

## **Introduction**

Olmsted County's jurisdiction for the Small Municipal Separate Storm Sewer Systems (MS4s) is located at the edges of the Rochester urbanized area (UA). The Minnesota Pollution Control Agency's (MPCA) Storm Water Coordinator indicated in a document dated August 19, 2002, that the County would be "...required to have permit coverage for any conveyance system that is owned within an urbanized area." The following sections describe the process of developing Olmsted County's Storm Water Pollution Prevention Program (SWPPP) and summarizes the Best Management Practices (BMPs) selected for the program for the conveyance system within the UA.

## **Self-Assessment Description**

Before beginning to select BMPs and Measurable Goals, County staff undertook a self-assessment of the County's storm water conveyance system. This self-assessment was an evaluation of the County's conditions, needs, and current storm water practices. The objective of this process was to provide a knowledge base upon which to structure our SWPPP in order to meet the Permit's Maximum Extent Practicable (MEP) standard.

Materials included in the League of Minnesota Cities (LMC) National Pollution Discharge Elimination System (NPDES) Phase II MS4 Guide Plan guided the self-assessment process for the County. Based on this self-assessment process, County staff considered the following factors in order to meet the standards set forth in the permit:

- identification of the conveyance system within the UA;
- sources of pollutants;
- potentially polluting activities being conducted in the watershed;
- sensitive receiving waters;
- uses of receiving waters;
- specific local concerns;
- size of the community within the County's UA jurisdiction;
- climate;
- local land uses;
- implementation schedule;
- hydrology;
- geology;
- rate and type of development;
- characteristics of the watershed;
- organization characteristics of the County; and
- capacity to perform operation and maintenance programs.

## **Minimum Control Measure Summary**

This document summarizes the BMPs chosen by Olmsted County for the Rochester UA. Each BMP is categorized into one or more Minimum Control Measures (MCM) to meet the Maximum Extent Practicable standard set in the Permit requirements. Where a BMP addresses more than one MCM, it is listed under every appropriate MCM.

## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** 1-Public Education and Outreach

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

**\*BMP Title:** **DISTRIBUTE EDUCATIONAL MATERIALS**

**\*BMP Description:**

Develop a collaborative education program with MnDOT District 6 and the City of Rochester to distribute mutually beneficial educational materials to the general public and/or targeted audiences that address impacts of storm water discharge on water bodies and identify steps that individuals can take to reduce pollutants in storm water. Development of the collaborative program will consist of identifying the issues and target audiences, choosing educational priorities, inventorying existing materials, selecting delivery methods, describing measurable goals, determining the individual and cooperative roles of each partner, implementing the plan, and tracking its implementation. The intent of the collaboration is to: 1) share ideas specific to the Rochester Urbanizing Area, 2) avoid duplication of services, 3) present consistent messages applicable to the Rochester Urbanizing Area and the specified audiences, 4) expand the distribution of information to each partner's audiences, and 5) to evaluate potential cost-sharing opportunities for the development and/or distribution of materials.

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

Olmsted County Storm Water Web Site: [www.co.olmsted.mn.us/departments/pw/storm\\_water.asp](http://www.co.olmsted.mn.us/departments/pw/storm_water.asp)

**\*Measurable Goals:**

For each distribution method, record the: audience type(s), # of recipients, and topics covered.

**\*Timeline/Implementation Schedule:**

For the Rochester Urbanizing Area collaborative education program: develop the plan by the end of 2007 and implement it throughout the remaining term of the permit thereafter.

**Specific Components and Notes:**

None.

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

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## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** Public Education and Outreach

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

<b>*BMP Title:</b> <b>IMPLEMENT AN EDUCATION PROGRAM</b>
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**\*BMP Description:**

Implement the collaborative Rochester Urbanizing Area education program as described in 1a-1.

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

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**\*Measurable Goals:**

See 1a-1.

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**\*Timeline/Implementation Schedule:**

See 1a-1.

**Specific Components and Notes:**

None.

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## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** Public Education and Outreach

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

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**\*BMP Title:** **EDUCATION PROGRAM: PUBLIC EDUCATION AND OUTREACH**

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

The general public.

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

Partner with the City of Rochester and MnDOT District 6 in developing and implementing a public educational program that increases awareness about the impacts of storm water discharge on water bodies and identify steps that individuals can take to reduce pollutants in storm water.

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

Continue to distribute verbal, written, or visual messages to residential and non-residential storm water conveyance system users using the County's storm water web site. Partner with the City of Rochester and MnDOT District 6 to develop and distribute educational material through mechanisms such as: bill stuffers, fact sheets or other handouts (such as door hangers), press releases, print articles in newspapers and newsletters, posters, direct mailings, television and radio reports, posters, and presentations.

**\*Activity Implementation Plan:**

Ongoing throughout the term of the permit.

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**\*Performance Measures:**

For each distribution method, record the: audience type(s), # of recipients, and topics covered.

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## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** Public Education and Outreach

**Unique BMP Identification** 1c-2

**Number:**

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**\*BMP Title:** **Education Program: Public Participation**

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

The general public and students.

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

1. Encourage public participation for reporting storm-water management related incidents and obtain program information or assistance.
2. Encourage residential and non-residential system users to provide input on the County's Storm Water Pollution Prevention Plan.
3. Provide information and/or technical assistance to other groups with effective and sustainable storm water-related, public-participation events, the educational goals for each event's audience are reached.

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

1. Olmsted Soil & Water Conservation District (SWCD) Service Line (280-2850).
2. The County Board meeting at which the annual report is presented or via the Olmsted County storm water web site ([www.co.olmsted.mn.us/departments/pw/storm\\_water.asp](http://www.co.olmsted.mn.us/departments/pw/storm_water.asp)).
3. County Adopt-a-Highway program.
4. Web site promotion of storm water-related, ongoing, public-participation programs administered by other agencies, such as but not limited to: MPCA's citizen lake and stream monitoring programs, MnDOT's Adopt-a-Highway program, DNR's Adopt-a-River program, City of Rochester's Adopt-a-Park program.
5. Examples of annual events and ongoing activities led by others include but are not limited to: University of Minnesota Extension Service Ag-in-the-Classroom, Master Gardener volunteers, Olmsted County Fair booths; Quarry Hill Nature Center's Children's Water Festival; Rochester School District's Summer of Service program; and Community Work Service's litter clean-up crews.

**\*Activity Implementation Plan:**

1. Ongoing throughout the term of the permit.
2. Annual meeting: once per year, prior to June 30<sup>th</sup>. Web site: ongoing throughout the term of the permit.
3. Ongoing throughout the term of the permit.
4. The dates of the annual events and ongoing activities vary.

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**\*Performance Measures:**

1. # of calls recorded.
2. # of meeting attendees; # of web site hits associated with "contact us"
3. # of web site hits
4. # of participants in joint educational programs involving the City of Rochester and MnDOT District 6.

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## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** Public Education and Outreach

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

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**\*BMP Title:** **Education Program: Illicit Discharge Detection and Elimination**

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

Work with the City of Rochester and MnDOT District 6 to develop a public educational program for the general public.

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

Members of the general public should understand:

- The impact of illicit discharges on water quality
  - The definition of illicit discharges to the point of being able to recognize them in the field
  - The safety precautions that should be considered when near illicit discharges
  - How to report illicit discharges to the Olmsted County Soil & Water Conservation (SWCD) Service Line (280-2850)
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**\*Activities Used to Reach Educational Goals:**

1. Internally, develop key messages that define illicit discharges, explain how to detect them and what safety precautions should be considered, how they should be reported and how staff will record those reports, how staff will investigate the source of a reported discharge and direct that they be eliminated, and the County's enforcement policies and procedures.
2. Develop general educational materials that explain the impact of illicit discharges on water quality, define illicit discharges, describe how to recognize and report illicit discharges and explain safety precautions that should be followed when dealing with illicit discharges. Utilize the educational methods and delivery techniques described in 1a-1.

**\*Activity Implementation Plan:**

1. Internal key messages will be targeted for completion by mid-2007.
  2. Coordination with Rochester-Olmsted County Planning Department, Rochester Public Utilities and the Township Cooperative Planning Association prioritization of likely illicit discharge sources will be targeted for completion by the end of 2008.
  3. General educational materials will be targeted for completion by the end of 2007 and will be distributed thereafter for the remainder of the permit term.
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**\*Performance Measures:**

1. Completion of a written document that describes the key messages listed above.
  2. Completion of one or more IDDE educational materials for the general public, selection of delivery methods to implement, and # of recipients of educational materials.
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## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** Public Education and Outreach

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

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**\*BMP Title:** **Education Program: Construction Site Run-off Control**

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

1. The general public and Olmsted County staff not involved in construction projects.
  2. Olmsted County Public Works, Olmsted SWCD and other staff involved in construction and maintenance activities that disturb soil.
  3. The development community directly linked to the MPCA construction storm water permit (potentially including, but not limited to: developers, engineers/architects, contractors, and builders).
  4. Other service providers involved in the construction industry (potentially including, but not limited to building supply vendors, utility companies, and landscapers).
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**\*Educational Goals for Each Audience:**

1. Understand the importance of erosion and sediment control (ESC), the effect of sediment on water quality and aquatic habitat, and how to recognize and report apparently inadequate ESC measures.
  2. Understand the importance of ESC, the effect of sediment on water quality and aquatic habitat, and the requirements of the MPCA construction storm water permit. Additionally, depending on their specific role in construction, they will know how to: write or recognize effective ESC standards and specifications, read an ESC plan and SWPPP, select and recommend effective ESC measures, properly install ESC measures, inspect a site to recognize and document inadequate ESC measures.
  3. The same goals as audience # 2, plus understanding how to protect and maintain ESC measures.
  4. The same goals as audience #2, plus understanding their role in avoiding impacts to ESC measures.
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**\*Activities Used to Reach Educational Goals:**

1. - 4. Utilize the educational methods and delivery techniques described in 1a-1.
2. Where appropriate and mutually agreeable, participate in joint training with MnDOT and City of Rochester staff involved in highway and street construction projects.

**\*Activity Implementation Plan:**

Ongoing throughout the term of the permit.

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**\*Performance Measures:**

For each distribution method, record the: audience type(s), # of recipients, and topics covered.

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## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** Public Education and Outreach

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

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**\*BMP Title:** **EDUCATION PROGRAM: POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT**

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

1. The general public and Olmsted County staff not involved in development projects.
  2. County staff involved in development projects.
  3. The development community responsible for the selection and design of BMPs that provide post-construction storm water management (potentially including, but not limited to: developers, engineers/architects, contractors, and builders).
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**\*Educational Goals for Each Audience:**

1. Become aware of steps individuals can take to reduce water pollution.
  2. Depending on their specific role in the development process, understand how to: select or direct the selection of effective BMP alternatives for any given development scenarios that address conveyance and water quality standards and minimize nuisance conditions, evaluate the long-term maintenance requirements for the selected BMP(s), prepare or read effective design standards and specifications, review grading plans to insure compliance with County standards and specifications, and oversee BMP construction to meet design standards and specifications.
  3. Same as #2, however rather than reviewing the grading plans, they will be responsible for preparing grading plans that meet County standards and specification.
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**\*Activities Used to Reach Educational Goals:**

1. - 3. Utilize the educational methods and delivery techniques described in 1a-1.

**\*Activity Implementation Plan:**

Ongoing, throughout the term of the permit.

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**\*Performance Measures:**

For each distribution method, record the: audience type(s), # of recipients, and topics covered.

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## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** Public Education and Outreach

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

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**\*BMP Title:** **EDUCATION PROGRAM: POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS**

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

County staff working in the following Departments: Public Works and Facilities.

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

1. Recognize activities and materials that have the potential to pollute storm water and identify practices or products that can reduce water quality impacts.
  2. Identify the nearest storm water conveyance features and receiving water that are most likely to be affected by departmental practices.
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**\*Activities Used to Reach Educational Goals:**

1. Work directly with departmental staff to identify activities with the potential to negatively impact water quality. The types of activities to be evaluated will potentially include, but are not limited to: materials storage and management, turf and landscape management, fleet maintenance, street sweeping, snow/ice response, maintenance of public storm water conveyance and water quality facilities, and aviation.
2. Train County employees to utilize appropriate practices and materials that prevent or reduce water quality impacts. Where appropriate and mutually agreeable, participate in joint training with MnDOT District 6 and City of Rochester staff involved in highway and street maintenance projects, potentially including, but not limited to: street sweeping; salt application and snow removal; BMP inspections, cleaning and maintenance.
3. Provide maps that identify nearby storm water management system components and receiving waters.

**\*Activity Implementation Plan:**

2008: Develop and utilize an auditing protocol to evaluate County facilities and the conveyance system within the County's portion of the Rochester Urbanizing Area.

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**\*Performance Measures:**

- Completion of an auditing protocol.
  - Completion of storm water maps.
  - Completion of department audits as noted above.
  - # of training sessions and # of employees trained
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## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** Public Education and Outreach

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

**\*BMP Title:** **COORDINATION OF EDUCATION PROGRAM**

### **\*BMP Description:**

Each of the following BMPs contain opportunities for educational collaboration:

- 1a-1 (Distribute Educational Materials)
- 1b-1 (Implement an Education Program)
- 1c-2 (Education Program: Public Participation)
- 1c-3 (Education Program: Illicit Discharge Detection and Elimination)
- 1c-4 (Education Program: Construction Site Runoff Control)
- 1c-6 (Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations)

Refer to those BMPs for specific details.

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

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### **\*Measurable Goals:**

See the following BMPs for specific details:

- 1a-1 (Distribute Educational Materials)
- 1b-1 (Implement an Education Program)
- 1c-2 (Education Program: Public Participation)
- 1c-3 (Education Program: Illicit Discharge Detection and Elimination)
- 1c-4 (Education Program: Construction Site Runoff Control)
- 1c-6 (Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations)

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### **\*Timeline/Implementation Schedule:**

Ongoing throughout the term of the permit. See the following BMPs for specific details:

- 1a-1 (Distribute Educational Materials)
- 1b-1 (Implement an Education Program)
- 1c-2 (Education Program: Public Participation)
- 1c-3 (Education Program: Illicit Discharge Detection and Elimination)
- 1c-4 (Education Program: Construction Site Runoff Control)
- 1c-6 (Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations)

### **Specific Components and Notes:**

None.

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## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** Public Education and Outreach

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

**\*BMP Title:** **ANNUAL PUBLIC MEETING**

**\*BMP Description:**

Each year Olmsted County will host a public meeting as part of a County Board meeting in order to apprise the Board and members of the general public about storm water management accomplishments and issues. Typically, the annual public meeting will consist of a presentation that provides an overview of storm water impacts, the SWPPP, and a summary of the past year's activities.

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

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**\*Measurable Goals:**

Hold an annual public meeting.

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**\*Timeline/Implementation Schedule:**

Once per year, prior to the June 30<sup>th</sup> deadline for submitting the annual report.

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**Specific Components and Notes:**

None.

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## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** 2-Public Participation/Involvement

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

**\*BMP Title:** **COMPLY WITH PUBLIC NOTICE REQUIREMENTS**

**\*BMP Description:**

Publish a notice of a public meeting at least 30 days prior to the annual meeting in the regional newspaper (the official newspaper of record for the County is the Rochester Post Bulletin). In the notice, identify:

- The date, time and location of the meeting,
- The location(s) of the SWPPP for review purposes (e.g., access on the County web site),
- The date the annual report is available, and
- The location(s) where the annual report will be available for review purposes.

Copies of the public meeting notice will also be distributed to other interested parties, potentially including but not limited to: elected and appointed officials, other MS4 permittees within the Rochester Urbanizing Area, and other water resource agencies and departments.

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

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**\*Measurable Goals:**

The public meeting notice is published 30 days before the meeting in the Rochester Post Bulletin. The # of public meeting notices distributed to other interested parties.

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**\*Timeline/Implementation Schedule:**

Annually publish a notice about the public meeting at least 30 days before the meeting date.

**Specific Components and Notes:**

None.

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## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** 2-Public Participation/Involvement

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

**\*BMP Title:** **SOLICIT PUBLIC INPUT AND OPINION ON THE ADEQUACY OF THE SWPPP**

**\*BMP Description:**

The presentation at the annual public meeting will be followed by an opportunity for attendees to provide oral or written comments to the County Board about the adequacy of the SWPPP and suggestions for future modifications. Additionally, written comments will be accepted if delivered via fax, e-mail, or letter for a period of time as designated in the public notice.

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

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**\*Measurable Goals:**

The # of meeting attendees, the # of people providing comments, and the # of oral or written comments received.

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**\*Timeline/Implementation Schedule:**

Each year, as part of the annual public meeting.

**Specific Components and Notes:**

None.

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## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** 2-Public Participation/Involvement

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

**\*BMP Title:** **CONSIDER PUBLIC INPUT**

**\*BMP Description:**

Assemble the oral comment notes taken during the public meeting and any written comments received by the due date designated in the public notice that address the adequacy of the SWPPP and suggestions for future modifications. Give consideration to all the comments received. Prepare a file memo with responses to comments and a determination regarding whether any SWPPP modifications are appropriate. A summary of the comments will also be prepared and incorporated into the annual report. If appropriate, SWPPP modifications will be proposed and included in the annual report.

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

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**\*Measurable Goals:**

1. Completion of a file memo with responses to comments and determination regarding whether any SWPPP modifications are appropriate.
2. Completion of a summary of the comments.
3. Discussion of the comments summary in the annual report.
4. Submittal of SWPPP modifications, if determined to be appropriate, with the annual report.

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**\*Timeline/Implementation Schedule:**

Annually, after the public meeting and in conjunction with annual report finalization, prior to June 30<sup>th</sup> of each year.

**Specific Components and Notes:**

None.

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# BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** 3-Illicit Discharge Detection and Elimination

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

**\*BMP Title:** **STORM SEWER SYSTEM MAP**

**\*BMP Description:**

Develop and maintain an electronic storm sewer system map that shows the location of system components (potentially including, but not limited to: receiving water bodies, ditches, storm sewers, storm water ponds, catch basins, and outfalls). Collaborate with MnDOT District 6 and the City of Rochester to confirm which roads, ponds, culverts and outfalls within Rochester's Urban Service Area are owned by the State and the City. Distinguish these features on a electronic map, highlighting areas where storm water enters and leaves the County's system.  
In conjunction with annual reporting requirements, continue to update the map as necessary.

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

**\*Measurable Goals:**

The electronic map include the following:

1. A complete outfall map that will include the total # of outfalls.
2. A completed electronic map identifying which roads and storm water management components are owned by the County, the City of Rochester and MnDOT - highlighting areas where storm water enters and leaves the County's system.

When necessary create new system updates that are completed annually during the term of the permit.

**\*Timeline/Implementation Schedule:**

The electronic storm sewer system map will be completed by 6/30/08:

**Specific Components and Notes:**

The storm sewer system map will include the location of ponds streams, lakes, wetlands that are part of the County's conveyance system. In addition, the map will include any structural pollution control devices that the County owns or maintains. Map will include all pipes and conveyances that are 24-inches in diameter or larger.

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## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** 3- Illicit Discharge Detection and Elimination

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

**\*BMP Title:** **REGULATORY CONTROL PROGRAM**

**\*BMP Description:**

Work with the Rochester-Olmsted Planning Department to evaluate the County's existing ordinances and procedures to identify what regulatory controls are already in place to deal with illicit discharges. Research and evaluate the requirements of ordinances adopted by communities with successful IDDE programs.

Develop a regulatory mechanism that defines and effectively prohibits unauthorized non-storm water discharges into the County's storm conveyance system. Prepare and adopt County ordinances, ordinance amendments, or policies that provide regulatory authority to inspect systems and facilities, prevent illicit connections and discharges, and allows for punitive measures.

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

**\*Measurable Goals:**

1. File notes that summarize current applicable regulations and copies of external ordinances related to IDDE.
2. Work with the Rochester-Olmsted County Planning Department to develop a draft regulatory mechanism.
3. Review and evaluate public comments on proposed changes, as received.
4. Presentation of the final IDDE regulatory mechanism to the County Board for adoption.

**\*Timeline/Implementation Schedule:**

1. 2007 – File notes and external ordinance copies
2. 2008 – Draft regulatory mechanism
3. 2009 – Public comments received and documents finalized
4. 2009 – Presentation to the County Board for adoption

**Specific Components and Notes:**

None.

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## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** 3-Illicit Discharge Detection and Elimination

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

**\*BMP Title:** **ILLICIT DISCHARGE DETECTION AND ELIMINATION PLAN**

**\*BMP Description:**

1. The County has several ongoing IDDE program practices in place that will be continued:
  - a. Illicit discharge complaint response and investigation is performed by the Rochester-Olmsted County Planning Department. When the source of the illicit discharge is identifiable, the County will work with the responsible party to eliminate the illicit discharge through education and/or enforcement. Investigations utilize the system map described in 3a-1.
  - b. Work with the Rochester-Olmsted County Planning Department and the Township Cooperative Planning Association to identify failing septic systems near the County's storm water conveyance system within the Rochester Urbanized Area. Where practical, County staff will assist identified property owners with technical issues and direct them to financial assistance programs for replacing their failing septic systems.
  - c. Outfall inspection program. See 6b-3 for more details.
  - d. No dumping signage. Posting no dumping signs when areas that experience chronic illegal dumping are identified.
  
2. The County will review the programs listed above and other IDDE program components that are recommended by other agencies or have been successfully implemented by other communities. The County will then determine if existing programs should be modified and whether other program components should be added. This review process will include the identification of other departments or agencies that are also involved in IDDE program components and develop procedures to coordinate and document responses.

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

**\*Measurable Goals:**

- 1a and b. # of calls, # of sources identified, # of corrections each year
- 1c. # of outfalls inspected each year
- 1d. # of new signs posted each year

2. Review and evaluate the current IDDE program and make necessary updates, if needed.

**\*Timeline/Implementation Schedule:**

- 1a. – 1d. – Throughout the term of the permit.
- 2. 2008 - The Program review process is completed.

**Specific Components and Notes:**

None.

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## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** 3-Illicit Discharge and Elimination

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

**\*BMP Title:** **PUBLIC AND EMPLOYEE ILLICIT DISCHARGE INFORMATION PROGRAM**

**\*BMP Description:**

See 1c-3 for public illicit discharge information program.

Develop and implement an employee illicit discharge information program with four audiences, as follows:

1. Full-time County employees who do not work with materials or utilize practices with the potential to create illicit discharges will understand:
  - The impact of illicit discharges on water quality
  - The definition of illicit discharges to the point of being able to recognize them in the field
  - The safety precautions that should be considered when near illicit discharges
  - How to report illicit discharges to the Olmsted Soil & Water Conservation District (SWCD) Service Line (280-2850).
2. Full-time County employees that work with materials or utilize practices with the potential to create illicit discharges will understand:
  - The impact of illicit discharges on water quality
  - The location of storm sewer connections closest to their operational area(s)
  - The definition of illicit discharges to the point of being able to identify their operational practices that create illicit discharges
  - How to modify their operational practices to prevent and eliminate illicit discharges
3. Employees responsible for IDDE complaint intake, response, and enforcement will understand:
  - The impact of illicit discharges on water quality
  - The definition of illicit discharges to the point of being able to recognize them in the field
  - How to evaluate operational practices in conjunction with storm sewer systems to determine if they are a potential source of illicit discharges
  - How operational practices can be modified to prevent and eliminate illicit discharges
  - Where the State, County and City MS4 systems interface within the Rochester Urban Service area
  - The safety precautions that should be considered when near illicit discharges
  - How to coordinate the reporting and tracking of illicit discharge responses conducted by other County Departments or governmental units, such as but not limited to Olmsted County Sheriff's Department, Rochester's Police and Fire Departments and MnDOT District 6, and the MPCA
  - How to respond to illicit discharge reports, including the investigation of the source(s) of the discharges and communication of elimination requirements when the source is identified

The Public and Employee illicit Discharge Information Program will be modified, as necessary, pending the outcome of the planning effort described in 3c-1.

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

**\*Measurable Goals:**

See 1c-3 for measurable goals associated with the public illicit discharge information program.

For the employee illicit discharge information program, educational materials will be completed for each audience noted above that include the key messages listed for each audience; # of existing and new employees receiving the educational materials.

**\*Timeline/Implementation Schedule:**

See 1c-3 for the implementation plan associated with the public illicit discharge information program.

For the employee illicit discharge information program, the key messages will be developed in conjunction with the materials developed for 1c-3, with ultimate completion targeted for the end of 2008. The materials will be distributed thereafter for the remainder of the permit term.

**Specific Components and Notes:**

None.

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

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## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** 3- Illicit Discharge Detection and Elimination

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

**\*BMP Title:** **IDENTIFICATION OF NON-STORM WATER DISCHARGES AND FLOWS**

**\*BMP Description:**

In conjunction with the planning effort described in 3c-1, the County will identify the categories of non-storm water discharges that could have the potential to become illicit discharges by undertaking a review of information sources that could potentially include, but is not limited to:

- Rochester-Olmsted County Planning Department's knowledge of illicit connection sites
- The Planning Department's knowledge of industrial and commercial land uses and the types of businesses contained in those areas and IDDE guidance provided by EPA and MPCA that identifies the most problematic businesses types and practices
- Relevant information from the City of Rochester Public Works Department
- Information from Rochester Public Utilities about known and potential contaminant inventories, as prepared for their Wellhead Protection Program
- MPCA's list of Industrial NPDES permittees, contaminated site inventory, and fecal coliform waste load allocation
- Review and evaluate information from other communities that have successfully implemented IDDE programs

Evaluate each identified non-storm water discharge to determine if it is a significant contributor of pollutants to the County's storm sewer system.

Additionally, as directed by the permit, the following categories of non-storm water discharges must be evaluated to determine if they are significant contributors of pollutants to the County's storm water conveyance system: water line flushing, landscape irrigation, diverted stream flows, rising ground waters, uncontaminated ground water infiltration (as defined at 40 CFR 35.2005(b)(20)), uncontaminated pumped ground water, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, dechlorinated swimming pool discharges, street wash water, and discharges or flows from fire fighting activities.

Highlight outfalls on the GIS map associated with the non-storm water discharges determined to be significant. Evaluate what further effort may be needed to address those significant discharges. Further effort may potentially include, but is not limited to targeted education of local areas in the RUA for which the County is responsible that are known hot spot sources, modifying the inspection schedule of outfalls associated with hot spot discharge locations and/or the hot spot sources.

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

**\*Measurable Goals:**

1. Significant non-storm water discharges will be identified
2. Their associated outfalls will be highlighted on the GIS map
3. Recommendations for further efforts will be developed, if necessary.

**\*Timeline/Implementation Schedule:**

1. 2008 – Identify significant non-storm water discharges
2. 6/30/08 – Highlight their associated outfalls on the GIS map (linked to 3a-1)

**Specific Components and Notes:**

None.

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

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## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** 4-Construction Site Storm Water Runoff Control

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

**\*BMP Title:** **ORDINANCE OR OTHER REGULATORY MECHANISM**

**\*BMP Description:**

Olmsted County has a variety of established mechanisms that are used to provide for construction site storm water runoff control, such as: the Soil Erosion, Sedimentation, Runoff, and Slope Stability Ordinance (Olmsted County Zoning Ordinance 10.20), runoff control plan review and approval procedures, and when the County has direct responsibility for construction projects over one acre, compliance with MPCA's NPDES construction storm water permit is required. When applicable, Olmsted County will refer erosion and sediment control inspections and enforcement activities to the neighboring MS4 communities (City of Rochester, Cascade Township, Haverhill Township, Marion Township and Rochester Township).

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

**\*Measurable Goals:**

# of grading/ESC plans reviewed, # of ESC inspections, # of enforcement actions, # of permits for County projects

As needed, recommendations to modify ordinances or procedures.

**\*Timeline/Implementation Schedule:**

Ongoing throughout the term of the permit.

**Specific Components and Notes:**

None.

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

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## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** 4-Construction Site Storm Water Runoff Control

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

**\*BMP Title:** **CONSTRUCTION SITE IMPLEMENTATION OF EROSION AND SEDIMENT CONTROL BMPs**

**\*BMP Description:**

At the pre-construction stage, the Project Manager assigned to a County project (regardless of whether the project is designed by consultants or in-house) is responsible to insure that appropriate ESC BMP recommendations are contained in the plans and specifications. As necessary, Project Managers provide alternative or additional recommendations. At the construction stage, erosion and sediment control requirements are discussed at the pre-construction meeting and a construction inspector is assigned to each County project.

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

**\*Measurable Goals:**

# of ESC inspections, # of enforcement actions

**\*Timeline/Implementation Schedule:**

Ongoing throughout the term of the permit.

**Specific Components and Notes:**

None.

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

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## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** 4-Construction Site Storm Water Runoff Control

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

**\*BMP Title:** **WASTE CONTROLS FOR CONSTRUCTION SITE OPERATORS**

**\*BMP Description:**

Continue to utilize the ESC Inspection Record to determine the adequacy of waste management on construction sites and to communicate such deficiencies to the developer, builder, contractor, and/or engineer, as appropriate to the construction project. Utilize contract provisions, stop work orders, correction orders or other enforcement mechanisms, as needed and appropriate, to address non-compliant sites. Olmsted County has adopted Solid Waste Ordinance #10.

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

**\*Measurable Goals:**

# of ESC inspections, # of enforcement actions

**\*Timeline/Implementation Schedule:**

Ongoing throughout the term of the permit.

**Specific Components and Notes:**

None.

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

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## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** 4-Construction Site Storm Water Runoff Control

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

**\*BMP Title:** **PROCEDURE FOR SITE PLAN REVIEW**

**\*BMP Description:**

Review Site Development Plans, General Development Plans, and grading plans according to existing procedures and timelines. The Rochester-Olmsted County Planning Department and Olmsted Soil & Water Conservation District provide comments on the adequacy of proposed grading, erosion and sediment control, and storm water management plans that will apply during the construction and post-construction phases. The Rochester-Olmsted County Planning Department approves acceptable plans.

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

**\*Measurable Goals:**

# of plans reviewed/year

**\*Timeline/Implementation Schedule:**

Ongoing throughout the term of the permit.

**Specific Components and Notes:**

None.

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

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## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** 4-Construction Site Storm Water Runoff Control

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

**\*BMP Title:** **ESTABLISHMENT OF PROCEDURES FOR THE RECEIPT AND CONSIDERATION OF REPORTS OF STORM WATER NONCOMPLIANCE**

**\*BMP Description:**

The County has designated the Olmsted Soil & Water Conservation District (SWCD) Service Line (280-2850) to be the general intake department for receiving storm water related inquiries, service requests, complaints, or reports of alleged violations. SWCD staff will be responsible for logging storm water calls that require follow-up actions and documenting the actions taken to resolve issue, including referral to other agencies, as appropriate.

Additionally, the County will develop and distribute a “Storm Water Management Contacts - Call List” to entities involved in water resource issues to identify the appropriate contact person for a wide spectrum of storm water management issues, including enforcement contacts for alleged erosion and sediment control and dumping violations.

The County will continue to utilize all of these methods to encourage the public to direct noncompliance reports to the County for further consideration.

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

**\*Measurable Goals:**

# of calls logged

# of distribution destinations for the Call List

**\*Timeline/Implementation Schedule:**

Ongoing throughout the term of the permit.

**Specific Components and Notes:**

None.

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

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## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** 4-Construction Site Storm Water Runoff Control

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

<b>*BMP Title:</b> <b>ESTABLISHMENT OF PROCEDURES FOR SITE INSPECTIONS AND ENFORCEMENT</b>
<b>*BMP Description:</b> The County implements the provisions of its Soil Erosion, Sedimentation, Runoff, and Slope Stability Ordinance (Olmsted County Zoning Ordinance 10.20) for conducting ESC inspections, communicating the findings to the appropriate parties, re-inspecting sites, and enforcing the correction of ESC deficiencies.  Location(s) in SWPPP of detailed information relating to this BMP:
<b>*Measurable Goals:</b> # of ESC inspections each year # of enforcement actions each year
<b>*Timeline/Implementation Schedule:</b> Ongoing throughout the term of the permit.
<b>Specific Components and Notes:</b> None.
<b>*Responsible Party for this BMP:</b> Name: Mike Sheehan Department: Olmsted County Public Works Department Phone: 507-287-2480 E-mail: sheehan.michael@co.olmsted.mn.us

## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** 5-Post-Construction Storm Water Management in New Development and Redevelopment

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

<b>*BMP Title:</b> <b>DEVELOPMENT AND IMPLEMENTATION OF STRUCTURAL AND/OR NON-STRUCTURAL BMPs</b>
<b>*BMP Description:</b> <p>The County may design and install structural and/or non-structural BMP's in order to reduce peak discharge rates, settle suspended solids and associated pollutants, and increase pollutant uptake through biological activity where necessary to mitigate problems associated with its conveyance system.</p> <p>The karst geologic conditions of the County and the cold climate pose challenges for the implementation of volume control BMPs. The County will continue to look for opportunities to utilize infiltration or filtration BMPs (such as infiltration basins along the transportation network) so long as such applications do not compromise the quality of drinking water supplies (as determined with the guidance of Rochester Public Utilities) and long-term maintenance needs are reasonable.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<b>*Measurable Goals:</b> <p>The #, type, size and location of storm water treatment ponds, infiltration BMPs or filtration BMPs constructed each year, noting, where applicable, which BMPs are part of a larger environmental corridor. SWMP &amp; addenda posted on the storm water web site for access by those preparing development plans.</p>
<b>*Timeline/Implementation Schedule:</b> <p>Ongoing throughout the term of the permit.</p>
<b>Specific Components and Notes:</b> <p>None.</p>
<b>*Responsible Party for this BMP:</b> <p>Name: Mike Sheehan Department: Olmsted County Public Works Department Phone: 507-287-2480 E-mail: sheehan.michael@co.olmsted.mn.us</p>

## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** 5-Post-Construction Storm Water Management in New Development and Redevelopment

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

<b>*BMP Title:</b> <b>REGULATORY MECHANISM TO ADDRESS POST CONSTRUCTION RUNOFF FROM NEW DEVELOPMENT AND REDEVELOPMENT</b>
<b>*BMP Description:</b> Develop the implementation of County requirements and procedures that lead to the construction of BMPs that manage post-construction runoff due to increases in impervious areas. These include, but are not limited to, the Soil Erosion, Sedimentation, Runoff, and Slope Stability Ordinance (Olmsted County Zoning Ordinance 10.20), the plat review process, standard plans and specifications, the NPDES construction storm water permit guidelines Enforcement of the County's requirements is accomplished through the approval processes, site inspections, and, when enforcement is necessary, by withholding permits, issuing stop work or correction orders, or imposing contract provisions.  Location(s) in SWPPP of detailed information relating to this BMP:
<b>*Measurable Goals:</b> # of instances of non-compliance with post-construction storm water management provisions
<b>*Timeline/Implementation Schedule:</b> Ongoing throughout the term of the permit.
<b>Specific Components and Notes:</b> None.
<b>*Responsible Party for this BMP:</b> Name: Mike Sheehan Department: Olmsted County Public Works Department Phone: 507-287-2480 E-mail: sheehan.michael@co.olmsted.mn.us

## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** 5-Post-Construction Storm Water Management in New Development and Redevelopment

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

<b>*BMP Title:</b> <b>LONG-TERM OPERATION AND MAINTENANCE OF BMPs</b>
<b>*BMP Description:</b> Following the standard inspection procedures for each type of facility, continue the routine inspection of public, structural storm water management BMPs to insure proper functioning (see 6b-3).  Location(s) in SWPPP of detailed information relating to this BMP:
<b>*Measurable Goals:</b> # of inspection reports completed each year (see 6b-3) # of maintenance work orders resulting from inspections; type of maintenance activities performed
<b>*Timeline/Implementation Schedule:</b> Ongoing throughout the term of the permit.
<b>Specific Components and Notes:</b> None.
<b>*Responsible Party for this BMP:</b> Name: Mike Sheehan Department: Olmsted County Public Works Department Phone: 507-287-2480 E-mail: sheehan.michael@co.olmsted.mn.us

## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** 6-Pollution Prevention/Good Housekeeping

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

<p><b>*BMP Title:</b> <b>MUNICIPAL OPERATIONS AND MAINTENANCE PROGRAM</b></p>
<p><b>*BMP Description:</b></p> <p>See 1c-6 for details on the Education Program for Pollution Prevention/Good Housekeeping for Municipal Operations, including maintenance.</p> <p>See 5c-1 for details on the Long-Term Operation and Maintenance of BMPs.</p> <p>See 6a-2 for details on Street Sweeping.</p> <p>See 6b-3 for details on the Inspection of a Minimum of 20% of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>See 1c-6. See 5c-1. See 6a-2. See 6b-3.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Ongoing throughout the term of the permit.</p>
<p><b>Specific Components and Notes:</b></p> <p>None.</p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Mike Sheehan Department: Olmsted County Public Works Department Phone: 507-287-2480 E-mail: sheehan.michael@co.olmsted.mn.us</p>

# BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** 6-Pollution Prevention/Good Housekeeping

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

<b>*BMP Title:</b> <b>STREET SWEEPING**</b>
<b>*BMP Description:</b> Olmsted County's Maintenance staff conducts street sweeping at any time the temperatures are above freezing. The objective of the program is to remove sediment, leaves, litter and other debris from the County owned and/or maintained streets and parking lots. The County owns one mechanical street sweeper.  The annual sweeping cycle usually begins in the spring. A full sweep of the County's MS4 is conducted to remove sediment and litter that have accumulated over the winter. Sweeping continues throughout the summer primarily to collect litter, but also to target known chronic problem areas in the MS4.  Location(s) in SWPPP of detailed information relating to this BMP:
<b>*Measurable Goals:</b> # of lane miles swept each year # of catch basins cleaned each year # catch basins repaired each year
<b>*Timeline/Implementation Schedule:</b> Ongoing throughout the term of the permit when the temperature is above freezing.
<b>Specific Components and Notes:</b> None.
<b>*Responsible Party for this BMP:</b> Name: Kevin Harms Department: Olmsted County Public Works Department Phone: 507-287-2292 E-mail: harms.kevin@co.olmsted.mn.us

## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** 6-Pollution Prevention/Good Housekeeping

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

**\*BMP Title:** **ANNUAL INSPECTION OF ALL STRUCTURAL POLLUTION CONTROL DEVICES**

**\*BMP Description:**

As of 6/1/06, the County does not own or operate any structural pollution control devices (e.g., trap manholes, grit chambers, sumps, floatable skimmers and traps, separators, or small settling or filtering devices). If any are installed during the term of this permit, inspections will be completed at least annually and an inspection record will be utilized to document each inspection's findings. Work orders will be prepared for any maintenance needs identified during inspections. Completion of work orders will be tracked.

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

**\*Measurable Goals:**

Only after structural pollution control devices are installed:

- Written inspection procedures, with inspection criteria and inspection record
- Staff trained in the inspection of the devices
- # of inspection records
- # of work orders
- Completed maintenance

**\*Timeline/Implementation Schedule:**

Only after structural pollution control devices are installed – ongoing throughout the term of the permit.

**Specific Components and Notes:**

None.

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

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## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** 6-Pollution Prevention/Good Housekeeping

**Unique BMP Identification Number:** 6b-3

**\*BMP Title:** **INSPECTION OF A MINIMUM OF 20% OF THE MS4 OUTFALLS, SEDIMENT BASINS AND PONDS EACH YEAR ON A ROTATING BASIS**

**\*BMP Description:**

Develop procedures and inspection records prepared for outfalls and storm water ponds owned and maintained by Olmsted County. The County will complete inspections utilizing the appropriate inspection record to document each inspection's findings. Work orders will be prepared for any maintenance needs identified during inspections. Completion of work orders will be tracked.

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

**\*Measurable Goals:**

- By the end of each calendar year, the following goals will be reached, as a percentage of the total structures in existence during that year:
  - Year 1 – 20%
  - Year 2 – 40%
  - Year 3 – 60%
  - Year 4 – 80%
  - Year 5 – 100%

[NOTE: After all have been identified and inspected once, it is the County's intent to manage the inspection rotation so as to keep the interval between inspections as consistent as possible.]

- # of inspection records
- # of work orders
- Completed maintenance

**\*Timeline/Implementation Schedule:**

Ongoing throughout the term of the permit.

**Specific Components and Notes:**

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

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## BMP Summary Sheet

MS4 Name: Olmsted County

Minimum Control Measure: 6-Pollution Prevention/Good Housekeeping

Unique BMP Identification Number: 6b-4

**\*BMP Title:** **ANNUAL INSPECTION OF ALL EXPOSED STOCKPILE, STORAGE AND MATERIAL HANDLING AREAS**

**\*BMP Description:**

Olmsted County staff will inspect all County owned and operated maintenance facilities within the Rochester Urban Service Area. Inspections will include: storage areas, stockpiles, and/or material handling areas that are potentially exposed to storm water. Where feasible, practices will be altered to eliminate the potential for exposure of significant materials to storm water. Where exposure cannot be eliminated, practices will be implemented to reduce the potential for exposure to storm water. Responsible staff will be identified and trained to properly manage those areas and to conduct annual inspections to insure the recommended practices, or their equivalent, are in use. The responsible party for each Department will follow through with staff, as appropriate, based on the findings of the annual inspection. Actions taken as a result of the inspection will be documented.

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

**\*Measurable Goals:**

1. Identification of a person in each department that will be responsible for implementing this BMP.
2. Compilation of locations with potential exposure of significant materials to storm water.
3. Department-specific recommendations to eliminate exposure, where feasible.
4. Development of practices to be implemented to reduce exposure and staff training on those practices.
5. Preparation of an annual inspection record.
6. Completion of annual inspections by each affected Department.

**\*Timeline/Implementation Schedule:**

#1-5 2007

#6 2008, 2009, 2010, 2011

**Specific Components and Notes:**

None.

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

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## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** 6-Pollution Prevention/Good Housekeeping

**Unique BMP Identification Number:** 6b-5

**\*BMP Title:** **INSPECTION FOLLOW-UP INCLUDING THE DETERMINATION OF WHETHER REPAIR, REPLACEMENT, OR MAINTENANCE MEASURES ARE NECESSARY AND THE IMPLEMENTATION OF THE CORRECTIVE MEASURES**

**\*BMP Description:**

Each of the following SWPPP BMPs contains elements related to maintenance following inspections:

- 3c-1 Illicit Discharge Detection and Elimination Plan.
- 5c-1 Long-Term Operation and Maintenance of BMPs.
- 6a-2 Street Sweeping.
- 6b-3 Inspection of a Minimum of 20% of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis.
- 6b-4 Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas

In general, an inspection record appropriate to the inspection may be used to document each inspection's findings, after which, work orders may be prepared to address any identified maintenance needs, and completion of work orders may be tracked. It is the responsibility of the maintenance manager for each department to determine whether general maintenance (e.g., cleaning), repair, or replacement is appropriate based on internal operational and budget criteria.

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

**\*Measurable Goals:**

# of inspection records identifying maintenance needs

Completed maintenance activities (including repair or replacement)

**\*Timeline/Implementation Schedule:**

Ongoing throughout the term of the permit.

**Specific Components and Notes:**

None.

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

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## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** 6-Pollution Prevention/Good Housekeeping

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

**\*BMP Title:** **RECORDKEEPING, REPORTING, AND RECORD RETENTION OF ALL INSPECTIONS AND RESPONSES TO THE INSPECTIONS**

**\*BMP Description:**

Olmsted County will develop an electronic tracking system for its various inspections and the responses to them, such as: citizen complaints, ESC inspection summaries, outfall inspections and work order summaries. A digital filing tree will be created for each inspection type. The individual inspection documents will be retained in electronic folders. Documents contained in the electronic file folders may potentially include, but are not limited to: inspection records, photographs, notes, file memos, enforcement correspondence, grading plans, construction plans, and work orders). These record keeping mechanisms will be utilized each year to prepare the summary information to be included in the annual MS4 report, which is then filed in its own electronic file folder. The County's Information Systems Center has an automatic system for creating back-up files on its network server.

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

**\*Measurable Goals:**

- The electronic record keeping systems are utilized appropriately, as determined by the presence of complete records.
- An annual report is submitted to the MPCA summarizing the inspection work for the previous calendar year.
- Records are retained in the archival drive for at least five years after project close-out.

**\*Timeline/Implementation Schedule:**

Ongoing throughout the term of the permit.

**Specific Components and Notes:**

None.

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

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## BMP Summary Sheet

**MS4 Name:** Olmsted County

**Minimum Control Measure:** 6-Pollution Prevention/Good Housekeeping

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

**\*BMP Title:** **EVALUATION OF INSPECTION FREQUENCY**

**\*BMP Description:**

The point at which an evaluation of inspection frequency is made varies, depending on the type of inspection:

1. ESC inspection frequency is evaluated in an ongoing fashion. Sites that routinely show adequate ESC measures are in place may be inspected less frequently, while those that routinely show ESC deficiencies may need to be inspected more frequently. Further, other situations may alter the frequency of inspection, such as the type of infraction (sediment tracking in the street) or the occurrence of a significant rainfall event.
2. Ponds and outfall 20% inspection frequency will not be re-evaluated until the next permit term.
3. Other inspection frequencies are determined by specific permit requirements and will not be modified.

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

**\*Measurable Goals:**

1. Inspection frequency adjusted according to the specific conditions of the site being inspection.
2. No inspection frequency adjustment.
3. No inspection frequency adjustment.

**\*Timeline/Implementation Schedule:**

1. Ongoing, throughout the term of the permit.
2. Not applicable
3. Not applicable

**Specific Components and Notes:**

None.

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

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