



## National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Municipal Separate Storm Sewer Systems (MS4) Stormwater Management Program

### I. Purpose and Need

This document establishes the procedures the City of Cambridge shall use to meet the requirements of the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Municipal Separate Storm Sewer Systems (MS4) permit required by the Minnesota Pollution Control Agency (MPCA). The MPCA is enforcing its requirements to ensure cities manage, control and enforce measures to protect downstream waters from pollution. The City has created a Stormwater Pollution Prevention Plan (SWPPP) based upon this concept of reducing pollution in stormwater as required by the MPCA. The MS4 Permit was reissued on August 1, 2013, and requires the procedures described in this document to be included in the City's MS4 Program.

### II. Procedures

This section identifies each of the areas required to be addressed within the permit. Each area will have a brief summary of the required measures corresponding to the City's MS4 SWPPP Application for Reauthorization. Appendices have been included with the procedures, enforcement response procedures (ERP), minimum control measures (MCM), best management practices (BMP) checklists and any other detailed information associated with the respective area. Each area also includes any ordinances or other policies that are pertinent that section of the permit.

#### Description of Regulatory Mechanisms, Enforcement Response Procedures (ERP) and Minimum Control Measures (MCM)

##### 1. MCM 1: Public Education and Outreach

The City is required to provide an education and outreach program through a series of MCMs that focus on illicit discharge recognition and reporting and other high priority stormwater related issues.

##### 2. MCM 2: Public Participation and Involvement

The City is required to provide a public participation and involvement program to solicit and consider public input on the City's SWPPP.

##### 3. MCM 3: Illicit Discharge Detection and Elimination

The City is required to enforce ordinances, policies, ERPs, and MCMs that effectively prohibits any non-stormwater (illicit) discharge in the City's small MS4 system, except those that are authorized. The City shall enforce the illicit discharge requirements via City Code, Chapter 53.

##### 4. MCM 4: Construction Site Stormwater Runoff Control

The City is required to enforce ordinances, policies, ERPs, and MCMs that effectively address construction site erosion and sedimentation. The City shall enforce the construction site stormwater BMP requirements via City Code, Chapter 152.

5. MCM 5: Post-Construction Stormwater Management

The City is required to enforce ordinance, policies, ERPs, and MCMs that effectively address post-construction stormwater management activities. The City shall enforce the post-construction BMP requirements via City Code, Chapter 152.

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

The City is required to implement an operations and maintenance program that prevents or reduces the discharge or pollutants from the City's facilities to the waterbodies in the City.

7. Storm Sewer Mapping and Inventory

The City is required to own and actively maintain a storm sewer system map and inventory. The City actively manages their mapping inventory by updating the information electronically regularly using GIS.

8. Compliance Schedule for an Approved Total Maximum Daily Load (TMDL) with an Applicable Waste Load Allocation (WLA)

The City must maintain a spreadsheet with all waterbodies that have approved TMDL study with a WLA.

9. Annual Assessment

The City shall conduct an Annual Assessment of the SWPPP to determine program compliance, appropriateness of BMPs, and progress towards achieving the City's measureable goals as identified in the SWPPP. The Annual Assessment shall be performed prior to the completion of each Annual Report (June 30<sup>th</sup>).

III. Responsibility and Authority

The Public Works/Utilities Director, Assistant Public Works Director and the Stormwater Technician are responsible for maintaining the policies and procedures developed to satisfy the permit.

## **Illicit Discharge Detection and Elimination (IDDE) Enforcement Response Procedure (ERP)**

Any known or discovered illicit discharge or connection shall be reported to the Public Works /Utilities Director, Assistant Public Works Director and/or the Stormwater Technician. Once an illicit discharge or connection has been reported to the Public Works /Utilities Director, Assistant Public Works Director and/or the Stormwater Technician, the following enforcement response procedure (ERP) shall be followed:

1. The Public Works /Utilities Director, Assistant Public Works Director and/or the Stormwater Technician shall:
  - a. Oversee that the appropriate measures are taken to promptly eliminate the illicit discharge or connection
  - b. Evaluate the severity of the illicit discharge or connection
  - c. Work with the Public Works /Utilities Director, Assistant Public Works Director and/or the Stormwater Technician to issue the appropriate notice to the violator
  - d. Oversee or direct the appropriate staff to oversee and verify compliance actions are completed
  
2. The violation, enforcement, and actions taken to resolve the violation shall be documented including:
  - a. Name or the person responsible for violating the terms and conditions of City Code, Chapter 53: Storm Sewer
  - b. Date(s) and location(s) of the observed violation(s)
  - c. Description of the violation(s), including references(s) to relevant City Code, Chapter 53: Storm Sewer
  - d. Corrective actions (including completion schedule)
  - e. Date(s) and type(s) of enforcement used to compel compliance (e.g. written notice, citation, stop work order, withholding of local authorizations, etc.)
  - f. Referrals to other regulatory organizations (if any)
  - g. Date(s) violation(s) resolved

## **Construction Site Stormwater Runoff Control Enforcement Response Procedure (ERP)**

Any known or discovered construction site stormwater management violation shall be reported to the Public Works/Utilities Director, Assistant Public Works Director, Stormwater Technician and/or the Building Inspector. Once a construction site stormwater management violation has been reported to the Public Works/Utilities Director, Assistant Public Works Director, Stormwater Technician and/or the Building Inspector, the following enforcement response procedure (ERP) shall be followed:


1. The Public Works/Utilities Director, Assistant Public Works Director, Stormwater Technician and/or the Building Inspector shall:
  - a. Follow up with a site inspection and communication with the site owner or contractor
  - b. Evaluate the severity of the construction site stormwater management violation
  - c. Oversee that the appropriate measures are taken to promptly eliminate the construction site stormwater management violation
  - d. The Public Works/Utilities Director, Assistant Public Works Director, Stormwater Technician and/or the Building Inspector shall work together to issue the appropriate notice to the violator
  - e. Oversee or direct the appropriate staff to oversee and verify compliance actions are completed
  
2. The violation, enforcement, and actions taken to resolve the violation shall be documented including:
  - a. Name or the person responsible for violating the terms and conditions of the City Code, Chapter 152: Stormwater Management
  - b. Date(s) and location(s) of the observed violation(s)
  - c. Description of the violation(s), including references(s) to relevant City Code, Chapter 152: Stormwater Management
  - d. Corrective actions (including completion schedule)
  - e. Date(s) and type(s) of enforcement used to compel compliance (e.g. written notice, citation, stop work order, withholding of local authorizations, etc.)
  - f. Referrals to other regulatory organizations (if any)
  - g. Date(s) violation(s) resolved


## **Post-Construction Stormwater Management Enforcement Response Procedure (ERP)**

Upon the receipt of a proposed stormwater pollution prevention plan (SWPPP), building permit, subdivision approval, or a permit to allow land disturbing activities as listed in the ordinance (152.04), the following procedures shall be followed to verify compliance with the City Code, Chapter 152: Stormwater Management:


1. The City shall follow the established site plan review process which includes a review and approval of the post-construction stormwater management practices. The City Engineer, Public Works/Utilities Director, Assistant Public Works Director and/or the Stormwater Technician shall withhold plan approvals until post-construction management features have been planned and designed to meet, at a minimum, the City's requirements.
2. The City shall follow the established construction site inspection process which includes construction inspections of the post-construction stormwater practices and features. The City Engineer, Public Works/Utilities Director, Assistant Public Works Director and/or the Stormwater Technician may withhold final acceptance of the post-construction stormwater management features until the appropriate documentation has been completed and received by the City, including but not limited to:
  - Maintenance plan has been submitted and approved
  - Maintenance agreement has been approved and signed
  - As-built drawings have been submitted to the City
  - Documentation certifying that the features have been constructed in accordance with design specifications provided by the City
  - A final inspection has been completed by City Staff or a City Representative
3. If following construction completion, the City has been notified or has observed that the proper maintenance has not been completed, the City shall:
  - a. Ensure that the appropriate measures are taken to promptly eliminate the violation
  - b. Evaluate the severity of the violation
  - c. Work with the City Engineer, Utilities Director, Assistant Public Works Director, Assistant Utilities Director to issue the appropriate notice to the violator
  - d. Direct the appropriate staff to oversee and verify compliance actions are completed
4. The violation, enforcement, and actions taken to resolve the violation shall be documented including:
  - a. Name or the person responsible for violating the terms and conditions of the City Code, Chapter 152: Stormwater Management
  - b. Date(s) and location(s) of the observed violation(s)

- c. Description of the violation(s), including references(s) to relevant City Code, Chapter 152: Stormwater Management
- d. Corrective actions (including completion schedule)
- e. Date(s) and type(s) of enforcement used to compel compliance (e.g. written notice, citation, stop work order, withholding of local authorizations, etc.)
- f. Referrals to other regulatory organizations (if any)
- g. Date(s) violation(s) resolved

|   |  |  |
|---|--|--|
|    | <p>Minimum Control Measure<br/>1</p>   | <p>Public Education and<br/>Outreach Program</p> |
| <p><b>Minimum Control Measure 1:<br/>Public Education and Outreach</b></p>  |  |  |
| <p>The City of Cambridge has developed and implements a Public Education and Outreach Program to inform community members, city staff, and contractors and developers of the impact that stormwater discharges have on receiving water bodies and what can be done to reduce the discharge of pollutants to stormwater. The City of Cambridge emphasizes illicit discharge detection and elimination in their public education and outreach. The Public Education and Outreach Program is evaluated annually with the submission of the City’s Annual Report.</p> |  |  |
| <p>Stormwater Information on City Website</p>   | <p>Measureable Goals and Timelines: Update and review links and resources of stormwater related content</p>  |  |
| <p>Procedures:</p> <ul style="list-style-type: none"> <li>● Annually: Review and update stormwater related content on the website</li> <li>● Seasonally: Review and update seasonal stormwater content on the website</li> <li>● Annually: Monitor website hits</li> </ul>  |  |  |
| <p>Pamphlets/Brochures/<br/>Stormwater Publications</p>   | <p>Measureable Goals and Timelines: Distribute materials at City Hall and promote City Hall as a stormwater contact for community members and contractors and developers</p> |  |
| <p>Procedures:</p> <ul style="list-style-type: none"> <li>● Regularly: Notify residents of upcoming stormwater events</li> <li>● Regularly: Monitor supplies of stormwater related content and verify that handouts are readily available</li> <li>● Annually: Review and update stormwater related information available</li> </ul>  |  |  |
| <p>Partnerships</p>   | <p>Measureable Goals and Timelines: Continue to participate in stormwater partnerships</p>   |  |
| <p>Procedures:</p> <ul style="list-style-type: none"> <li>● Monthly: Continue to participate in Isanti County Water Comprehensive Plan Task Force Meetings</li> <li>● Regularly: Continue to keep in regular communication with the Isanti County Soil and Water Conservation District regarding available funding, projects, community events, and publications</li> </ul>   |  |  |

|  |  |   |
|--|--|---|
|   | <p>Minimum Control Measure<br/>2</p>   | <p>Public<br/>Participation/Involvement<br/>Program</p> |
| <p><b>Minimum Control Measure 2:<br/>Public Participation/Involvement</b></p>  |  |   |
| <p>The City of Cambridge has developed and implements a Public Participation/Involvement Program to solicit public input on the City's Stormwater Pollution Prevention Plan (SWPPP).</p>   |  |   |
| <p>Annual Public Meeting</p>   | <p>Measureable Goals and Timelines: Continue to provide at least one (1) opportunity annually for the public to provide input on the SWPPP</p> |   |
| <p>Procedures:</p> <ul style="list-style-type: none"> <li>• Annually: Provide appropriate local public notice of any scheduled event</li> <li>• Annually: Provide at least one (1) opportunity annually for the public to provide input on the adequacy of the City's SWPPP</li> </ul>                           |  |   |
| <p>Public Access to the SWPPP and related documents</p>  | <p>Measureable Goals and Timelines: Continue to provide access to the SWPPP and related documents to the public, online and upon request</p>   |   |
| <p>Procedures:</p> <ul style="list-style-type: none"> <li>• Regularly: Provide availability to the City's SWPPP and related documents per request</li> <li>• Annually: Review and update information and information availability</li> </ul>   |  |   |
| <p>Receipt and Consideration of Public Input</p>   | <p>Measureable Goals and Timelines: Continue to take comments regarding the SWPPP into consideration and respond in a timely manner</p>        |   |
| <p>Procedures:</p> <ul style="list-style-type: none"> <li>• Regularly: Consider and respond to any relevant input on the City's SWPPP or related documents, including any modifications made to the SWPPP as a result of input received, from community members, staff, or contractors and developers</li> </ul> |  |   |



|  |       |  |
|--|-------|--|
|   |       | <p>Receipt and Consideration<br/>of Public Input</p> |
| Date:  | Time: |  |
| Person providing input:  |       |  |
| Address of person providing input:   |       |  |
| Phone:   |       |  |
| Form of Input: <input type="checkbox"/> Written <input type="checkbox"/> Email <input type="checkbox"/> Verbal <input type="checkbox"/> Phone Call |       |  |
| Summary:   |       |  |
| <input type="checkbox"/> Additional information attached   |       |  |

|   |       |  |
|---|-------|--|
| Date:   | Time: |  |
| Person(s) Responding to Input:  |       |  |
| Form of Response: <input type="checkbox"/> Written <input type="checkbox"/> Email <input type="checkbox"/> Verbal <input type="checkbox"/> Phone Call |       |  |
| Follow-up Actions:  |       |  |
| Summary of Response:  |       |  |
| <input type="checkbox"/> Modification made to the SWPPP?  |       |  |
| Description:  |       |  |
| <input type="checkbox"/> Additional information attached  |       |  |



Minimum Control Measure  
3

Illicit Discharge Detection and  
Elimination (IDDE) Priority Areas

Minimum Control Measure 3:  
**Illicit Discharge Detection and Elimination (IDDE)  
Priority Areas**

City staff have identified and manage priority that are likely to have illicit discharges in GIS format.



Minimum Control Measure  
3

Illicit Discharge Detection and Elimination (IDDE) Inspection and Maintenance Procedures

**Minimum Control Measure 3:  
Illicit Discharge Detection and Elimination (IDDE)  
Inspection and Maintenance Procedures**

City staff are vigilant in looking for signs of illicit discharge and illicit connections. Detection and tracking of illicit discharges and illicit connections shall be incorporated in daily activities, such as:

1. Regular inspections and maintenance of the City's MS4
2. Day to day operations
3. Inspections related to public input

Illicit discharge and illicit connection detection and tracking shall be identified using visual inspections, mobile cameras, collecting and analyzing water samples and/or other investigative procedures. When feasible, the City shall conduct inspections during dry weather conditions.

If an illicit discharge or illicit connection has been identified or is suspected, the Public Works/Utilities Director, Assistant Public Works Director, Stormwater Technician and/or Building Inspector shall be notified and proceed with the following actions:

1. Upon the suspicion or identification of an illicit discharge or illicit connection, the notified City Staff shall notify other appropriate City Staff as needed and proceed with the following actions:
  - a. Investigate the location of concern or direct the appropriate staff to investigate the location of concern, as necessary
  - b. Initiate the appropriate efforts to eliminate the illicit discharge or illicit connection promptly
  - c. Based on field observations, determine next steps, which may include but is not limited to:
    - i. No further action needed
    - ii. Verbal Warning
    - iii. Written Warning
    - iv. Written Violation
    - v. Stop Work Order
    - vi. Notification to other regulatory organizations
  - d. Implement the Illicit Discharge Detection and Elimination Enforcement Response Procedure, when necessary
2. The City may use the IDDE/Spill Report which outlines the process and helps document investigations, discoveries, and actions taken to eliminate illicit discharges and illicit connections.



Minimum Control Measure  
3

Spill Response Procedures

## Minimum Control Measure 3: Spill Response Procedures

City staff are vigilant in responding to and preventing spills from entering the City's MS4. If a spill is identified or suspected within the City, the following procedures shall be followed:

1. The first person on the scene shall:
  - a. Protect human health and safety, observing safety precautions associated with the spilled material
  - b. Call 911 if there is a threat to public safety or immediate health
  - c. Call the Public Works/Utilities Director, Assistant Public Works Director, and/or Stormwater Technician
  - d. Stop the source of discharge, if it is safe to do so
  - e. Contain the discharged material with dirt, sand, or any other semi-permeable material that could be used to create containment to prevent further discharge, if it is safe to do so
  - f. Recover any discharged material, if it safe to do so
  - g. Remain onsite and assist with further response, reporting, and cleanup as necessary
  - h. Report the spill to the Minnesota Department of Safety Duty Officer, if applicable
  - i. Report the spill to any other governing organizations as necessary, if applicable
  
2. The emergency response personnel shall:
  - a. Direct the appropriate staff to respond/cleanup discharged material and dispose of properly, if it is safe to do so
  - b. Oversee efforts to clean-up spill
  - c. Report the spill to the Minnesota Department of Safety Duty Officer, if applicable
  - d. Report the spill to any other governing organizations as necessary, if applicable
  
3. The City may implement the City's Illicit Discharge Detection and Elimination Enforcement Response Procedure when necessary. City may use the IDDE/Spill Report which outlines the process and helps document investigations, discoveries, and actions taken to respond to and identify spills.

It is a requirement that the Minnesota Duty Officer is notified of a spill or associated discharge of any substance or material, if not recovered, may cause pollution of waters of the state. Recovery shall happen as rapidly and as thoroughly as possible and take immediate other action(s) as may be reasonably possible to minimize or abate pollution of waters of the state.

Minnesota Department of Safety Duty Officer: 1-800-422-0798

Investigator/Discoverer: \_\_\_\_\_ Date: \_\_\_\_\_

Location of Discharge: \_\_\_\_\_ Time: \_\_\_\_\_

Weather Conditions: (check all that apply)  
 Clear Skies  Sunny  Cloudy  Rain  Snow  Windy Temperature: \_\_\_\_\_

Responsible Party: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Discharge and Circumstances to Discharge:  
 \_\_\_\_\_

Potential Receiving Water(s) and Distance To:  
 \_\_\_\_\_

**Discharge Information**

Nature of Discharge:  Illicit Discharge  Illicit Connection  Spill  Leak

|   |   |   |
|---|---|---|
| <b>Appearance:</b> <input type="checkbox"/> Sheen               | <b>Odor:</b> <input type="checkbox"/> Rancid/Sour <input type="checkbox"/> Sulphur                          | <b>Solids/Floatables:</b> <input type="checkbox"/> None <input type="checkbox"/> Other: |
| <input type="checkbox"/> Clear <input type="checkbox"/> Cloudy  | <input type="checkbox"/> Gas/Petroleum <input type="checkbox"/> Cooking Oil <input type="checkbox"/> Other: | <input type="checkbox"/> Paper/Plastic <input type="checkbox"/> Sewage                  |
| <input type="checkbox"/> Color: <input type="checkbox"/> Other: | <input type="checkbox"/> Sewage <input type="checkbox"/> None   | <input type="checkbox"/> Silt/Sediment <input type="checkbox"/> Garbage                 |

Product:  Fuel/Gasoline  Lubricant  Sediment  Sewage  Food Based  
 Not Identified  Other:

Manufacturer's Name: \_\_\_\_\_  Not Identified

Estimated Dimensions of Discharge:  
 \_\_\_\_\_

Severity: (check all that apply)  
 Minor Discharge – 5 gallons or less and easily contained  
 Intermediate Discharge – 5+ gallons and has not/will not reach MS4/surface waters  
 Major Discharge – 5+ gallons and has/will reach the MS4/surface waters  
 Has/Will cause pollution to Waters of the State (notify MN Dept. of Safety Duty Officer)  
 Emergency – Any discharge that threatens public safety or immediate health (Call 911)

**Discharge Response**

Reporting Organizations: City of Cambridge – (763) 689-1800  
 Emergency/Police – 911  
 MN Dept. of Safety Duty Officer – (1-800) 422-0798  
 MPCA – 1-(800)-657-3864

|   |                                     |
|---|-------------------------------------|
| Describe Immediate Discharge Control and/or Cleanup Methods:<br>_____ | Current Status of Cleanup:<br>_____ |
|---|-------------------------------------|

Clean-up/Control Completed By: \_\_\_\_\_

**Enforcement Actions**

Actions Taken by City: (check all that apply)  
 No further action needed  Written Warning  Notification to regulatory organizations  
 Verbal Warning  Stop Work Order

Notes:  
 \_\_\_\_\_

Additional Information Attached

Report Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_



Minimum Control Measure  
4&5

Site Plan Review Procedures

## Minimum Control Measure 4&5: Site Plan Review Procedures

Upon receipt of a proposed site plan by an owner to the City of Cambridge , the following procedures shall be followed:

1. Proposed site plan submittal information shall be directed to the City Engineer, Public Works/Utilities Director, Assistant Public Works Director, and/or the Stormwater Technician, as applicable.
2. The City Engineer, Public Works/Utilities Director, Assistant Public Works Director, and/or the Stormwater Technician shall take the following actions, as applicable:
  - a. Forward the information to the appropriate City Staff for review and approval
  - b. Oversee review process
  - c. Notify owner of approval, disapproval, or required resubmittal of submitted information
  - d. Ensure appropriate City permits are obtained prior to final submittal approval. Including the need to apply and obtain coverage under the MPCA general permit to Discharge Stormwater Associated with Construction Activity, if applicable
3. The reviewing entities shall complete the following actions, as applicable:
  - a. Review submitted information against the City's current code, policies and design standards
  - b. Provide written comments and recommendations of approval, disapproval and/or required resubmittal of site plan to appropriate City Staff
  - c. Reviewer may utilize site plan review checklists, documentation standards and procedures



**MCM 4&5: Site Plan Review Checklist:**  
**Version A**  
 0 Acre < Projects < 1 Acre

**1.1 Project/Site Information**

Permit No: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Disturbed Area (in acres): \_\_\_\_\_

Owner: \_\_\_\_\_

Was a building permit, subdivision approval, or land disturbing activities permit submitted? 
 Yes, complete  
 Yes, incomplete  
 No, not applicable  
 No

**1.2 Submission Information**

Initial Submission Date: \_\_\_\_\_

|  |                                   |
|--|-----------------------------------|
| Reviewed By: _____   | Date: _____                       |
| <b>Review Verdict</b>  | <b>Date of Owner Notification</b> |
| <input type="checkbox"/> Submittal Not Complete                              |                                   |
| <input type="checkbox"/> Complete and Not Approved – Does Not Meet Standards |                                   |
| <input type="checkbox"/> Complete and Approved – With Stipulations           |                                   |
| <input type="checkbox"/> Complete and Approved                               |                                   |

Follow-up Submission Date (If Required): \_\_\_\_\_

|  |                                   |
|--|-----------------------------------|
| Reviewed By: _____   | Date: _____                       |
| <b>Review Verdict</b>  | <b>Date of Owner Notification</b> |
| <input type="checkbox"/> Submittal Not Complete                              |                                   |
| <input type="checkbox"/> Complete and Not Approved – Does Not Meet Standards |                                   |
| <input type="checkbox"/> Complete and Approved – With Stipulations           |                                   |
| <input type="checkbox"/> Complete and Approved                               |                                   |

Follow-up Submission Date (If Required): \_\_\_\_\_

|  |                                   |
|--|-----------------------------------|
| Reviewed By: _____   | Date: _____                       |
| <b>Review Verdict</b>  | <b>Date of Owner Notification</b> |
| <input type="checkbox"/> Submittal Not Complete                              |                                   |
| <input type="checkbox"/> Complete and Not Approved – Does Not Meet Standards |                                   |
| <input type="checkbox"/> Complete and Approved – With Stipulations           |                                   |
| <input type="checkbox"/> Complete and Approved                               |                                   |

Notes: \_\_\_\_\_

**1.1 Project/Site Information**

|   |                            |
|---|----------------------------|
| Permit No:  | Project Name:              |
| Project Location:   | Disturbed Area (in acres): |
| Owner:  |                            |
| Was a Stormwater Pollution Control Plan submitted? <input type="checkbox"/> Yes, complete <input type="checkbox"/> No, not applicable<br><input type="checkbox"/> Yes, incomplete <input type="checkbox"/> No |                            |

**1.2 Submission Information**

|  |                                   |
|--|-----------------------------------|
| Initial Submission Date:   |                                   |
| Reviewed By:   | Date:                             |
| <b>Review Verdict</b>  | <b>Date of Owner Notification</b> |
| <input type="checkbox"/> Submittal Not Complete                              |                                   |
| <input type="checkbox"/> Complete and Not Approved – Does Not Meet Standards |                                   |
| <input type="checkbox"/> Complete and Approved – With Stipulations           |                                   |
| <input type="checkbox"/> Complete and Approved                               |                                   |

|  |                                   |
|--|-----------------------------------|
| Follow-up Submission Date (If Required):                                     |                                   |
| Reviewed By:   | Date:                             |
| <b>Review Verdict</b>  | <b>Date of Owner Notification</b> |
| <input type="checkbox"/> Submittal Not Complete                              |                                   |
| <input type="checkbox"/> Complete and Not Approved – Does Not Meet Standards |                                   |
| <input type="checkbox"/> Complete and Approved – With Stipulations           |                                   |
| <input type="checkbox"/> Complete and Approved                               |                                   |

|  |                                   |
|--|-----------------------------------|
| Follow-up Submission Date (If Required):                                     |                                   |
| Reviewed By:   | Date:                             |
| <b>Review Verdict</b>  | <b>Date of Owner Notification</b> |
| <input type="checkbox"/> Submittal Not Complete                              |                                   |
| <input type="checkbox"/> Complete and Not Approved – Does Not Meet Standards |                                   |
| <input type="checkbox"/> Complete and Approved – With Stipulations           |                                   |
| <input type="checkbox"/> Complete and Approved                               |                                   |

Notes:

**2.1 Stormwater Pollution Control Plan Content**

| Incorporated             |                          |                          | Content  |
|--------------------------|--------------------------|--------------------------|--|
| Yes                      | No                       | N/A                      |  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Has the Stormwater Pollution Control Plan been developed? The Stormwater Pollution Control Plan shall be completed prior to submitting an Excavation/Fill Permit Application and prior to conducting any land disturbing activities.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does the Stormwater Pollution Control Plan include the items required and identified in the MPCA Construction Stormwater Permit? Including at a minimum: <ul style="list-style-type: none"> <li>▪ Description of land disturbing activities</li> <li>▪ Knowledgeable Person(s)/Chain of Responsibility</li> <li>▪ Training Documentation</li> <li>▪ Designs, Calculations, and Narratives</li> </ul>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have Stormwater Pollution Control Plan requirements been incorporated into the project’s finals plan, specifications, and/or documents? Including at a minimum: <ul style="list-style-type: none"> <li>▪ Location and type(s) of BMPs</li> <li>▪ Quantities</li> <li>▪ Impervious surfaces</li> <li>▪ Site map</li> <li>▪ Areas not to be disturbed</li> <li>▪ Construction phasing</li> <li>▪ Maps of surface waters and wetlands within one (1) mile</li> <li>▪ Final stabilization</li> <li>▪ BMP design factors</li> <li>▪ Soil management</li> <li>▪ Maintenance plan</li> <li>▪ Chemical treatments, if applicable</li> <li>▪ Document of infeasibility</li> </ul> |



|   |                          |                          |  |
|---|--------------------------|--------------------------|--|
| <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | Does the Stormwater Pollution Control Plan include stormwater pollution prevention measures identified in environmental reviews or other required reviews?   |
| <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | Does the Stormwater Pollution Control Plan address karst areas, if applicable?   |
| <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | Does the Stormwater Pollution Control Plan address impaired waters and TMDLs?  |
| Notes:  |                          |                          |  |
| <b>3.1 Construction Site Stormwater Runoff Controls</b>         |                          |                          |  |
| Incorporated  |                          |                          | Content  |
| Yes   | No                       | N/A                      |  |
| <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | <p>Has the Stormwater Pollution Control Plan incorporated appropriate erosion prevention practices to eliminate or reduce erosion and protect waters of the state? Addressing at a minimum:</p> <ul style="list-style-type: none"> <li>▪ Best Management Practices (BMPs) to protect waters of the state</li> <li>▪ Locations on site designated not to be disturbed are to be clearly marked</li> <li>▪ Areas with steep slopes (3:1 of steeper) have been addressed</li> <li>▪ All exposed soils are required to be stabilized within set timeframe</li> <li>▪ BMPs to address specified fish spawning time frames, if applicable</li> <li>▪ BMPs to address stormwater conveyance channels, if applicable</li> <li>▪ BMPs for permanent drainage ditches or swales, if applicable</li> <li>▪ Outlets are adequately addressed</li> <li>▪ Whenever possible, BMP discharges are directed to vegetated areas</li> </ul> |
| <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | <p>Has the Stormwater Pollution Control Plan incorporated appropriate sediment control practices to minimize sediment and other pollutants from entering surface waters, including storm sewer systems? Addressing at a minimum:</p> <ul style="list-style-type: none"> <li>▪ Perimeter control</li> <li>▪ Storm drain inlets</li> <li>▪ Temporary stockpiles</li> <li>▪ Vehicle tracking</li> <li>▪ Temporary sediment basins</li> <li>▪ Minimize compaction and preserve topsoil</li> <li>▪ Required buffers, if applicable</li> <li>▪ Chemical treatments, if applicable</li> </ul>   |
| <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | Does the Stormwater Pollution Control Plan properly address dewatering and basin draining activities?  |
| <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | Does the Stormwater Pollution Control Plan properly address the use of temporary sediment basins?  |
| <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | <p>Does the Stormwater Pollution Control Plan include incorporate pollution prevention management measures to reduce the probability of spills, leaks, and discharges of pollutants? Addressing at a minimum:</p> <ul style="list-style-type: none"> <li>▪ Building products that have the potential to leach pollutants</li> <li>▪ Pesticides, herbicides, insecticides, fertilizers, treatment chemicals, and landscaping materials</li> <li>▪ Hazardous materials and toxic waste</li> <li>▪ Solid waste</li> <li>▪ Portable toilets</li> <li>▪ Fuel and chemical loading and unloading operations</li> <li>▪ Vehicle and equipment washing</li> <li>▪ Engine degreasing is not allowed</li> <li>▪ Concrete and other washout operations, including signage</li> </ul>  |
| <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | Does the Stormwater Pollution Control Plan include appropriate final stabilization?  |
| <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | Does the Stormwater Pollution Control Plan adequately require site inspections and BMP maintenance?  |
| Notes:  |                          |                          |  |
| <b>4.1 Post-Construction Stormwater Management Requirements</b> |                          |                          |  |
| Incorporated  |                          |                          | Content  |
| Yes   | No                       | N/A                      |  |
| <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | Does the project require post construction stormwater management? (Post construction stormwater management requirements apply to projects with one (1) or more acre(s) of land disturbance and/or construction activity or redevelopment projects of one or more acres.)   |

|                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have Green Infrastructure techniques and practices been considered and been given preference as design options consistent with zoning, subdivision, and PUD requirements? (e.g. infiltration, evapotranspiration, water reuse/harvesting, green roofs, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have infiltration prohibited areas and restricted areas as listed in City Code, Chapter 152: Stormwater Management §152.04 (D) (10) (A) been considered?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do post-development peak flows rates match or are reduced from pre-development peak flow rates for the 2, 10, and 100-year, 24 hour storm events at each discharge point from the project area?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have flood control been considered and addressed?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have hydrological assessments and appropriate modeling been completed to show compliance with the State's water quality and volume control requirements?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Has the City's design computation criteria been used in the design and analysis of stormwater management and conveyance systems?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Has a maintenance agreement been completed?  |

Notes:

### 5.1 Special or Impaired Waters

| Incorporated             |                          |                          | Does the site drain to the following special or impaired waters? | Additional BMPs required for special and impaired waters?  |
|--------------------------|--------------------------|--------------------------|--|--|
| Yes                      | No                       | N/A                      |  |  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wilderness Areas   | C.1, C.2, C.3  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scenic or Recreational River                                     | C.1, C.2, C.3  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scientific and Natural Areas                                     | C.1, C.2, C.3  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Impaired Water w/o TMDL or w/ TMDL and no WLA                    | C.1, C.2   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Impaired Water w/ TMDL and WLA                                   | BMPs outlined in TMDL or C.1, C.2  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wetland  | Redundant BMPs   |
| Yes                      | No                       | N/A                      | If yes, have the additional BMP requirements been met?           |  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C.1  | Stabilization of all exposed soils must be initiated immediately to limit soil erosion but in no case later than seven (7) days after construction activity and temporary sediment basins must be used for five (5) or more acres draining to a common location. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C.2  | The water quality volume of one (1) inch of runoff from new impervious surfaces must be retained on site by the projects permanent stormwater management system.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C.3  | Maintain and include an undisturbed buffer zone of not less than 100 linear feet from the special water.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C.4  | The permanent stormwater management system must be designed such that discharge from the project will minimize any increase in the temperature of receiving waters from the one (1) and two (2)-year, twenty-four (24)-hour precipitation events.                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wetlands   | Redundant BMPs at a minimum for discharge to wetland areas. If there are wetland impacts associated with this project, they shall be permitted under WCA, DNR, US Army Corps Compliance with MN Rule 7050.0186 is documented and approved by MPCA.               |

Notes:



Minimum Control Measure  
4&5

Construction Site Inspection  
Procedures

## Minimum Control Measure 4&5: Construction Site Inspection Procedures

Upon the receipt of a proposed stormwater pollution prevention plan (SWPPP), building permit, subdivision approval, or a permit to allow land disturbing activities as listed in the ordinance (152.04), the following procedures shall be followed:

1. Upon approval of a Stormwater Pollution Control Plan the Public Works/Utilities Director, Assistant Public Works Director, Assistant Utilities Director and/or the Stormwater Technician shall take the following actions:
  - a. Identify/notify the appropriate entities for completing site inspections for approved site plan. This may include, but not limited to one of the following:
    - i. Building Inspector
    - ii. City Engineer
    - iii. Any other appropriate City Staff
  - b. Oversee the site inspection review process
  - c. Implement the City's Construction Site Management Enforcement Response Procedure, when necessary
2. The entities responsible for completing site inspections shall complete the following actions:
  - a. Rate the site for priority of inspection based on topography, soil characteristics, type of receiving water, other site specific and local characteristics
  - b. Identify appropriate frequency for site inspections. (contractors are required to inspect sites as indicated in the approved Stormwater Pollution Control Plan and current MPCA NPDES Construction Permit)
  - c. Complete site inspections necessary to ensure compliance with the approved Stormwater Pollution Control Plan and site plans
  - d. Document site inspections to include at a minimum:
    - i. Date and time of inspection
    - ii. Name of inspector
    - iii. Project name, location
    - iv. Type of inspection (routine, rain event, compliance report, etc.)
    - v. Weather and site conditions
    - vi. Findings of inspection & locations of non-compliance/violations
    - vii. Corrective actions taken
    - viii. Recommended amendments to Stormwater Pollution Control Plan, when applicable
    - iv. Notify the Public Works/Utilities Director, Assistant Public Works Director, Assistant Utilities Director and/or the Stormwater Technician of non-compliant sites and violations
3. The City may use the Construction Site Stormwater Inspection Report which outlines the process and helps document inspections, follow-up actions, and enforcement actions taken to respond to and verify compliance of construction stormwater.

|  |              |
|--|--------------|
| Inspector(s):  | Date:        |
| Project Name:  | Time:        |
| Location:  | Permit No.:  |
| Weather Conditions: (check all that apply)<br><input type="checkbox"/> Clear Skies <input type="checkbox"/> Sunny <input type="checkbox"/> Cloudy <input type="checkbox"/> Rain <input type="checkbox"/> Snow <input type="checkbox"/> Windy | Temperature: |
| Last Precipitation Date:   | Amount:      |

Type of Inspection: (check all that apply)  
 Routine    After Rainfall    Complaint    Violation Follow-Up    Final

| Erosion and Sediment Control BMPs                                     | Implemented?             |                          |                          | Maintenance Required?    |                          | Notes: |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------|
|   | Yes                      | No                       | N/A                      | Yes                      | No                       |        |
| Stabilization of slopes and disturbed areas not actively being worked | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Protection of natural resources areas (e.g. streams, wetlands)        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Perimeter controls adequately installed and maintained                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Discharge points and receiving waters free of sediment                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Protection of storm drain inlets                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Construction entrance/exit to minimize sediment tracking              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Trash/litter from work areas collected and placed in covered dumpster | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Washout facilities clearly marked and maintained                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Vehicle fueling and maintenance areas clearly marked and maintained   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Potential stormwater contaminants are stored inside or under cover    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Portable toilets are secure   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Non-stormwater discharges (e.g. dewatering) are properly controlled   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Copy of SWPPP present on site   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Amendments made to the SWPPP  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Other:  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Other:  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |        |

**Enforcement Actions**

Corrective actions taken?    Yes    No

If yes:    Verbal Warning    Written Warning    Stop Work Order    Other:

Notes:



### MCM 4&5: Receipt and Consideration of Public Input

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Person providing input: \_\_\_\_\_

Address of person providing input: \_\_\_\_\_

Phone: \_\_\_\_\_

Form of Input:  Written  Email  Verbal  Phone Call

Summary:

Additional information attached

#### Consideration/Response:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Person(s) Responding to Input: \_\_\_\_\_

Form of Response:  Written  Email  Verbal  Phone Call


Follow-up Actions:


Summary of Response:

Modification made to the SWPPP?

Description:

Additional information attached

|   |                                      |  |
|---|--------------------------------------|--|
|    | <p>Minimum Control Measure<br/>6</p> | <p>Facilities Inventory and<br/>Municipal Operations</p> |
| <p style="text-align: center;">Minimum Control Measure 6:<br/><b>Facilities Inventory and Municipal Operations</b></p>  |                                      |  |
| <p>The City has developed and maintains an inventory of City owned and operated facilities and municipal operations that may contribute pollutants to stormwater discharges, including implemented BMPs for inventoried facilities and municipal operations. The City manages this inventory in spreadsheet format.</p> |                                      |  |

|   |                                      |                                      |
|---|--------------------------------------|--------------------------------------|
|    | <p>Minimum Control Measure<br/>6</p> | <p>Source Water Protection Areas</p> |
| <p>Minimum Control Measure 6:<br/><b>Source Water Protection Areas</b></p>  |                                      |                                      |
| <p>The water supply for the City of Cambridge is obtained from three primary wells. These areas are protected Drinking Water Supply Management Areas (DWSMAs). The City of Cambridge protects these areas as listed in City Code, Chapter 152: Stormwater Management and included in the Site Plan Review process. Maps of these sources are included in this program. The City is currently in the process of updating their Wellhead Protection Plan with an anticipated completion date in 2018.</p> |                                      |                                      |

R 23 W

29

28

# Cambridge 1

*Drinking Water Supply  
Management Area  
(DWSMA) MN-00394  
10 year Time of Travel*

 DWSMA

T 36 N

T 36 N

32

33

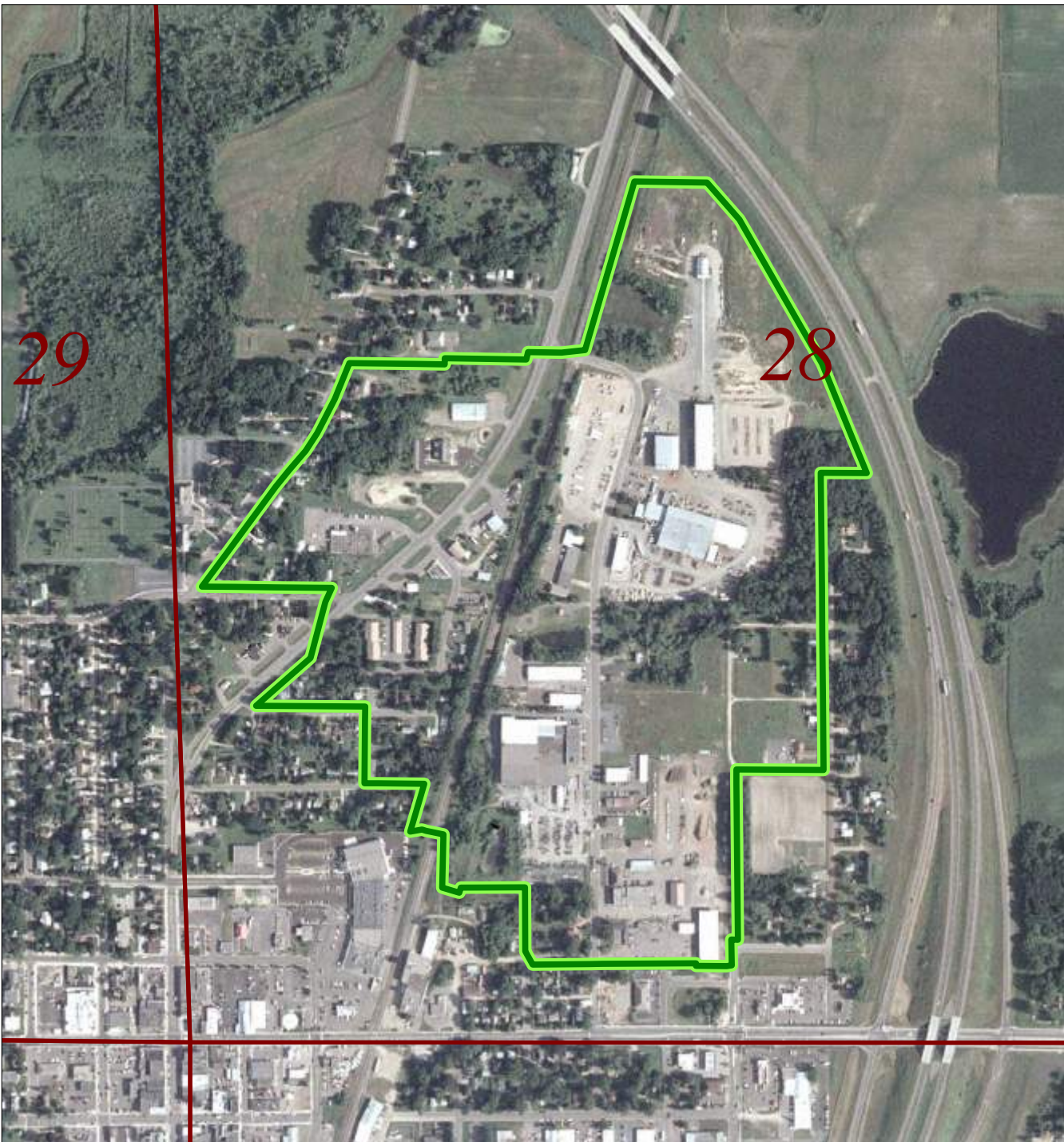
**Vulnerable**



R 23 W



R 23 W



T 36 N

T 36 N

R 23 W

# Cambridge 4

*Drinking Water Supply  
Management Area  
(DWSMA) MN-00395  
10 year Time of Travel*

 DWSMA

**Vulnerable**



Approved October 13, 2006

R 23 W

# Cambridge NE

*Drinking Water Supply  
Management Area  
(DWSMA) MN-00396  
10 year Time of Travel*

28

27

 DWSMA

T 36 N

T 36 N

**Vulnerable**

0.1 0 0.1 Miles  


33

34



R 23 W

Approved October 13, 2006



Minimum Control Measure  
6

Pond Assessment Procedures  
and Schedule

## Minimum Control Measure 6: Pond Assessment Procedures and Schedule

The City of Cambridge has developed pond assessment procedures and an assessment schedule to ensure the inspection of all City owned and operated ponds that are constructed for the collection and treatment of stormwater. Prior to the expiration date of the MS4 permit, all ponds shall be inspected at least once to determine the Total Suspended Solids (TSS) and Total Phosphorus (TP) treatment effectiveness. Any change in inspection frequency shall be documented.

### 1. Pond Assessment Procedures

The City has established a goal of completing assessments for all City owned ponds, at least 20% annually. The City may adjust this frequency based on available budget, staff availability, and other factors that may affect the process. The following steps may be taken to assess the City pond(s) and TSS and TP treatment effectiveness:

- a. Gathering of any available background information, including but not limited to:
  - Original design information, if available (Record drawings, design calculations, etc.)
  - As-built survey information, if completed and available
  - Contributing drainage area characteristics (size, land use, upland treatment, etc.)
  - Previous inspection reports
- b. Site or desktop investigation of the existing condition(s), including but not limited to:
  - Determination/estimation of sediment levels in the pond
  - Identification of outlet details (Elevations, type and condition of structure(s), etc.)
  - Identification of inlet details (Elevations, type and condition of structure(s), etc.)
  - Any other significant pond characteristics/details
- c. If deemed necessary, the City may preform water quality calculations based on available information

### 2. Pond Assessment Schedule

The following pond assessment schedule shall be followed to determine the TSS and TP treatment effectiveness of City owned and operated ponds constructed for the collection and treatment of stormwater:

- a. Following pond assessment procedure(s), the City shall evaluate the City owned and operated stormwater treatment ponds to determine the highest priority pond(s) for

assessing TSS and TP effectiveness. Prioritization may be based on the following factors:

- Conclusions based on pond assessment(s)
- Public input, as applicable
- Age of pond
- Contributing drainage area characteristics (size, land use, upland treatment, etc.)
- Previous inspection reports
- Type and location of receiving water
- Sensitivity of receiving water



Minimum Control Measure  
6

MS4 Stormwater Inspections  
and Maintenance Procedures

Minimum Control Measure 6:  
**MS4 Stormwater Inspections and Maintenance  
Procedures**

The City of Cambridge inspects all public stormwater features and stockpiles and material handling area to determine maintenance needs and verify proper function of features. Frequency of inspections shall be as follows:

1. Structural stormwater BMPs shall be conducted annually
2. Stockpiles and storage and material handling areas shall be inspected quarterly
3. All outfalls shall be inspected prior to expiration of this permit

Any change in inspection frequencies shall be documented. If maintenance needs are identified during site inspections, the necessary maintenance shall be completed as soon as possible to prevent or reduce the discharge or pollutants.

The City may use the Stormwater Inspection Report which outlines the process and helps document inspections and maintenance needs and verify compliance with the MS4.





Minimum Control Measures  
1-6

MS4 Training Procedures

## Minimum Control Measures 1-6: MS4 Awareness Training Procedures

The City of Cambridge ensures that employees receive MS4 awareness training to correspond with the employee’s job duties. The City of Cambridge implements a schedule for new and/or seasonal employees, and recurring training intervals for existing employees to address changes in procedures, practices, techniques or requirements.

The City of Cambridge trains:

1. Regular employees annually, in spring/early summer with refresher trainings as needed
2. Seasonal employees prior to seasonal work start, with refresher trainings as needed

The City of Cambridge may follow the outlined training schedule, with frequency or seasonal adjustments as necessary.

### Potential MS4 Awareness Training Outline (Priority)

| Minimum Control Measure  | Potential Staff Audience   | Potential Topics  |
|--|--|---|
| 3: Illicit Discharge Detection and Elimination   | <ul style="list-style-type: none"> <li>• Administration Staff</li> <li>• Public Works Staff</li> <li>• Police</li> <li>• Fire</li> </ul> | <ul style="list-style-type: none"> <li>• Illicit discharge detection and tracking</li> <li>• Procedures for investigating, locating, and eliminating</li> <li>• Procedures for spill response</li> <li>• City IDDE priority areas</li> <li>• Documentation standards</li> </ul> |
| 4&5: Construction Site Stormwater Runoff Control & Post-Construction Stormwater Management | <ul style="list-style-type: none"> <li>• City Administration</li> <li>• Administration Staff</li> <li>• Public Works</li> </ul>          | <ul style="list-style-type: none"> <li>• City standards</li> <li>• City site plan review process</li> <li>• Stormwater related inspections and inspection frequency</li> <li>• Procedures for City response to public input</li> <li>• Documentation standards</li> </ul>       |
| 6: Pollution Prevention/Good Housekeeping  | <ul style="list-style-type: none"> <li>• City Administration</li> <li>• Administration Staff</li> <li>• Public Works</li> </ul>          | <ul style="list-style-type: none"> <li>• Priority areas</li> <li>• Stormwater related inspections and inspection frequency</li> <li>• Documentation standards</li> </ul>  |

### Potential MS4 Awareness Training Outline (Secondary)

| Minimum Control Measure             | Potential Staff Audience  | Potential Topics   |
|-------------------------------------|---|--|
| 2: Public Participation/Involvement | <ul style="list-style-type: none"> <li>• City Administration</li> <li>• Administration Staff</li> </ul>                         | <ul style="list-style-type: none"> <li>• City Stormwater Pollution Control Plan and program documentation</li> <li>• City response to public input</li> <li>• Documentation standards</li> </ul>       |
| 1: Public Education and Outreach    | <ul style="list-style-type: none"> <li>• City Administration</li> <li>• Administration Staff</li> <li>• Public Works</li> </ul> | <ul style="list-style-type: none"> <li>• Impacts of stormwater discharges</li> <li>• Stormwater related issues</li> <li>• Discharge reduction strategies</li> <li>• Documentation standards</li> </ul> |

Minimum Control Measures 1-6:  
**MS4 Training Documentation**

Date:

Trainer:

Training Event:

Topics Covered:

**Attendance Record**

| Name | Position |
|------|----------|
| 1.   |          |
| 2.   |          |
| 3.   |          |
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| 35.  |          |



**MCM 1 – Public Education and Outreach**

|  |  |       |
|--|--|-------|
| Reviewer:  |  | Date: |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | Have high priority stormwater education topics been reviewed and updated as necessary?   |       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | Has the Education and Outreach Program Implementation Plan been reviewed and updated as necessary?   |       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | Have the Education and Outreach Program activities been reviewed and documented?<br>Check all the activities that have been implemented and documented: <ul style="list-style-type: none"> <li><input type="checkbox"/> Review of website content, updated as needed; monitor web hits</li> <li><input type="checkbox"/> Distribution of stormwater related content in the City quarterly newsletter at least bi-annually</li> <li><input type="checkbox"/> Review of stormwater related content available for newsletter, update as needed</li> <li><input type="checkbox"/> Distribution of educational materials at City Hall, update content as needed</li> <li><input type="checkbox"/> Continue to participate in Isanti County Water Comprehensive Plan Task Force Meetings</li> <li><input type="checkbox"/> Continue to communicate with the Isanti County Soil and Water Conservation District</li> <li><input type="checkbox"/> Other:</li> <li><input type="checkbox"/> Other:</li> <li><input type="checkbox"/> Other:</li> </ul> |       |
| <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> Needs Work | Are BMPs appropriate to achieve permit compliance?   |       |
| Follow actions completed or required based on annual assessment?                                   |  |       |

**MCM 2 – Public Participation/Involvement**

|  |   |       |
|--|---|-------|
| Reviewer:  |   | Date: |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | Has at least 1 opportunity been provided with appropriate local public notice for the public to provide input on the SWPPP?<br><input type="checkbox"/> Public Meeting Date:<br><input type="checkbox"/> Other: |       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | Are SWPPP documents and related documents available for the public to access?<br><input type="checkbox"/> Online<br><input type="checkbox"/> By request   |       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | Has any public input regarding the SWPPP been considered, responded to, and documented?<br>How many times?<br>___ Public Input Related to the SWPPP   |       |
| <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> Needs Work | Are BMPs appropriate to achieve permit compliance?  |       |
| Follow actions completed or required based on annual assessment?                                   |   |       |

**MCM 3 – Illicit Discharge Detection and Elimination (IDDE)**

|  |   |       |
|--|---|-------|
| Reviewer:  |   | Date: |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Has the City's storm sewer system map been reviewed and updated as necessary?                   |       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Has the City's IDDE ordinance been reviewed and updated as necessary?                           |       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Has the City's IDDE ERP been reviewed and updated as necessary?                                 |       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Have any violations and corrective actions been documented?<br>How many?<br>___ IDDE Violations |       |

|  |  |
|--|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | Have the following procedures and forms been reviewed and updated as necessary and have these actions been documented?<br><input type="checkbox"/> IDDE Inspection and Maintenance Procedures <input type="checkbox"/> IDDE/Spill Report<br><input type="checkbox"/> Spill Response Procedures |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | Have priority areas likely to have illicit discharges been reviewed and updated as necessary?  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | Have field staff been trained in accordance with permit requirements?  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | Have all inspections, reports, and corrective actions pertaining to illicit discharges and connections been documented?<br>How many?<br>___ Inspections                      ___ Corrective Actions<br>___ Reports   |
| <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> Needs Work | Are BMPs appropriate to achieve permit compliance?   |
| Follow actions completed or required based on annual assessment?                                   |  |

**MCM 4 – Construction Site Stormwater Runoff Control**

|  |   |       |
|--|---|-------|
| Reviewer:  |   | Date: |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | Has the City's Stormwater Management ordinance been reviewed and updated as necessary?  |       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | Has the City's Construction Site Stormwater Runoff Control ERP been reviewed and updated as necessary?  |       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | Have any violations and corrective actions been documented?<br>How many?<br>___ Construction Site Stormwater Runoff Control Violations  |       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | Have the following procedures and forms been reviewed and updated as necessary and have these actions been documented?<br><input type="checkbox"/> Site Plan Review Procedures <input type="checkbox"/> Construction Site Inspection Procedures<br><input type="checkbox"/> Site Plan Review Checklists <input type="checkbox"/> Construction Site Stormwater Inspection Report |       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | Has any public input related to stormwater activity at construction sites been considered, responded to, and documented?<br>How many times?<br>___ Public Input Related to Construction Site Stormwater Runoff Control  |       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | Have all site plan reviews been documented?<br>How many?<br>___ Site Plan Reviews   |       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | Have all inspections, reports, and corrective actions pertaining to construction site stormwater been documented?<br>How many?<br>___ Inspections                      ___ Corrective Actions                      ___ Reports  |       |
| <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> Needs Work | Are BMPs appropriate to achieve permit compliance?  |       |
| Follow actions completed or required based on annual assessment?                                   |   |       |

**MCM 5 – Post-Construction Stormwater Management**

|  |  |       |
|--|--|-------|
| Reviewer:  |  | Date: |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Has the City's Stormwater Management ordinance been reviewed and updated as necessary?   |       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Has the City's Post-Construction Stormwater Management ERP been reviewed and updated as necessary?                                 |       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Have any violations and corrective actions been documented?<br>How many?<br>___ Post-Construction Stormwater Management Violations |       |

|  |   |
|--|---|
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | Have the following procedures and forms been reviewed and updated as necessary and have these actions been documented?<br><input type="checkbox"/> Site Plan Review Procedures<br><input type="checkbox"/> Site Plan Review Checklists  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | Have all site plan reviews been documented?<br>How many?<br>___ Site Plan Reviews   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | Have all inspections, reports, and corrective actions pertaining to post-construction stormwater management been documented?<br>How many?<br>___ Inspections<br>___ Reports<br>___ Corrective Actions   |
| <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> Needs Work | Are BMPs appropriate to achieve permit compliance?  |
| Follow actions completed or required based on annual assessment?                                   |   |
| <b>MCM 6 – Pollution Prevention/Good Housekeeping for Municipal Operations</b>                     |   |
| Reviewer:  | Date:   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | Has the City's facilities inventory and municipal operations been maintained and updated as necessary?  |
|  | Has BMPs been reviewed, implemented and updated as necessary for inventoried facilities, municipal operations, and MS4 discharges to Source Water Protection Areas?   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | Have the following procedures and forms been reviewed and updated as necessary and have these actions been documented?<br><input type="checkbox"/> Pond Assessment Procedures and Schedule<br><input type="checkbox"/> MS4 Stormwater Inspections and Maintenance Procedures<br><input type="checkbox"/> Stormwater Inspection Report<br><input type="checkbox"/> MS4 Awareness Training Procedures |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | Have City employees been trained corresponding to their job duties as related to the SWPPP?   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | Have stormwater management training events been documented?   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   | Have all inspections, reports, and maintenance activities pertaining to ponds, structural stormwater BMPs, outfalls, stockpiles, and storage and material handling areas been documented?<br>How many?<br>___ Ponds<br>___ Structural Stormwater BMPs<br>___ Outfalls<br>___ Stockpiles<br>___ Storage and Material Handling Areas  |
| <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> Needs Work | Are BMPs appropriate to achieve permit compliance?  |
| Follow actions completed or required based on annual assessment?                                   |   |