

Public Education and Outreach on Storm Water Impacts

General Permit for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)		UPDATED FOR 2016 MS4 PERMIT COMPLETED GOALS	
Measurable Goals			
MCM1 Public Education and Outreach on Storm Water Impacts			
Pollutant(s)	Target Audience(s)	Desired Result	Measurable Goal
1 Nitrogen and Phosphorus	Residents and Businesses	3.2.1.2 Identify target sources for the most likely potential to be contributors of nitrogen and phosphorous	Create a list of properties, both residential and commercial, that meet the requirement
2 Nitrogen and Phosphorus	Residents and Businesses	3.2.1.3 To educate targeted sources about the impacts of nitrogen and phosphorus in the storm water system	Include information on the website and utility bills regarding nitrogen and phosphorus
3 Total Dissolved Solids (TDS) and Total Phosphorus (TP)	Residents and Businesses	4.2.1.1 To educate audiences about impacts from storm water discharge	Investigate supporting SLCo TV ads
4 Total Dissolved Solids (TDS) and Total Phosphorus (TP)	Residents (4th graders)	4.2.1.1 To educate audiences on ways to avoid, minimize, and reduce impacts of storm water discharge	Continue booth at the annual Utah County Fair and educational program for fourth graders.
5 Total Dissolved Solids (TDS) and Total Phosphorus (TP)	Residents and Businesses	4.2.1.1 To educate audiences on actions individuals can take to improve water quality	Investigate supporting SLCo TV ads
6 See list in "desired result" column	General Public	4.2.1.2 Information is provided to target audience on prohibitions against illicit discharges and improper disposal of waste including: maintenance of septic systems; effects of outdoor activities, such as lawn care; benefits of on-site infiltration of storm water; effects of automotive work and car washing on water quality; proper disposal of swimming pool water; and proper management of pet wastes.	Include information on the website and include information in utility bills or city newsletter at least once annually.
7 See list in "desired result" column	Business and Institutions		Include information on the website and include information in utility bills or city newsletter at least once annually.
8 Illicit discharge and waste	Contractors, Developers, and plan review staff	4.2.1.4 Reduce adverse impacts from development sites	Assemble packets of information on SWPPP and BMPs
9 Illicit discharge and waste	Employees	4.2.1.5 Information is provided to target audience on prohibitions against illicit discharges and improper disposal of waste including: Equipment inspection to ensure timely maintenance Benefits of appropriate on-site infiltration of storm water Minimization of use of salt or other deicing materials Proper storage of industrial materials Proper management of waste materials and dumpsters Proper management of parking lot surfaces.	Have training twice a year in group employee meetings Semi- annually ET
10 All pollutants	Permittee engineers, development and plan review staff, land use planners	4.2.1.6 Training on LID, Green Infrastructure, and post construction BMPs	Hold DRC meeting and learn about Low Impact Development (LID) practices, green infrastructure practices, and to communicate the specific requirements for post-construction control and the associated Best Management Practices (BMPs) chosen within the SWMP. Annual meeting occurs
11 All pollutants	All Audiences	4.2.1.7 Evaluate the effectiveness of the public education program by a defined method.	Research public education evaluation methods and select the best one 1-Jan-11
12 "	"	"	Create a spreadsheet for tracking Illicit Discharges 1-Jan-12
13 All pollutants	All Audiences	4.2.1.8 Document why certain BMPs were chosen for public education program (over others)	Include an explanation in the SWMP on why the public education BMPs were chosen . 1-Dec-10

Public Involvement/Participation

General Permit for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s) Measurable Goals		Audience(s)		Desired Result		Measurable Goal		Milestone Date		Associated BMPs		Measure of Success (Effectiveness)	
MCM 2 Pollutant(s)		MCM 2 Public Involvement/Participation Target											
1	All pollutants	General public	4.2.2.1 Have a program or policy in place that allows for the public to provide input			Notice the public of the city council meeting when the SWMP update will be reviewed according to City noticing process and accept comment at the meeting.		01-Dec-10	PEP		Program is noticed for City Council meeting on Nov 16th.		
2	All pollutants	General public	4.2.2.2 Have SWMP document available for public review before it's submitted to the state			Have a hard copy of the draft of the permit available at the city offices before the public hearing		12-Nov-10	PEP		SWMP document is available for public review before public hearing		
3	All pollutants	General public	4.2.2.3 Have SWMP document available to the public at all times			Post the SWMP on the website within a month from date submitted to State		15-Feb-11	PEP		SWMP is updated and posted on the website		
4	All pollutants	General public	4.2.2.3 Make updated SWMP document available to the public annually			Post updated SWMP annually on website		Annually	PEP		SWMP is updated and posted on the website annually		
5	All pollutants	General public	4.2.2.3 Clearly denote a specific contact person and phone number or email address to allow the public to review and provide input for the life of the permit			Post contact information for SWMP contact online		01-Sep-16	PEP		SWMP Contact is posted online		
6	All pollutants	General public	4.2.2.4 Comply with State and Local public notice requirements			Review and document what the State and Local public notice requirements are met.		01-Dec-10	PEP		City recorder certified that the state and local public notice requirements were met and are included in SWMP documentation.		

Illicit Discharge Detection and Elimination (IDDE)

General Permit for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)		Audience(s)		Desired Result		Measurable Goal		Milestone Date		Associated BMPs		Measure of Success (Effectiveness)	
Measurable Goals		Target											
MCM 3 Illicit Discharge Detection and Elimination													
Pollutant(s)		Audience(s)		Desired Result		Measurable Goal		Milestone Date		Associated BMPs		Measure of Success (Effectiveness)	
1	All Pollutants	Contractors, Developers, City Council		4.2.3 Enforcement ability for storm water rules		Review existing ordinance to conform with IDDE requirement in permit and draft changes to be approved. Change dirt ramp section, no gravel ramps		1-Sep-16	OD	Ordinance meets the permit requirements			
2	*	*		*		Update the ordinance to conform with IDDE requirement in permit		Feb-12	OD	Ordinance is in place and meets the permit requirements			
3	N/A	Public Works		4.2.3.1. Maintain a current storm sewer system map of the MS4, with locations of outfalls (names and location of all State waters that receive discharges), storm drain pipe and other storm water conveyance structures within the MS4.		Establish policy to maintain a Current SD System Map on all new developments		1-Jul-11	MSWD	Policy is in place and meets the permit requirements			
4	*	*		*		Implementing policy and bring map current with all new accepted developments		1-Jul-12	MSWD	90% are input within 12 months			
5	*	*		*		Implementing policy and have all map updates done within 6 months of final acceptance		Semi-Annually	MSWD	90% are input within 6 months			
6	All Pollutants	All Audiences		4.2.3.3.1 Develop and implement written systematic procedures for locating and listing the following priority areas likely to have illicit discharges		Develop written process for identifying priority area.		Annually	NSWD	Plan is in place			
7	All Pollutants	All Audiences		4.2.3.3.2 Field assessment activities for the purpose of verifying outfall locations and detecting illicit discharges, including dry weather screening of outfalls or facilities serving priority areas identified in Part 4.2.3.3.1 as well as routine dry weather screening of all outfalls that discharge within the Permittee's jurisdiction to a receiving water.		Inspect 20% of all priority areas each year		Annually	NSWD	All priority areas are inspected			
8	*	*		*		Do Dry weather screening 20% of all outfalls each year		Annually	NSWD	All outfalls have dry weather screening completed			
9	All Pollutants	All Audiences		4.2.3.4 If the Permittee discovers or suspects that a discharger may need a separate UPDES Permit (e.g., Industrial Storm Water Permit, Dewatering Permit), the Permittee shall notify the Division		Check all current projects with NOI's to make sure they are current, check w/ building department for new business licenses to evaluate if a permit is needed.		Annually	NSWD	All NOI's are checked to be current or terminated, business licenses are checked			
10	All Pollutants	All Audiences		4.2.3.4.4. Develop and implement standard operating procedures (SOPs) or similar type of documents for tracing the source of an illicit discharge; including visual inspections, and when necessary, opening manholes, using mobile cameras, using field tests of selected chemical parameters as indicators of discharge sources, collecting and analyzing water samples for the purpose of determining sanctions or penalties, and/or other detailed inspection procedures.		Review and implement Dry Weather Screening Checklist/SOP. Utilize visual monitoring form.		1-Jul-11	IIC	Completed by milestone date			
11	All Pollutants	All Audiences		4.2.3.5 Develop and implement SOP for characterizing the nature of any illicit discharges found or reported to the Permittee by the hotline developed in 4.2.3.9		Create the Incidence Response Flow Chart, IDDE Phone Call Report and IDDE Inspection Report. Train Personnel		1-Jul-11	IIC, CH	Completed by milestone date and staff is following process			
12	*	*		*		Review flow chart (SOP) and Inspection Report with staff annually.		Annually	IIC, CH	Training is completed annually for all staff involved in incident reporting.			
13	All Pollutants	All Audiences		4.2.3.6 Develop and implement standard operating procedures for ceasing the illicit discharge		Create the Incidence Response Flow Chart, Spill Report Form and IDDE Inspection Report. Train Personnel		1-Jul-11	IDC, ISDC	Completed by milestone date and staff is following process			
14	All Pollutants	Public Employees, Businesses and Residents		4.2.3.7 Inform public employees, businesses, and general public of hazards associated with illicit discharges and improper disposal of waste		Will meet goal with MCM1 -Lines 5 & 7		Annually	PEP, ET	See MCM 1 -5 & 7			
15	Household Hazardous Waste	Residents		4.2.3.8 Promote or provide services for the collection of household hazardous waste		Put the Household Hazardous Waste address and phone number on City Web Site		1-Jul-11	UDR, HWM	Completed by milestone date			
16	Household Hazardous Waste	Residents		4.2.3.9. Permittees shall keep written record of all calls received, all follow-up actions taken, and any feedback received from public education efforts.		Create a spreadsheet for tracking IDDE calls		1-Jul-11	CH	Completed by milestone date			
17	All Pollutants	All Audiences		4.2.3.10 Adopt and implement procedures for program evaluation and assessment. Include a database for mapping, tracking of the spills or illicit discharges identified and inspections conducted		Create a spreadsheet for tracking Illicit Discharges		1-Jul-11	IIC, MSWD	Completed by milestone date			

MCM 3 Illicit Discharge and Elimination Target		Audience(s)		Desired Result	Measurable Goal	Milestone Date	Associated BMPs	Measure of Success (Effectiveness)
Pollutant(s)	Target							
18 All Pollutants	Public Employees	4.2.3.11 Permittees shall at a minimum, ensure that all staff...receives annual training in the IDEE program including identification, investigation, termination, cleanup, and reporting of illicit discharges including spills, improper disposal, and illicit connections. All Permittees shall ensure that all new hires are trained immediately upon hire and annually thereafter, at a minimum. Follow-up training shall be provided as needed to address changes in procedures, methods or staffing.	Train all staff immediately upon hire and annually thereafter. Create a "new hire" educational pamphlet that covers the requirements of 4.2.3.11	9/1/2016 & Annually	PEP	Completed by milestone date & Annually thereafter		
19 All Pollutants	Public Employees	4.2.3.11 The Permittee shall provide training to all field staff that as part of their normal job responsibilities might come into contact with or otherwise observe an illicit discharge or illicit connection to the MSA.	*	Completed by milestone date & Annually thereafter	PEP	Completed by milestone date & Annually thereafter		
20 All Pollutants	Public Employees	4.2.3.11 The Permittee shall also train office personnel who might receive initial reports of illicit discharges.	*	Completed by milestone date & Annually thereafter	PEP	Completed by milestone date & Annually thereafter		
21 All Pollutants	Public Employees	4.2.3.11 Training shall include how to identify a spill, an improper disposal, or an illicit connection to the MSA and proper procedures for reporting the illicit discharge. Training records must be kept and shall include dates, activities or course descriptions, and names and positions of staff in attendance. The Permittee shall include a summary of such training in the annual report.	*	Completed by milestone date & Annually thereafter	PEP	Completed by milestone date & Annually thereafter		

Construction Site Storm Water Runoff Control

General Permit for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)
Measurable Goals

UPDATED FOR 2016 MS4 PERMIT
COMPLETED GOALS

MCM 4 Construction Site Storm Water Runoff Control		Target Audience(s)	Desired Result	Measurable Goal	Milestone Date	Assoc. BMP	Measure of Success/Effectiveness
Pollutant(s)	Target						
1 Sediment, Construction Site Debris, Hydrocarbons	Contractors, Developers, MS4 staff and City Attorney		4.2.4.1. Develop and adopt ordinance or other regulatory mechanism that requires use of erosion and sediment control practices at construction sites, construction operators to prepare a Storm Water Pollution Prevention Plan (SWPPP) for sites greater than 1 acre or part of a Common Plan of Development, provision for access by qualified personnel to inspect construction storm water BMPs on private properties that discharge to the MS4 and defines an escalating enforcement strategy.	Review existing ordinance to meet requirement in Part 4.2.4.1	Jul-11	OD	When review is completed and list of changes have been documented.
2 Sediment, Construction Site Debris, Hydrocarbons	Contractors, Developers, MS4 staff and City Attorney			Draft changes to ordinance to meet requirement in Part 4.2.4.1	Feb-11	OD	Completed by milestone date
3	Contractors, Developers, MS4 staff, City Attorney & City Council			Submit ordinance changes to City Council for approval.	Feb-12	OD	Completed by milestone date
4 All Pollutants	Construction Operators		4.2.4.1.2 Permittees shall ensure construction operators obtain and maintain coverage under the current UPDES Storm Water General Permits for Construction Activities for the duration of the project.	Ensure NOI coverage for all applicable construction projects	Annually	OD	The NOI is a checklist item on the LDP. All applicable construction jobs that meet the NOI requirements are covered under an active NOI Permit
5 All Pollutants	Construction Operators		4.2.4.2 Develop a written enforcement strategy and implement the enforcement provisions of the ordinance or other regulatory mechanism which shall include: (4.2.4.2.1) Standard Operating Procedures (SOPs) or similar type of documents that include specific processes and sanctions to minimize the occurrence of, and obtain compliance from violators which shall include appropriate, escalating enforcement procedures and actions.	Create a SOP which details the escalating enforcement actions which the city will follow when violations occur. Update the LDP to include enforcement actions	Sep-16	OD	The SOP for enforcement is completed and LDP is updated
6			4.2.4.2.2 Documentation and tracking of all enforcement actions	Develop and begin using a construction site enforcement action log/database - red tags, fines	Feb-12	OD	We have a log and are using it
7 Sediment, Construction Site Debris, Hydrocarbons	Contractors and Developers		4.2.4.3. Develop and implement SOPs or similar type of documents for pre-construction Storm Water Pollution Prevention Plan (SWPPP) review and keep records for, at a minimum, all construction sites that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale	Develop checklist and begin to do preconstruction reviews of SWPPP	Feb-12	ECP	We are conducting SWPPP reviews
8			4.2.4.3.2 Incorporate into the SWPPP review procedures the consideration of potential water quality impacts and procedures for pre-construction review which shall include the use of a checklist.	Create a SOP for SWPPP reviews which includes water quality impacts as an item to be considered	Feb-12	ZO	The SWPPP pre-con SOP covers this
9			4.2.4.3.3 Identify priority construction sites considering the following factors at a minimum: soil erosion potential, site slope, project size and type, sensitivity of receiving water bodies, proximity to receiving waterbodies, non-storm water discharges and past record of non-compliance by the operators of the construction site.	Develop a "sensitive area" map showing areas within the city where "additional" protection may be desired AND create a checklist item to review during pre-construction meetings that will help determine if a site is High Priority	Sep-16	LIP	Sensitive Areas Map and Checklist created
10 Sediment, Construction Site Debris, Hydrocarbons	Contractors and Developers		4.2.4.4.1 Inspections of all new construction sites ... at least monthly by qualified personnel	Conduct monthly inspections of all construction sites	Annually	CCIT	All active construction sites inspected monthly
11	Contractors, developers and MS4 staff		4.2.4.4.2 ... The Permittee must include in its SWPPP document a procedure for being notified by construction operators/owners of their completion of active construction so that verification of final stabilization and removal of all temporary control measures may be conducted.	Develop a written Notice of Termination process for use within the city	Feb-12	ECP	Completed by milestone date
12	Contractors, developers and MS4 staff			Train SWPPP inspectors, their supervisors, and any personnel who grant final occupancy permits on the NDT process	Feb-12	ECP	Completed by milestone date
13			4.2.4.4.3 Conduct Bi-weekly inspections on high priority construction sites	Inspect high priority sites Bi-weekly	Annually	ECP	90% of priority construction sites are inspected bi-weekly
14			4.2.4.4.3 Inspections by the MS4 of priority construction sites defined in Part 7.36 must be conducted at least bi-weekly (every two weeks) use the Construction Storm Water Checklist found on the Division's website	Note on pre-con SOP that if designated High Priority, the site will be inspected by weekly	Sep-16	LIP	Alter SWPPP pre-con notes to mention High Priority inspection frequency

MCM 4 Construction Storm Water Runoff Control		Target Audience(s)		Desired Result	Measurable Goal	Milestone Date	Assoc. BMP	Measure of Success (Effectiveness)
Pollutant(s)	Target	Audience(s)						
15	"	"	"	4.2.4.4.5 Permittees shall publicly provide and publicize a hotline or other local telephone number for public reporting of storm water related issues on construction sites, such as tracking onto streets. Records of violations, enforcement actions and corrective actions taken shall be tracked and documented.	Post a hotline city's webpage	Sep-16	LIP	A hotline number is posted on the city's web page
16	Sediment, Construction Site Debris, Hydrocarbons	Contractors, developers and MS4 staff	"	4.2.4.5 Permittee must ensure that all staff whose primary job duties are related to implementing the construction storm water program, including permitting, plan review, construction site inspections, and enforcement, are annually trained to conduct these activities.	Annual training all all new hires and existing employees in the areas mentioned	Annually	LIP	Annual training of all applicable staff takes place and is documented
17	"	"	"	4.2.4.6 Maintain a log of active construction sites	Establish an active construction sites log	Annually	ECP	Construction sites are recorded in the log and inspection reports kept on file

Long-Term Storm Water Management in New Development and Redevelopment (Post-Construction Storm Water Management)

General Permit for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s) Measurable Goals		UPDATED FOR 2016 MS4 PERMIT COMPLETED GOALS				
MCM 5 Long-Term SWM in New Development and Replacement (Post-Construction Storm Water Management)						
Pollutant(s)	Target Audience(s)	Desired Result	Measurable Goal	Milestone Date	Assoc. BMP	Measure of Success (Effectiveness)
1 All Pollutants	All Audiences	4.2.5.1. Develop and adopt an ordinance or other regulatory mechanism that requires long term post-construction storm water controls at new development and redevelopment sites. (4.2.5.3.1 for flood control structure issues and 4.2.5.3.2 for LID)	Review existing ordinance to determine if it meets new Post-Construction requirements - Use checklist from coaching sessions	Mar-11	OD	Review is complete
2	"	"	Draft Post-Construction ordinance revisions	Jul-11	OD	Draft is complete and ready for others to review
3	"	"	Adopt Post-Construction ordinance	01-Feb-12	OD	Ordinance has been passed
	"	4.2.5.2 Implement an enforcement strategy and implement the enforcement provisions of the ordinance or other regulatory mechanism. Procedures for enforcement of BMPs include:	Ensure enforcement strategy is in the ordinance	Sep-16	OD	Ordinance has been passed
	"	4.2.5.2.1 Procedures that include specific processes and sanctions to minimize the occurrence of, and obtain compliance from, chronic and recalcitrant violators which shall include appropriate, escalating enforcement procedures and actions	Ensure enforcement strategy is in the ordinance	Sep-16	OD	Ordinance has been passed
4	"	4.2.5.2.2 Documentation on how the requirements of the ordinance or other regulatory mechanism will protect water quality and reduce the discharge of pollutants to the MS4.	Review and update standard BMP Fact sheets	Sep-16	IPL	Update is completed by the milestone date
5	"	"	Adopt updated BMP Fact sheets	Sep-16	IPL	BMP Fact sheets are adopted
	MS4 Staff	4.2.5.3 The Permittee's new development/redevelopment program must have requirements or standards to ensure that any storm water controls or management practices for new development and redevelopment will prevent or minimize impacts to water quality. BMPs must be selected that address pollutants known to be discharged or anticipated to be discharged from the site.	Create LID Handbook	Sep-16	IPL	Handbook is created
	MS4 Staff	4.2.5.3.1 The Permittee's new development/redevelopment program shall include non-structural BMPs such as requirements and standards to minimize development in areas susceptible to erosion and sediment loss;....	Create LID Handbook	Sep-16	IPL	Handbook is created
	MS4 Staff	4.2.5.3.2 For new development or redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, the program shall include a process which requires the evaluation of a Low Impact Development (LID) approach which encourages the implementation of BMPs that infiltrate, evapotranspire or harvest and use storm water from the site to protect water quality. Structural controls may include green infrastructure practices such as rainwater harvesting, rain gardens, permeable pavement, and vegetated swales. If an LID approach cannot be utilized, the Permittee must document an explanation of the reasons preventing this approach and the rationale for the chosen alternative controls on a case by case basis for each project.	Create LID Handbook	Sep-16	IPL	Handbook is created
6	MS4 Staff, City Council	4.2.5.3.3 The Permittee must develop a plan to retrofit existing developed sites that are adversely impacting water quality.	Update Storm Drain Master Plan and Capital Improvement Plan to include Water Quality	Dec-16	IPL	CIP includes water quality projects
7	MS4 Staff, Contractors and Developers	4.2.5.3.4 Each Permittee shall develop and implement methods to retain the 90th percentile storm event	Update Storm Drain Master Plan, Storm Drain Design Manual, and Capital Improvement Plan	Dec-16	IPL	Standards have been updated
8	"	"	Update design standards	Dec-16	IPL	Updated standards have been adopted
9	"	4.2.5.4.1 Review Storm Water Pollution Prevention Plans (SWPPPs)	See goals for MCM 4 Lines 1-3	Feb-12		
10	"	4.2.5.4.2 Permittees shall provide developers and contractors with preferred design specifications to more effectively treat storm water for different development types...projects located in, adjacent to, or discharging to environmentally sensitive areas.	Create LID Handbook	Sep-16	IPL	List of preferred method(s) is compiled
11	"	4.2.5.4.3 Permittees shall keep a representative copy of information that is provided to design professionals...the dates of the mailings and lists of recipients.	Put packet information on the Website	Annually	EM	The packet is located on the website

MCM 5 Long-Term Target		New Development and Replacement (Post-Construction Storm Water Management)		Desired Result	Measurable Goal	Milestone Date	Assoc. BMP	Measure of Success (Effectiveness)
Pollutant(s)	Audience(s)							
12	"	"	4.2.5.5. All Permittees shall adopt and implement SOPs or similar type of documents for site inspection and enforcement of post-construction storm water control measures.	Review and customize SOPs for inspection and enforcement of post-construction control measures	Sep-16	LIP	Inspection and enforcement SOPs are current and being utilized?	
13	"	"	4.2.5.5.1 The ordinance or other regulatory mechanism shall include provisions for both construction-phase and post-construction access for Permittees to inspect storm water control measures on private properties that discharge to the MS4 to ensure that adequate maintenance is being performed.	Draft a maintenance agreement template	Sep-16	IM	Draft is completed by the milestone date	
14	"	"	"	Adopt a maintenance agreement template	Sep-16	IM	Template is adopted and being used by milestone date	
15	"	"	4.2.5.5.3 Inspections and any necessary maintenance must be conducted annually by either the Permittee or through a maintenance agreement, the property owner/operator. On sites where the property owner/operator is conducting maintenance, the Permittee shall inspect those storm water control measures at least once every five years, ...	Inventory post-construction BMPs - see 4.2.5.7.1 for inventory inclusion items	Dec-11	IM	Inventory is complete	
16	"	"	"	Identify who is responsible to inspect and/or maintain each post-construction BMP	Sep-16	IM	List identifies person responsible for inspections/ maintenance	
17	"	"	"	Develop inspection report form for post-construction BMPs	Sep-16	IM	Form is completed	
18	"	"	"	Conduct inspections annually for city maintained post-construction BMP's	Annually	IM	Completed inspection reports are properly filed	
19	"	"	"	Conduct inspections on privately maintained post-construction BMP's at least 20% per year	Annually	IM	Completed inspection reports are properly filed	
20	"	MS4 staff	4.2.5.6. Permittees shall provide adequate training for all staff involved in post-construction storm water management, planning and review, and inspections and enforcement.		Annually	IM	All appropriate personnel are trained	
21	"	"	4.2.5.7 Maintain an inventory of post construction BMP's	Inventory log, updated annually	Annually		Log is updated	

Pollution Prevention and Good Housekeeping for Municipal Operations

General Permit for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)						UPDATED FOR 2016 MS4 PERMIT COMPLETED GOALS		
Measurable Goals								
MCM 6 Pollution Prevention and Good Housekeeping for Municipal Operations								
Pollutant(s)	Target Audience(s)	Desired Result	Measurable Goal	Milestone Date	Assoc. BMP	Measure of Success (Effectiveness)		
1 All pollutants	MS4 staff	4.2.6 ...All components of an O & M program shall be included in the SWMP document and must identify the department (and where appropriate, the specific staff) responsible for performing each activity described in this section...	Complete Org chart and define specific responsibilities for all departments shown	Jan-11	HP	Org chart is complete and up to date by milestone date		
2 "	"	4.2.6.1. Permittees shall develop and keep current a written inventory of Permittee-owned or operated facilities	Complete listing of MS4 owned/operated facilities	Dec-10	HP	List is completed by milestone date		
3 "	"	4.2.6.2. & .3. All Permittees must initially assess the written inventory of Permittee-owned or operated facilities, operations and storm water controls identified in Part 4.2.6.1. for their potential to discharge to storm water the following typical urban pollutants:	Complete assessments and identify "high priority" facilities	Feb-11	HP	Assessments are completed and documentation recorded in SWMP		
4 "	"	4.2.6.4. Each "high priority" facility identified in Part 4.2.6.3. must develop facility-specific standard operating procedures (SOPs) or similar type of documents.	Review, customize and update appropriate SOPs	Jul-11	HP	SOPs are updated and current by milestone date, SWPPP for shop		
5		4.2.6.5. If a Permittee contracts with a third-party to conduct municipal maintenance or allows private developments to conduct their own maintenance, the contractor shall be held to the same standards as the Permittee.	Receive documentation from third-parties that standards are being followed or conduct annual sight visits.	Jan-13	HP	Documentation has been received or sites have been inspected		
6 "	"	4.2.6.6.1 Weekly visual inspections: The Permittee must perform weekly visual inspections of "high priority" facilities in accordance with the developed SOPs to minimize the potential for pollutant discharge.	Develop weekly inspection form and log	Jul-11	HP	Completed inspection form and log		
7 "	"	"	Conduct weekly inspections	Annually	HP	At annual review all weekly inspections are logged and reports completed		
8 "	"	4.2.6.6.2 Quarterly comprehensive inspections: At least once per quarter, a comprehensive inspection of "high priority" facilities, including all storm water controls, must be performed	Develop quarterly inspection form(s) and log	Jul-11	HP	Completed inspection form and log		
9 "	"	"	Conduct quarterly comprehensive inspections	Annually	HP	At annual review all quarterly inspections are logged and reports completed		
10 "	"	4.2.6.6.3 Quarterly visual observation of storm water discharges: At least once per quarter, the Permittee must visually observe the quality of the storm water discharges from the "high priority" facilities	Conduct quarterly visual observations of storm water discharges at high priority facilities	Annually	HP	At annual review all quarterly visual monitoring is completed and logged and reports completed		
11 "	MS4 Staff, Contractors and Developers	4.2.6.7. The Permittee must develop and implement a process to assess the water quality impacts in the design of all new flood management structural controls that are associated with the Permittee or that discharge to the MS4.	Draft a policy/process to assess water quality impacts on all new flood control projects	Jul-11	IPL	Draft is prepared and ready for internal review process by milestone date		
12 "	"	"	Get policy approved	Dec-11	IPL	Policy is approved and adopted by milestone date		
13 "	MS4 staff	4.2.6.7.1 Existing flood management structural controls must be assessed to determine whether changes or additions should be made to improve water quality.	See MCM 5 for goals (part of the retrofit program)					
14 "	"	4.2.6.9. Permittee shall provide training for all employees who have primary construction, operation, or maintenance job functions that are likely to impact storm water quality.	See individual training goals within other MCMs		ET	Training goals have been met		
15 "	"	"	Develop a training schedule	Jul-11	EM, HP	Schedule is complete by milestone date		
16 "	"	"	Conduct ongoing training according to schedule	Annually	EM, HP	Training is completed and documented according to schedule at annual evaluation		