

Enforcement Response Procedures (ERP) (Question #1)

The Village of New Haven has several ordinances in place to address illicit and/or illegal discharges to the Village storm water system and/or waters of the State. The Macomb County Department of Public Health manages the Onsite Disposal of Sanitary Sewage and Human Excreta. A copy of pertinent sections of this ordinance are included in Appendix C.

Other Village Ordinances relating to refuse disposal, wastewater discharges to the sanitary sewer system, Nuisances, Municipal Civil Infractions, Blight, Engineering Standards, and offenses can be found in Appendix D.

The following is a general description of the enforcement procedure that the Village of New Haven will follow when investigating and responding to violations of the Village Storm Water Management Program. However, each individual violation must be addressed with respect to the appropriate ordinance requirements.

Methods of Violation Reporting:

- DPW notices violation during daily duties or on routine inspection
- Resident contacts Village and/or files a complaint
- MCHD, GLWA/DWSD or other Assisting Agency receives complaint from resident

Procedure Once Violation is Reported:

- Complete the Violation Report by Recording the appropriate information in the form on following page
- The Village of New Haven DPW will investigate all complaints of illegal dumping/spills within a maximum period of 24 hours. The DPW will coordinate with all necessary municipal authorities, such as Police and Fire Departments as well as any other assisting agencies as may be necessary.
- Immediately notify an appropriate assisting agency, such as Macomb County Department of Health (MCHD) and MDEQ.
- Village of New Haven and/or assisting agency initiates investigation and authorizes water/soil sampling and shall apprise appropriate assisting agency of result of any investigation
- Notify property owner/violator(s) in writing of violation within 1-2 business days; document all correspondence
- Responsible party has 30 days to contact DPW to arrange and complete correction process
- If no correction is made, the directors of municipal authority and assisting agency are notified and may take legal action per municipal ordinances and regulations governing illicit discharge into an MS4 conveyance. Actions include seeking judicial remedies and sanctions or condemning the property as unfit for human occupancy

This ERP shall be reviewed on an annual basis by Village of New Haven storm water program manager to evaluate the effectiveness of the ERP. Any questions on this policy and procedure should be directed to the Storm Water Program Manager. The ERP is applicable to all aspects of the Storm Water Management Plan.

ILLCIT DISCHARGE VIOLATION REPORT FORM

Date:	Name of Complainant:
Address of Complainant:	
Phone of Complainant:	
Name of Person Logging Complaint:	
Location of Violation:	
Description of Violation:	
Date violator notified (within 1-2 business days):	
Date Assisting Agency Notified:	
Assisting Agency Representative in Receipt of Notification:	
Action Items:	1. All violation to be corrected within 30 days

SWPPP Routine Inspection and Good Housekeeping Report

Date:	Facility Name:
Inspector Name:	
Routine Inspection Schedule: Monthly	

Preventative maintenance involves the regular inspection, testing, and cleaning of facility equipment, vehicles, and operational systems. Good housekeeping refers to maintaining a clean, orderly, organized facility that will reduce and minimize the likelihood of potential discharges to any MS4. All systems and equipment in which a breakdown could result in significant materials getting into stormwater runoff should be included in a preventative maintenance program.

I. AGGREGATE STORAGE AREAS

Check Box	Method	Comment/Action Taken
<input type="checkbox"/>	Inspect each concrete block containment bin for proper placement. Replace blocks as needed to adequately contain materials.	
<input type="checkbox"/>	Examine aggregate pile storage area for erosion outside of containment area. Sweep aggregate back into piles as necessary.	
<input type="checkbox"/>	Inspect scrap metal pile for oil-coated metals. If oil-coated metals are present, move them to a covered location to prevent oil from coming into contact with stormwater.	

II. DUMPSTER STORAGE AREA

Check Box	Method	Comment/Action Taken
<input type="checkbox"/>	Inspect dumpster for rusted holes, leaking seals or cracks. <i>If leaks are found, the dumpster is either repaired immediately or the waste management company is contacted for a replacement.</i>	
<input type="checkbox"/>	Inspect areas surrounding dumpster for random containers, residential materials not properly disposed of, etc. Ensure proper containment and disposal of all found materials.	

SWPPP Comprehensive Inspection Report

Date:	Facility Name:
Inspector Name:	
Comprehensive Inspection Schedule: Every six months	

The permit requires a schedule for comprehensive site inspection to include but not be limited to, the areas and equipment identified in the preventive maintenance program and good housekeeping procedures, a review of the routine preventive maintenance reports, and any other paperwork associated with the SWPPP. This inspection should determine the overall adequacy of the SWPPP and should be coordinated with your annual plan review.

Check Box	Method	Comment/Action Taken
<input type="checkbox"/>	Review monthly Routine Inspection and Good Housekeeping Forms	
<input type="checkbox"/>	Review all structural stormwater controls onsite to ensure proper operation to prevent or reduce pollutant runoff	
<input type="checkbox"/>	Review vehicle and equipment maintenance logs for ongoing maintenance concerns	
<input type="checkbox"/>	Review spill reports (if applicable)	
<input type="checkbox"/>	Ensure Material Safety Data Sheets are up-to-date and available for all chemicals onsite	
<input type="checkbox"/>	Ensure spill response phone numbers are up-to-date and posted near shop phone	
<input type="checkbox"/>	DPS Facility and surrounding property is in compliance with the stormwater permit.	

Annual SWPPP Review Form

Date of Review:

Reviewer Name	
Print:	Signature:

Annual SWPPP Review Checklist

1) Facility general information and SWPPP team information is current and accurate	Yes	No
2) Site map is current and accurate	Yes	No
3) Significant material inventory is current and accurate	Yes	No
4) New exposures, processes and related controls have been documented	Yes	No
5) Spills have been recorded, reviewed, and reported as appropriate	Yes	No
6) Records of employee training are available in the SWPPP file	Yes	No
7) Comprehensive site inspections have been completed, signed and filed in the SWPPP file	Yes	No
8) Corrective actions noted in the inspection reports have been completed	Yes	No
9) SWPPP has been reviewed and signed by the Stormwater Program Manager or designated representative	Yes	No

Additional Comments:
