

# City of Greencastle/DePauw University MS4 NPDES Permit No. INR40102



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Executive Director

**Greencastle 2019 Part C Update - Public Education and Outreach BMPs (MCM 1)**

(These programs must include strategies to *inform* the public, residents, visitors, public employees, commercial and industrial businesses, and construction site personnel about the impacts of stormwater run-off)

<b>Best Management Practice (BMP)</b>	<b>BMP Description</b>	<b>Measurable Goals, Tracking, and Programmatic Indicators</b>	<b>Timeline</b>	<b>Responsible Party</b>
<b>Code Enforcement</b>	<ul style="list-style-type: none"> <li>• All building-permit projects will be inspected for adequate erosion control measures.</li> </ul>	<ul style="list-style-type: none"> <li>• Record Inspections and track corrections</li> </ul>	As opportunities arise	City Planner
<b>Pet Waste</b>	<ul style="list-style-type: none"> <li>• Using Clear Choices Clean Water material, provide educational signage in pet parks</li> <li>• Using Clear Choices Clean Water material, provide educational signage/material on People Pathways</li> </ul>	<ul style="list-style-type: none"> <li>• Annual inspection of signs at canine facilities.</li> <li>• Install pet waste signs and stock shelters with flyers</li> </ul>	Annually	Parks Dept.  People Pathways
<b>Sampling/ Monitoring</b>	<ul style="list-style-type: none"> <li>• Maintain list of stormwater outfalls</li> <li>• Work with community groups to create local Hoosier River Watch group</li> </ul>	<ul style="list-style-type: none"> <li>• Have available on GIS</li> <li>• Conduct one River Watch training session</li> </ul>	By end of 2020	Planning

<b>Best Management Practice (BMP)</b>	<b>BMP Description</b>	<b>Measurable Goals, Tracking, and Programmatic Indicators</b>	<b>Timeline</b>	<b>Responsible Party</b>
<b>C.L.E.A.N. Community Challenge</b>	<ul style="list-style-type: none"> <li>• Remove invasives at Big Walnut Sports Park</li> <li>• Continue extending People Pathways system</li> </ul>	<ul style="list-style-type: none"> <li>• Create area for 15 acre Pollinator Garden</li> <li>• Apply for Next Level Trails funds</li> </ul>	<p>Spring</p> <p>Fall, 2018</p>	<p>Parks</p> <p>Mayor Dory</p>
<b>Contractor/Developer Education</b>	<ul style="list-style-type: none"> <li>• Make all projects under review by the City Engineer's office include hotline information.</li> <li>• Make all Building Permit Projects post information regarding the Stormwater Hotline.</li> <li>• Formally educate Contractors/Developers regarding stormwater issues at least once per year.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to educate contractors/developers about construction site maintenance.</li> </ul>	<p>As opportunities arise</p>	<p>Engineering Permits Planning</p>
<b>Environmental Hotline</b>	<ul style="list-style-type: none"> <li>• Maintain Environmental Hotline to report spills</li> </ul>	<ul style="list-style-type: none"> <li>• Record number of calls</li> </ul>	<p>On-going</p>	<p>Planning</p>
<b>Facility Inspections</b>	<ul style="list-style-type: none"> <li>• Conduct inspections at all city facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Record inspections and track corrections</li> </ul>	<p>On-going</p>	<p>Planning</p>

<b>Best Management Practice (BMP)</b>	<b>BMP Description</b>	<b>Measurable Goals, Tracking, and Programmatic Indicators</b>	<b>Timeline</b>	<b>Responsible Party</b>
<b>Putnam County/Remove Invasive Plants (PC/RIP)</b>	<ul style="list-style-type: none"> <li>• Conduct public workshop on the impact of invasive plants on storm water</li> <li>• Sponsor two invasive plant removal days</li> </ul>	<ul style="list-style-type: none"> <li>• Hold workshop on property planning an invasive plant removal</li> <li>• Involve volunteers in removal sessions</li> </ul>	Spring or Fall	PC/RIP  People Pathways
<b>Lawn Maintenance</b>	<ul style="list-style-type: none"> <li>• Initiate education campaign using Clear Choices, Clean Water material regarding Fertilizers, Lawn Clippings, etc.</li> <li>•</li> </ul>	Provide material to 3 key maintenance companies	Spring	Planning
<b>Storm Drain Marking</b>	<ul style="list-style-type: none"> <li>• Update storm drain GIS database.</li> <li>• Create Adopt-a-drain program.</li> </ul>	<ul style="list-style-type: none"> <li>• Current Goal: Inspect drain markings and re-paint when necessary.</li> <li>• Get community group to support Adopt-a-drain</li> </ul>	As opportunity arises	Public Works
<b>Storm Water Utility Fee</b>	<ul style="list-style-type: none"> <li>• Adopt Utility Fee recommended in Storm Water Management Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Present to city council with appropriate public hearings</li> </ul>	Spring	Mayor Dory
<b>Tox Away Day</b>	<ul style="list-style-type: none"> <li>• Have residents participate in program</li> </ul>	<ul style="list-style-type: none"> <li>• document amount of HHHW collected</li> </ul>	Annually	Solid Waste District
<b>Website</b>	<ul style="list-style-type: none"> <li>• Ensure MS4 link on city website is active.</li> <li>• Post Environmental hotline number on city website.</li> </ul>	<ul style="list-style-type: none"> <li>• Update with new information, as needed</li> <li>• Track total number of hits MS4 link receives.</li> </ul>	Annual	Planning

**Greencastle 2019 Part C Update - Public Participation and Outreach BMPs (MCM 2)**

These programs must include provisions to allow opportunities for constituents within the MS4 area to participate in stormwater program planning, development, implementation, and assessment.

<b>Best Management Practice (BMP)</b>	<b>BMP Description</b>	<b>Measurable Goals, Tracking, and Programmatic Indicators</b>	<b>Timeline</b>	<b>Responsible Party</b>
<b>Code Enforcement</b>	<ul style="list-style-type: none"> <li>• All building-permit projects will be inspected for adequate erosion control measures.</li> </ul>	<ul style="list-style-type: none"> <li>• Record Inspections and track corrections</li> </ul>	As opportunities arise	City Planner
<b>Pet Waste</b>	<ul style="list-style-type: none"> <li>• Using Clear Choices Clean Water material, provide educational signage in pet parks</li> <li>• Using Clear Choices Clean Water material, provide educational signage/material on People Pathways</li> </ul>	<ul style="list-style-type: none"> <li>• Annual inspection of signs at canine facilities.</li> <li>• Install pet waste signs and stock shelters with flyers</li> </ul>	Annually	Parks Dept.  People Pathways
<b>Canine Park</b>	<ul style="list-style-type: none"> <li>• Create designated Canine Park</li> </ul>	<ul style="list-style-type: none"> <li>• Create park at Big Walnut Sports Facility</li> </ul>	Completed	Parks Dept.
<b>Putnam County/Remove Invasive Plants (PC/RIP)</b>	<ul style="list-style-type: none"> <li>• Conduct public workshop on the impact of invasive plants on storm water</li> <li>• Sponsor two invasive plant removal days</li> </ul>	<ul style="list-style-type: none"> <li>• Hold workshop on property planning an invasive plant removal</li> <li>• Involve volunteers in removal sessions</li> </ul>	Spring or Fall	PC/RIP  People Pathways

Best Management Practice (BMP)	BMP Description	Measurable Goals, Tracking, and Programmatic Indicators	Timeline	Responsible Party
<b>C.L.E.A.N. Community Challenge</b>	<ul style="list-style-type: none"> <li>Remove invasives at Big Walnut Sports Park</li> <li>Continue extending People Pathways system</li> </ul>	<ul style="list-style-type: none"> <li>Create area for 15 acre Pollinator Garden</li> <li>Apply for Next Level Trails funds</li> </ul>	Spring Fall, 2018	Parks Mayor Dory
<b>Lawn Maintenance</b>	<ul style="list-style-type: none"> <li>Initiate education campaign using Clear Choices, Clean Water material regarding Fertilizers, Lawn Clippings, etc.</li> </ul>	Provide material to 3 key maintenance companies	Spring	Planning
<b>Contractor/Developer Education</b>	<ul style="list-style-type: none"> <li>Make all projects under review by the City Engineer's office include hotline information.</li> <li>Make all Building Permit Projects post information regarding the Stormwater Hotline.</li> <li>Formally educate Contractors/Developers regarding stormwater issues at least once per year.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to educate contractors/developers about construction site maintenance.</li> </ul>	As opportunities arise	Engineering Permits Planning
<b>Environmental Hotline</b>	<ul style="list-style-type: none"> <li>Maintain Environmental Hotline to report spills</li> </ul>	<ul style="list-style-type: none"> <li>Record number of calls</li> </ul>	On-going	Planning
<b>Sampling/Monitoring</b>	<ul style="list-style-type: none"> <li>Maintain list of stormwater outfalls</li> <li>Work with community groups to create local Hoosier River Watch group</li> </ul>	<ul style="list-style-type: none"> <li>Have available on GIS</li> <li>Conduct one River Watch training session</li> </ul>	By end of 2020	Planning

<b>Best Management Practice (BMP)</b>	<b>BMP Description</b>	<b>Measurable Goals, Tracking, and Programmatic Indicators</b>	<b>Timeline</b>	<b>Responsible Party</b>
<b>Storm Drain Marking</b>	<ul style="list-style-type: none"> <li>• Locate all drains with the first two Reporting years.</li> <li>• Document all entries in the "Mark my Drain!" program</li> <li>• Participate in any future public involvement project.</li> </ul>	<ul style="list-style-type: none"> <li>• Current Goal: Inspect drain markings and re-paint when necessary.</li> </ul>	As opportunity arises	Public Works
<b>Tox Away Day</b>	<ul style="list-style-type: none"> <li>• Have residents participate in program</li> </ul>	<ul style="list-style-type: none"> <li>• document amount of HHHW collected</li> </ul>	Annually	Solid Waste District
<b>Website</b>	<ul style="list-style-type: none"> <li>• Develop the website section within the first reporting year.</li> <li>• Make updates / improvements each year thereafter.</li> </ul>	<ul style="list-style-type: none"> <li>• Number of hits for that website section</li> </ul>	On-going	Planning

**Greencastle 2019 Part C Update – Illicit Discharge Detection & Elimination (MCM 3)**  
 (These are programs to detect, address, and eliminate illicit discharges, including illegal dumping, into the MS4 stormwater conveyance system)

<b>Best Management Practice (BMP)</b>	<b>BMP Description</b>	<b>Measurable Goals, Tracking, and Programmatic Indicators</b>	<b>Timeline</b>	<b>Responsible Party</b>
<b>Code Enforcement</b>	<ul style="list-style-type: none"> <li>• All building-permit projects will be inspected for adequate erosion control measures.</li> </ul>	<ul style="list-style-type: none"> <li>• Record Inspections and track corrections</li> </ul>	As opportunities arise	City Planner
<b>Pet Waste</b>	<ul style="list-style-type: none"> <li>• Using Clear Choices Clean Water material, provide educational signage in pet parks</li> <li>• Using Clear Choices Clean Water material, provide educational signage/material on People Pathways</li> </ul>	<ul style="list-style-type: none"> <li>• Annual inspection of signs at canine facilities.</li> <li>• Install pet waste signs and stock shelters with flyers</li> </ul>	Annually	Parks Dept.  People Pathways
<b>City Personnel Education</b>	<ul style="list-style-type: none"> <li>• Provide training to all departments at least once per year on spills and other environmental issues</li> </ul>	<ul style="list-style-type: none"> <li>• Number of training sessions</li> </ul>	On-going	Planning
<b>Department of Health</b>	<ul style="list-style-type: none"> <li>• Follow up on all tips provided by Health Department inspectors</li> </ul>	<ul style="list-style-type: none"> <li>• Number of reports</li> </ul>	On-going	Planning
<b>E. coli Investigations</b>	<ul style="list-style-type: none"> <li>• Document all situations where E-coli investigation is applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Number of reports</li> </ul>	On-going	Planning

<b>Best Management Practice (BMP)</b>	<b>BMP Description</b>	<b>Measurable Goals, Tracking, and Programmatic Indicators</b>	<b>Timeline</b>	<b>Responsible Party</b>
<b>Environmental Hotline</b>	<ul style="list-style-type: none"> <li>• Maintain Environmental Hotline to report spills</li> </ul>	<ul style="list-style-type: none"> <li>• Record number of calls</li> </ul>	On-going	Planning
<b>Facility Inspections</b>	<ul style="list-style-type: none"> <li>• Conduct inspections at all city facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Record inspections and track corrections</li> </ul>	On-going	Planning
<b>Sampling/ Monitoring</b>	<ul style="list-style-type: none"> <li>• Maintain list of stormwater outfalls</li> <li>• Work with community groups to create local Hoosier River Watch group</li> </ul>	<ul style="list-style-type: none"> <li>• Have available on GIS</li> <li>• Conduct one River Watch training session</li> </ul>	By end of 2020	Planning
<b>University Personnel Education</b>	<ul style="list-style-type: none"> <li>• University will provide training to all departments at least once per year on spills and other environmental issues</li> </ul>	<ul style="list-style-type: none"> <li>• Number of training sessions</li> </ul>	Annual	DePauw University
<b>Website</b>	<ul style="list-style-type: none"> <li>• Develop the website section within the first reporting year.</li> <li>• Make updates / improvements each year thereafter.</li> </ul>	<ul style="list-style-type: none"> <li>• Number of web hits on that section</li> </ul>	On-going	Planning

**Greencastle 2019 Part C Update – Construction Site Stormwater Runoff (MCM 4)**

(Plan to develop and administer a comprehensive *erosion and sediment control* program. The SWQMP must include a strategy to manage the program, monitor compliance, and, as necessary, enforce violations.)

<b>Best Management Practice (BMP)</b>	<b>BMP Description</b>	<b>Measurable Goals, Tracking, and Programmatic Indicators</b>	<b>Timeline</b>	<b>Responsible Party</b>
<b>Code Enforcement</b>	<ul style="list-style-type: none"> <li>• All building-permit projects will be inspected for adequate erosion control measures.</li> </ul>	<ul style="list-style-type: none"> <li>• Record Inspections and track corrections</li> </ul>	As opportunities arise	City Planner
<b>City Personnel Education</b>	<ul style="list-style-type: none"> <li>• Provide training to all departments at least once per year on spills and other environmental issues</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Number of training sessions</li> </ul>	On-going	Planning
<b>Contractor/ Developer Education</b>	<ul style="list-style-type: none"> <li>• Make all projects under review by the City Engineer's office include hotline information.</li> <li>• Make all Building Permit Projects post information regarding the Stormwater Hotline.</li> <li>• Formally educate Contractors/Developers regarding stormwater issues at least once per year.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to educate contractors/developers about construction site maintenance.</li> </ul>	As opportunities arise	Engineering Permits Planning
<b>Environmental Hotline</b>	<ul style="list-style-type: none"> <li>• Maintain Environmental Hotline to report spills</li> </ul>	<ul style="list-style-type: none"> <li>• Record number of calls</li> </ul>	On-going	Planning
<b>Subdivision final site standards</b>	<ul style="list-style-type: none"> <li>• Update ordinances for final soil composition and seed mix</li> </ul>	<ul style="list-style-type: none"> <li>• Review current standards and consider standards from other communities</li> </ul>	By end of 2020	SWCD Planning Permitting

Best Management Practice (BMP)	BMP Description	Measurable Goals, Tracking, and Programmatic Indicators	Timeline	Responsible Party
<b>Stormwater Policy</b>	<ul style="list-style-type: none"> <li>• Update drainage ordinance and design standards</li> <li>• Review and update process for issuing stormwater permits</li> </ul>	<ul style="list-style-type: none"> <li>• Review existing drainage ordinance and design standards</li> <li>• Recommend changes to city council</li> <li>• Include stormwater permits as part of the new online permit process</li> </ul>	By end of 2020	Engineering Planning

**Greencastle 2019 Part C Update – Post-construction Site Stormwater Runoff (MCM 5)**

(Plan to develop and administer a comprehensive program to address discharges of post-construction stormwater run-off from new development and redevelopment.)

<b>Best Management Practice (BMP)</b>	<b>BMP Description</b>	<b>Measurable Goals, Tracking, and Programmatic Indicators</b>	<b>Timeline</b>	<b>Responsible Party</b>
<b>Code Enforcement</b>	<ul style="list-style-type: none"> <li>• All building-permit projects will be inspected for adequate erosion control measures.</li> </ul>	<ul style="list-style-type: none"> <li>• Record Inspections and track corrections</li> </ul>	As opportunities arise	City Planner
<b>City Personnel Education</b>	<ul style="list-style-type: none"> <li>• Provide training to all departments at least once per year on spills and other environmental issues</li> </ul>	<ul style="list-style-type: none"> <li>• Number of training sessions</li> </ul>	On-going	Planning
<b>Contractor/ Developer Education</b>	<ul style="list-style-type: none"> <li>• Make all projects under review by the City Engineer's office include hotline information.</li> <li>• Make all Building Permit Projects post information regarding the Stormwater Hotline.</li> <li>• Formally educate Contractors/Developers regarding stormwater issues at least once per year.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to educate contractors/developers about construction site maintenance.</li> </ul>	As opportunities arise	Engineering Permits Planning
<b>Stormwater Policy</b>	<ul style="list-style-type: none"> <li>• Update drainage ordinance and design standards</li> <li>• Review and update process for issuing stormwater permits</li> </ul>	<ul style="list-style-type: none"> <li>• Review existing drainage ordinance and design standards</li> <li>• Recommend changes to city council</li> <li>• Include stormwater permits as part of the new online permit process</li> </ul>	By end of 2020	Engineering Planning

**Greencastle 2019 Part C Update – Municipal Operations BMPs (MCM 6)**

(The program must include a commitment to *prevent or reduce pollutant run-off* from MS4 owned and/or operated facilities.)

<b>Best Management Practice (BMP)</b>	<b>BMP Description</b>	<b>Measurable Goals, Tracking, and Programmatic Indicators</b>	<b>Timeline</b>	<b>Responsible Party</b>
<b>Pet Waste</b>	<ul style="list-style-type: none"> <li>Using Clear Choices Clean Water material, provide educational signage in pet parks</li> <li>Using Clear Choices Clean Water material, provide educational signage/material on People Pathways</li> </ul>	<ul style="list-style-type: none"> <li>Annual inspection of signs at canine facilities.</li> <li>Install pet waste signs and stock shelters with flyers</li> </ul>	Annually	Parks Dept.  People Pathways
<b>Annual Good Housekeeping, &amp; Pollution Prevention Staff Training</b>	<ul style="list-style-type: none"> <li>Continue to offer annual training to appropriate staff on good housekeeping and pollution topics</li> </ul>	<ul style="list-style-type: none"> <li>Continue annual training program.</li> <li></li> </ul>	Annually	Planning
<b>C.L.E.A.N. Community Challenge</b>	<ul style="list-style-type: none"> <li>Maintain Pollinator Gardens in public areas</li> </ul>	<ul style="list-style-type: none"> <li>Treat for invasive plants as needed</li> </ul>	Annually	Forest Hills Cemetery Parks
<b>Snow Disposal Areas</b>	Continue to locate snow piles away from stormwater inlets and conveyances	Continue to use designated snow disposal areas as needed	On-going	Public Works Parks
<b>Storm Drain Marking</b>	<ul style="list-style-type: none"> <li>Locate all drains with the first two Reporting years.</li> <li>Document all entries in the "Mark my Drain!" program</li> <li>Participate in any future public involvement project.</li> </ul>	<ul style="list-style-type: none"> <li>Current Goal: Inspect drain markings and re-paint when necessary.</li> </ul>	As opportunity arises	Public Works

<b>Best Management Practice (BMP)</b>	<b>BMP Description</b>	<b>Measurable Goals, Tracking, and Programmatic Indicators</b>	<b>Timeline</b>	<b>Responsible Party</b>
<b>Salt and Sand Management</b>	<ul style="list-style-type: none"> <li>• Continue to maintain implemented salt and sand BMPs for overall containment and usage</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to implement salt and sand management BMPs as part of on-going permit activities as budget allows.</li> </ul>	On-going	Public Works Parks
<b>Street Sweeping Program</b>	<ul style="list-style-type: none"> <li>• Continue street sweeping program as appropriate.</li> <li>• Continue to dispose of material collected from street sweeping at local landfill</li> </ul>	<ul style="list-style-type: none"> <li>• Continue tracking street sweeping program.</li> </ul>	On-going	Public Works
<b>University Personnel Education</b>	<ul style="list-style-type: none"> <li>• University will provide training to all departments at least once per year on spills and other environmental issues</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	Annual	DePauw University