

BMP Summary Sheet Instructions

Introduction

The MPCA is required by law to place all Storm Water Pollution Prevention Programs (SWPPP) on public notice. Standardized summary sheets provide an easy mechanism for those wishing to reference comments to specific locations in a SWPPP. Standardized summaries also make SWPPPs easier to understand. The BMP (Best Management Practice) Summary Sheets included in this packet are a required attachment to your application for Permit coverage. Failure to include *all* required BMP Summary Sheets constitutes an incomplete application. All required information must also be included on the sheets for the application to be considered complete.

The MPCA is requiring that the attached BMP Summary Sheets (Sheets) be used. You may however, choose to organize the components of your MS4's SWPPP in any order you feel appropriate. The Sheets may be included as an attachment to your SWPPP, used as a lead-in for each section of the SWPPP, or they may be expanded to contain all of the information related to the BMP and Permit requirements in your SWPPP. The Sheets are designed to aid in the public review process of SWPPPs.

What to put in the BMP Summary Sheets

The Sheets are designed for you to outline the *major* components of each Permit requirement in a required BMP and how you plan to implement the controls associated with it. If the Sheets are only used to summarize what is explained in greater detail elsewhere, then the Sheet may contain a more brief explanation of the BMP's purpose, major milestones and timelines. Additional, more detailed information would then be referenced and provided in the body of your Storm Water Pollution Prevention Program (SWPPP).

The MPCA recognizes that some MS4s have been actively developing and implementing the programs and procedures in the required BMPs. It is important that each MS4 provide a statement on the current status of BMP implementation in the BMP Description section of each Sheet. The Measurable Goals and Timeline/Implementation Schedule for that BMP should also reflect its current status of development and implementation.

Although these Sheets will be included when SWPPPs are placed on public notice, they are not intended to replace or limit what would be necessary to develop a complete SWPPP. For many minimum control measures, effective implementation of the SWPPP will require a more detailed explanation of BMP activities. On the Sheets, provide the specific locations where any additional information relating to each BMP can be found in your SWPPP.

Blank Sheets are provided for additional BMPs. Instructions are provided related to the specific information that must be provided for each part of the Sheet. The intent of these description sheets is to provide a uniform framework for MS4s to summarize activities which have or will take place to fulfill the minimum requirements of a BMP.

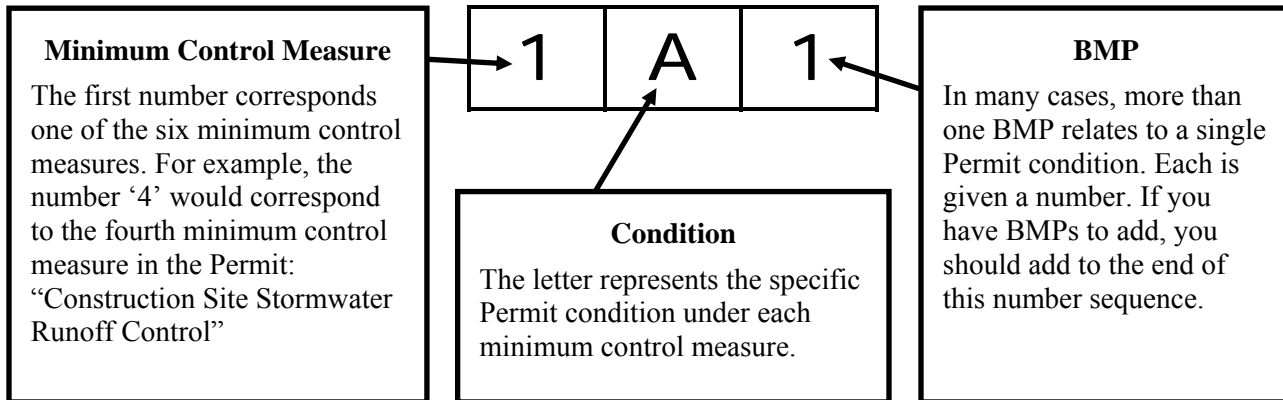
The BMP Numbering System

Your BMP Summary Sheets (Sheets) are a required attachment to use for your Permit Application for Permit coverage. Failure to include *all* required Sheets will constitute an incomplete application. The Sheets are numbered to correspond to each minimum control measure (MCM) identified in the Permit. All required information must be included on the Sheets for the application to be considered complete.

The purpose of these summary sheets is to provide an overview of the information contained in the MS4 SWPPP. These standardized sheets provide a uniform framework for each MS4 to organize and summarize activities which have or will take place to fulfill the Permit requirements (using various BMPs) for each of the six minimum control measures.

For the purpose of efficient public review, you must use the numbering system set forth in the instructions for each minimum control measure. The Permit’s 30 required BMP Sheets have each been assigned a unique identification number that corresponds to its location in the Permit. Unique identification numbers consist of a number-letter-number format (Fig. 1). Blank Sheets are provided to be adapted for additional BMPs not specifically identified or required by the Permit. Be sure to follow the numbering sequence (Fig. 1) for each of those additional BMPs.

Figure 1: BMP Unique Identification Numbers



Measurable Goals

Measurable goals, which are required for each minimum control measure and for each BMP, are intended to gauge Permit compliance and program effectiveness. The measurable goals, as well as the BMPs, should reflect the needs and characteristics of the geographic and natural resource area served and how the BMPs will be implemented (operated) by the MS4. Measurable goals should be chosen using an integrated approach that fully addresses the requirements and intent of the minimum control measure. Finally, they should allow the MS4 to make improvements to its program over each 5-year Permit term by providing information and feedback to the operators and citizens on program successes and shortfalls.

The MPCA has adopted from EPA the definition of *measurable goals*: “*BMP design objectives or goals that quantify the progress of program implementation and the performance of your BMP.*” The use of the term *performance* in this context does not refer to water quality monitoring but rather to progress and effectiveness achieved for implementation of the BMP

Timeline/Implementation Schedule

The Permit requires MS4s to provide an implementation schedule for measurable goals that includes any deadlines or timelines set forth in the Permit. When completing this section for each BMP Summary Sheet you must identify the measurable goals, milestones and elements of the BMP which you intend to accomplish during each year of the MS4 Permit.

Additional Resources for SWPPP Preparation

The MPCA encourages MS4s to use other work products whether voluntarily developed or required by another rule or law to assist in completing a SWPPP. Some examples would be water quality diagnostic or analysis studies, water management plans and stormwater management plans, to name a few, to assist in the development of the MS4 SWPPP and ultimately in the implementation of an integrated water quality and quantity management program for your area.

Many other agencies and organizations have completed guidance documents that may be useful in the development of your SWPPP. Keep in mind that these are simply guidance and do not hold the same legal authority as the Permit. This list is not necessarily inclusive of all materials that are available or may be used:

- **Minnesota Pollution Control Agency**

- Stormwater Manual: <http://www.pca.state.mn.us/water/stormwater/stormwater-manual.html>
 - Chapter 6: *Introduction to Best Management Practices (BMPs)*
 - Chapter 7: *Choosing Best Management Practices (BMPs)*
 - Chapter 12: *Details of Stormwater Best Management Practices (BMPs)*
- Guidance Manual for Small Municipal Separate Storm Sewer Systems:
<http://www.pca.state.mn.us/publications/wq-strm4-25b.pdf>

- **U.S. Environmental Protection Agency**

- Menu of BMPs: <http://cfpub.epa.gov/npdes/stormwater/menuofbmps/menu.cfm>
- Measurable Goals Guidance: <http://cfpub.epa.gov/npdes/stormwater/measurablegoals/index.cfm>
- Stormwater Phase II Final Rule Fact Sheet Series:
http://cfpub.epa.gov/npdes/stormwater/swfinal.cfm?program_id=6

BMP Summary Sheet Instructions

Minimum Control Measure 1: PUBLIC EDUCATION AND OUTREACH

Key to Unique BMP ID Numbers	Required BMP Title	Permit Reference
1a-1	Distribute Educational Materials	V.G.1.a
1b-1	Implement an Education Program	V.G.1.b
1c-1	Education Program: Public Education and Outreach	V.G.1.c
1c-2	Education Program: Public Participation	V.G.1.c
1c-3	Education Program: Illicit Discharge Detection and Elimination	V.G.1.c
1c-4	Education Program: Construction Site Run-off Control	V.G.1.c
1c-5	Education Program: Post-Construction Stormwater Management in New Development and Redevelopment	V.G.1.c
1c-6	Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations	V.G.1.c
1d-1	Coordination of Education Program	V.G.1.d
1e-1	Annual Public Meeting	V.G.1.e
	Additional BMP Summary Sheet (Copy as Necessary)	

For each of the Best Management Practices (BMPs) associated with Minimum Control Measure 1 (MCM-1), **Public Education and Outreach**, fill out the attached BMP Summary Sheets completely. The completion of all of the associated BMP Summary Sheets for the BMPs listed above are mandatory for a complete application. To aid in review and comment by the public, you must use the numbers listed in the key above and the BMP Titles which are consistent with the MS4 Permit language. This summary is simply an overview of the BMP and does not contain all of the details associated with implementation. Be sure to include a reference to the specific location of detailed information on which the summary sheet is based in your Storm Water Pollution Prevention Program (SWPPP).

1. BMP Description

Summarize the major components of this BMP and how you plan to implement them. Define the following:

- BMP program components
- Plans for program implementation
- Target audience
- Types of materials to be distributed
- Methods of distribution or communication
- Include the exact locations (page numbers) of detailed information in the SWPPP

2. Measurable Goals

Define the milestones that are to be accomplished by the implementation of this BMP. Establish a baseline from which you will measure effectiveness, how the measurements are to be made, and how the success will be defined and quantified.

3. Timeline/Implementation Schedule

Provide specific dates that milestones identified as measurable goals are to be met. Include when materials will be created, printed, and distributed. The schedule should also outline dates when measurable goals will be evaluated to determine program effectiveness.

4. Specific Components and Notes for this MCM

Include any additional notes relevant to the specific purpose of each BMP and how the BMPs for the minimum control measure have been modified from past practice based on experience and monitoring.

5. Responsible Party for this BMP

Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP and not simply a city official who is signing the application for permit coverage.

Additional Instructions for BMPs 1c-1 through 1c-6:

The Minnesota MS4 General Permit requires that “For each minimum control measure, your education program must identify: 1) The audience or audiences involved; 2) Educational goals for each audience in terms of increased awareness, increased understanding, acquired skills, and/or desired changes in behavior; 3) Activities used to reach educational goals for each audience; 4) Activity implementation plans, including responsible department in charge, entities responsible for given activities, and schedules; and 5) Available performance measures that can be used to determine successes in reaching educational goals.” [V.G.1.c]

1. Audience(s) Involved

Define the specific audience or audiences that will be the target of the education program for the minimum control measured addressed in this BMP.

2. Educational Goals for Each Audience

Define the educational goal of the BMP and how they are associated with each audience.

3. Activities Used to Reach Educational Goals

Outline the specific activities that will be in place to ensure that the educational goals are met.

4. Activity Implementation Plan

Define how you will put each specified activity into place. Also indicate the specific timeline that you will follow. Include major milestones and the dates by which each will be implemented.

5. Performance Measures

Outline how you will measure the success of this BMP. Determine a baseline from which the measurements will be made. Briefly describe how you will quantify the success of an increase in education.

BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1a-1

***BMP Title:** Distribute Educational Materials

***BMP Description:**

Series of brochures providing useful information on a variety of topics in all six minimum measures.

Location(s) in SWPPP of detailed information relating to this BMP:
This summary sheet.

***Measurable Goals:**

Identify target audiences and messages.
Research available materials.
Prepare and distribute brochure.

***Timeline/Implementation Schedule:**

Yearly - One new brochure to be published and distributed.

Specific Components and Notes:

Prepare and disseminate brochures to targeted audiences, available generally and at various events, for example:

- Residential property owners: lawn management practices, rain gardens, composting, pet waste management, general water quality information.
- Commercial property owners: operating a green worksite, commercial property turf care, parking lot sweeping.
- Lakeshore property owners: know your water quality, managing your shore for water quality, lakescaping and shoreline erosion control.
- Developers: low impact design methods, integrated property management practices.
- Contractors: operating a green worksite, proper erosion control methods.

***Responsible Party for this BMP:**

Name: Ed Matthiesen
Department: Shingle Creek Watershed Commission

Phone: 763-479-4208

E-mail: ematthiesen@wenck.com

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1b-1

<p>*BMP Title: Implement an Education Program</p>
<p>*BMP Description:</p> <p>Undertake activities that lead to an improvement of the public's awareness, attitudes and behaviors relating to stormwater. This will be done through programs such as -</p> <p>Water Quality Education Grants - Award grants of up to \$500 to educators to improve water quality education by: purchasing educational materials, funding field trips, funding service projects such as storm drain stenciling, continuing education for educators to improve classroom instruction.</p> <p>Outreach to Non-English Speaking Groups - Provide brochures on various topics translated into leading non-English languages spoken within watershed.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: This summary sheet.</p>
<p>*Measurable Goals:</p> <p>Grants - Number of grants awarded, distribution of grants at various schools and educational levels, number of students participating.</p> <p>Outreach to Non English Speaking Groups - Number of brochures distributed.</p>
<p>*Timeline/Implementation Schedule:</p> <p>Grants - Yearly distribute 5 grants.</p> <p>Outreach - Yearly distribute one brochure.</p>
<p>Specific Components and Notes:</p> <p>Grants - Identify schools in watershed and key contact people at each; prepare grant program application materials; disseminate materials; research examples and opportunities for activities to be funded; develop and provide list of example of "grantable" activities to schools.</p> <p>Outreach -Coordinate development and translation of brochures with other groups; identify locations for distribution such as schools, markets, and churches. Develop and distribute brochures that are translated into leading non-English languages spoken within watershed</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Ed Matthiesen Department: Shingle Creek Watershed Commission Phone: 763-479-4208 E-mail: ematthiesen@wenck.com</p>

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due*

to incompleteness.

BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-1

*BMP Title: Education Program: Public Education and Outreach
*Audience(s) Involved: General public including City residents, homeowners and business owners.
*Educational Goals for Each Audience: Increase awareness and understanding of stormwater issues within the community. Inform and educate the public about the impacts of stormwater runoff on water quality.
*Activities Used to Reach Educational Goals: 1) Articles in the City newsletter that highlight seasonal stormwater issues and stormwater related events and programs. 2) Stormwater information on the Shingle Creek and Bassett Creek Watershed Commissions websites. 3) Presence at Special Events. 4) Stormwater educational materials.
*Activity Implementation Plan: 1) Include stormwater articles in the quarterly City newsletter. 2) Provide and maintain links to information on the Commissions websites. 3) Provide personnel to man a booth and display at selected Open Houses, Fairs, Expos etc 4) Provide educational materials in public places. The materials will be available in multiple languages.
*Performance Measures: 1) Stormwater articles included in each newsletter. 2) Links and information available. 3) Attendance at 1 event per year. 4) Educational materials available in public places.
*Responsible Party for this BMP: Name: Richard McCoy Department: Engineering Phone: 763-531-1260 E-mail: rmccoy@ci.robbinsdale.mn.us

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BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-2

*BMP Title: Education Program: Public Participation
*Audience(s) Involved: General public including City residents, homeowners and business owners.
*Educational Goals for Each Audience: Increase awareness and understanding of stormwater issues within the community. Inform and educate the public about the impacts of stormwater runoff on water quality.
*Activities Used to Reach Educational Goals: <ol style="list-style-type: none">1) Participation in the Annual Great Shingle Creek Watershed Cleanup.2) Seek volunteers to assist in Citizen Assisted Monitoring Program (CAMP).3) Hold annual Open House as part of a regular Shingle Creek Commission meeting.4) Undertake Demonstration Projects.
*Activity Implementation Plan: <ol style="list-style-type: none">1) Assist in co-ordination of locals to participate in cleanup of creek and lake frontage within the City as part of the wider watershed event. Assist in promotion of the event. Recommend that City Council proclaim Great Shingle Creek Cleanup Week.2) Assist in seeking volunteers to undertake monitoring of lakes within the City.3) Provide opportunity for public participation in the form of a Public Open House at a Shingle Creek Watershed Commission meeting.4) Undertake demonstration projects within the City that promote improvement to water quality
*Performance Measures: <ol style="list-style-type: none">1) Event held annually with participation of the local community.2) Volunteers recruited and trained, and results obtained on a cycle established by the Shingle Creek Watershed Commission.3) Public Open House incorporated into Watershed Commission meeting annually.4) Demonstration projects implemented within the City as budgets and opportunity permit.
*Responsible Party for this BMP: Name: Richard McCoy Department: Engineering Phone: 763-531-1260 E-mail: rmccoy@ci.robbinsdale.mn.us

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BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-3

***BMP Title:** Education Program: Illicit Discharge Detection and Elimination

***Audience(s) Involved:**

General public including residents, homeowners and business owners.

***Educational Goals for Each Audience:**

Increase awareness and understanding of the issues of non-stormwater in the system.
Inform and educate the general public about the impacts illicit discharges can have on water quality.
Increase awareness of proper practices.

***Activities Used to Reach Educational Goals:**

- 1) Work in partnership with Shingle Creek and Bassett Creek Watershed Commissions to promote awareness through development and publication of educational materials that are provided at public places.
- 2) Provide articles in the City newsletter that identify practices that can lead to improper flows and discharges, and provide information about proper practices.

***Activity Implementation Plan:**

- 1) Every calendar year - develop and publish educational materials.
- 2) Every calendar year - include article in City newsletter.

***Performance Measures:**

- 1) One brochure each calendar year.
- 2) Information included in at least one article each calendar year.

***Responsible Party for this BMP:**

Name: Richard McCoy
Department: Engineering
Phone: 763-531-1260
E-mail: rmccoy@ci.robbinsdale.mn.us

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BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-4

*BMP Title: Education Program: Construction Site Run-off Control
*Audience(s) Involved: General public. Builders and developers.
*Educational Goals for Each Audience: Increase public awareness and understanding of stormwater issues as they relate to construction site runoff. Provide references for builders and developers that highlight proper practices for construction site run-off control.
*Activities Used to Reach Educational Goals: Inclusion of general information in the City newsletter. Review of all proposed developments by City staff to ensure that suitable controls are being proposed. References to proper practices being provided to builders and developers.
*Activity Implementation Plan: Every calendar year - include article in City newsletter. From June 1 st , 2006 - Reviews undertaken on each building / development proposal.
*Performance Measures: Information included in at least one article each calendar year. All proposed building and development plans being reviewed and standard conditions relating to site run-off controls being included in the permitting process.
*Responsible Party for this BMP: Name: Richard McCoy Department: Engineering Phone: 763-531-1260 E-mail: rmccoy@ci.robbinsdale.mn.us

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BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-5

<p>*BMP Title: Education Program: Post-Construction Stormwater Management in New Development and Redevelopment</p>
<p>*Audience(s) Involved: General Public including City residents, homeowners and business owners.</p>
<p>*Educational Goals for Each Audience: Increase public awareness and understanding of stormwater issues as they relate to post construction stormwater management in new development and redevelopment areas.</p>
<p>*Activities Used to Reach Educational Goals: City newsletter articles.</p>
<p>*Activity Implementation Plan: Every calendar year - include article in City newsletter.</p>
<p>*Performance Measures: Information included in at least one article each calendar year.</p>
<p>*Responsible Party for this BMP: Name: Richard McCoy Department: Engineering Phone: 763-531-1260 E-mail: rmccoy@ci.robbinsdale.mn.us</p>

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BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-6

*BMP Title: Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations
*Audience(s) Involved: City staff involved in - Parks maintenance Vehicle and equipment maintenance Street maintenance (including snow and ice control) Emergency response
*Educational Goals for Each Audience: Increase awareness with City staff that daily municipal operations can adversely impact water quality if activities are undertaken carelessly or without regard to our water resources.
*Activities Used to Reach Educational Goals: 1) Staff meetings, presentations and discussions. 2) Attend professional training when available.
*Activity Implementation Plan: 1) Every calendar year. 2) As budgets and opportunity permit.
*Performance Measures: 1) Issues presented and discussed with staff at least one time each year. 2) Training undertaken as budget and opportunity permit.
*Responsible Party for this BMP: Name: Richard McCoy Department: Engineering Phone: 763-531-1260 E-mail: rmccoy@ci.robbinsdale.mn.us

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BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1d-1

<p>*BMP Title: Coordination of Education Program</p>
<p>*BMP Description:</p> <p>The City will continue to co-ordinate its education program with the two Watershed Commissions that the City belongs to.</p> <p>This is especially important for a City the size of Robbinsdale where pooled resources to provide education for the broader watershed will achieve more efficiency and consistency of message.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: This summary sheet.</p>
<p>*Measurable Goals:</p> <p>City involvement in education programs provided by Shingle Creek and Bassett Creek Watershed Commissions.</p>
<p>*Timeline/Implementation Schedule:</p> <p>From June 1st, 2006.</p>
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Richard McCoy Department: Engineering Phone: 763-531-1260 E-mail: rmccoy@ci.robbinsdale.mn.us</p>

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BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1e-1

<p>*BMP Title: Annual Public Meeting</p>
<p>*BMP Description:</p> <p>Conduct an annual public meeting at City Hall to receive public opinion on the adequacy and effectiveness of the SWPPP program components</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: This summary sheet.</p>
<p>*Measurable Goals:</p> <p>Annual Public Meeting held. Public comments analyzed, a record of decision made (ROD) and SWPPP amended where appropriate.</p>
<p>*Timeline/Implementation Schedule:</p> <p>Yearly - Hold Annual Public Meeting.</p>
<p>Specific Components and Notes:</p> <p>Develop process for speakers and written submissions. Consider timely, written material from the public. Allow interested persons time to make verbal submissions on SWPPP.</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Richard McCoy Department: Engineering Phone: 763-531-1260 E-mail: rmccoy@ci.robbinsdale.mn.us</p>

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BMP Summary Sheet Instructions

Minimum Control Measure 2: PUBLIC PARTICIPATION/INVOLVEMENT

Key to Unique BMP ID Numbers	Required BMP Title	Permit Reference
2a-1	Comply with Public Notice Requirements	V.G.2.a
2b-1	Solicit Public Input and opinion on the Adequacy of the SWPPP	V.G.2.b
2c-1	Consider Public Input	V.G.2.c
	Additional BMP Summary Sheet (Copy as Necessary)	

For each of the Best Management Practices (BMPs) associated with Minimum Control Measure 2 (MCM-2), **Public Participation/Involvement**, fill out the attached BMP Summary Sheets completely. The completion of all of the associated BMP Summary Sheets for the BMPs listed above are mandatory for a complete application. To aid in review and comment by the public, you must use the numbers listed in the key above and the BMP Titles which are consistent with the MS4 General Permit language. This summary is simply an overview of the BMP and does not contain all of the details associated with implementation. Be sure to include a reference to the specific locations of detailed information on which the summary sheet is based in your Storm Water Pollution Prevention Program (SWPPP).

1. BMP Description

Summarize the major components of this BMP and how you plan to develop and/or implement them. Also identify the following:

- BMP program components
- Plans for program implementation
- Target audience
- Process for collecting input
- Avenues in which comments may be submitted
- Procedure for submitting oral and/or written comments
- Include the exact locations (page numbers) of detailed information in the SWPPP

2. Measurable Goals

Define the milestones that are to be reached through the implementation of this BMP. Establish a baseline from which you will measure effectiveness, how the measurements are to be made, and how the success will be defined and quantified.

3. Timeline/Implementation Schedule

Provide specific dates that milestones identified as measurable goals are to be met. Include specific dates for the following:

- Due date for submitting comments
- Dates review will occur
- Timeframe for response to comments
- Annual time period in which SWPPP adjustments will be made to reflect those comments which were determined appropriate to reflect changes to the SWPPP

The schedule should also outline dates when measurable goals will be evaluated to determine program effectiveness.

4. Specific Components and Notes for this MCM

Include any additional notes relevant to the specific purpose of each BMP and how the BMPs for the minimum control measure have been modified from past practice based on experience and measures.

5. Responsible Party for this BMP

Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP and not simply a city official who is signing the application for permit coverage.

BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2a-1

<p>*BMP Title: Comply with Public Notice Requirements</p>
<p>*BMP Description: Ensure that adequate notification of the annual public meeting is provided to citizens in accordance with the permit requirements.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: This summary sheet.</p>
<p>*Measurable Goals: At least 30 days notice shall be given in the official local newspaper of the City, with all references required and established in the permit.</p>
<p>*Timeline/Implementation Schedule: Yearly - notice to appear in local newspaper at least 30 days prior to the proposed annual public meeting.</p>
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP: Name: Richard McCoy Department: Engineering Phone: 763-531-1260 E-mail: rmccoy@ci.robbinsdale.mn.us</p>

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2b-1

<p>*BMP Title: Solicit Public Input and opinion on the Adequacy of the SWPPP</p>
<p>*BMP Description: Provide opportunity for all interested citizens to make written comment and / or verbal submissions as to the adequacy of the City's SWPPP.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: This summary sheet.</p>
<p>*Measurable Goals: Opportunity provided for interested citizens to make written comment or make verbal submissions about the adequacy of the SWPPP.</p>
<p>*Timeline/Implementation Schedule: Yearly - opportunity provided for input by interested citizens.</p>
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP: Name: Richard McCoy Department: Engineering Phone: 763-531-1260 E-mail: rmccoy@ci.robbinsdale.mn.us</p>

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BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2c-1

<p>*BMP Title: Consider Public Input</p>
<p>*BMP Description: Ensure that all public comments and submissions as received through the annual meeting process are analyzed, a Record of Decision (ROD) is kept and the SWPPP amended where appropriate.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: This summary sheet.</p>
<p>*Measurable Goals: Public comments analyzed and SWPPP amended where appropriate.</p>
<p>*Timeline/Implementation Schedule: Yearly - all received input processed.</p>
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP: Name: Richard McCoy Department: Engineering Phone: 763-531-1260 E-mail: rmccoy@ci.robbinsdale.mn.us</p>

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BMP Summary Sheet Instructions

Minimum Control Measure 3: ILLICIT DISCHARGE DETECTION AND ELIMINATION

Key to Unique BMP ID Numbers	Required BMP Title	Permit Reference
3a-1	Storm Sewer System Map	V.G.3.a
3b-1	Regulatory Control Program	V.G.3.b
3c-1	Illicit Discharge Detection and Elimination Plan	V.G.3.c
3d-1	Public and Employee Illicit Discharge Information Program	V.G.3.d
3e-1	Identification of Non Stormwater Discharges and Flows	V.G.3.e
	Additional BMP Summary Sheet (Copy as Necessary)	

For each of the Best Management Practices (BMPs) associated with Minimum Control Measure 3 (MCM-3), **Illicit Discharge Detection and Elimination**, fill out the attached BMP Summary Sheets completely. The completion of all of the associated BMP Summary Sheets for the BMPs listed above are mandatory for a complete application. To aid in review and comment by the public, you must use the numbers listed in the key above and the BMP Titles which are consistent with the MS4 General Permit language. This summary is simply an overview of the BMP and does not contain all of the details associated with implementation. Be sure to include a reference to the specific locations of detailed information on which the summary sheet is based in your Storm Water Pollution Prevention Program (SWPPP).

1. BMP Description

Summarize the major components of this BMP and how you plan to implement them. Also identify the following:

- BMP program components
- Plans for program implementation
- Target audience
- Include the exact locations (page numbers) of detailed information in the SWPPP

2. Measurable Goals

Define the milestones that are to be reached through the implementation of this BMP. Establish a baseline from which you will measure effectiveness, how the measurements are to be made, and how the success will be defined and quantified.

3. Timeline/Implementation Schedule

Provide specific dates that milestones identified as measurable goals are to be met. The scheduled should also outline dates when measurable goals will be evaluated to determine program effectiveness.

4. Specific Components and Notes for this MCM

Include any additional notes relevant to the specific purpose of each BMP and how the BMPs for the minimum control measure have been modified from past practice based on experience and measures. For the Storm Sewer System Map identify the resource materials which were or will be used to create the map. Concerning your Regulatory Control Program identify who has regulatory authority concerning ordinances or other regulatory instruments.

5. Responsible Party for this BMP

Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP and not simply a city official who is signing the application for permit coverage.

BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3a-1

<p>*BMP Title: Storm Sewer System Map</p>
<p>*BMP Description:</p> <p>A map that shows the location of storm sewer system components and receiving waters can help facilitate management of illicit discharge detection and elimination.</p> <p>Detailing the location of all pipes, structural treatments and outfalls allows improved field identification and maintenance scheduling.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: This summary sheet.</p>
<p>*Measurable Goals:</p> <p>Review map and maintain for accuracy and update where necessary.</p>
<p>*Timeline/Implementation Schedule:</p> <p>Yearly (by 31 Dec) - review map and update.</p>
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Richard McCoy Department: Engineering Phone: 763-531-1260 E-mail: rmccoy@ci.robbinsdale.mn.us</p>

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3b-1

<p>*BMP Title: Regulatory Control Program</p>
<p>*BMP Description:</p> <p>Develop and implement Ordinances to assist in preventing the discharge of non stormwater into the City's system and receiving waters. These include -</p> <p>Lawn Fertilizer Application Control Ordinance Construction Site Stormwater Runoff Ordinance (refer to BMP 4a-1) Commercial Fertilizer Applicator Licensing</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: This summary sheet.</p>
<p>*Measurable Goals:</p> <p>Develop Ordinances and place in operation. Percentage of Commercial Fertilizer Applicators licensed.</p>
<p>*Timeline/Implementation Schedule:</p> <p>June 1st, 2006 - Lawn Fertilizer Ordinance in place and operational. Yearly - Commercial Fertilizer Applicators licensed.</p>
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Richard McCoy Department: Engineering Phone: 763-531-1260 E-mail: rmccoy@ci.robbinsdale.mn.us</p>

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3c-1

<p>*BMP Title: Illicit Discharge Detection and Elimination Plan</p>
<p>*BMP Description:</p> <p>The City will continue to be vigilant with respect to detecting and addressing illicit discharges into the system.</p> <p>City staff will be encouraged to be watchful for unusual activities and discharges in and around water bodies.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: This summary sheet.</p>
<p>*Measurable Goals:</p> <p>Review existing processes. Develop new processes if found necessary.</p>
<p>*Timeline/Implementation Schedule:</p> <p>December 31st, 2006 - review completed. June 30th, 2007 - new processes implemented if found necessary.</p>
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Richard McCoy Department: Engineering Phone: 763-531-1260 E-mail: rmccoy@ci.robbinsdale.mn.us</p>

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND
ELIMINATION

Unique BMP Identification Number: 3d-1

<p>*BMP Title: Public and Employee Illicit Discharge Information Program</p>
<p>*BMP Description:</p> <p>The City will use education for providing information to the general public concerning the hazards associated with illegal discharges and the improper disposal of wastes. Refer to BMP Sheet 1c-3</p> <p>The City will also continue training for its employees, focusing on staff involved in activities that may impact water quality. These activities include salt / sand application, landscaping and fertilizer application.</p> <p>The City will provide employees with broad based training followed by annual retraining.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: This summary sheet.</p>
<p>*Measurable Goals:</p> <ol style="list-style-type: none">1) Refer to BMP Sheet 1c-3 for goals related to public education efforts relating to Illicit Discharge Detection and Elimination.2) Percentage of employees involved in identified activities receiving training and retraining.
<p>*Timeline/Implementation Schedule:</p> <ol style="list-style-type: none">1) Refer to BMP Sheet 1c-3 for goals related to public education efforts relating to Illicit Discharge Detection and Elimination.2) From June 1st, 2006 - all employees involved in the outlined operations trained. All new employees involved in the outlined operations trained within 3 months of commencing.
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Richard McCoy Department: Engineering Phone: 763-531-1260 E-mail: rmccoy@ci.robbinsdale.mn.us</p>

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3e-1

<p>*BMP Title: Identification of Non Stormwater Discharges and Flows</p>
<p>*BMP Description:</p> <p>The City will develop a process to develop whether any of the following categories of non-stormwater discharges or flows are significant contributors of pollutants to our MS4 - water line flushing, landscape irrigation, diverted stream flows, rising ground waters, uncontaminated ground water infiltration, uncontaminated pumped ground water, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, dechlorinated swimming pool discharges, street wash water, and discharges or flows from fire fighting activities.</p> <p>For any non-stormwater discharges or flows which the City finds to be a significant contributor of pollutants to the MS4 the City will develop an action plan to evaluate and address the impact the discharge is having on stormwater quality.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: This summary sheet.</p>
<p>*Measurable Goals:</p> <ol style="list-style-type: none">1) Develop a process of investigation and evaluation.2) Conduct investigation and evaluation of non-stormwater flows and discharges.3) For those non-stormwater discharges or flows identified as significant contributors of pollutants to our MS4, develop an action plan to evaluate and address the impact the discharge is having on stormwater quality.4) Implement the action plan for significant non-stormwater discharges and flows.
<p>*Timeline/Implementation Schedule:</p> <p>by December 31st, 2006 - Develop process to investigate and evaluate non-stormwater discharges and flows. by December 31st, 2007 - Conduct investigation and evaluation of non-stormwater discharges and flows and develop action plans for those which are identified as being significant contributors of pollutants to our MS4. Calendar Year 2008 - Implement the action plans for significant non-stormwater discharges and flows. Calendar Years 2009-2010 - Continue with action plan concerning significant non-stormwater discharges and flows. Calendar Years 2009-2011 - Evaluate the implementation phase of the action plans and make adjustments as necessary to prepare for a permanent program for Identification of Non-Stormwater Discharges and Flows to be put in place.</p>
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Richard McCoy Department: Engineering Phone: 763-531-1260 E-mail: rmccoy@ci.robbinsdale.mn.us</p>

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet Instructions

Minimum Control Measure 4: CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Key to Unique BMP ID Numbers	Required BMP Title	Permit Reference
4a-1	Ordinance or other Regulatory Mechanism	V.G.4.a
4b-1	Construction Site Implementation of Erosion and Sediment Control BMPs	V.G.4.b
4c-1	Waste Controls for Construction Site Operators	V.G.4.c
4d-1	Procedure for Site Plan Review	V.G.4.d
4e-1	Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance	V.G.4.e
4f-1	Establishment of Procedures for Site Inspections and Enforcement	V.G.4.f
	Additional BMP Summary Sheet (Copy as Necessary)	

For each of the Best Management Practices (BMPs) associated with Minimum Control Measure 4 (MCM-4), **Construction Site Stormwater Runoff Control**, fill out the attached BMP Summary Sheets completely. The completion of all of the associated BMP Summary Sheets for the BMPs listed above are mandatory for a complete application. To aid in review and comment by the public, you must use the numbers listed in the key above and the BMP Titles which are consistent with the MS4 General Permit language. This summary is simply an overview of the BMP and does not contain all of the details associated with implementation. Be sure to include a reference to the specific locations of detailed information on which the summary sheet is based in your Storm Water Pollution Prevention Program (SWPPP).

1. BMP Description

Summarize the major components of this BMP and how you plan to implement them. Define the following:

- BMP program components
- Target audience
- Specific information relating to content of local ordinance already in place
- Waste control guidelines
- System(s) in place to receive and respond to complaints related to construction site noncompliance
- Priority areas of inspection and enforcement activities related to construction sites
- Include the exact locations (page numbers) of detailed information in the SWPPP

2. Measurable Goals

Define the milestones that are to be reached through the implementation of this BMP. Establish a baseline from which you will measure effectiveness, how the measurements are to be made, and how the success will be defined and quantified. It is mandatory that the ordinance be at least as strict as those requirements set forth in the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) General Stormwater Permit for Construction Activity.

3. Timeline/Implementation Schedule

Provide specific dates that milestones identified as measurable goals are to be met. The schedule should also outline dates when measurable goals will be evaluated to determine program effectiveness.

4. Specific Components and Notes for this MCM

Include any additional notes relevant to the specific purpose of each BMP and how the BMPs for the minimum control measure have been modified from past practice based on experience and measures.

5. Responsible Party for this BMP

Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP and not simply a city official who is signing the application for permit coverage.

BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4a-1

<p>*BMP Title: Ordinance or other Regulatory Mechanism</p>
<p>*BMP Description: The City will develop and implement an Ordinance to assist in controlling erosion and cleanliness of stormwater runoff for construction sites of greater than 1 acre .</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: This summary sheet.</p>
<p>*Measurable Goals: Development and implementation of Ordinance.</p>
<p>*Timeline/Implementation Schedule: December 31st, 2006 - develop ordinance. April 2007 - ordinance implemented.</p>
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP: Name: Richard McCoy Department: Engineering Phone: 763-531-1260 E-mail: rmccoy@ci.robbinsdale.mn.us</p>

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4b-1

<p>*BMP Title: Construction Site Implementation of Erosion and Sediment Control BMPs</p>
<p>*BMP Description:</p> <p>Requiring all construction sites to incorporate erosion and sediment control BMP's will reduce the potential for debris to enter the City's receiving waters and cause degradation.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: This summary sheet.</p>
<p>*Measurable Goals:</p> <p>BMP's installed on each construction site. BMP's inspected on each site visit by City Staff to ensure ongoing operation, and notices for corrective action issued if found necessary.</p>
<p>*Timeline/Implementation Schedule:</p> <p>From June 1st, 2006 - BMP's installed on all construction sites. From June 1st, 2006 - BMP's inspected each site visit by City Staff and notices for corrective action issued if found necessary.</p>
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Richard McCoy Department: Engineering Phone: 763-531-1260 E-mail: rmccoy@ci.robbinsdale.mn.us</p>

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4c-1

<p>*BMP Title: Waste Controls for Construction Site Operators</p>
<p>*BMP Description: Develop construction site waste management guidelines.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: This summary sheet.</p>
<p>*Measurable Goals:</p> <ol style="list-style-type: none">1) Review existing policy and procedure.2) Formulate and/or amend process.3) Adoption of guidelines and availability.4) Inspection program in place.
<p>*Timeline/Implementation Schedule:</p> <ol style="list-style-type: none">1) December 31st, 20062) March 31st, 20073) June 30th, 20074) July 1st, 2007
<p>Specific Components and Notes:</p> <p>Litter control. Site perimeter protection. Concrete truck wash out areas. Inspection / compliance and enforcement responsibilities including a process to deal with complaints and reports from the public. Bond requirements. Checklist of compliance for contractors.</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Richard McCoy Department: Engineering Phone: 763-531-1260 E-mail: rmccoy@ci.robbinsdale.mn.us</p>

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due*

to incompleteness.

BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4d-1

<p>*BMP Title: Procedure for Site Plan Review</p>
<p>*BMP Description: Continue procedures for inclusion of water quality initiatives and construction site erosion control measures into Development and Building permitting process.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: This summary sheet.</p>
<p>*Measurable Goals: Number of plan reviews that include water quality initiatives and erosion control measures.</p>
<p>*Timeline/Implementation Schedule: June 1st, 2006 - 100% of development plans reviewed in terms of water quality initiatives and erosion control measures.</p>
<p>Specific Components and Notes: Definition of processes and relationship between Community Development, Engineering, Building and Code Enforcement personnel.</p>
<p>*Responsible Party for this BMP: Name: Richard McCoy Department: Engineering Phone: 763-531-1260 E-mail: rmccoy@ci.robbinsdale.mn.us</p>

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4e-1

<p>*BMP Title: Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance</p>
<p>*BMP Description:</p> <p>Development and implementation of a system and procedures for the receipt and consideration of reports of stormwater non compliance.</p> <p>Rapid responses to issues of stormwater non compliance is important to protect our receiving waters from pollution and sedimentation.</p> <p>Follow up inspections to ensure non compliance issues are addressed.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: This summary sheet.</p>
<p>*Measurable Goals:</p> <ol style="list-style-type: none">1) Review of current processes.2) Development of system for receipt of stormwater non-compliance including review of computerized systems that could be implemented across the entire organization.3) Implementation of adopted system.
<p>*Timeline/Implementation Schedule:</p> <ol style="list-style-type: none">1) December 31st 2006.2) June 30th 2007.3) July 2007.
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Richard McCoy Department: Engineering Phone: 763-531-1260 E-mail: rmccoy@ci.robbinsdale.mn.us</p>

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4f-1

<p>*BMP Title: Establishment of Procedures for Site Inspections and Enforcement</p>
<p>*BMP Description:</p> <p>The City will review current practices relating to site inspections and enforcement processes and amend these if found to be inadequate.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: This summary sheet.</p>
<p>*Measurable Goals:</p> <ol style="list-style-type: none">1) Existing practices reviewed.2) Amendments made and implemented if found necessary.
<p>*Timeline/Implementation Schedule:</p> <ol style="list-style-type: none">1) December 31st 2006.2) June 30th 2007.
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Richard McCoy Department: Engineering Phone: 763-531-1260 E-mail: rmccoy@ci.robbinsdale.mn.us</p>

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

Additional BMP Summary Sheet Copy as Necessary

MS4 Name:

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number:

*BMP Title:
*BMP Description:
Location(s) in SWPPP of detailed information relating to this BMP: This summary sheet.
*Measurable Goals:
*Timeline/Implementation Schedule:
Specific Components and Notes:
*Responsible Party for this BMP: Name: Department: Phone: E-mail:

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet Instructions

Minimum Control Measure 5: POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

Key to Unique BMP ID Numbers	Required BMP Title	Permit Reference
5a-1	Development and Implementation of Structural and/or Non-structural BMPs	V.G.5.a
5b-1	Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment	V.G.5.b
5c-1	Long-term Operation and Maintenance of BMPs	V.G.5.c
	Additional BMP Summary Sheet (Copy as Necessary)	

For each of the Best Management Practices (BMPs) associated with Minimum Control Measure 5 (MCM-5), **Post Construction Stormwater Management in New Development and Redevelopment**, fill out the attached BMP Summary Sheets completely. The completion of all of the associated BMP Summary Sheets for the BMPs listed above are mandatory for a complete application. To aid in review and comment by the public, you must use the numbers listed in the key above and the BMP Titles which are consistent with the MS4 General Permit language. This summary is simply an overview of the BMP and does not contain all of the details associated with implementation. Be sure to include a reference to the specific locations of detailed information on which the summary sheet is based in your Storm Water Pollution Prevention Program (SWPPP).

1. BMP Description

Summarize the major components of this BMP and how you plan to implement them. Identify the following:

- BMP program components
- Plans for program implementation
- Target audience
- Post-Construction BMPs already in place in the MS4 – include information that specifies if the stormwater is treated prior to discharge to receiving waters
- Future plans for the long-term goal of stormwater management
- Include the exact locations (page numbers) of detailed information in the SWPPP

2. Measurable Goals

Define the milestones that are to be reached through the implementation of this BMP. Establish a baseline from which you will measure effectiveness, how the measurements are to be made, and how the success will be defined and quantified. Ensure that the measurable goals include a strategy for reducing pollutants in stormwater discharge as well as control of the rate of discharge to receiving waters. Determine the baseline from which quantifiable measurements will be taken. Also include information related to sites that disturb less than one acre of land but are part of a larger common plan of development.

3. Timeline/Implementation Schedule

Provide specific dates that milestones identified as measurable goals are to be met. The schedule should also outline dates when measurable goals will be evaluated to determine program effectiveness.

4. Specific Components and Notes for this MCM

Include any additional notes relevant to the specific purpose of each BMP and how the BMPs for the minimum control measure have been modified from past practice based on experience and measures.

5. Responsible Party for this BMP

Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP and not simply a city official who is signing the application for permit coverage.

BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: 5-POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

Unique BMP Identification Number: 5a-1

<p>*BMP Title: Development and Implementation of Structural and/or Non-structural BMPs</p>
<p>*BMP Description:</p> <p>The development and implementation of strategy and practice for both structural and non-structural BMP's, appropriate for the community, that addresses stormwater runoff from developing and redeveloping sites within the City.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: This summary sheet.</p>
<p>*Measurable Goals:</p> <p>General review available BMP's. Develop strategies. Strategies in place and operational.</p>
<p>*Timeline/Implementation Schedule:</p> <p>December 31st, 2007 - Complete reviews and develop draft strategies. June 30th, 2008 - Strategies in place and operational.</p>
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Richard McCoy Department: Engineering Phone: 763-531-1260 E-mail: rmccoy@ci.robbinsdale.mn.us</p>

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: 5-POST-CONSTRUCTION STORMWATER MANAGEMENT IN
NEW DEVELOPMENT AND REDEVELOPMENT

Unique BMP Identification Number: 5b-1

<p>*BMP Title: Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment</p>
<p>*BMP Description: Develop an ordinance or other regulatory mechanism to address stormwater discharge from development and redevelopment sites within the City.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: This summary sheet.</p>
<p>*Measurable Goals: Prepare draft controls. Review of draft. Controls in place and operational.</p>
<p>*Timeline/Implementation Schedule: December 31st, 2007 - draft controls written and reviewed. June 30th, 2008 - controls in place and operational.</p>
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP: Name: Richard McCoy Department: Engineering Phone: 763-531-1260 E-mail: rmccoy@ci.robbinsdale.mn.us</p>

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: 5-POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

Unique BMP Identification Number: 5c-1

<p>*BMP Title: Long-term Operation and Maintenance of BMPs</p>
<p>*BMP Description: Inspection and maintenance of BMP's on a regular basis ensure correct functioning of the BMP.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: This summary sheet.</p>
<p>*Measurable Goals: Percentage of BMP's inspected. Percentage of BMP's maintained and functioning as designed.</p>
<p>*Timeline/Implementation Schedule: Yearly from 2008 - all BMP's implemented as a result of development or redevelopment in the City being inspected by City staff</p>
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP: Name: Richard McCoy Department: Engineering Phone: 763-531-1260 E-mail: rmccoy@ci.robbinsdale.mn.us</p>

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet Instructions

Minimum Control Measure 6: POLLUTION PREVENTION/GOOD HOUSEKEEPING

Key to Unique BMP ID Numbers	Required BMP Title	Permit Reference
6a-1	Municipal Operations and Maintenance Program	V.G.6.a
6a-2	Street Sweeping**	
6b-2	Annual Inspection of All Structural Pollution Control Devices	V.G.6.b.2
6b-3	Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis	V.G.6.b.3
6b-4	Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas	V.G.6.b.4
6b-5	Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures	V.G.6.b.5
6b-6	Record Reporting and Retention of all Inspections and Responses to the Inspections	V.G.6.b.6
6b-7	Evaluation of Inspection Frequency	V.G.6.b.7
	Additional BMP Summary Sheet (Copy as Necessary)	

For each of the Best Management Practices (BMPs) associated with Minimum Control Measure 6 (MCM-6), **Pollution Prevention/Good Housekeeping**, fill out the attached BMP Summary Sheets completely. The completion of all of the associated BMP Summary Sheets for the BMPs listed above are mandatory for a complete application. To aid in review and comment by the public, you must use the numbers listed in the key above and the BMP Titles which are consistent with the MS4 General Permit language. This summary is simply an overview of the BMP and does not contain all of the details associated with implementation. Be sure to include a reference to the specific locations of detailed information on which the summary sheet is based in your Storm Water Pollution Prevention Program (SWPPP).

1. BMP Description

Summarize the major components of the BMP and how you plan to implement them. Define the following:

- BMP program components
- Target audience
- Plans for program implementation
- Include the exact locations (page numbers) of detailed information in the SWPPP

2. Measurable Goals

Define the milestones that are to be reached through the implementation of this BMP. Establish a baseline from which you will measure effectiveness, how the measurements are to be made, and how the success will be defined and quantified.

3. Timeline/Implementation Schedule

Provide specific dates that milestones identified as measurable goals are to be met. Determine a schedule that outlines dates that effectiveness measurements will be calculated and included in your annual reports. Include specific information related to the frequency that regular tasks will take place (i.e. street sweeping).

4. Specific Components and Notes for this MCM

Include any additional notes relevant to the specific purpose of each BMP and how the BMPs for the minimum control measure have been modified from past practice based on experience and measures.

5. Responsible Party for this BMP

Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP and not simply a city official who is signing the application for permit coverage.

Additional Information Requested for BMP 6a-2: Street Sweeping**

Provide the following information specific to your Street Sweeping BMP in the Specific Components and Notes section:

- Frequency of street sweeping events, including the time(s) of year that it will be conducted
- Type of street sweeping equipment used (brush or vacuum)
- Target areas for more frequent street sweeping, if applicable. Also indicate the reason for selecting the specific target area and how the frequency differs.
- Overview of street sweeping waste management plan

** Although not specifically required by the MS4 permit, street sweeping has been demonstrated to be an effective stormwater management BMP when properly conducted. The MPCA is considering developing a study on street sweeping and your information would be helpful in developing such a study.

BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-1

<p>*BMP Title: Municipal Operations and Maintenance Program</p>
<p>*BMP Description:</p> <p>Develop operations and maintenance programs, including training, that assist in preventing or reducing stormwater pollution. These programs will include the following areas of the City's operations -</p> <p>Park and Open Space Management - develop a park and open space training program covering fertilizer application, pesticide / herbicide application and mowing discharge.</p> <p>Fleet and Building Maintenance - develop a maintenance training program to improve awareness and accountability, and lead to more effective practices that minimize the risk of adverse impacts on stormwater quality. Issues covered include vehicle inspections, spill clean up training, vehicle washing, hazardous materials training, leak prevention and inspection training, pest control, materials management, vehicle fueling and lubricant disposal.</p> <p>Storm Sewer Cleaning - develop a system for the scheduled inspection and cleaning of storm sewer lines based on criticality of the section.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: This summary sheet.</p>
<p>*Measurable Goals:</p> <p>Percentage of staff involved in these operations trained.</p> <p>Percentage of storm sewer system inspected and cleaned as found necessary.</p>
<p>*Timeline/Implementation Schedule:</p> <p>From June 1st, 2006 - all employees involved in the outlined operations trained.</p> <p>From June 1st, 2006 - all new employees involved in the outlined operations trained within 3 months of commencing.</p> <p>Yearly - inspect 20% of storm sewer system and clean as found necessary.</p>
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Richard McCoy</p> <p>Department: Engineering / Public Works</p> <p>Phone: 763-531-1260</p> <p>E-mail: rmccoy@ci.robbinsdale.mn.us</p>

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-2

***BMP Title:** Street Sweeping**

***BMP Description:**

The City of Robbinsdale owns a mechanical sweeper that is used on a scheduled basis to remove sand, leaves and other debris from City owned parking lot and road surfaces, to minimize the quantity of non-stormwater reaching receiving waters within the City.

Location(s) in SWPPP of detailed information relating to this BMP:

This summary sheet.

***Measurable Goals:**

City streets and parking lots swept.

***Timeline/Implementation Schedule:**

Yearly - all City streets and parking lots swept at least 4 times throughout the year. Sweeping will be scheduled in the Spring as soon as weather permits, once in mid to late Summer and twice during Fall.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Richard McCoy

Department: Engineering / Public Works

Phone: 763-531-1260

E-mail: rmccoy@ci.robbinsdale.mn.us

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BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-2

***BMP Title:** Annual Inspection of All Structural Pollution Control Devices

***BMP Description:**

Maintain an inspection program for all structural pollution controls that will determine the need for repair, replacement or maintenance actions.

Location(s) in SWPPP of detailed information relating to this BMP:

This summary sheet.

***Measurable Goals:**

Annually inspect all structural pollution controls.

***Timeline/Implementation Schedule:**

Yearly - inspect all structural pollution control devices.

Yearly and within 90 days after inspection - undertake repairs / maintenance on inspected items.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Richard McCoy

Department: Engineering

Phone: 763-531-1260

E-mail: rmccoy@ci.robbinsdale.mn.us

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BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-3

***BMP Title:** Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis

***BMP Description:**

Maintain an inspection program for all outfalls, sediment basins and ponds that will determine the need for repair, replacement or maintenance actions.

Location(s) in SWPPP of detailed information relating to this BMP:

This summary sheet.

***Measurable Goals:**

Inspect a minimum 20% of all outfalls, sediment basins and ponds each year on a rotating basis.

***Timeline/Implementation Schedule:**

Yearly - inspect a minimum 20% of all outfalls, sediment basins and ponds on a rotating basis.

Within 90 days after inspection - undertake repairs / maintenance on inspected items as found necessary.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Richard McCoy

Department: Engineering

Phone: 763-531-1260

E-mail: rmccoy@ci.robbinsdale.mn.us

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BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-4

***BMP Title:** Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas

***BMP Description:**

Develop and implement the annual inspection of all exposed stockpile, storage and materials handling areas.

Location(s) in SWPPP of detailed information relating to this BMP:

This summary sheet.

***Measurable Goals:**

Inspect all exposed stockpile, storage and materials handling areas each year.

Undertake maintenance or other actions as found necessary to prevent erosion and /or the passage of non stormwater into the system.

***Timeline/Implementation Schedule:**

Yearly - inspect 100% of exposed stockpile, storage and materials handling areas.

Within 30 days after inspection - undertake corrections found necessary to prevent erosion and /or the passage of non-stormwater into the system.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Richard McCoy

Department: Engineering

Phone: 763-531-1260

E-mail: rmccoy@ci.robbinsdale.mn.us

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BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-5

***BMP Title:** Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures

***BMP Description:**

The City will undertake an inspection program for all structural pollution controls, outfalls, sediment basins and ponds, and will determine the need for repair, replacement or maintenance actions.

Location(s) in SWPPP of detailed information relating to this BMP:
This summary sheet.

***Measurable Goals:**

Percentage of inspected areas evaluated to determine the need for repair, replacement or maintenance.

***Timeline/Implementation Schedule:**

Within 5 days after inspection - determine whether repair, replacement or maintenance measures are required.
Within 30 days after inspection - undertake corrections found necessary to prevent erosion and /or the passage of non-stormwater into the system (stockpiles, storage and materials handling areas).
Within 90 days after inspection - undertake repairs / maintenance on inspected items as found necessary (structural devices, outfalls, sediment basins and ponds).

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Richard McCoy
Department: Engineering
Phone: 763-531-1260
E-mail: rmccoy@ci.robbinsdale.mn.us

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BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-6

***BMP Title:** Record Reporting and Retention of All Inspections and Responses to the Inspections

***BMP Description:**

The City will maintain a record keeping system to keep track of collected inspection and action data. The analysis of this data will allow adjustments of maintenance schedules to be made if found necessary.

Location(s) in SWPPP of detailed information relating to this BMP:

This summary sheet.

***Measurable Goals:**

Records of all inspections and subsequent actions kept in an appropriate electronic format that can be recovered for analysis into the future.

***Timeline/Implementation Schedule:**

Yearly with inspections - data entered into record keeping system including decisions regarding the need for additional work.

Yearly with any additional required work (repairs, replacement and maintenance) - data entered into record keeping system including dates of completion.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Richard McCoy

Department: Engineering

Phone: 763-531-1260

E-mail: rmccoy@ci.robbinsdale.mn.us

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BMP Summary Sheet

MS4 Name: Robbinsdale

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-7

***BMP Title:** Evaluation of Inspection Frequency

***BMP Description:**

Provide a mechanism to evaluate the inspection frequency of stormsewer system components within the City and allow adjustment of that inspection frequency as found necessary following the first 2 years of operation.

Allowing adjustment of inspections will ensure that stormwater system components are operating as efficiently as possible to maintain clean water, and that limited resources are being directed to areas of higher criticality.

Location(s) in SWPPP of detailed information relating to this BMP:

This summary sheet.

***Measurable Goals:**

All stormwater system components operating within capacity and not overloaded with sediment / pollutants. Inspection and maintenance resources directed to areas of maximum need.

***Timeline/Implementation Schedule:**

December 31st, 2008 - evaluate sufficiency of inspection timing with respect to maintenance needs of stormwater system components. Increase frequency of inspections where found necessary, and decrease regularity where maintenance demands are not as high.

January 1st, 2009 - amended inspection frequencies recorded and in operation.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Richard McCoy

Department: Engineering

Phone: 763-531-1260

E-mail: rmccoy@ci.robbinsdale.mn.us

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Additional MP Summary Sheet Copy as Necessary

MS4 Name:

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number:

***BMP Title:**

***BMP Description:**

Location(s) in SWPPP of detailed information relating to this BMP:
This summary sheet.

***Measurable Goals:**

***Timeline/Implementation Schedule:**

Specific Components and Notes:

***Responsible Party for this BMP:**

Name:

Department:

Phone:

E-mail:

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