

# STORMWATER POLLUTION PREVENTION PLAN



## TOWN OF WHITE BEAR, MINNESOTA

**Date:**  
**Project No.**

**May 31, 2006**  
**13597.000**

**TKDA**  
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# White Bear Township Storm Water Pollution Prevention Plan

## BMPS

Following are the BMPs included in this SWPPP. BMPs, 1c-1, 1c-2, 2b-1, 3a-1, 3d-1, 3e-1, 4b-1, 5a1 and 6a2 were adapted from a MPCA “Sample SWPPP”.

- 1a-1 Distribute Educational Materials
- 1b-1 Implement an Education Program
- 1c-1 Education Program: Public Education and Outreach
- 1c-2 Education Program: Public Participation
- 1c-3 Education Program: Illicit Discharge Detection and Elimination
- 1c-4 Education Program: Construction Site Run-off Control
- 1c-5 Education Program: Post-Construction Stormwater Management in New Development and Redevelopment
- 1c-6 Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations
- 1d-1 Coordination of Education Program
- 1e-1 Annual Public Meeting
- 2a-1 Comply with Public Notice Requirements
- 2b-1 Solicit Public Input and opinion on the Adequacy of the SWPPP
- 2c-1 Consider Public Input
- 3a-1 Storm Sewer System Map
- 3b-1 Regulatory Control Program
- 3c-1 Illicit Discharge Detection and Elimination Plan
- 3d-1 Public and Employee Illicit Discharge Information Program
- 3e-1 Identification of Non Stormwater Discharges and Flows
- 4a-1 Ordinance or other Regulatory Mechanism
- 4b-1 Construction Site Implementation of Erosion and Sediment Control BMPs
- 4c-1 Waste Controls for Construction Site Operators
- 4d-1 Procedure for Site Plan Review
- 4e-1 Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance
- 4f-1 Establishment of Procedures for Site Inspections and Enforcement
- 5a-1 Development and Implementation of Structural and/or Non-structural BMPs
- 5b-1 Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment
- 5c-1 Long-term Operation and Maintenance of BMPs
- 6a-1 Municipal Operations and Maintenance Program
- 6a-2 Street Sweeping\*\*
- 6b-2 Annual Inspection of All Structural Pollution Control Devices
- 6b-3 Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis
- 6b-4 Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas
- 6b-5 Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures
- 6b-6 Record Reporting and Retention of all Inspections and Responses to the Inspections
- 6b-7 Evaluation of Inspection Frequency

## BMP Summary Sheet

### Minimum Control Measure 1: PUBLIC EDUCATION AND OUTREACH

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

# BMP Summary Sheet

**MS4 Name:** White Bear Township

**Minimum Control Measure:** 1-PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1a-1

<b>*BMP Title:</b> Distribute Educational Materials
<b>*BMP Description:</b> In cooperation with the appropriate County and appropriate Water Management Organizations, stormwater pamphlets and fliers promoting stormwater education and positive behaviors will be developed and made publicly available. Public service organizations may help provide distribution, which will include posting, handouts, and displays throughout the Township.
<b>*Measurable Goals:</b> <ul style="list-style-type: none"><li>• Number of stormwater-related materials developed and distributed.</li><li>• Number of people informed and participating.</li></ul>
<b>*Timeline/Implementation Schedule:</b> 2006: <ul style="list-style-type: none"><li>• Develop stormwater handout information.</li><li>• Establish pamphlets racks in common areas of the Township Administrative Office.</li><li>• Distribute pamphlets and other stormwater information at public meetings or Township events.</li></ul> 2007 - 2010: <ul style="list-style-type: none"><li>• Update the developer, construction and engineering practitioner community mailing list annually as well as mail educational materials at least once a year.</li><li>• Continue with the distribution of SWPPP information, revising as necessary after soliciting comments and suggestions</li></ul>
<b>Specific Components and Notes:</b> <b>[Instruction Note:</b> 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].
<b>*Responsible Party for this BMP:</b> Name: William Short Department: White Bear Township Clerk Treasurer Phone: 651-747-2758 E-mail: Bill.Short@ci.white-bear-township.mn.us

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# BMP Summary Sheet

**MS4 Name:** White Bear Township

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1b-1

<p><b>*BMP Title:</b> Implement an Education Program</p>
<p><b>*BMP Description:</b></p> <p>In cooperation with the appropriate County and appropriate Water Management Organizations, the Township will develop and implement an educational program that individually addresses each minimum control measure for the selected audience groups. The minimum control measures include: (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. The audience groups include Township staff, general public, and contractors.</p>
<p><b>*Measurable Goals:</b></p> <ul style="list-style-type: none"><li>• Number of educational materials developed and distributed.</li><li>• Number of educational workshops developed and presented.</li><li>• Number of people attending workshops.</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>2006:</p> <ul style="list-style-type: none"><li>• Develop a procedure for creating and implementing an educational program.</li></ul> <p>2007 - 2010:</p> <ul style="list-style-type: none"><li>• Develop and implement an educational program. Evaluate and modify the educational program as necessary to meet permit goals.</li></ul>
<p><b>Specific Components and Notes:</b></p> <p><b>[Instruction Note:</b> 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].</p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: William Short Department: White Bear Township Clerk Treasurer Phone: 651-747-2758 E-mail: Bill.Short@ci.white-bear-township.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** White Bear Township

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-1

**\*BMP Title:** Education Program: Public Education and Outreach

**\*Audience(s) Involved:**

General public including Township residents, homeowners, business owners, and school children (students K-12).

**\*Educational Goals for Each Audience:**

Increase public awareness and understanding of stormwater issues within the community. Inform and educate the public about the impacts of stormwater runoff on water quality.

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

- 1) In cooperation with appropriate County and appropriate Water Management Organizations, highlight stormwater issues through Township sponsored community events and programs that focus on public participation. such as:
  - Volunteer community cleanup days.
  - Volunteer river, stream, and pond cleanup program.
  - Volunteer native tree and shrub planting program.
  - Volunteer storm drain stencil program.
- 2) In cooperation with appropriate County and appropriate Water Management Organizations , establish a stormwater hotline for citizens to report illegal dumping.
- 3) Articles in the community newsletter that highlight seasonal stormwater issues and stormwater related community events and programs.
- 4) Stormwater information on the Township web site or in cooperation with appropriate County and appropriate Water Management Organizations
- 5) Stormwater educational materials provided at public places.
  - Stormwater poster display and educational guides at the Township Administrative Office and local public library.
  - Signage in public places

**\*Activity Implementation Plan:**

2006:

- In cooperation with the appropriate County and appropriate Water Management Organizations, develop stormwater page on a web site and post for public access.
- In cooperation with the appropriate County and appropriate Water Management Organizations, develop a plan for sponsoring and implementing the volunteer public participation events and programs. This plan could include holding community cleanup days on a periodic basis, promoting County tree and shrub planting programs and promoting school programs to stencil storm drains.

2006 - 2008:

- In cooperation with the appropriate County and appropriate Water Management Organizations, research what educational materials are available and effective and have these materials in place for the public to view by the end of 2007.

2007 - 2009:

- Evaluate the attendance data for trends.
- Review public education outreach efforts.

2006 - 2010:

- Track number and location of illegal dumping incidents reported.
- Publish stormwater articles in the community newsletter or on a web page.

**\*Performance Measures:**

- In cooperation with the appropriate County and appropriate Water Management Organizations, complete a plan and implement volunteer public participation events and programs.
- Cleaner waters documented by measures such as before and after photographs.
- Number of storm drains is marked by 2010 in targeted neighborhoods.
- In cooperation with appropriate County and appropriate Water Management Organizations, published articles on the appropriate web site.
- In cooperation with the appropriate County and appropriate Water Management Organizations, track the number of “hits” on the appropriate web site stormwater page.
- Track increase/decrease in the number of beach closings.

**\*Responsible Party for this BMP:**

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# BMP Summary Sheet

**MS4 Name:** White Bear Township

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-2

<b>*BMP Title:</b> Education Program: Public Participation
<b>*Audience(s) Involved:</b> General public including Township residents, homeowners, and business owners.
<b>*Educational Goals for Each Audience:</b> <ol style="list-style-type: none"><li>1) Increase public awareness and understanding of stormwater issues within the community.</li><li>2) Inform and educate the public about the impacts of stormwater runoff on water quality and what they can do to actively protect local lakes and streams from polluted stormwater runoff.</li><li>3) Inform and educate the public about how the Township manages stormwater runoff through its' Stormwater Pollution Prevention Program (SWPPP).</li></ol>
<b>*Activities Used to Reach Educational Goals:</b> <ol style="list-style-type: none"><li>1) The Township will report in the community newsletter on activities related to managing stormwater and implementing the SWPPP. Topics for the newsletter may include information about the water quality of our Township lakes and streams; events and programs the public can participate in to raise their awareness about stormwater impacts; specific stormwater management activities the Township is implementing; and the stormwater budget/fees.</li><li>2) In cooperation with the appropriate County and appropriate Water Management Organizations, a public information meeting (in addition to the annual meeting on the SWPPP) will be held to update citizens on the Townships' progress toward implementing the SWPPP, and to provide information on stormwater related budget/fee issues. To encourage citizens to attend, the Township will plan the public information meeting to coincide with another Township sponsored event. The Township will also consider providing some type of stormwater related promotional item for Park Cleanup Day participants (e.g. "raingarden" seed packets, plants)</li></ol>
<b>*Activity Implementation Plan:</b> <p>2006 - 2010:</p> <ul style="list-style-type: none"><li>• In cooperation with the appropriate County and appropriate Water Management Organizations, periodically publish articles on stormwater management and the SWPPP .</li><li>• In cooperation with the appropriate County and appropriate Water Management Organizations, hold one combined public information meeting/recognition event annually. Provide notice of the meeting 30 days prior to the meeting/event date.</li></ul>
<b>Performance Measures:</b> <ul style="list-style-type: none"><li>• In cooperation with the appropriate County and appropriate Water Management Organizations, publish stormwater articles periodically.</li><li>• In cooperation with the appropriate County and appropriate Water Management Organizations, complete public notice.</li><li>• In cooperation with the appropriate County and appropriate Water Management Organizations, track the number of citizens attending the meeting/event.</li><li>• In cooperation with the appropriate County and appropriate Water Management Organizations, track the number of questions about the SWPPP/stormwater issues addressed at the meeting.</li><li>• In cooperation with the appropriate County and appropriate Water Management Organizations, at the end of</li></ul>

2007, the Township will evaluate the effectiveness of the Education Program for Public Participation and make adjustments as needed to increase public awareness and participation.

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# BMP Summary Sheet

**MS4 Name:** White Bear Township

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-3

<b>*BMP Title:</b> Education Program: Illicit Discharge Detection and Elimination
<b>*Audience(s) Involved:</b> Activities planned under the Illicit Discharge Detection and Elimination Measures portion of the Storm Water Pollution Prevention Program (SWPPP) will be directed towards employees of the Township, with an emphasis on Physical Plant employees.
<b>*Educational Goals for Each Audience:</b> The SWPPP activities under Minimum Control Measure (MCM) 3 will focus on development, implementation, and enforcement of management strategies that will lead to the reduction, elimination and the impact of illicit pollutant discharges into the stormwater system throughout the Township. <b>[Instruction Note:</b> Define the educational goal of the BMP and how they are associated with each audience].
<b>*Activities Used to Reach Educational Goals:</b> The Township will educate its employees on the hazards of improper waste disposal and ways to detect and eliminate illicit discharges. The educational program will include procedures in locating priority areas likely to have illicit discharges; procedures for tracing the source of illicit discharge; procedures for removing the source of discharge; and the procedures for program evaluation and assessment. This information will be provided through educational training, information brochures, posters, web page and inspections of the storm drain system. <b>[Instruction Note:</b> Outline the specific activities that will be in place to ensure that the educational goals are met].
<b>*Activity Implementation Plan:</b> 2006: <ul style="list-style-type: none"><li>• Develop and begin educational program training</li></ul> 2007 - 2010: <ul style="list-style-type: none"><li>• Assess goals and continue educational program training</li></ul> <b>[Instruction Note:</b> 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].
<b>*Performance Measures:</b> <ul style="list-style-type: none"><li>• The number of educational fliers and/or materials distributed.</li><li>• Attendance numbers at training sessions.</li><li>• The number of locations determined to have the potential for illicit discharges.</li><li>• The number of illicit discharges reported.</li><li>• The number of corrective measures taken to prevent illicit discharges.</li></ul> <b>[Instruction Note:</b> 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].
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# BMP Summary Sheet

**MS4 Name:** White Bear Township

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-4

<p><b>*BMP Title:</b> Education Program: Construction Site Run-off Control</p>
<p><b>*Audience(s) Involved:</b></p> <p>Activities planned under the Construction Site Storm Water Runoff Control portion of the Storm Water Pollution Prevention Program (SWPPP) will be directed toward contractors, construction site operators, inspectors, and enforcement personnel of the Township.</p>
<p><b>*Educational Goals for Each Audience:</b></p> <p>The SWPPP activities implemented under this will focus on program development, implementation, and enforcement of management strategies that will reduce or eliminate the impacts of stormwater runoff into the storm sewer system from any construction activity that results in a land disturbance of greater than or equal to one acre.</p> <p><b>[Instruction Note:</b> Define the educational goal of the BMP and how they are associated with each audience].</p>
<p><b>*Activities Used to Reach Educational Goals:</b></p> <p>In cooperation with appropriate County and appropriate Water Management Organizations develop procedures to educate contractors on construction site Best Management Practices (BMPs), inspections and enforcement of installed erosion and sedimentation control measures. This program will address contractor BMP educational and training measures.</p> <p><b>[Instruction Note:</b> Outline the specific activities that will be in place to ensure that the educational goals are met].</p>
<p><b>*Activity Implementation Plan:</b></p> <p>2006:</p> <ul style="list-style-type: none"><li>• In cooperation with appropriate County and appropriate Water Management Organizations develop procedures and educate contractors on BMPs and inspections.</li></ul> <p>2007 - 2010:</p> <ul style="list-style-type: none"><li>• Begin BMP enforcement.</li></ul> <p><b>[Instruction Note:</b> 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].</p>
<p><b>*Performance Measures:</b></p> <ul style="list-style-type: none"><li>• The number of enforcement actions taken.</li><li>• The number of site inspections.</li><li>• The number of contractors trained.</li></ul> <p><b>[Instruction Note:</b> 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].</p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: William Short Department: White Bear Township Clerk Treasurer Phone: 651-747-2758 E-mail: Bill.Short@ci.white-bear-township.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** White Bear Township

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-5

<p><b>*BMP Title:</b> Education Program: Post-Construction Stormwater Management in New Development and Redevelopment</p>
<p><b>*Audience(s) Involved:</b></p> <p>Activities planned under the Post-Construction Storm Water Management in New Development and Redevelopment portion of the Storm Water Pollution Prevention Program will be directed toward developers, contractors, construction site operators, inspectors and enforcement personnel.</p>
<p><b>*Educational Goals for Each Audience:</b></p> <p>The SWPPP activities under this Control Measure will focus on development, implementation, and enforcement of a program that will reduce or eliminate the impacts of stormwater runoff from new development and re-development projects that disturb greater than or equal to one acre, including projects that are less than one acre and are part of a larger development plan, that discharge into the storm sewer system.</p> <p>[<b>Instruction Note:</b> Define the educational goal of the BMP and how they are associated with each audience].</p>
<p><b>*Activities Used to Reach Educational Goals:</b></p> <p>The Township will provide information about educational outreach on developing, implementing, and enforcing a program that will reduce or eliminate the impacts of stormwater runoff from new development and re-development projects disturbing greater than or equal to one acre, including projects that are less than one acre and are part of a larger development plan, that discharge into the stormwater conveyance system throughout the Township.</p> <p>[<b>Instruction Note:</b> Outline the specific activities that will be in place to ensure that the educational goals are met].</p>
<p><b>*Activity Implementation Plan:</b></p> <p>2006:</p> <ul style="list-style-type: none"><li>• Develop information about existing educational programs.</li></ul> <p>2007 - 2010:</p> <ul style="list-style-type: none"><li>• Provide information about existing educational programs.</li></ul> <p>[<b>Instruction Note:</b> 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].</p>
<p><b>*Performance Measures:</b></p> <ul style="list-style-type: none"><li>• Number of flyers, posters, or other public education tools distributed.</li><li>• Number of training programs available to Township staff and contractors.</li></ul> <p>[<b>Instruction Note:</b> 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].</p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: William Short Department: White Bear Township Clerk Treasurer Phone: 651-747-2758 E-mail: Bill.Short@ci.white-bear-township.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** White Bear Township

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-6

<b>*BMP Title:</b> Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations
<b>*Audience(s) Involved:</b> Activities planned under the Pollution Prevention (Good Housekeeping) portion of the Storm Water Pollution Prevention Program will be directed primarily toward Township personnel.
<b>*Educational Goals for Each Audience:</b> The SWPPP activities implemented under this Minimum Control Measure will focus on developing and implementing general procedures for an operations and maintenance program that will reduce or eliminate the impacts of stormwater pollution from open space maintenance, snow disposal, vehicle and building maintenance, land disturbances, and stormwater conveyance system maintenance. <b>[Instruction Note:</b> Define the educational goal of the BMP and how they are associated with each audience].
<b>*Activities Used to Reach Educational Goals:</b> The Township will provide its personnel with information about existing educational outreach programs that will reduce or eliminate the impacts of stormwater runoff from facilities and maintenance operations that discharge into the stormwater conveyance system. <b>[Instruction Note:</b> Outline the specific activities that will be in place to ensure that the educational goals are met].
<b>*Activity Implementation Plan:</b> 2006: <ul style="list-style-type: none"><li>• Develop information about existing educational outreach programs.</li></ul> 2007 - 2010: <ul style="list-style-type: none"><li>• Provide information about existing educational outreach programs.</li></ul> <b>[Instruction Note:</b> 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].
<b>*Performance Measures:</b> <ul style="list-style-type: none"><li>• Number of flyers, posters, or other public education tools distributed.</li><li>• Number of training programs offered to Township staff.</li></ul>
<b>*Responsible Party for this BMP:</b> Name: William Short Department: White Bear Township Clerk Treasurer Phone: 651-747-2758 E-mail: Bill.Short@ci.white-bear-township.mn.us

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## BMP Summary Sheet

**MS4 Name:** White Bear Township

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1d-1

<p><b>*BMP Title:</b> Coordination of Education Program</p>
<p><b>*BMP Description:</b> Coordination of education program with other groups.</p> <p><b>[Instruction Note:</b> You must describe how your education program is coordinated with and makes effective use of other stormwater education programs being conducted in your area by other entities as appropriate for your MS4. This is including, but not limited to community groups; nonprofit organizations; lake conservation districts; soil and water conservation districts; watershed districts; watershed management organizations; school districts; University of Minnesota Extension; and county, regional, state and federal government. There are many sources of information as well as many groups that have educational goals that are the same as or parallel to your community needs. Be aware of and make use of these programs].</p>
<p><b>*Measurable Goals:</b></p> <ul style="list-style-type: none"><li>• Number of consistent messages delivered (educational, promotional or motivational) through all media.</li><li>• Number of instances when educational program is coordinated.</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>2006:</p> <ul style="list-style-type: none"><li>• Develop procedures for coordination of educational programs.</li></ul> <p>2007 - 2010:</p> <ul style="list-style-type: none"><li>• Implement the program. Evaluate the program for strength and weaknesses. Implement improved methods.</li></ul>
<p><b>Specific Components and Notes:</b></p> <p><b>[Instruction Note:</b> 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].</p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: William Short Department: White Bear Township Clerk Treasurer Phone: 651-747-2758 E-mail: Bill.Short@ci.white-bear-township.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** White Bear Township

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1e-1

<p><b>*BMP Title:</b> Annual Public Meeting</p>
<p><b>*BMP Description:</b></p> <p>Conduct annual Stormwater Planning/Advisory Workshops to develop recommendations in coordination with other entities such as community groups and appropriate Water Management Organization. It's mission will be to (1) identify 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 assigning responsibilities for each activity and schedule, and (5) developing performance measures that can be used to determine success in reaching educational goals.</p> <p><b><u>Location of meeting:</u></b></p> <p>The public informational meeting will be held at the Township Hall or in a place that is generally convenient to persons expected to attend the meeting. Notice of the public meeting will be provided 30 days prior and will include the date, time, and meeting location, and include location of a public copy of the Township's SWPPP. Distribution of this notice to the community will be published through the Township's official newspaper. The community will be encouraged to attend, allowing its members to discuss various viewpoints and provide input concerning appropriate stormwater management policies and Best Management Practices. A copy of the meeting notice will be sent to MPCA, appropriate Township and County officials, and all other persons who have requested that they be informed of such a public meeting.</p>
<p><b>*Measurable Goals:</b></p> <ul style="list-style-type: none"><li>• Number of Annual Public meetings conducted.</li><li>• Notice of public meeting provided.</li><li>• Annual report to MPCA submitted.</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>2006:</p> <ul style="list-style-type: none"><li>• Develop procedure for conducting the Annual Public Meeting.</li></ul> <p>2007 - 2010:</p> <ul style="list-style-type: none"><li>• Implement and evaluate the procedure established for Annual Public Meetings.</li></ul>
<p><b>Specific Components and Notes:</b></p> <p><b><u>[Instruction Note:</u></b> 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].</p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: William Short Department: White Bear Township Clerk Treasurer Phone: 651-747-2758 E-mail: Bill.Short@ci.white-bear-township.mn.us</p>

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# BMP Summary Sheet

## Minimum Control Measure 2: PUBLIC PARTICIPATION/INVOLVEMENT

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

## BMP Summary Sheet

**MS4 Name:** White Bear Township

**Minimum Control Measure:** 2-PUBLIC PARTICIPATION/INVOLVEMENT

**Unique BMP Identification Number:** 2a-1

<p><b>*BMP Title:</b> Comply with Public Notice Requirements</p>
<p><b>*BMP Description:</b></p> <p>Notice of the public meeting will be provided 30 days prior to the meeting. The notice must contain a reference to the Storm Water Pollution Prevention Program, the date, time, and meeting location, a concise description of the manner in which the meeting will be conducted and include location of a public copy of the Township's SWPPP. Notice of the public meeting will be provided 30 days prior and will include the date, time, and meeting location, and include location of a public copy of the Township's SWPPP. Distribution of this notice to the community will be published through the Township's official newspaper. The community will be encouraged to attend, allowing its members to discuss various viewpoints and provide input concerning appropriate stormwater management policies and Best Management Practices. A copy of the meeting notice will be sent to the MPCA, appropriate Township and County officials, and all other persons who have requested that they be informed of such a public meeting.</p> <p>Alternative advertising methods need to be used whenever possible, including postings at bus stops, announcements in flyers, telephone notifications, and multilingual announcements.</p>
<p><b>*Measurable Goals:</b></p> <ul style="list-style-type: none"><li>• Number of public meetings conducted.</li><li>• Number of educational surveys conducted.</li><li>• Number and methods of alternative advertising methods used.</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>2006:</p> <ul style="list-style-type: none"><li>• Develop a distribution program.</li><li>• Develop advertising methods.</li></ul> <p>2007 - 2010:</p> <ul style="list-style-type: none"><li>• Implement the distribution program.</li><li>• Implement advertising methods.</li><li>• Monitor the program.</li></ul>
<p><b>Specific Components and Notes:</b></p> <p><b>Instruction Note:</b> 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].</p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: William Short Department: White Bear Township Clerk Treasurer Phone: 651-747-2758 E-mail: Bill.Short@ci.white-bear-township.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:** White Bear Township

**Minimum Control Measure:** 2-PUBLIC PARTICIPATION/INVOLVEMENT

**Unique BMP Identification Number:** 2b-1

**\*BMP Title:** Solicit Public Input and Opinion on the Adequacy of the SWPPP

**\*BMP Description:**

- 1) In cooperation with the appropriate County and appropriate Water Management Organizations, the Township will use the education and outreach efforts outlined on BMP Summary Sheet 1c-2 (Education Program: Public Participation) for providing information to the general public about how the Township manages stormwater runoff through its Stormwater Pollution Prevention Program (SWPPP), to encourage the public to learn about the SWPPP, and to facilitate public input and comment on the SWPPP.
- 2) If the annual public meeting on the SWPPP is scheduled to occur during a regular meeting of the Town Board, the Township will request that the SWPPP be placed on the meeting agenda at a time that will be conducive to the public attending and providing input on the SWPPP (i.e. not at the end of the agenda).
- 3) At the annual meeting, the Township will provide a presentation on the purpose, goals, and requirements of the SWPPP to educate, inform, and encourage citizens to provide input and comment on the SWPPP.
- 4) The Township will provide opportunity for interested persons to make oral statements or provide written comments on the SWPPP at the meeting. A reasonable amount of time will be made available at the meeting for a questions and comments relating to the SWPPP. Persons not able to attend the meeting may submit written comments on the SWPPP within the time identified in the public notice for the meeting.
- 5) The Township will also solicit public input and provide opportunity for comment on the SWPPP at any other subsequent public meetings, as needed, regarding modifications of or amendments to the SWPPP.

**\*Measurable Goals:**

- 1) Increase citizen's understanding of the impacts of stormwater runoff and increase public input on the SWPPP. Evaluate the level of public participation and input on the SWPPP; review the Education Program for Public Participation and make adjustments as needed to increase public participation/involvement on the SWPPP.
- 2) Track the number of attendees at the annual public meeting on the SWPPP.
- 3) Prepare and provide a presentation on the SWPPP.
- 4) Track the number of oral and written comments received on the SWPPP, and the number of questions addressed at the annual public meeting. A summary of the comments submitted on the SWPPP and the questions addressed at the meeting will be made available on the Township web site stormwater page.
- 5) Hold additional public meeting(s) regarding modifications and/or amendments to the SWPPP; track the level of public input.

**\*Timeline/Implementation Schedule:**

2006 - 2010:

- In cooperation with the appropriate County and appropriate Water Management Organizations, implement the education and outreach efforts according to the timeline/implementation schedule in BMP Summary Sheet 1c-2.

2007 - 2009:

- Review the Education Program for Public Participation, make adjustments as needed.

2006 - 2010:

- Hold a public meeting on the SWPPP annually.

**Specific Components and Notes:**

The Township 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.

**\*Responsible Party for this BMP:**

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Department: White Bear Township Clerk Treasurer

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# BMP Summary Sheet

**MS4 Name:** White Bear Township

**Minimum Control Measure:** 2-PUBLIC PARTICIPATION/INVOLVEMENT

**Unique BMP Identification Number:** 2c-1

<p><b>*BMP Title:</b> Consider Public Input</p>
<p><b>*BMP Description:</b></p> <p>The Township will dedicate one meeting per year to allow public involvement in the SWPPP process. The community will be encouraged to attend, allowing members to discuss various view points and provide input concerning appropriate stormwater management policies and Best Management Practices.</p>
<p><b>*Measurable Goals:</b></p> <ul style="list-style-type: none"><li>• Number of informed community members.</li><li>• Attendance numbers at the annual meeting.</li><li>• Recommendations and action taken as a result of the meeting.</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>2006 - 2010:</p> <ul style="list-style-type: none"><li>• An annual meeting will be held every January so recommendations can be reviewed and applied to the annual SWPPP summary report.</li></ul>
<p><b>Specific Components and Notes:</b></p> <p><b>[Instruction Note:</b> 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].</p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: William Short Department: White Bear Township Clerk Treasurer Phone: 651-747-2758 E-mail: Bill.Short@ci.white-bear-township.mn.us</p>

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# BMP Summary Sheet

## Minimum Control Measure 3: ILLICIT DISCHARGE DETECTION AND ELIMINATION

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

# BMP Summary Sheet

**MS4 Name:** White Bear Township

**Minimum Control Measure:** 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

**Unique BMP Identification Number:** 3a-1

<p><b>*BMP Title:</b> Storm Sewer System Map</p>
<p><b>*BMP Description:</b></p> <p>Identify (1) ponds, streams, lakes, and wetlands that are part of the conveyance system, (2) structural pollution control devices (grit chambers, separators, etc.), (3) all pipes and conveyances that are at least 24 inches in diameter, and (4) outfalls, including discharges from the Township drainage system to other MS4s or waters and wetlands that are not part of the Township drainage system, (5) structures that discharge stormwater directly into groundwater and overland discharge points, and (6) all other points of discharge from the Township outlets.</p>
<p><b>*Measurable Goals:</b></p> <ul style="list-style-type: none"><li>• The number of pollution control devices recorded.</li><li>• The number of discharge points identified.</li><li>• The linear feet of conveying system.</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>2006 - 2010:</p> <ul style="list-style-type: none"><li>• A map will be developed by June 30, 2008 and periodically updated. The map will be made publicly available.</li></ul>
<p><b>Specific Components and Notes:</b></p> <p><b>[Instruction Note:</b> 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].</p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: William Short Department: White Bear Township Clerk Treasurer Phone: 651-747-2758 E-mail: Bill.Short@ci.white-bear-township.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** White Bear Township

**Minimum Control Measure:** 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

**Unique BMP Identification Number:** 3b-1

<p><b>*BMP Title:</b> Regulatory Control Program</p>
<p><b>*BMP Description:</b></p> <p>The Regulatory Control Program establishes ways the illicit discharge is detected and eliminated. Other BMPs need to be established that would enable illicit discharge to be detected and eliminated.</p> <p><b>[Instruction Note:</b> You must, to the extent allowable under law, effectively prohibit, through ordinance or regulatory mechanism, non-Stormwater discharges into your sewer system and implement appropriate enforcement procedures and actions.</p> <p>The Township will develop and implement a program to detect and address non-stormwater discharges, including illegal dumping, to your system.</p> <p>The Program to detect and address illicit discharges is the central component of this measure. The plan is dependent upon several factors including the MS4's available resources, size of staff, and degree and character of its illicit discharges. There are four steps of a recommended plan:</p> <ul style="list-style-type: none"><li>• Procedures for locating priority areas likely to have illicit discharges</li><li>• Procedures for tracing the sources of an illicit discharge</li><li>• Procedures for removing the source of the discharge</li><li>• Procedures for program evaluation and assessment</li></ul>
<p><b>*Measurable Goals:</b></p> <ul style="list-style-type: none"><li>• Regulatory Program is reviewed</li><li>• Other BMPs are implemented</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>2006:</p> <ul style="list-style-type: none"><li>• Review and modify ordinances and/or policies and enforcement procedures and actions that may help prevent illicit discharges to stormwater systems (i.e. secondary containment of fuel products and hazardous material ordinances)</li></ul> <p>2007:</p> <ul style="list-style-type: none"><li>• Purchase equipment necessary for the implementation of the modified hazardous materials cleanup procedures and train employees.</li></ul> <p>2008 - 2010:</p> <ul style="list-style-type: none"><li>• Evaluate the Regulatory Program.</li></ul>
<p><b>Specific Components and Notes:</b></p> <p><b>[Instruction Note:</b> 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].</p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: William Short Department: White Bear Township Clerk Treasurer Phone: 651-747-2758 E-mail: Bill.Short@ci.white-bear-township.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** White Bear Township

**Minimum Control Measure:** 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

**Unique BMP Identification Number:** 3c-1

**\*BMP Title:** Illicit Discharge Detection and Elimination Plan

**\*BMP Description:**

The Township will develop a program to detect and identify illicit discharges, including a plan to control and eliminate the contributors, which will adhere to the following steps:

- Locate the problem area by using public complaints
- Visual screening of outfalls during the dry weather, and or during regular system maintenance and inspection activities
- Find the source of illicit discharge
- Remove or correct the problem
- Document the actions taken and summarize for the annual report

If the Township identifies any of the following categories of non-stormwater flows as significant contributors of pollutants, the Township will develop a plan to control and eliminate the contributors to the storm sewer system:

- Water line flushing
- Landscape irrigation
- Diverted stream flows
- Rising ground waters
- Uncontaminated ground water infiltration
- Uncontaminated pumped ground water
- Discharges from potable water sources
- Foundation drains
- Air conditioning condensation
- Irrigation water
- Springs
- Water from crawl space pumps
- Footing drains
- Lawn watering
- Individual residential car washing
- Chlorinated water discharges
- Street wash water
- Flows from fire-fighting activities

**\*Measurable Goals:**

- The number of illicit discharges reported and identified.
- The number of illicit discharges prevented, stopped or removed.

**\*Timeline/Implementation Schedule:**

2006:

- Develop and implement an illicit discharge detection program.

2008 - 2010:

- Continue detection and elimination programs.

2010:

- Mitigate potential illicit discharge sites.
- Continue detection program

**Specific Components and Notes:**

**[Instruction Note:** 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].

**\*Responsible Party for this BMP:**

Name: William Short

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## BMP Summary Sheet

**MS4 Name:** White Bear Township

**Minimum Control Measure:** 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

**Unique BMP Identification Number:** 3d-1

<p><b>*BMP Title:</b> Public and Employee Illicit Discharge Information Program</p>
<p><b>*BMP Description:</b></p> <p>In cooperation with the appropriate County and appropriate Water Management Organizations, the Township will use the education efforts outlined on BMP Summary Sheet 1c-3 (Education Program: Illicit Discharge Detection and Elimination) for providing information to the general public concerning the hazards associated with illegal discharges and the improper disposal of wastes. The Township will develop a separate effort to provide training to Township employees. This training will focus on those Township employees that are involved in activities out in the community (e.g. Public Works/Engineering and Parks Department field staff) which may impact stormwater quality including; road salt and sand application, landscaping, and other activities. The Township intends to provide each employee with broad based training followed by periodic retraining which will focus on specific, yet to be determined, issues.</p>
<p><b>*Measurable Goals:</b></p> <ol style="list-style-type: none"><li>1) See BMP Summary Sheet 1c-3 for Measurable Goals concerning public education efforts regarding Illicit Discharge Detection and Elimination.</li><li>2) Develop a training program for educating Township employees about the hazards associated with illegal discharges and the improper disposal of wastes which relate to their work activities.</li><li>3) Train all Township employees who are involved in activities which could possibly result in illicit discharges to stormwater.</li><li>4) Develop a training program to provide annual retraining, with specific focused training efforts, to Township employees.</li><li>5) Implement annual retraining and focused training efforts.</li></ol>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>See BMP Summary Sheet 1c-3 for Timeline/Implementation Schedule concerning public education efforts regarding Illicit Discharge Detection and Elimination.</p> <p>2006:</p> <ul style="list-style-type: none"><li>• In cooperation with the appropriate County and appropriate Water Management Organizations, develop a training program for educating Township employees about the hazards associated with illegal discharges and the improper disposal of wastes which relate to their work activities.</li></ul> <p>2007:</p> <ul style="list-style-type: none"><li>• Train all Township employees who are involved in activities which could possibly result in illicit discharges to stormwater.</li></ul> <p>2008:</p> <ul style="list-style-type: none"><li>• In cooperation with the appropriate County and appropriate Water Management Organizations, develop a training program to provide annual retraining and focused training efforts to Township employees and implement this training.</li></ul> <p>2009 - 2010:</p> <ul style="list-style-type: none"><li>• Continue annual retraining and focused training efforts.</li></ul>
<p><b>Specific Components and Notes:</b></p> <p>To identify areas which may be addressed as part of retraining/focused training efforts, the Township will develop a process for conducting an illicit discharge evaluation of Township public works projects.</p>

**\*Responsible Party for this BMP:**

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Department: White Bear Township Clerk Treasurer

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# BMP Summary Sheet

**MS4 Name:** White Bear Township

**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 Township will develop a process to evaluate whether any of the following categories of non-stormwater discharges or flows are significant contributors of pollutants to its MS4: water line flushing, landscape irrigation, diverted stream flows, rising ground waters, uncontaminated ground water infiltration, uncontaminated pumped ground water, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, dechlorinated swimming pool discharges, street wash water, and discharges or flows from fire fighting activities.

For any non-stormwater discharges or flows which the Township finds to be a significant contributor of pollutants to the MS4, the Township will develop an action plan to evaluate and address the impact the discharge is having on stormwater quality.

**\*Measurable Goals:**

- 1) Develop a process to investigate and evaluate the potential for the non-stormwater discharges identified in permit Part V.G.3.e (see above) to be significant contributors of pollutants to our MS4.
- 2) Conduct investigation and evaluation of non-stormwater discharges and flows.
- 3) For those non-stormwater discharges or flows identified as significant contributors of pollutants to our MS4, develop an action plan to evaluate and address the impact the discharge is having on stormwater quality.
- 4) Implement the action plan for significant non-stormwater discharges and flows.

**\*Timeline/Implementation Schedule:**

2006:

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

2007:

- Conduct and investigation and evaluation of non-stormwater discharges and flows and develop action plans for those which are identified as being significant contributors of pollutants to our MS4.

2008:

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

2009 - 2010:

- Continue with an action plan concerning significant non-stormwater discharges and flows.
- Evaluate the implementation phase of the action plans and make adjustments, as necessary, to prepare for a permanent program for the identification of non-stormwater discharges.

**Specific Components and Notes:**

In cooperation with the appropriate County and appropriate Water Management Organizations, the Township plans to develop a public education component to inform residents about the need and procedures to dechlorinate swimming pool water prior to discharge. In cooperation with the appropriate County and appropriate Water Management Organizations, an article on proper swimming pool discharge from residential pools will be developed (see BMP Summary Sheet 1c-1). This public education component will be further developed as outlined on BMP Summary Sheet 1c-3.

**\*Responsible Party for this BMP:**

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# BMP Summary Sheet

**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	<b>V.G.4.a</b>
4b-1	Construction Site Implementation of Erosion and Sediment Control BMPs	<b>V.G.4.b</b>
4c-1	Waste Controls for Construction Site Operators	<b>V.G.4.c</b>
4d-1	Procedure for Site Plan Review	<b>V.G.4.d</b>
4e-1	Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance	<b>V.G.4.e</b>
4f-1	Establishment of Procedures for Site Inspections and Enforcement	<b>V.G.4.f</b>
	Additional BMP Summary Sheet (Copy as Necessary)	

# BMP Summary Sheet

**MS4 Name:** White Bear Township

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

**Unique BMP Identification Number:** 4a-1

<b>*BMP Title:</b> Ordinance or other Regulatory Mechanism
<b>*BMP Description:</b> The Township will update and adopt ordinances and policies to reflect erosion, sedimentation and pollution control plan. Also include certification requirements for staff. Refine necessary procedures for the submittal, review, approval, and enforcement of erosion and sediment control plans.
<b>*Measurable Goals:</b> <ul style="list-style-type: none"><li>• Township site certification and inspection results.</li></ul>
<b>*Timeline/Implementation Schedule:</b> 2006: <ul style="list-style-type: none"><li>• Adopt and enforce the Township ordinances with respect to erosion and sedimentation control.</li></ul> 2007 - 2010: <ul style="list-style-type: none"><li>• Continue enforcing compliance measures adopted by the Township.</li></ul>
<b>Specific Components and Notes:</b>  <b>[Instruction Note:</b> 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].
<b>*Responsible Party for this BMP:</b> Name: William Short Department: White Bear Township Clerk Treasurer Phone: 651-747-2758 E-mail: Bill.Short@ci.white-bear-township.mn.us

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# BMP Summary Sheet

**MS4 Name:** White Bear Township

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

**Unique BMP Identification Number:** 4b-1

<p><b>*BMP Title:</b> Construction Site Implementation of Erosion and Sediment Control BMPs</p>
<p><b>*BMP Description:</b></p> <p>In cooperation with the appropriate County and appropriate Water Management Organizations, the Township will select ten (10) BMPs that are found to be the most effective in keeping erosion under control and containing sediment on the construction site and off the streets. These ten (10) BMPs will be in an Erosion and Sediment Control Handbook (and are highlighted in the Township's stormwater ordinance) that the Township gives to all builders, contractors, and developers. Once selected, periodically, the Township will host a BMP Workshop for all local builders, contractors, and developers. .</p>
<p><b>*Measurable Goals:</b></p> <ol style="list-style-type: none"><li>1) In cooperation with the appropriate County and appropriate Water Management Organizations, 10 BMPs will be selected.</li><li>2) The development of the Erosion and Sediment Control Handbook.</li><li>3) The number of builder/contractor/developer workshops held.</li></ol>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>During the year following the completion of the stormwater ordinance and the selection of the ten (10) BMPs, start BMPs, start the implementation of these BMPs.</p> <p>2006 - 2010:</p> <ul style="list-style-type: none"><li>• In cooperation with the appropriate County and appropriate Water Management Organizations, hold periodic workshops.</li></ul> <p>2007 - 2010:</p> <ul style="list-style-type: none"><li>• Evaluate the addition of new BMPs that the BMP Review Board feels are justifiable.</li></ul>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: William Short Department: White Bear Township Clerk Treasurer Phone: 651-747-2758 E-mail: Bill.Short@ci.white-bear-township.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** White Bear Township

**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 Township will develop and implement a program to control and eliminate construction site waste that may impact stormwater runoff. This program will address construction entrances, vehicle maintenance, equipment washing areas, and proper waste disposal.

**\*Measurable Goals:**

- The reduction of site wastes with respect to construction.
- Identify requirements for construction site operators to implant appropriate control of construction site waste.
- Frequency of inspection and maintenance activities.

**\*Timeline/Implementation Schedule:**

2006:

- Develop a plan to control and eliminate construction site waste.

2007 - 2010:

- Implement plans to control and eliminate site waste.

**Specific Components and Notes:**

**[Instruction Note:** 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].

**\*Responsible Party for this BMP:**

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# BMP Summary Sheet

**MS4 Name:** White Bear Township

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

**Unique BMP Identification Number:** 4d-1

<p><b>*BMP Title:</b> Procedure for Site Plan Review</p>
<p><b>*BMP Description:</b></p> <p>The Township will include in any preconstruction activity, a review of regulated construction site plans submitted by the contractor for the implementation and routine maintenance of sedimentation and erosion controls that incorporate consideration of potential water quality impacts before any construction begins.</p>
<p><b>*Measurable Goals:</b></p> <ul style="list-style-type: none"><li>• The number of site plan reviews.</li><li>• The number of reports of storm water noncompliance incidents at construction sites.</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>2006:</p> <ul style="list-style-type: none"><li>• Begin reviewing preconstruction site plans.</li></ul> <p>2007 - 2010:</p> <ul style="list-style-type: none"><li>• Continue review of site plans.</li></ul>
<p><b>Specific Components and Notes:</b></p> <p><b>[Instruction Note:</b> 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].</p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: William Short Department: White Bear Township Clerk Treasurer Phone: 651-747-2758 E-mail: Bill.Short@ci.white-bear-township.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** White Bear Township

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

**Unique BMP Identification Number:** 4e-1

<p><b>*BMP Title:</b> Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance</p>
<p><b>*BMP Description:</b></p> <p>The Township will refine the inspection program for inclusion of procedures for receipt and consideration of reports of non-compliance or other information on construction related issues submitted by the public.</p>
<p><b>*Measurable Goals:</b></p> <ul style="list-style-type: none"><li>• Number of complaints about construction procedures.</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>2006:</p> <ul style="list-style-type: none"><li>• Develop a plan to evaluate construction SWPPPs and complaints about construction activity.</li></ul> <p>2007 - 2010</p> <ul style="list-style-type: none"><li>• Implement the plan.</li></ul>
<p><b>Specific Components and Notes:</b></p> <p><b>[Instruction Note:</b> 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].</p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: William Short Department: White Bear Township Clerk Treasurer Phone: 651-747-2758 E-mail: Bill.Short@ci.white-bear-township.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** White Bear Township

**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 Township will ensure construction sites operate in accordance with this SWPPP and the project specific construction SWPPP. The Township will review SWPPP site plans for construction activities, including the following:

1. Description of the activity, proposed timetable, amount of area disturbed, and any outfalls to the storm conveyance system or water body
2. Map or drawing of the site showing the boundaries, soil disturbance limits, stormwater drainage pattern, location of receiving waters and/or storm inlets, storage areas for materials, and stormwater management controls
3. Description of the method of storage, disposal, and handling of materials which have the potential to be released with stormwater
4. Description of the BMPs to control erosion and sedimentation during all phases of construction
5. Description of methods to address sediment tracking on roads, recovering sediments, and spill prevention and response procedures
6. Site inspection procedure providing at least one inspection every 7 days and within 24 hours after any storm event of greater than 0.50 inches of rain per 24 hours period

Site Inspection Records will be kept for the date and time of inspections, the name of the inspector, and the date and amount of last precipitation event. All incidents of erosion, sediment accumulation, or spills will be documented. The record will include the location and description of the incident, estimated quality of material or size of area affected, and a brief explanation of potential cause and remedial action taken.

**[Instruction Note:** Procedures for site inspection and enforcement of control measures. Procedures for site inspections and enforcement of control measures could include steps to identify priority sites for inspection and enforcement based on the nature of the construction activity, topography, and the characteristics of solid and receiving water quality.

Inspections give the MS4 an opportunity to provide additional guidance and education, issue warnings or assess penalties. MS4s are encouraged to provide appropriate educational and training measures to construction site operators. Finally, MS4s may decide to require a stormwater pollution prevention plan for construction sites within your jurisdiction that discharge into your system].

**\*Measurable Goals:**

- Steps to identify procedures for site inspections.
- Steps to identify procedures for enforcements.
- Number of site inspections scheduled and reasons.
- Number of enforcements implemented, following inspections.

**\*Timeline/Implementation Schedule:**

2006:

- Review procedures for site inspections and enforcement of control measures.

2007:

- Educate contractors.

2008 - 2010:

- Evaluate the procedures and implement improvements.
- Develop a program for special waters of concern to the community.

**Specific Components and Notes:**

**\*Responsible Party for this BMP:**

Name: William Short

Department: White Bear Township Clerk Treasurer

Phone: 651-747-2758

E-mail: Bill.Short@ci.white-bear-township.mn.us

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# BMP Summary Sheet

## 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	<b>V.G.5.a</b>
5b-1	Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment	<b>V.G.5.b</b>
5c-1	Long-term Operation and Maintenance of BMPs	<b>V.G.5.c</b>
	Additional BMP Summary Sheet (Copy as Necessary)	

# BMP Summary Sheet

**MS4 Name:** White Bear Township

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

**Unique BMP Identification Number:** 5a-1

<p><b>*BMP Title:</b> Development and Implementation of Structural and/or Non-structural BMPs</p>
<p><b>*BMP Description:</b></p> <p>Post-construction stormwater management in areas that have recently undergone construction (new development or re-development) is necessary because runoff from these areas significantly impact surface water quality. As runoff flows over areas altered by construction, it picks up harmful sediment and chemicals which are then deposited in surface waters. A second type of post-construction impact is the interruption of natural infiltration of rainfall by the new impervious surfaces associated with construction projects. The result is increased volumes of stormwater reaching streams. The end result is the scouring of river systems and flooding.</p> <p>A combination of structural (wet detention ponds) and non-structural (swales) BMPs work well for managing post-construction stormwater. Wet detention basins allow sediment to settle out of the water column as well as controlling the discharge of stormwater to receiving waters. Swales allow sediment and other pollutants to drop out of stormwater runoff.</p>
<p><b>*Measurable Goals:</b></p> <ol style="list-style-type: none"><li>1) Update wet detention pond design standards annually along with investigating new post-construction BMPs.</li><li>2) Update the storm sewer map periodically.</li></ol>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>2006 - 2010:</p> <ul style="list-style-type: none"><li>• Review and update structural and non-structural BMPs.</li><li>• Continue to conduct reviews of all construction projects with stormwater management being a major component and focus of the review.</li></ul>
<p><b>Specific Components and Notes:</b></p> <ol style="list-style-type: none"><li>1) All wet detention ponds should be designed to NURP Standards.</li><li>2) The wet detention ponds should release stormwater at a rate that is consistent with the Township ordinance.</li><li>3) Review site plans to make sure that infiltration of stormwater is investigated and incorporated when feasible.</li></ol>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: William Short Department: White Bear Township Clerk Treasurer Phone: 651-747-2758 E-mail: Bill.Short@ci.white-bear-township.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** White Bear Township

**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:**

**Measures for Controlling Post-Construction Runoff:**

With respect to development and re-development projects, the Township will regulate post-construction runoff in accordance with their procedures. In addition, the Township will review its procedures to limit surface runoff volumes and reduce water runoff pollutant loadings.

**\*Measurable Goals:**

- The number of ordinances the Township adopts.
- The number of BMP measures the Township develops.

**\*Timeline/Implementation Schedule:**

2006:

- Adopt or revise, as necessary, ordinances with respect to controlling post-construction runoff.
- Develop internal quality control measures.

2006 - 2010:

- Continue compliance measures.

**Specific Components and Notes:**

**\*Responsible Party for this BMP:**

Name: William Short

Department: White Bear Township Clerk Treasurer

Phone: 651-747-2758

E-mail: Bill.Short@ci.white-bear-township.mn.us

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# BMP Summary Sheet

**MS4 Name:** White Bear Township

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

**Unique BMP Identification Number:** 5c-1

<p><b>*BMP Title:</b> Long-term Operation and Maintenance of BMPs</p>
<p><b>*BMP Description:</b></p> <p><b><u>BMP Inspection &amp; Maintenance Program:</u></b> The Township will develop an inspection and maintenance program to ensure the effectiveness of post-construction stormwater control BMPs. All BMPs will be inspected for continued effectiveness and structural integrity at regular inspection intervals. Inspections will document whether the BMP is performing correctly, note any damage to the BMP, and repair any damage to the BMP.</p>
<p><b>*Measurable Goals:</b></p> <ul style="list-style-type: none"><li>• The frequency of inspection and maintenance provided.</li><li>• The number of problems identified and remedied.</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>2006:</p> <ul style="list-style-type: none"><li>• Evaluate the inspection and maintenance program.</li></ul> <p>2006 - 2010:</p> <ul style="list-style-type: none"><li>• Implement the inspection and maintenance program.</li></ul>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: William Short Department: White Bear Township Clerk Treasurer Phone: 651-747-2758 E-mail: Bill.Short@ci.white-bear-township.mn.us</p>

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## BMP Summary Sheet

### 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)	

# BMP Summary Sheet

**MS4 Name:** White Bear Township

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**Unique BMP Identification Number:** 6a-1

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

**\*BMP Description:**

**Storm Drain System Maintenance Program:**

The Township has in place an on-going storm drain inspection and cleaning program to reduce pollutants, trash, and debris. At a minimum, yearly cleaning and inspection includes storm drain grates, detention pond, pump station, catch basins, and other appurtenances. Based on inspection results, or repairs, measures will be determined for proper operation.

**\*Measurable Goals:**

- The number of inspections
- The amount of trash, sediment, or other pollutants removed during cleaning

**\*Timeline/Implementation Schedule:**

2006 - 2010:

- Continue the storm drain inspection and cleaning program
- Evaluate the program periodically and make modifications, if necessary

**Specific Components and Notes:**

**[Instruction Note:** 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].

**\*Responsible Party for this BMP:**

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# BMP Summary Sheet

**MS4 Name:** White Bear Township

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**Unique BMP Identification Number:** 6a-2

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

**\*BMP Description:**

The Township will review its Street Sweeping Program for all Township owned and paved streets and parking lots. The Township intends to sweep these impervious surfaces at least once a year, in the spring. Street sweeping will begin as early in the spring as weather allows.

**\*Measurable Goals:**

- 1) Review the Street Sweeping Program.
- 2) Implement or expand, as necessary, Street Sweeping Program.

**\*Timeline/Implementation Schedule:**

2006 - 2010:

- Implement or expand the Street Sweeping Program.
- Evaluate program effectiveness and make changes, if needed.
- Revise the program to include necessary changes and develop a schedule for the implementation of these changes.

**Specific Components and Notes:**

- 1) The Township (or contracted service) will sweep all paved Township streets and parking lots at least once a year in the spring. The Township will track and record the amount of street sweeping wastes collected to assist in the evaluation of this additional street sweeping.

**\*Responsible Party for this BMP:**

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# BMP Summary Sheet

**MS4 Name:** White Bear Township

**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:**

Inspect annually all structural pollution control devices, such as trap manholes, grit chambers, sumps, floatable skimmers and traps, separators, and other small settling or filtering devices.

**\*Measurable Goals:**

- Number of inspections and pollution control devices inspected.
- Number of non-functional pollution control devices inspected.

**\*Timeline/Implementation Schedule:**

2006 - 2010:

- Review the Pollution Prevention Plan (annual inspection procedures).
- Perform annual inspections.
- Review maintenance schedules for BMPs.

2010:

- Assess the compliance rate for BMP maintenance schedules.

**Specific Components and Notes:**

**\*Responsible Party for this BMP:**

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Phone: 651-747-2758

E-mail: Bill.Short@ci.white-bear-township.mn.us

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## BMP Summary Sheet

**MS4 Name:** White Bear Township

**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:**

This Best Management Practice (BMP) is required for inspection of minimum 20 percent of MS4 Outfalls, Sediment Basins and Ponds each year on the rotating basis, so that all are inspected over the entire permit period (5 years).

**\*Measurable Goals:**

- Number of inspections conducted each year, percent of total.
- Number of MS4 Outfalls, Sediment Basins and Ponds each inspected each year.

**\*Timeline/Implementation Schedule:**

2006:

- Set-up a program and procedures for inspections.

2007 - 2010:

- Evaluate the inspections procedures.
- Continue inspections.

**Specific Components and Notes:**

**[Instruction Note:** 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].

**\*Responsible Party for this BMP:**

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# BMP Summary Sheet

**MS4 Name:** White Bear Township

**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:**

This BMP requires all stockpiles such as salt, lumber, parts, and coal piles to be inspected annually. Some temporary stockpiles such as topsoil from construction activity would not be inspected under this requirement but would be required to be inspected in accordance with construction permits, ordinances, or policy. Stockpiles such as salt which are used only seasonally but are used each year are not temporary stockpiles and would be required to be inspected under this requirement. As with all inspections, if patterns of maintenance become apparent, the frequency of inspections should be adjusted.

**\*Measurable Goals:**

- Sites identified for areas of all exposed Stockpile, Storage, and Material Handling Areas.
- Number of inspections of all exposed Stockpile, Storage, and Material Handling Areas.

**\*Timeline/Implementation Schedule:**

2006:

- Develop a Pollution Prevention Plan (annual inspection procedures) with specific BMPs.

2006-2010:

- Establish a maintenance schedule for implemented BMPs.
- Ascertain the compliance rate for maintenance of implemented BMPs.

**Specific Components and Notes:**

**[Instruction Note:** 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].

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# BMP Summary Sheet

**MS4 Name:** White Bear Township

**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:**

Based on the inspection, determine if repair, replacement, or maintenance measures are necessary for proper operation and to prevent environmental impacts, such as erosion. The necessary measures shall be completed as soon as possible, usually during the same year as the inspection. When it is not practicable, the reasons and a schedule for completion shall be submitted in the annual report.

**\*Measurable Goals:**

- Number of recommendations made following the inspections
- Number of follow-up actions taken after the inspections

**\*Timeline/Implementation Schedule:**

2006:

- Develop a plan (annual inspection procedures) for inspection follow-up.

2006 – 2010:

- Continue inspections and followup maintenance.
- Evaluate inspection procedures annually.

2010

- Ascertain compliance rate for BMP maintenance schedules.

**Specific Components and Notes:**

**[Instruction Note:** 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].

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# BMP Summary Sheet

**MS4 Name:** White Bear Township

**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:**

Summarize the results of outfall inspections in the annual report and include the dates of inspection and date of completion of major additional protection measures. Keep records of inspection results, date, antecedent weather conditions, sediment storage and capacity remaining, and any maintenance performed or recommended.

**\*Measurable Goals:**

- Number of records maintained.
- Any relevant inspection - lab results.
- Any maintenance performed or recommended.
- Sediment storage and capacity remaining.

**\*Timeline/Implementation Schedule:**

2006:

- Develop a plan for record reporting and retention.

2007 - 2010:

- Implement the plan for record reporting and retention.

**Specific Components and Notes:**

**[Instruction Note:** 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].

**\*Responsible Party for this BMP:**

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# BMP Summary Sheet

**MS4 Name:** White Bear Township

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**Unique BMP Identification Number:** 6b-7

<p><b>*BMP Title:</b> Evaluation of Inspection Frequency</p>
<p><b>*BMP Description:</b></p> <p>Keep records of inspection results, date, antecedent weather conditions, sediment storage, and capacity remaining, and any maintenance performed or recommended. After two years of inspections, if patterns of maintenance become apparent, the frequency of inspections may be adjusted. If maintenance or sediment removal is required because of each of the first two annual inspections, the frequency of inspections may be adjusted.</p> <p>If maintenance or sediment removal is required because of each of the first two annual inspections, the frequency of the first two annual inspections, the frequency of inspection shall be increased to at least two(2) times annually or more frequently as needed to prevent carry-over or washout of pollutants from the structures and maximize pollutant removal. If maintenance or sediment removal is not required because of both of the first two annual inspections, the frequency may be reduced to once every two years.</p>
<p><b>*Measurable Goals:</b></p> <ul style="list-style-type: none"><li>• The number of inspections and results summarized each year.</li><li>• Any maintenance performed or recommended.</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>2006:</p> <ul style="list-style-type: none"><li>• Establish procedures for annual inspections.</li></ul> <p>2007 - 2010:</p> <ul style="list-style-type: none"><li>• Implement annual inspections.</li><li>• Evaluate the inspection frequency and make adjustments accordingly.</li></ul>
<p><b>Specific Components and Notes:</b></p> <p><b>[Instruction Note:</b> 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].</p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: William Short Department: White Bear Township Clerk Treasurer Phone: 651-747-2758 E-mail: Bill.Short@ci.white-bear-township.mn.us</p>

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