Stormwater Pollution Prevention Plan SWPPP

Brooklyn Center, MN
November, 2022

Certification

Storm Water Pollution Prevention Program

For

City of Brooklyn Center, MN

November 2022

PROFESSIONAL ENGINEER

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Signature: _____

Typed or Printed Name: James Soltis

Date: 5/1/23 License Number: 54823

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Appendix L. TMDL Plans

I. MCM 1 & 2: EDUCATION, OUTREACH, AND PUBLIC INVOLVEMENT PLAN

A. Introduction

The City of Brooklyn Center's Storm Water Pollution Prevention Program (SWPPP) Minimum Control Measure (MCM) 1 addresses public education and outreach and MCM 2 addresses Public Participation/Involvement. The following plan determines the education focus for the current permit cycle and the programs and tools to be implemented in educating the public about their roles in the protection, preservation, and management of water resources.

1. Party responsible for Education and Outreach Plan implementation: **Assistant City Engineer**

2. Topic Areas/Issues of Concern

   a) During the permit term, educational materials or equivalent outreach shall be distributed to Citizens focused on Yard Waste.

   b) During the permit term, educational materials or equivalent outreach shall be distributed to Citizens focused on Litter Reduction.

   c) At least once each year, educational materials or equivalent outreach shall be distributed to Citizens focused on illicit discharge recognition and reporting illicit discharges to the permittee.

   d) At least once each year, educational materials or equivalent outreach shall be distributed to Citizens focused on the following:

      - impacts of deicing salt use on receiving waters,
      - methods to reduce deicing salt use, and
      - proper storage of salt or other deicing materials.

   e) At least once each year, educational materials or equivalent outreach shall be distributed to Citizens focused on the following:

      - impacts of pet waste on receiving waters,
      - proper management of pet waste, and
      - any existing permittee regulatory mechanism(s) for pet waste.

   f) Each calendar year, an opportunity will be provided for the public to provide input on the adequacy of the SWPPP. Appropriate local public notice requirements will be followed.

   g) Each calendar year, a minimum of one (1) public involvement activity that includes a pollution prevention or water quality theme (e.g., rain barrel distribution event, rain garden workshop, cleanup event, storm drain stenciling, volunteer water quality monitoring, adopt a storm drain program, household hazardous waste collection day, etc.) shall be provided by the City.

3. Minimum elements for education and outreach (MCM 1), as set forth in MPCA Permit that provides Authorization to Discharge Stormwater Associated with Small Municipal Separate Storm Sewer Systems under the NPDES Program (Permit No. MNR040000).

   a) Target audience(s) (e.g., residents, businesses, commercial facilities, institutions,

and local organizations.

b) Name or position title of responsible person(s) for overall plan implementation.

c) Specific activities and schedules to reach each target audience.

d) Description of any coordination with and/or use of stormwater education and outreach programs implemented by other entities, if applicable.

4. Minimum elements for public involvement (MCM 2).

a) Each calendar year, the permittee must provide a minimum of one (1) opportunity for the public to provide input on the adequacy of the SWPPP. The permittee may conduct a public meeting(s) to satisfy this requirement, provided appropriate local public notice requirements are followed and the public is given the opportunity to review and comment on the SWPPP.

b) The permittee must provide access to the SWPPP Document, annual reports, and other documentation that supports or describes the SWPPP (e.g., regulatory mechanism(s), etc.) for public review, upon request. All public data requests are subject to the Minnesota Government Data Practices Act.

c) The permittee must consider oral and written input regarding the SWPPP submitted by the public to the permittee.

d) Each calendar year, the permittee must provide a minimum of one (1) public involvement activity that includes a pollution prevention or water quality theme (e.g., rain barrel distribution event, rain garden workshop, cleanup event, storm drain stenciling, volunteer water quality monitoring, adopt a storm drain program, household hazardous waste collection day, etc.)

B. Target Audience

Educational needs are dependent on the target audience. Each target audience plays a different role in the protection, preservation, and management of water resources. Thus, programs and tools are tailored to different target audiences. This plan lays out the priority area education programs and tools according to the target audiences listed below.

1. Citizens: residents, businesses, commercial facilities, institutions, and organizations

2. Staff, Consultants, and Contractors: planners, engineers, contractors, and City staff

3. City Officials: appointed/elected officials and decision makers (i.e. city councilpersons, planning commissioners, park board members, etc.)

C. Specific Activities and Schedule

1. Newsletters shall be distributed and posted on the City's website three (3) times per year, generally spring, summer, and fall. A high priority topic shall be included in a minimum of one issue each year, with high priority topics alternated each calendar year.

2. Information and articles regarding water quality and pollution prevention shall be available to the public on the City's website. The City shall maintain its website with information that provides the audience with general information regarding the effects of polluted stormwater, prevention techniques, and resources for additional information. Information shall include the City's Storm Water Pollution Prevention Program, volunteer opportunities, hazardous material disposal, recycling, and

community events.

3. Annually, the City conduct an opportunity to receive public opinion on the adequacy and effectiveness of the SWPPP program, and serve as an opportunity to provide public awareness of stormwater runoff issues.

4. Annually, the City shall provide public involvement opportunities including a stormwater related event.

5. Annually, training shall be provided as necessary to individuals responsible for the following:

    a) Any portion of the Illicit Discharge Detection and Elimination (IDDE) Program. Individuals include, but are not limited to, those responsible for investigating, locating, eliminating illicit discharges, and/or enforcement.

    b) Any portion of the Construction Site Stormwater Runoff Control program. Individuals includes, but are not limited to, those responsible for conducting site plan reviews, site inspections, and/or enforcement.

    c) Any portion of the Post-Construction Stormwater Management Program. Individuals includes, but are not limited to, individuals responsible for conducting site plan reviews, site inspections, and/or enforcement.

    Individuals shall receive training commensurate with their responsibilities as they relate to the program. After initial training, individuals shall receive refresher training every three (3) calendar years.

6. Annually, training shall be provided to individuals performing winter maintenance activities. Training shall include the following:

    a) The importance of protecting water quality,

    b) BMPs to minimize the use of deicers (e.g., proper calibration of equipment and benefits of pretreatment, pre-wetting, and anti-icing); and

    c) Tools and resources to assist in winter maintenance (e.g., deicing application rate guidelines, calibration charts, Smart Salting Assessment Tool).

7. Annually, training shall be provided to individuals responsible for any portion of the City's Storm Water Pollution Prevention Program. Training will include the following:

    a) The importance of protecting water quality, and

    b) address the requirements of the NPDES requirements as they relate to the program (i.e. Best practices for Municipal Operations, City's Pond Assessment Procedures, operation and maintenance of structural BMPs, outfalls and ponds, and management of TMDL waste load allocations).

D. Coordination with Other Entities

    a) The City agrees to consult Shingle Creek & West Mississippi Watershed Management Commission regarding planning efforts, notify SCWMC of any public or private land use changes, promote education events put on by SCWMC, and coordinate activities regarding regulation of surface water management and permitting.

E. Documentation

1. See the *Documentation and Assessment Plan* for items requiring documentation as part of the Illicit Discharge Detection and Elimination Plan.

F. Annual Assessment

1. See the *Documentation and Assessment Plan* for items requiring annual assessment as part of the Illicit Discharge Detection and Elimination Plan.

II. MCM 3: ILLICIT DISCHARGE DETECTION AND ELIMINATION PLAN

A. Introduction

The City of Brooklyn Center's Storm Water Pollution Prevention Program (SWPPP) Minimum Control Measure (MCM) 3 addresses illicit discharge detection and elimination. The following plan outlines the tools and procedures to be implemented to detect and eliminate sources of pollution discharge from entering the municipality.

1. Party responsible for IDDE Plan implementation: **Assistant City Engineer**
2. Goals:
   a) Improve water-quality in local waterways by reducing incidences of pollution.
   b) Increase awareness among residents, municipal staff, businesses, and the public of the direct connection between the storm drain system and local waterways.
   c) Educate residents, municipal staff, businesses, and the public about the hazards associated with illicit discharges and the best management practices (BMPs) available.
   d) Facilitate consistency in response to incidences of illegal discharges to the storm drain system through a coordinated system of procedures and training of municipal staff.
3. Examples of illicit discharge:
   a) Direct or indirect sanitary wastewater discharges that connect to the storm sewer or watercourse (i.e. shop floor drain connected to a storm drain, cross-connection between sanitary sewer and storm sewer systems, damaged sanitary sewer line leaking into a cracked storm sewer line, failing septic system leaking into a water course, etc.).
   b) Materials disposed of illegally into the storm drain system (i.e. used motor oil, paint, grass clippings, etc.).
   c) Activities resulting in illegal discharges routed to the storm drain system (i.e. washing paint brushes, concrete washout, draining swimming pool directly to an inlet, excess use of fertilizer, regular washing of vehicles, etc.).
4. Authorized Non-Stormwater Discharges:
   a) Not all discharges into the storm sewer system are considered illicit discharges. The list below contains all of the exemptions outlined in City Code Sections Section 4-404.

Table 2-1 – Illicit Discharge Exemptions		
Water Line Flushing	Landscape Irrigation	Diverted Stream Flows
Rising Ground Waters	Foundation Drains	Uncontaminated Pumped Ground Water
Discharges from Potable Water Sources	Street Wash Water	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	Uncontaminated Ground Water Infiltration
Application of fertilizers to gardens, trees, bushes, or turf	Application of salt to walkways, parking lots and streets for safety purposes (but not the storage of salt)	Discharges from fire-fighting activities
Composting of leaves and organic materials	Mowing grass	Any other water source not containing Pollutants.

5. Minimum elements, as set forth in MPCA Permit that provides Authorization to Discharge Stormwater Associated with Small Municipal Separate Storm Sewer Systems under the NPDES Program (Permit No. MNR040000).
    a) Municipal Storm Sewer System Mapping (Part 18.3)
    b) Regulatory Mechanism (Part 18.4-6)
    c) Incorporating IDDE into Maintenance and Inspection Activities (Part 18.7)
    d) Staff Training (Part 18.8-9)
    e) High Priority Areas (Part 18.10)
    f) Procedures for Investigating, Locating, and Eliminating Illicit Discharge (Part 18.11-12)
    g) Response Procedures (Part 18.13-14)
    h) Documentation (Part 18.15-17)
    i) Annual Assessment (Part 18.18)

B. Municipal Storm Sewer System Mapping

1. A map of the City's storm sewer system shall be maintained that depicts the following:
    a) All pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes,
    b) Outfalls, including unique identification (ID) number, and associated geographic coordinates,
    c) Structural stormwater BMPs that are part of the City's storm drain system,
    d) All receiving waters.

See attached maps (storm sewer map, storm drain system map – ponds, outfalls, receiving waters, watersheds, BMPs, public vs private)

C. Regulatory Mechanism

1. Section 4-404: CONNECTIONS AND DISCHARGES TO THE STORMWATER SYSTEM of the City's current municipal code prohibits illicit discharges. Connections to the stormwater system must contain only stormwater and groundwater, otherwise they are to be eliminated. References to the fines and penalties that can be levied against violators can be found in Section 4-404, Subdivision 13: Enforcement.

D. Incorporating IDDE into Maintenance and Inspection Activities

1. Illicit discharge detection shall be incorporated into all municipal inspection and maintenance activities. This includes active construction sites for compliance with erosion and sediment control, as well as, inspections of pond, outfalls, and structural BMPs to determine integrity and functionality.

E. Staff Training

1. Field staff - At least once each calendar year, training shall be provided to all field staff in illicit discharge recognition (including conditions which could cause illicit discharges) and reporting illicit discharges for further investigation.

2. IDDE staff - Individuals responsible for any portion of the Illicit Discharge Detection and Elimination (IDDE) Program shall receive training commensurate with their responsibilities as they relate to the program. Individuals include, but is not limited to, those responsible for investigating, locating, eliminating illicit discharges, and/or enforcement. Previously trained individuals shall receive refresher-training every three (3) calendar years following the initial training.

F. High Priority Areas

1. An inventory of priority areas having been identified as having a higher likelihood for illicit discharges shall be maintained as part of the City's Municipal Storm Sewer System mapping (see Appendix D). Priority areas shall be evaluated for potential inclusion based on the following:

   a) Land uses associated with business/industrial activities.

   b) Areas where illicit discharges have been identified in the past.

   c) Areas with storage of significant materials that could result in an illicit discharge.

   d) Areas with older infrastructure, where illegal connections and/or deteriorating sewer lines are more likely to exist.

2. High priority areas identified include the following locations:

   a) Areas with active industrial permits.

   b) Active non-residential construction permits.

G. Procedures for Investigating, Locating, and Eliminating Illicit Discharge

1. Illicit discharge identification and notification to the City

   a) Field staff – illicit discharges identified by field staff performing their routine duties, including inspections of construction sites, ponds, outfalls, and BMPs, shall notify the IDDE Plan implementer within 24 hours of detection. Notification by field staff shall include: staff name, potential type of illicit discharge (i.e. sediment, oil, grease, grass clippings, soap, etc.), location, and any other information related to the observed discharge (i.e. maps, pictures, videos, notes, etc.).

   b) Citizen – The City can be contacted thru Public Works (763-569-3340) and email (publicworks@ci.brooklyn-center.mn.us) for the public to report suspected illicit discharges. Illicit discharges identified by Citizens shall be directed to the IDDE Plan implementer. Notification should include: identifier's name, potential type of discharge, location, and any other information related to the observed discharge.

c) High priority area – high priority locations shall be inspected by IDDE staff for illicit discharges once per year. If an illicit discharge is identified, elimination procedures shall be implemented as outlined by this plan.

2. Procedures for investigating and eliminating illicit discharges

a) Initiation – upon receipt of an illicit discharge notification, an Illicit Discharge Report and Response Form shall be initiated immediately by the IDDE Plan implementer (see Appendix F).

b) Investigation – an investigator shall be assigned by the IDDE Plan implementer as part of the initiation of the Illicit Discharge Report. The investigator will begin investigation of the report within 24 hours. The investigator shall document all labor, materials, and other costs associated with the investigation for invoicing the responsible party. When the source of the discharge is unknown, Drainage Area and Storm System Investigation methods shall be utilized by the investigator to trace the source of discharge.

c) Drainage Area Investigation - Drainage area investigations shall be used when the discharge observed at the outfall has a distinct or unique characteristic that can allow field crews to quickly determine the type of activity or non-point source that is generating the discharge. The investigator shall identify likely sources near the reported discharge location by reviewing land use and drainage system maps. The investigator shall then conduct a visual survey of the drainage area to confirm the source of the discharge. The following table lists some potential causes of reported discharges.

Table 2-2 – Common Discharges and Potential Sources

Observed Discharge	Potential Causes
Clogging Sediment	• Construction activity without proper erosion and sediment controls • Roadway sanding operations • Outdoor work areas or material storage areas
Thick Algae Growth	• Fertilizer leak or spill • Landscaping operations • Hydroseeding following construction • Failing or leaking septic system
Oil	• Refueling operations • Vehicle or machinery maintenance activities
Sudsy Discharge	• Power washing of buildings • Vehicle or equipment washing operations • Mobile cleaning crew dumping • Laundry or Cleaner • Household greywater discharge
Clogged Grease	• Restaurant sink drain connection to stormwater system
Sewage	• Failing or leaking septic systems

d) Storm System Investigation – Storm system investigations shall be used when the source of discharge observed at the outfall cannot be quickly attributed to a certain type of activity or non-point source generating the discharge. This method

involves progressive investigation at manholes in the storm drain network to narrow down the location where the illegal discharge is entering the drainage system. Field crews shall work progressively upstream from the outfall and inspect manholes until indicators reveal the discharge is no longer present. For particularly large storm drain systems, major branches of the system shall be identified, and the downstream manhole of the branch shall be investigated to reduce area that must be investigated. Storm system investigation shall include the following steps:

- Consult the drainage system map and identify the major branches.
- Starting from the outfall, observe the next upstream manhole or junction to see if there is evidence of polluted discharge. Field crews are looking for the presence of flow during dry weather, foul odors, colors or stained deposits, oily sheen, floatable materials, and/or other unusual observations.
- Repeat observations at each upstream manhole or junction until a junction is found with no evidence of discharge.
- Work downstream from the "clean" manhole or junction to isolate the location where the polluted discharge is entering the storm drain system.
- If discharge is evident from private property, procedures to enter private site shall be initiated.
- Document all findings in field notes.
- If visual inspection of the storm system network is not adequate to isolate the source of the illegal discharge, additional field testing shall be performed. This may include dye testing, smoke testing, or video televising (See Appendix G).

e) Equipment - Prior to conducting field work, crews shall assemble all required equipment (see Table 7-2) and review the outfall inspection records or water quality incident reports from the area to become familiar with the background information and potential pollution sources.

Table 2-3 – Field Equipment for Source Investigations	
Minimum 2-person crew	Watch with second hand
Safety Gear – vest, work boots, cones	Flashlight or head lamp
Field Notebook/Pencils	Tool Box – hammer, tape measure, duct tape, zip ties
Map or Aerial Photo of Inspection Area	First Aid Kit
Digital camera w/ charged battery	Clear sample bottles
Cell phone w/ charged battery	Wide mouth container

f) Follow-up Actions - Once the source of an illegal discharge has been identified, the investigator shall notify the property owner or operator of the problem and provide the appropriate educational materials and/or a Notice of Violation (see Response Procedures).

H. Response Procedures

1. Immediate Response Procedures

a) Field crews shall be prepared to take immediate action in the event of encountering one of the following situations:

- An individual is actively introducing illegal substances or materials to the storm drain system.
- A strong chemical odor is emanating from storm drain system.
- Fumes are emanating from storm drain system.
- A significant stream of a chemical or petroleum product is visible flowing in storm system or downstream waters.
- A large chemical plume is evident in stream or river downstream of a City outfall.
- An immediate threat to property, human health or safety, or aquatic life is present.

b) Field crews shall initiate the following actions if immediate response is required:

- Ensure public safety. Instruct people to stay clear of the area.
- Immediately contact 911 to report a major spill, active illegal dumping, or a potential fire threat.
- If the source of the illegal discharge is a spill or leak as defined in Minnesota Statute 115.061, the following offices shall be notified immediately:

  MN Dept. of Public Safety Duty Officer: 651-649-5451 or 1-800-422-0798

  Shingle Creek/West Mississippi WMC: 763-553-1144

  The National Response Center 1-800-424-8802 if Duty Officer states federal notification required

- Take detailed notes and photos/video for subsequent investigation by City or other agencies. At a minimum, the following shall be recorded:

  Location

  Spill material

  Spill volume

  Party responsible for spill

  Impact to resources (infrastructure, surface waters)

- If possible, isolate or contain visible chemical pollution in the effected waterbody with any materials that are accessible. For small discharges earth dams, absorbent pads, and containers may be useful to contain part of the illicit discharge (see Appendix H for Spill Response Plan).

Table 2-4 – ID Sources and Responding Entities	
Illicit Discharge Sources	**Responding Entities**
Concrete Washout	Public Works (763) 569-3340
Dumping in Storm Drains and Drainage Ways	Public Works (763) 569-3340
Erosion and Sediment Control	Public Works (763) 569-3340
Vehicle Accidents	Emergency Services 911
	Police Department (763) 569-3333
	Fire Department (763) 549-3600
Dumping on Park Land	Public Works (763) 569-3340
Garbage and Recycling	Waste Management / Recycling (763) 493-8120
Solid & Hazardous Waste	Waste Management / Recycling (763) 493-8120
Internal/Outdoor Plumbing Cross Connections	Public Works (763) 569-3340
Sanitary Sewer Blockage or Overflows	Public Works (763) 569-3340
Yard Waste	Public Works (763) 569-3340
Leaves and Grass Clippings	

**** The responsible party for a spill also needs to contact the State Duty Officer at 651-649-5451**

2. Corrective Actions / Enforcement

   a) The City will respond to identified illicit discharges, illicit connections, or illegal dumping activities using progressive enforcement actions. Corrective actions will focus first on education to promote voluntary compliance and escalate to increasingly severe enforcement actions if voluntary compliance is not obtained.

   b) Voluntary Compliance – for first time offenders, the City shall immediately notify the party responsible of the illegal connection or operation and may provide the responsible party with educational information about the illegal connection or operation, environmental consequences, and/or suggestions on remedial actions. After initial notification, the responsible party will be directed to initiate necessary remedial actions in a timely manner to be determined by the Investigator (time will vary based on nature of illegal connection or operations). Based on the time allotted by the Investigator, a follow-up inspection shall be performed to verify compliance.

c) Notice of Violation - Whenever the City finds that a person has violated a prohibition or failed to meet a requirement of the permit, the City may order compliance by a written Notice of Violation to the responsible person. The notice may require without limitation:

- The performance of monitoring, analysis, and reporting.
- The elimination of illicit connections, discharges, or pet waste.
- The installation of proper salt storage facilities and implementation of proper salt handling procedures.
- That violating discharges, practices, or operations shall cease and desist.
- The abatement or remediation of storm water pollution or contamination hazards and the restoration of any affected property. If abatement of a violation and/or restoration of affected property is required, the notice shall set forth a deadline within which the remediation or restoration must be completed. The notice shall further advise that, should the violator fail to remediate or restore within the established deadline, the work will be done by the City or a City-designated contractor and the expense thereof shall be charged to the violator.
- The implementation of source control or treatment BMPs.

I. Documentation

1. Refer to the *Documentation and Assessment Plan* for items requiring documentation as part of the Illicit Discharge Detection and Elimination Plan.

J. Annual Assessment

1. Refer to the *Documentation and Assessment Plan* for items requiring annual assessment as part of the Illicit Discharge Detection and Elimination Plan.

III. MCM 4: CONSTRUCTION SITE RUNOFF CONTROL

A. Introduction

The City of Brooklyn Center's Storm Water Pollution Prevention Program (SWPPP) Minimum Control Measure (MCM) 4 addresses construction site runoff control. The following plan outlines the tools and procedures to be implemented for erosion, sediment, and waste control on construction sites.

1. Party responsible for construction site runoff control implementation: **Assistant City Engineer**
2. Minimum elements, as set forth in MPCA Permit that provides Authorization to Discharge Stormwater Associated with Small Municipal Separate Storm Sewer Systems under the NPDES Program (Permit No. MNRO400000).
    a) Regulatory Mechanism (Part 19.3-5)
    b) Site Plan Review (19.6)
    c) Inspection (19.7-9)
    d) Public report of non-compliance (19.10)
    e) Training (19.11)
    f) Response Procedures (19.12)
    g) Documentation (19.13-15)
    h) Annual Assessment (19.16)

B. Regulatory Mechanism

1. City Code: Chapter 35 of the City's current municipal code outlines the requirements of construction site runoff control, including development of a Storm Water Pollution Prevention Plan, required permits from other agencies, and potential enforcement penalties.

C. Site Plan Review

1. After receiving a proposed site plan, the information shall be directed to the one or more of the following departments:
    a) Community Development
    b) Engineering
    c) Public Works
2. After the site plan submittal is received, it will be reviewed by an experienced person familiar with the MN General Permit Authorization to Discharge Stormwater Associated with Construction Activity Permit No. MN R100001 and the City Code. This review will be completed by members of one or more the above departments.
3. If it is determined that the City Staff is not available or that a specialized review is necessitated by the project, the City Engineer may refer the project for review to a Consultant Engineer.
4. After the review, comments will be summarized in a letter and/or be provided as redlines on the original documents provided by the developer. If the project is expected

to require a NPDES Construction Stormwater Permit, the letter will include a notification of the need for a permit from MPCA.

D. Inspection

1. The following is a list of preparation techniques before a construction site stormwater inspection:

    a) Identify priority sites for inspections based upon topography, soil characteristics, type of receiving waters, stage of construction, compliance history, weather conditions, or other local characteristics and issues.

    b) Ensure City staff has proper training pertaining to erosion and sediment control techniques and post construction stormwater BMPs.

2. The process for the actual inspection of the site should follow the general guidelines below:

    a) Identify sites that require erosion and sediment control inspections. Develop a map of all private stormwater BMPs and a program with an inspection schedule.

    b) Perform the inspection using the Outfall Inspection Form, Pond /Sediment Basin Inspection Form /or the Construction Site Erosion Control Inspection Form.

    c) Document construction activities and follow up with the site permittee /owner the findings from the inspection. If feasible, prior to leaving the site, talk with the responsible person to ensure corrections will be made in a timely fashion.

3. Perform a follow up inspection of site if deficiencies are found during the initial inspection.

    a) Ensure the correction items have been completed.

    b) Failure to comply with the permit requirements may require initiating enforcement action as described in the City' s Enforcement Response Plan (ERP).

E. Public Report of Non-compliance

1. Reports of noncompliance can be submitted to the City by:

    a) Using the “Feedback” link on the City’s website (https://www.brooklyncentermn.gov/government/departments/public-works).

    b) Calling Public Works (763-569-3340)

    c) Emailing public works at publicworks@ci.brooklyn-center.mn.us

    d) Stopping into city hall from 8:00 am to 4:30 pm

F. Training

1. Individuals responsible for any portion of the Construction Site Stormwater Runoff Control program shall receive training commensurate with their responsibilities as they relate to the program. Individuals includes, but is not limited to, individuals responsible for conducting site plan reviews, site inspections, and/or enforcement. Previously

trained individuals shall receive refresher-training every three (3) calendar years following the initial training.

G. Response Procedures

1. Upon receiving a report of noncompliance or other stormwater related information, the City of Brooklyn Center staff shall proceed with the following actions:

   a) Noncompliance shall be documented and directed to the appropriate staff to respond as necessary to the location of reported concern.

   b) Based on field observations, determine next steps, but not limited to:

      - No further action needed
      - Verbal Warning
      - Written Warning
      - Written Violation
      - Stop Work Order
      - Notification to other regulatory organizations

   c) Report back to the person who made the initial report or direct appropriate staff to report back and notify what steps were taken

H. Documentation

1. Refer to the *Documentation and Assessment Plan* for items requiring documentation as part of construction site runoff control.

I. Annual Assessment

1. Refer to the *Documentation and Assessment Plan* for items requiring annual assessment as part of construction site runoff control.

IV. MCM 5: POST-CONSTRUCTION STORMWATER MANAGEMENT

A. Introduction

The City of Brooklyn Center's Storm Water Pollution Prevention Program (SWPPP) Minimum Control Measure (MCM) 5 addresses post-construction stormwater management. The following plan outlines the tools and procedures to be implemented for prevention or reduction of water pollution after construction activity is completed.

1. Party responsible for post-construction stormwater management implementation: **Assistant City Engineer**

2. Minimum elements, as set forth in MPCA Permit that provides Authorization to Discharge Stormwater Associated with Small Municipal Separate Storm Sewer Systems under the NPDES Program (Permit No. MNRO400000).

   a) Regulatory Mechanism (20.3-15)

   b) Private BMP Inventory (20.16)

   c) Site Plan Review (20.17)

   d) Training (20.18)

   e) Response Procedures (20.19)

   f) Documentation (20.20-22)

   g) Annual Assessment (20.23)

B. Regulatory Mechanism

1. City Code: Chapter 35 of the City's current municipal code outlines the requirements of the Storm Water Pollution Prevention Plan, required permits from other agencies, and potential enforcement penalties.

C. Site Plan Review

1. Refer to III. MCM 4: Construction Site Runoff Control – C. Site Plan Review for direction regarding site plan review for post-construction stormwater management.

D. Training

1. Individuals responsible for any portion of the Post-Construction Stormwater Management program shall receive training commensurate with their responsibilities as they relate to the program. Individuals includes, but is not limited to, individuals responsible for conducting site plan reviews, site inspections, and/or enforcement. Previously trained individuals shall receive refresher-training every three (3) calendar years following the initial training.

E. Response Procedures

1. Refer to III. MCM 4: Construction Site Runoff Control – G. Response Procedures for direction regarding response procedures.

F. Documentation

1. Refer to the *Documentation and Assessment Plan* for items requiring documentation as part of post-construction stormwater management.

G. Annual Assessment

1. Refer to the *Documentation and Assessment Plan* for items requiring annual assessment as part of post-construction stormwater management.

V. MCM 6: MUNICIPAL OPERATIONS BEST MANAGEMENT PRACTICES

A. The City will maintain a written or mapped inventory of owned / operated facilities that contribute pollutants to stormwater discharges.

B. Waste Disposal and Storage

Improper storage and handling of waste materials can allow a number of pollutants including oils and greases, toxic and chemical compounds (including nutrients), bacteria, metals, and other wastes to enter waterways through stormwater run-off and non-stormwater discharges. Proper handling, along with recycling and waste reduction will reduce the potential for polluting waterways, groundwater, and recharge points.

1. Ensure that all waste areas and dumpsters are covered and are not leaking.
2. Place waste receptacles indoors or under a roof overhang whenever possible.
3. Keep all container lids closed at all times unless adding or removing material.
4. Liquid wastes should be kept out of the dumpster and the lid kept closed to keep storm water out.
5. Waste oil, antifreeze, spent solvents, and other liquids from vehicle maintenance activities should be recycled.
6. Spent batteries should be disposed of as hazardous waste or returned for reclamation and reuse.
7. Arrange for waste to be picked up regularly and disposed of at approved disposal facilities. If the amount of generated waste exceeds the capacity of waste containers, obtain more containers, or increase frequency of pickups.
8. Do not wash out waste containers or dumpsters outdoors. Return dumpsters to the owners for cleaning at the owner's facility. If municipally owned containers must be washed, do so at a sink or floor drain so that wastewater goes to the sanitary sewer.
9. Only wash concrete mixing and pouring equipment in designated concrete washout areas at each job site. Never wash into a storm drain inlet.

C. Management of Stockpiles

Stockpile Management procedures and practices are designed to reduce or eliminate air and stormwater pollution from stockpiles of soil, paving materials such as portland cement concrete rubble, reclaimed asphalt pavement (RAP), hot mixed-cold laid bituminous mixes, limestone rock asphalt, pre-coated aggregates, and various patching mixes. Protection of stockpiles is a year-round requirement. To properly manage stockpiles:

1. Locates stockpiles away from concentrated flows of stormwater, drainage courses, and inlets.
2. Protects all stockpiles from stormwater run-on using temporary perimeter sediment barriers such as berms, dikes, fiber rolls, silt fences, sandbag, gravel bags, or straw bale barriers.
3. Manages stockpiles of contaminated soil as follows:
4. Cover stockpiles with plastic sheeting or tarps.

5. Install berms around stockpiles to prevent runoff from leaving the area.
6. Does not stockpile in or near storm drains or watercourses.
7. Place bagged materials on pallets and under cover.
8. While activities associated with the BMP are under way, inspect weekly during the rainy season and at two-week intervals in the non-rainy season to verify continued BMP implementation.
9. Repair and/or replace perimeter controls and covers as needed to keep them functioning properly.

D. Vehicle Fueling, Washing and Maintenance

Activities associated with fueling and cleaning of municipal vehicles and equipment can easily contribute pollutants to stormwater discharges or directly discharge to the municipal separate storm sewer (MS4). Spills and leaks that occur during vehicle and equipment fueling can contribute hydrocarbons, oils, grease, metals, and other toxic chemicals to stormwater run-off or discharge directly into storm sewers or receiving waters. Pollutants from washing and maintaining vehicles can vary from engine oil to chemicals within detergents such as phosphates. Properly designed and constructed fueling and wash areas will reduce the potential for contaminated discharges.

The ideal location for washing vehicles is at a commercial vehicle wash. Commercial vehicle washes can recycle their water on-site as well as contain the it so it will not enter the storm drain. If no commercial vehicle washes are available, then vehicles should be washed indoors (that will drain to sanitary sewers) or on grass/pervious surfaces.

1. General fueling practices:
    a) Place drip pans or absorbent pads under direct fueling location if fueling will occur over a permeable surface.
    b) Do not "top off" fuel tanks.
    c) Do not place used spill response materials in adjacent trash receptacles. Dispose in a proper manner.
    d) Do not leave active fueling operations unattended.
2. General washing practices:
    a) Keep equipment clean; do not allow a buildup of oil/grease.
    b) Place spill clean-up materials in readily available locations by the wash area (clearly mark location of spill clean-up materials).
    c) Clean up spills or any wash water that may improperly discharge and contaminate.
    d) Consider using phosphate-free detergents.
    e) The optimal location for a wash area is indoors where connection to the sanitary sewer is more easily achieved and exposure to rain events is eliminated.
    f) Do not store solvents or degreasers in the wash area.
3. General maintenance practices:

a) Keep all wash areas neat and orderly.

b) Perform monthly inspections and clean and maintain any sumps or oil/water separators installed at the wash area.

c) Inspect and maintain washing equipment, especially the hoses, wands, and nozzles. Make sure they deliver the proper rate of water and shut-off automatically when not in use.

d) For wash areas that are plumbed to a sanitary sewer, clean the sewer inlet at least weekly.

e) Inspect all fueling equipment and fuel islands at least daily for leaks, drips, corrosion, wear, or damage. Repair or replace all faulty equipment promptly.

E. Routine Street and Parking Lot Sweeping

Regular street and parking lot sweeping (using sweeper trucks/equipment) removes debris, such as dust and pollutants, which typically end up in streams after being washed into catch basins. Sweeping should be performed at least twice a year on all roads and preferably more in areas of concern, including near streams, land use (industrial areas vs. residential) or heavily trafficked areas.

1. Operate all sweepers according to the manufacturer's recommended procedures.
2. Develop a street sweeping schedule including prioritized roads, secondary roads and frequency of sweeping.
3. Schedule sweeping as follows:
   a) In areas where storm drain plugging or high pollutant loadings occur.
   b) Immediately following special events like street fairs, art shows and parades.
   c) Immediately after street repair projects that involve saw cutting, chip sealing or other operations that might have left wastes or debris on road surfaces.
   d) After leaf collection in the fall.
   e) After salt/sand application in the winter.
   f) During new construction projects involving temporary storage of construction materials like dirt, sand and road base along the roadway.
   g) Immediately following median grass cutting operations.
4. Make sure brushes and water spray hoses are functional before leaving the shop.
5. Clean out solid debris and store in an impervious area or in a temporary disposal area such as a truck or dumpster.
6. Scrape out left over debris from the hopper after the last dump of the day. Dispose of waste in trash or dumpster temporary storage area.
7. Always wash sweepers in a wash area or wash bay that drains to a sanitary sewer.
8. Avoid conducting sweeping operations during rainstorms.

F. Emergency Response

Spill prevention and response is one of the most important Good Housekeeping Practices for

municipal operations. During daily activities, municipal employees handle, transport, load, and use products that can be harmful to our waterways if they enter storm drains. Refer to the II. MCM2: Illicit Discharge Detection and Elimination Plan for the Spill Response Plan.

G. Cleaning of Maintenance Equipment, Building Exteriors and Dumpsters

Equipment and building washing can generate dry weather runoff contaminated with detergents, oils, grease, and heavy metals. Equipment and building washing BMPs can eliminate contaminated wash water discharges to the storm sewer system.

1. Proper equipment maintenance includes:
    a) Maintain equipment regularly: Check for leaks or stains, and fix leaks immediately.
    b) Capture leaks and rips during maintenance activities with a drip pan.
    c) If equipment is stored outside, provide a tarp or roof to protect the equipment from precipitation.
2. Proper infrastructure cleaning includes:
    a) Perform the activity during dry periods.
    b) Use non-toxic chemicals for maintenance and minimize or eliminate the use of solvents.
3. Proper Building Repair, Remodeling, and Construction includes:
    a) Do not dump any toxic substance or liquid waste on the pavement, the ground, or toward a storm drain.
    b) Use ground or drop cloths underneath outdoor painting, scraping, and sandblasting work and properly dispose of collected material daily.
4. Proper dumpster cleaning includes:
    a) Do not wash out dumpsters outdoors or in a parking lot.
    b) Dumpsters should be washed in a wash bay or over a floor drain that goes to the sanitary sewer or return dumpsters to the waste disposal contractor for cleaning at the contractor's facility.
    c) Route leaks and other wastewaters from dumpsters to the sanitary sewer system.
    d) Keeping spill clean-up materials easy to access.

H. Use, Storage and Disposal of Significant Materials

The storage, use and disposal of hazardous materials and chemicals require consideration of a number of environmental health and safety factors. These include inventory control, as well as the proper use and disposal of containers and equipment.

1. Proper BMPs for chemicals and hazardous materials:
    a) Keep lids on all containers and store under cover.
    b) Properly close all containers when not in use.
    c) Use secondary containment for hazardous materials and protect from rain. Store hazardous materials in an area where spills will not reach storm drains.
    d) Label all hazardous materials according to hazardous waste regulations.

e) All hazardous materials should be properly labeled and remain labeled. The purchase date should be placed on the label.

f) In general, storage areas should not be hot or humid.

2. Proper BMPs for flammable materials:

a) Flammable materials should be stored in ventilated storage cabinets or approved safety cans. Lids of safety containers should be kept closed, as well as doors of storage cabinets.

b) Make sure an adequate spill kit with sufficient equipment and supplies is located near storage areas where spills are possible. Clean up any spills, leaks, or discharges immediately.

c) Flammable and combustible materials must be isolated from ignition sources.

d) Proper fire suppression equipment should be installed or available in storage or use areas.

3. General BMPs for significant materials:

a) Do not combine wastes when storing them - this increases safety, recycling and disposal options and reduces disposal costs.

b) Never mix waste oil with fuel, antifreeze or chlorinated solvents.

c) Use secondary containment on all bulk fluids stored in amounts more than 55 gallons and wastes to prevent accidental discharge. Secondary containment includes, but is not limited to, berming around storage areas and use of absorbents.

d) Keep storage areas clean and dry. Conduct regular inspections of storage areas to detect leaks and spills.

e) Store new or used batteries securely to avoid breakage and acid spills during earthquakes. When stored outdoors, batteries shall be covered with plastic tarp to protect them from rain.

f) Recycle old batteries.

g) Wood products treated with chromated copper arsenate, ammoniacal copper zinc arsenate, creosote, or pentachlorophenol should be covered with tarps.

I. Landscaping, Park, and Lawn Maintenance

Landscaping and lawn care practices have a significant impact on stormwater runoff. Conventional lawn care practices often include watering too frequently, over-fertilizing, and the use of pesticides and/or herbicides to rid lawns of unwanted pests and nuisance or invasive plants. Excess nutrients and pesticides wash away during rain events or when lawns are over-watered. The stormwater management approach to lawn care uses a variety of techniques to reduce pollution in stormwater runoff from lawns.

1. General practices include:

a) Perform mowing at optimal times, which does not include prior to significant forecasted rain events.

b) Protect lakes, ponds, wetlands, and/or lagoons adjacent to landscape

maintenance activities.

c) Mulch-mow grasses whenever possible.

d) Dispose of organic wastes by composting whenever possible. When composting is not possible, dispose of organic wastes in an approved disposal facility. Do not wash down or dispose of lawn clippings, leaves, tree trimmings, or other landscape waste in or near a storm drain, drainage ditch, or open body of water.

e) Use mulch or other erosion control methods to prevent erosion of exposed soils and flowerbeds.

f) Do not leave grass clippings or trimming residue on impervious areas.

g) Use mechanical methods for vegetation removal where possible.

h) Avoid loosening soil when removing weeds or vegetation.

i) Collect and dispose lawn trimmings, clippings, vegetation, etc.

j) Reduce or prevent exposed soil areas.

k) Only irrigate as much water as needed. Never water at rates that exceed the infiltration rate of the soil.

J. Road Maintenance (Appendix I)

Existing roads and bridges require periodic maintenance. These maintenance activities often generate stormwater pollutants such as heavy metals, sediments, solvents, oils, and fuels.

1. General practices for road and bridge maintenance:

a) Always sweep or vacuum dry material wastes during saw cutting, road stripe removal, or other activities that create dust/sediment.

b) Locate and block adjacent storm drain inlets during maintenance work such as concrete curb and gutter work, resurfacing, paving, striping/marking, or saw cutting.

c) Use drip pans for paving machines and other equipment that may leak fluids.

d) Do not apply road striping paint during windy, wet, or rainy conditions.

e) If wet saws must be used, place drip pans under or watertight barriers around equipment when not in use. Turn of cooling water when saw is not in use.

f) Wash out mixers, delivery trucks, or other equipment in a designated concrete washout area only.

g) Protect storm drains during maintenance.

K. Right-of-Way Maintenance

1. Open and closed conveyance systems within City right-of-way will be maintained to function as designed and in a manner that will allow them to convey stormwater effectively. Periodic maintenance will include:

a) Mowing

b) Maintenance of vegetation

c) Removal of debris

d) Removal of excess sediment

e) Repair/stabilization of erosion

f) Removal of any obstruction that inhibits drainage

L. Application of Herbicides, Pesticides and Fertilizers

Fertilizers, herbicides, and pesticides possess a relatively high potential for contributing pollutants to stormwater runoff and non-stormwater discharges both through storage and application. Proper management of materials, effective training, and proper use of materials will reduce the potential of polluting receiving waterways.

1. BMPs that will be implemented to reduce pollutants from pesticides, herbicides, and fertilizers include the following:

a) Personnel who participate in the application of pesticides, that contain a Restricted Use Pesticide (RUP), for the City will be trained and obtain non-commercial Certification as required by the Minnesota Department Agriculture.

b) Fertilizers will be applied during the growing seasons- spring, summer, and fall.

c) Employees will be trained to follow the material safety data sheet(s) (MSDS) of pesticides, including herbicides and insecticides, and fertilizers.

d) All mixing and loading operations must occur on impervious surfaces.

e) All state, federal, and local regulations are followed in the use of pesticides, herbicides, and fertilizers.

f) Pesticides, herbicides, and fertilizers will not be applied during or directly prior to storm events.

g) Employ application techniques that increase efficiency and allow the lowest effective application rates. Carefully calibrate application equipment and follow all label instructions.

h) Only pesticides that are quickly absorbed into the soil or plants should be used.

i) Whenever practicable, integrated pest management techniques will be implemented.

j) Pesticides will not be sprayed when there is a high possibility of the spray drifting into non-target areas or onto non-target vegetation, insects, or animals.

k) To prevent possible backflow and contamination of a water supply, never submerge a water supply hose in a chemical tank or container.

l) Pesticide application for mosquito control may not be applied without following the notification requirements as required by Minnesota Statute 18B.07.

M. Cold Weather Operations (Appendix I)

Road salt or deicers should be stored in covered shelters with a door. Although road salt is spread liberally on roads for safety, it is important that we limit the amount of stored road salt that enters streams. Protecting stored road salt from the elements (wind or precipitation) saves money since very little is wasted and keeps unnecessary salt out of our streams.

1. General practices include:

a) Road salt spreaders shall be emptied completely when not in use or at the end of the snow season, especially if stored outdoors. Excess salt in spreaders can get washed out in rains.

b) Regulate the application of deicing salts to prevent oversalting the pavement.

c) Use trucks equipped with salt spreading calibration devices.

d) Use alternative deicing materials, such as sand or salt substitutes, where sensitive ecosystems should be protected.

e) Consider temperature when determining volume of salt to apply.

f) Contain wash water from trucks used for salting and sanding in a holding tank for disposal or discharge into sanitary sewers.

g) Prevent dumping of accumulated snow into surface waters or onto frozen water bodies.

2. Individuals performing winter maintenance activities shall receive training each calendar year that includes the following:

a) the importance of protecting water quality;

b) BMPs to minimize the use of deicers (e.g., proper calibration of equipment and benefits of pretreatment, pre-wetting, and anti-icing); and

c) tools and resources to assist in winter maintenance (e.g., deicing application rate guidelines, calibration charts, Smart Salting Assessment Tool).

3. The City will maintain written procedures for the purpose of determining the TSS and TP treatment effectiveness of the owned / operated ponds constructed and used for the collection and treatment of stormwater.

N. Inventory and Inspection

1. Public BMP Inventory

a) All of the structural best management practices (BMPs) owned and operated by the City will be inspected at least once annually per the requirements of the Minnesota Pollution Control Agency's General Permit Authorization to Discharge Stormwater Associated with Small MS4's Under the NPDES/SDS Permit Program, Permit No. MNR040000.

b) Maintenance activity will be done on an as needed basis. Any maintenance activity identified during the Structural BMP inspections should be taken care of as soon as the Maintenance Divisions schedule allows.

c) Blocked or damaged infrastructure is reported to the maintenance division for cleaning, repair or replacement as their schedule allows.

2. Private BMP Inventory

a) The City shall manage and update a list of privately owned/operated Structural Best Management Practices.

b) The City of will send out a letter requesting the inspection reports for each of the private BMPs. If the report is not submitted to the City by

June 30th of each year, the City will hire out the inspection and maintenance work, then assess the costs back to the responsible party as per the BMP agreement.

c) If maintenance needs are found during the routine BMP inspections, the maintenance schedule found in the agreement should be followed.

- June 30th Submit Yearly Reports to the City as Required by Maintenance Agreement
- July 31th City will hire a consultant to perform necessary inspection & maintenance of the site by Aug 15th
- Aug 15th Consultant sends report to city. 30 day payment notification to property owner
- Sept 15th If no payment received, costs for inspections & maintenance will be assessed
- October Assess costs incurred by City. To be approved at City Council Meeting

3. The city shall conduct an inspection of all ponds and outfalls (excluding underground outfalls) to determine structural integrity, proper function, and maintenance prior to the expiration date of the General Permit.

O. Training

1. Individuals responsible for any portion of the City's Storm Water Pollution Prevention Program shall receive training commensurate with their responsibilities as they relate to the program, including reporting and assessment activities. Training shall include the following:

a) address the importance of protecting water quality, and

b) address the requirements of the NPDES requirements as they relate to the program (i.e. Best practices for Municipal Operations, City's Pond Assessment Procedures, operation and maintenance of structural BMPs, outfalls and ponds, and management of TMDL waste load allocations).

P. Documentation

1. Refer to the *Documentation and Assessment Plan* for items requiring documentation as part of pollution prevention / good housekeeping for municipal operations.

Q. Annual Assessment

1. Refer to the *Documentation and Assessment Plan* for items requiring annual assessment as part of pollution prevention / good housekeeping for municipal operations.

R. References

California Stormwater Quality Association BMP Handbook @ http://www.caasqa.org/bmp-handbooks/municipal-bmp-handbook

EPA Pollution Prevention/Good Housekeeping for Municipal Operators @

http://water.epa.gov/polwaste/npdes/swbmp/Pollution-Prevention-Good-Housekeeping-for-Municipal-Operatators.cfm

LIMC Good Housekeeping Guidance and BMP Manual @

http://www.lancasterintermunicipalcommittee.org/programs_stormwater.php

Partners For A Clean Environment @ http://www.pacepartners.com/stormwater/municipal-operations/72-municipal-stormwater-program-tools#SOP

VI. MCM 6: POND ASSESSMENT PLAN

A. Assessment Procedures

1. Determine Existing Conditions

a) Delineate watersheds for every pond maintained by City.

- Review Storm Sewer Map
- Review LiDAR topographic mapping
- Perform visual inspections

b) Define watershed characteristics (impervious surface percentage, time-of-concentrations, areas, soil types, etc.).

- Review aerial mapping
- Review Land Use Plan
- Review Storm Sewer Map
- Review LiDAR topographic mapping
- Perform visual inspections

c) Define pond characteristics (design permanent volume, existing permanent volume, outlet, normal water level, etc.).

- Review Construction Plans and Record Plans
- Perform visual inspections
- Perform site surveys
- Perform bathymetric surveys
- Perform sediment testing for pollutants

2. Assess TSS and TP Treatment Effectiveness

a) Create water quality models for every pond maintained by City

- Input information gathered into models
- Calculate TSS and TP removal efficiencies

b) Define TSS and TP treatment effectiveness required for every pond

- Establish permanent volumes required to meet NURP standards
- Determine additional reductions required to meet TMDLs, if any
- Determine additional reductions required to provide increased water quality benefits

c) Rate pond effectiveness / need for maintenance

- MN Stormwater Manual recommends sediment removal after 50% of permanent pool capacity has been lost
- Compare existing removal efficiencies to required efficiencies
- Review proximity to surface waters

- Review proximity to Impaired waters
- Review TMDL requirements
- Determine Management Level of Sediment
- Rate pond based on following system:

Table 1 – Pond Rating System	
Rating	**Description**
1	• Pond completely ineffective • Pollutant removal efficiency reduced well below 50 % NURP / required standards (60% reduction or more) • Efficiency reduced below 50% NURP / required standards (50-60% reduction) and discharges directly to surface water or located in Impaired Water watershed • Maintenance required as soon as possible to prevent further pollutant discharge
2	• Pollutant removal efficiency reduced below 50% NURP / required standards (50-60% reduction) but does not discharge directly to surface water and is not located in Impaired Water watershed • Pollutant removal efficiency reduced to approximately 50% NURP / required standards and discharges directly to surface water or located in Impaired Water watershed • Maintenance should be provided as soon as funds are available
3	• Pollutant removal efficiency reduced to approximately 50% NURP / required standards • Does not discharge directly to surface water and not located in Impaired Water watershed • Maintenance should be planned for near future
4	• Pollutant removal efficiency reduction approaching 50% NURP / required standards (25-50% reduction) • Pond should be checked yearly to monitor permanent pool volume reduction and determine if change in rating is necessary
5	• Pond recently constructed or dredged, pollutant removal efficiency at maximum level (0-25% reduction) • Pond should be checked for permanent pool volume capacity starting 5 years after initial construction or dredging and every 5 years after until rating decrease is warranted

B. Schedule

1. Determine Existing Conditions
2. Assess TSS and TP Effectiveness

VII. WRITTEN PROCEDURES

A. MCM 2: Public Participation/Involvement

1. Procedures for consideration of and response to public input on adequacy of SWPPP.

a) Public input (written or oral) shall be directed to the Engineering Department.

b) Engineering Department or designated representative shall review SWPPP regarding input received to determine if any modifications are necessary to address missing or inferior portions of the program.

c) If modifications are necessary, the City will begin process of amending SWPPP accordingly.

d) City shall provide response to person responsible for input providing information on City procedures and potential modifications to be evaluated. Once evaluation of input is complete, City shall provide additional response to person responsible for input regarding revisions to be implemented or reason why no action is to be taken.

B. MCM 3: Illicit Discharge Detection and Elimination

1. Procedures for investigating, locating, and eliminating the source of illicit discharges.

a) Refer to Illicit Discharge Detection and Elimination Plan.

2. Procedures for responding to spills, including emergency response procedures to prevent spills from entering the MS4.

a) Refer to Illicit Discharge Detection and Elimination Plan.

C. MCM 4: Construction Site Runoff Control

1. Procedures for site plan review prior to start of construction activity to ensure compliance with local, State, and Federal requirements.

a) Refer to MCM 4: Construction Site Runoff Control procedures.

2. Procedures for conducting Construction Site Inspections. Inspections to confirm compliance with the NPDES Construction Stormwater Permit per MS4 requirements.

a) High priority sites – The following sites shall be classified as high priority sites.

- Project located in a sensitive area (by determination of City Administrator).
- Project has history of violations.

b) Inspection frequency

- High priority sites – 1 time per week
- Other active sites – every other week
- Inactive sites – 1 time per month

c) Inspector – Inspector shall be designated by the Engineering Department upon Final Plat/Construction Plan approval and be properly trained in Construction Site Runoff Control inspection procedures.

d) Inspection – the Construction Site Inspection Checklist shall be utilized by the

Inspector to document each site inspection to determine compliance with erosion, sediment, and waste control requirements (see Appendix K). Completed checklists shall be provided to the applicant within 24 hours of the inspection, indicating compliance or non-compliance.

e) Warning Letter – If upon inspection the site is determined to be non-compliant (applicant fails to implement the erosion, sediment, and waste controls outlined in the Stormwater Pollution Prevention Plan or planned BMPs are inadequate), the Inspector shall issue a Warning Letter with the completed checklist to the applicant. The Warning Letter will outline issues of non-compliance and a timeline for completion of work to bring the site back into compliance.

f) Action against Financial Security – If appropriate actions by the applicant have not been completed within timeline set forth in the Warning Letter, the city may act against the financial security if any of the conditions listed below exist and at the discretion of the City Administrator. The city shall use funds from this security to finance any corrective or remedial work undertaken by the city or a contractor under contract to the city and to reimburse the city for all direct cost incurred in the process of remedial work including, but not limited to, staff time and attorney's fees.

- The applicant ceases land disturbing activities and/or filling and abandons the work site prior to completion of the city approved grading plan.
- The applicant fails to conform to any city approved grading plan and/or the storm water pollution control plan as approved by the city, or related supplementary instructions.
- The techniques utilized under the storm water pollution control plan fail within 1 year of installation.
- The applicant fails to reimburse the city for corrective action taken under the plan review process.
- Emergency action is necessary. If circumstances exist such that noncompliance with this subchapter poses an immediate danger to the public health, safety, and welfare, as determined by the City Engineer, the city may take emergency preventative action. The city shall also take every reasonable action possible to contact and direct the applicant to take any necessary action. Any cost to the city may be recovered from the applicant's financial security.

g) Penalty - Any person, firm or corporation violating any provision of may be fined for each offense and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues. Pursuit of penalty will be at the discretion of the Engineering Department.

3. Procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted by the public.

a) Public input (written or oral) shall be directed to the assigned Inspector for the site in question.

b) Inspector shall review inspection history to determine if report of noncompliance or other stormwater related information has been/is being addressed.

c) If information is new to inspection history and requires action to restore compliance, Inspector shall initiate a site inspection within 24 hours of receipt.

d) Inspector shall provide response to person responsible for input within 24 hours of receipt, providing information on City procedures, determination of compliance, and potential enforcement.

D. MCM 5: Post-Construction Stormwater Management

1. Procedures for site plan review prior to start of construction activity to ensure compliance with local, State, and Federal requirements.

a) Upon receipt of Building Permit, Excavation and Grading Permit, or Land Use Application, the Engineering Department or designated representative will provide all required information included with the application to the designated Site Plan Reviewer. At the discretion of the Engineering Department, information required may include the following:

- Site Survey
- Site Plan
- Grading Plan
- Erosion and Sediment Control Plan
- Site Restoration Plan
- Stormwater Pollution Prevention Plan
- Stormwater Management Plan and Details
- Hydrologic, Hydraulic, and Water Quality Computations
- Wetland Report by Certified Wetland Specialist
- Wetland Protection/Mitigation Plan
- Soil Borings/Geotechnical Report

b) Site Plan Reviewer – Site Plan Reviewer shall be designated by the Engineering Department upon receipt of applicable City application and be properly trained in Post-Construction Stormwater Management procedures (see Education and Outreach Plan).

c) Review – the SWPPP Review Checklist shall be utilized by the Reviewer to document each plan review to ensure compliance with local, State, and Federal requirements (see Appendix K). In addition, the Reviewer shall generate a Review Comments letter addressed to the Engineering Department outlining revisions necessary to bring Construction Plans into compliance with all requirements.

d) Approval – the Reviewer shall coordinate with the Engineering Department and applicant to address all issues identified during review/development of the checklist. Once all issues have been resolved, the Reviewer shall stamp Final Construction Plans with: Approved By, Reviewer' Name, and Date and coordinate with the Engineering Department to issue the approved permit.

e) Maintenance Agreement – a Maintenance Agreement shall be required for any projects requiring permanent stormwater management facilities due to local, State, or Federal requirements. The agreement shall be generated in favor of the

City using the City's template (see Appendix J). The agreement shall define maintenance responsibilities following completion of project, specify types and frequencies of inspection and maintenance activities, designate who will conduct inspection and maintenance activities, and outline reporting requirements. The Agreement shall be recorded with the County per the City's approval process.

f) Other Permits – the Reviewer shall coordinate with the applicant to verify need for other permits. The Review Comment letter shall include a comment requiring copies of the following permits or documentation from the applicable agency that no permit is necessary.

- MPCA NPDES Construction Stormwater Permit
- Shingle Creek and West Mississippi Watershed Permit
- Wetland Conservation Act Permit
- MN Department of Natural Resources Permit
- US Army Corp of Engineers Permit

E. MCM 6: Pollution Prevention/Good Housekeeping for Municipal Operations

1. Procedures for determining the TSS and TP treatment effectiveness of all City owned/operated ponds constructed and used for the collection and treatment of stormwater.

a) Refer to the Pond Assessment Plan.

F. Documentation

1. Refer to the Documentation and Assessment Plan for items requiring documentation for each Minimum Control Measure.

G. Annual Assessment

1. Refer to the Documentation and Assessment Plan for items requiring annual assessment for each Minimum Control Measure.

VIII. DOCUMENTATION AND ASSESSMENT PLAN

A. Documentation

The following information shall be documented:

1. MCM1: Education and Outreach

    a) Quantities and descriptions of educational materials distributed, including dates distributed. This includes newsletters, brochures, and website hits.

2. MCM 2: Public Participation/Involvement

    a) All relevant written input submitted by persons regarding the SWPPP.

    b) All responses from the City to written input received regarding the SWPPP, including any modifications made to the SWPPP as a result of the written input received.

    c) Date(s), location(s), and estimated number of participants at events held for purposes of providing public opportunity to provide input on the adequacy of the SWPPP.

    d) Notices provided to the public of any events scheduled for purposes of providing public opportunity to provide input on the adequacy of the SWPPP, including the Presentation on SWPPP Progress and Implementation and any electronic correspondence (e.g., website, e-mail distribution lists, notices, etc.).

    e) Date(s), location(s), description of activities, and estimated number of participants at public involvement events that include a pollution prevention or water quality theme. This includes the Park Cleanup Event, Tree Planting Program, Spring Cleanup event, and any other educational or outreach event with a Pollution Prevention or Water Quality theme.

3. MCM 3: Illicit Discharge Detection and Elimination

    a) Staff training for illicit discharge detection and elimination including: 1) general subject matter covered, 2) names and departments of individuals in attendance, and 3) date of each training event.

    b) Date(s) and location(s) of IDDE inspections conducted, including any field notes, maps, pictures, videos, and/or test results.

    c) Reports of alleged illicit discharges received, including date(s) of the report(s), and any follow-up action(s) taken.

    d) Date(s) of discovery of all illicit discharges.

    e) Identification of outfalls, or other areas, where illicit discharges have been discovered.

    f) Sources (including a description and the responsible party) of illicit discharges (if known).

    g) Labor, materials, and other costs associated with the investigation for invoicing the responsible party.

    h) Action(s) taken by the City (i.e correspondence, Notice of Violation), including date(s), to address discovered illicit discharges.

i) Enforcement actions, including the following:

- Name of the person responsible for violating the terms and conditions of the City's ordinances.
- Date(s) and location(s) of the observed violation(s).
- Description of the violation(s).
- Corrective action(s) (including completion schedule) issued by the City.
- Referrals to other regulatory organizations (if any).
- Date(s) and proof violation(s) resolved.

4. MCM 4: Construction Site Runoff Control

a) Staff training for construction site runoff control including: 1) general subject matter covered, 2) names and departments of individuals in attendance, and 3) date of each training event.

b) Site Plan Reviews, including the following:

- Project name.
- Location.
- Total acreage disturbed.
- Owner and Operator of proposed construction activity.
- Proof of notification to obtain coverage under the CSW Permit or proof of coverage under the CSW Permit.
- Any stormwater related comments and supporting completed checklist used by the Reviewer to determine project approval or denial.
- Approved Final Plat/Construction Plans.

c) Construction site inspections, including the following:

- Completed Construction Site Inspection Checklist.
- Any correspondence to the applicant regarding non-compliance with the approved Stormwater Pollution Prevention Plan, including Warning Letters, notice of action against the financial security, and/or notice of potential penalties.

d) Enforcement actions, including the following:

- Name of the person responsible for violating the terms and conditions of the City's ordinances.
- Date(s) and location(s) of the observed violation(s).
- Description of the violation(s).
- Corrective action(s) (including completion schedule) issued by the City.
- Referrals to other regulatory organizations (if any).

- Date(s) and proof violation(s) resolved.

5. MCM 5: Post-Construction Stormwater Management

   a) Staff training for post-construction stormwater management including: 1) general subject matter covered, 2) names and departments of individuals in attendance, and 3) date of each training event.

   b) Site Plan Reviews, including the following:

      - Supporting documentation used to determine compliance with local, State, and Federal requirements, including any calculations for the permanent stormwater treatment system.
      - The water quality volume that will be treated through volume reduction practices (e.g., infiltration or other) compared to the total water quality volume required to be treated.
      - Documentation associated with off-site treatment projects authorized by the City, including rationale to support the location of permanent stormwater treatment projects.
      - Payments received and used for public stormwater management projects to provide off-site treatment for other projects within the City.
      - Any stormwater related comments and supporting completed checklist used by the Reviewer to determine project approval or denial.
      - Approved Final Plat/Construction Plans.
      - Copies of permits required by other local, State, or Federal agencies.
      - Maintenance Agreements generated for privately owned and operated stormwater management facilities constructed to meet local, State, and Federal requirements.

   c) Inventory of private BMPs installed to meet governmental requirements, including the following:

      - Location.
      - Year constructed.
      - Type of BMP.
      - Design plans/reports.
      - Recorded Maintenance Agreement.

   d) Enforcement actions, including the following:

      - Name of party responsible for violating the terms and conditions of the Maintenance Agreement.
      - Date(s) and location(s) of the observed violation(s).
      - Description of the violation(s).
      - Corrective action(s) (including completion schedule) issued by the City.

- Referrals to other regulatory organizations (if any).
- Date(s) violation(s) resolved.

6. MCM 6: Pollution Prevention / Good Housekeeping for Municipal Operations

   a) Staff training for winter maintenance activities including: 1) general subject matter covered, 2) names and departments of individuals in attendance, and 3) date of each training event.

   b) Staff training for SWPPP activities including: 1) general subject matter covered, 2) names and departments of individuals in attendance, and 3) date of each training event.

   c) Operation and maintenance:

      - Date(s) and description of findings, including whether or not an illicit discharge is detected, for all inspections conducted on structural stormwater BMPs, ponds, and outfalls.
      - Any adjustments to inspection frequency of structural stormwater BMPs.
      - Date(s) and a description of maintenance conducted as a result of inspection findings, including whether or not an illicit discharge is detected.
      - Schedule(s) for maintenance of structural stormwater BMPs, ponds, and outfalls.

   d) Pond sediment excavation

      - Unique ID number and geographic coordinates of each stormwater pond from which sediment is removed.
      - The volume (e.g., cubic yards) of sediment removed from each stormwater pond.
      - Results from any testing of sediment from each removal activity.
      - Location(s) of final disposal of sediment from each stormwater pond.

B. Annual Assessment

1. The City shall conduct an annual assessment of the entire Storm Water Pollution Prevention Program to evaluate program compliance, the status of achieving the measurable requirements, and determine how the program might be improved. Measurable requirements are activities that must be documented or tracked as applicable to each MCM (e.g., inventory, trainings, site plan reviews, inspections, enforcement, etc.). The permittee must perform the annual assessment prior to completion of each annual report and document any modifications made to the program as a result of the annual assessment.

Appendix A: 2020 MS4 Part 2 Permit Application

MINNESOTA POLLUTION CONTROL AGENCY

AUTHORIZATION TO DISCHARGE STORMWATER

ASSOCIATED WITH SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS

UNDER THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)/

STATE DISPOSAL SYSTEM (SDS) PROGRAM

MS400006

Permittee:	City of Brooklyn Center
Coverage issuance date:	September 14, 2021
Expiration date:	November 15, 2025

The state of Minnesota, on behalf of its citizens through the Minnesota Pollution Control Agency (MPCA), authorizes the Permittee to operate a small municipal separate storm sewer system (MS4) and to discharge from the small MS4 to receiving waters, in accordance with the requirements of the Small Municipal Separate Storm Sewer Systems General Permit MNR040000 (General Permit).

The goal of the General Permit is to reduce pollutant levels in point source discharges and protect water quality in accordance with the U.S. Clean Water Act, Minnesota statutes and rules, and federal laws and regulations.

The MPCA issued the General Permit on November 16, 2020, however the permittee received coverage under the General Permit on the coverage issuance date identified above. The General Permit expires at midnight on the expiration date identified above.

Signature: Duane Duncanson *for the* Minnesota Pollution Control Agency

This document has been electronically signed.

Duane Duncanson
Supervisor
Municipal Stormwater Unit
Municipal Division

If you have questions about the General Permit, including specific permit requirements, permit reporting, or permit compliance status, please contact the MPCA at:

Municipal Stormwater Program
Municipal Division
Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, Minnesota 55155-4194
Telephone: 651-296-6300 or toll free in Minnesota: 800-657-3864

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1.1	**Eligibility**. [Minn. R. 7090]
1.2	To be eligible for authorization to discharge stormwater under the Small Municipal Separate Storm Sewer Systems General Permit (General Permit), the applicant must be an owner and/or operator (owner/operator) of a small Municipal Separate Storm Sewer System (MS4) and meet one or more of the criteria requiring permit issuance as specified in Minn. R. 7090.1010. [Minn. R. 7090.1010]
2.1	**Authorized Stormwater Discharges**. [Minn. R. 7090]
2.2	The General Permit authorizes stormwater discharges from small MS4s as defined in 40 CFR 122.26(b)(16). [Minn. R. 7090]
3.1	**Authorized Non-Stormwater Discharges**. [Minn. R. 7090]
3.2	The following categories of non-stormwater discharges or flows are authorized under the General Permit to enter the permittee's small MS4 only if the permittee does not identify them as significant contributors of pollutants (i.e., illicit discharges), in which case the discharges or flows must be addressed in the permittee's Stormwater Pollution Prevention Program (SWPPP): water line flushing, landscape irrigation, diverted stream flows, rising groundwaters, uncontaminated groundwater infiltration (as defined at 40 CFR 35.2005(b)(20)), uncontaminated pumped groundwater, 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 firefighting activities. [Minn. R. 7090]
4.1	**Limitations on Authorization**. [Minn. R. 7090]
4.2	The following discharges or activities are not authorized by the General Permit: a. non-stormwater discharges, except those authorized by the permittee in item 3.2; b. discharges of stormwater to the small MS4 from activities requiring a separate NPDES/SDS permit. The General Permit does not replace or satisfy any other permitting requirements; c. the General Permit does not replace or satisfy any environmental review requirements, including those under the Minnesota Environmental Policy Act (Minn. Stat. 116D), or the National Environmental Policy Act (42 U.S.C. 4321 et seq.); d. the General Permit does not replace or satisfy any review requirements for endangered or threatened species, from new or expanded discharges that adversely impact or contribute to adverse impacts on a listed endangered or threatened species, or adversely modify a designated critical habitat; e. the General Permit does not replace or satisfy any review requirements for historic places or archeological sites, from new or expanded discharges which adversely affect properties listed or eligible for listing in the National Register of Historic Places or affecting known or discovered archeological sites; and f. discharges to prohibited outstanding resource value waters pursuant to Minn. R. 7050.0335, subp. 3. Only the permittee's small MS4 and the portions of the storm sewer system that are under the permittee's operational control are authorized by the General Permit. [Minn. R. 7090]
5.1	**Permit Authorization**. [Minn. R. 7001]
5.2	The applicant must submit a complete application in accordance with Sections 9 through 12 in order to obtain authorization to discharge stormwater from a small MS4 under the General Permit. [Minn. R. 7001]
5.3	The Commissioner reviews the General Permit application for completeness. After review, the Commissioner will do one of the following: a. if an application is determined to be incomplete, the Commissioner will notify the applicant in writing, indicate why the application is incomplete, and request that the applicant resubmit the application; or b. if an application is determined to be complete, the Commissioner will make a preliminary determination as to whether coverage under the General Permit should be issued or denied in accordance with Minn. R. 7001. [Minn. R. 7001]
5.4	The Commissioner provides a public notice with the opportunity for a hearing on the preliminary determination to issue coverage under the General Permit. [Minn. R. 7001]
5.5	Upon receipt of written notification of final approval of the application from the Commissioner, the applicant is authorized to discharge stormwater from the small MS4 under the terms and conditions of the General Permit. [Minn. R. 7001]

6.1	**Transfer of Ownership or Control**. [Minn. R. 7001, Minn. R. 7090.0080]
6.2	Where the ownership or significant operational control of the small MS4 changes after the submittal of an application in accordance with Sections 9 through 12, the new owner/operator must submit a new application in accordance with Sections 9 through 12. [Minn. R. 7090]
7.1	**Issuance of Individual Permits**. [Minn. R. 7001]
7.2	The permit applicant may request an individual permit in accordance with Minn. R. 7001.0210, Subp. 6, for authorization to discharge stormwater associated with a small MS4. [Minn. R. 7001.0210, subp. 6]
7.3	The Commissioner may require an individual permit for the permit applicant or permittee covered by a general permit, in accordance with Minn. R. 7001.0210, Subp. 6. [Minn. R. 7001.0210, subp. 6]
8.1	**Rights and Responsibilities**. [Minn. R. 7001, Minn. R. 7090]
8.2	The Commissioner may modify the General Permit or issue other permits, in accordance with Minn. R. 7001, to include more stringent effluent limitations or permit requirements that modify or are in addition to the Minimum Control Measures of the General Permit, or both. These modifications may be based on the Commissioner's determination that such modifications are needed to protect water quality. [Minn. R. 7001]
8.3	The Commissioner may designate additional small MS4s for coverage under the General Permit in accordance with Minn. R. 7090. The owner/operator of a small MS4 that is designated for coverage must comply with the permit requirements by the dates specified in the Commissioner's determination. [Minn. R. 7090]
9.1	**Application for Reissuance**. [Minn. R. 7001]
9.2	If an existing permittee desires to continue permit coverage beyond the expiration date, the permittee must submit an application for permit reissuance: Due by 180 days prior to permit expiration. [Minn. R. 7001.0040, subp. 3]
10.1	**New Permittee Applicants**. [Minn. R. 7090]
10.2	To become a new permittee authorized to discharge stormwater under the General Permit, the owner/operator of a small MS4 must submit an application, on a form provided by the Agency, in accordance with the schedule in Appendix B, Table 3, and the following requirements: a. submit Part 1 of the permit application (includes the permit application fee); and b. submit Part 2 of the permit application, also known as the Stormwater Pollution Prevention Program (SWPPP) document, in accordance with Section 12. [Minn. R. 7090]
11.1	**Existing Permittee Applicants**. [Minn. R. 7090]
11.2	All existing permittees seeking to continue discharging stormwater associated with a small MS4 after the issuance date of the General Permit must submit Part 2 of the permit application: Due by 150 days after permit issuance. Existing permittees were required to submit Part 1 of the permit application prior to the expiration date (July 31, 2018) of the Agency's small MS4 general permit No.MNR040000, effective August 1, 2013. [Minn. R. 7090]
12.1	**Stormwater Pollution Prevention Program (SWPPP) Document**. [Minn. R. 7090]
12.2	All applicants must submit a SWPPP Document (i.e., Part 2 of the permit application) when seeking coverage under the General Permit. The SWPPP Document will become an enforceable part of the General Permit upon approval by the Agency. Modifications to the SWPPP Document that are required or allowed by the General Permit (see Section 24) will also become enforceable provisions. The applicant must submit the SWPPP Document on a form provided by the Agency. The applicant's SWPPP Document must include items 12.3 through 12.11, as applicable. [Minn. R. 7090]
12.3	The applicant must provide a description of partnerships with another regulated small MS4(s), into which the applicant has entered in order to satisfy one or more requirements of the General Permit. [Minn. R. 7090]
12.4	The applicant must provide a description of each program the applicant has developed and implemented to satisfy the Minimum Control Measure (MCM) requirements, including: a. the Best Management Practices (BMPs) the applicant has implemented for each MCM at the time of application; b. the status of each required component of the program; and c. name(s) of individual(s) or position titles responsible for implementing and/or coordinating each component of the program.

	If the program has not been developed at the time of application (e.g., new permittee applicants), or revised to meet new requirements of the General Permit (e.g., existing permittee applicants); the applicant must satisfy the permit requirements in accordance with the schedule in Appendix B, Table 2 (existing permittee applicants), or Table 3 (new permittee applicants). [Minn. R. 7090]
12.5	The applicant must indicate whether each storm sewer system map requirement of Section 14 is satisfied at the time of application. For each requirement of Section 14 that is not satisfied at the time of application, the applicant must satisfy the permit requirements in accordance with the schedule in Appendix B, Table 2 (existing permittee applicants), or Table 3 (new permittee applicants). [Minn. R. 7090]
12.6	The applicant must provide a description of existing regulatory mechanism(s) the applicant has developed, implemented, and enforced to satisfy the requirements of Sections 18, 19, and 20. At a minimum, the applicant must provide the following information: a. the type(s) of regulatory mechanism(s) the applicant has in place at the time of application that will be used to satisfy the requirements; b. the status of each required component of the regulatory mechanism(s); and c. if available, a website address to the regulatory mechanism(s). If the regulatory mechanism(s) have not been developed at the time of application (e.g., new permittee applicants), or revised to meet new requirements of the General Permit (e.g., existing permittee applicants); the applicant must satisfy the permit requirements in accordance with the schedule in Appendix B, Table 2 (existing permittee applicants), or Table 3 (new permittee applicants). [Minn. R. 7090]
12.7	The applicant must provide a description of existing enforcement response procedures (ERPs) the applicant has developed and implemented that satisfy the ERP requirements of items 18.14, 19.12, and 20.19. If the applicant has not yet developed ERPs (e.g., new permittee applicants), or existing ERPs must be updated to satisfy new requirements, the applicant must satisfy the permit requirements in accordance with the schedule in Appendix B, Table 2 (existing permittee applicants), or Table 3 (new permittee applicants). [Minn. R. 7090]
12.8	The applicant must submit a compliance schedule for each applicable Waste Load Allocation (WLA) not being met for oxygen demand, nitrate, total suspended solids (TSS), and total phosphorus (TP). The applicant may develop a compliance schedule to include multiple WLAs. The applicant's compliance schedule must include the following information: a. proposed BMPs or progress toward implementation of BMPs to be achieved during the permit term; b. the year each BMP is expected to be implemented; c. a target year the applicable WLA(s) will be achieved; and d. if the applicant has an applicable WLA for TSS or TP, a cumulative estimate of TSS and TP load reductions (in pounds) to be achieved during the permit term and the Agency-approved method used to determine the estimate. Agency-approved methods include "Program for Predicting Polluting Particle Passage thru Pits, Puddles, and Ponds (P8) Urban Catchment Model", "Source Loading and Management Model for Windows (WinSLAMM)", "Minimal Impact Design Standards (MIDS) calculator", "Minnesota Pollution Control Agency (MPCA) simple estimator tool", or any other method that receives Agency-approval. [Minn. R. 7090]
12.9	For each applicable WLA where a reduction in pollutant loading is required for bacteria, chloride, and temperature, the applicant must provide a description of any existing BMPs the applicant has developed and implemented to satisfy the requirements of items 22.3 through 22.7, including: a. the BMPs the applicant has implemented for each required component at the time of application; b. the status of each required component; and c. name(s) of individual(s) or position titles responsible for implementing and/or coordinating each required component. If the required components have not been developed at the time of application (e.g., new permittee applicants), or revised to meet new requirements of the General Permit (e.g., existing permittee applicants); the applicant must satisfy the permit requirements in accordance with the schedule in Appendix B, Table 2 (existing permittee applicants), or Table 3 (new permittee applicants). [Minn. R. 7090]

12.10	If the applicant is claiming to meet an applicable WLA where a reduction in pollutant loading is required for oxygen demand, nitrate, TSS, or TP, the applicant must provide documentation to demonstrate the applicable WLA is being met. At a minimum, the applicant must provide the following information: a. a list of all structural stormwater BMPs implemented to achieve the applicable WLA, including the BMP type (e.g., constructed basin, infiltrator, filter, swale or strip, etc.), location in geographic coordinates, owner, and year implemented; and b. documentation using an Agency-approved method, which demonstrates the estimated reductions of oxygen demand (or its surrogate pollutants), nitrate, TSS, or TP from BMPs meet the MS4 WLA reductions included in the TMDL report, if that information is available (e.g., percent reduction or pounds reduced); or c. documentation using an Agency-approved method, which demonstrates the applicant's existing load meets the WLA. [Minn. R. 7090]
12.11	For the requirements of Section 23, alum or ferric chloride phosphorus treatment systems, if applicable, the applicant must submit the following information: a. location of the system in geographic coordinates; b. name(s) of the individual(s) or position titles responsible for the operation of the system; c. information described in item 23.11, if the system is constructed at the time the applicant submits the application to the Agency; d. indicate if the system complies with the requirements in Section 23; and e. if applicable, for each requirement in Section 23 that the applicant's system does not comply with at the time of application, the applicant must bring the system into compliance in accordance with the schedule in Appendix B, Table 2 (existing permittee applicants), or Table 3 (new permittee applicants). [Minn. R. 7090]
13.1	**Stormwater Pollution Prevention Program (SWPPP)**. [Minn. R. 7090]
13.2	The permittee must develop, implement, and enforce a SWPPP designed to reduce the discharge of pollutants from the small MS4 to the Maximum Extent Practicable (MEP) and to protect water quality. Existing permittees regulated within the urbanized area as defined by the United States Census Bureau, the applicable urbanized area for which the permittee must develop, implement, and enforce a SWPPP can be based on the most recent decennial census of 2010 for the duration of the General Permit. [Minn. R. 7090]
13.3	If the permittee enters into a partnership for purposes of meeting SWPPP requirements, the permittee maintains legal responsibility for compliance with the General Permit. [Minn. R. 7090]
13.4	Existing permittees must revise their SWPPP developed under the Agency's small MS4 general permit No.MNR040000 that was effective August 1, 2013, to meet the requirements of the General Permit in accordance with the schedule in Appendix B, Table 2. New permittees must develop, implement, and enforce their SWPPP in accordance with the schedule in Appendix B, Table 3. The permittee's SWPPP must consist of Sections 14 through 23, as applicable. [Minn. R. 7090]
14.1	**Mapping**. [Minn. R. 7090]
14.2	New permittees must develop, and existing permittees must update, as necessary, a storm sewer system map that depicts the following: a. the permittee's entire MS4 as a goal, but at a minimum, all pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes; b. outfalls, including a unique identification (ID) number assigned by the permittee, and an associated geographic coordinates; c. structural stormwater BMPs that are part of the permittee's MS4; and d. all receiving waters. [Minn. R. 7090]
15.1	**Minimum Control Measures (MCMs)**. [Minn. R. 7090.1040]
15.2	The permittee must incorporate the following six MCMs into the SWPPP. [Minn. R. 7090.1040]
16.1	**MCM 1: Public Education and Outreach**. [Minn. R. 7090]
16.2	New permittees must develop and implement, and existing permittees must revise their current program, as necessary, and continue to implement, a public education program to distribute educational materials or equivalent outreach that informs the public of the impact stormwater discharges have on waterbodies and that includes actions citizens, businesses, and

	other local organizations can take to reduce the discharge of pollutants to stormwater. The permittee may use existing materials if they are appropriate for the message the permittee chooses to deliver, or the permittee may develop its own educational materials. The permittee may partner with other MS4 permittees, community groups, watershed management organizations, or other groups to implement its education and outreach program. The permittee must incorporate Section 16 requirements into their program. [Minn. R. 7090]
16.3	During the permit term, the permittee must distribute educational materials or equivalent outreach focused on at least two (2) specifically selected stormwater-related issues of high priority to the permittee (e.g., specific TMDL reduction targets, changing local business practices, promoting adoption of residential BMPs, lake improvements through lake associations, household chemicals, yard waste, etc.). The topics must be different from those described in items 16.4 through 16.6. [Minn. R. 7090]
16.4	At least once each calendar year, the permittee must distribute educational materials or equivalent outreach focused on illicit discharge recognition and reporting illicit discharges to the permittee. [Minn. R. 7090]
16.5	For cities and townships, at least once each calendar year, the permittee must distribute educational materials or equivalent outreach to residents, businesses, commercial facilities, and institutions, focused on the following: a. impacts of deicing salt use on receiving waters; b. methods to reduce deicing salt use; and c. proper storage of salt or other deicing materials. [Minn. R. 7090]
16.6	For cities and townships, at least once each calendar year, the permittee must distribute educational materials or equivalent outreach focused on pet waste. The educational materials or equivalent outreach must include information on the following: a. impacts of pet waste on receiving waters; b. proper management of pet waste; and c. any existing permittee regulatory mechanism(s) for pet waste. [Minn. R. 7090]
16.7	The permittee must develop and implement an education and outreach plan that consists of the following: a. target audience(s) (e.g., residents, businesses, commercial facilities, institutions, and local organizations; consideration should be given to low-income residents, people of color, and non-native English speaking residents. A resource to help identify these areas is available on the Agency's environmental justice website); b. name or position title of responsible person(s) for overall plan implementation; c. specific activities and schedules to reach each target audience; and d. a description of any coordination with and/or use of stormwater education and outreach programs implemented by other entities, if applicable. [Minn. R. 7090]
16.8	The permittee must document the following information: a. a description of all specific stormwater-related issues identified by the permittee in item 16.3; b. all information required under the permittee's education and outreach plan in item 16.7; c. activities held, including dates, to reach each target audience; d. quantities and descriptions of educational materials distributed, including dates distributed; and e. estimated audience (e.g., number of participants, viewers, readers, listeners, etc.) for each completed education and outreach activity. [Minn. R. 7090]
16.9	The permittee must conduct an annual assessment of the public education program to evaluate program compliance, the status of achieving the measurable requirements in Section 16, and determine how the program might be improved. Measurable requirements are activities that must be documented or tracked as applicable to the MCM (e.g., education and outreach efforts, implementation of written plans, etc.). The permittee must perform the annual assessment prior to completion of each annual report and document any modifications made to the program as a result of the annual assessment. [Minn. R. 7090]
17.1	**MCM 2: Public Participation/Involvement**. [Minn. R. 7090]
17.2	New permittees must develop and implement, and existing permittees must revise their current program, as necessary, and continue to implement, a Public Participation/Involvement program to solicit public input on the SWPPP and involve the public in activities that improve or protect water quality. The permittee must incorporate Section 17 requirements into

	their program. [Minn. R. 7090]
17.3	Each calendar year, the permittee must provide a minimum of one (1) opportunity for the public to provide input on the adequacy of the SWPPP. The permittee may conduct a public meeting(s) to satisfy this requirement, provided appropriate local public notice requirements are followed and the public is given the opportunity to review and comment on the SWPPP. [Minn. R. 7090]
17.4	The permittee must provide access to the SWPPP Document, annual reports, and other documentation that supports or describes the SWPPP (e.g., regulatory mechanism(s), etc.) for public review, upon request. All public data requests are subject to the Minnesota Government Data Practices Act, Minn. Stat. 13. [Minn. Stat. 13]
17.5	The permittee must consider oral and written input regarding the SWPPP submitted by the public to the permittee. [Minn. R. 7090]
17.6	Each calendar year, the permittee must provide a minimum of one (1) public involvement activity that includes a pollution prevention or water quality theme (e.g., rain barrel distribution event, rain garden workshop, cleanup event, storm drain stenciling, volunteer water quality monitoring, adopt a storm drain program, household hazardous waste collection day, etc.). [Minn. R. 7090]
17.7	The permittee must document the following information: a. all relevant written input submitted by persons regarding the SWPPP; b. all responses from the permittee to written input received regarding the SWPPP, including any modifications made to the SWPPP as a result of the written input received; c. date(s), location(s), and estimated number of participants at events held for purposes of compliance with item 17.3; d. notices provided to the public of any events scheduled to meet item 17.3, including any electronic correspondence (e.g., website, e-mail distribution lists, notices, etc.); and e. date(s), location(s), description of activities, and estimated number of participants at events held for the purpose of compliance with item 17.6. [Minn. R. 7090]
17.8	The permittee must conduct an annual assessment of the Public Participation/Involvement program to evaluate program compliance, the status of achieving the measurable requirements in Section 17, and determine how the program might be improved. Measurable requirements are activities that must be documented or tracked as applicable to the MCM (e.g., public input and involvement opportunities, etc.). The permittee must perform the annual assessment prior to completion of each annual report and document any modifications made to the program as a result of the annual assessment. [Minn. R. 7090]
18.1	**MCM 3: Illicit Discharge Detection and Elimination (IDDE)**. [Minn. R. 7090]
18.2	New permittees must develop, implement, and enforce, and existing permittees must revise their current program as necessary, and continue to implement and enforce, a program to detect and eliminate illicit discharges into the MS4. The permittee must incorporate Section 18 requirements into their program. [Minn. R. 7090]
18.3	The permittee must maintain a map of the permittee's MS4, as required in Section 14. [Minn. R. 7090]
18.4	To the extent allowable under state or local law, the permittee must develop, implement, and enforce a regulatory mechanism(s) that prohibits non-stormwater discharges into the permittee's MS4, except those non-stormwater discharges authorized in item 3.2. A regulatory mechanism(s) for the purposes of the General Permit may consist of contract language, an ordinance, permits, standards, written policies, operational plans, legal agreements, or any other mechanism, that will be enforced by the permittee. The regulatory mechanism(s) must also include items 18.5 and 18.6, as applicable. [Minn. R. 7090]
18.5	For cities, townships, and counties, the permittee's regulatory mechanism(s) must require owners or custodians of pets to remove and properly dispose of feces on permittee owned land areas. [Minn. R. 7090]
18.6	For cities and townships, the permittee's regulatory mechanism(s) must require proper salt storage at commercial, institutional, and non-NPDES permitted industrial facilities. At a minimum, the regulatory mechanism(s) must require the following: a. designated salt storage areas must be covered or indoors; b. designated salt storage areas must be located on an impervious surface; and c. implementation of practices to reduce exposure when transferring material in designated salt storage areas (e.g., sweeping, diversions, and/or containment). [Minn. R. 7090]

18.7	The permittee must incorporate illicit discharge detection into all inspection and maintenance activities conducted in items 21.9, 21.10, and 21.11. Where feasible, the permittee must conduct illicit discharge inspections during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation). [Minn. R. 7090]
18.8	At least once each calendar year, the permittee must train all field staff in illicit discharge recognition (including conditions which could cause illicit discharges), and reporting illicit discharges for further investigation. Field staff includes, but is not limited to, police, fire department, public works, and parks staff. Training for this specific requirement may include, but is not limited to, videos, in-person presentations, webinars, training documents, and/or emails. [Minn. R. 7090]
18.9	The permittee must ensure that individuals receive training commensurate with their responsibilities as they relate to the permittee's IDDE program. Individuals includes, but is not limited to, individuals responsible for investigating, locating, eliminating illicit discharges, and/or enforcement. The permittee must ensure that previously trained individuals attend a refresher-training every three (3) calendar years following the initial training. [Minn. R. 7090]
18.10	The permittee must maintain a written or mapped inventory of priority areas the permittee identifies as having a higher likelihood for illicit discharges. At a minimum, the permittee must evaluate the following for potential inclusion in the inventory: a. land uses associated with business/industrial activities; b. areas where illicit discharges have been identified in the past; and c. areas with storage of significant materials that could result in an illicit discharge. [Minn. R. 7090]
18.11	To the extent allowable under state or local law, the permittee must conduct additional illicit discharge inspections in areas identified in item 18.10. [Minn. R. 7090]
18.12	The permittee must implement written procedures for investigating, locating, and eliminating the source of illicit discharges. At a minimum, the written procedures must include: a. a timeframe in which the permittee will investigate a reported illicit discharge; b. use of visual inspections to detect and track the source of an illicit discharge; c. tools available to the permittee to investigate and locate an illicit discharge (e.g., mobile cameras, collecting and analyzing water samples, smoke testing, dye testing, etc.); d. cleanup methods available to the permittee to remove an illicit discharge or spill; and e. name or position title of responsible person(s) for investigating, locating, and eliminating an illicit discharge. [Minn. R. 7090]
18.13	The permittee must implement written procedures for responding to spills, including emergency response procedures to prevent spills from entering the MS4. The written procedures must also include the immediate notification of the Minnesota Department of Public Safety Duty Officer at 800-422-0798 (toll free) or 651-649-5451 (Metro area), if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. 115.061. [Minn. R. 7090]
18.14	The permittee must maintain written enforcement response procedures (ERPs) to compel compliance with the permittee's regulatory mechanism(s) in Section 18. At a minimum, the written ERPs must include: a. a description of enforcement tools available to the permittee and guidelines for the use of each tool; b. timeframes to complete corrective actions; and c. name or position title of responsible person(s) for conducting enforcement. [Minn. R. 7090]
18.15	The permittee must document the following information: a. date(s) and location(s) of IDDE inspections conducted in accordance with items 18.7 and 18.11; b. reports of alleged illicit discharges received, including date(s) of the report(s), and any follow-up action(s) taken by the permittee; c. date(s) of discovery of all illicit discharges; d. identification of outfalls, or other areas, where illicit discharges have been discovered; e. sources (including a description and the responsible party) of illicit discharges (if known); and f. action(s) taken by the permittee, including date(s), to address discovered illicit discharges. [Minn. R. 7090]
18.16	For each training in item 18.8 and 18.9, the permittee must document:

	a. general subject matter covered; b. names and departments of individuals in attendance; and c. date of each event. [Minn. R. 7090]
18.17	The permittee must document any enforcement conducted pursuant to the ERPs in item 18.14, including verbal warnings. At a minimum, the permittee must document the following: a. name of the person responsible for violating the terms and conditions of the permittee's regulatory mechanism(s); b. date(s) and location(s) of the observed violation(s); c. description of the violation(s); d. corrective action(s) (including completion schedule) issued by the permittee; e. referrals to other regulatory organizations (if any); and f. date(s) violation(s) resolved. [Minn. R. 7090]
18.18	The permittee must conduct an annual assessment of the IDDE program to evaluate program compliance, the status of achieving the measurable requirements in Section 18, and determine how the program might be improved. Measurable requirements are activities that must be documented or tracked as applicable to the MCM (e.g., trainings, inventory, inspections, enforcement, etc.). The permittee must perform the annual assessment prior to completion of each annual report and document any modifications made to the program as a result of the annual assessment. [Minn. R. 7090]
19.1	**MCM 4: Construction Site Stormwater Runoff Control**. [Minn. R. 7090]
19.2	New permittees must develop, implement, and enforce, and existing permittees must revise their current program, as necessary, and continue to implement and enforce, a Construction Site Stormwater Runoff Control program. The program must address construction activity with a land disturbance of greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, within the permittee's jurisdiction and that discharge to the permittee's MS4. The permittee must incorporate Section 19 requirements into their program. [Minn. R. 7090]
19.3	To the extent allowable under state or local law, the permittee must develop, implement, and enforce a regulatory mechanism(s) that establishes requirements for erosion, sediment, and waste controls that is at least as stringent as the Agency's most current Construction Stormwater General Permit (MNR100001), herein referred to as the CSW Permit. A regulatory mechanism(s) for the purposes of the General Permit may consist of contract language, an ordinance, permits, standards, written policies, operational plans, legal agreements, or any other mechanism, that will be enforced by the permittee. [Minn. R. 7090]
19.4	When the CSW Permit is reissued, the permittee must revise their regulatory mechanism(s), if necessary, within 12 months of the issuance date of that permit, to be at least as stringent as the requirements for erosion, sediment, and waste controls described in the CSW Permit. [Minn. R. 7090]
19.5	The permittee's regulatory mechanism(s) must require that owners and operators of construction activity develop site plans that must be submitted to the permittee for review and confirmation that regulatory mechanism(s) requirements have been met, prior to the start of construction activity. The regulatory mechanism(s) must require the owners and operators of construction activity to keep site plans up-to-date with regard to stormwater runoff controls. The regulatory mechanism(s) must require that site plans incorporate the following erosion, sediment, and waste controls that are at least as stringent as described in the CSW Permit: a. erosion prevention practices; b. sediment control practices; c. dewatering and basin draining; d. inspection and maintenance; e. pollution prevention management measures; f. temporary sediment basins; and g. termination conditions. [Minn. R. 7090]
19.6	The permittee must implement written procedures for site plan reviews conducted by the permittee prior to the start of all construction activity, to ensure compliance with requirements of the regulatory mechanism(s). At a minimum, the procedures must include: a. written notification to owners and operators proposing construction activity, including projects less than one acre that

	are part of a larger common plan of development or sale, of the need to apply for and obtain coverage under the CSW Permit; and b. use of a written checklist, consistent with the requirements of the regulatory mechanism(s), to document the adequacy of each site plan required in item 19.5. [Minn. R. 7090]
19.7	The permittee must implement an inspection program that includes written procedures for conducting site inspections, to determine compliance with the permittee's regulatory mechanism(s). The inspection program must also meet the requirements in items 19.8 and 19.9. [Minn. R. 7090]
19.8	The permittee must maintain written procedures for identifying high-priority and low-priority sites for inspection. At a minimum, the written procedures must include: a. a detailed explanation describing how sites will be categorized as either high-priority or low-priority; b. a frequency at which the permittee will conduct inspections for high-priority sites; c. a frequency at which the permittee will conduct inspections for low-priority sites; and d. the name(s) of individual(s) or position title(s) responsible for conducting site inspections. [Minn. R. 7090]
19.9	The permittee must implement a written checklist to document each site inspection when determining compliance with the permittee's regulatory mechanism(s). At a minimum, the checklist must include the permittee's inspection findings on the following areas, as applicable to each site: a. stabilization of exposed soils (including stockpiles); b. stabilization of ditch and swale bottoms; c. sediment control BMPs on all down gradient perimeters of the project and up gradient of buffer zones; d. storm drain inlet protection; e. energy dissipation at pipe outlets; f. vehicle tracking BMPs; g. preservation of a 50 foot natural buffer or redundant sediment controls where stormwater flows to a surface water within 50 feet of disturbed soils; h. owner/operator of construction activity self-inspection records; i. containment for all liquid and solid wastes generated by washout operations (e.g., concrete, stucco, paint, form release oils, curing compounds, and other construction materials); and j. BMPs maintained and functional. [Minn. R. 7090]
19.10	The permittee must implement written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted by the public to the permittee. [Minn. R. 7090]
19.11	The permittee must ensure that individuals receive training commensurate with their responsibilities as they relate to the permittee's Construction Site Stormwater Runoff Control program. Individuals includes, but is not limited to, individuals responsible for conducting site plan reviews, site inspections, and/or enforcement. The permittee must ensure that previously trained individuals attend a refresher-training every three (3) calendar years following the initial training. [Minn. R. 7090]
19.12	The permittee must maintain written enforcement response procedures (ERPs) to compel compliance with the permittee's regulatory mechanism(s) in item 19.3. At a minimum, the written ERPs must include: a. a description of enforcement tools available to the permittee and guidelines for the use of each tool; and b. name or position title of responsible person(s) for conducting enforcement. [Minn. R. 7090]
19.13	For each site plan review conducted by the permittee, the permittee must document the following: a. project name; b. location; c. total acreage to be disturbed; d. owner and operator of the proposed construction activity; e. proof of notification to obtain coverage under the CSW Permit, as required in item 19.6, or proof of coverage under the CSW Permit; and f. any stormwater related comments and supporting completed checklist, as required in item 19.6, used by the permittee to determine project approval or denial. [Minn. R. 7090]

19.14	For each training in item 19.11, the permittee must document: a. general subject matter covered; b. names and departments of individuals in attendance; and c. date of each event. [Minn. R. 7090]
19.15	The permittee must document any enforcement conducted pursuant to the ERPs in item 19.12, including verbal warnings. At a minimum, the permittee must document the following: a. name of the person responsible for violating the terms and conditions of the permittee's regulatory mechanism(s); b. date(s) and location(s) of the observed violation(s); c. description of the violation(s); d. corrective action(s) (including completion schedule) issued by the permittee; e. referrals to other regulatory organizations (if any); and f. date(s) violation(s) resolved. [Minn. R. 7090]
19.16	The permittee must conduct an annual assessment of the Construction Site Stormwater Runoff Control program to evaluate program compliance, the status of achieving the measurable requirements in Section 19, and determine how the program might be improved. Measurable requirements are activities that must be documented or tracked as applicable to the MCM (e.g., inventory, trainings, site plan reviews, inspections, enforcement, etc.). The permittee must perform the annual assessment prior to completion of each annual report and document any modifications made to the program as a result of the annual assessment. [Minn. R. 7090]
20.1	**MCM 5: Post-Construction Stormwater Management**. [Minn. R. 7090]
20.2	New permittees must develop, implement, and enforce, and existing permittees must revise their current program, as necessary, and continue to implement and enforce, a Post-Construction Stormwater Management program that prevents or reduces water pollution after construction activity is completed. The program must address construction activity with land disturbance of greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, within the permittee's jurisdiction and that discharge to the permittee's MS4. The permittee must incorporate Section 20 requirements into their program. [Minn. R. 7090]
20.3	To the extent allowable under state or local law, the permittee must develop, implement, and enforce a regulatory mechanism(s) that incorporates items 20.4 through 20.15. A regulatory mechanism(s) for the purposes of the General Permit may consist of contract language, an ordinance, permits, standards, written policies, operational plans, legal agreements, or any other mechanism, that will be enforced by the permittee. [Minn. R. 7090]
20.4	The permittee's regulatory mechanism(s) must require owners of construction activity to submit site plans with post-construction stormwater management BMPs designed with accepted engineering practices to the permittee for review and confirmation that regulatory mechanism(s) requirements have been met, prior to start of construction activity. [Minn. R. 7090]
20.5	The permittee's regulatory mechanism(s) must require owners of construction activity to treat the water quality volume on any project where the sum of the new impervious surface and the fully reconstructed impervious surface equals one or more acres. [Minn. R. 7090]
20.6	For construction activity (excluding linear projects), the water quality volume must be calculated as one (1) inch times the sum of the new and the fully reconstructed impervious surface. [Minn. R. 7090]
20.7	For linear projects, the water quality volume must be calculated as the larger of one (1) inch times the new impervious surface or one-half (0.5) inch times the sum of the new and the fully reconstructed impervious surface. Where the entire water quality volume cannot be treated within the existing right-of-way, a reasonable attempt to obtain additional right-of-way, easement, or other permission to treat the stormwater during the project planning process must be made. Volume reduction practices must be considered first, as described in item 20.8. Volume reduction practices are not required if the practices cannot be provided cost effectively. If additional right-of-way, easements, or other permission cannot be obtained, owners of construction activity must maximize the treatment of the water quality volume prior to discharge from the MS4. [Minn. R. 7090]
20.8	Volume reduction practices (e.g., infiltration or other) to retain the water quality volume on-site must be considered first when designing the permanent stormwater treatment system. The General Permit does not consider wet sedimentation basins and filtration systems to be volume reduction practices. If the General Permit prohibits infiltration as described in

	item 20.9, other volume reduction practices, a wet sedimentation basin, or filtration basin may be considered. [Minn. R. 7090]
20.9	Infiltration systems must be prohibited when the system would be constructed in areas: a. that receive discharges from vehicle fueling and maintenance areas, regardless of the amount of new and fully reconstructed impervious surface; b. where high levels of contaminants in soil or groundwater may be mobilized by the infiltrating stormwater. To make this determination, the owners and/or operators of construction activity must complete the Agency's site screening assessment checklist, which is available in the Minnesota Stormwater Manual, or conduct their own assessment. The assessment must be retained with the site plans; c. where soil infiltration rates are more than 8.3 inches per hour unless soils are amended to slow the infiltration rate below 8.3 inches per hour; d. with less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock; e. of predominately Hydrologic Soil Group D (clay) soils; f. in an Emergency Response Area (ERA) within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, Subp. 13, classified as high or very high vulnerability as defined by the Minnesota Department of Health; g. in an ERA within a DWSMA classified as moderate vulnerability unless the permittee performs or approves a higher level of engineering review sufficient to provide a functioning treatment system and to prevent adverse impacts to groundwater; h. outside of an ERA within a DWSMA classified as high or very high vulnerability unless the permittee performs or approves a higher level of engineering review sufficient to provide a functioning treatment system and to prevent adverse impacts to groundwater; i. within 1,000 feet up-gradient or 100 feet down gradient of active karst features; or j. that receive stormwater runoff from these types of entities regulated under NPDES for industrial stormwater: automobile salvage yards; scrap recycling and waste recycling facilities; hazardous waste treatment, storage, or disposal facilities; or air transportation facilities that conduct deicing activities. See "higher level of engineering review" in the Minnesota Stormwater Manual for more information. [Minn. R. 7090]
20.10	For non-linear projects, where the water quality volume cannot cost effectively be treated on the site of the original construction activity, the permittee must identify, or may require owners of the construction activity to identify, locations where off-site treatment projects can be completed. If the entire water quality volume is not addressed on the site of the original construction activity, the remaining water quality volume must be addressed through off-site treatment and, at a minimum, ensure the requirements of items 20.11 through 20.14 are met. [Minn. R. 7090]
20.11	The permittee must ensure off-site treatment project areas are selected in the following order of preference: a. locations that yield benefits to the same receiving water that receives runoff from the original construction activity; b. locations within the same Department of Natural Resource (DNR) catchment area as the original construction activity; c. locations in the next adjacent DNR catchment area up-stream; or d. locations anywhere within the permittee's jurisdiction. [Minn. R. 7090]
20.12	Off-site treatment projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP. Routine maintenance of structural stormwater BMPs already required by the General Permit cannot be used to meet this requirement. [Minn. R. 7090]
20.13	Off-site treatment projects must be completed no later than 24 months after the start of the original construction activity. If the permittee determines more time is needed to complete the treatment project, the permittee must provide the reason(s) and schedule(s) for completing the project in the annual report. [Minn. R. 7090]
20.14	If the permittee receives payment from the owner of a construction activity for off-site treatment, the permittee must apply any such payment received to a public stormwater project, and all projects must comply with the requirements in items 20.11 through 20.13. [Minn. R. 7090]
20.15	The permittee's regulatory mechanism(s) must include the establishment of legal mechanism(s) between the permittee and owners of structural stormwater BMPs not owned or operated by the permittee, that have been constructed to meet the

	requirements in Section 20. The legal mechanism(s) must include provisions that, at a minimum: a. allow the permittee to conduct inspections of structural stormwater BMPs not owned or operated by the permittee, perform necessary maintenance, and assess costs for those structural stormwater BMPs when the permittee determines the owner of that structural stormwater BMP has not ensured proper function; b. are designed to preserve the permittee's right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by the permittee, when those responsibilities are legally transferred to another party; and c. are designed to protect/preserve structural stormwater BMPs. If structural stormwater BMPs change, causing decreased effectiveness, new, repaired, or improved structural stormwater BMPs must be implemented to provide equivalent treatment to the original BMP. [Minn. R. 7090]
20.16	The permittee must maintain a written or mapped inventory of structural stormwater BMPs not owned or operated by the permittee that meet all of the following criteria: a. the structural stormwater BMP includes an executed legal mechanism(s) between the permittee and owners responsible for the long-term maintenance, as required in item 20.15; and b. the structural stormwater BMP was implemented on or after August 1, 2013. [Minn. R. 7090]
20.17	The permittee must implement written procedures for site plan reviews conducted by the permittee prior to the start of construction activity, to ensure compliance with requirements of the permittee's regulatory mechanism(s). [Minn. R. 7090]
20.18	The permittee must ensure that individuals receive training commensurate with their responsibilities as they relate to the permittee's Post-Construction Stormwater Management program. Individuals includes, but is not limited to, individuals responsible for conducting site plan reviews and/or enforcement. The permittee must ensure that previously trained individuals attend a refresher-training every three (3) calendar years following the initial training. [Minn. R. 7090]
20.19	The permittee must maintain written enforcement response procedures (ERPs) to compel compliance with the permittee's regulatory mechanism(s) required in Section 20. At a minimum, the written ERPs must include: a. a description of enforcement tools available to the permittee and guidelines for the use of each tool; and b. name or position title of responsible person(s) for conducting enforcement. [Minn. R. 7090]
20.20	For each site plan review conducted by the permittee, the permittee must document the following: a. supporting documentation used to determine compliance with Section 20 of the General Permit, including any calculations for the permanent stormwater treatment system; b. the water quality volume that will be treated through volume reduction practices (e.g., infiltration or other) compared to the total water quality volume required to be treated; c. documentation associated with off-site treatment projects authorized by the permittee, including rationale to support the location of permanent stormwater treatment projects in accordance with items 20.10 and 20.11; d. payments received and used in accordance with item 20.14; and e. all legal mechanisms drafted in accordance with item 20.15, including date(s) of the agreement(s) and name(s) of all responsible parties involved. [Minn. R. 7090]
20.21	For each training in item 20.18, the permittee must document: a. general subject matter covered; b. names and departments of individuals in attendance; and c. date of each event. [Minn. R. 7090]
20.22	The permittee must document any enforcement conducted pursuant to the ERPs in item 20.19, including verbal warnings. At a minimum, the permittee must document the following: a. name of the person responsible for violating the terms and conditions of the permittee's regulatory mechanism(s); b. date(s) and location(s) of the observed violation(s); c. description of the violation(s); d. corrective action(s) (including completion schedule) issued by the permittee; e. referrals to other regulatory organizations (if any); and f. date(s) violation(s) resolved. [Minn. R. 7090]

20.23	The permittee must conduct an annual assessment of the Post-Construction Stormwater Management program to evaluate program compliance, the status of achieving the measurable requirements in Section 20, and determine how the program might be improved. Measurable requirements are activities that must be documented or tracked as applicable to the MCM (e.g., inventory, trainings, site plan reviews, inspections, enforcement, etc.). The permittee must perform the annual assessment prior to completion of each annual report and document any modifications made to the program as a result of the annual assessment. [Minn. R. 7090]
21.1	**MCM 6: Pollution Prevention/Good Housekeeping For Municipal Operations**. [Minn. R. 7090]
21.2	New permittees must develop and implement, and existing permittees must revise their current program, as necessary, and continue to implement, an operations and maintenance program that prevents or reduces the discharge of pollutants to the MS4 from permittee owned/operated facilities and operations. The permittee must incorporate Section 21 requirements into their program. [Minn. R. 7090]
21.3	The permittee must maintain a written or mapped inventory of permittee owned/operated facilities that contribute pollutants to stormwater discharges. The permittee must implement BMPs that prevent or reduce pollutants in stormwater discharges from all inventoried facilities. Facilities to be inventoried may include, but is not limited to: a. composting; b. equipment storage and maintenance; c. hazardous waste disposal; d. hazardous waste handling and transfer; e. landfills; f. solid waste handling and transfer; g. parks; h. pesticide storage; i. public parking lots; j. public golf courses; k. public swimming pools; l. public works yards; m. recycling; n. salt storage; o. snow storage; p. vehicle storage and maintenance (e.g., fueling and washing) yards; and q. materials storage yards. [Minn. R. 7090]
21.4	The permittee must implement BMPs that prevent or reduce pollutants in stormwater discharges from the following municipal operations that may contribute pollutants to stormwater discharges, where applicable: a. waste disposal and storage, including dumpsters; b. management of temporary and permanent stockpiles of materials such as street sweepings, snow, sand and sediment removal piles (e.g., effective sediment controls at the base of stockpiles on the down gradient perimeter); c. vehicle fueling, washing, and maintenance; d. routine street and parking lot sweeping; e. emergency response; f. cleaning of maintenance equipment, building exteriors, dumpsters, and the disposal of associated waste and wastewater; g. use, storage, and disposal of significant materials; h. landscaping, park, and lawn maintenance; i. road maintenance, including pothole repair, road shoulder maintenance, pavement marking, sealing, and repaving; j. right-of-way maintenance, including mowing; and k. application of herbicides, pesticides, and fertilizers. [Minn. R. 7090]
21.5	The permittee must implement the following BMPs at permittee owned/operated salt storage areas: a. cover or store salt indoors; b. store salt on an impervious surface; and c. implement practices to reduce exposure when transferring material from salt storage areas (e.g., sweeping, diversions,

	and/or containment). [Minn. R. 7090]
21.6	The permittee must implement a written snow and ice management policy for individuals that perform winter maintenance activities for the permittee. The policy must establish practices and procedures for snow and ice control operations (e.g., plowing or other snow removal practices, sand use, and application of deicing compounds). [Minn. R. 7090]
21.7	Each calendar year, the permittee must ensure all individuals that perform winter maintenance activities for the permittee receive training that includes: a. the importance of protecting water quality; b. BMPs to minimize the use of deicers (e.g., proper calibration of equipment and benefits of pretreatment, pre-wetting, and anti-icing); and c. tools and resources to assist in winter maintenance (e.g., deicing application rate guidelines, calibration charts, Smart Salting Assessment Tool). The permittee may use training materials from the Agency's Smart Salting training or other organizations to meet this requirement. [Minn. R. 7090]
21.8	The permittee must maintain written procedures for the purpose of determining the TSS and TP treatment effectiveness of all permittee owned/operated ponds constructed and used for the collection and treatment of stormwater. [Minn. R. 7090]
21.9	The permittee must inspect structural stormwater BMPs (excluding stormwater ponds, which are under a separate schedule below) each calendar year to determine structural integrity, proper function, and maintenance needs unless the permittee determines either of the following conditions apply: a. complaints received or patterns of maintenance indicate a greater frequency is necessary; or b. maintenance or sediment removal is not required after completion of the first two calendar year inspections; in which case the permittee may reduce the frequency of inspections to once every two (2) calendar years. [Minn. R. 7090]
21.10	Prior to the expiration date of the General Permit, the permittee must conduct at least one inspection of all ponds and outfalls (excluding underground outfalls) in order to determine structural integrity, proper function, and maintenance needs. [Minn. R. 7090]
21.11	Based on inspection findings, the permittee must determine if repair, replacement, or maintenance measures are necessary in order to ensure the structural integrity and proper function of structural stormwater BMPs and outfalls. The permittee must complete necessary maintenance as soon as possible. If the permittee determines necessary maintenance cannot be completed within one year of discovery, the permittee must document a schedule(s) for completing the maintenance. [Minn. R. 7090]
21.12	The permittee must implement a stormwater management training program commensurate with individual's responsibilities as they relate to the permittee's SWPPP, including reporting and assessment activities. The permittee may use training materials from the United States Environmental Protection Agency (USEPA), state and regional agencies, or other organizations as appropriate to meet this requirement. The training program must: a. address the importance of protecting water quality; b. cover the requirements of the permit relevant to the responsibilities of the individual not already addressed in items 18.8, 18.9, 19.11, 20.18, and 21.7; and c. include a schedule that establishes initial training for individuals, including new and/or seasonal employees, and recurring training intervals to address changes in procedures, practices, techniques, or requirements. [Minn. R. 7090]
21.13	The permittee must document the following information associated with the operations and maintenance program: a. date(s) and description of findings, including whether or not an illicit discharge is detected, for all inspections conducted in accordance with items 21.9 and 21.10; b. any adjustments to inspection frequency as authorized in item 21.9; c. date(s) and a description of maintenance conducted as a result of inspection findings, including whether or not an illicit discharge is detected; d. schedule(s) for maintenance of structural stormwater BMPs and outfalls as required in item 21.11; and e. stormwater management training events, including general subject matter covered, names and departments of individuals in attendance, and date of each event. [Minn. R. 7090]

21.14	The permittee must document pond sediment excavation and removal activities, including: a. a unique ID number and geographic coordinates of each stormwater pond from which sediment is removed; b. the volume (e.g., cubic yards) of sediment removed from each stormwater pond; c. results from any testing of sediment from each removal activity; and d. location(s) of final disposal of sediment from each stormwater pond. [Minn. R. 7090]
21.15	The permittee must conduct an annual assessment of the operations and maintenance program to evaluate program compliance, the status of achieving the measurable requirements in Section 21, and determine how the program might be improved. Measurable requirements are activities that must be documented or tracked as applicable to the MCM (e.g., inventory, trainings, inspections, maintenance activities, etc.). The permittee must perform the annual assessment prior to completion of each annual report and document any modifications made to the program as a result of the annual assessment. [Minn. R. 7090]
22.1	**Discharges to Impaired Waters with a USEPA-Approved TMDL that Includes an Applicable WLA**. [Minn. R. 7090]
22.2	If the permittee has an applicable WLA not being met for oxygen demand, nitrate, TSS, or TP, the permittee must provide a summary of the permittee's progress toward achieving those applicable WLAs with the annual report. The summary must include the following information: a. a list of all BMPs applied towards achieving applicable WLAs for oxygen demand, nitrate, TSS, and TP; b. the implementation status of BMPs included in the compliance schedule at the time of final application submittal; and c. an updated estimate of cumulative TSS and TP load reductions. [Minn. R. 7090]
22.3	If the permittee has an applicable WLA where a reduction in pollutant loading is required for bacteria, the permittee must maintain a written or mapped inventory of potential areas and sources of bacteria (e.g., dense populations of waterfowl or other bird, dog parks). [Minn. R. 7090]
22.4	If the permittee has an applicable WLA where a reduction in pollutant loading is required for bacteria, the permittee must maintain a written plan to prioritize reduction activities to address the areas and sources identified in the inventory in item 22.3. The written plan must include BMPs the permittee will implement over the permit term, which may include, but is not limited to: a. water quality monitoring to determine areas of high bacteria loading; b. installation of pet waste pick-up bags in parks and open spaces; c. elimination of over-spray irrigation that may occur at permittee owned areas; d. removal of organic matter via street sweeping; e. implementation of infiltration structural stormwater BMPs; or f. management of areas that attract dense populations of waterfowl (e.g., riparian plantings). [Minn. R. 7090]
22.5	If the permittee has an applicable WLA where a reduction in pollutant loading is required for chloride, the permittee must document the amount of deicer applied each winter maintenance season to all permittee owned/operated surfaces. [Minn. R. 7090]
22.6	If the permittee has an applicable WLA where a reduction in pollutant loading is required for chloride, each calendar year the permittee must conduct an assessment of the permittee's winter maintenance operations to reduce the amount of deicing salt applied to permittee owned/operated surfaces and determine current and future opportunities to improve BMPs. The permittee may use the Agency's Smart Salting Assessment Tool or other available resources and methods to complete this assessment. The permittee must document the assessment. The assessment may include, but is not limited to: a. operational changes such as pre-wetting, pre-treating the salt stockpile, increasing plowing prior to deicing, monitoring of road surface temperature, etc.; b. implementation of new or modified equipment providing pre-wetting, or other capability for minimizing salt use; c. regular calibration of equipment; d. optimizing mechanical removal to reduce use of deicers; or e. designation of no salt and/or low salt zones. [Minn. R. 7090]
22.7	If the permittee has an applicable WLA where a reduction in pollutant loading is required for temperature (i.e., City of Duluth, City of Hermantown, City of Rice Lake, City of Stillwater, MnDOT Outstate, St. Louis County, University of Minnesota

	- Duluth, and Lake Superior College), the permittee must maintain a written plan that identifies specific activities the permittee will implement to reduce thermal loading during the permit term. The written plan may include, but is not limited to: a. implementation of infiltration BMPs such as bioinfiltration practices; b. disconnection and/or reduction of impervious surfaces; c. retrofitting existing structural stormwater BMPs; or d. improvement of riparian vegetation. [Minn. R. 7090]
23.1	**Alum or Ferric Chloride Phosphorus Treatment Systems**. [Minn. R. 7090]
23.2	If the permittee uses an alum or ferric chloride phosphorus treatment system, the permittee must comply with Section 23 requirements. [Minn. R. 7090]
23.3	The permittee's alum or ferric chloride phosphorus treatment system must comply with the following: a. the permittee must use the treatment system for the treatment of phosphorus in stormwater. Non-stormwater discharges must not be treated by this system; b. the treatment system must be contained within the conveyances and structural stormwater BMPs of the MS4. The utilized conveyances and structural stormwater BMPs must not include any receiving waters; c. phosphorus treatment systems utilizing chemicals other than alum or ferric chloride must receive written approval from the Agency; and d. in-lake phosphorus treatment activities are not authorized under the General Permit. [Minn. R. 7090]
23.4	The permittee's alum or ferric chloride phosphorus treatment system must meet the following design parameters: a. the treatment system must be constructed in a manner that diverts the stormwater flow to be treated from the main conveyance system; b. a high flow bypass must be part of the inlet design; and c. a flocculant storage/settling area must be incorporated into the design, and adequate maintenance access must be provided (minimum of 8 feet wide) for the removal of accumulated sediment. [Minn. R. 7090]
23.5	A designated person must perform visual monitoring of the treatment system for proper performance at least once every seven (7) days, and within 24 hours after a rainfall event greater than 2.5 inches in 24 hours. Following visual monitoring which occurs within 24 hours after a rainfall event, the next visual monitoring must be conducted within seven (7) days after that rainfall event. [Minn. R. 7090]
23.6	Three (3) benchmark monitoring stations must be established. Table 1 in Appendix A must be used for the parameters, units of measure, and frequency of measurement for each station. [Minn. R. 7090]
23.7	Samples must be collected as grab samples or flow-weighted 24-hour composite samples. [Minn. R. 7090]
23.8	Each sample, excluding pH samples, must be analyzed by a laboratory certified by the Minnesota Department of Health and/or the Agency, and: a. sample preservation and test procedures for the analysis of pollutants must conform to 40 CFR Part 136 and Minn. R. 7041.3200; b. detection limits for dissolved phosphorus, dissolved aluminum, and dissolved iron must be a minimum of 6 micrograms per liter, 10 micrograms per liter, and 20 micrograms per liter, respectively; and c. pH must be measured within 15 minutes of sample collection using calibrated and maintained equipment. [Minn. R. 7090]
23.9	In the following situations, the permittee must perform corrective action(s) and immediately notify the Minnesota Department of Public Safety Duty Officer at 800-422-0798 (toll free) or 651-649-5451 (Metro area): a. the pH of the discharged water is not within the range of 6.0 and 9.0; b. any indications of toxicity or measurements exceeding water quality standards which could endanger human health, public drinking water supplies, or the environment; or c. a spill or discharge or alteration resulting in water pollution as defined in Minn. Stat. 115.01, subd. 13, of alum or ferric chloride.

	If item b is applicable, the permittee must also report the non-compliance to the Commissioner as required in item 26.11. [Minn. R. 7001.0150, subp. 3(K), Minn. R. 7090]
23.10	If the permittee discovers indications of toxicity or measurements exceeding water quality standards that the permittee determines does not endanger human health, public drinking water supplies, or the environment, the permittee must report the non-compliance to the Commissioner as required in item 26.12. [Minn. R. 7001.0150, subp. 3(L), Minn. R. 7090]

23.11	The permittee must submit the following information with the annual report. The annual report must include a month-by-month summary of:
	
	a. date(s) of operation;
	b. chemical(s) used for treatment;
	c. gallons of water treated;
	d. gallons of alum or ferric chloride treatment used;
	e. calculated pounds of phosphorus removed; and
	f. any performance issues and the corrective action(s), including the date(s) when corrective action(s) were taken. [Minn. R. 7090]

23.12	A record of the design parameters in items 23.13 through 23.15 must be kept on-site. [Minn. R. 7090]
23.13	Site-specific jar testing conducted using typical and representative water samples in accordance with the most current approved version of ASTM D2035. [Minn. R. 7090]
23.14	Baseline concentrations of the following parameters in the influent and receiving waters: a. aluminum or iron; and b. phosphorus. [Minn. R. 7090]
23.15	The following system parameters and how each was determined: a. flocculant settling velocity; b. minimum required retention time; c. rate of diversion of stormwater into the system; d. the flow rate from the discharge of the outlet structure; and e. range of expected dosing rates. [Minn. R. 7090]
23.16	The following site-specific procedures must be developed and a copy kept on-site: a. procedures for the installation, operation and maintenance of all pumps, generators, control systems, and other equipment; b. specific parameters for determining when the solids must be removed from the system and how the solids will be handled and disposed of; and c. procedures for cleaning up and/or containing a spill of each chemical stored on-site. [Minn. R. 7090]
24.1	**Stormwater Pollution Prevention Program (SWPPP) Modification**. [Minn. R. 7090]
24.2	The Commissioner may require the permittee to modify the SWPPP as needed, in accordance with the procedures of Minn. R. 7001, and may consider the following factors: a. discharges from the MS4 are impacting the quality of receiving waters; b. more stringent requirements are necessary to comply with state or federal regulations; and c. additional conditions are deemed necessary to comply with the goals and applicable requirements of the Clean Water Act and protect water quality. [Minn. R. 7090]
24.3	Modifications that the permittee chooses to make to the SWPPP other than modifications authorized in item 24.4, must be approved by the Commissioner in accordance with the procedures of Minn. R. 7001. All requests must be in writing, setting forth schedules for compliance. The request must discuss alternative program modifications, assure compliance with requirements of the permit, and meet other applicable laws. [Minn. R. 7090]
24.4	The permittee may modify the SWPPP without prior approval of the Commissioner provided the Commissioner is notified of the modification in the annual report for the year the modification is made and the modification falls under one of the following categories:

	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 alternate BMP must address the same, or similar, concerns as the ineffective or failed BMP. [Minn. R. 7090]
25.1	**Annual Assessment, Annual Reporting, and Recordkeeping**. [Minn. R. 7090]
25.2	The permittee must conduct an annual assessment to evaluate compliance with the terms and conditions of the General Permit, including the effectiveness of the components of the SWPPP and the status of achieving the measurable requirements in the General Permit. Measurable requirements are activities that must be documented or tracked (e.g., education and outreach efforts, implementation of written plans, inventories, trainings, site plan reviews, inspections, enforcement, etc.). The permittee must perform the annual assessment prior to completion of each annual report and document any modifications made to the SWPPP as a result of the annual assessment. [Minn. R. 7090]
25.3	The permittee must submit an annual report : Due annually, by the 30th of June. The annual report must cover the portion of the previous calendar year during which the permittee was authorized to discharge stormwater under the General Permit. The annual report shall be submitted to the Agency, in a manner determined by the Agency, that includes but is not limited to: a. the status of compliance with permit terms and conditions, including an assessment of the appropriateness of BMPs identified by the permittee and progress towards achieving the measurable requirements of each of the MCMs. The assessment must be based on results of information collected and analyzed, including monitoring (if any), inspection findings, and public input received during the reporting period; b. the stormwater activities the permittee plans to undertake during the next reporting cycle; c. a change in any identified BMPs for any of the MCMs; d. the summary required in item 22.2 to demonstrate progress toward achieving applicable WLAs; e. information required to be recorded or documented in Sections 13 through 24; and f. a statement that the permittee is relying on a partnership(s) with another regulated small MS4(s) to satisfy one or more permit requirements (if applicable), and what agreements the permittee has entered into in support of this effort. [Minn. R. 7090]
25.4	The permittee must make records, including components of the SWPPP, available to the public at reasonable times during regular business hours (see 40 CFR 122.7 for confidentiality provision). [Minn. R. 7090]
25.5	The permittee must retain copies of the permit application, all documentation necessary to comply with SWPPP requirements, all data and information used by the permittee to complete the application process, and any information developed as a requirement of the General Permit or as requested by the Commissioner, for a period of at least three (3) years beyond the date of permit expiration. This period is automatically extended during the course of an unresolved enforcement action regarding the small MS4 or as requested by the Commissioner. [Minn. R. 7001.0080, Minn. R. 7090]
25.6	The permittee must, 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 General Permit or regarding the conduct of the activity covered by the General Permit. [Minn. R. 7001.0150, subp. 3(H), Minn. R. 7090]
25.7	The permittee must use an electronic submittal process, as provided by the Agency, to submit information required by the General Permit. If electronic submittal is not available, the permittee must use the following mailing address: Supervisor, Municipal Stormwater Unit Minnesota Pollution Control Agency 520 Lafayette Road North St. Paul, Minnesota 55155-4194. [Minn. R. 7090]
26.1	**General Conditions**. [Minn. R. 7090]
26.2	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 obligation to obtain the General Permit. [Minn. R. 7001.0150, subp. 3(A)]
26.3	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 these rules, standards, or

	orders against the permittee. [Minn. R. 7001.0150, subp. 3(B)]
26.4	The General Permit does not convey a property right or an exclusive privilege. [Minn. R. 7001.0150, subp. 3(C)]
26.5	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. [Minn. R. 7001.0150, subp. 3(D)]
26.6	The permittee must 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. [Minn. R. 7001.0150, subp. 3(E)]
26.7	The permittee must 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 General Permit. Proper operation and maintenance includes effective performance, adequate funding, adequate operator staffing and training, and adequate laboratory and process controls, including appropriate quality assurance procedures. The permittee must install and maintain appropriate backup or auxiliary facilities if they are necessary to achieve compliance with the conditions of the General Permit and, for all permits other than hazardous waste facility permits, if these backup or auxiliary facilities are technically and economically feasible. [Minn. R. 7001.0150, subp. 3(F)]
26.8	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 General Permit. The permittee must immediately upon discovery report to the Commissioner an error or omission in these records, reports, plans, or other documents. [Minn. R. 7001.0150, subp. 3(G), Minn. R. 7001.1090, subp. 1(G), Minn. R. 7001.1090, subp. 1(H), Minn. Stat. 609.671]
26.9	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, must 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 activity covered by the General Permit; and to conduct surveys and investigations, including sampling or monitoring, pertaining to the construction, modification, or operation of the facility covered by the permit or pertaining to the activity covered by the General Permit. [Minn. R. 7001.0150, subp. 3(I)]
26.10	If the permittee discovers, through any means, including notification by the Agency, that noncompliance with a condition of the General Permit has occurred, the permittee must take all reasonable steps to minimize the adverse impacts on human health, public drinking water supplies, or the environment resulting from the noncompliance. [Minn. R. 7001.0150, subp. 3(J)]
26.11	If the permittee discovers that noncompliance with a condition of the General Permit has occurred which could endanger human health, public drinking water supplies, or the environment, the permittee must, within 24 hours of the discovery of the noncompliance, orally notify the Commissioner. Within five days of the discovery of the noncompliance, the permittee must 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. [Minn. R. 7001.0150, subp. 3(K)]
26.12	The permittee must report noncompliance with the General Permit not reported under item 26.11 as a part of the next report which the permittee is required to submit under the General Permit. If no reports are required within 30 days of the discovery of the noncompliance, the permittee must submit the information listed in item 26.11 within 30 days of the discovery of the noncompliance. [Minn. R. 7001.0150, subp. 3(L), Minn. R. 7090]
26.13	The permittee must 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 General Permit. [Minn. R. 7001.0150, subp. 3(M)]
26.14	The General 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 must comply with the conditions of the General Permit. [Minn. R. 7001.0150, subp. 3(N)]
26.15	The General Permit authorizes the permittee to perform the activities described in the permit under the conditions of the General Permit. In issuing the permit, the state and Agency assume no responsibility for damage to persons, property, or the environment caused by the 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. [Minn. R. 7001.0150,

	subp. 3(O)]
26.16	The General Permit incorporates by reference the applicable portions of 40 CFR 122.41 and 122.42(c) and (d), and Minn. R. 7001.1090, which are enforceable parts of the General Permit. [Minn. R. 7090]
26.17	The provisions of the General Permit are severable, and if any provision of the General Permit, or the application of any provision of the General Permit to any circumstance, is held invalid, the application of such provision to other circumstances and the remainder of the General Permit shall not be affected thereby. [Minn. R. 7090]
27.1	**Definitions**. [Minn. R. 7090]
27.2	"Active karst" means a terrain having distinctive landforms and hydrology created primarily from the dissolution of soluble rocks within 50 feet of the land surface. [Minn. R. 7090]
27.3	"Agency" means the Minnesota Pollution Control Agency or MPCA. [Minn. Stat. 116.36, subd. 2]
27.4	"Alum or Ferric Chloride Phosphorus Treatment System" means the diversion of flowing stormwater from a MS4, removal of phosphorus through the use a continuous feed of alum or ferric chloride additive, flocculation, and the return of the treated stormwater back into a MS4 or receiving water. [Minn. R. 7090]
27.5	"Applicable WLA" means a Waste Load Allocation assigned to the permittee and approved by the USEPA prior to the issuance date of the General Permit. [Minn. R. 7090]
27.6	"Best Management Practices" or "BMPs" means practices to prevent or reduce the pollution of the waters of the state, including schedules of activities, prohibitions of practices, and other management practices, and also includes treatment requirements, operating procedures and practices to control plant site runoff, spillage or leaks, sludge, or waste disposal or drainage from raw material storage. [Minn. R. 7001.1020, Subp. 5]
27.7	"Commissioner" means the Commissioner of the Minnesota Pollution Control Agency or the Commissioner's designee. [Minn. Stat. 116.36, subd. 3]
27.8	"Common Plan of Development or Sale" means a contiguous area where multiple separate and distinct land disturbing activities may be taking place at different times, on different schedules, but under one proposed plan. One plan is broadly defined to include design, permit application, advertisement or physical demarcation indicating that land-disturbing activities may occur. [Minn. R. 7090]
27.9	"Construction Activity" means activities including clearing, grading, and excavating, that result in land disturbance of equal to or greater than one acre, including the disturbance of less than one acre of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than one acre. This includes a disturbance to the land that results in a change in the topography, existing soil cover, both vegetative and nonvegetative, or the existing soil topography that may result in accelerated stormwater runoff that may lead to soil erosion and movement of sediment. Construction activity does not include a disturbance to the land of less than five acres for the purpose of routine maintenance performed to maintain the original line and grade, hydraulic capacity, and original purpose of the facility. Routine maintenance does not include activities such as repairs, replacement and other types of non-routine maintenance. Pavement rehabilitation that does not disturb the underlying soils (e.g., mill and overlay projects) is not construction activity. [Minn. R. 7090]
27.10	"DNR Catchment Area" means the Hydrologic Unit 08 areas delineated and digitized by the Minnesota DNR. The catchment areas are available for download at the Minnesota DNR Geospatial Commons website. DNR catchment areas may be locally corrected, in which case the local corrections may be used. [Minn. R. 7090]
27.11	"Existing Permittee" means an owner/operator of a small MS4 that has been authorized to discharge stormwater under a previously issued general permit for small MS4s in the state of Minnesota. [Minn. R. 7090]
27.12	"Fully reconstructed" means areas where impervious surfaces have been removed down to the underlying soils. Activities such as structure renovation, mill and overlay projects, and other pavement rehabilitation projects that do not expose the underlying soils beneath the structure, pavement, or activity are not considered fully reconstructed. Maintenance activities such as catch basin repair/replacement, utility repair/replacement, pipe repair/replacement, lighting, and pedestrian ramp improvements are not considered fully reconstructed. [Minn. R. 7090]
27.13	"General permit" means a permit issued under Minn. R. 7001.0210 to a category of permittees whose operations, emissions, activities, discharges, or facilities are the same or substantially similar. [Minn. R. 7001.0010, subp. 4]
27.14	"Geographic Coordinates" means the point location of a stormwater feature expressed by X, Y coordinates of a standard Cartesian coordinate system (i.e. latitude/longitude) that can be readily converted to Universal Transverse Mercator (UTM), Zone 15N in the NAD83 datum. For polygon features, the geographic coordinates will typically define the approximate

	center of a stormwater feature. [Minn. R. 7090]
27.15	"High Flow Bypass" means a function of an inlet device that allows a certain flow of water through, but diverts any higher flows away. High flow bypasses are generally used for BMPs that can only treat a designed amount of flow and that would be negatively affected by higher flows. [Minn. R. 7090]
27.16	"Illicit Discharge" means any discharge to a municipal separate storm sewer that is not composed entirely of stormwater except discharges pursuant to a NPDES permit (other than the NPDES permit for discharges from the municipal separate storm sewer) and discharges resulting from firefighting activities. [40 CFR 122.26(b)(2)]
27.17	"Impaired Water" means waters identified as impaired by the Agency, and approved by the USEPA, pursuant to section 303(d) of the Clean Water Act (33 U.S.C. 303(d)). [Minn. R. 7090]
27.18	"Linear project" means construction of new or fully reconstructed roads, trails, sidewalks, or rail lines that are not part of a common plan of development or sale. For example, roads being constructed concurrently with a new residential development are not considered linear projects because they are part of a common plan of development or sale. [Minn. R. 7090]
27.19	"Maximum Extent Practicable" or "MEP" means the statutory standard (33 U.S.C. 1342(p)(3)(B)(iii)) that establishes the level of pollutant reductions that an owner or operator of regulated MS4s must achieve. The USEPA has intentionally not provided a precise definition of MEP to allow maximum flexibility in MS4 permitting. The pollutant reductions that represent MEP may be different for each small MS4, given the unique local hydrologic and geologic concerns that may exist and the differing possible pollutant control strategies. Therefore, each permittee will determine appropriate BMPs to satisfy each of the six Minimum Control Measures (MCMs) through an evaluative process. The USEPA envisions application of the MEP standard as an iterative process. [Minn. R. 7090]
27.20	"Municipal separate storm sewer system" or "MS4" means a conveyance or system of conveyances including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains: a. owned or operated by a state, city, town, county, district, association, or other public body, created by or pursuant to state law, having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under state law such as a sewer district, flood control district, or drainage district or similar entity, or an Indian tribe or an authorized Indian tribe organization, or a designated and approved management Agency under section 208 of the federal Clean Water Act, United States Code, title 33, section 1288, that discharges into waters of the state; b. designed or used for collecting or conveying stormwater; c. that is not a combined sewer; and d. that is not part of a publicly owned treatment works as defined in 40 CFR 122.2. Municipal separate storm sewer systems do not include separate storm sewers in very discrete areas, such as individual buildings. [Minn. R. 7090.0080, subp. 8]
27.21	"New Permittee" means an owner/operator of a small MS4 that has not been authorized to discharge stormwater under a previously issued General Stormwater Permit for small MS4s in the state of Minnesota and that applies for, and obtains coverage under the General Permit. [Minn. R. 7090]
27.22	"Non-Stormwater Discharge" means any discharge not composed entirely of stormwater. [Minn. R. 7090]
27.23	"Operator" means the person with primary operational control and legal responsibility for the MS4. [Minn. R. 7090.0080, Subp. 10]
27.24	"Outfall" means the point source where a MS4 discharges to a receiving water, or the stormwater discharge permanently leaves the permittee's MS4. It does not include diffuse runoff or conveyances that connect segments of the same stream or water systems (e.g., when a conveyance temporarily leaves an MS4 at a road crossing). [Minn. R. 7090]
27.25	"Owner" means the person that owns the MS4. [Minn. R. 7090.0080, Subp. 11]
27.26	"Permittee" means a person or persons, that signs the permit application submitted to the Agency and is responsible for compliance with the terms and conditions of the General Permit. [Minn. R. 7090]
27.27	"Person" means the state or any Agency or institution thereof, any municipality, governmental subdivision, public or private corporation, individual, partnership, or other entity, including, but not limited to, association, commission or any interstate body, and includes any officer or governing or managing body of any municipality, governmental subdivision, or public or private corporation, or other entity. [Minn. Stat. 115.01, subd. 10]

27.28	"Pipe" means a closed manmade conveyance device used to transport stormwater from location to location. The definition of pipe does not include foundation drain pipes, irrigation pipes, land drain tile pipes, culverts, and road sub-grade drain pipes. [Minn. R. 7090]
27.29	"Receiving Water" means any lake, river, stream or wetland that receives stormwater discharges from an MS4. [Minn. R. 7090]
27.30	"Reduce" means reduce to the Maximum Extent Practicable (MEP) unless otherwise defined in the context in which it is used. [Minn. R. 7090]
27.31	"Seasonally Saturated Soil" means the highest seasonal elevation in the soil in a reduced chemical state because of soil voids filled with water causing anaerobic conditions. Seasonally saturated soil is evidenced by the presence of redoximorphic features or other information determined by scientifically established methods or empirical field measurements. [Minn. R. 7090]
27.32	"Section" includes all item numbers of the same whole number. For example, "Section 5" of the General Permit refers to items 5.1 through 5.5. [Minn. R. 7090]
27.33	"Significant Materials" includes, but is not limited to: raw materials, fuels, materials such as solvents, detergents, and plastic pellets; finished materials such as metallic products; raw materials used in food processing or production; hazardous substances designated under Section 101(14) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); any chemical the facility is required to report pursuant to Section 313 of the Emergency Planning and Community Right-to-Know Act (EPCRA); fertilizers, pesticides, and waste products such as ashes, slag, and sludge that have the potential to be released with stormwater discharges. When determining whether a material is significant, the physical and chemical characteristics of the material should be considered (e.g. the material's solubility, transportability, and toxicity characteristics) to determine the material's pollution potential. [40 CFR 122.26(b)(12)]
27.34	"Small Municipal Separate Storm Sewer System" or "small MS4", means all separate storm sewers that are: a. Owned or operated by the United States, a state, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to state law) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under state law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management Agency under section 208 of the CWA that discharges to waters of the United States. b. Not defined as "large" or "medium" Municipal Separate Storm Sewer Systems pursuant to 40 CFR 122.26 paragraphs (b)(4) and (b)(7) or designated under paragraph (a)(1)(v). c. This term includes systems similar to separate storm sewer systems in municipalities, such as systems at military bases, large hospital or prison complexes, and highways and other thoroughfares. The term does not include separate storm sewers in very discrete areas, such as individual buildings. [Minn. R. 7090]
27.35	"Stormwater" means stormwater runoff, snow melt runoff, and surface runoff and drainage. [Minn. R. 7090.0080, subp. 12]
27.36	"Stormwater flow direction" means the direction of predominant flow within a pipe. Flow direction can be discerned if pipe elevations can be displayed on the storm sewer system map. [Minn. R. 7090]
27.37	"Stormwater Pollution Prevention Program" or "SWPPP" means a comprehensive program developed by the permittee to manage and reduce the discharge of pollutants in stormwater to and from the small MS4. [Minn. R. 7090]
27.38	"Structural Stormwater BMP" means a stationary and permanent BMP that is designed, constructed, and operated to prevent or reduce the discharge of pollutants in stormwater. [Minn. R. 7090]
27.39	"Total Maximum Daily Load" or "TMDL" means the sum of the individual Waste Load Allocations for point sources and load allocations for nonpoint sources and natural background, as more fully defined in 40 CFR 130.2, paragraph (i). A TMDL sets and allocates the maximum amount of a pollutant that may be introduced into a water of the state and still assure attainment and maintenance of water quality standards. [Minn. R. 7052.0010, subp. 42]
27.40	"Waste Load Allocation" or "WLA" means the portion of a receiving water's loading capacity that is allocated to one of its existing or future point sources of pollution, as more fully defined in Code of Federal Regulations, title 40, section 130.2, paragraph (h). In the absence of a TMDL approved by USEPA under 40 CFR 130.7, or an assessment and remediation plan developed and approved according to Minn. R. 7052.0200, subp. 1.C, a WLA is the allocation for an individual point source that ensures that the level of water quality to be achieved by the point source is derived from and complies with all applicable water quality standards and criteria. [Minn. R. 7052.0010, subp. 45]

27.41	"Water pollution" means (a) the discharge of any pollutant into any waters of the state or the contamination of any waters of the state so as to create a nuisance or render such waters unclean, or noxious, or impure so as to be actually or potentially harmful or detrimental or injurious to public health, safety or welfare, to domestic, agricultural, commercial, industrial, recreational or other legitimate uses, or to livestock, animals, birds, fish or other aquatic life; or (b) the alteration made or induced by human activity of the chemical, physical, biological, or radiological integrity of waters of the state. [Minn. Stat. 115.01, subd. 13]
27.42	"Water Quality Standards" means those provisions contained in Minn. R. 7050 and 7052. [Minn. R. 7090]
27.43	"Water Quality Volume" means either: a. for construction activity (excluding linear projects), one (1) inch of runoff from the sum of the new and fully reconstructed impervious surfaces created by the project (calculated as an instantaneous volume); or b. for linear projects, the greater of one (1) inch of runoff from the new impervious surface or one-half (0.5) inch of runoff from the sum of the new and fully reconstructed impervious surfaces created by the project (calculated as an instantaneous volume). [Minn. R. 7090]
27.44	"Waters of the State" means all streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state or any portion thereof. [Minn. Stat. 115.01, subd. 22]
27.45	"Wetlands" means those areas that are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. Constructed wetlands designed for wastewater treatment are not waters of the state. Wetlands must have the following attributes: a. a predominance of hydric soils; b. inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support a prevalence of hydrophytic vegetation typically adapted for life in a saturated soil condition; and c. under normal circumstances support a prevalence of such vegetation. [Minn. R. 7050.0186, subp. 1a.B]

Appendix A. Alum or Ferric Chloride Phosphorus Treatment Systems

Table 1:
Monitoring parameters during operation

Station	Alum parameters	Ferric parameters	Units	Frequency
Upstream-background	Total Phosphorus	Total Phosphorus	mg/L	1 x week
	Dissolved Phosphorus	Dissolved Phosphorus	mg/L	1 x week
	Total Aluminum	Total Iron	mg/L	1 x month
	Dissolved Aluminum	Dissolved Iron	mg/L	1 x week
	pH	pH	SU	1 x week
	Flow	Flow	Mgd	Daily
Alum or Ferric Chloride Feed	Alum	Ferric	Gallons	Daily total dosed in gallons
Discharge from treatment	Total Phosphorus	Total Phosphorus	mg/L	1 x week
	Dissolved Phosphorus	Dissolved Phosphorus	mg/L	1 x week
	Total Aluminum	Total Iron	mg/L	1 x month
	Dissolved Aluminum	Dissolved Iron	mg/L	1 x week
	pH	pH	SU	1 x week
	Flow	Flow	Mgd	Daily

Appendix B. Schedules

Table 2:
Existing Permittees - Schedule of permit requirements

Permit requirement	*Schedule*
Section 12. Stormwater Pollution Prevention Program (SWPPP) Document • *Submit the SWPPP Document completed in accordance with Section 12.*	• Within 150 days after General Permit issuance date.
Section 13. Stormwater Pollution Prevention Program (SWPPP) • *Complete revisions to incorporate the new requirements of Sections 14 - 23 into current SWPPP.*	• Within 12 months of the date General Permit coverage is extended, unless other timelines have been specifically established in the General Permit and identified below.
Section 19. Construction Site Stormwater Runoff Control • *Complete revisions to Construction Site Stormwater Runoff Control program, including revisions to regulatory mechanism(s), if necessary.* • *When the CSW Permit is reissued, revise regulatory mechanism(s), if necessary, to be at least as stringent as the requirements for erosion, sediment, and waste controls described in the CSW Permit.*	• Within 12 months of the date General Permit coverage is extended. • Within 12 months of the issuance date of the CSW Permit (expected issuance date of the CSW Permit is August 1, 2023).
Section 21. Pollution Prevention/Good Housekeeping for Municipal Operations • *Conduct structural stormwater best management practice (BMP) inspections.* • *Conduct pond and outfall inspections.*	• Each calendar year. • Prior to the expiration date of the General Permit.
Section 22. Discharges to Impaired Waters with a USEPA-Approved TMDL that includes an Applicable WLA • *Submit all information required in item 22.2.* • *Meet requirements for applicable WLAs for bacteria, chloride, and temperature in Section 22.*	• With each annual report. • Within 12 months of the date General Permit coverage is extended.
Section 25. Annual Assessment, Annual Reporting, and Recordkeeping • *Conduct assessment of the SWPPP.* • *On a form provided by the Agency, submit an annual report.*	• Prior to completion of each annual report. • By June 30th of each calendar year.

Table 3:
New Permittees - Schedule of permit requirements

Permit requirement	*Schedule*
Section 10. New Permittee Applicants • *Submit Part 1, and Part 2 of the permit application as required by Section 12.*	• Within 18 months of written notification from the Commissioner that the MS4 meets the criteria in Minn. R. 7090.1010, subp. 1.A. or B. and General Permit coverage is required.
Section 13. Stormwater Pollution Prevention Program (SWPPP) • *Complete all requirements of Sections 14 - 23.*	• Within 36 months of the date General Permit coverage is extended, unless other timelines have been specifically established in the General Permit and identified below; or • Within timelines established by the Commissioner in item 8.3.
Section 14. Mapping • *Develop a storm sewer system map.*	• Within 24 months of the date General Permit coverage is extended.
Section 18. Illicit Discharge Detection and Elimination • *Develop, implement, and enforce an Illicit Discharge Detection and Elimination Program.*	• Within 12 months of the date General Permit coverage is extended.
Section 19. Construction Site Stormwater Runoff Control • *Develop, implement, and enforce a Construction Site Stormwater Runoff Control Program.* • *When the CSW Permit is reissued, revise regulatory mechanism(s), if necessary, to be at least as stringent as the requirements for erosion, sediment, and waste controls described in the CSW Permit.*	• Within 12 months of the date General Permit coverage is extended. • Within 12 months of the issuance date of the CSW Permit (expected issuance date of the CSW Permit is August 1, 2023).
Section 20. Post-Construction Stormwater Management • *Develop, implement, and enforce a Post-Construction Stormwater Management program.*	• Within 24 months of the date General Permit coverage is extended.
Section 21. Pollution Prevention/Good Housekeeping for Municipal Operations • *Conduct structural stormwater BMP inspections.* • *Conduct pond and outfall inspections.*	• Each calendar year. • Prior to the expiration date of the General Permit.
Section 22. Discharges to Impaired Waters with a USEPA-Approved TMDL that includes an Applicable WLA • *Submit all information required in item 22.2.* • *Meet requirements for applicable WLAs for bacteria, chloride, and temperature in Section 22.*	• With each annual report. • Within 12 months of the date General Permit coverage is extended.
Section 23. Alum or Ferric Chloride Phosphorus Treatment Systems (if applicable) • *Meet requirements for treatment systems in Section 23.*	• Within 12 months of the date General Permit coverage is extended.
Section 25. Annual SWPPP Assessment, Annual Reporting, and Recordkeeping • *Conduct assessment of the SWPPP.* • *On a form provided by the Agency, submit an annual report.*	• Prior to completion of each annual report. • By June 30th of each calendar year.

Appendix B: MS4 Staff List

Brooklyn Center MS4 Program Staff List

Staff	Title
	City Administrator / City Engineer
	Public Works Superintendent
	Street & Storm Supervisor
	Water Resources Engineer
	Chief Resident Project Representative
	SWPPP Inspector

Responsibility
MS4 Program Manager
Plan review, MS4 Program Assistance
Project management
ESC Inspection

Training	Date of Training
Design of SWPPP - UofM; ESC Construction Installation - UofM	
Construction Site SWPPP Mgr - UofM	
ESC Construction Installation - UofM	

Appendix C: MS4 Calendar

2023 MS4 Calendar

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JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- ☐ **Publish** seasonal education articles (social media, newsletter, utility stuffer, newspaper, etc.)
- ☐ **Inspect** stockpiles and material handling areas on the facility inventory map
- ☐ **Schedule** needed maintenance and improvements

FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

- ☐ **Employee Training**
  Train employees on the SWPPP topics related to their job duties:
- ☐ Enforcement of response procedures
- ☐ Importance of protecting water quality
- ☐ Spill response procedures

MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- ☐ **Invite Public Comment**
  A public notice is required to be published in a local newspaper prior to the opportunity.

APRIL

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- ☐ **Publish** seasonal education articles (social media, newsletter, utility stuffer, newspaper, etc.)
- ☐ **Inspect** stockpiles and material handling areas on the facility inventory map
- ☐ **Schedule** needed maintenance and improvements

MAY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- ☐ **Review and update** the SWPPP for program compliance, progress towards measurable goals, and documentation requirements
- ☐ **Employee Training:**
- ☐ Recognizing the importance of protecting water quality
- ☐ Inspecting stormwater BMPs
- ☐ Recognizing illicit discharge
- ☐ Reviewing spill response procedures
- ☐ Reviewing vegetation maintenance (avoiding illicit discharge, use and storage of chemicals, etc.)
- ☐ Practicing good housekeeping (storage and use of materials, equipment, and waste)

JUNE

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- ☐ **Inspect:**
- ☐ Stormwater BMPs (catch basins, sumps, skimmers, grit chambers, swales, rain gardens, hydrodynamic devices, etc.)
- ☐ Wet, dry, and infiltration stormwater basins (each basin should be inspected at least every 5 years)
- ☐ Outfalls into and out of MS4 for potential illicit discharge and maintenance needs
- ☐ High priority areas of the MS4 for potential illicit discharges
- ☐ **Submit the Annual Report to the MPCA by June 30th**

JULY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- ☐ **Publish** seasonal education articles (social media, newsletter, utility stuffer, newspaper, etc.)
- ☐ **Inspect:**
- ☐ Stockpiles and material handling areas on the facility inventory map. Schedule needed maintenance and improvements
- ☐ Stormwater BMPs (catch basins, sumps, skimmers, grit chambers, swales, rain gardens, hydrodynamic devices, etc.)
- ☐ Wet, dry, and infiltration stormwater basins (each basin should be inspected at least every 5 years)
- ☐ Outfalls into and out of MS4 for potential illicit discharge and maintenance needs
- ☐ High priority areas of the MS4 for potential illicit discharges

AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- ☐ **Inspect:**
- ☐ Stormwater BMPs (catch basins, sumps, skimmers, grit chambers, swales, rain gardens, hydrodynamic devices, etc.)
- ☐ Wet, dry, and infiltration stormwater basins (each basin should be inspected at least every 5 years)
- ☐ Outfalls into and out of MS4 for potential illicit discharge and maintenance needs
- ☐ High priority areas of the MS4 for potential illicit discharges
- ☐ **Training:** Review spill response procedures

SEPTEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- ☐ **Hold a Public Event**
  Public events could include hazardous waste disposal, lawn waste pickup or compost days, rain barrel event, etc.

OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- ☐ **Publish** seasonal education articles (social media, newsletter, utility stuffer, newspaper, etc.)
- ☐ **Inspect** stockpiles and material handling areas on the facility inventory map

NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- ☐ **Employee Training**
- ☐ Reviewing the importance of protecting water quality
- ☐ Recognizing illicit discharge
- ☐ Reviewing the city winter snow removal and de-icing policy
- ☐ Reviewing spill response procedures

DECEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Contact:

Email:

Phone:

Appendix D: Maps (Storm Drainage System Map, Storm Sewer Map, Facility Map)

MS4 Program

Brooklyn Center, MN

IDDE Inspection Priority

July 2022

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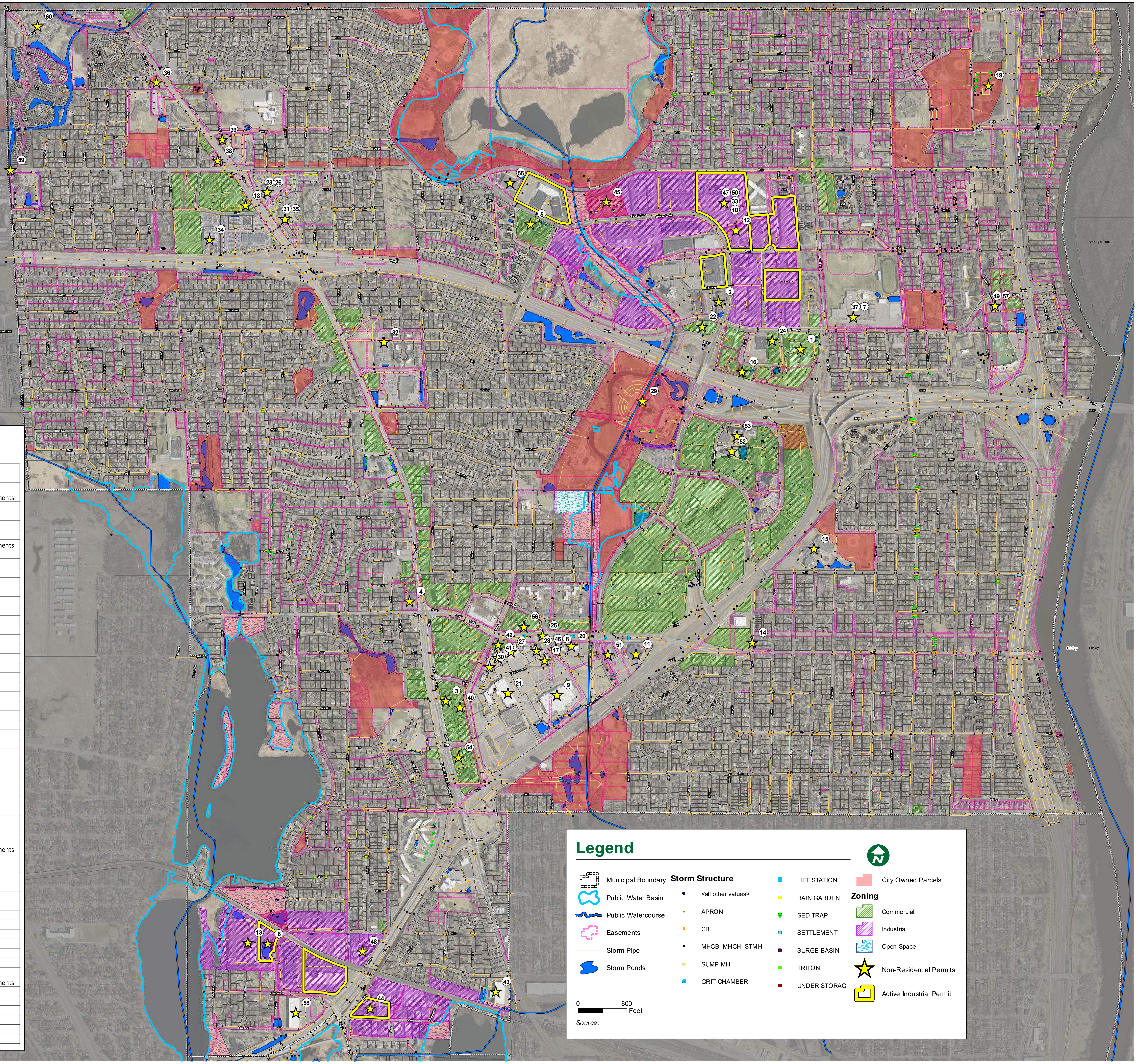
Active MPCA Industrial Permits (April, 2021)

Facility Name	MPCA Permit No.	Owner Name	Address
Caribou Coffee Co Inc	MNRNE383C	Caribou Coffee Co	3900 Lake Breeze Ave
Cass Precision Machining	MNRNE3DNF	Cass Precision Machining	4800 Lilac Dr N
Cass Precision Machining	MNRNE3F5G	Cass Precision Machining	1600 67th Ave N Ste 200
Medtronic Energy & Component Center	MNRNE394N	Medtronic Energy & Component Center	6700/6800 Shingle Creek Pkwy
Nypro Inc - Brooklyn Center	MNRNE388F	Nypro/Jabil	6601 Parkway Cir
RAO Manufacturing Company #2	MNRNE388Q	RAO Manufacturing Company	6530 James Ave N
Reviva Inc	MNRNE3DNC	REVIVA	1700 67th Ave N Ste 100
Sign-Zone LLC	MNRNE3DFC	Sign-Zone, Inc.	6850 Shingle Creek Pkwy

Non-Residential Construction Permits (September, 2021)

ID	Building Name	Building Description	Address	Non-Residential Grouping	Non-Residential Sub Grouping
1	FBI/GSA Regional Office	FBI/GAS Regional Office	1501 Freeway Blvd	Public and Institutional	Government Office
2	Global Industries	Distribution	2000 Freeway Blvd	Industrial	Office/Warehouse
3	Taco Bell	Taco Bell	5532 Brooklyn Blvd	Commercial	Eating and Drinking Establishments
4	CVS Pharmacy	Pharmacy/retail	5801 Brooklyn Blvd	Commercial	Retail
5	Spiritual Life Church	Church	6865 Shingle Creek Parkway	Public and Institutional	Religious
6	Caribou Coffee	Warehouse/retail	3900 Lakebreeze Av	Industrial	Warehouse
7	BCHS Rec Center	Recreational Gym	6500 Humboldt Ave N	Public and Institutional	Schools
8	Panda Express	Restaurant	1180 Shingle Creek Crossing	Commercial	Eating and Drinking Establishments
9	Walmart	Walmart	1200 Shingle Creek Crossing	Commercial	Retail
10	Medtronic	Medical manufacturing	6800 Shingle Creek Pkwy	Industrial	Manufacturing
11	HOM Furniture	Addition and renovation of existing building	2501 Co Rd No 10	Commercial	Retail
12	Medtronic	Chiller addition	6700 Shingle Creek Pkwy	Industrial	Other Industrial
13	FRANCE AVENUE BUSINESS PARK I	Distribution addition	4837 Azelia Ave N	Industrial	Warehouse
14	Brooklyn Center Self Storage	Self Storage Facility	5721 Logan Ave N	Commercial	Other Commercial Services
15	BC Elementary School	School	1500 59th Ave N	Public and Institutional	Schools
16	Hansen Bros. Fence	Retail showroom	1701 James Cir N	Commercial	Retail
17	Shingle Creek Crossing Bldg K	Shingle Creek Crossing Bldg K	1580 Shingle Creek Crossing	Commercial	Retail
18	Luther Brook dale Honda	Auto Dealership	6801 Brooklyn Blvd	Commercial	Retail
19	City of Brooklyn Center	Water Treatment Facility	7110 Camden Ave N	Public and Institutional	Public Works
20	Aspen Dental	Dentist - Core And Shell Only	1090 Shingle Creek Crossing	Commercial	Medical--Commercial
21	Shingle Creek Crossing	Retail	1300 Shingle Creek Crossing	Commercial	Retail
22	Casey's	Retail Bldg	2101 Freeway Blvd	Commercial	Retail
23	Luther Brookdale Honda	Auto sales addition	6800 Brooklyn Blvd	Commercial	Retail
24	Oriental Market	Grocery store	1601 Freeway Blvd	Commercial	Retail
25	Metro Transit Center -Brooklyn Center	Renovation of Existing Transit Center	2900 Co Rd No 10	Public and Institutional	Transit
26	Luther Honda	Auto Dealership, service and showroom	6800 Brooklyn Boulevard	Commercial	Retail
27	LA Fitness	Fitness Center	1500 Shingle Creek Crossing	Commercial	Other Commercial Services
28	Shingle Creek Crossing Bldg H	Shingle Creek Crossing Bldg H	1560 Shingle Creek Crossing	Commercial	Retail
29	LA Fitness	Gym	6301 Shingle Creek Crossing	Commercial	Other Commercial Services
30	Discount Tire store	Auto repair shop	1450 Shingle Creek Crossing	Commercial	Other Commercial Services
31	Luther Brookdale Scion	Auto sales addition	6700 Brooklyn Blvd	Commercial	Retail
32	Garden City School	Elementary school	3501 65th Av N	Public and Institutional	Schools
33	Medtronic	Manufacturing remodel	6800 Shingle Creek Parkway	Industrial	Manufacturing
34	Luther Auto	New Build Car Lot	4435 68th Ave N	Commercial	Retail
35	Luther Toyota	Auto dealership service and showroom	6700 Brooklyn Boulevard	Commercial	Retail
36	NW Family Services	NW Familty Services Ramp and Skyway	7051 Brooklyn Blvd	Commercial	Other Commercial Services
37	BC Middle/High school	School	6500 Humboldt Ave N	Public and Institutional	Schools
38	Shops at 69th	Retail (spec)	6901 Brooklyn Blvd	Commercial	Retail
39	Super America	Gas station/Convenience Store	6950 Brooklyn Blvd	Commercial	Retail
40	McDonald's	Restaurant; fast food	5525 Xerxes Av	Commercial	Eating and Drinking Establishments
41	Shingle Creek Crossing	Retail Strip Mall - Building B	1480 Shingle Creek Crossing	Commercial	Retail
42	Holiday Station store	Gas station	5710 Xerxes Ave N	Commercial	Retail
43	United Horticultural Supply	Office/Warehouse	4821 Xerxes Ave N	Industrial	Office/Warehouse
44	Cass Screw Machine Products Co.	Manufacturing addition	4800 Lilac Dr N	Industrial	Manufacturing
45	City of Brooklyn Center	Salt storage building	6844 Shingle Crk	Public and Institutional	Public Works
46	Shingle Creek Crossing Bldg G	Shingle Creek Crossing Bldg G	1180 Shingle Creek Crossing	Commercial	Retail
47	Medtronic	Manufacturing, medical	6800 Shingle Creek Pkwy	Industrial	Manufacturing
48	Douglas Metal	Sheet metal shop	4912 France Av N	Industrial	Manufacturing
49	Unknown	Retail shell (spec)	615 66th Av	Commercial	Retail
50	Medtronic	Office, walkway addn	6800 Shingle Creek Parkway	Commercial	Office
51	Bank of America Center	New Financial Center With Drive Thru	2545 Co Rd No 10	Commercial	Bank
52	Fairfield Inn & Suites Hotel	New Fairfield Inn & Suites Hotel	6250 Earle Brown Dr	Commercial	Hotel-Lodging
53	Embassy Suites	Hotel; 175 rms, pool, restaurant	6300 Earle Brown Dr	Commercial	Hotel-Lodging
54	Arby's	Fast food restaurant	5444 Brooklyn Blvd	Commercial	Eating and Drinking Establishments
55	Holiday support facility	Food prep & distribution	6890 Shingle Creek Pkwy	Industrial	Manufacturing
56	MTC Transit Hub	Bus terminal	2900 County Rd 10	Public and Institutional	Transit
57	Strip Mall	Pure Nails; Chiropractor; Jimmy John's; Starbucks	615 66th Av N	Commercial	Office and Retail
58	Twin Lakes IV	Twin Lake IV	4001 Lakebreeze Ave N	Industrial	Office/Warehouse
59	Maranatha Care Center	Memory care/Transitional care	5401-15 69th Ave N	Public and Institutional	Hospitals and Nursing Homes
60	Unity Place Townhomes	Main office of townhouse association	7256 Unity Ave	Commercial	Office



Appendix E: Municipal Facility Inventory

BROOKLYN CENTER AT THE CENTER

MS4 Program

Brooklyn Center, MN

Municipal Facility Inventory Map

July 2022

BOLTON & MENK

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Municipal Owned Facilities

ID	Land Use	Description	ID	Land Use	Description	ID	Land Use	Description
1	Vacant Land - Commercial	MUNICIPAL PROPERTY	47	Vacant Land - Residential	PARKS, FORESTS AND WILDLIFE REFUGE	93	Vacant Land - Residential	MUNICIPAL PROPERTY
2	Vacant Land - Commercial	MUNICIPAL PROPERTY	48	Vacant Land - Lakeshore	MUNICIPAL PROPERTY	94	Vacant Land - Residential	MUNICIPAL PROPERTY
3	Vacant Land - Commercial	MUNICIPAL PROPERTY	49	Golf Course - Reduced Rate	MUNICIPAL PROPERTY	95	Vacant Land - Commercial	MUNICIPAL PROPERTY
4	Vacant Land - Commercial	MUNICIPAL PROPERTY	50	Vacant Land - Residential	MUNICIPAL PROPERTY	96	Vacant Land - Residential	MUNICIPAL PROPERTY
5	Vacant Land - Commercial	MUNICIPAL PROPERTY	51	Golf Course - Reduced Rate	MUNICIPAL PROPERTY	97	Vacant Land - Residential	MUNICIPAL PROPERTY
6	Vacant Land - Commercial	MUNICIPAL PROPERTY	52	Vacant Land - Residential	MUNICIPAL PROPERTY	98	Vacant Land - Residential	MUNICIPAL PROPERTY
7	Vacant Land - Commercial	MUNICIPAL PROPERTY	53	Vacant Land - Residential	MUNICIPAL PROPERTY	99	Commercial	PARKS, FORESTS, WILDLIFE REFUGE
8	Vacant Land - Commercial	MUNICIPAL PROPERTY	54	Vacant Land - Commercial	MUNICIPAL PROPERTY	100	Vacant Land - Residential	MUNICIPAL PROPERTY
9	Vacant Land - Residential	MUNICIPAL PROPERTY	55	Vacant Land - Commercial	MUNICIPAL PROPERTY	101	Commercial	PARKS, FORESTS, WILDLIFE REFUGE
10	Vacant Land - Residential	MUNICIPAL PROPERTY	56	Vacant Land - Residential	MUNICIPAL PROPERTY	102	Vacant Land - Residential	MUNICIPAL PROPERTY
11	Vacant Land - Residential	MUNICIPAL PROPERTY	57	Commercial	MUNICIPAL PROPERTY	103	Vacant Land - Residential	MUNICIPAL PROPERTY
12	Commercial	PARKS, FORESTS, WILDLIFE REFUGE	58	Vacant Land - Lakeshore	MUNICIPAL PROPERTY	104	Vacant Land - Residential	PARKS, FORESTS, WILDLIFE REFUGE
13	Golf Course - Reduced Rate	MUNICIPAL PROPERTY	59	Vacant Land - Residential	MUNICIPAL PROPERTY	105	Vacant Land - Residential	PARKS, FORESTS, WILDLIFE REFUGE
14	Golf Course - Reduced Rate	MUNICIPAL PROPERTY	60	Vacant Land - Commercial	MUNICIPAL PROPERTY	106	Resd'l Misc & Bed & Breakfast	PARKS, FORESTS, WILDLIFE REFUGE
15	Vacant Land - Lakeshore	MUNICIPAL PROPERTY	61	Commercial	PARKS, FORESTS, WILDLIFE REFUGE	107	Vacant Land - Residential	PARKS, FORESTS, WILDLIFE REFUGE
16	Vacant Land - Lakeshore	MUNICIPAL PROPERTY	62	Commercial	PARKS, FORESTS, WILDLIFE REFUGE	108	Vacant Land - Commercial	MUNICIPAL PROPERTY
17	Commercial	MUNICIPAL PROPERTY	63	Commercial	MUNICIPAL PROPERTY	109	Vacant Land - Commercial	MUNICIPAL PROPERTY
18	Vacant Land - Lakeshore	MUNICIPAL PROPERTY	64	Vacant Land - Residential	MUNICIPAL PROPERTY	110	Vacant Land - Residential	HIGHWAY RIGHT-OF-WAY
19	Vacant Land - Residential	MUNICIPAL PROPERTY	65	Vacant Land - Residential	MUNICIPAL PROPERTY	111	Vacant Land - Residential	PARKS, FORESTS, WILDLIFE REFUGE
20	Vacant Land - Lakeshore	MUNICIPAL PROPERTY	66	Vacant Land - Residential	MUNICIPAL PROPERTY	112	Vacant Land - Residential	HIGHWAY RIGHT-OF-WAY
21	Resd'l Misc & Bed & Breakfast	PARKS, FORESTS, WILDLIFE REFUGE	67	Commercial	PARKS, FORESTS, WILDLIFE REFUGE	113	Vacant Land - Residential	PARKS, FORESTS, WILDLIFE REFUGE
22	Vacant Land - Residential	MUNICIPAL PROPERTY	68	Residential	MUNICIPAL PROPERTY	114	Vacant Land - Residential	PARKS, FORESTS, WILDLIFE REFUGE
23	Commercial	PARKS, FORESTS, WILDLIFE REFUGE	69	Commercial	PARKS, FORESTS, WILDLIFE REFUGE	115	Vacant Land - Residential	MUNICIPAL PROPERTY
24	Vacant Land - Lakeshore	MUNICIPAL PROPERTY	70	Vacant Land - Residential	MUNICIPAL PROPERTY	116	Vacant Land - Residential	PARKS, FORESTS, WILDLIFE REFUGE
25	Vacant Land - Residential	MUNICIPAL PROPERTY	71	Vacant Land - Residential	MUNICIPAL PROPERTY	117	Vacant Land - Residential	WETLANDS
26	Vacant Land - Lakeshore	MUNICIPAL PROPERTY	72	Vacant Land - Residential	MUNICIPAL PROPERTY	118	Commercial	MUNICIPAL PROPERTY
27	Vacant Land - Lakeshore	MUNICIPAL PROPERTY	73	Vacant Land - Residential	MUNICIPAL PROPERTY	119	Commercial	MUNICIPAL PROPERTY
28	Vacant Land - Residential	MUNICIPAL PROPERTY	74	Vacant Land - Residential	MUNICIPAL PROPERTY	120	Vacant Land - Commercial	MUNICIPAL PROPERTY
29	Vacant Land - Residential	MUNICIPAL PROPERTY	75	Vacant Land - Residential	MUNICIPAL PROPERTY	121	Vacant Land - Residential	PARKS, FORESTS, WILDLIFE REFUGE
30	Vacant Land - Residential	MUNICIPAL PROPERTY	76	Vacant Land - Residential	MUNICIPAL PROPERTY	122	Vacant Land - Residential	PARKS, FORESTS, WILDLIFE REFUGE
31	Vacant Land - Residential	MUNICIPAL PROPERTY	77	Vacant Land - Residential	MUNICIPAL PROPERTY	123	Vacant Land - Residential	PARKS, FORESTS, WILDLIFE REFUGE
32	Vacant Land - Residential	MUNICIPAL PUBLIC SERVICE ENT.	78	Vacant Land - Residential	MUNICIPAL PROPERTY	124	Commercial	PARKS, FORESTS, WILDLIFE REFUGE
33	Golf Course - Reduced Rate	MUNICIPAL PROPERTY	79	Vacant Land - Residential	MUNICIPAL PROPERTY	125	Commercial	PARKS, FORESTS, WILDLIFE REFUGE
34	Golf Course - Reduced Rate	MUNICIPAL PROPERTY	80	Vacant Land - Residential	MUNICIPAL PROPERTY	126	Commercial	PARKS, FORESTS, WILDLIFE REFUGE
35	Golf Course - Reduced Rate	MUNICIPAL PROPERTY	81	Vacant Land - Residential	MUNICIPAL PROPERTY	127	Commercial	MUNICIPAL PROPERTY
36	Golf Course - Reduced Rate	MUNICIPAL PROPERTY	82	Vacant Land - Residential	MUNICIPAL PROPERTY	128	Vacant Land - Residential	PARKS, FORESTS, WILDLIFE REFUGE
37	Vacant Land - Apartment	MUNICIPAL PROPERTY	83	Vacant Land - Residential	MUNICIPAL PROPERTY	129	Vacant Land - Residential	MUNICIPAL PROPERTY
38	Vacant Land - Residential	MUNICIPAL PROPERTY	84	Vacant Land - Residential	MUNICIPAL PROPERTY	130	Vacant Land - Residential	MUNICIPAL PROPERTY
39	Golf Course - Reduced Rate	MUNICIPAL PROPERTY	85	Commercial	PARKS, FORESTS, WILDLIFE REFUGE	131	Vacant Land - Residential	MUNICIPAL PROPERTY
40	Vacant Land - Residential	MUNICIPAL PROPERTY	86	Vacant Land - Residential	MUNICIPAL PROPERTY	132	Vacant Land - Residential	MUNICIPAL PROPERTY
41	Vacant Land - Residential	PARKS, FORESTS, WILDLIFE REFUGE	87	Vacant Land - Residential	MUNICIPAL PROPERTY	133	Vacant Land - Residential	MUNICIPAL PROPERTY
42	Golf Course - Reduced Rate	MUNICIPAL PROPERTY	88	Vacant Land - Commercial	MUNICIPAL PROPERTY	134	Vacant Land - Residential	MUNICIPAL PROPERTY
43	Vacant Land - Residential	MUNICIPAL PROPERTY	89	Vacant Land - Residential	MUNICIPAL PROPERTY	135	Vacant Land - Residential	PARKS, FORESTS, WILDLIFE REFUGE
44	Golf Course - Reduced Rate	MUNICIPAL PROPERTY	90	Vacant Land - Residential	MUNICIPAL PROPERTY	136	Vacant Land - Residential	MUNICIPAL PROPERTY
45	Golf Course - Reduced Rate	MUNICIPAL PROPERTY	91	Vacant Land - Residential	MUNICIPAL PROPERTY			
46	Golf Course - Reduced Rate	MUNICIPAL PROPERTY	92	Vacant Land - Residential	MUNICIPAL PROPERTY			

Map Document: H:\BRCN_Surface Water Management\MS4 Administration\MCM-6_Pollution Prevention and Good Housekeeping\1_Facility Inventory - Municipal Operations BMPs\GIS\Municipal_Owned_Facilities.mxd Date Saved: 7/30/2022 8:48:18 AM

ID	Land Use	Description	ID	Land Use
1	Vacant Land - Commercial	MUNICIPAL PROPERTY	47	Vacant Land - Residential
2	Vacant Land - Commercial	MUNICIPAL PROPERTY	48	Vacant Land - Lakeshore
3	Vacant Land - Commercial	MUNICIPAL PROPERTY	49	Golf Course - Reduced Rate
4	Vacant Land - Commercial	MUNICIPAL PROPERTY	50	Vacant Land - Residential
5	Vacant Land - Commercial	MUNICIPAL PROPERTY	51	Golf Course - Reduced Rate
6	Vacant Land - Commercial	MUNICIPAL PROPERTY	52	Vacant Land - Residential
7	Vacant Land - Commercial	MUNICIPAL PROPERTY	53	Vacant Land - Residential
8	Vacant Land - Commercial	MUNICIPAL PROPERTY	54	Vacant Land - Commercial
9	Vacant Land - Residential	MUNICIPAL PROPERTY	55	Vacant Land - Commercial
10	Vacant Land - Residential	MUNICIPAL PROPERTY	56	Vacant Land - Residential
11	Vacant Land - Residential	MUNICIPAL PROPERTY	57	Commercial
12	Commercial	PARKS, FORESTS, WILDLIFE REFUGE	58	Vacant Land - Lakeshore
13	Golf Course - Reduced Rate	MUNICIPAL PROPERTY	59	Vacant Land - Residential
14	Golf Course - Reduced Rate	MUNICIPAL PROPERTY	60	Vacant Land - Commercial
15	Vacant Land - Lakeshore	MUNICIPAL PROPERTY	61	Commercial
16	Vacant Land - Lakeshore	MUNICIPAL PROPERTY	62	Commercial
17	Commercial	MUNICIPAL PROPERTY	63	Commercial
18	Vacant Land - Lakeshore	MUNICIPAL PROPERTY	64	Vacant Land - Residential
19	Vacant Land - Residential	MUNICIPAL PROPERTY	65	Vacant Land - Residential
20	Vacant Land - Lakeshore	MUNICIPAL PROPERTY	66	Vacant Land - Residential
21	Resd'l Misc & Bed & Breakfast	PARKS, FORESTS, WILDLIFE REFUGE	67	Commercial
22	Vacant Land - Residential	MUNICIPAL PROPERTY	68	Residential
23	Commercial	PARKS, FORESTS, WILDLIFE REFUGE	69	Commercial
24	Vacant Land - Lakeshore	MUNICIPAL PROPERTY	70	Vacant Land - Residential
25	Vacant Land - Residential	MUNICIPAL PROPERTY	71	Vacant Land - Residential
26	Vacant Land - Lakeshore	MUNICIPAL PROPERTY	72	Vacant Land - Residential
27	Vacant Land - Lakeshore	MUNICIPAL PROPERTY	73	Vacant Land - Residential
28	Vacant Land - Residential	MUNICIPAL PROPERTY	74	Vacant Land - Residential
29	Vacant Land - Residential	MUNICIPAL PROPERTY	75	Vacant Land - Residential
30	Vacant Land - Residential	MUNICIPAL PROPERTY	76	Vacant Land - Residential
31	Vacant Land - Residential	MUNICIPAL PROPERTY	77	Vacant Land - Residential
32	Vacant Land - Residential	MUNICIPAL PUBLIC SERVICE ENT.	78	Vacant Land - Residential
33	Golf Course - Reduced Rate	MUNICIPAL PROPERTY	79	Vacant Land - Residential
34	Golf Course - Reduced Rate	MUNICIPAL PROPERTY	80	Vacant Land - Residential
35	Golf Course - Reduced Rate	MUNICIPAL PROPERTY	81	Vacant Land - Residential
36	Golf Course - Reduced Rate	MUNICIPAL PROPERTY	82	Vacant Land - Residential
37	Vacant Land - Apartment	MUNICIPAL PROPERTY	83	Vacant Land - Residential
38	Vacant Land - Residential	MUNICIPAL PROPERTY	84	Vacant Land - Residential
39	Golf Course - Reduced Rate	MUNICIPAL PROPERTY	85	Commercial
40	Vacant Land - Residential	MUNICIPAL PROPERTY	86	Vacant Land - Residential
41	Vacant Land - Residential	PARKS, FORESTS, WILDLIFE REFUGE	87	Vacant Land - Residential
42	Golf Course - Reduced Rate	MUNICIPAL PROPERTY	88	Vacant Land - Commercial
43	Vacant Land - Residential	MUNICIPAL PROPERTY	89	Vacant Land - Residential
44	Golf Course - Reduced Rate	MUNICIPAL PROPERTY	90	Vacant Land - Residential
45	Golf Course - Reduced Rate	MUNICIPAL PROPERTY	91	Vacant Land - Residential
46	Golf Course - Reduced Rate	MUNICIPAL PROPERTY	92	Vacant Land - Residential

91	Vacant Land - Residential	MUNICIPAL PROPERTY
92	Vacant Land - Residential	MUNICIPAL PROPERTY
93	Vacant Land - Residential	MUNICIPAL PROPERTY
94	Vacant Land - Residential	MUNICIPAL PROPERTY
95	Vacant Land - Commercial	MUNICIPAL PROPERTY
96	Vacant Land - Residential	MUNICIPAL PROPERTY
97	Vacant Land - Residential	MUNICIPAL PROPERTY
98	Vacant Land - Residential	MUNICIPAL PROPERTY
99	Commercial	PARKS, FORESTS AND WILDLIFE REFUGE
100	Vacant Land - Residential	MUNICIPAL PROPERTY
101	Commercial	PARKS, FORESTS AND WILDLIFE REFUGE
102	Vacant Land - Residential	MUNICIPAL PROPERTY
103	Vacant Land - Residential	MUNICIPAL PROPERTY
104	Vacant Land - Residential	PARKS, FORESTS AND WILDLIFE REFUGE
105	Vacant Land - Residential	PARKS, FORESTS AND WILDLIFE REFUGE
106	Resd'l Misc & Bed & Breakfast	PARKS, FORESTS AND WILDLIFE REFUGE
107	Vacant Land - Residential	PARKS, FORESTS AND WILDLIFE REFUGE
108	Vacant Land - Commercial	MUNICIPAL PROPERTY
109	Vacant Land - Commercial	MUNICIPAL PROPERTY
110	Vacant Land - Residential	HIGHWAY RIGHT-OF-WAY
111	Vacant Land - Residential	PARKS, FORESTS AND WILDLIFE REFUGE
112	Vacant Land - Residential	HIGHWAY RIGHT-OF-WAY
113	Vacant Land - Residential	PARKS, FORESTS AND WILDLIFE REFUGE
114	Vacant Land - Residential	PARKS, FORESTS AND WILDLIFE REFUGE
115	Vacant Land - Residential	MUNICIPAL PROPERTY
116	Vacant Land - Residential	PARKS, FORESTS AND WILDLIFE REFUGE
117	Vacant Land - Residential	WETLANDS
118	Commercial	MUNICIPAL PROPERTY
119	Commercial	MUNICIPAL PROPERTY
120	Vacant Land - Commercial	MUNICIPAL PROPERTY

Description	ID	Land Use	Description
PARKS, FORESTS AND WILDLIFE REFUGE	93	Vacant Land - Residential	MUNICIPAL PROPERTY
MUNICIPAL PROPERTY	94	Vacant Land - Residential	MUNICIPAL PROPERTY
MUNICIPAL PROPERTY	95	Vacant Land - Commercial	MUNICIPAL PROPERTY
MUNICIPAL PROPERTY	96	Vacant Land - Residential	MUNICIPAL PROPERTY
MUNICIPAL PROPERTY	97	Vacant Land - Residential	MUNICIPAL PROPERTY
MUNICIPAL PROPERTY	98	Vacant Land - Residential	MUNICIPAL PROPERTY
MUNICIPAL PROPERTY	99	Commercial	PARKS, FORESTS, WILDLIFE REFUGE
MUNICIPAL PROPERTY	100	Vacant Land - Residential	MUNICIPAL PROPERTY
MUNICIPAL PROPERTY	101	Commercial	PARKS, FORESTS, WILDLIFE REFUGE
MUNICIPAL PROPERTY	102	Vacant Land - Residential	MUNICIPAL PROPERTY
MUNICIPAL PROPERTY	103	Vacant Land - Residential	MUNICIPAL PROPERTY
MUNICIPAL PROPERTY	104	Vacant Land - Residential	PARKS, FORESTS, WILDLIFE REFUGE
MUNICIPAL PROPERTY	105	Vacant Land - Residential	PARKS, FORESTS, WILDLIFE REFUGE
MUNICIPAL PROPERTY	106	Resd'l Misc & Bed & Breakfast	PARKS, FORESTS, WILDLIFE REFUGE
PARKS, FORESTS, WILDLIFE REFUGE	107	Vacant Land - Residential	PARKS, FORESTS, WILDLIFE REFUGE
PARKS, FORESTS, WILDLIFE REFUGE	108	Vacant Land - Commercial	MUNICIPAL PROPERTY
MUNICIPAL PROPERTY	109	Vacant Land - Commercial	MUNICIPAL PROPERTY
MUNICIPAL PROPERTY	110	Vacant Land - Residential	HIGHWAY RIGHT-OF-WAY
MUNICIPAL PROPERTY	111	Vacant Land - Residential	PARKS, FORESTS, WILDLIFE REFUGE
MUNICIPAL PROPERTY	112	Vacant Land - Residential	HIGHWAY RIGHT-OF-WAY
PARKS, FORESTS, WILDLIFE REFUGE	113	Vacant Land - Residential	PARKS, FORESTS, WILDLIFE REFUGE
MUNICIPAL PROPERTY	114	Vacant Land - Residential	PARKS, FORESTS, WILDLIFE REFUGE
PARKS, FORESTS, WILDLIFE REFUGE	115	Vacant Land - Residential	MUNICIPAL PROPERTY
MUNICIPAL PROPERTY	116	Vacant Land - Residential	PARKS, FORESTS, WILDLIFE REFUGE
MUNICIPAL PROPERTY	117	Vacant Land - Residential	WETLANDS
MUNICIPAL PROPERTY	118	Commercial	MUNICIPAL PROPERTY
MUNICIPAL PROPERTY	119	Commercial	MUNICIPAL PROPERTY
MUNICIPAL PROPERTY	120	Vacant Land - Commercial	MUNICIPAL PROPERTY
MUNICIPAL PROPERTY	121	Vacant Land - Residential	PARKS, FORESTS, WILDLIFE REFUGE
MUNICIPAL PROPERTY	122	Vacant Land - Residential	PARKS, FORESTS, WILDLIFE REFUGE
MUNICIPAL PROPERTY	123	Vacant Land - Residential	PARKS, FORESTS, WILDLIFE REFUGE
MUNICIPAL PROPERTY	124	Commercial	PARKS, FORESTS, WILDLIFE REFUGE
MUNICIPAL PROPERTY	125	Commercial	PARKS, FORESTS, WILDLIFE REFUGE
MUNICIPAL PROPERTY	126	Commercial	PARKS, FORESTS, WILDLIFE REFUGE
MUNICIPAL PROPERTY	127	Commercial	MUNICIPAL PROPERTY
MUNICIPAL PROPERTY	128	Vacant Land - Residential	PARKS, FORESTS, WILDLIFE REFUGE
MUNICIPAL PROPERTY	129	Vacant Land - Residential	MUNICIPAL PROPERTY
MUNICIPAL PROPERTY	130	Vacant Land - Residential	MUNICIPAL PROPERTY
PARKS, FORESTS, WILDLIFE REFUGE	131	Vacant Land - Residential	MUNICIPAL PROPERTY
MUNICIPAL PROPERTY	132	Vacant Land - Residential	MUNICIPAL PROPERTY
MUNICIPAL PROPERTY	133	Vacant Land - Residential	MUNICIPAL PROPERTY
MUNICIPAL PROPERTY	134	Vacant Land - Residential	MUNICIPAL PROPERTY
MUNICIPAL PROPERTY	135	Vacant Land - Residential	PARKS, FORESTS, WILDLIFE REFUGE
MUNICIPAL PROPERTY	136	Vacant Land - Residential	MUNICIPAL PROPERTY
MUNICIPAL PROPERTY			
MUNICIPAL PROPERTY			

Appendix F: Illicit Discharge Report and Response Form

CITY OF Brooklyn Center, MN

ILLICIT DISCHARGE REPORT AND RESPONSE FORM

Illicit Discharge Identification

Date: _____ Reported by: _____

Time: _____ Phone No: _____

Weather: _____ Temperature: _____

Location: _____

Spill Material: _____

Spill Volume: _____

Other Information: _____

Received by: _____

Investigation

Date: _____ Assigned Investigator: _____

Watershed Description: _____

Storm Drain/Outfall ID: _____

Illicit Discharge Confirmed Entering Storm Drain System/Receiving Waters? ☐ YES ☐ NO

Discharge Material:

☐ HAZARDOUS WASTE ☐ WASTEWATER ☐ PAINT ☐ SALT

☐ OIL/GREASE ☐ SEDIMENT ☐ GRASS/LEAF CLIPPINGS ☐ ANIMAL WASTE

☐ OTHER

Estimated Quantity: _____

Additional Information: _____

Samples Collected: ☐ YES ☐ NO Photo(s) Taken: ☐ YES ☐ NO

Land Use:

☐ RESIDENTIAL

☐ COMMERCIAL/INDUSTRIAL Industrial NPDES Permit: ☐ YES ☐ NO

☐ PUBLIC/PARK

Source Description: _____

Responsible Party: _____

Attachments:

☐ PICTURES ☐ VIDEO ☐ FIELD NOTES ☐ MAPS

☐ TEST RESULTS ☐ MONITORING REPORT ☐ EST OF LABOR/MAT'LS/COSTS

Actions/Enforcement

Voluntary Compliance: ☐ YES ☐ NO Notice of Violation: ☐ YES ☐ NO

Corrective Actions Req'd:

☐ PERFORM MONITORING

☐ ELIMINATE CONNECTION/DISCHARGE

☐ ELIMINATE/DISPOSE PET WASTE

☐ INSTALL PROPER SALT STORAGE FACILITIES / IMPLEMENT PROPER SALT HANDLING PROCEDURES

☐ REMEDIATION/RESTORATION REQUIRED

☐ PAYMENT OF FINE TO COVER ADMINISTRATIVE OR REMEDIATION COSTS

☐ IMPLEMENT SOURCE CONTROL OR TREATMENT BMPS

Proof of Correction/Attachments:

☐ PICTURES ☐ VIDEO ☐ TEST RESULTS ☐ MONITORING REPORT

☐ PAID INVOICE ☐ CORRESPONDENCE ☐ NOTICE OF VIOLATION

Date Closed: _____

Appendix G: IDDE Investigation Techniques

Table 56: Techniques to Locate the Discharge		
Technique	**Best Applications**	**Limitations**
Dye Testing	• Discharge limited to a very small drainage area (<10 properties is ideal) • Discharge probably caused by a connection from an individual property • Commercial or industrial land use	• May be difficult to gain access to some properties
Video Testing	• Continuous discharges • Discharge limited to a single pipe segment • Communities who own equipment for other investigations	• Relatively expensive equipment • Cannot capture non-flowing discharges • Often cannot capture discharges from pipes submerged in the storm drain
Smoke Testing	• Cross-connection with the sanitary sewer • Identifying other underground sources (e.g., leaking storage techniques) caused by damage to the storm drain	• Poor notification to public can cause alarm • Cannot detect all illicit discharges

TIP

The Wayne County Department of the Environment provides excellent training materials on on-site investigations, as well as other illicit discharge techniques. More information about this training can be accessed from their website: http://www.wcdoe.org/Watershed/Programs___Srvcs_/IDEP/idep.htm.

Figure 63: Dye Testing Plumbing (NEIWPCC, 2003)

Dye Testing

Dye testing is an excellent indicator of illicit connections and is conducted by introducing non-toxic dye into toilets, sinks, shop drains and other plumbing fixtures (see Figure 63). The discovery of dye in the storm drain, rather than the sanitary sewer, conclusively determines that the illicit connection exists.

Before commencing dye tests, crews should review storm drain and sewer maps to identify lateral sewer connections and how they can be accessed. In addition, property owners must be notified to obtain entry permission. For industrial or commercial properties, crews should carry a letter to document their legal authority to gain access to the property. If time permits, the letter can be sent in advance of the dye testing. For residential properties, communication can be more challenging. Unlike commercial properties, crews are not guaranteed access to homes, and should call ahead to ensure that the owner will be home on the day of testing.

Communication with other local agencies is also important since any dye released to the storm drain could be mistaken for a spill or pollution episode. To avoid a costly and embarrassing response to a false alarm,

crews should contact key spill response agencies using a "quick fax" that describes when and where dye testing is occurring (Tuomari and Thomson, 2002). In addition, crews should carry a list of phone numbers to call spill response agencies in the event dye is released to a stream.

At least two staff are needed to conduct dye tests – one to flush dye down the plumbing fixtures and one to look for dye in the downstream manhole(s). In some cases, three staff may be preferred, with two staff entering the private residence or building for both safety and liability purposes.

The basic equipment to conduct dye tests is listed in Table 57 and is not highly specialized. Often, the key choice is the type of dye to use for testing. Several options are profiled in Table 58. In most cases, liquid dye is used, although solid dye tablets can also be placed in a mesh bag and lowered into the manhole on a rope (Figure 64). If a

Table 57: Key Field Equipment for Dye Testing
(Source: Wayne County, MI, 2000)

Maps, Documents
- Sewer and storm drain maps (sufficient detail to locate manholes)
- Site plan and building diagram
- Letter describing the investigation
- Identification (e.g., badge or ID card)
- Educational materials (to supplement pollution prevention efforts)
- List of agencies to contact if the dye discharges to a stream.
- Name of contact at the facility

Equipment to Find and Lift the Manhole Safely (small manhole often in a lawn)
- Probe
- Metal detector
- Crow bar
- Safety equipment (hard hats, eye protection, gloves, safety vests, steel-toed boots, traffic control equipment, protective clothing, gas monitor)

Equipment for Actual Dye Testing and Communications
- 2-way radio
- Dye (liquid or "test strips")
- High powered lamps or flashlights
- Water hoses
- Camera

Figure 64: Dye in a mesh bag is placed into an upstream manhole (left); Dye observed at a downstream manhole traces the path of the storm drain (right)

longer pipe network is being tested, and dye is not expected to appear for several hours, charcoal packets can be used to detect the dye (GCHD, 2002). Charcoal packets can be secured and left in place for a week or two, and then analyzed for the presence of dye. Instructions for using charcoal packets in dye testing can be accessed at the following website: http://bayinfo.tamug.tamu.edu/gbeppubs/ms4.pdf.

The basic drill for dye tests consists of three simple steps. First, flush or wash dye down the drain, fixture or manhole. Second, pop open downgradient sanitary sewer manholes and check to see if any dye appears. If none is detected in the sewer manhole after an hour or so, check downgradient storm drain manholes or outfalls for the presence of dye. Although dye testing is fairly straightforward, some tips to make testing go more smoothly are offered in Table 59.

Table 58: Dye Testing Options

Product	Applications
Dye Tablets	• Compressed powder, useful for releasing dye over time • Less messy than powder form • Easy to handle, no mess, quick dissolve • Flow mapping and tracing in storm and sewer drains • Plumbing system tracing • Septic system analysis • Leak detection
Liquid Concentrate	• Very concentrated, disperses quickly • Works well in all volumes of flow • Recommended when metering of input is required • Flow mapping and tracing in storm and sewer drains • Plumbing system tracing • Septic system analysis • Leak detection
Dye Strips	• Similar to liquid but less messy
Powder	• Can be very messy and must dissolve in liquid to reach full potential • Recommended for very small applications or for very large applications where liquid is undesirable • Leak detection
Dye Wax Cakes	• Recommended for moderate-sized bodies of water • Flow mapping and tracing in storm and sewer drains
Dye Wax Donuts	• Recommended for large sized bodies of water (lakes, rivers, ponds) • Flow mapping and tracing in storm and sewer drains • Leak detection

Table 59: Tips for Successful Dye Testing
(Adapted from Tuomari and Thompson, 2002)

Dye Selection
- Green and liquid dyes are the easiest to see.
- Dye test strips can be a good alternative for residential or some commercial applications. (Liquid can leave a permanent stain).
- Check the sanitary sewer before using dyes to get a "base color." In some cases, (e.g., a print shop with a permitted discharge to the sanitary sewer), the sewage may have an existing color that would mask a dye.
- Choose two dye colors, and alternate between them when testing multiple fixtures.

Selecting Fixtures to Test
- Check the plumbing plan for the site to isolate fixtures that are separately connected.
- For industrial facilities, check most floor drains (these are often misdirected).
- For plumbing fixtures, test a representative fixture (e.g., a bathroom sink).
- Test some locations separately (e.g., washing machines and floor drains), which may be misdirected.
- If conducting dye investigations on multiple floors, start from the basement and work your way up.
- At all fixtures, make sure to flush with plenty of water to ensure that the dye moves through the system.

Selecting a Sewer Manhole for Observations
- Pick the closest manhole possible to make observations (typically a sewer lateral).
- If this is not possible, choose the nearest downstream manhole.

Communications Between Crew Members
- The individual conducting the dye testing calls in to the field person to report the color dye used, and when it is dropped into the system.
- The field person then calls back when dye is observed in the manhole.
- If dye is not observed (e.g., after two separate flushes have occurred), dye testing is halted until the dye appears.

Locating Missing Dye
- The investigation is not complete until the dye is found. Some reasons for dye not appearing include:
- The building is actually hooked up to a septic system.
- The sewer line is clogged.
- There is a leak in the sewer line or lateral pipe.

Video Testing

Video testing works by guiding a mobile video camera through the storm drain pipe to locate the actual connection producing an illicit discharge. Video testing shows flows and leaks within the pipe that may indicate an illicit discharge, and can show cracks and other pipe damage that enable sewage or contaminated water to flow into the storm drain pipe.

Video testing is useful when access to properties is constrained, such as residential neighborhoods. Video testing can also be expensive, unless the community already owns and uses the equipment for sewer inspections. This technique will not detect all types of discharges, particularly when the illicit connection is not flowing at the time of the video survey.

Different types of video camera equipment are used, depending on the diameter and condition of the storm sewer being tested.

Field crews should review storm drain maps, and preferably visit the site before selecting the video equipment for the test. A field visit helps determine the camera size needed to fit into the pipe, and if the storm drain has standing water.

In addition to standard safety equipment required for all manhole inspections, video testing requires a Closed-Circuit Television (CCTV) and supporting items. Many commercially available camera systems are specifically adapted to televise storm sewers, ranging from large truck or van-mounted systems to much smaller portable cameras. Cameras can be self-propelled or towed. Some specifications to look for include:

- The camera should be capable of radial view for inspection of the top, bottom, and sides of the pipe and for looking up lateral connections.
- The camera should be color.
- Lighting should be supplied by a lamp on the camera that can light the entire periphery of the pipe.

When inspecting the storm sewer, the CCTV is oriented to keep the lens as close as possible to the center of the pipe. The camera can be self-propelled through the pipe using a tractor or crawler unit or it may be towed through on a skid unit (see Figures 65 and 66). If the storm drain has ponded water, the camera should be attached to a raft, which floats through the storm sewer from one manhole to the next. To see details of the sewer, the camera and lights should be able to swivel both horizontally and vertically. A video record of the inspection should be made for future reference and repairs (see Figure 67).

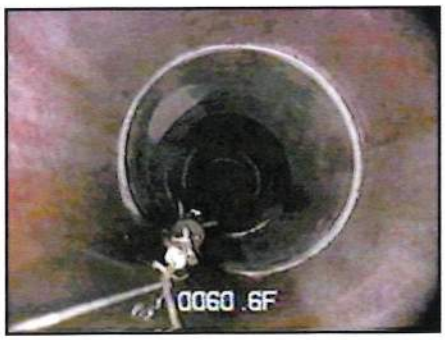

Figure 65: Camera being towed

Smoke Testing

Smoke testing is another "bottom up" approach to isolate illicit discharges. It works by introducing smoke into the storm drain system and observing where the smoke surfaces. The use of smoke testing to detect illicit discharges is a relatively new application, although many communities have used it to check for infiltration and inflow into their sanitary sewer network. Smoke testing can find improper

Figure 66: Tractor-mounted camera

Figure 67: Review of an inspection video

connections, or damage to the storm drain system (Figure 68). This technique works best when the discharge is confined to the upper reaches of the storm drain network, where pipe diameters are to small for video testing and gaining access to multiple properties renders dye testing infeasible.

Notifying the public about the date and purpose of smoke testing before starting is critical. The smoke used is non-toxic, but can cause respiratory irritation, which can be a problem for some residents. Residents should be notified at least two weeks prior to testing, and should be provided the following information (Hurco Technologies, Inc., 2003):

- Date testing will occur
- Reason for smoke testing
- Precautions they can take to prevent smoke from entering their homes or businesses
- What they need to do if smoke enters their home or business, and any health concerns associated with the smoke
- A number residents can call to relay any particular health concerns (e.g., chronic respiratory problems)

Program managers should also notify local media to get the word out if extensive smoke testing is planned (e.g., television, newspaper, and radio). On the actual day of testing, local fire, police departments and 911 call centers should be notified to handle any calls from the public (Hurco Technologies, Inc., 2003).

The basic equipment needed for smoke testing includes manhole safety equipment, a smoke source, smoke blower, and sewer plugs. Two smoke sources can be used for smoke testing. The first is a smoke "bomb," or "candle" that burns at a controlled rate and releases very white smoke visible at relatively low concentrations (Figure 69). Smoke bombs are suspended beneath a blower in a manhole. Candles are available in 30 second to three minute sizes. Once opened, smoke bombs should be kept in a dry location and should be used within one year.

The second smoke source is liquid smoke, which is a petroleum-based product that is injected into the hot exhaust of a blower where it is heated and vaporized (Figure 70). The length of smoke production can vary depending on the length of the pipe being

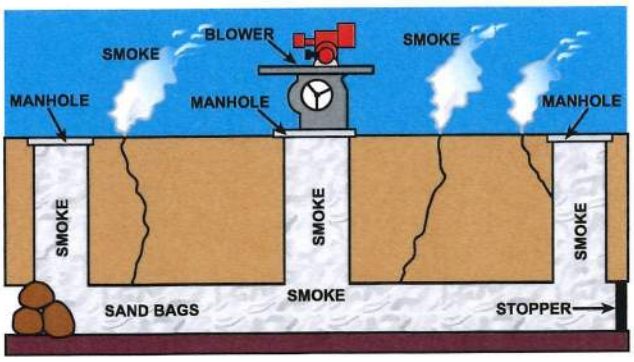

Figure 68: Smoke Testing System Schematic

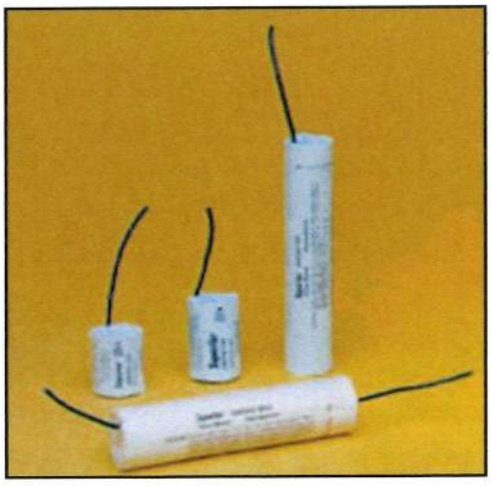

Figure 69: Smoke Candles

Figure 70: Smoke blower

tested. In general, liquid smoke is not as consistently visible and does not travel as far as smoke from bombs (USA Blue Book).

Smoke blowers provide a high volume of air that forces smoke through the storm drain pipe. Two types of blowers are commonly used: "squirrel cage" blowers and direct-drive propeller blowers. Squirrel cage blowers are large and may weigh more than 100 pounds, but allow the operator to generate more controlled smoke output. Direct-drive propeller blowers are considerably lighter and more compact, which allows for easier transport and positioning.

Three basic steps are involved in smoke testing. First, the storm drain is sealed off by plugging storm drain inlets. Next, the smoke is released and forced by the blower through the storm drain system. Lastly, the crew looks for any escape of smoke above-ground to find potential leaks.

One of three methods can be used to seal off the storm drain. Sandbags can be lowered into place with a rope from the street surface. Alternatively, beach balls that have a diameter slightly larger than the drain can be inserted into the pipe. The beach ball is then placed in a mesh bag with a rope attached to it so it can be secured and retrieved. If the beach ball gets stuck in the pipe, it can simply be punctured, deflated and removed. Finally, expandable plugs are available, and may be inserted from the ground surface.

Blowers should be set up next to the open manhole after the smoke is started. Only one manhole is tested at a time. If smoke candles are used, crews simply light the candle, place it in a bucket, and lower it in the manhole. The crew then watches to see where smoke escapes from the pipe. The two most common situations that indicate an illicit discharge are when smoke is seen rising from internal plumbing fixtures (typically reported by residents) or from sewer vents. Sewer vents extend upward from the sewer lateral to release gas buildup, and are not supposed to be connected to the storm drain system.

13.4 Septic System Investigations

The techniques for tracing illicit discharges are different in rural or low-density residential watersheds. Often, these watersheds lack sanitary sewer service and storm water is conveyed through ditches or swales, rather than enclosed pipes. Consequently, many illicit discharges enter the stream as indirect discharges, through surface breakouts of septic fields or through straight pipe discharges from bypassed septic systems.

The two broad techniques used to find individual septic systems—on-site investigations and infrared imagery—are described in this section.

Appendix H: Spill Response Plan

Spill Response Plan

A. Requirements

Emergency Notification REQUIRED if there is a spill of a hazardous material or more than 5 gallons of a petroleum product AND it can reach surface water or sewers, or can reach ground/soil you must call:

- Local Authorities Call 9-1-1 first, if there is a threat to life or property
- City: Reggie Edwards, City Manager – 763-569-3309
- Minnesota Duty Officer 1-800-422-0798 or (651) 649-5451 if public safety or environmental threat and/or state notification for reportable spills is required
- The National Response Center 1-800-424-8802 if Duty Officer states federal notification required

Be prepared to provide the following information to the Minnesota Duty Officer:

- Name of caller
- Date, time, and location of incident
- Telephone number for call-backs
- What local officials have been contacted (fire, police, sheriff)

Additional information that may be required for special circumstances:

Notification of a Spill	Requesting State Assistance
• Materials and quantity involved • Incident location (address, coordinates) • Party responsible for incident • Telephone # of responsible party • Surface waters or infrastructure impacted	• Type of assistance requested (information, specialized equipment/labor) • Name of requesting agency • Materials, quantity, and personnel • Coordination with other local, County, and other agencies

B. Spill Response

1. Approach

   a) Use safety

   b) Use safety first in responding to spills. Do not endanger yourself or others by entering a hazardous environment. If there is a fire or medical attention is needed, call 911 immediately.

   c) Avoid exposure. Approach the spill from upwind and stay clear of spills, vapors, fumes, and smoke.

2. Secure the Site

   a) Isolate the spill.

   b) Direct people away from site; divert traffic and pedestrians as necessary.

c) Stop the source of spill, if possible.

d) Eliminate any potential ignition sources, if possible.

3. Identify Hazards

a) Identify the spilled material, if possible.

b) Note characteristics of material (odor, color, sheen), warning labels, container types, activities that are contributing to incident.

4. Assess Conditions

a) Ascertain the appropriate first response and need for additional help.

b) Note potential threats (fire, explosion, mixing with something else).

c) Note resources available to contain the spill.

d) Note persons/infrastructure at risk.

5. Reporting

a) Contact the Minnesota Department of Public Safety Duty Officer at 1-800-422-0798 (toll free) or 651-649-5451 (Metro area), if the spill of any substance or material may cause or has caused pollution of waters of the state.

b) Report spills that may cause pollution (toxic, flammable, corrosive, or dangerous industrial chemicals).

c) Report petroleum spills of 5 gallons or greater in volume.

6. Containment

a) Put on appropriate personal protective equipment (PPE), such as boots, gloves, and safety glasses.

b) Place berms or available material around perimeter of spill.

c) Provide protection of nearest storm water conveyance (inlet, gutter, culvert).

d) Apply absorbent material, starting at downstream edge of spill.

7. Clean Up

a) Only personnel with proper training shall perform clean up.

b) Clean small spills according to their Material Safety Data Sheet.

c) Do not wash or hose spill into the street or storm drain system.

d) Ventilate area and eliminate any sources of ignition.

e) Clean spills quickly.

f) Use “dry” clean up methods if possible (sweeping, shoveling, scraping).

g) Place waste in appropriate containers.

h) Dispose of spill material in accordance with State and Federal regulations.

i) If personnel with proper training are not available, leave the area and notify emergency responders.

8. Follow Up and Documentation

a) Clean and decontaminate all reusable spill cleanup equipment.

b) Restock spill response materials and personal protection equipment as soon as possible.

c) Document spill (see Documentation and Assessment Plan).

Appendix I: Maintenance Plans (Road Maintenance Plan), Snow Management Policy

City Of Brooklyn Center – Public Works Department
Snow and Ice Control Policy

1. Purpose

The purpose of this policy is to establish and maintain uniform definitions and procedures concerning snow plowing and ice control operations for the City of Brooklyn Center's public right-of-way and properties.

The Public Works Department is responsible for snow removal and ice control on all City streets, sidewalks, trails and City facility parking lots. Providing this service is budgeted annually in the Streets and Park Maintenance budgets (staff, equipment and other related expenses). It is Public Works' goal to responsibly provide for the maintenance and operation of this infrastructure in a quality, cost effective manner.

2. Snow Removal Operations

When 2.5 inches of snow has accumulated and the snow continues to fall, the Streets and Park Maintenance Supervisor will measure the amount of snow, road conditions, and approximate time when the snowfall will end. Crews will be scheduled to begin plowing as close as practicable to the time the snowfall ends, the goal, to avoid plowing and applying chemicals twice. In the event of a night snow plowing operation, the Police Department will contact the Supervisor in charge. Operators will be called and given a one hour notice to report for work. Daytime snow plowing operations require only the direction of available manpower.

a. Schedule

Arterial and collector streets will be plowed first, followed by local residential streets. Sidewalk plowing will be done concurrently with street plowing, or after one or more inches of snow have accumulated. No priorities are assigned to sidewalk plowing. Parking lots will be plowed concurrently with street plowing, or after one or more inches of snow has accumulated. City Hall parking lots will be plowed by 7:00 A.M. on business days.

City streets will be divided into plowing districts with plow/plows assigned to each district. The equipment used for snow plowing consists of snowplow trucks, front end loaders, sidewalk plows and one-ton trucks. One front end loader and three one-ton trucks will be used for plowing parking lots, fire stations, police station, well houses, lift stations, city garage, cul-de-sacs, wide sidewalks and park trailways.

b. Mailboxes

The city will repair or replace properly installed mail boxes which are damaged by direct contact with snow removal equipment; replacement boxes will be standard metal/plastic installations meeting U.S. Postal regulations. Pressure from the snow

passing the mail box causing the post or box to fail is not considered a direct hit.

c. Sod Damage

In order to minimize sod damage, the City may choose not to plow parks and trails once the ground has thawed. For any sod that is damaged by the City's snowplowing operations, the following shall apply:

- Damaged sod shall be salvaged and re-laid if the existing sod appears to have a reasonable chance for reestablishment.
- Damaged sod which cannot be successfully salvaged and re-laid shall be removed and disposed of.
- When damaged sod is removed, the disturbed area(s) shall be repaired using topsoil and seed. This shall be done as soon as practical in spring.
- When the sod is re-laid, or topsoil and seed is placed, the property owners shall be advised (either in person or by written note) that it is their responsibility to provide maintenance of the repaired area, including watering if necessary.

The city does not accept responsibility for private property (landscape rocks, sprinkler systems, timbers, shrubs, retaining walls, gardens, and large permanent mailbox installations constructed of concrete, brick, wood, etc.) located on city right-of-way and will not repair or replace immovable items placed in these areas. Property owners should remove items or place them at least ten feet behind the curb line or the edge of the street.

d. Accidents

All vehicle accidents must be reported immediately to a Supervisor and the Police Department, following Public Works Vehicle Accident Guidelines. Operators must comply with all procedures pertaining to Commercial Drivers License requirements.

e. Washing Equipment

Outside the building in loading area: close tailgate, empty sander and clean off spinner, removing as much excess salt and sand from the truck and sander as possible. After washing vehicle in wash bay, clean any residual material from the wash bay floor and dispose in outdoor stock pile.

f. Mechanic On Duty

A mechanic should be on duty and included in Snow Removal Operations are activated. The mechanic may be used for snow removal but should be available for repairing snow removal equipment.

3. Ice Control Operations

First Priority:

- Arterial and collector streets, all stop signs.
- Hazards, curves, hills
- School and pedestrian crosswalks.
- Bridge decks.

Second Priority:

- Residential intersections.
- Daily use public building parking lots.
- Other areas deemed hazardous by operator.

Salt and sand applications will extend back from intersections approximately one hundred to one hundred and fifty feet depending on logistics, traffic speed and volume.

A straight salt or treated salt application will be used in all normal ice control operations. When required due to extreme conditions treated salt and/or a mixture of salt and sand will be used to achieve the most effective ice control results.

Ice control operations will not be undertaken on sidewalks/trails.

4. Shingle Creek Chloride TMDL Implementation Plan

By means of adaptive management principals, the goal of reducing chloride loads will be addressed through the use of Best Management Practices (BMP's) and activities feasible for achieving water quality and maintaining public safety. The activities to be implemented will be based on the six following categories.

1. Product Application Equipment and Decisions
2. Product Stockpiles
3. Product Type and Quality
4. Operator Training
5. Clean Up and Snow Stockpiling
6. Ongoing Research into Salt Alternatives

Appendix J: Agreements (Municipal and Private)

(reserved for recording information)

DECLARATION AND EASEMENT

THIS DECLARATION AND EASEMENT (Declaration) is made this _____ day of _____, 20___, by and INSERT NAME OF PERMITTEE], a(n) [INSERT DESCRIPTION OF PERMITTEE (e.g. "a Minnesota limited liability company"or"individual"] (Declarant) in favor of the Shingle Creek Watershed Commission (SCWM), a special purpose local unit of government with purposes and powers pursuant to Minnesota Statutes Chapters 103B and 103D and the Declaration and Easement in favor of the City of Brooklyn Center ("City"), a Minnesota municipal corporation.

RECITALS

WHEREAS Declarant owns real property within the City of Brooklyn Center, Hennepin County, Minnesota, platted and legally described as:

[INSERT LEGAL DESCRIPTION]

(the Property) and no one other than Declarant, [NAME HERE ANY PARTY OTHER THAN DECLARANT (FEE TITLE OWNER) HOLDING AN OWNERSHIP INTEREST IN THE PROPERTY AND ATTACH A COMPLETED CONSENT AND SUBORDINATION FROM EACH], has any right, title or interest in the Property; and

WHEREAS, the Property constitutes the entirety of the land to which SCWM Permit # _____ applies; and

WHEREAS, the Declarant desires to subject the Property to certain conditions and restrictions imposed by the SCWM as a condition to issuance of Permit # _____ for the mutual benefit of the SCWM and the owners of the Property; and

WHEREAS the Declarant intends to construct Stormwater Facilities on the Property that are subject to the requirements set forth in City of Brooklyn Center City Code; and

NOW, THEREFORE, Declarant makes this Declaration and hereby declares that this Declaration shall constitute covenants to run with the Property in perpetuity, and further declares that the Property shall be owned, used, occupied and conveyed subject to the covenants, restrictions, easements, charges and liens set forth in this Declaration, all of which shall be binding on all persons owning or acquiring any right, title or interest in the Property, and their heirs, successors, personal representatives and assigns. All features requiring maintenance identified on the scaled site plan for the Property attached hereto and incorporated herein as Attachment A will be maintained in perpetuity in accordance with as follows:

[DELETE INAPPLICABLE SECTIONS BELOW]

1. WETLAND BUFFER AREAS

    a. Buffer vegetation will not be cultivated, cropped, pastured, mowed, fertilized, subject to the placement of mulch or yard waste, or otherwise disturbed, except for periodic cutting or burning that promotes the health of the buffer, actions to address disease or invasive species, mowing for purposes of public safety, temporary disturbance for placement or repair of buried utilities, or other actions to maintain or improve buffer quality, each as approved by SCWM staff in writing. Pesticides and herbicides may be used in accordance with Minnesota Department of Agriculture rules and guidelines. No new structure or hard surface will be placed within a buffer, except that construction of a trail or path of no more than 4 feet in width to provide riparian access through the buffer is acceptable. No fill, debris or other material will be excavated from or placed within a buffer.

    b. Permanent wetland buffer monuments will be maintained in the locations shown on the approved site plan. Language shall indicate the purpose of the buffer, restrictions, and the name and phone number of the Shingle Creek Watershed Management Commission.

2. WATERBODY CROSSINGS & STRUCTURES

    a. Crossings and structures in contact with the bed or bank of a waterbody will be inspected at least once every 5 years and maintained in good repair in perpetuity to ensure continuing adequate hydraulic and navigational capacity is retained in accordance with approved plans, to ensure no net increase in the flood stage beyond that achieved by the approved plans, to prevent adverse effects on water quality, changes to the existing flowline/gradient and increased scour, erosion or sedimentation, and to minimize the potential for obstruction of the waterbody.

3. STORMWATER FACILITIES

    [DELETE INAPPLICABLE SUBSECTIONS BELOW]

a. **Stormwater retention and treatment basin(s)**. Stormwater retention and treatment basin(s) must be inspected at least once a year to determine if the basin's retention and treatment characteristics are adequate and continue to perform per design. Culverts and outfall structures must be inspected once every 5 years and kept clear of any obstructions or sediment accumulation. Sediment accumulation must be measured by a method accurate to within one vertical foot. A storage treatment basin will be considered inadequate if sediment has decreased the wet storage volume by 50 percent of its original design volume. Based on this inspection, if the stormwater basin(s) is identified for sediment cleanout, the basin(s) will be restored to its original design contours and vegetation in disturbed areas restored within one year of the inspection date.

b. **Raingardens, infiltration basins and filtration basins**. Raingardens, infiltration basins and filtration basins will be inspected once every 5 years to ensure drawdown rates and live storage capacity are consistent with design rates and storage volumes. Invasive vegetation, excess sediment and debris will be removed as needed and healthy plant growth will be maintained to ensure that the facilities continue to perform per design.

c. **Iron-enhanced sand filters.** Iron-enhanced sand media must be inspected every 5 years to determine if the iron's binding capacity has been reached. The phosphorus binding capacity of the iron-sand bed is exhausted and must be replaced to the original specifications when the total-phosphorus-to-total-iron ratio exceeds 5 milligrams of phosphorus per 1 gram of elemental iron or when the total phosphorus at the outlet of the iron-sand filter consistently exceeds 60 to 70 micrograms per liter.

d. **Vegetated swales.** Vegetated swales may be moved for public safety, but otherwise must remain free from vegetative disturbance, fertilizer application, yard or other waste disposal, the placement of structures unless approved within the permit, or any other alteration that impedes function.

e. **Pervious pavement and permeable pavers**. Pervious pavement or pavers will be inspected at least one per year after a major storm event and otherwise annually to ensure continuing performance per design. Surface openings will be vacuumed at least annually at the end of winter in dry weather to remove dry, encrusted sediment as necessary. Broken units that impair the structural integrity of the surface will be replaced. If water stands for an extended period of time, the base materials will be removed and replaced.

f. **Underground storage facilities.** Underground storage facilities will be inspected at least annually to ensure continuing performance per design. Capacity will be considered inadequate if sediment has decreased the storage volume by 50 percent of the original design volume. Accumulated debris and sediment will be removed, and inlet and outlet structures will be kept clear of any flow impediments.

g. **Grit chambers, sump catch basins and sump manholes.** Grit chambers, sump catch basins and sump manholes will be inspected once each year. All sediment and debris will

be removed as needed such that the stormwater facilities operate as designed and permitted.

h. **Reuse systems**. Runoff-management systems relying on capture and reuse of stormwater (e.g., for irrigation) must be operated and maintained in accordance with terms of permit approval and the manufacturer's or installer's specifications for any proprietary equipment.

i. **Proprietary stormwater facilities.** Proprietary stormwater facilities will be inspected at least annually and maintained as specified or recommended by the manufacturer and/or installer as described in Attachment X [FOR DECLARATIONS--ATTACH MAINTENANCE SPECIFICATIONS FROM MANUFACTURER AS ATTACHMENT X. FOR AGREEMENTS, DELETE UNDERLINED SECTION AND SAVE SPECIFIC MAINTNENACE LANGUAGE PROVIDED BY APPLICANT IN PERMIT FILE].

j. **Scope of Inspection.** The inspection shall cover, without limitation, the entire stormwater runoff management facilities, including access roads and buffers. Deficiencies shall be noted in the inspection report. A stormwater runoff management facility will be considered inadequate if it is not compliant with all requirements of the Plan approved by the City and SCWM and City stormwater maintenance standards.

k. **Reporting.** The Declarant will submit to the SCWM and to the City once every 5 years a brief written report that describes stormwater facility maintenance activities performed under this declaration, including dates, locations of inspections and the maintenance activities performed. The Declarant shall be responsible for the payment of any associated costs.

l. **City Access and Maintenance Rights.** The Declarant hereby grants permission to the City, its authorized agents and employees, to enter upon the Property and to inspect the stormwater runoff management facilities whenever the City deems necessary. The City shall provide the Declarant, its successors and assigns, copies of the inspection findings and a directive to commence with the repairs if necessary.

m. **Failure to Maintain.** In the event the Declarant, its successors and assigns, fails to maintain the Stormwater Facilities in good working condition acceptable to the City and such failure continues for 60 days after the City gives the Declarant written notice of such failure, the City may enter upon the Property and take whatever steps necessary, including excavation and the storage of materials and equipment, to correct deficiencies identified in the Inspection Report. The City's notice shall specifically state which maintenance tasks are to be performed. The City may charge the costs, including assessing the City's costs to the Declarant's property taxes of such repairs, to the Declarant, its successors and assigns. This provision shall not be construed to allow the City to erect any structure of permanent nature on the land of the Declarant outside of the Easement Area for the Stormwater Facilities. It is expressly understood and agreed that the City is under no obligation to routinely maintain or repair said Stormwater Facilities, and in no event shall this Agreement be construed to impose any such obligation on the

City. In addition, Declarant agrees that it is, and will be, solely responsible to address complaints and legal claims brought by any third party with regard to the maintenance and operation and the consequences there from the Stormwater Facilities. The Declarant expressly agrees to defend and hold the City harmless from any such third-party claim.

4. GRANT OF EASEMENT

   a. Declarant hereby grants to the City, its successors and assigns, a permanent non-exclusive easement for the purpose of accessing and maintaining the Stormwater Facilities pursuant to the terms of this Agreement over, on, across, under and through the Easement Area.

   b. The easement shall include the rights, but not the obligation, of the City, its contractors, agents, servants, and assigns, to enter upon the Easement to construct, reconstruct, inspect, repair, and maintain said private Stormwater Facilities together with the right to grade, level, fill, drain, pave, and excavate the Easement Area, and the further right to remove trees, bushes, undergrowth, and other obstructions interfering with the location, construction, and maintenance of said private Stormwater Facilities systems.

5. REIMBURSEMENT OF COSTS

   The Declarant agrees to reimburse the City for all costs incurred by the City in the enforcement of this Agreement, or any portion thereof, including court costs and reasonable attorneys' fees.

6. INDEMNIFICATION.

   This Agreement imposes no liability of any kind whatsoever on the City. The Declarant hereby agrees to indemnify and hold harmless the City and its agents and employees against any and all claims, demands, losses, damages, and expenses (including reasonable attorneys' fees) arising out of or resulting from the Declarant or the Declarant's agents or employee's negligent or intentional acts, or any violation of any safety law, regulation or code in the performance of this Agreement, without regard to any inspection or review made or not made by the City, its agents or employees or failure by the City, its agents or employees to take any other prudent precautions. In the event the City, upon the failure of the Declarant to comply with any conditions of this Agreement, performs said conditions pursuant to its authority in this Agreement, the Declarant shall indemnify and hold harmless the City, its employees, agents and representatives for its own negligent acts in the performance of the Declarant's required work under this Agreement, but this indemnification shall not extend to intentional or grossly negligent acts.

7. RECORDING, BINDING EFFECT.

   This Agreement is a personal obligation of Declarant for so long as Declarant owns fee title to the Subject Property and shall be binding upon the executors, administrators, successors, heirs and assigns of Declarant with respect to Declarant's obligations and liabilities under this Agreement that relate to the period of its ownership. This Agreement shall be recorded against the title to the

Subject Property and shall run with the land and be binding upon each owner of fee title to the Subject Property with respect to the period of its ownership. Upon the conveyance of fee title to the Subject Property, the transferor will have no further obligations or liabilities under this Agreement that relate to any time after the conveyance, and the new owner will, by accepting title to the Subject Property, become bound by this Agreement with respect to all obligations and liabilities of the "Declarant" that relate to any time after the conveyance, for as long as the new owner owns fee title to the Subject Property. Both the Declarant and a subsequent property owner are liable to the SCWM and the City for performance under this Declaration, and the SCWM and/or the City may seek any remedy in law or equity against the Declarant as long as the declarant owns the Property, and thereafter against a subsequent property owner to enforce this Declaration.

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IN WITNESS WHEREOF, the undersigned has executed this instrument the day and year first set forth.

DECLARANT:

_____ *(signature)*

By: _____ *(print name)*
_____ *(title)* of
_____ *(company or organization)* [DELETE SECTION HIGHLIGHTED IN BLUE IF SIGNING IN AN INDIVIDUAL CAPACITY; INCLUDE COMPLETED SECTION IN BLUE FOR ACKNOWLEDGEMENT IN A REPRESENTATIVE CAPACITY, E.G., AS AN OFFICER OF A COMPANY)]

State of _____
County of _____

This instrument was acknowledged before me on _____ *(date)* by _____ *(name(s) of person(s))* as _____ *(type of authority, e.g., officer, trustee, etc.)* of _____ *(name of party on behalf of whom the instrument was executed)*. (DELETE SECTION HIGHLIGHTED IN BLUE FOR ACKNOWLEDGEMENT IN AN INDIVIDUAL CAPACITY; INCLUDE COMPLETED SECTION IN BLUE FOR ACKNOWLEDGEMENT IN A REPRESENTATIVE CAPACITY, E.G., AS AN OFFICER OF A COMPANY)

_____ (Signature of notarial officer)

(Stamp)

_____ Title (and Rank)

My commission expires:

CITY OF BROOKLYN CENTER

BY: _____
(SEAL) _____, Mayor

AND _____
_____, City Administrator

STATE OF MINNESOTA)
(ss.
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this _____ day of _____, 20___, by _____ and by _____, respectively the Mayor and City Administrator of the City of Brooklyn Center, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

_____
NOTARY PUBLIC

This Instrument Was Drafted By:
[INSERT NAME AND ADDRESS OF WHOEVER FILLED OUT THE TEMPLATE]

CONSENT AND SUBORDINATION

_____, a Minnesota corporation, the holder of a mortgage dated _____, _____, [filed for record with the County Recorder] _____ County, Minnesota on _____, as Document No. _____, hereby consents to the recording of the attached Declaration and agrees that its rights in the property affected by the Declaration shall be subordinated thereto.

IN WITNESS WHEREOF, _____, a Minnesota corporation, has caused this Consent and Subordination to be executed this _____ day of _____, 201__.

_____ *(authorized signature)*

By: _____ *(print name)*
_____ *(title)* of
_____ *(company or organization)*

State of _____
County of _____

This instrument was acknowledged before me on _____ *(date)* by _____ *(name(s) of person(s))* as_____ *(type of authority, e.g., officer, trustee, etc.)* of _____ *(name of party on behalf of whom the instrument was executed)*.

_____ (Signature of notarial officer)

(Stamp)

_____ Title (and Rank)
My commission expires:

Appendix K: Checklists

Erosion Control Inspection Report and Checklist

Site: _____ **Permit #**: _____
City Inspector: _____ **Inspection Date**: _____ **Time**: _____
Contact Person: _____ **Cell Phone**: _____
Email: _____
Inspection Type:
☐ Initial ☐ 7 Day ☐ ½"+ rainfall ☐ 48 hour Corrective - Time Spent:_____

BMPs

Silt Fence/Bio Roll/Topsoil Berms	☐ Compliant	☐ Non Compliant	☐ N/A
Inlet Protections	☐ Compliant	☐ Non Compliant	☐ N/A
Rock Construction Entrance(s)	☐ Compliant	☐ Non Compliant	☐ N/A
Vehicle Tracking	☐ Compliant	☐ Non Compliant	☐ N/A
Ditch/Swale Stabilization	☐ Compliant	☐ Non Compliant	☐ N/A
Dewatering Activities	☐ Compliant	☐ Non Compliant	☐ N/A
Secondary Containment for Hazardous Materials	☐ Compliant	☐ Non Compliant	☐ N/A
Concrete Washout	☐ Compliant	☐ Non Compliant	☐ N/A

Exposed Soils

	Date last worked	Stabilization	Date Stabilized	Stabilization Type
Stock Piles	_____	☐ Y ☐ N ☐ N/A	_____	_____
Exposed Soils	_____	☐ Y ☐ N ☐ N/A	_____	_____

Observations:

Contacted permit holder: ☐ By phone: _____ ☐ In Person: _____
☐ Email: _____

Attached Photos: ☐

48 hour corrective notice items:

Stop work ordered:

City Hired contractor to perform non compliant erosion control maintenance date: _____