each year, document results, and provide an assessment to the Districts at the end of each calendar year beginning in December 2010.	Yes	Members of the NPDES Staff visited eight AHTD projects during Year 1 and provided written feedback to the districts on the results.	Yes

## SMALL MS4 ANNUAL REPORT FORM

### POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))		Summary of Results or Activities	Effective (Yes or No)
Ordinance or Other Regulatory Mechanism	N/A		N/A		AHTD complies with the requirements of the NPDES Construction Stormwater Permit as a means of fulfilling this minimum measure. In addition, source control measures are practiced at Department maintenance facilities to prevent pollutants from entering waterbodies.	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Structural and/or Non-Structural Standards Being Used		Summary of Results or Activities/Compliance rates with MS4 requirements	Effective (Yes or No)
Post-Construction Requirements	N/A		AHTD complies with the requirements of the NPDES Construction Storm Water Permit and the AHTD Standard Specifications for Highway Construction as a means of fulfilling this minimum measure.		Compliance is achieved by obtaining coverage for all AHTD construction projects under the NPDES Construction Storm Water General Permit and by complying with Permit requirements.	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Applicable Sites Requiring Post-Const. BMPs	# of Plans Reviewed	Summary of Results or Activities	Effective (Yes or No)
Site Plan Review Procedures	SWPPPs including appropriate post-construction BMPs are produced for each project with one acre or more of disturbed soil.	Yes	32	32	SWPPPs including post-construction BMPs are developed and implemented for all construction projects with one acre or more of disturbed soil.	Yes
State Construction Engineer						
BMP & Responsible Party		Completed (Yes or No)	Violations		Summary of Results or Activities	Effective (Yes or No)
			# of Violation Letters	# of Enforcement Actions		
Enforcement Procedures	N/A				This BMP is not applicable to AHTD.	
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Sites Requiring Plans/Agreements	# of Plans Developed/Agreements in Place	Summary of Results or Activities	Effective (Yes or No)
Long-Term O&M Plans/Agreements	N/A				The function of Maintenance within AHTD is to operate and maintain the State highway system, to include the storm water drainage system.	Yes

(See attachment for additional BMPs)



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## SMALL MS4 ANNUAL REPORT FORM

### POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT (Attachment)

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Results or Activities		Effective (Yes or No)	
BMP 5.1 Post-Construction BMPs	Years 2-5: Present possible BMP candidates to the NPDES Standing Committee for consideration and possible testing on Department projects.		Year 2 -5 BMP			
NPDES Section/State Construction Engineer						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Site Inspections Performed		Summary of Results or Activities	Effective (Yes or No)
			# Performed	Avg. Frequency		
BMP 5.2 Maintenance Schedule	A schedule of routine maintenance has been developed for post-construction BMPs and will be used to keep listed BMPs in good working order.	Yes	Four inspections per year are required for each of the small regulated MS4 areas in the AHTD MS4 system.	Inspections are performed at least quarterly, but a survey in early 2010 found some lack of understanding on the documentation. This was resolved during Year 1 annual training at the districts.	AHTD Area Maintenance Supervisors are required to survey the MS4 drainage system within the small MS4 areas at least quarterly to identify permanent BMPs which require maintenance. In practice, the MS4 system is surveyed every few weeks during routine checks by the Area Maintenance Supervisor.	Yes
NPDES Section/State Maintenance Engineer						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Results or Activities		Effective (Yes or No)	
BMP 5.3 Employee Training	Year 2: Provide training for Area Maintenance Supervisors in post construction BMP maintenance.	Yes	Although this BMP is scheduled to begin in Year 2, training was provided for all Area Maintenance Supervisors in January-April 2010.		Yes	
NPDES Section/District Maintenance Engineer						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Results or Activities		Effective (Yes or No)	
BMP 5.4 Review Plans for New Facilities	Review all new facility plans and recommend the incorporation of permanent BMPs when warranted.	Yes	During Year 1, three site plans for new facilities were reviewed for possible incorporation of permanent BMPs such as sediment basins.		Yes	
NPDES Section/Facilities Management						

## SMALL MS4 ANNUAL REPORT FORM

### POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT (Attachment)

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Results or Activities	Effective (Yes or No)
BMP 5.5 Existing Facility BMP Survey	Ten percent of maintenance facilities to be surveyed during each year of the Permit with recommendations provided to the Districts for their consideration.	Yes	During Year 1, 10 of the 94 maintenance facilities with coverage under the MS4 permit were surveyed and recommendations on possible incorporation of permanent BMPs were provided to the Districts where appropriate.	Yes
NPDES Section				
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Results or Activities	Effective (Yes or No)
BMP 5.6 Post Construction BMP Review	A field survey of post-construction BMPs to be conducted during Year 5 with a report prepared and presented to the NPDES Standing Committee.		Year 5 BMP	
NPDES Section				

## SMALL MS4 ANNUAL REPORT FORM

### POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Topic(s)	Targeted Audience	# of Employees Attended	Summary of Activity	Effective (Yes or No)
BMP 6.6 Employee Training Program	Year 1: Develop training program. Year 2: Provide training to maintenance supervisors. Provide illicit discharge brochures to all eligible employees.	Yes	Illicit discharge detection/reporting; facility pollution prevention plan implementation; spill prevention control and countermeasures; Post construction BMP inspections; Section 404 permits & in-stream work requirements; herbicide application	Maintenance supervisors at all levels	361	Training was provided by Environmental Division staff. Although Year 1 was identified as training program development only, the Department elected to begin training this year.	Yes
NPDES Section/District Maintenance Engineer	Years 2-5: Maintenance supervisors will train all eligible employees under their supervision.						
<b>List of Municipal Facilities Subject to Program</b>					<b>O&amp;M Procedures Developed for Facilities (Yes or No)</b>	<b># of Facility Inspections Performed</b>	<b>Frequencies of Such Inspections</b>
This requirement is covered under BMP 6.4 of the SWMP, Pollution Prevention Plans for Department Facilities and BMP 6.5, Staff Assistance Visits to Department Maintenance Facilities.  (A list of AHTD facilities with Pollution Prevention Plans (PPP) is attached.)					Yes.	An annual inspection is required at each facility with a PPP. Email reminders will be sent to each District Maintenance Engineer to insure inspections for Year 1 are completed prior to August 1, 2010.	At least annually.
<b>BMP 6.3 MS4 Maintenance</b>	<b>Summarize Maintenance Activities and Schedules</b>			<b>Summarize Activities Performed</b>			
	This requirement is met by following the schedule produced for BMP 5.2, BMP Inspection and Maintenance.			Quarterly inspections of the AHTD MS4 drainage system within the small MS4 Areas throughout the state.			
<b>BMPs 6.1 and 6.8 Disposal of Wastes</b>	<b>Procedures Developed (Yes or No)</b>		<b>Document Amounts of Wastes Properly Disposed</b>				
	Yes		Used motor oil – 30,248 gallons recycled or used for heating.  Litter collected and properly disposed -53,421 cubic yards				
<b>Road Salt</b>	<b>Covered (Yes or No)</b>		<b>Tons Used</b>	<b>Summarize Measures Taken to Minimize Usage</b>			
	Yes		21,182 tons	Salt application is a major expense for the Department, costing more than \$3,000,000 for materials alone during the last year. Because of this, salt is applied only as needed to keep the roads safe for travel.			
<b>BMP 6.7 Pesticide &amp; Herbicide Usage</b>	<b>Procedures Developed (Yes or No)</b>		<b>Gallons Used</b>	<b>Summarize Measures Taken to Minimize Usage</b>			
	Yes. The AHTD Vegetation Control Manual governs this.		27,704 gallons	1107 AHTD herbicide applicators are certified with the Arkansas State Plant Board. Herbicides are applied sparingly and only in areas where other vegetation control methods aren't practical. The significant cost of the materials as well as established application procedures and rates limit the amount applies to the minimum required to do the job.			



## SMALL MS4 ANNUAL REPORT FORM

### POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

	Procedures Developed (Yes or No)	Pounds Used	Summarize Measures Taken to Minimize Usage
<b>Fertilizer Usage</b>	Yes	820,000 lbs.	The AHTD Standard Specifications for Highway Construction specify the fertilizer application rates which were developed to insure the establishment of new vegetation on disturbed area. AHTD inspectors insure the proper rate of fertilizer is used in conjunction with seed application.
	Procedures Developed (Yes or No)	Document Amount of Material Collected and Properly Disposed	
<b>BMP 6.2 Street Sweeping</b>	Streets are swept as required.	12,834 cubic yards of sweeping collected and properly disposed.	
	Summarize any New or Existing Flood Management Projects that were Assessed for Impacts on Water Quality		
<b>Flood Management Projects</b>	N/A		

(See attachment for additional BMPs)

## SMALL MS4 ANNUAL REPORT FORM

### POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS (Attachment)

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Results or Activities	Effective (Yes or No)
BMP 6.4 Pollution Prevention Plans for Department Facilities	Maintain and continue to implement pollution prevention plans at all Department maintenance facilities statewide under General Small MS4 permit	Qualified yes-see summary of results.	PPPs were developed and distributed to all maintenance facilities during the term of the previous Permit. During visits to the districts during January-March 2010, it was found that 9 facilities had since lost or misplaced their plans. The NPDES Section is updating the original plans for these facilities and will distribute the updated plans as soon as they are complete.	Yes
NPDES Section- Development District Maintenance Engineer-Implementation				
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Results or Activities	Effective (Yes or No)
BMP 6.5 Staff Assistance Visits to Maintenance Facilities	The NPDES Staff will make Staff Assistance Visits to at least 50 percent of maintenance facilities, statewide during the period of the Permit.	Yes	During Year 1, the NPDES Staff visited 10 of the 94 maintenance facilities.	Yes
NPDES Section				

## SMALL MS4 ANNUAL REPORT FORM

### 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.

### VARIANCES GRANTED (IF ANY)

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