WYOMING
PUBLIC SCHOOLS
Home of the Wolves

Wyoming Public Schools
Storm Sewer Management Plan
Executive summary
8-22-2025

Purpose:
In an effort to ensure the safety of our scholars and staff, and comply with the requirements of the Michigan Department of Environment, Great Lakes, and Energy **National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4)** Legislation, Wyoming Public Schools has developed this Storm Sewer Management Plan to identify and monitor all storm sewer outfalls, and respond appropriately to any illicit discharge in our facilities.

Methodology:
Wyoming Public Schools (WPS), in concert with EGLE staff, and in cooperation with City of Wyoming Storm Sewer Engineering Department, has developed this Management Plan. WPS has compiled this information referencing the EGLE guidance documents and included all required information for **MS4** permitting in this document. An annual Storm Sewer Management Plan review will be conducted by the WPS Storm Water Manager and will be shared with City of Wyoming Storm Sewer Department for review and comment. The District, per the requirements of the **MS4** Permit guidance, also, identified all Storm Sewer outfalls from buildings in the District and have indicated this information on the permit application.

References:
WPS referenced several sources in the development of this Storm Sewer Management Plan including the **National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4)** Legislation Requirements, guidance documents provided by Michigan Department of Environment, Great Lakes, and Energy, and consulted the City of Wyoming Storm Sewer Engineering Department to which outfalls drain.

The Plan:
WPS has developed this Storm Sewer Management Plan as required by, and with guidance from EGLE, and **National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4)** application process. It is available for review upon request. This Plan is a working document and the District will review and update the document as a result of any changes in the system due to construction or renovation activities, use of the facilities, or further guidance from the Authorities Having Jurisdiction, as well as, documentation of Semi-annual inspection and results. The District will also respond to any illicit discharge to the storm sewer system within the district, and respond with clean up, education, and required notification appropriate for the release. This plan has identified the storm sewer outfall at each building to comply with the MS4 application and requirements, and WPS will continue to work with the City of Wyoming Storm Sewer Department to coordinate and communicate at a minimum annually as to the results of the inspections and annual review.

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Wyoming Public Schools
Stormwater Management Plan
Pollution Prevention and Good Housekeeping Program
8-22-2025

Background

The Pollution Prevention and Good Housekeeping minimum control measure focuses activities on ensuring that municipal facilities and operations are managed in ways that will minimize contamination to stormwater discharges from these facilities. Facilities may include, but are not limited to, municipally owned or operated buildings, campuses, parks, public works facilities, and infrastructure. Various operation and maintenance activities addressed may include but are not limited to street and bridge maintenance; road salt storage and application; vehicle and fleet maintenance; stormwater system maintenance; solid waste management; park and open space maintenance; and pesticide and fertilizer applications.

Stormwater Management – Facility Assessment

The following criteria are used when assessing each facility identified above and assess with high, medium, or low potential to discharge pollutants to surface waters of the state:

1. **Amount of urban pollutants and/or significant materials stored at the site (e.g., sediment, nutrients, metals, hydrocarbons, pesticides, fertilizers, herbicides, chlorides, trash, bacteria, bulk salt, brine or other site-specific pollutants.**
2. **Identification of improperly stored materials.**
3. **The potential for polluting activities to be conducted outside (e.g., vehicle washing).**
4. **Proximity to water bodies.**
5. **Poor housekeeping practices.**
6. **Discharge of pollutants of concern to impaired waters.**

This procedure will be updated/revised 30 days prior to discharging stormwater from a new facility and within 30 days of determining a need to update/revise the facility assessment because of changes to the system due to construction or updates.

Catch Basin Inspection

Catch Basin Inspection, Maintenance, and Cleaning

All permittee owned and operated catch basins within the jurisdiction will be inspected, maintained, and cleaned according to one (1) of the options below:

☒ **All catch basins will be inspected annually.**

Any catch basin determined to be 40% full of sediment or more will be cleaned in a timely manner. The following criteria are used when assessing each catch basin for low, medium, or high priority:

- **Amount of sediment accumulation**
- **Complaints from the public**
- **Areas susceptible to flooding**
- **High traffic areas**
- **Aging infrastructure**
- **Structural condition**
- **Surrounding land use**

Any catch basin that is deemed to by a high priority will be inspected annually.

<u>Pollution Prevention and Good Housekeeping Procedures</u>

Catch basin cleaning will be performed by a Hydrovac contractor with all materials that are extracted during catch basin cleaning to be disposed of according to regulatory standards.

Best Washing and maintenance of all district vehicles will be performed indoors with a confirmed discharge to the sanitary sewer system.

Street sweeping will be performed at district facilities 2 times per year, once in the fall, and once in the spring to prevent runoff of salt and any other pollutants and contaminants that could possible flow to the storm sewer system.

Minimal salt, mostly bagged, is stored at the District facilities and is replenished throughout the snowplowing season. All bulk salt is purchased at the time of use from the City of Wyoming and used immediately. There is no bulk salt storage in District.

Where possible snow piles and storage will take place in areas that reduce discharge to surface waters.

All staff that may perform maintenance or implementing pollution prevention activities for the job responsibilities will be trained in Pollution Prevention and good housekeeping measures within the first year of hire and once during the permit cycle.

WYOMING
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Wyoming Public Schools
Stormwater Enforcement Response Plan
8-22-2025

Purpose:
Wyoming Public Schools and it facilities are regulated under the **National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4)** permit program. As such, WPS is required to Inspect and monitor all storm sewer basins and outfalls, as well as, monitor and respond to any illicit discharges within the district. The Storm Water Manager (Director of Operations or Designee), is responsible for Inspection, monitoring, enforcement, and implementation of best management Practices (BMPs) within the district and as required by the **MS4** permit.

The Storm Water Manager or designee is responsible for Enforcement Response Procedures and will follow up on any violations in a timely and in a consistent manner, and track compliance issues and schedules. To achieve compliance the following steps may be conducted:

1. Review reported violations.
2. Contact district and non-district individuals for the violation
3. Ensure that compliance actions taken are consistent and timely.
4. Track instances of Noncompliance
5. Review compliance reports and scheduled to ensure that appropriate actions are taken, and compliance is met.
6. Conduct follow up inspections to verity the violation has been corrected.

Tracking of Non-compliance will include the following information and be included in the annual report.

1. Name
2. Date
3. Location of Violation
4. Business/Agency/Organization (as applicable)
5. Description of Enforcement Response
6. Date Violation was Resolved

This procedure will be reviewed on an annual basis by the Storm Water Manager.

Please reference the Illicit Discharge Elimination Program for more information of Enforcement Response activities.

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Wyoming Public Schools
Stormwater Management Plan
Illicit Discharge Elimination Program (IDEP)
8-22-2025

Background

A program must be developed to find and eliminate illicit connections and discharges to the regulated Municipal Separate Storm Sewer System (MS4) from commercial, industrial, private, educational, public, and residential sources.

- **An "illicit discharge" is any discharge to, or seepage into, an MS4 that is not composed entirely of storm water or uncontaminated groundwater except discharges pursuant to a National Pollutant Discharge Elimination System (NPDES) permit. A discharge that originates from the applicant's property and meets the illicit discharge definition is considered an illicit discharge.**
- **An "illicit connection" is a physical connection to an MS4 that primarily conveys non-storm water discharges other than uncontaminated groundwater into the MS4; or a physical connection not authorized or permitted by the local authority, where a local authority requires authorization or a permit for physical connections.**

The IDEP must include procedures and ordinances or other regulatory mechanisms to meet the permit application requirements. For detailed information on IDEP permit application requirements, the MS4 Program's IDEP Compliance Assistance Document is available for reference.

Procedure for Performing Field Observations

At a minimum of once per five (5)-year permit term, each outfall and point of discharge is observed during dry weather (at least 48-72 hours after precipitation) to determine if there are signs of a potential illicit discharge. Field screening is performed at outfalls and points of discharge per the timeframe indicated below:

☒ All field observations conducted in year One of permit term

Trained staff from Wyoming Public Schools observe the characteristics of dry weather flow, any staining or residues, and/or water quality at the receiving water. At a minimum, the focus of the field observation is to observe the following:

- **Presence/absence of flow**
- **Deposits/stains on the discharge structure or bank**
- **Water clarity**
- **Color**
- **Odor**
- **Structural condition**
- **Floatable materials**
- **Vegetation condition**
- **Biology (e.g., bacterial sheens, algae, and slimes)**

Field observation for each outfall or point of discharge is documented using a field form. The documentation will include observations for each parameter listed above, as well as an identifier for the outfall/point of discharge, weather conditions (hours since last rain event), staff conducting the screening, and a photo.

If an outfall is submerged due to high water, an effort will be made to screen these outfalls during times of the year when the outfall is exposed (e.g. summer months). When the outfall is constantly submerged, dry weather screening will be conducted at the next upstream manhole or catch basin. This alternate location is still representative of the outfall and should be documented on a field form.

Dry weather screening of points of discharge will be conducted at the last manhole or catch basin before a jurisdictional boundary.

For additional information, the MS4 program's compliance assistance document Dry-Weather Screening: A Guide for Permittees is available for reference.
Procedure for Performing Field Screening
The following field screening activities will be conducted immediately, but not to exceed one to two days following the initial observations.

Following the identification of dry-weather flow, an upstream investigation will be performed. This investigation will entail reviewing the storm sewer map and tracking or tracing the observed flow upstream to determine the origin. Accessing manholes or catch basins throughout the drainage area until a source is identified may be required.

If the source of the dry-weather flow is not immediately determined, samples of the flow will be collected. Test strips will be used to analyze pH in the field within 15 minutes of collection. The remaining samples will be taken to Summit Laboratory to be analyzed for *E. coli*, ammonia, and surfactants. Additional parameters may be selected based on field observations and potential source of the potential illicit discharge.

If the dry weather flow appears to be groundwater (e.g. clear water with no odor), field screening will occur to verify that the source of flow is uncontaminated groundwater. Parameters will include *E. coli* and other potential pollutants based on the surrounding land use.

If groundwater contamination is suspected, monitoring will be conducted to determine if any pollutants are present above background concentrations representative of the area if a discharge or release of pollutants had not occurred.

Guidelines for sample collection equipment and methods is available in Dry Weather Screening: A Guide for Permittees, Attachment B.

Procedure for Responding to Illegal Dumping/Spills
Illegal dumping and spills to the MS4 are typically discovered by either visual and/or olfactory observations and are subsequently reported by citizens or staff.

A complaint related to illegal dumping or spills will be investigated by the Stormwater Manager or designee within 24-hours of receiving notification. Actions will be taken following the Enforcement Response Procedure. If a release of any polluting material from the MS4 to the surface waters or ground waters exceed threshold reporting levels, the release will be immediately reported to the AHJ.

IDEP Training and Evaluation

Training will be provided to appropriate staff who may come into contact or observe an illicit discharge to the MS4. Training topics will include:

- **Techniques for identifying an illicit discharge or connection, including field observation, field screening, and source investigation**
- **Procedures for reporting, responding to, and eliminating an illicit discharge or connection and the proper enforcement response**

Training will occur on the following timeframe:
☒ Once every permit term for existing employees and within the first year of hire for new employees (required at a minimum)

Procedure for Performing Source Investigation

If field screening indicates that additional investigation is necessary to identify the source of the observed dry weather flow, a source investigation will begin immediately, but not to exceed two weeks following the initial observations.

- **Visual Inspections:** Generally visual inspections of sites are conducted as a part of the screening process.
- **Video Surveillance:** Closed Circuit Television Video (CCTV) sewer inspections are commonly used to look at pipe conditions and locate connecting pipes (or taps) in the sewers. Video the sewer pipes may not by itself confirm connectivity and may be followed by dye testing or other similar approach.
- **Consult City of Wyoming Storm Sewer Engineering Department to aid in investigation.**

Response to Illegal Dumping on District property

When a complaint or report of a suspected improper connection or illicit discharge is received via website or other communication, the following steps will be followed: (1) documenting the complaint or suspicion in the tracking system, (2) investigation, (3) source identification, (4) voluntary and/or enforced corrective action, and (5) administrative tracking of steps 1 through 4 to assure remedy and closure and appropriate notification to the appropriate AHJ will take place. Within 24 hours of becoming aware of any noncompliance which may endanger health or the environment, Wyoming Public Schools, will report to EGLE verbally by calling EGLE's 24-hour Pollution Emergency Alerting System telephone number, 1-800-292-4706. Also, within five (5) days, written notification will be provided via MiEnviro Portal by submitting an "NPDES Unscheduled Permit Required Report" form.

Appendix 1 – Dry Weather Screening Form

General Information

Date(s) _____

Structure ID

_____

GPS Coordinates/Address

_____

Inspector(s)

_____

_____

Pipe Size _____

Material

☐ RCP*

☐ PVC*

☐ Steel

☐ HDPE*

☐ Other _____

Weather

☐ Sunny

☐ Rainy

☐ Overcast

☐ Snow

Last Rain Event

☐ 48-72 Hours

☐ > 72 Hours

Field Observations

Dry Weather Flow

☐ No

☐ Yes, Constant

☐ Yes, Intermittent

☐ Trace, Insufficient flow to sample

☐ Submerged

Structure Condition

☐ Good

☐ Fair

☐ Poor

Sediment Accumulation

☐ No

☐ Yes

☐ Needs Cleaning

Flow Observations

Color

☐ Clear

☐ Brown

☐ Gray

☐ Other _____

Vegetation

☐ None

☐ Algae

☐ Slime

☐ None

Odor

☐ Sewage

☐ Petroleum

☐ Detergent

☐ Rotten Egg

☐ None

☐ Other _____

Floatables

☐ Sewage

☐ Suds

☐ Petroleum Sheen

☐ Bacterial Sheen

☐ Trash

☐ None

☐ Other _____

Appendix 2 – IDEP Employee Training Form

Date of Training:
Trainer:
Training for general field staff ☐
Training for staff conducting field observations, field screening, source investigation ☐
Training Topics Covered:

Staff who may come into contact with or observe an illicit discharge are required to receive training at least once per permit cycle for existing employees, and within the first year of hire for new employees. Add additional lines below as necessary.

Attendees Name and Signature:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.

**To add more lines to the table, highlight a row, then hover the cursor to the left of the table until the + sign appears. Click on the + sign.*

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Wyoming Public Schools
Total Maximum Daily Limit Plan
8-22-2025

Overview:

Wyoming Public School District has chosen to focus their activities on Dry Weather Screening practices as a BMP to address maintaining and monitoring the outflow of debris and possible contaminants in the outflow of the outflow from the District Storm Sewer system. To support these activities the following measure will be followed:

<u>Procedure for Performing Field Observations</u>

At a minimum of once per five (5)-year permit term, each outfall and point of discharge is observed during dry weather (at least 48-72 hours after precipitation) to determine if there are signs of a potential illicit discharge. Field screening is performed at outfalls and points of discharge per the timeframe indicated below:

☒ All field observations conducted in year One of permit term

Trained staff from Wyoming Public Schools observe the characteristics of dry weather flow, any staining or residues, and/or water quality at the receiving water. At a minimum, the focus of the field observation is to observe the following:

- **Presence/absence of flow**
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- **Odor**
- **Structural condition**
- **Floatable materials**
- **Vegetation condition**
- **Biology (e.g., bacterial sheens, algae, and slimes)**
- **Field observation for each outfall or point of discharge is documented using a field form. The documentation will include observations for each parameter listed above, as well as an identifier for the outfall/point of discharge, weather conditions (hours since last rain event), staff conducting the screening, and a photo.**

- **If an outfall is submerged due to high water, an effort will be made to screen these outfalls during times of the year when the outfall is exposed (e.g. summer months). When the outfall is constantly submerged, dry weather screening will be conducted at the next upstream manhole or catch basin. This alternate location is still representative of the outfall and should be documented on a field form.**

- **Dry weather screening of points of discharge will be conducted at the last manhole or catch basin before a jurisdictional boundary.**

- **For additional information, the MS4 program's compliance assistance document Dry-Weather Screening: A Guide for Permittees is available for reference.**
- **Procedure for Performing Field Screening**
- **The following field screening activities will be conducted immediately, but not to exceed one to two days following the initial observations.**

- **Following the identification of dry-weather flow, an upstream investigation will be performed. This investigation will entail reviewing the storm sewer map and tracking or tracing the observed flow upstream to determine the origin. Accessing manholes or catch basins throughout the drainage area until a source is identified may be required.**

- **If the source of the dry-weather flow is not immediately determined, samples of the flow will be collected. Test strips will be used to analyze pH in the field within 15 minutes of collection. The remaining samples will be taken to Summit Laboratory to be analyzed for *E. coli*, ammonia, and surfactants. Additional parameters may be selected based on field observations and potential source of the potential illicit discharge.**

- **If the dry weather flow appears to be groundwater (e.g. clear water with no odor), field screening will occur to verify that the source of flow is uncontaminated groundwater. Parameters will include *E. coli* and other potential pollutants based on the surrounding land use.**

- **If groundwater contamination is suspected, monitoring will be conducted to determine if any pollutants are present above background concentrations representative of the area if a discharge or release of pollutants had not occurred.**

- **Guidelines for sample collection equipment and methods is available in Dry Weather Screening: A Guide for Permittees, Attachment B.**

Appendix 1 – Dry Weather Screening Form

General Information

Date(s) _____

Structure ID

_____

GPS Coordinates/Address

_____

Inspector(s)

_____

_____

Pipe Size _____

Material

☐ RCP*

☐ PVC*

☐ Steel

☐ HDPE*

☐ Other _____

Weather

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☐ Rainy

☐ Overcast

☐ Snow

Last Rain Event

☐ 48-72 Hours

☐ > 72 Hours

Field Observations

Dry Weather Flow

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☐ Yes, Constant

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Structure Condition

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☐ Fair

☐ Poor

Sediment Accumulation

☐ No

☐ Yes

☐ Needs Cleaning

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Color

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Vegetation

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☐ Algae

☐ Slime

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☐ Sewage

☐ Petroleum

☐ Detergent

☐ Rotten Egg

☐ None

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☐ Sewage

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☐ Petroleum Sheen

☐ Bacterial Sheen

☐ Trash

☐ None

☐ Other _____

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Wyoming Public Schools
Construction Stormwater Runoff Control Plan
8-22-2025

Background

In Michigan, Part 91, Soil Erosion and Sedimentation Control, of the Natural Resources and Environmental Protection Act, 1994 Public Act 451, as amended (NREPA), provides for the control of soil erosion and protects adjacent properties and waters of the state from sedimentation. A permit is required for any earth change activity which disturbs one (1) or more acres of land, or which is within 500 feet of a lake or stream. In some cases, local ordinances have more stringent requirements. Part 91 of the NREPA is administered and enforced by various state, county, and local governmental agencies.

1. **Counties are mandated by statute to administer and enforce Part 91. The board of commissioners for each county must appoint an agency within the county, referred to as the County Enforcing Agency (CEA), to review soil erosion and sedimentation control plans, issue permits, and take enforcement actions when necessary to ensure compliance with Part 91.**

2. **Municipal Enforcing Agencies (MEAs) are cities, villages, charter townships, and some general law townships that have elected to enforce Part 91 through adoption of a soil erosion and sedimentation control ordinance. After approval of the ordinance by the Department of Environment, Great Lakes, and Energy (EGLE), the MEAs assume responsibility for administering and enforcing Part 91 within their jurisdictions, independent of the CEAs.**

3. **Authorized Public Agencies (APAs) are state, county, or municipal agencies, such as the Michigan Department of Transportation, county road commissions, and city street departments, that have been designated by EGLE to undertake earth change activities without having to obtain soil erosion and sedimentation control permits from the county or municipal enforcing agencies. Designation is dependent upon having acceptable procedures for controlling erosion and off-site sedimentation.**

4. **EGLE's Water Resource Division (WRD) has oversight responsibility over the statewide Soil Erosion and Sedimentation Control (SESC) Agencies Program and all Part 91 agencies.**

The SESC webpage lists all CEAs and MEAs. For a list of APAs working within the boundaries of a jurisdiction, contact your Municipal Separate Storm Sewer System (MS4) compliance staff person.

Construction Stormwater Runoff Control Program

The CEA(s)/MEA(s) which issue(s) permits and the APA(s) which undertake earth change activities within the jurisdiction of Wyoming Public Schools are listed in the table below.

CEA/MEA/APA/EGLE	Contact Person	Phone Number	E-mail
City of Wyoming	Grant Simons	616-249-3471	grant.simons@wyomingmi.gov
Kent County	Bruce Schutte	616-242-6920	
EGLE	Jessica Stiles	517-525-9437	StilesJ1@michigan.gov

Notifications when construction sites discharge to the MS4

If staff observe a discharge of soil or sediment from a site of earth change to the MS4 or receive a complaint of a discharge from the public, a notification will be made to the contact person for the appropriate agency via a phone call or e-mail within 24 hours.

Notification will be made to EGLE MS4 district compliance staff via a phone call, e-mail, or MiEnviro within 24 hours when soil, sediment, or other pollutants are discharged to the permittee's MS4 from a construction activity. Other pollutants include pesticides, petroleum derivatives, construction chemicals, and soil wastes that may become mobilized when land surfaces are disturbed.

The notifications will then be tracked in the Enforcement Action Documentation and Tracking spreadsheet.

When applicable, Wyoming Public Schools ensures that a Part 91 permit is obtained by using a checklist for permittee-owned projects, which is provided as an attachment to the SWMP.

Procedure for notification of Permit by Rule requirements

For sites with one (1) or more acres of earth change and a discharge of stormwater to Waters of the State, the landowner or easement holder will also need to comply with State of Michigan's Permit by Rule (Rule 2190) of Part 21, Wastewater Discharge Permits. Permit by Rule includes a requirement

that a certified stormwater operator conduct inspections at least once per week and within 24 hours after every precipitation event that results in a discharge from the site. For sites with five (5) or more acres of earth change and a discharge of stormwater to Waters of the State, the Notice of Coverage is required to be filed via EGLE's MiEnviro portal.

When applicable, the requirement to comply with Permit by Rule is communicated to the landowner or easement holder by (choose one [1] or more as applicable):

☒ Informational letter included with building permit application materials

☒ Internal checklist (for permittees such as school districts and universities that do not issue building permits)

Wyoming Public Schools
Stormwater Management Plan
Public Education Program
8-22-2025

Background

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Stormwater Management – Facility Assessment

The following criteria are used when assessing each facility identified above and assess with high, medium, or low potential to discharge pollutants to surface waters of the state:

1. **Amount of urban pollutants and/or significant materials stored at the site (e.g., sediment, nutrients, metals, hydrocarbons, pesticides, fertilizers, herbicides, chlorides, trash, bacteria, bulk salt, brine or other site-specific pollutants.**
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<u>Pollution Prevention and Good Housekeeping Procedures</u>

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Where possible snow piles and storage will take place in areas that reduce discharge to surface waters.

All staff that may perform maintenance or implementing pollution prevention activities for the job responsibilities will be trained in Pollution Prevention and good housekeeping measures within the first year of hire and once during the permit cycle.

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Wyoming Public Schools
Stormwater Management Plan
Public Participation Program
8-22-2025

Background

The purpose of the Public Participation Program (PPP) is to provide opportunities for citizens to participate in Municipal Separate Storm Sewer System (MS4) program development and implementation. The PPP provides a procedure for making the Stormwater Management Plan (SWMP) available for public inspection and comment. The procedure includes a process for notifying the public when and where the SWMP is available and of opportunities to provide comment. The procedure also includes a process for complying with local public notice requirements, as appropriate.

Public Participation Program
Public Access to the SWMP

The SWMP is available on the Wyoming Public Schools website along with contact information for the Stormwater Program Manager to allow the public to provide comments on the SWMP. The webpage containing the SWMP is: https://wyomingps.org.

Public Participation in Implementation and Periodic Review of the SWMP

Wyoming Public Schools will notify the public annually how the SWMP is available and of opportunities to provide comment via the contact us link on the website or by contacting the District using the information provided on the website.

Any comments received on the SWMP will be reviewed by the stormwater program manager and addressed appropriately.

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