

City of
East Grand Forks

**Storm Water Pollution Prevention Plan
(SWPPP)**



Effective Date: January 1, 2007
Expiration Date: May 31, 2011

Prepared January 2007

PART I. PERMIT GOALS

The primary goal of the Minnesota Pollution Control Agency (MPCA) Municipal Separate Storm Sewer System (MS4) General Permit (MNR040000) is to restore and maintain the chemical, physical and biological integrity of Waters of the State through management and treatment of storm water runoff. This is accomplished by management of MS4 systems with Storm Water Pollution Prevention Programs (SWPPPs) developed by individual system owner/operators. The purpose is to maintain water quality standards where there is compliance, and help bring waters that do not meet water quality standards into compliance. The format of this SWPPP follows the format of the MS4 Permit.

PART II. COVERAGE UNDER THIS PERMIT

A. Eligibility

The City of East Grand Forks is designated as a small MS4 and is therefore required to obtain coverage under the MS4 permit.

B. Limitations on Coverage

1. The City of East Grand Forks obtains authorization from the MPCA to discharge storm water through the MS4 Permit. Once approved by the MPCA, this SWPPP is an enforceable part of the MS4 Permit for the City of East Grand Forks. Neither the MS4 permit nor this SWPPP authorize discharges other than storm water.
2. The MS4 permit and this SWPPP do not authorize the discharge of storm water when a separate National Pollutant Discharge Elimination System (NPDES) permit is required.
3. The MS4 permit and this SWPPP do not authorize the discharge of storm water from any other entity located in the drainage area or outside the drainage area. Only the portions of the storm sewer system under the operational control of the City of East Grand Forks are authorized
4. Part IX of this SWPPP addresses:
 - a. discharges to waters with Prohibited Discharge,
 - b. discharges to waters with Restricted Discharge,
 - c. discharges to Trout Waters,
 - d. discharges to Wetlands,
 - e. discharges requiring Environmental Review,
 - f. discharges Affecting Threatened or Endangered Species,
 - g. discharges Affecting Historic or Archeological Sites, and
 - h. discharges Affecting Source Water Protection Areas.

C Obtaining Authorization

5. The City of East Grand Forks submitted an application, including this SWPPP, in accordance with the requirements of Part III of the MS4 permit.
6. If ownership or significant operational control of the City of East Grand Forks storm sewer system changes, a new application will be submitted in accordance with Part III of the MS4 permit.
7. The MPCA will review the application and this SWPPP for completeness and compliance with the MS4 permit, determine whether to approve or deny coverage if the application is deemed complete, and provide public notice with the opportunity for hearing on the determination. Upon approval by the MPCA, the City of East Grand Forks is authorized to discharge storm water.

PART III. APPLICATION REQUIREMENTS (Notice of Intent)

A. Deadline for Application

The City of East Grand Forks submitted the application and all other required documents to the MPCA after the application deadline and effective date of the current MS4 Permit (June 2006). The City of East Grand Forks was granted an extension due to its situation.

B. Signature

1. As the person with operational control of the City of East Grand Forks, the City Administrator signed the MS4 permit application.
2. The person responsible for overall compliance with the MS4 permit and SWPPP is the City Public Works Superintendent.

C. Application Attachments: Storm Water Pollution Prevention Program

1. The Best Management Practices (BMPs) that will be implemented in this SWPPP are listed on the BMP summary sheets located in Part V.G.
2. Measurable goals for each BMP are outlined in the BMP summary sheets located in Part V.G. Required actions for the measurable goals consist of milestones and the frequency of action, in narrative or numeric form.
3. Estimated timeline(s) of each measurable goal are outlined on the BMP summary sheets located in Part V.G.
4. The individuals responsible for implementing individual components of the SWPPP are Greg Boppre- City Engineer, Jerry Skyberg- building inspector, Stuart Kovar- Acting Public Works Superintendent, Robert Brooks- City Administrator.

D. Where to Submit

The MS4 Permit application, this SWPPP, annual reports (Part VI.D), and other required submittals are sent to the Storm Water Management Unit of the MPCA.

E. Record Retention

A copy of the MS4 Permit application, this SWPPP, all data and information used by the City of East Grand Forks to complete the application, and any information developed as a requirement of the MS4 permit, or as requested by the Commissioner, will be retained for at least three (3) years beyond the date the current MS4 permit expires (May 31, 2006).

PART IV. RIGHTS AND RESPONSIBILITIES

- A. The Commissioner may modify the MS4 permit or issue other permits, in accordance with Minn.R.ch.7001. This may include more stringent effluent limitations or permit requirements that modify or are in addition to the minimum control measures in Part V.G. of the MS4 Permit and this SWPPP, or both.
- B. The City of East Grand Forks is designated for MS4 coverage. The City of East Grand Forks must comply with the MS4 permit requirement.
- C. If need be, the City of East Grand Forks may request individual permits based on Minn. R. ch. 7000, 7001, and other applicable rules.
- D. There are currently several impairments on the Draft 2006 Section List of Impaired Waters under Section 303 (d) of the Clean Water Act for the Red River of the North near East Grand Forks/Grand Forks, including listings for turbidity. The City of East Grand Forks has not identified any warranted changes to this SWPPP that will reduce the impact of the MS4 discharge. No Waste Load Allocation (WLA) has been set for any East Grand Forks/Grand Forks stretches of the River. If a USEPA-approved Total Maximum Daily Load (TMDL) is developed with a WLA including storm water sources, this SWPPP will be reviewed and modified, as appropriate, within 18 months after the TMDL WLA is approved.

PART V. STORM WATER POLLUTION PREVENTION PROGRAM

- A. This SWPPP was developed to reduce the discharge of pollutants to protect water quality, and to satisfy the appropriate water quality requirements of the Clean Water Act.
- B. This SWPPP must be designed and managed to reduce pollutants from the storm sewer system to the Maximum Extent Practicable (MEP). The East Grand Forks MS4 must also be managed to comply with the Clean Water Act and the terms and conditions of the MS4 Permit. This SWPPP consists of the

BMPs the City of East Grand Forks has determined appropriate to meet the requirements of the MS4 Permit.

- C. An annual report on the implementation of this SWPPP must be submitted by June 30th of each year to the MPCA. The annual report covers the entire previous calendar year.
- D. This SWPPP includes BMP summary sheets to control or reduce pollutants within the City of East Grand Forks MS4 system.
- E. Each minimum control measure includes a description of the BMPs for the measure, responsible department in charge, and implementation schedule, and measurable goals used to determine the success or benefits of the BMPs. The Wastewater/Storm Water Department of the Public Works Department is responsible for each minimum control measure.
- F. Modifications to the SWPPP that are required or allowed by the MS4 permit shall become enforceable provisions.
- G. The following pages contain BMP summary sheets developed to meet the requirements of Part V.G. of the MS4 permit. The MS4 Permit contains the specific requirements for the six minimum control measures:
 - 1. Public Education and Outreach,
 - 2. Public Participation,
 - 3. Illicit Discharge Detection and Elimination,
 - 4. Construction Site Storm Water Runoff Control,
 - 5. Post-construction Storm Water management in New Development and Redevelopment, and
 - 6. Pollution Prevention/Good housekeeping for Municipal Operations.

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: City of East Grand Forks

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1a-1

<p>*BMP Title: Distribute Educational Materials</p>
<p>*BMP Description:</p> <p>The City will provide education targeted toward all employees and the general public. This education will be specifically intended to provide all staff with a basic awareness and understanding of the Phase II program and stormwater pollution and also educate the public about the program. An employee newsletter will be used to convey this message. The public will be informed through the city newspaper as well as education material posted on the City website</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none">-Annual article printed in an employee newsletter-Number of "hits" on the City website
<p>*Timeline/Implementation Schedule:</p> <p>Year 1,2 - Print at least one newsletter per year Year 3 through 5 - Continue to print annual newsletter, adjust frequency as necessary</p>
<p>Specific Components and Notes:</p> <p>City employee newsletter articles</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Stuart Kovar Department: Public Works Phone: 218-773-1313 E-mail: skovar@eastgrandforks.net</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: City of East Grand Forks

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>The City will prepare a presentation to the City Council on a yearly basis to explain the specific components listed below. This presentation will develop and maintain the Council awareness of the Phase II program impact on the City and stormwater pollution. The first presentation will be given prior to submitting the NOI to the MPCA and will include a summary of the SWPPP. The general public will be sent a notice about the meeting and where they can find the educational materials. The educational materials will always be available at City Hall and on the City website.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none">-Completed presentations-Number of people representing the general public that attend the meetings
<p>*Timeline/Implementation Schedule:</p> <p>March 2007 - First presentation given to the Council Year 1 through 5 - Annual presentation prior to public meeting</p>
<p>Specific Components and Notes:</p> <p>General description of SWPPP and goals SWPPP status and annual compliance Construction Site Phase II Program Industrial Site Phase II Program</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Stuart Kovar Department: Public Works Phone: 218-773-1313 E-mail: skovar@eastgrandforks.net</p>

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BMP Summary Sheet

MS4 Name: City of East Grand Forks

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-1

<p>*BMP Title: Education Program: Public Education and Outreach</p>
<p>*Audience(s) Involved: General Public including city residents, homeowners, businessowners, and school children.</p>
<p>*Educational Goals for Each Audience: Educate the public about stormwater issues in the community and the impact that it has on water quality.</p>
<p>*Activities Used to Reach Educational Goals:</p> <ol style="list-style-type: none">1) Highlight stormwater issues through City sponsored community events such as volunteer community cleanup days.2) Stormwater hotline for citizens to report illegal dumping.3) Articles in the local paper that highlight stormwater issues.4) Stormwater information on the City website.
<p>*Activity Implementation Plan:</p> <p>Activity 1 Years 1-5) Hold community cleanup days bi-annually; once in spring, once in the fall.</p> <p>Activity 2 Year 1) Establish a stormwater hotline. Years 1-5) Track the number and location of illegal dumping incidents reported.</p> <p>Activity 3 Years 1-5) Publish stormwater articles bi-annually.</p> <p>Activity 4 Year 1) Develop a stormwater page on the city website and update as needed.</p>
<p>*Performance Measures:</p> <p>Activity 1 Track the number of persons volunteering Track the number of rounds of trash collected</p> <p>Activity 2 Track increase/decrease in illegal dumping incidents</p> <p>Activity 3 At the end of the year, survey citizens if the articles were read and if they were informational</p> <p>Activity 4 Track the number of "hits" on the stormwater page</p>

***Responsible Party for this BMP:**

Name: Stuart Kovar

Department: Public Works

Phone: 218-773-1313

E-mail: skovar@eastgrandforks.net

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BMP Summary Sheet

MS4 Name: City of East Grand Forks

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-2

<p>*BMP Title: Education Program: Public Participation</p>
<p>*Audience(s) Involved: General public including City residents, homeowners, business owners, and school children.</p>
<p>*Educational Goals for Each Audience:</p> <ol style="list-style-type: none">1) Increase public awareness and understanding of stormwater issues within the community.2) Inform and educate the public about the impacts of stormwater runoff on water quality and what they can do to help.3) Inform and educate the public about how the city manages stormwater runoff through its' Stormwater Pollution Prevention Program (SWPPP).
<p>*Activities Used to Reach Educational Goals:</p> <ol style="list-style-type: none">1) The city will report in the local newspaper on activities related to managing stormwater and implementing the SWPPP.2) The City will sponsor a City Park Cleanup Day.3) The City will hold a public information meeting to update the citizens on the City's progress towards implementing the SWPPP.
<p>*Activity Implementation Plan:</p> <p>Activity 1 Year 1-5) Publish articles on stormwater management and the SWPPP bi-annually in the local newspaper</p> <p>Activity 2 Year 1) Develop a plan for sponsoring and implementing the City Park Cleanup Day. Year 2-5) City Park Cleanup Day to be held annually in the spring.</p> <p>Activity 3 Years 1-5) Hold one combined public information meeting/recognition event annually. Provide notice beforehand.</p>
<p>*Performance Measures:</p> <p>Activity 1 Publish stormwater articles bi-annually At the end of the first year, survey citizens to determine if the articles were read and were informational</p> <p>Activity 2 Track the number of persons participating in Park Cleanup Day Track the number of pounds of trash collected and report in the community newsletter</p> <p>Activity 3 Complete public notice. Track the number of citizens attending the meeting.</p>

Recognize citizens for their volunteer efforts.

***Responsible Party for this BMP:**

Name: Stuart Kovar

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Phone: 218-773-1313

E-mail: skovar@eastgrandforks.net

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BMP Summary Sheet

MS4 Name: City of East Grand Forks

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:**

The general public including City residents, homeowners, and business owners.

***Educational Goals for Each Audience:**

- 1) Increase public awareness about what illicit discharge is.
- 2) Teach the public the proper steps in stopping someone who is discharging and whom they should contact.
- 3) Talk about the benefits of eliminating illicit discharge on water quality and the community.
- 4) Reduce and eliminate the frequency of illicit discharges into the storm sewer system during permit term through the community.

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

- 1) The City will talk about illicit discharge in their newsletter and the ways to stop it.
- 2) The City will have information on their website pertaining to illicit discharge, the steps that should be taken when a violation is spotted, and also the benefits on water quality and the community.

***Activity Implementation Plan:**

Activity 1

Year 1) Publish a section on illicit discharge detection and elimination in the newsletter annually.

Activity 2

Year 1) Have a section on the city stormwater website that deals with illicit discharge, and people that can be contacted if illicit discharged is observed.

Year 2-5) Show some examples of illicit discharge on the web site that were reported previously or even fictional examples so people know what they should be looking for, and include an area for questions/comments.

***Performance Measures:**

Activity 1

Survey the citizens to see if they fully understand what illicit discharge if they understand how it impacts the water quality and community.

Activity 2

Track the number of "hits" on the website

Track the number of questions/comments from the website

Track how many reports of illicit discharge were reported

***Responsible Party for this BMP:**

Name: Stuart Kovar

Department: Public Works

Phone: 218-773-1313

E-mail: skovar@eastgrandforks.net

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BMP Summary Sheet

MS4 Name: City of East Grand Forks

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:**

The general public with more emphasis being directed toward contractors, construction site operators, inspectors, and enforcement personnel.

***Educational Goals for Each Audience:**

1) Developing, implementing and enforcing a program that will reduce the impacts of storm water runoff from construction activities.

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

- 1) The City of East Grand Forks will develop ordinances to require erosion and sedimentation controls.
- 2) The City of East Grand Forks will control construction site waste that may impact stormwater.
- 3) The City of East Grand Forks will have construction site inspection and enforcement.

***Activity Implementation Plan:**

Activity 1

Year 1) Plan and develop an ordinance dealing with construction site run-off control.

Year 2-5) See how successful the ordinance was in solving the problem and make necessary changes.

Activity 2

Year 1) Develop and implement a program that will address things such as construction entrances, concrete truck cleanout and equipment washing areas.

Activity 3

Year 1) Inform and educate inspectors about the program

Year 2-5) Implementation of the program and feedback from the inspector

***Performance Measures:**

Activity 1

If the ordinance was developed to address construction site run-off control

Activity 2

The number of construction sites with designated vehicle maintenance and washing areas

If the construction vehicles are regularly inspected

Activity 3

The number of training programs offered to contractors and inspectors

Number of stop-work orders given

Number of fines issued

***Responsible Party for this BMP:**

Name: Stuart Kovar

Department: Public Works

Phone: 218-773-1313

E-mail: skovar@eastgrandforks.net

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BMP Summary Sheet

MS4 Name: City of East Grand Forks

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-5

*BMP Title: Education Program: Post-Construction Stormwater Management in New Development and Redevelopment
*Audience(s) Involved: The general public with more emphasis being directed toward contractors, construction site operators, inspectors, and enforcement personnel.
*Educational Goals for Each Audience: 1) Developing, implementing and enforcing a program that will reduce the impacts of storm water runoff from construction activities.
*Activities Used to Reach Educational Goals: 1) The development of a program to investigate the use of vegetative BMP's and new development and redevelopment areas to treat storm water run-off. 2) The City will also develop a BMP Inspection and Maintenance Program to maintain the effectiveness of post-construction storm water control BMPs.
*Activity Implementation Plan: Activity 1 Year 1) Plan and develop a program that deals with addressing the use of vegetative BMP's Year 2-5) Evaluate the program and update if necessary Activity 2 Year 1) Plan and develop a BMP Inspection and Maintenance Program Year 2-5) Follow through with the program and gather feedback from inspectors
*Performance Measures: Activity 1 The number of new grass swales and filter strips installed The number of acres drained by grass swales and filter strips Activity 2 The number of problems that were identified and remedied The maintenance of BMPs and if they are regularly updated
*Responsible Party for this BMP: Name: Jerry Skyberg Department: Building Inspections Phone: 218-773-2208 E-mail: jskyberg@ci.east-grand-forks.mn.us

**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: City of East Grand Forks

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:**

General public but more directed towards municipal employees.

***Educational Goals for Each Audience:**

- 1) Increase the public awareness about good housekeeping practices for pollution prevention.
- 2) The City will start a program that will reduce or eliminate the impacts of storm water pollution from open space maintenance, snow disposal, vehicle and building maintenance, land disturbances, and storm sewer system maintenance.

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

- 1) Have a monthly article in the local paper giving an example of a good housekeeping practice.
- 2) The city will also have goals, examples, and good housekeeping practices listed on their stormwater website.
- 3) The city will develop procedures for the regular inspection and cleaning of its storm sewer and roadway systems.
- 4) The city will develop procedures to make recycling motor oil and oil filters more convenient.
- 5) The city will develop a standard operating policy for selecting snow disposal sites.

***Activity Implementation Plan:**

Activity 1

Year 1) Plan and develop housekeeping practices.

Year 2-5) Get feedback from general public and update if necessary

Activity 2

Year 1) Use the stormwater website to post information

Year 2-5) Update the website if deemed necessary

Activity 3

Year 1) The development of procedures to inspect roads and storm sewers

Year 2-5) Based on inspection results, repair or replacement measures will be considered

Activity 4

Year 1) The development of procedures to make recycling oil more convenient

Year 2-5) Gather feedback from public, local service stations, and government offices to see if the program is being talked about

Activity 5

Year 1) Development of a standard operating policy for selecting snow disposal sites

Year 2-5) Evaluation of new sites and the new effects

***Performance Measures:**

Activity 1

The number of responses back from readers

Activity 2

The number of "hits" on the website

Activity 3

The length of storm sewer and roadways cleaned

The amount of trash, sediment and other pollutants removed during cleaning

Activity 4

The number of gallons of used oil used collected for recycling

Activity 5

Number of new sites properly located

***Responsible Party for this BMP:**

Name: Stuart Kovar

Department: Public Works

Phone: 218-773-1313

E-mail: skovar@eastgrandforks.net

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BMP Summary Sheet

MS4 Name: City of East Grand Forks

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 develop an education program directed toward business activities with the potential to cause stormwater pollution. Activities with known stormwater pollution potential will be targeted. Literature specific to targeted activities will be developed along with a general version applicable to any commercial business whose premise is impacted by stormwater.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p>*Measurable Goals:</p> <p>Educational literature developed Number of businesses mailed literature</p>
<p>*Timeline/Implementation Schedule:</p> <p>Year 1 - Identify targeted business activities Year 2 - Develop literature and distribute to targeted businesses Year 3 - Distribute literature to other stormwater impacted businesses Year 4 through 5 - Assess program and modify as necessary</p>
<p>Specific Components and Notes:</p> <p>Literature review of ways businesses can reduce stormwater pollution Development of distribution list Literature distribution</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Stuart Kovar Department: Public Works Phone: 218-773-1313 E-mail: skovar@eastgrandforks.net</p>

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BMP Summary Sheet

MS4 Name: City of East Grand Forks

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>The City of East Grand Forks will hold an annual public meeting discussing the SWPPP. The meetings will be held in order to educate people about stormwater and the longterm effects on the community. There will also be time to answer questions or concerns anyone might have. This meeting would be open to the general public.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p>*Measurable Goals:</p> <p>Number of people showing up to the meeting The amount of positive feedback from the general public</p>
<p>*Timeline/Implementation Schedule:</p> <p>Year 1) Assemble information to be covered at first meeting Year 2-5) Continue meetings while covering new topics and keeping them informational</p>
<p>Specific Components and Notes:</p> <p>The city staff will pose questions or initiate discussion at the meeting to encourage the public to ask questions and submit comments on the SWPPP.</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Stuart Kovar Department: Public Works Phone: 218-773-1313 E-mail: skovar@eastgrandforks.net</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: City of East Grand Forks

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:</p> <p>The City will provide a notice for the annual stormwater meeting or any subsequent meetings to discuss the provisions of the SWPPP, including effectiveness, implementation or amendments.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p>*Measurable Goals:</p> <p>Completed public notice</p>
<p>*Timeline/Implementation Schedule:</p> <p>The first 30-day public notice will be for the annual public meeting addressing the year 1 SWPPP annual report and continued on an annual interval. If periodic meetings become necessary, additional 30-day public notices will be implemented.</p>
<p>Specific Components and Notes:</p> <p>Date</p> <p>Time</p> <p>Location</p> <p>Description of how meeting will be conducted</p> <p>Location of the SWPPP for review prior to the meeting</p> <p>Notice in Grand Forks Herald and the Exponent newspapers</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Robert Brooks</p> <p>Department: City Administration</p> <p>Phone: 218-773-2483</p> <p>E-mail: bbrooks@ci.east-grand-forks.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: City of East Grand Forks

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:</p> <p>The City will use the education and outreach efforts outline in BMP Summary Sheet 1c-2 for providing information to the general public about how the city manages stormwater runoff. At the annual meeting, the City will provide a presentation on the purpose, goals, and requirements of the SWPPP to encourage input and comment on the SWPPP from the public. The City will also solicit public input and provide opportunity for comment on the SWPPP at any other subsequent public meetings.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p>*Measurable Goals:</p> <ol style="list-style-type: none">1) Increase citizen's understanding of the impacts of stormwater runoff, and increase participation and input on the SWPPP.2) Track the number of attendees at the annual public meeting on the SWPPP and the public input.3) Prepare and provide a presentation on the SWPPP
<p>*Timeline/Implementation Schedule:</p> <p>Years 1-5) The City will implement the education and outreach efforts according to the timeline/implementation schedule in BMP Summary Sheet 1c-2.</p> <p>Years 1 & 3) Review Education Program for Public Parrticipation, make adjustments as needed.</p> <p>Years 1-5) Hold public meeting on the SWPPP annually.</p>
<p>Specific Components and Notes:</p> <p>The City staff will pose questions or initiate discussion at the meeting in an effort to encourage the public to ask questions and submit comments on the SWPPP.</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Robert Brooks</p> <p>Department: City Administration</p> <p>Phone: 218-773-2483</p> <p>E-mail: bbrooks@ci.east-grand-forks.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: City of East Grand Forks

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2c-1

<p>*BMP Title: Consider Public Input</p>
<p>*BMP Description:</p> <p>The City of East Grand Forks will have an annual meeting discussing the SWPPP and informing the general public of what it is. The City will also take any public input and discuss it. The general public is also welcome to submit any written comments. Any input made will be talked about at the next City meeting, not necessarily once a year.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p>*Measurable Goals:</p> <p>The amount of people showing up at the annual meeting to discuss the SWPPP The number of feedback and input addressing the SWPPP</p>
<p>*Timeline/Implementation Schedule:</p> <p>Year 1) Holding the first annual meeting regarding the SWPPP Year 2-5) Depending on how the first meeting goes, setting goals for the next meeting and addressing major issues of concern</p>
<p>Specific Components and Notes:</p> <p>The City staff will pose questions or initiate discussion at the meeting in an effort to encourage the public to ask questions and submit comments on the SWPPP</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Robert Brooks Department: City Administration Phone: 218-773-2483 E-mail: bbrooks@ci.east-grand-forks.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 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: City of East Grand Forks

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3a-1

***BMP Title:** Storm Sewer System Map

***BMP Description:**

The City of East Grand Forks' Engineering Consultant will complete a storm sewer system map. The City will continue to update the system map as needed, including the components from Section 3.A of the General Permit listed below.

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

***Measurable Goals:**

Update storm sewer system map

***Timeline/Implementation Schedule:**

Year 1 - Identify components listed below that are not included on the current map
Year 2 - Update map to include all missing components identified in year 1
Year 3 - Review the storm sewer map by the end of each reporting year to ensure all updates from the previous construction season are included or scheduled for inclusion.

Specific Components and Notes:

Ponds, streams, lakes, and wetlands
Structural pollution control devices
All storm sewer pipes and outfalls

***Responsible Party for this BMP:**

Name: Greg Boppre

Department: City Engineer

Phone: 218-773-1185

E-mail: gboppre@fscps.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: City of East Grand Forks

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3b-1

***BMP Title:** Regulatory Control Program

***BMP Description:**

The City of East Grand Forks has developed an ordinance which prohibits non-stormwater discharge into the storm sewer system. The city will continue reviewing the current ordinance and revise it accordingly to regulatory agency requirements. The current ordinances (295 3rd Series and 298 3rd Series) define non-stormwater discharges and include enforcement procedures and penalties.

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

***Measurable Goals:**

- If any updates to the ordinance are made, the revised ordinance must be adopted by June 2008.
- Evaluate if the ordinance is easy to understand

***Timeline/Implementation Schedule:**

- Year 1) Review and update the current ordinance
- Year 2-5) Request feedback and evaluate reports of illicit discharge

Specific Components and Notes:

Gather feedback from the general public about their knowledge of illicit discharge and the ordinance. Also assess penalties to violating parties.

***Responsible Party for this BMP:**

Name: Stuart Kovar

Department: Public Works

Phone: 218-773-1313

E-mail: skovar@eastgrandforks.net

**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: City of East Grand Forks

Minimum Control Measure: 3-ILLICIT 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 develop and implement a program to detect and eliminate illicit discharge in the area. The program will consist of educating the general public, as well as businesses about illicit discharge and the effect on the community. The City will also include staff training in detection, inspection, enforcement, and elimination of illegal connections to the storm sewer. A community hotline and the city website will both provide places where residents can report illicit discharge.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p>*Measurable Goals:</p> <ol style="list-style-type: none">1) Develop procedures for locating priority areas likely to have discharges2) Develop procedures for tracing the sources of illicit discharge3) Develop procedures for removing the source of the discharge4) Develop procedures for program evaluation and assessment
<p>*Timeline/Implementation Schedule:</p> <p>Year 1- Develop the program Year 2-5 -Request feedback and evaluate reports of illicit discharge Year 2-5 -Evaluate and assess the program and procedures</p>
<p>Specific Components and Notes:</p> <p>Gather feedback from the general public about their knowledge of illicit discharge and assess penalties to violation parties.</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Stuart Kovar Department: Public Works Phone: 218-773-1313 E-mail: skovar@eastgrandforks.net</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: City of East Grand Forks

Minimum Control Measure: 3-ILLICIT 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 begin a program to help illicit discharge detection and elimination by informing the city employees, business owners, and the general public about illegal discharges and improper disposal through newspaper articles, newsletters, and the City website. Polk County also has a Household Hazardous Waste Program available to the residents of the City</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p>*Measurable Goals:</p> <p>Number of "hits" on the City website Gathering of feedback Inspections of Hazardous Waste Program</p>
<p>*Timeline/Implementation Schedule:</p> <p>Year 1 - Develop and implement the program Year 2 - Gather feedback from the community Year 3 through 5 - Evaluate the program and make changes as necessary</p>
<p>Specific Components and Notes:</p> <p>Gather feedback and other information to see if the general public understands the program. Hazardous Waste Program will be inspected twice a year</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Stuart Kovar Department: Public Works Phone: 218-773-1313 E-mail: skovar@eastgrandforks.net</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: City of East Grand Forks

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3e-1

***BMP Title:** Identification of Non Stormwater Discharges and Flows

***BMP Description:**

The City will develop a process to evaluate non stormwater discharges and flows such as water line flushing and lawn watering which are significant contributors of pollutants to our MS4. For any non-stormwater discharges 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 discharge is having on stormwater quality.

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

***Measurable Goals:**

Investigate and evaluate potential for non-stormwater discharges to be significant contributors of pollutants

Conduct investigation and evaluation of non-stormwater discharges and flows.

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.

Implement the action plan for significant non-stormwater discharges and flows.

***Timeline/Implementation Schedule:**

Year 1) Develop a process to investigate and evaluate non-stormwater discharges and flows.

Year 2-4) Conduct investigations and evaluations and develop action plans to fix problematic areas

Year 2-5) Evaluate the implementation phase of the action plans and make adjustments to prepare a permanent program for Identification of Non-Stormwater Discharges and Flows to be put in place.

Specific Components and Notes:

The City will make sure that people understand what is meant by non-stormwater discharge and flow and will educate the public accordingly.

***Responsible Party for this BMP:**

Name: Stuart Kovar

Department: Public Works

Phone: 218-773-1313

E-mail: skovar@eastgrandforks.net

**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: City of East Grand Forks

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4a-1

***BMP Title:** Ordinance or other Regulatory Mechanism

***BMP Description:**

The City will expand existing construction site ordinances to meet the minimum requirements set forth by the MPCA. Additionally, enforcement provisions will be added to the new comprehensive ordinance.

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

***Measurable Goals:**

Enforcing a program that will reduce the impacts of stormwater runoff in construction areas greater than or equal to one acre.

***Timeline/Implementation Schedule:**

-The ordinance will be updated to meet the minimum requirements set forth by the MPCA NPDES Stormwater Permit for Construction Activity within 6 months of extension of the City's MS4 Permit
Year 1- Evaluate existing ordinance by comparing it to MPCA requirements
Year 2-5) Enforcing the current ordinance and updating if necessary

Specific Components and Notes:

- 1) Requirements for Site Plan submittal by site operators to the MS4 which includes erosion and sediment control BMPs
- 2) Site plan review and approval by MS4 prior to activity on site
- 3) Requirements and design standards for temporary erosion and sediment controls during construction activities
- 4) Requirements for record keeping of rainfall amounts and inspections by site operators
- 5) Regular inspections by site operators
- 6) Requirements and criteria for dewatering and basin draining
- 7) Requirements and criteria for BMP maintenance
- 8) Requirements concerning waste controls for hazardous waste
- 9) Requirements concerning waste controls for solid waste
- 10) Requirements and design standards for permanent erosion and sediment controls following the completion of construction activities
- 11) Permanent storm water management system review and approval by MS4

The ordinance also outlines the enforcement components, which can include, but is not limited to, verbal warnings, written warnings, stop-work orders, fines, forfeit of security bond money, and/or withholding of certificate of occupancy.

***Responsible Party for this BMP:**

Name: Stuart Kovar

Department: Public Works

Phone: 218-773-1313

E-mail: skovar@eastgrandforks.net

**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: City of East Grand Forks

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4b-1

***BMP Title:** Construction Site Implementation of Erosion and Sediment Control BMPs

***BMP Description:**

The City will evaluate existing procedures and documentation for construction site erosion and sediment control. Changes will be made to meet the mandatory provisions written in the Construction Site Storm Water Runoff Ordinance and incorporated into the Development and Redevelopment Plan Review Program

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

***Measurable Goals:**

Completed plan review process and documentation procedures
Number of plan reviews performed

***Timeline/Implementation Schedule:**

-The ordinance will be updated to meet the minimum requirements set forth by the MPCA NPDES Stormwater Permit for Construction Activity withing 6 months of extension of the City's MS4 Permit
Year 1 - Evaluate existing construction site plan review procedures and documentation for erosion and sediment control
Year 2 - Complete plan review process and documentation procedures
Year 3 - Construction Site Plan Review Program developed and implemented
Year 4,5 - Conduct annual proram assessment, make necessary changes

Specific Components and Notes:

Coordinate communication between planning, engineering, and zoning
Timeline for a site plan review process
Site plan review fees and permitting
Construction Site Stormwater Runoff Ordinance (4.1)
Development and Redevelopment Review Program (5.1)

***Responsible Party for this BMP:**

Name: Jerry Skyberg
Department: Building Inspections
Phone: 218-773-2208
E-mail: jskyberg@ci.east-grand-forks.mn.us

**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: City of East Grand Forks

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4c-1

***BMP Title:** Waste Controls for Construction Site Operators

***BMP Description:**

The City of East Grand Forks will develop and begin implementation of a program to control construction site waste that may impact storm water runoff. This program shall address construction entrances, vehicle maintenance, concrete truck cleanout, and equipment washing areas.

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

***Measurable Goals:**

The frequency of inspection and maintenance activities
Whether or not construction vehicles are regularly inspected
The number of construction sites with designated vehicle maintenance and washing areas

***Timeline/Implementation Schedule:**

-The ordinance will be updated to meet the minimum requirements set forth by the MPCA NPDES Stormwater Permit for Construction Activity withing 6 months of extension of the City's MS4 Permit
Year 1) Development and implementation of the programs
Year 2-5) Evaluating the effectiveness of the programs, the construction sites, and gathering feedback from inspectors.

Specific Components and Notes:

The inspector should be in contact with the proper authorities if any of the contruction site operators are not following the program.

***Responsible Party for this BMP:**

Name: Jerry Skyberg

Department: Building Inspections

Phone: 218-773-2208

E-mail: jskyberg@ci.east-grand-forks.mn.us

**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: City of East Grand Forks

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4d-1

***BMP Title:** Procedure for Site Plan Review

***BMP Description:**

The City of East Grand Forks will include in its pre-construction activities program, requirements for the review or regulated construction site plans submitted by the contractor for the implementation of sedimentation and erosion controls before ground is broken.

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

***Measurable Goals:**

The number of site plan reviewers and inspectors trained
The number of inadequate sites or plans reported by inspectors
The number of noncompliant permits reported

***Timeline/Implementation Schedule:**

-The ordinance will be updated to meet the minimum requirements set forth by the MPCA NPDES Stormwater Permit for Construction Activity within 6 months of extension of the City's MS4 Permit
Year 1) Develop and implement a program
Year 2-5) Receive feedback from reviewers and inspectors and make changes to the program if necessary

Specific Components and Notes:

Fines and penalties will be assessed accordingly for non-complying parties.

***Responsible Party for this BMP:**

Name: Jerry Skyberg

Department: Building Inspections

Phone: 218-773-2208 jskyberg@ci.east-grand-forks.mn.us

E-mail: jskyberg@ci.east-grand-forks.mn.us

**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: City of East Grand Forks

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4e-1

***BMP Title:** Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance

***BMP Description:**

The City of East Grand Forks will develop and implement a program that deals with the proper actions that should be taken with parties that do not comply with the SWPPP. Any reports received about parties in non-compliance will be handled immediately by the proper authority and proper action will be taken. Additional fines may be assessed accordingly.

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

***Measurable Goals:**

The amount of reports of non-compliance received
The amount of penalties and fines given out

***Timeline/Implementation Schedule:**

-The ordinance will be updated to meet the minimum requirements set forth by the MPCA NPDES Stormwater Permit for Construction Activity within 6 months of extension of the City's MS4 Permit
Year 1) Design a set of procedures to be followed by persons reporting non-compliance
Year 2-5) Gather feedback from inspectors and construction site operators, and update the procedures if necessary

Specific Components and Notes:

The procedures will be established to give every party a chance to explain and address the issue.

***Responsible Party for this BMP:**

Name: Jerry Skyberg

Department: Building Inspections

Phone: 218-773-2208

E-mail: jskyberg@ci.east-grand-forks.mn.us

**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: City of East Grand Forks

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4f-1

***BMP Title:** Establishment of Procedures for Site Inspections and Enforcement

***BMP Description:**

The City of East Grand Forks will specify the procedures for construction site best management practice (BMP) inspections and the enforcement of installed erosion and sedimentation control measures. This program shall also address contractor and inspector training and certification.

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

***Measurable Goals:**

Whether or not an inventory of inspection and maintenance activities was created and is regularly maintained

The number of training programs offered to contractors and inspectors

The number of sites inspected

The number of enforcement actions taken

***Timeline/Implementation Schedule:**

-The ordinance will be updated to meet the minimum requirements set forth by the MPCA NPDES Stormwater Permit for Construction Activity withing 6 months of extension of the City's MS4 Permit

Year 1) Develop and implement the procedures for construction site BMP inspections

Years 2-5) Follow procedure guidelines and take appropriate action

Years 1-5) Gather feedback from inspectors and update BMPs as necessary

Specific Components and Notes:

There should be no gray area on what is right and what is wrong and proper action should be taken.

***Responsible Party for this BMP:**

Name: Jerry Skyberg

Department: Building Inspections

Phone: 218-773-2208

E-mail: jskyberg@ci.east-grand-forks.mn.us

**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: City of East Grand Forks

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

Unique BMP Identification Number: 5a-1

***BMP Title:** Development and Implementation of Structural and/or Non-structural BMPs

***BMP Description:**

The City will develop procedures and practices for a Development and Redevelopment Plan Review Program by the engineering consultant. The program goal will be to ensure proper design for minimizing stormwater runoff pollution and flooding.

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

***Measurable Goals:**

Completed plan review process and documentation procedures
Number of plan reviews performed

***Timeline/Implementation Schedule:**

-These procedures will be implemented by June 2008

Year 1 - Evaluate existing plan review procedures and documentation, develop outline of needed plan review requirements and documentation

Year 2 - Complete plan review process and documentation procedures

Year 3 - Develop and implement plan review program

Year 4 through 5 - Conduct annual assessment meeting with affected staff, make necessary changes

Specific Components and Notes:

Ensure construction projects are in compliance with Part III.C of the MN General Storm Water Permit for Construction Activity (4.2)

Timeline for a site plan review process

Development and Redevelopment Post Construction Ordinance (5.2)

Permanent BMP Maintenance Program (5.3)

Develop review process and documentation procedures

***Responsible Party for this BMP:**

Name: Greg Boppre

Department: City Engineer

Phone: 218-773-1185

E-mail: gboppre@fscps.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: City of East Grand Forks

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

Unique BMP Identification Number: 5b-1

***BMP Title:** Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment

***BMP Description:**

The City will review existing stormwater ordinance(s) relating to Development and Redevelopment and make needed changes based on requirements of the Phase II general permits, available guidance, and the Stormwater Design Manual.

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

***Measurable Goals:**

Complete ordinance review and draft revisions
Completed ordinance

***Timeline/Implementation Schedule:**

-These procedures will be implemented by June 2008

Year 1 - Complete ordinance review

Year 2 - Develop draft ordinance revisions

Year 3 - Complete and approve revised ordinance, begin implementation

Year 4 - Ordinance fully implemented

Year 5 - Conduct assessment of ordinance, make necessary changes

Specific Components and Notes:

Review existing ordinance(s)

Make necessary changes to address stormwater runoff and pollution

Incorporate ordinance provision into Plan Review Program (5.1)

***Responsible Party for this BMP:**

Name: Ron Galstad

Department: City Attorney

Phone: 218-773-9729

E-mail: rgalstad@gjmlaw.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: City of East Grand Forks

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

Unique BMP Identification Number: 5c-1

***BMP Title:** Long-term Operation and Maintenance of BMPs

***BMP Description:**

The City will develop a maintenance plan for any publicly owned stormwater BMP located throughout the MS4. Stormwater System Inspection Program will be used to indentify maintenance needs.

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

***Measurable Goals:**

Yearly inspections and maintenance

***Timeline/Implementation Schedule:**

-These procedures will be implemented by June 2008

Year 1 - Develop list of installed BMPs

Year 2 - Develop formal maintenance/repair list

Year 3 through 5 - Perform maintenance/ repair according to program requirements

Specific Components and Notes:

List of BMPs

Maintenance schedule, procedures, and documentation

Documentation of all maintenance performed

***Responsible Party for this BMP:**

Name: Stuart Kovar

Department: Public Works

Phone: 218-773-1313

E-mail: skovar@eastgrandforks.net

**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: City of East Grand Forks

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

Unique BMP Identification Number:

***BMP Title:**

***BMP Description:**

The City will develop a maintenance plan for any publicly owned stormwater BMP located throughout the MS4. Stormwater System Inspection Program (6.4) will be used to indentify maintenance needs.

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

***Measurable Goals:**

Stormwater BMPs included in the PM program
Completion of PM and identified CM requirements

***Timeline/Implementation Schedule:**

Year 1 - Develop list of installed BMPs, assess needs for PM and CM
Year 2 - Develop formal maintenance/repair list
Year 3 through 5 - Perform maintenance/ repair according to program requirements

Specific Components and Notes:

List of BMPs
Maintenance schedule, procedures, and documentation
Documentation of all maintenance performed

***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 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: City of East Grand Forks

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-1

***BMP Title:** Municipal Operations and Maintenance Program

***BMP Description:**

The City of East Grand Forks will have a Municipal Operations and Maintenance Program. The Program shall include general operation and maintenance procedures of the storm sewer system such that discharged pollutants are minimized.

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

***Measurable Goals:**

Track the number of discharged pollutants
Reading and Reviewing the reports from the inspectors

***Timeline/Implementation Schedule:**

Year 1) Development and implementation of the program
Year 2-5) Evaluate the goals and see if changes to the program need to be made

Specific Components and Notes:

Annual inspection of all structural pollution control devices, and inspecting a minimum of 20% of the storm sewer system outfalls, snow dump sites, and sediment basins annually on a rotating basis.

***Responsible Party for this BMP:**

Name: Stuart Kovar
Department: Public Works
Phone: 218-773-1313
E-mail: skovar@eastgrandforks.net

**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: City of East Grand Forks

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-2

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

***BMP Description:**

The Public Works Department will develop a Street Sweeping Program for all City streets and parking lots. The City intends to sweep these impervious surfaces at least once a year, in the spring. Spring sweeping will begin as early in the spring as weather allows with a goal of sweeping all streets and parking lots within a one week timeframe.

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

***Measurable Goals:**

Research available street sweeping equipment; evaluate the costs of purchasing equipment vs. contracting services for street sweeping
Develop Street Sweeping Program
Implement Street Sweeping Program

***Timeline/Implementation Schedule:**

Year 1) Research street sweeping equipment/service and costs
Year 2-5) Develop and implement the street sweeping program, and evaluate its effectiveness.
Year 5) Revise the program to include necessary changes and implement those changes.

Specific Components and Notes:

Vacuum sweeper equipment will be used for all street sweeping
All street sweeping waste collected by the City will be disposed of at the East Grand Forks Demolition Landfill where it is used as daily cover material.

***Responsible Party for this BMP:**

Name: Stuart Kovar
Department: Public Works
Phone: 218-773-1313
E-mail: skovar@eastgrandforks.net

**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: City of East Grand Forks

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:**

The City of East Grand Forks will make a program that deals with annual inspection and cleaning of detention ponds and outlet structures. The program will also consist of starting a five year cycle to inspect and clean all of the catch basins in the storm sewer system.

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

***Measurable Goals:**

- Inspect, maintain, and report on an annual basis
- Number of catch basins cleaned and inspected

***Timeline/Implementation Schedule:**

- Year 1) Develop and implement a program
- Year 2-5) Evaluate and update the program if necessary

Specific Components and Notes:

- Engineers and inspectors will make trips annually or as necessary during projects
- Catch basin cleaning schedule
- Storm sewer map

***Responsible Party for this BMP:**

Name: Stuart Kovar

Department: Public Works

Phone: 218-773-1313

E-mail: skovar@eastgrandforks.net

**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: City of East Grand Forks

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:**

The City of East Grand Forks will have a program in place to inspect a minimum of 20 percent of the MS4 outfalls, sediment basins and ponds each year on a rotating basis. As a result of the inspections, the City will maintain, repair, or replace the required components of the storm sewer system to insure proper operation. Written records of the inspection results will also be kept.

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

***Measurable Goals:**

The number of components that were reported or had to be repaired or replaced
The number of inspection reports
The details of the outfall inspection results in the annual report

***Timeline/Implementation Schedule:**

Year 1) Develop and implement the program
Year 2-5) After evaluating the reports and gathering feedback from inspectors, update the program as necessary

Specific Components and Notes:

All components of the Storm Sewer System shall be maintained, repaired or replaced the year of the inspection

***Responsible Party for this BMP:**

Name: Stuart Kovar

Department: Public Works

Phone: 218-773-1313

E-mail: skovar@eastgrandforks.net

**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: City of East Grand Forks

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:**

The City of East Grand Forks will develop a program that annually inspects all exposed stockpile, storage and material handling areas.

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

***Measurable Goals:**

- The amount of stockpiles, storage and material handling areas inspected.
- Develop Inspection Forms.

***Timeline/Implementation Schedule:**

- Year 1) Develop and Implement the program
- Year 2-5) Evaluate the program and update accordingly

Specific Components and Notes:

- Inspection Forms: Date, Time, Weather and Condition on Site.

***Responsible Party for this BMP:**

Name: Stuart Kovar
Department: Public Works
Phone: 218-773-1313
E-mail: skovar@eastgrandforks.net

**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: City of East Grand Forks

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 of East Grand Forks will have a program that will deal with inspection follow-up. It will also address whether repair, replacement of maintenance measures are necessary.

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

***Measurable Goals:**

Provide written reports identifying the problem and the correct follow-up procedures

***Timeline/Implementation Schedule:**

Year 1) Develop and Implement the program
Year 2-5) Evaluate the program as necessary

Specific Components and Notes:

Reports will be evaluated and the corrective action will be discussed with the city.

***Responsible Party for this BMP:**

Name: Stuart Kovar

Department: Public Works

Phone: 218-773-1313

E-mail: skovar@eastgrandforks.net

**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: City of East Grand Forks

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 of East Grand Forks will develop a program that will record reporting and retention of all inspections and responses to the inspections. The City administrator will have the reports.

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

***Measurable Goals:**

100% of all inspections have reports on file

***Timeline/Implementation Schedule:**

Year 1) Develop and Implement the record keeping program

Year 2-5) Keep track of the number of reports and if the program is working

Specific Components and Notes:

A folder will be made with inspection reports, follow-up reports, and/or if any corrective actions were performed.

***Responsible Party for this BMP:**

Name: Stuart Kovar

Department: Public Works

Phone: 218-773-1313

E-mail: skovar@eastgrandforks.net

**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: City of East Grand Forks

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-7

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

***BMP Description:**

The City will have in place a program that will make yearly evaluations and reports put together identifying if all inspections have been completed and if all required maintenance and or repair work items have been completed.

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

***Measurable Goals:**

To provide a written report on an annual basis

***Timeline/Implementation Schedule:**

Year 1) Develop and implement standards for the report
Year 2-5) Submit annual reports to the city administrator

Specific Components and Notes:

Yearly report

***Responsible Party for this BMP:**

Name: Stuart Kovar

Department: Public Works

Phone: 218-773-1313

E-mail: skovar@eastgrandforks.net

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

H. Modifications to the Storm Water Pollution Prevention Program

1. The MPCA may require this SWPPP to be modified, as needed, in accordance with Minn. R. ch. 7001, and may consider the following factors:
 - a. Discharges are impacting the quality of receiving waters;
 - b. More stringent requirements to comply with state or federal regulations;
 - c. Measures are necessary to meet the applicable requirements of Appendices C and D of the MS4 permit, or
 - d. Additional conditions deemed necessary to comply with the goals and requirements of the Clean Water Act or water quality standards.
2. All modifications made to the City of East Grand Forks SWPPP, other than what is allowed in Part H.3 below, will be submitted to the MPCA for approval. The modification will be submitted in writing and set forth schedules for compliance.
3. This SWPPP may only be modified by the City of East Grand Forks, without prior approval from the Commissioner, provided it is in accordance with the following:
 - a. A BMP is added, and none subtracted from the SWPPP; or
 - b. A less effective BMP is replaced with a more effective BMP. The alternative BMP must address the same, or similar, concerns as the ineffective BMP; and
 - c. The MPCA is notified of the modification in the annual report for the year the modification is made.

PART VI. EVALUATING, RECORDKEEPING AND REPORTING

A. Evaluation and Assessment

For each annual report, the City of East Grand Forks will evaluate the program compliance, the appropriateness of the BMPs, and the progress towards achieving identified measurable goals.

B. Recordkeeping

Records of the SWPPP are kept at the office of the Public Works Superintendent. The records will be kept at least three (3) years beyond the expiration of the current MS4 Permit May 31, 2011.

C. Public Availability

A member of the public can request a copy of the records by contacting the City Administrator at 218-773-2483. A copy of the SWPPP is also located on the City of East Grand Forks website at www.ci.east-grand-forks.mn.us.

D. Annual Reporting

An annual report will be submitted to the MPCA by June 30 of each permit year. The report will cover the entire previous calendar year. The annual report will summarize:

1. The status of compliance with MS4 Permit conditions, as an assessment of the appropriateness of identified BMPs, and progress towards achieving measurable goals;
2. The storm water activities that the City of East Grand Forks plans to undertake during the next reporting cycle;
3. Any changes to identified BMPs or measurable goals; and
4. If applicable, a statement that the City of East Grand Forks relies on another entity to satisfy some MS4 Permit obligations, and what agreements the City of East Grand Forks entered into in support of the effort.

E. Reporting Submittals

The application, annual reports, SWPPP, and other submittals required by the MS4 Permit are submitted to the Storm Water Management Unit of the MPCA.

PART VII. APPENDIX A: STANDARD CONDITIONS

The following are standard conditions from the MS4 Permit and apply to all MS4s. The terms Agency, permit, and permittee refer to the MPCA, MS4 Permit, and permitted MS4s respectfully. Where used, Commissioner is the Commissioner of the MPCA.

- A. The Agency's issuance of a permit does not release the permittee from any liability, penalty, or duty imposed by Minnesota or federal statutes or rules or local ordinances, except the obligations to obtain the permit.
- B. The Agency's issuance of a permit does not prevent the future adoption by the Agency of pollution control rules, standards, or orders more stringent than those now in existence and does not prevent the enforcement of the rules, standards, or orders against the permittee.
- C. The permit does not convey a property right or an exclusive privilege.

- D. The Agency's issuance of a permit does not obligate the Agency to enforce local laws, rules, or plans beyond that authorized by Minnesota statutes.
- E. The permittee shall perform the actions or conduct the activity authorized by the permit in accordance with the plans and specifications approved by the Agency and in compliance with the conditions of the permit.
- F. The permittee shall at all times properly operate and maintain the facilities and systems of treatment and control and the appurtenances related to them which are installed or used by the permittee to achieve compliance with the conditions of the permit. Proper operation and maintenance included effective performance, adequate funding, adequate operator staffing and training, and adequate laboratory and process controls, including appropriate quality assurance procedures. The permittee shall install and maintain appropriate back up or auxiliary facilities if they are necessary to achieve compliance with the conditions of the permit and, for all permits other than hazardous waste facility permits, if these backup or auxiliary facilities are technically and economically feasible.
- G. The permittee may not knowingly make a false or misleading statement, representation, or certification in a record, report, plan, or other document required to be submitted to the Agency or to the Commissioner by the permit. The permittee shall immediately upon discovery report to the Commissioner an error or omission in these records, reports, plans, or other documents.
- H. The permittee shall, when requested by the Commissioner, submit within a reasonable time the information and reports that are relevant to the control of pollution regarding the construction, modification, or operation of the facility covered by the permit or regarding the conduct of the activity covered by the permit.
- I. When authorized by Minn. Stat. §§ 115.04; 115B.17, subd. 4; and 116.091, and upon presentation of proper credentials, the Agency, or an authorized employee or agent of the Agency, shall be allowed by the permittee to enter at reasonable times upon the property of the permittee to examine and copy books, papers, records, or memoranda pertaining to the construction, modification, or operation of the facility covered by the permit or pertaining to the activity covered by the permit.
- J. If the permittee discovers, through any means, including notification by the Agency, the noncompliance with a condition of the permit has occurred, the permittee shall take all reasonable steps to minimize the adverse impacts on human health, public drinking water supplies, or the environment resulting from the noncompliance.
- K. If the permittee discovers that noncompliance with a condition of the permit has occurred which could endanger human health, public drinking water supplies, or the environment,

the permittee shall, within 24 hours of the discovery of the noncompliance, orally notify the Commissioner. Within five days of the discovery of the noncompliance, the permittee shall submit to the Commissioner a written description of the noncompliance; the cause of the noncompliance; the exact dates of the period of the noncompliance if the noncompliance has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance.

- L. The permittee shall report noncompliance with the permit not reported under item K as part of the next report, which the permittee is required to submit under this permit. If no reports are required within 30 days of the discovery of the noncompliance, the permittee shall submit the information listed in item K within 30 days of the discovery of the noncompliance.
- M. The permittee shall give advance notice to the Commissioner as soon as possible of planned physical alterations or additions to the permitted facility (MS4) or activity that may result in noncompliance with a Minnesota or federal pollution control statute or rule or a condition of the permit.
- N. The permit is not transferable to any person without the express written approval of the Agency after compliance with the requirements of Minn.R. 7001.0190. A person to whom the permit has been transferred shall comply with the conditions of the permit.
- O. The permit authorizes the permittee to perform the activities described in the permit under the conditions of the permit. In issuing the permit, the state and Agency assume no activities of the permittee in the conduct of its actions, including those activities authorized, directed, or undertaken under the permit. To the extent the state and Agency may be liable for the activities of its employees, that liability is explicitly limited to that provided in the Tort Claims Act, Minn. Stat. § 3.736.
- P. This permit incorporates by reference the applicable portions of 40 CFR §§ 122.41 and 122.42 parts(c) and (d) and Minn. R. 7001.1090, which are enforceable parts of this permit.

PART VII. APPENDIX B: DEFINITIONS

Please see the MS4 Permit for definitions.

PART IX. APPENDIX C: LIMITATIONS ON COVERAGE

- A. Discharges to Waters with Prohibited Discharges.** The City of East Grand Forks does not discharge waters with prohibited discharges, DNR designated scientific and natural areas, or a state designated wild river segment. Therefore, Part IX.A of the MS4 Permit is not applicable.

- B. Discharges to Waters with Restricted Discharges.** The City of East Grand Forks does not discharge to waters with restricted discharges, federal or state designated scenic or recreational river segments, or calcareous fens. Therefore, Part IX.B of the MS4 Permit is not applicable.
- C. Discharges Adversely Impacting Trout Waters.** The City of East Grand Forks does not discharge to any designated trout lakes or streams. Therefore, Part IX.C of the MS4 Permit is not applicable.
- D. Discharge to Wetlands.** The City of East Grand Forks does not discharge to wetlands. Therefore, Part IX.D of the MS4 Permit is not applicable.
- E. Discharges Requiring Environmental Review.** If a project meets the state or federal requirements for environmental review, an environmental assessment worksheet, environmental assessment or environmental impact statement is completed.
- F. Discharges Affecting Threatened or Endangered Species.** If a project meets the state or federal requirements for environmental review, the environmental assessment worksheet, environmental assessment or environmental impact statement addresses threatened or endangered species.
- G. Discharges Affecting Historic or Archeological Sites.** If a project meets the state or federal requirements for environmental review, the environmental assessment worksheet, environmental assessment or environmental impact statement addresses historic or archeological sites.
- H. Discharges Affecting Source Water Protection Areas.**
- 1. Surface-Water.** A surface water intake on the Red Lake River supplies all of the drinking water in East Grand Forks. A Source Water Assessment (SWA) was completed for the Minnesota Department of Health in 2003 to comply with the 1996 Amendments to the Safe Drinking Water Act (SDWA). Urban storm water runoff is one of many potential sources of contamination noted in the SWA. For the City of East Grand Forks, the most important contaminants of concern include organics, turbidity/sediment, chemical spills, and pathogens. River monitoring upstream of the East Grand Forks drinking water intake shows turbidity levels are of the most impact to the water treatment systems.

The SWA states that the vulnerability of any surface-water is high because no practical means of preventing all potential contaminant releases into surface water exists. The SDWA recognizes the vulnerability of surface waters and requires filtration to remove pathogens and particulate contaminates. Although it has been determined that the East Grand Forks source water is highly susceptible to contaminants found in the river, the SWA notes the treatment system effectively treats the source water to continually meet safe drinking water standards.

This SWPPP is required to incorporate BMPs to protect drinking water resources. Many storm water outfalls discharge upstream of the East Grand Forks drinking water intake on the Red River of the North. The intent of every BMP in this SWPPP is to improve water quality in the Red River, which helps to protect drinking water. Drinking water is also protected through in place emergency response procedures in East Grand Forks. If a chemical spill occurs, the 911 call will alert the fire department to respond. The fire department follows State and MPCA protocols which include protection of storm sewers and surface waters. Several members of the fire department are certified to deal with hazardous materials and technical applications. Depending upon the location and type of spill, the Water Treatment Facility is notified by the State Duty Office, MPCA, East Grand Forks Fire, City personnel, emergency dispatch, or others involved.

PART X. APPENDIX D: NONDEGRADATION FOR SELECTED MS4s

The City of East Grand Forks is not a Selected MS4. Therefore, Part X of the MS4 permit is not applicable.

PART XI. APPENDIX E: SELECTED MS4s

The City of East Grand Forks is not a Selected MS4. Therefore, it does not appear on this list.