



# Illinois Environmental Protection Agency

Bureau of Water • 1021 N. Grand Avenue E. • P.O. Box 19276 • Springfield • Illinois • 62794-9276

## Division of Water Pollution Control ANNUAL FACILITY INSPECTION REPORT

### for NPDES Permit for Storm Water Discharges from Separate Storm Sewer Systems (MS4)

*This fillable form may be completed online, a copy saved locally, printed and signed before it is submitted to the Compliance Assurance Section at the above address. Complete each section of this report.*

Report Period: From March, 2022 To March, 2023

Permit No. ILR40 0427

#### MS4 OPERATOR INFORMATION: (As it appears on the current permit)

Name: City of Prospect Heights Mailing Address 1: 8 N. Elmhurst Road

Mailing Address 2: \_\_\_\_\_ County: Cook

City: Prospect Heights State: IL Zip: 60070 Telephone: (847) 478-9700

Contact Person: Dan Strahan Email Address: dstrahan@gha-engineers.com  
(Person responsible for Annual Report)

#### Name(s) of governmental entity(ies) in which MS4 is located: (As it appears on the current permit)

City of Prospect Heights Cook County

#### THE FOLLOWING ITEMS MUST BE ADDRESSED.

A. Changes to best management practices (check appropriate BMP change(s) and attach information regarding change(s) to BMP and measurable goals.)

- |  |                          |   |                          |
|--|--------------------------|---|--------------------------|
| 1. Public Education and Outreach             | <input type="checkbox"/> | 4. Construction Site Runoff Control       | <input type="checkbox"/> |
| 2. Public Participation/Involvement          | <input type="checkbox"/> | 5. Post-Construction Runoff Control       | <input type="checkbox"/> |
| 3. Illicit Discharge Detection & Elimination | <input type="checkbox"/> | 6. Pollution Prevention/Good Housekeeping | <input type="checkbox"/> |

B. Attach the status of compliance with permit conditions, an assessment of the appropriateness of your identified best management practices and progress towards achieving the statutory goal of reducing the discharge of pollutants to the MEP, and your identified measurable goals for each of the minimum control measures.

C. Attach results of information collected and analyzed, including monitoring data, if any during the reporting period.

D. Attach a summary of the storm water activities you plan to undertake during the next reporting cycle ( including an implementation schedule.)

E. Attach notice that you are relying on another government entity to satisfy some of your permit obligations (if applicable).

F. Attach a list of construction projects that your entity has paid for during the reporting period.

**Any person who knowingly makes a false, fictitious, or fraudulent material statement, orally or in writing, to the Illinois EPA commits a Class 4 felony. A second or subsequent offense after conviction is a Class 3 felony. (415 ILCS 5/44(h))**

Owner Signature:

DANIEL  
Printed Name:

5/25/23  
Date:

CITY ENGINEER  
Title:

EMAIL COMPLETED FORM TO: [epa.ms4annualinsp@illinois.gov](mailto:epa.ms4annualinsp@illinois.gov)

or Mail to: ILLINOIS ENVIRONMENTAL PROTECTION AGENCY  
WATER POLLUTION CONTROL  
COMPLIANCE ASSURANCE SECTION #19  
1021 NORTH GRAND AVENUE EAST  
POST OFFICE BOX 19276  
SPRINGFIELD, ILLINOIS 62794-9276

This Agency is authorized to require this information under Section 4 and Title X of the Environmental Protection Act (415 ILCS 5/4, 5/39). Failure to disclose this information may result in: a civil penalty of not to exceed \$50,000 for the violation and an additional civil penalty of not to exceed \$10,000 for each day during which the violation continues (415 ILCS 5/42) and may also prevent this form from being processed and could result in your application being denied. This form has been approved by the Forms Management Center.

**Illinois Environmental Protection Agency  
Annual Facility Inspection Report  
for General Permit for Discharges from Small MS4s**

**City of Prospect Heights  
Permit No. ILR40 0427**

**Permit Year 20: March 1, 2022 to March 1, 2023**

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## Part A. MS4 Changes to Best Management Practices, Year 20

Information regarding the status of all of the BMPs and measurable goals described in the MS4’s SWMP is provided in the following table.

**Note: “X” indicates BMPs that were implemented in accordance with the MS4’s SWMP**  
**✓ indicates BMPs that were changed during Year 20**

Year 20	Table A.1
MS4	
<b>A. Public Education and Outreach</b>	
X	A.1 Distributed Paper Material
	A.2 Speaking Engagement
X	A.3 Public Service Announcement
X	A.4 Community Event
	A.5 Classroom Education Material
	A.6 Other Public Education
<b>B. Public Participation/Involvement</b>	
X	B.1 Public Panel
	B.2 Educational Volunteer
X	B.3 Stakeholder Meeting
X	B.4 Public Hearing
X	B.5 Volunteer Monitoring
X	B.6 Program Coordination
	B.7 Other Public Involvement
<b>C. Illicit Discharge Detection and Elimination</b>	
X	C.1 Storm Sewer Map Preparation
X	C.2 Regulatory Control Program
X	C.3 Detection/Elimination Prioritization Plan
X	C.4 Illicit Discharge Tracing Procedures
X	C.5 Illicit Source Removal Procedures
X	C.6 Program Evaluation and Assessment
X	C.7 Visual Dry Weather Screening
X	C.8 Pollutant Field Testing
X	C.9 Public Notification
	C.10 Other Illicit Discharge Controls

Year 20	
MS4	
<b>D. Construction Site Runoff Control</b>	
X	D.1 Regulatory Control Program
X	D.2 Erosion and Sediment Control BMPs
X	D.3 Other Waste Control Program
X	D.4 Site Plan Review Procedures
X	D.5 Public Information Handling Procedures
X	D.6 Site Inspection/Enforcement Procedures
	D.7 Other Construction Site Runoff Controls
<b>E. Post-Construction Runoff Control</b>	
	E.1 Community Control Strategy
X	E.2 Regulatory Control Program
X	E.3 Long Term O&M Procedures
X	E.4 Pre-Const Review of BMP Designs
X	E.5 Site Inspections During Construction
X	E.6 Post-Construction Inspections
	E.7 Other Post-Const Runoff Controls
<b>F. Pollution Prevention/Good Housekeeping</b>	
X	F.1 Employee Training Program
X	F.2 Inspection and Maintenance Program
X	F.3 Municipal Operations Storm Water Control
X	F.4 Municipal Operations Waste Disposal
X	F.5 Flood Management/Assess Guidelines
	F.6 Other Municipal Operations Controls

**This MS4 Program during the reporting year 3/2022-3/2023 for this Annual Facility Inspection Report:**

- MS4 did not make any changes to Best Management Practices identified in the SWMP or the Notice of Intent submitted February 26, 2022 for Permit No. ILR40 0427.

## Part B. MS4 Status of Compliance with Permit Conditions, Year 20

### Stormwater Management Activities, Year 20

Please note that IEPA issued a new version of its General NPDES Permit No. ILR40 (Permit), effective on March 1, 2016. On behalf of all MS4s within the county, SMC performs activities related to each of the six minimum control measures which are described in detail in the SWMP. These BMPs, implemented at the county level, make significant strides in achieving the statutory goal of reducing the discharge of pollutants to the MEP as watershed boundaries are not constrained by municipal borders.

- The SWMP for this MS4 Program can be viewed at the following link: <https://www.gha-engineers.com/ms4/documentation/>
- The previous five years of Annual Reports for this MS4 Program can be viewed at the following link: <https://www.gha-engineers.com/ms4/documentation/>

In response to the new ILR40 permit, effective March 1, 2016, Lake County SMC issued a revised SWMP template in November of 2016 (near the end of Year 14).

### Public Education and Outreach

#### Measurable Goal(s):

- Implement BMPs and track progress of BMP implementation, as described in the SWMP, including: distribute materials at City Hall / in City Newsletter, ensure MS4 documents are posted to website, support MWRD outreach efforts, publicize recycling events, and promote BMPs to residents.

#### Year 20 MS4 activities:

- The MS4 has developed a flyer to distribute to educate homeowners about ways to improve the quality of storm water runoff. This flyer is available at the City office.
- The MS4 continues to implement the BMPs described in its SWMP and to track progress in implementing its stormwater management program.

### B. Public Participation/Involvement

#### Measurable Goal(s):

- Implement BMPs and track progress of BMP implementation, as described in the SWMP, including: participate in stakeholder meetings (watershed groups, Municipal Advisory Council), present the Annual Report to the Board at a public meeting, identify/reach out to Environmental Justice areas, publicize City contact information, log and investigate illicit discharges reported by residents.

#### Year 20 MS4 activities:

- The MS4 continues to implement the BMPs described in its SWMP and to track progress in implementing its stormwater management program.

### C. Illicit Discharge Detection and Elimination

#### Measurable Goal(s):

- Implement BMPs and track progress of BMP implementation, as described in the SWMP, including: comply with the WMO, enforce the City's Sewer Ordinance (8-5-12) and Stormwater Runoff Ordinance (8-1-3), perform annual dry-weather inspections of the City's

outfalls, follow illicit discharge reporting and removal procedures (listed in the SWMP), and track all illicit discharges.

Year 20 MS4 activities:

- The MS4 continues to implement the BMPs described in its SWMP and to track progress in implementing its stormwater management program.
- storm sewer and outfalls are identified with priority outfalls identified and water quality monitoring ongoing

**D. Construction Site Runoff Control**

Measurable Goal(s):

- Implement BMPs and track progress of BMP implementation, as described in the SWMP.
- Continue to comply with MWRD's enforcement of the WMO.

Year 20 MS4 activities:

- The MS4 continues to implement the BMPs described in its SWMP and to track progress in implementing its stormwater management program.
- The MS4 continues to comply with the MWRD's enforcement of the WMO.

**E. Post-Construction Runoff Control**

Measurable Goal(s):

- Implement BMPs and track progress of BMP implementation, as described in the SWMP, including: allowing for public submissions of concerns/follow-up with concerns as appropriate, encouraging residents to implement watershed plan recommendations and evaluating the feasibility of implementing watershed plan recommendations (including stream and/or detention basin retrofits) as part of the City's budgeting process, and periodic inspection of streambanks and detention pond shorelines for erosion.
- Continue to comply with MWRD's enforcement of the WMO.

Year 20 MS4 activities:

- The MS4 continues to implement the BMPs described in its SWMP and to track progress in implementing its stormwater management program.
- The MS4 continues to comply with MWRD's enforcement of the WMO.

**F. Pollution Prevention/Good Housekeeping**

Measurable Goal(s):

- Implement BMPs and track progress of BMP implementation, as described in the SWMP, including: promoting training opportunities by the MWRD and Lake County SMC, and ensuring the relevant staff are trained in Best Management Practices, including snow and ice removal.

Year 20 MS4 activities:

- The MS4 continues to implement the BMPs described in its SWMP and to track progress in implementing its stormwater management program.
- The MS4 continues to comply with MWRD's enforcement of the WMO.

**Stormwater Management Program Assessment, Year 20**

The MS4 revised their SWMP to coincide with the March 2016 ILR40 permit. As described in the revised SWMP there are extensive monitoring efforts already underway across the County, refer to Part C of this report for additional information. Additionally, the SWMP identified impaired waters based on the July 2016 303(d) list. The inclusion or exclusion of water bodies on the IEPAs 303(d) list, published bi-annually, is a direct reflection of the program’s effectiveness.

Annual SWMP Tasks				
BMP	Task	Resp. Party	Date Compl'd	SWMP Section
A.6	Post NOI on website	GHA	2/22/2021	3.2.B
A.6	Post SWMP on website	GHA	2016	3.2.B
A.6	Post Annual Report on website	GHA	5/31/2023	3.2.B
B.4	Present Annual Report to Board during open meeting	GHA	2/27/2023	3.3.B
C.1	Update outfall map (new permits, outfall inventory updates)	GHA	N/A	1.4.B, 3.4.D.3.c
C.1	Inspect for "new" outfalls every 5 years	Public Works	N/A	1.4.B
C.3, C.7	Pre-screen 100% of outfalls (20% per year or 100% within every 5-yrs)	Public Works	Summer 2022	3.4.D.2.a
C.3, C.8	Complete outfall inspection procedure for all outfalls with observed dry weather flow (20% per year or 100% within every 5-yrs). Document.	Public Works	Summer 2022	3.4.D.2.b-c
C.3, C.8	Inspect all high priority outfalls	Public Works	Summer 2022	3.4.D.2.b
C.6	Review the results of the screening program. Include assessment in Part B of the Annual Report.	GHA	Ongoing	4.2
C.7	Inspect and clean catch basins (approximately 20% per year or 100% within every 5-yrs). Document.	Public Works	Ongoing	3.7.A.2.b
E.6, E.7	Consider public implementation of watershed plan recommendations as part of fiscal planning/budgeting	City	Ongoing	3.6.D, 3.6.E
F.2	Inspect and recondition spreaders and spinners. Install these items onto snow removal vehicles, performing test operations, calibrating distribution rates per National Salt Institution Application Guidelines, and conducting better driver training.	Public Works	Ongoing	3.7.A.4.a
A-F	Review Program, include finding in annual report	GHA	5/30/2023	4.2
B.6	Evaluate SWMP. Major highlights and deficiencies should be noted annually and the plan revised accordingly on a minimum 5-yr basis, or as necessary.	GHA	Revised in 2017	4.2.C
	Comply with monitoring program commitments, describe in Annual Report	GHA	Ongoing	4.1

City of Prospect Heights MS4 Tracking Form for \_\_\_

1. Recycling Events: dates, location, and amount collected: Document destruction event 6-11-2022 at Metra commuter lot, 55 S Wolf Road, PH – just over 20,000 lbs. shredded and recycled,  
\_\_\_\_\_
2. Catch basins cleaned\*: 62 Amount of material removed : 1-2 tons
3. Catch basins repaired\*: 9
4. Triple basin maintenance: 1 Amount of material removed: 0
5. Street Sweeping: Miles: 1 Amount of material removed: ½ ton
6. Maintenance yard material removal (type and amount): general debris 2 tons  
\_\_\_\_\_
7. Vehicle maintenance – Amount of material removed:
  - a. Oil: 250
  - b. Antifreeze: 0
  - c. Other Fluids: 0
  - d. Tires: 50
  - e. Batteries: 8
8. Ice removal equipment maintenance and calibration:
  - a. Vehicle Description: 4x International 7400 plow/salt combo Date maintenance performed: Nov 2022  
adjusted/calibrated all
  - b. Vehicle Description: 2x ford F550 plow/salt combo Date maintenance performed: Nov 2022  
adjusted/calibrated all
9. Quantities of salt, brine, beet juice and sand used:
  - a. Salt: 700 Tons- for the season
  - b. Brine: 0
  - c. Beet Juice: 0
  - d. Sand: 0
10. Employee training: (employee name, date, location and subject matter)
  - a. All PW employees- De-icing training and APWA Winter workshop Aug 2022 Roscoe, Biondo, Kron, Cassata, Costabile, Heber
  - b. \_\_\_\_\_
11. Distribution of paper materials: (title of document, date and number distributed)
  - a. All Located at City Hall and City Website / GHA
  - b. Including links to City Natural Resources Committee
12. Workshops/watershed planning and stakeholder meetings: (date, location, subject matter and who attended)
  - a. GHA attends DRWW and Lower DesPlaines watershed meetings on behalf of the City. PW director also attends when available.
  - b. \_\_\_\_\_
13. Illicit discharge complaints (phone, email, walk in, mail):
  - a. None during this period

**Insert applicable info here:**  
Newsletter, handouts at meetings, flyers, handouts at offices, material posted on Village Hall bulletin board.



b. \_\_\_\_\_

14. Linear Feet of Streambank Inspected: 3000'

Date: during this period

\*use ID # from outfall inventory

## **Part C. MS4 Information and Data Collection Results, Year 20**

### **Annual Monitoring and Data Collection, Year 20**

Information and data that the MS4 collected to meet the monitoring requirement of the version of IEPA's General NPDES Permit No. ILR40 that applied to the reporting period are summarized below.

The MS4 revised their SWMP to coincide with the March 2016 ILR40 permit. As described in the revised SWMP there are extensive monitoring efforts already underway across the County. The MS4 is located in the Lower Des Plaines River Watershed in Cook County and supported the efforts of the Lower Des Plaines River Watershed Workgroup (LDRWW) and actively participates. The following is a brief summary of the efforts described in more detail in the SWMP.

## Part D. MS4 Summary of Year 21 Stormwater Activities

The table below indicates the stormwater management activities that the MS4 plans to undertake during Year 21. Additional information about the stormwater management activities that the MS4 will perform is provided in the section following the table. At the time of this report, the 2016 NPDES Permit is still in effect. Upon renewal of the permit the Township fully intends to adjust its program accordingly making changes necessary to address any potential changes in the updated permit.

**Note: “X” indicates BMPs that will be implemented during Year 21**

**✓ indicates BMPs that may change during Year 21**

Year 21	Table D.1
MS4	
<b>A. Public Education and Outreach</b>	
X	A.1 Distributed Paper Material
	A.2 Speaking Engagement
X	A.3 Public Service Announcement
X	A.4 Community Event
	A.5 Classroom Education Material
X	A.6 Other Public Education
<b>B. Public Participation/Involvement</b>	
X	B.1 Public Panel
	B.2 Educational Volunteer
X	B.3 Stakeholder Meeting
X	B.4 Public Hearing
X	B.5 Volunteer Monitoring
X	B.6 Program Coordination
	B.7 Other Public Involvement
<b>C. Illicit Discharge Detection and Elimination</b>	
X	C.1 Storm Sewer Map Preparation
X	C.2 Regulatory Control Program
X	C.3 Detection/Elimination Prioritization Plan
X	C.4 Illicit Discharge Tracing Procedures
X	C.5 Illicit Source Removal Procedures
X	C.6 Program Evaluation and Assessment
X	C.7 Visual Dry Weather Screening
X	C.8 Pollutant Field Testing
X	C.9 Public Notification
	C.10 Other Illicit Discharge Controls

Year 21	
MS4	
<b>D. Construction Site Runoff Control</b>	
X	D.1 Regulatory Control Program
X	D.2 Erosion and Sediment Control BMPs
X	D.3 Other Waste Control Program
X	D.4 Site Plan Review Procedures
X	D.5 Public Information Handling Procedures
X	D.6 Site Inspection/Enforcement Procedures
X	D.7 Other Construction Site Runoff Controls
<b>E. Post-Construction Runoff Control</b>	
	E.1 Community Control Strategy
X	E.2 Regulatory Control Program
X	E.3 Long Term O&M Procedures
X	E.4 Pre-Const Review of BMP Designs
X	E.5 Site Inspections During Construction
X	E.6 Post-Construction Inspections
	E.7 Other Post-Const Runoff Controls
<b>F. Pollution Prevention/Good Housekeeping</b>	
X	F.1 Employee Training Program
X	F.2 Inspection and Maintenance Program
X	F.3 Municipal Operations Storm Water Control
X	F.4 Municipal Operations Waste Disposal
	F.5 Flood Management/Assess Guidelines
X	F.6 Other Municipal Operations Controls

## Stormwater Management Activities, Year 21

The MS4's NPDES Program can be viewed at <https://www.gha-engineers.com/ms4/documentation/>

### A. Public Education and Outreach

The MS4 utilizes a variety of methods to educate and provide outreach to the public about the importance of managing pollutants that potentially could enter the stormwater system. The MS4's Public Education and Outreach program includes: the distribution of educational material via take-away racks, municipal newsletters, website, at outreach events and by supporting efforts of the Solid Waste Agency of Northern Cook County (SWANCC).

#### Measurable Goal(s):

- Support MWRD efforts.
- Implement BMPs and track progress of BMP implementation, as described in the SWMP.

### B. Public Participation/Involvement

The MS4 utilizes a variety of methods to allow input from citizens during the development and implementation of the SWMP. The MS4's Public Participation/Involvement program includes the following: maintaining a process for receiving and processing citizen input/complaints; attending and publicizing stakeholder meetings, identification of environmental justice areas, and presenting program information at a public meeting at least once annually.

#### Measurable Goal(s):

- Support MWRD efforts.
- Implement BMPs and track progress of BMP implementation, as described in the SWMP.

### C. Illicit Discharge Detection and Elimination

The MS4 will conduct activities toward the identification and removal of direct connections of pollutants into the storm water management systems (including wetlands and receiving waters). The program includes the following primary components.

- An outfall map showing the locations of outfalls and the names and locations of all waters that receive discharges from those outfalls;
- An ordinance that prohibits all non-storm water discharges into the storm sewer system and provides the authority for appropriate enforcement procedures and actions;
- A plan to detect and address all non-stormwater discharges, into the storm sewer system;
- Periodic inspection of outfalls for detection of non-stormwater discharges and illegal dumping (5-yr rescreening schedule).
- Annual inspection of all High Priority Outfalls.

#### Measurable Goal(s):

- Support MWRD Efforts.
- Implement BMPs and track progress of BMP implementation, as described in the SWMP.

### D. Construction Site Runoff Control

Cook County has adopted a countywide Watershed Management Ordinance (WMO) that establishes the minimum stormwater management requirements for development in Cook County. The WMO establishes countywide standards for runoff maintenance, detention sites, soil erosion and sediment control, inspections, water quality, wetlands and floodplains. The WMO, which is

administered and enforced within the community by the MWRD, establishes standards for construction site runoff control.

Measurable Goal(s):

- Implement BMPs and track progress of BMP implementation, as described in the SWMP.
- Assist MWRD in ensuring that all applicable developments are in compliance with the WMO.

**E. Post-Construction Runoff Control**

As described above, the countywide WMO establishes the minimum stormwater management requirements for development in Cook County. BMP standards are incorporated into the WMO to implement stormwater management strategies that minimize increases in stormwater runoff rates, volumes, and pollutant loads from development sites. The SWMP also includes support of Watershed Plan recommendations and inspection procedures for streambanks and shorelines, streambeds, and detention/retention ponds.

Measurable Goal(s):

- Implement BMPs and track progress of BMP implementation, as described in the SWMP.
- Assist MWRD in ensuring that all applicable developments are in compliance with the WMO.

**F. Pollution Prevention/Good Housekeeping**

The MS4 is committed to implementing the Pollution Prevention/Good Housekeeping component of its SWMP. The MS4 is responsible for the care and upkeep of the general facilities, municipal roads, its general facilities and associated maintenance yards. The MS4's Pollution Prevention/Good Housekeeping program includes: the evaluation and improvement of municipal policies and procedures to reduce the discharge of pollutants from municipal activities and operations.

Measurable Goal(s):

- Implement BMPs and track progress of BMP implementation, as described in the SWMP.

## Part F. MS4 Construction Projects Conducted During Year 20

Project Name	Project Size (acres)	Construction Start Date	Construction End Date
No applicable projects this permit year.			