



Public Works

May 26, 2009

Illinois Environmental Protection Agency
Division of Water Pollution Control
Attn: Permit Section
Post Office Box 19276
Springfield, Illinois 62794-9276

Re: NPDES Phase II – Year Six Annual Report

To Whom it May Concern:

Please find enclosed a completed IEPA Annual Facility Inspection Report NPDES Permit for Storm Water Discharges from Municipal Separate Storm Sewer Systems (MS4) for the Village of Northfield with supplemental information.

If you should have any questions or require additional information, please call our Village Engineer, Mr. Patrick J. Glenn, P.E., at 847-478-9700.

Sincerely,
Village of Northfield

Michael Nystrand
Director of Public Works

**ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
ANNUAL FACILITY INSPECTION REPORT
NPDES PERMIT FOR STORM WATER DISCHARGES
FROM MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4)**

Website address: <http://www.epa.state.il.us/water/permits/storm-water/forms/annual-facility-inspection-ms4.pdf>

Complete each section of this report.

REPORTING PERIOD FROM: MARCH, 2008	TO: MARCH 2009	ILR40
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MS4 OPERATOR INFORMATION: (As it appears on the current permit)

NAME: Village of Northfield		TELEPHONE NUMBER: 847-441-3810	
MAILING ADDRESS: 361 happ Road			
CITY: Northfield	STATE: IL	ZIP: 60093	COUNTY: Cook
CONTACT PERSON: (Person responsible for Annual Report) Michael Nystrand, Director PW; Patrick J. Glenn, P.E., Consulting Engineer			

NAME(S) OF GOVERNMENTAL ENTITY(IES) IN WHICH MS4 IS LOCATED: (As it appears on the current permit)

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.

SIGNATURE: 	DATE: 5/22/2009
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Please submit inspection reports to:

Illinois Environmental Protection Agency, DWPC
Compliance Assurance Section
1021 North Grand Avenue East, POB 19276
Springfield, Illinois 62794-9276

Information required by this form must be provided to comply with 415 ILCS 5/39 (1996). Failure to do so may prevent this form from being processed and could result in your application being denied. This form has been approved by the Forms Management Center.

MS4 Annual Facility Inspection Report

**Illinois Environmental Protection Agency
National Pollutant Discharge Elimination System
Phase II**

Permit Year 6: March 2008 to March 2009

Village of Northfield

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Part A. Changes to Best Management Practices

Note: X indicates BMPs performed that were proposed in your NPDES permit
 ✓ indicates changes to BMPs proposed in your NPDES permit

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

Year 6	
Village of Northfield	
D. Construction Site Runoff Control	
X	D.1 Regulatory Control Program
X	D.2 Erosion and Sediment Control BMPs
	D.3 Other Waste Control Program
X	D.4 Site Plan Review Procedures
	D.5 Public Information Handling Procedures
X	D.6 Site Inspection/Enforcement Procedures
	D.7 Other Construction Site Runoff Controls
E. Post-Construction Runoff Control	
	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
F. Pollution Prevention/Good Housekeeping	
	F.1 Employee Training Program
X	F.2 Inspection and Maintenance Program
	F.3 Municipal Operations Storm Water Control
	F.4 Municipal Operations Waste Disposal
X	F.5 Flood Management/Assess Guidelines
	F.6 Other Municipal Operations Controls

Part B. Status of Compliance with Permit Conditions

The status of BMPs and measurable goals performed in Year 6 is described below.

1. Public Education and Outreach

The Village of Northfield is committed to conduct Public Education and Outreach as part of its permit. Public Education and Outreach requires implementation of a program to distribute educational material to the community or conduct equivalent outreach activities about the impacts of storm water discharges on water bodies and the steps that the public can take to reduce pollutants to storm water runoff. The Village of Northfield is committed to implementation under BMP A.1 and is presented below.

A.1 Distributed Paper Material

A number of pamphlets and brochures related to BMPs and storm water management have been produced by the IEPA and other regulatory agencies. The Village of Northfield makes these publications, at a minimum, available.

*Measurable Goals: Provide available information on BMP's to homeowners associations known to have BMP's in place.
Implement current Village of Northfield SWMP.*

The Village of Northfield provided informational material on a variety of storm water related issues on a “take away” rack at the Village Offices. In addition, the Village included information in the Village Newsletter and on the Village website regarding septic maintenance, ditch maintenance and waste collection days coordinated with SWANCC.

2. Public Participation/Involvement

The Village of Northfield is committing to implementing the Public Participation/Involvement component of its Storm Water Management Program. The Public Participation/Involvement program includes attending and publicizing watershed stakeholder meetings, presenting program information at a public meeting at least annually and publicizing IDDE reporting contact numbers. The Village of Northfield commits to implementation of BMPs as described below.

B.4 Public Hearing

The Village of Northfield will conduct a public meeting or public hearing on its proposed storm water management plan.

*Measurable Goal(s): Present summary of ongoing program implementation (annual report) at public meeting.
Present enhanced SWMP at end of Year 6 for board review and approval/acceptance.*

The Village discussed the NPDES Phase II Program during a public meeting on July 21, 2008.

3. Illicit Discharge Detection and Elimination

The Village of Northfield is committed to perform some activities related to the Illicit Discharge Detection and Elimination (IDDE) minimum control. The majority of these activities will be related to IDDE program design. The requirements of an IDDE program include the following:

- Develop a storm sewer system map that shows the locations of all outfalls and the names and locations of all water of the US that receive discharges from those outfalls.
- Prohibit non-storm water discharges into the storm sewer system and implement appropriate enforcement procedures and actions.
- Develop and implement a plan to detect and address illicit discharges into the storm sewer system.
- Educate public employees, businesses and general public of hazards associated with illegal discharges and improper disposal of waste.
- Identify the appropriate best management practices and measurable goals.

BMPs will be implemented under BMP numbers C.1, C.2, C.4, C.5 and C.7 as described below.

C.1 Storm Sewer Map Preparation

The Village of Northfield will prepare an outfall map to allow for tracking of dry weather flow inspections and outfall maintenance.

Measurable Goals: Update map regularly with additional data and as improvements or new developments occur.

The Village is in the process of completing a storm sewer map and will continue to update the storm sewer map as new information becomes available.

C.2 Regulatory Control Program

The Village of Northfield will review, consider and adopt ordinance language to prohibit non-storm water discharges to the storm sewer or drainage system and to provide an enforcement mechanism for the illicit discharge detection and elimination program.

Measurable Goals: Continue development of IDDE program. Identify methods, activities, enforcement and schedule to identify and remove illicit discharges. Adopt local IDDE ordinance. Establish mechanism to enforce IDDE ordinance.

The Village has an ordinance that specifically prohibits water pollution as well as non-storm water discharges to the storm sewer system, which includes a provision for enforcement.

C.4 Illicit Discharge Tracing Procedures

Implement procedures established during original NOI to trace found/observed illicit discharges to their origin. Efforts to locate illicit discharges will be documented.

*Measurable Goal(s): Implement current Northfield SWMP.
Review and revise SWMP language related to this provision by end of Year 7.*

The Village of Northfield will utilize tracing procedures, such as video inspection, smoke

The Village's illicit discharge tracing procedure is outlined in the Draft SWMP. The Village intends to review the Draft SWMP and adopt it by the end of Year 7. Tracing procedures consist of investigating areas with suspicious discharges with video cameras to identify areas where wastewater might be leaking into storm drain pipes.

C.5 Illicit Source Removal Procedures

Implement procedures established during original NOI to remove directly connected illicit discharges (to the extent practicable), identified through the tracing program. Continue to advertise illicit discharge/illegal dumping phone number in newsletter and website, and track calls. Enhance current plan based on SWMP template and implement plan enhancements.

*Measurable Goal(s): Implement current Northfield SWMP.
Review and revise SWMP language related to this provision by end of Year 6.*

The Village of Northfield will implement the IDDE program and train employees to remove potential and known sources of illicit discharges per the SWMP. During Year 6, the Village of Northfield coordinated with the Solid Waste Agency of Northern Cook County (SWANCC) and created events to collect waste before it

enters the storm system. Numerous collection days and sites were provided for the disposal of household chemical waste, computers and electronics. Residents are notified of these events in the Village Newsletter and on the Village website. The Village's illicit source removal procedures are outlined in the Draft SWMP. The Village intends to review the Draft SWMP and adopt it by the end of Year 7.

C.7 Visual Dry Weather Screening

Implement dry weather screening program, established during original NOI. Continue screening storm sewer structures as part of regular cleaning and maintenance. Continue to investigate citizen illicit discharge/illegal dumping reports in the field ("reactive investigation").

Measurable Goals: Review a pilot dry weather screening. Continue to investigate citizen illicit discharge/illegal dumping reports in the field.

The Village of Northfield's Public Works Department performs an ongoing survey of storm drain outfalls through dry weather screening.

4. Construction Site Runoff Control

The Village of Northfield has an ordinance that establishes the minimum storm water management requirements for development in the Village. The Ordinance also establishes standards for construction site runoff control. Enforcement of the Ordinance implements BMPs under BMP numbers D.1, D.2, D.4 and D.6. The status or progress for each of the measurable goals related to these BMPs is presented below.

D.1 Regulatory Control Program

Measurable Goals: Continue to review plans according to the provisions of the Ordinance.

The Village of Northfield continues to enforce site plan review and has passed additional ordinances relating to storm water.

D.2 Erosion and Sediment Control BMPs

Measurable Goals: Continue to review plans according to the provisions of the Ordinance.

The Village of Northfield continues to enforce site plan review and has passed additional ordinances relating to storm water.

D.4 Site Plan Review Procedures

Measurable Goals: Continue to review plans according to the provisions of the Ordinance.

The Village of Northfield continues to enforce site plan review and has passed additional ordinances relating to storm water.

D.6 Site Inspection/Enforcement Procedures

Measurable Goals: Continue to review plans according to the provisions of the Ordinance.

The Village of Northfield continues to enforce site plan review and has passed additional ordinances relating to storm water.

5. Post-Construction Runoff Control

As described above, the Village of Northfield's Ordinance establishes the minimum storm water management requirements for development in the Village. The Ordinance establishes standards for post-construction site runoff control. The enforcement of the Ordinance implements BMPs under BMP numbers E.2, E.3, E.4, E.5 and E.6. The status or progress for each of the measurable goals related to these BMPs is presented below.

E.2 Regulatory Control Program

Measurable Goals: Continue to review plans according to the provisions of the Ordinance.

The Village of Northfield continues to enforce site plan review and has passed additional ordinances relating to storm water.

E.3 Long Term O&M Procedures

Measurable Goals: Continue to review plans according to the provisions of the Ordinance.

The Village of Northfield continues to enforce site plan review and has passed additional ordinances relating to storm water. The Draft SWMP includes provisions for long term operation and maintenance requirements for BMP components.

E.4 Pre-Construction Review of BMP Designs

Measurable Goals: Continue to review plans according to the provisions of the Ordinance.

The Village of Northfield continues to enforce site plan review and has passed additional ordinances relating to storm water.

E.5 Site Inspections During Construction

Measurable Goals: Continue to review plans according to the provisions of the Ordinance.

Village inspectors perform site inspections of soil erosion and sediment control measures throughout all phases of construction.

E.6 Post-Construction Inspections

Measurable Goals: Conduct site inspections upon completion of installation of sediment and runoff control measures and after final stabilization and landscaping.

Village inspectors perform site inspections of soil erosion and sediment control measures throughout all phases of construction.

6. Pollution Prevention/Good Housekeeping

This minimum control measure involves the development and implementation of an operation and maintenance program to reduce the discharge of pollutants from municipal operations. This program must include a training program for municipal employees. The status or progress for each of the measurable goals related to these BMPs is presented below.

F2: Inspection and Maintenance Program

The Village of Northfield will examine and subsequently alter their own actions to help ensure a reduction in the amount and type of pollution that: (1) collects on streets, parking lots, open spaces, and storage and vehicle maintenance areas and is discharged into local waterways; and (2) results from actions such as environmentally damaging land development and flood management practices or poor maintenance of storm sewer systems.

Measurable Goals: Establish a schedule for street sweeping to reduce the amount of pollution (sand, salt, leaves, etc) that accumulates on streets, which has the potential to reach waterways as runoff. Implement street sweeping at established annual frequency and document. Establish a schedule for visual storm sewer inspection. Inspect storm sewers at established annual frequency and document. Schedule maintenance as needed. Continue to distribute educational materials on spill prevention and control procedures to all municipal facilities.

The Village's Public Works Department inspects storm sewers on a regular basis and repair as necessary. An outside contractor provides street sweeping within the

Village.

F.5: Flood Management/Assess Guidelines

The Village of Northfield will develop a policy for the assessment of implementing water quality functions in flood control designs.

Measurable Goal(s): One water-quality function per flood control project constructed.

PAT NEED RESPONSE

Part C. Information and Data Collection Results

Year 6 activities related to illicit discharge detection and elimination that consisted primarily of program planning efforts. Therefore, no information or data was collected during this period. A program for annual upstream and downstream modeling was established in Year 6. This includes water quality testing that will begin in year 7.

Part D. Summary of Year 7 Storm water Activities

The following table summarizes the BMPs committed to for Year 7. Specific BMPs and measurable goals for Year 7 Stormwater Management Program development activities are presented in the sections following the table.

Note: X indicates BMPs committed to for Year 7.

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

Year 7	
Village of Northfield	
	C.9 Public Notification
	C.10 Other Illicit Discharge Controls
D. Construction Site Runoff Control	
X	D.1 Regulatory Control Program
X	D.2 Erosion and Sediment Control BMPs
	D.3 Other Waste Control Program
X	D.4 Site Plan Review Procedures
	D.5 Public Information Handling Procedures
X	D.6 Site Inspection/Enforcement Procedures
	D.7 Other Construction Site Runoff Controls
E. Post-Construction Runoff Control	
	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
F. Pollution Prevention/Good Housekeeping	
	F.1 Employee Training Program
X	F.2 Inspection and Maintenance Program
	F.3 Municipal Operations Storm Water Control
	F.4 Municipal Operations Waste Disposal
X	F.5 Flood Management/Assess Guidelines
	F.6 Other Municipal Operations Controls

1. Public Education and Outreach

The Village of Northfield is committing to implementing the Public Education and Outreach component of its Stormwater Management Program. The Public Education and Outreach program includes the distribution of educational material to the community or conducting equivalent outreach activities about the impacts of storm water discharges on water bodies and the steps that the public can take to reduce pollutants to storm water runoff. The Village of Northfield commits to implementation of BMPs as described below.

A.1 Distributed Paper Material

A number of pamphlets and brochures related to BMPs and storm water management have been produced by the IEPA and other regulatory agencies. The Village of Northfield makes these publications, at a minimum, available.

Measurable Goal(s): Implement current Village of Northfield SWMP.

2. Public Participation/Involvement

The Village of Northfield is committing to implementing the Public Participation/Involvement component of its Stormwater Management Program. The Public Participation/Involvement program includes attending and publicizing watershed stakeholder meetings, presenting program information at a public meeting at least annually and publicizing IDDE reporting contact numbers. The Village of Northfield commits to implementation of BMPs as described below.

BMP No. B.4: Public Hearing

The Village of Northfield will conduct a public meeting to present each annual report and on its proposed SWMP.

Measurable Goal(s): Present summary of ongoing program implementation (annual report) at public meeting. Present Draft SWMP at end of Year 7 for board review and approval/acceptance.

3. Illicit Discharge Detection and Elimination

The Village of Northfield will implement program activities related to the Illicit Discharge Detection and Elimination (IDDE) minimum control. The requirements of an IDDE program include the following:

- Develop a storm sewer system map that shows the locations of all outfalls and the names and locations of all water of the US that receive discharges from those outfalls.
- Prohibit non-storm water discharges into the storm sewer system and implement appropriate enforcement procedures and actions.

- Develop and implement a plan to detect and address illicit discharges into the storm sewer system.
- Educate public employees, businesses and general public of hazards associated with illegal discharges and improper disposal of waste.
- Identify the appropriate best management practices and measurable goals.

BMP No. C.1: Storm Sewer Map Preparation

The Village is in the process of preparing an outfall map to allow for tracking of dry weather flow inspections and outfall maintenance. The outfall map will be completed by the end of Year 7.

Measurable Goal(s): Maintain and update outfall map.

BMP No. C.2: Regulatory Control Program

The Village of Northfield adopted ordinance language to prohibit non-storm water discharges to the storm sewer or drainage system, under the original NOI.

Measurable Goal(s): Continue to enforce the ordinances.

BMP No. C.4: Illicit Discharge Tracing Procedures

Implement procedures established during original NOI to trace found/observed illicit discharges to their origin. Efforts to locate illicit discharges will be documented.

*Measurable Goal(s): Implement current Northfield SWMP.
Review, revise and accept SWMP language related to this provision by end of Year 7.*

BMP No. C.5: Illicit Source Removal Procedures

Implement procedures established during original NOI to remove directly connected illicit discharges (to the extent practicable), identified through the tracing program. Continue to advertise illicit discharge/illegal dumping hotline in local newsletter and track hotline calls. Enhance current plan based on SWMP template and implement plan enhancements.

*Measurable Goal(s): Implement current Northfield SWMP.
Review, revise, and accept SWMP language related to this provision by end of Year 7.*

BMP No. C.7: Visual Dry Weather Screening

Implement dry weather screening program, established during original NOI. Continue screening storm sewer structures as part of regular cleaning and maintenance. Continue to investigate citizen illicit discharge/illegal dumping hotline reports in the field (“reactive investigation”).

Measurable Goal(s): Implement current Northfield SWMP.

Review, revise and accept SWMP language related to this provision by end of Year 7.

4. Construction Site Runoff Control

The Village of Northfield has an ordinance that establishes the minimum storm water management requirements for development in the Village. The Ordinance also establishes standards for construction site runoff control. Enforcement of the Ordinance implements BMPs under BMP numbers D.1, D.2, D.4 and D.6. The status or progress for each of the measurable goals related to these BMPs is presented below.

BMP No. D.1: Regulatory Control Program

Measurable Goals: Continue to review plans according to the provisions of the Ordinance.

BMP No. D.2: Erosion and Sediment Control BMPs

Measurable Goals: Continue to review plans according to the provisions of the Ordinance.

BMP No. D.4: Site Plan Review Procedures

Measurable Goals: Continue to review plans according to the provisions of the Ordinance.

BMP No. D.6: Site Inspection/Enforcement Procedures

Measurable Goals: Continue to review plans according to the provisions of the Ordinance.

5. Post-Construction Runoff Control

As described above, the Village of Northfield's Ordinance establishes the minimum storm water management requirements for development in the Village. The Ordinance establishes standards for post-construction site runoff control. The status or progress for each of the measurable goals related to these BMPs is presented below.

BMP No. E.2: Regulatory Control Program

Measurable Goals: Continue to review plans according to the provisions of the Ordinance.

BMP No. E.3: Long Term O&M Procedures

*Measurable Goals: Continue to review plans according to the provisions of the Ordinance.
Review, revise, and accept SWMP language related to this provision by end of Year 7.*

BMP No. E.4: Pre-Construction Review of BMP Designs

Measurable Goals: Continue to review plans according to the provisions of the Ordinance.

BMP No. E.5: Site Inspections During Construction

Measurable Goals: Continue to review plans according to the provisions of the Ordinance.

BMP No. E.6: Post-Construction Inspections

Measurable Goals: Conduct site inspections upon completion of installation of sediment and runoff control measures and after final stabilization and landscaping.

6. Pollution Prevention/Good Housekeeping

This portion of the program involves the implementation of the operation and maintenance program to reduce the discharge of pollutants from municipal operations and a training program for municipal employees. The Village of Northfield commits to implementation of BMPs as described below.

F2: Inspection and Maintenance Program

The Village of Northfield will examine and subsequently alter their own actions to help ensure a reduction in the amount and type of pollution that: (1) collects on streets, parking lots, open spaces, and storage and vehicle maintenance areas and is discharged into local waterways; and (2) results from actions such as environmentally damaging land development and flood management practices or poor maintenance of storm sewer systems.

Measurable Goals: Establish a schedule for street sweeping to reduce the amount of pollution (sand, salt, leaves, etc) that accumulates on streets, which has the potential to reach waterways as runoff. Implement street sweeping at established annual frequency and document. Establish a schedule for visual storm sewer inspection. Inspect storm sewers at established annual frequency and document. Schedule maintenance as needed. Continue to distribute educational materials on spill prevention and control procedures to all municipal facilities.

BMP No. F.5: Flood Management/Assess Guidelines

The Village of Northfield will develop a policy for the assessment of implementing water quality functions in flood control designs.

Measurable Goal(s): One water-quality function per flood control project constructed.

Part E. Notice of Qualifying Local Program

N/A

