MnDOT Metro District

2019 MS4 SWPPP

DEPARTMENT OF TRANSPORTATION

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Introduction

MnDOT Metro District Information

The Minnesota Department of Transportation Metro District contains eight counties within its boundary. The counties include Anoka, Carver, Chisago, Dakota, Hennepin, Ramsey, Scott and Washington. Our intent is to apply MnDOT Metro's SWPPP district wide, even though the 2010 census urbanized area only covers a portion of the district. We are doing this to be more proactive since development is occurring throughout the eight county Metropolitan area and ensure consistency in our activities. However, our resources will be directed at first addressing the 2010 census urbanized area. A map defining the MnDOT Metro District boundaries and the 2010 census urbanized area is attached (see figure 1). MnDOT Metro has approximately 1,500 employees, 3,950 lane miles, 320 interchanges, 1,200 bridges and 40,000 acres of right-of-way.

The departments within MnDOT Metro which are directly affected by the NPDES Phase II stormwater program include, but are not limited to, Metro Program Delivery, Metro Public Affairs, Business Operations and Services, Traffic and Maintenance Operations, Metro Maintenance Support, Transportation Operations, Water Resources Engineering and Metro District Operations.

MnDOT Metro's Stormwater Pollution Prevention Program

MnDOT Metro's Stormwater Pollution Prevention Plan (SWPPP) is designed to reduce the discharge of pollutants from its storm sewer system to the maximum extent practicable and addresses the six Minimum Control Measures defined by the NPDES Phase II regulations. In order to meet our goal, a combination of BMPs including education, maintenance, control techniques, system design and engineering methods were used.

As required by the Minnesota Pollution Control Agency (MPCA) standard BMP summary sheets which cover each of the six Minimum Control Measures have been incorporated into this SWPPP. Each BMP sheet is numbered according to what it represents in the permit. The information on each sheet includes audience, MCM description, measurable goals/performance measures, timeline, documentation and responsible party information.

MnDOT Metro Contact Information

Questions regarding the MnDOT Metro NPDES stormwater program or the contents of this SWPPP should be directed to:

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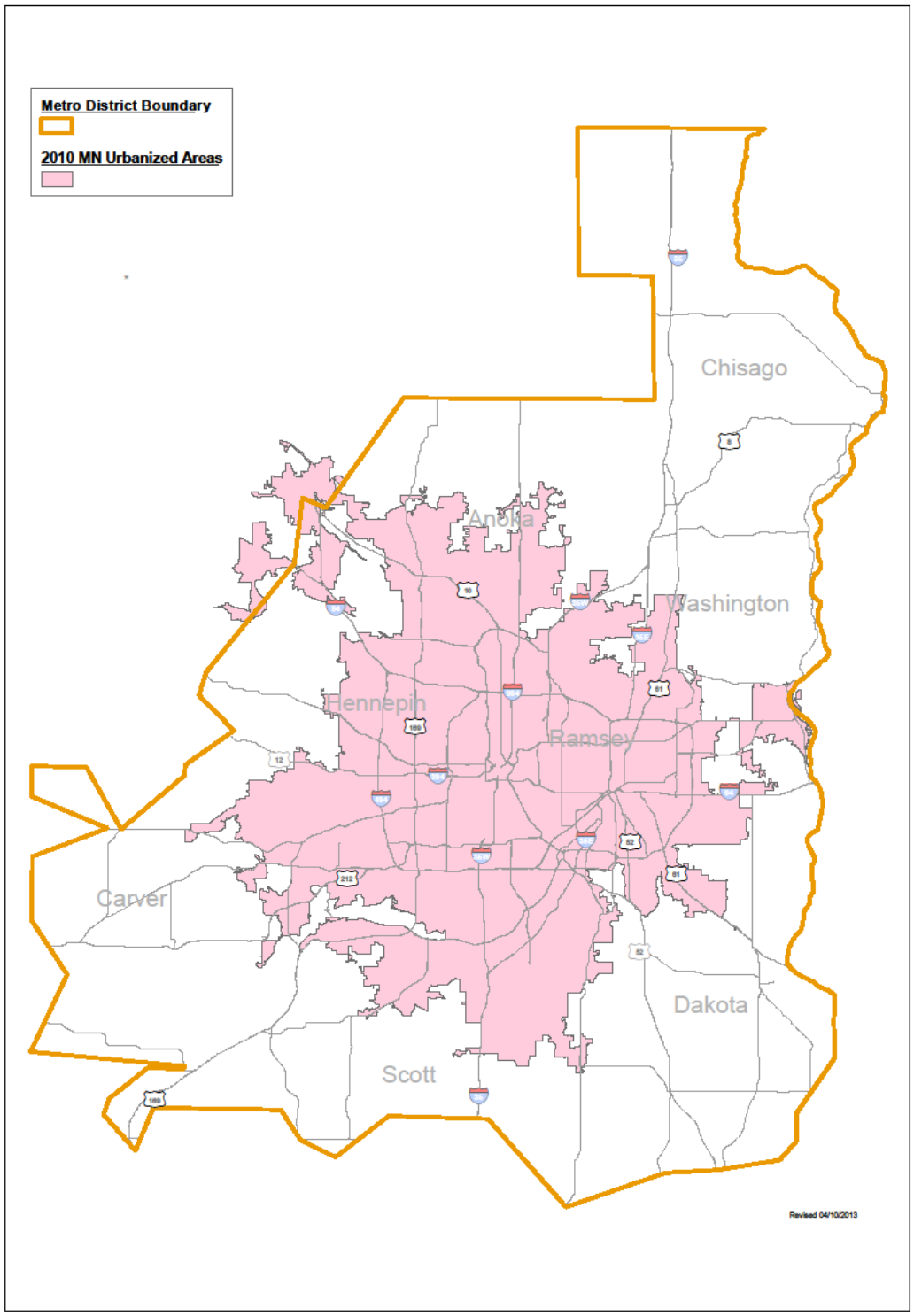
Figure 1

Mn/DOT Metro District Urbanized Area



MCM 1 Public Education and Outreach

MCM 1-a - Development and Distribution of Stormwater Education Materials

Audience:

MnDOT Metro District's Transportation Corridor Users and Metro District Employees

Description

- Components: The 2013 MS4 General NPDES Permit requires permittees to target stormwater issues and deliver educational materials during this 5 year permit period.
- Types of Materials: Materials available include brochures/posters on pollution prevention associated with stormwater runoff, verbal/tri-fold display information at open houses/special events, videos and a Metro MS4 website.
- Methods of Distribution/Communication: MnDOT Metro has participated in special events, held a MS4 Annual meeting and has a website dedicated specifically to MS4. These will continue to be used as means of educating /informing the public as well as other options.

Established BMP / Measurable Goals / Timeframe

Established BMP Categories	Measurable Goals and Timeframes
MnDOT Metro MS4 Website	Completed in 2006; Revised in 2012. Combined with OES for one MS4 website 2017.
MnDOT Metro MS4 Display Boards	Completed in 2006; Revised in 2012 – updated as needed. Working at updating other materials.
MS4 Information Cards	Completed in 2006 – updated as needed
MS4 Brochures – currently have 2	Developed in 2006 and 2009 – we had 5 brochures. 2016 dropped number of brochures to 2 that were updated.
Posters – currently have 5	Developed in 2006 and 2010 – will continue to develop new posters and revise existing ones as needed.
Rest Area Roll map message	Developed in 2008 – Rest Area maps since revised and MS4 message lost.
Track distribution and contacts made (possibilities include; website hits and people visiting MS4 display, etc.)	Numbers will be tracked – will continue.
Education team regrouped	Completed in 2014
3 high priority projects were set – targeting litter, covering loads and farming in R/W.	Completed in 2015

To be Implemented BMP / Measurable Goals / Timeframe

BMP categories to be implemented	Measurable goals and timeframes
Development and delivery of educational materials	2015-2018 – have new materials developed and distribution to identified target audiences will occur.
Identify possibility of using social media for public education efforts.	2016-2018

Documentation

MnDOT Metro District will track progress of developing new materials and number of materials delivered.

Responsible Party

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MCM 2 Public Participation / Involvement

MCM 2-a - Annual Meeting / Other Events

Audience:

MnDOT Metro District's Transportation Corridor Users and Metro District Employees

Description

MnDOT Metro District participates in the Ramsey Washington Metro Watershed District's Waterfest event each year. MnDOT Metro employees are available to answer questions about our program, brochures and posters are distributed and a display board is available for viewing.

MnDOT Metro District participates in other events around the district where MnDOT Metro District employees are available to answer questions about our program, brochures and posters are distributed and a display board is available for viewing.

Established BMP / Measurable Goals / Timeframe

Established BMP Categories	Measurable Goals and Timeframes
Conduct Annual Meeting	Host annual meeting in conjunction with the RWMWD Waterfest event (or other event)
Public Notice for Meeting	Publish public notice 30 days prior to the meeting each year
Review Input on Program	Review any input from public meeting and amend program as necessary each year
Events	Track publications given out and input received

To be Implemented BMP / Measurable Goals / Timeframe

BMP categories to be implemented	Measurable goals and timeframes
Continue hosting annual meeting.	Annually, and review any feedback/amend SWPPP as necessary
Review other events to participate in.	Target annually.

Documentation

MnDOT Metro District will track all relevant input from persons regarding the SWPPP, responses to said input, modifications to SWPPP made due to said inputs, dates/locations of events where SWPPP is on display and notices of public events where SWPPP will be displayed.

Responsible Party

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MCM 2 PUBLIC PARTICIPATION / INVOLVEMENT

MCM 2-b - Website

Audience:

MnDOT Metro District's Transportation Corridor Users and Employee's

Description

MnDOT Metro District has a website dedicated to our MS4 program. Our SWPPP is posted on the website and there is a feedback section where the public can send comments. Contact information is also available on the website if the public would rather contact us by phone.

Established BMP / Measurable Goals / Timeframe

Established BMP Categories	Measurable Goals and Timeframes
SWPPP posted on MS4 website with a feedback section and contact information	Ongoing since website established in 2006, latest revision 2017.
Review Input on Program	Review any input from website and amend program as necessary each year

To be Implemented BMP / Measurable Goals / Timeframe

BMP categories to be implemented	Measurable goals and timeframes
Continue to update the website.	As necessary

Documentation

MnDOT Metro District will track all relevant input from persons regarding the SWPPP, responses to said input, modifications to SWPPP made due to said inputs and number of hits to website.

Responsible Party

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MCM 3 Illicit Discharge Detection and Elimination

MCM 3-a - Inventorying and Mapping Stormwater Conveyance System

Audience:

MnDOT Metro District Employee's; Outside Entities for Spills Response, Watershed Planning, Gopher State One Call, TMDLs and Future Projects Designed by Consultants

Description

MnDOT Metro District has an electronic database of its drainage conveyance and treatment system which can be viewed in a GIS format. The information is updated as Maintenance and Construction projects modify the storm sewer system.

Established BMP / Measurable Goals / Timeframe

Established BMP Categories	Measurable Goals and Timeframes
Continue to update our stormwater inventory and map as projects are completed and features are altered or added	Up to date inventory and map - ongoing
Completed marking of underground outfalls.	Completed in 2015
Implemented as built pay item and special provision for stormwater features (pipes, structures, treatment features). Update all stormwater features as as-builts received.	Completed July 2016

To be Implemented BMP / Measurable Goals / Timeframe

BMP categories to be implemented	Measurable goals and timeframes
Activities listed above will continue.	

Documentation

MnDOT Metro District will continue to update our database to reflect the current state of our storm sewer system.

Responsible Party

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MCM 3 ILLICIT DISCHARGE DETECTION AND ELIMINATION

MCM 3-b - Illicit Discharge Source Detection, Inspection, Tracking, Reporting and Training

Audience:

MnDOT Metro District Employee's

Description

Detection and Inspection

MnDOT Metro District has developed and implemented a program to detect and eliminate illicit discharges. Please note that MnDOT Metro District has excluded spills as illicit discharges since there has been a successful spills response program in place long before the MS4 permitting process that coordinates emergency response for these situations.

Established BMP / Measurable Goals / Timeframe

Established BMP Categories	Measurable Goals and Timeframes
Created IDDE program and training materials	Flow chart, procedure and training materials (videos and Powerpoint presentations) completed. Will update as necessary.
Annual training of all MnDOT Metro field staff on IDDE	Field staff will continue to be trained annually.
Annual specialized training for Maintenance on field and truck station BMPs	Annual training will continue.
Tracking and follow up of reported potential illicit discharges	Potential illicit discharges are reported, tracked in database and appropriate follow up actions are taken – continuous.
Evaluate non-stormwater discharges to determine if they are a significant pollution source.	Operations will continue to be monitored and BMPs developed and updated as necessary – continuous.
Continue to inspect remote storage areas and rest areas for illegal dumping	Remote storage areas inspected quarterly and forms completed. Rest areas are continuously monitored by staff maintaining them
Developed and implemented a IDDE enforcement response procedure (ERP)	Issued ERP in 2013, will update as necessary.

To be Implemented BMP / Measurable Goals / Timeframe

BMP categories to be implemented	Measurable goals and timeframes
Activities listed above will continue.	

Documentation

Potential illicit discharge will be tracked in IDDE database. Annual training will be documented in training database or rosters. BMPs will be modified or created for necessary operations. Inspections at remote storage areas will be documented on inspection forms. IDDEs found at rest areas will be reported.

Responsible Party

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MCM 4 Construction Site Stormwater Runoff Control

MCM 4-a - Construction Regulatory Mechanism and Enforcement Response Procedure

Audience:

MnDOT Metro District Construction, MnDOT Metro District Permit Staff, contractors and subcontractors

Description:

MnDOT does not have ordinance authority. Therefore, we use our contracts, specifications and administration procedures to ensure our construction practices comply with MPCA's NPDES Construction Permit requirements. In addition, we require all utility companies working our R/W to comply with MnDOT permits and MnDOT specifications for erosion/sediment control as well as turf establishment.

Established BMP / Measurable Goals / Timeframe

Established BMP Categories	Measurable Goals and Timeframes
MnDOT Specifications for Erosion and Sediment Controls	Revised 2013, 2014, 2016
Construction Contracts – improving special provisions as necessary	Ongoing
ERP – Administering Environmental Requirements of Highway Contracts	Issued 2013
Turf Establishment Letter revised to match new specifications and seed mixes	Completed in 2014 and updated in 2016.

To be Implemented BMP / Measurable Goals / Timeframe

BMP categories to be implemented	Measurable goals and timeframes
Continue to enforce specifications, contract provisions and permit conditions.	Ongoing

Documentation

Each MnDOT Construction Resident Engineer will document and track measures for contract compliance as specified in the ERP. MnDOT Metro District Permits personnel will work to ensure that utility companies working on MnDOT R/W follow the MnDOT permit requirements, erosion/sediment control specifications and that areas disturbed are stabilized.

Responsible Party

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MCM 4 Construction Site Stormwater Runoff Control

MCM 4-b - Construction Program Review and Inspections

Audience:

MnDOT Metro District Construction, MnDOT District Metro Permit Staff, MnDOT Metro District MS4 Inspectors, Contractors and Subcontractors

Description:

MnDOT Metro District construction projects are inspected both by the construction staff and the MS4 erosion/sediment control oversight inspectors. Oversight program has evolved from solely inspecting sites, to working closely with construction to address their concerns, improve construction SWPPPs, specifications and other documents/procedures.

Established BMP / Measurable Goals / Timeframe

Established BMP Categories	Measurable Goals and Timeframes
Hired two Metro oversight erosion and sediment control inspectors	2010 and 2012 – keep two positions filled with qualified staff.
Developed and implemented policy for conducting MnDOT Metro Districts oversight inspections	2010 – revised 2012, 2015 – continue to update as necessary.
Developed inspection form for documenting inspections by MS4 inspectors	2011 developed. Updated form in2016.
Prioritizing construction projects – higher priority – more frequent inspections by MS4 inspectors.	2012 – annually and adjust depending on what is happening at the project as construction progresses.
Oversight inspectors and contractors attend pre-con and monthly construction meetings as directed by Metro inspection policy	2012 – will continue.
MS4 staff annually trains construction staff on IDDE and emerging issues.	2007 – annually.
Updated SWPPP Template to make it uniform	2010 – will update in 2017.
Updated process to track erosion and sediment control issues from public.	2013 – will continue.
NOTs required before contract can be closed outs.	2011 – will continue.

Drainage as-builts process in place.	2009. All projects let after July 1, 2016 include drainage as-built pay item in plan sets that contain new drainage features or modifications to existing features. All data is reviewed prior to loading into database.

To be Implemented BMP / Measurable Goals / Timeframe

BMP categories to be implemented	Measurable goals and timeframes
Activities listed above will continue.	

Documentation

MnDOT Metro District WRE will continue to document oversight erosion and sediment control inspections, training of construction staff, turn in of NOTs, drainage as-builts and public comments on erosion and sediment control issues on MnDOT construction projects.

Responsible Party

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MCM 5 POST CONSTRUCTION STORMWATER MANAGEMENT

MCM 5-a - Post Construction Stormwater Management in New Development and Redevelopment

Audience:

MnDOT Metro District Permit Maintenance staff and WRE staff. Outside parties that drain to MnDOT R/W.

Description:

MnDOT has been issuing drainage permits to those draining to MnDOT R/W since the 1970's. MnDOT post construction operations for MnDOT R/W is covered under MCM 6 BMPs.

Established BMP / Measurable Goals / Timeframe

Established BMP Categories	Measurable Goals and Timeframes
Drainage Permit Process	Process has been in place since 1970's – continue.
Updated drainage permit application to ensure proposed drainage will not have negative impacts to MnDOT's system in terms of rate, volume, pollutants and erosion.	More complete applications and better BMPs - 2013

To be Implemented BMP / Measurable Goals / Timeframe

BMP categories to be implemented	Measurable goals and timeframes
Revising State Statute	State statute revised in 2015 to make language more clear.

Documentation

Track number of drainage permits issued. Enforce conditions listed in permits.

Responsible Party

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MCM 5 POST CONSTRUCTION STORMWATER MANAGEMENT

MCM 5-b - Drinking Water Supply Management Area and Infrastructure Protection

Audience:

MnDOT Metro Employees and consultants

Description

Both state and many watershed district rules require infiltration of stormwater for the addition of new impervious surfaces. The 2013 MS4 General NPDES permit requires permittee's to restrict infiltration in well head protection areas and drinking water supply vulnerability areas.

Established BMP / Measurable Goals / Timeframe

Established BMP Categories	Measurable Goals and Timeframes
Technical Memo addressing where and under what conditions infiltration practices should not be used has been completed.	Completed in 2014.

To be Implemented BMP / Measurable Goals / Timeframe

BMP categories to be implemented	Measurable goals and timeframes
Activities listed above will continue.	

Documentation

Documenting projects where infiltration systems were not installed to protect DWSMA areas and MnDOT infrastructure.

Responsible Party

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MCM 6 POLLUTION Prevention / Good housekeeping

MCM 6-a - Facility Stormwater Management Program

Audience:

MnDOT Metro District Employees working at truck stations and fleet.

Description

MnDOT Metro has 20 facilities where a Facility Stormwater Plan (FSWP) is in place. The plans outline the personnel using the facility, assigning personnel to be responsible for the FSWP, best management practices, inspection and training requirements and a map showing the pertinent features at that location.

Established BMP / Measurable Goals / Timeframe

Established BMP Categories	Measurable Goals and Timeframes
Updating or creating facility storm water plan (FSWP) for Metro District truck stations and fleet.	Original FSWP were completed in 2004. Revised format in 2010/2011. Review FSWP annually and update as necessary.
Developed training videos for FSWP implementation and Pollution Prevention BMPS During Roadway Maintenance Activities.	FSWP implementation video created in 2004, Roadway Maintenance BMPs created in 2006. Converted to on-line training in 2012.
Training of Maintenance Staff – FSWP, IDDE and Field Operations	Training started in 2004/2005. Completed training of all truck station staff after 2010 audit. Annual training is ongoing.
Developed inspection forms.	Original forms developed in 2005. Update as necessary.
Conduct inspections of truck station and remote storage yards – using appropriate forms.	Annual inspections began in 2005 at Metro facilities and 2008 at Metro remote storage yards. Goal is to have completed inspections. Per new 2013 permit inspections will be done quarterly.

To be Implemented BMP / Measurable Goals / Timeframe

BMP categories to be implemented	Measurable goals and timeframes
Activities listed above will continue.	

Documentation

All facility inspections, stockpile inspections, training records and changes to operations will be documented. See record keeping schedule under MCM 6-h.

Responsible Party

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MCM 6 POLLUTION PREVENTION / GOOD HOUSEKEEPING

MCM 6-b - Street Sweeping Program

Audience:

MnDOT Metro District Maintenance Employees

Description

MnDOT currently practices street sweeping activities each spring. Selected areas will be swept more often as necessary. The sweepings are collected and stored at designated truck stations within the Metro District, where the sweepings are screened and tested for contaminants. Sweepings which pass the required tests, are then used as fill for construction projects within MnDOT right of way. Sweepings which do not pass the required tests are then disposed of in appropriate landfill sites.

Established BMP / Measurable Goals / Timeframe

Established BMP Categories	Measurable Goals and Timeframes
Perform street sweeping to remove salt, sand and debris from the roadways	April - June: Perform street sweeping starting on inner highways and working to the outer edges of the MnDOT Metro District. Screen and perform tests on sweepings.

To be Implemented BMP / Measurable Goals / Timeframe

BMP categories to be implemented	Measurable goals and timeframes
Activities listed above will continue.	

Documentation

Maintenance will document the highway swept and volume of sweepings collected and screened.

Responsible Party

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651-234-7907

MCM 6 POLLUTION PREVENTION / GOOD HOUSEKEEPING

MCM 6-c - Anti-Icing / De-Icing Program

Audience:

MnDOT Metro District Maintenance Employees

Description

MnDOT Metro District has an active anti-icing and de-icing program to balance safety and mobility needs versus environmental issues in using chlorides.

Established BMP / Measurable Goals / Timeframe

Established BMP Categories	Measurable Goals and Timeframes
Training snowplow operators on using equipment correctly and application rates.	Intensive training is done for each new operator, a snow season kick off meeting is held annually.
Calibration of controllers and pre-wetting equipment.	Done annually.
Salt is stored under cover and salt spilled outside sheds in cleaned up and placed back in sheds.	Continuously
Analyze and research current and available measures, equipment and/or chemicals	On-going
Substitute low impact measure for high impact measures where appropriate	On-going
Upgrade equipment with pre-wetting, new blades and GIS weather tracking capabilities	On-going

To be Implemented BMP / Measurable Goals / Timeframe

BMP categories to be implemented	Measurable goals and timeframes
Continue with BMPs listed above.	

Documentation

Maintenance will document training, chloride usage and storm events.

Responsible Party

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MCM 6 POLLUTION PREVENTION / GOOD HOUSEKEEPING

MCM 6-d - Vegetation Management Program

Audience:

MnDOT Metro District Maintenance Employees

Description

MnDOT Metro District has an Intergrated Roadside Vegetation Management Plan that is reviewed and updated annually.

Established BMP / Measurable Goals / Timeframe

Established BMP Categories	Measurable Goals and Timeframes
Map noxious weed patches.	Track weed locations to implement effective controls – continuous.
Apply herbicides where needed using the proper chemical and doses.	Use herbicides effectively – continuous.
Use biological agents where applicable to control weeds as an alternative to herbicides.	Minimize use of herbicides – continuous.
Mow at appropriate times for weed and brush control.	Minimize weeds going to seed and prevent spread of weed seeds – continuous.
Incorporate native vegetation along roadsides.	Promote diversity in roadway habitats – continuous.

To be Implemented BMP / Measurable Goals / Timeframe

BMP categories to be implemented	Measurable goals and timeframes
Continue BMPs listed above.	

Documentation

Maintenance will continue to map and publish noxious weed patches; track areas sprayed and application rates. They will also continue to work with MN Department of Agriculture to use beetles to control leafy spurge and track releases of beetles.

Responsible Party

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MCM 6 POLLUTION PREVENTION / GOOD HOUSEKEEPING

MCM 6-e - Pond Assessment / Schedule

Audience:

MnDOT Metro District Design and Water Resources Engineering Employees

Description

Procedure and schedule for determining the effectiveness of stormwater ponds treating TSS and TP.

Established BMP / Measurable Goals / Timeframe

Established BMP Categories	Measurable Goals and Timeframes
Pond designs based on regulatory requirements at the time of installation.	Using current Metro Area Watershed District and Watershed Management Organization and NPDES requirements. Ongoing.
Drainage permits are required for outside entities draining to MnDOT R/W – see MCM 5-a. This prevents pond overloading.	MnDOT Metro has been issuing drainage permits since the 1970's. Ongoing.
Pretreatment ponds sized for NURP standards where possible and NPDES where not.	Ongoing
Inspection are performed on ponds as shown in MCM 6-f. Those requiring maintenance are put on repair list or programmed for mass Metrowide MnDOT pond cleanout via construction project.	Since 2006 directing Maintenance to clean pond that need cleaning. 1st Metrowide MnDOT pond cleanout project was let spring 2014. Ongoing
Pond inlet and outlets are inspected to determine if short circuiting is occurring. Where found, design modifications are proposed and implemented.	Implemented in 2014

To be Implemented BMP / Measurable Goals / Timeframe

BMP categories to be implemented	Measurable goals and timeframes
Dates ponds installed will be checked and documented where possible, in the inventory. This will provide us with an indication of level of regulatory requirements in effect at the time the pond was installed.	Completed March 2017.

Documentation

Better data on pond performance and when pond built. Will also have records of maintenance activities at ponds.

Responsible Party

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MCM 6 POLLUTION PREVENTION / GOOD HOUSEKEEPING

MCM 6-f - Inventory Inspection Schedule and Repair

Audience:

MnDOT Metro District Water Resources Engineering Employees

Description

MnDOT Metro District Water Resources currently inspects:

- Storm sewer pipes, culverts, aprons and catch basins based on roadway control sections on a rotating basis through field inspection/inventory and video with the goal of being inspected every five years.
- 20% of all outfalls (except underground outfalls) and ponds are inspected each year.
- All infiltration and filtration areas are inspected the first year after construction and every two years thereafter.
- All structural pollution control devices (grit chambers, swirl separators, SAFL baffles) are inspected and cleaned annually.

All inspection data collected is reviewed and stored in our drainage database. The information is also reviewed to determine what replacements, repairs and maintenance needs to be performed.

Immediate repair and cleaning needs are directed to MnDOT Metro District Maintenance Drainage crews. In addition, the MS4 group reviews the inspection data from the previous year and creates a schedule for all storm sewer structures, pipes, aprons and ponds which need cleaning. This list is then given to Maintenance who will start scheduling the cleaning projects according to their pre-determined priority. Most cleaning projects will take place the year after they were inspected, due to the time it takes for data collection, transfer and review.

Repairs and replacement of storm sewer devices will be programmed into construction projects or performed by Maintenance. Metro Water Resources has created a priorty list and map of project areas which have a high number of poor to failing structures, pipes and aprons based on our inpection and inventory records. These project areas are being programmed based on available funding each fiscal year. This list will be added to each year as new inspections/inventories are completed.

Established BMP / Measurable Goals / Timeframe

Established BMP Categories	Measurable Goals and Timeframes
Inspect stormwater features as listed above.	Complete in timeframe listed above.
Refer features that require immediate cleaning and/or repair to Maintenance	Have repairs and cleaning done as soon as possible.
Review data for necessary cleaning and repairs.	Have repairs and cleaning done in most timely and financially effective means – annually or as projects are scoped.

To be Implemented BMP / Measurable Goals / Timeframe

BMP categories to be implemented	Measurable goals and timeframes
Activities listed above will continue.	

Documentation

All inspections and maintenance activities performed on a drainage features are stored in our drainage database. Information will be reviewed and data will be passed along to Maintenance and WRE personnel.

Responsible Party

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MCM 6 POLLUTION PREVENTION / GOOD HOUSEKEEPING

MCM 6-g - Impaired Water TMDL Studies and Waste Load Allocations

Audience:

MnDOT Metro District Water Resources Engineering Employees

Description

MnDOT will received waste load allocations (WLA) for Total Maximum Daily Load (TMDL) studies for waterbodies listed as impaired for turbidity, nutrients, biotic impairments, dissolved oxygen, bacteria and chloride if MnDOT drains to these waterbodies and they are located within MS4 urbanized boundaries. In some cases MnDOT will need to reduce their loads in order to meet the WLA.

Established BMP / Measurable Goals / Timeframe

Established BMP Categories	Measurable Goals and Timeframes
Actively participate in TMDL studies – attend meetings, provide data and comment on studies.	Have appropriate WLA and reduction goals. Ongoing.
Established a policy to notify MPCA when R/W has been transferred to other entities so WLA can be adjusted.	Have WLA transferred as appropriate. Ongoing.
Created a GIS tool to flag impaired waters so designers know what information needs to be conveyed in the construction plans and waterbodies that need extra treatment.	Completed in 2014. Update as necessary.
Annually a list of new treatment systems that have been constructed the previous year is generated. For those located within the watershed of an impaired water, the MPCA Estimator Tool is used calculate % reductions for these features. We also use scoping project lists to estimate where treatment will be installed in the future. This information is submitted as required on the annual MS$ report to the MPCA. Once WLAs are met, no additional tracking is necessary.	Started in 2014, performed annually.

To be Implemented BMP / Measurable Goals / Timeframe

BMP categories to be implemented	Measurable goals and timeframes

Continue activities listed above.	

Documentation

Meeting minutes and comments will be filed and stored electronically. Data given to MPCA consultants is also stored electronically. GIS tool will be updated as TMDL's are approved by EPA and as WLA's are met. Designers will store % reduction information with project file and MS4 staff will store in TMDL database.

Responsible Party

Jason Swenson
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MCM 6 POLLUTION PREVENTION / GOOD HOUSEKEEPING

MCM 6-h - MS4 Annual SWPPP Review, Annual Report and Record Keeping

Audience:

MnDOT Metro District MS4 Engineer

Description

The 2013 General MS4 NPDES permit requires specific provisions for reviewing the MS4 SWPPP, completing the annual report and retaining records. See below for specifics.

Established BMP / Measurable Goals / Timeframe

Established BMP Categories	Measurable Goals and Timeframes
MS4 SWPPP is reviewed annually and updated as necessary.	Keep MS4 SWPPP up to date. Ongoing.
Complete MS4 annual report.	Meet permit requirement. Ongoing
Keep all records related to the permit for at least 3 years beyond the term of the permit.	Meet permit requirement. Ongoing

To be Implemented BMP / Measurable Goals / Timeframe

BMP categories to be implemented	Measurable goals and timeframes
Activities listed above will continue.	

Documentation

These issues will be documented in the environmental review documents.

Responsible Party

Jason Swenson
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