



**Minnesota Pollution Control Agency**

520 Lafayette Road North  
St. Paul, MN 55155-4194

# MS4 SWPPP Application for Reauthorization

for the NPDES/SDS General Small Municipal Separate Storm Sewer System (MS4) Permit MNR040000 reissued with an effective date of August 1, 2013 Stormwater Pollution Prevention Program (SWPPP) Document

Doc Type: Permit Application

**Instructions:** This application is for authorization to discharge stormwater associated with Municipal Separate Storm Sewer Systems (MS4s) under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Permit Program. **No fee** is required with the submittal of this application. Please refer to "Example" for detailed instructions found on the Minnesota Pollution Control Agency (MPCA) MS4 website at <http://www.pca.state.mn.us/ms4>.

**Submittal:** This MS4 SWPPP Application for Reauthorization form must be submitted electronically via e-mail to the MPCA at [ms4permitprogram.pca@state.mn.us](mailto:ms4permitprogram.pca@state.mn.us) from the person that is duly authorized to certify this form. All questions with an asterisk (\*) are required fields. All applications will be returned if required fields are not completed.

**Questions:** Contact Claudia Hochstein at 651-757-2881 or [claudia.hochstein@state.mn.us](mailto:claudia.hochstein@state.mn.us), Dan Miller at 651-757-2246 or [daniel.miller@state.mn.us](mailto:daniel.miller@state.mn.us), or call toll-free at 800-657-3864.

## General Contact Information (\*Required fields)

### MS4 Owner (with ownership or operational responsibility, or control of the MS4)

\*MS4 permittee name: White Bear Township \*County: Ramsey  
*(city, county, municipality, government agency or other entity)*  
\*Mailing address: 1281 Hammond Road  
\*City: White Bear Township \*State: MN \*Zip code: 55110  
\*Phone (including area code): 651-747-2750 \*E-mail: bill.short@ci.white-bear-township.mn.us

### MS4 General contact (with Stormwater Pollution Prevention Program [SWPPP] implementation responsibility)

\*Last name: Short \*First name: William (Bill)  
*(department head, MS4 coordinator, consultant, etc.)*  
\*Title: Clerk/Treasurer  
\*Mailing address: 1281 Hammond road  
\*City: White Bear Township \*State: MN \*Zip code: 55110  
\*Phone (including area code): 651-747-2750 \*E-mail: bill.short@ci.white-bear-township.mn.us

### Preparer information (complete if SWPPP application is prepared by a party other than MS4 General contact)

Last name: Studenski First name: Jim  
*(department head, MS4 coordinator, consultant, etc.)*  
Title: Township Engineer  
Mailing address: 444 Cedar Street, Suite #1500  
City: St. Paul State: MN Zip code: 55101  
Phone (including area code): 651-292-4503 E-mail: jim.studenski@tkda.com

## Verification

- I seek to continue discharging stormwater associated with a small MS4 after the effective date of this Permit, and shall submit this MS4 SWPPP Application for Reauthorization form, in accordance with the schedule in Appendix A, Table 1, with the SWPPP document completed in accordance with the Permit (Part II.D.).  Yes
- I have read and understand the NPDES/SDS MS4 General Permit and certify that we intend to comply with all requirements of the Permit.  Yes

## Certification (All fields are required)

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- Yes - I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted.

*I certify that based on my inquiry of the person, or persons, who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.*

*I am aware that there are significant penalties for submitting false information, including the possibility of civil and criminal penalties.*

This certification is required by Minn. Stat. §§ 7001.0070 and 7001.0540. The authorized person with overall, MS4 legal responsibility must certify the application (principal executive officer or a ranking elected official).

By typing my name in the following box, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my application.

Name: Bill Short  
*(This document has been electronically signed)*

Title: Clerk/treasurer Date (mm/dd/yyyy): 2/21/14

Mailing address: 1281 Hammond Road

City: White Bear Township State: MN Zip code: 55110

Phone (including area code): 651-747-2750 E-mail: bill.short@ci.white-bear-township.mn.us

**Note:** *The application will not be processed without certification.*

# Stormwater Pollution Prevention Program Document

## I. Partnerships: (Part II.D.1)

- A. List the **regulated small MS4(s)** with which you have established a partnership in order to satisfy one or more requirements of this Permit. Indicate which Minimum Control Measure (MCM) requirements or other program components that each partnership helps to accomplish (List all that apply). Check the box below if you currently have no established partnerships with other regulated MS4s. If you have more than five partnerships, hit the tab key after the last line to generate a new row.

No partnerships with regulated small MS4s

Name and description of partnership	MCM/Other permit requirements involved
Rice Creek Watershed District (RCWD)  Provides educational materials. RCWD rules provide additional requirements for water quality treatment, rate control, and erosion and sediment control plans.	Construction site stormwater runoff control, MCM 1, 2
Vadnais Lake Area Water Management Organization (VLAWMO)  Provides educational materials. VLAWMO rules provide additional requirements for water quality treatment, rate control, and erosion and sediment control plans.	

- B. If you have additional information that you would like to communicate about your partnerships with other regulated small MS4(s), provide it in the space below, or include an attachment to the SWPPP Document, with the following file naming convention: *MS4NameHere\_Partnerships*.

## II. Description of Regulatory Mechanisms: (Part II.D.2)

### Illicit discharges

- A. Do you have a regulatory mechanism(s) that effectively prohibits non-stormwater discharges into your small MS4, except those non-stormwater discharges authorized under the Permit (Part III.D.3.b.)?  Yes  No

1. If **yes**:

- a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

- Ordinance                       Contract language  
 Policy/Standards               Permits  
 Rules  
 Other, explain: \_\_\_\_\_

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

*Ordinance No. 83, Section 6. Discharge Prohibitions*

Direct link:

[http://www.ci.white-bear-township.mn.us/vertical/sites/%7B801D228F-081F-4123-B371-0DC5894FC6D6%7D/uploads/Ord\\_83.pdf](http://www.ci.white-bear-township.mn.us/vertical/sites/%7B801D228F-081F-4123-B371-0DC5894FC6D6%7D/uploads/Ord_83.pdf)

Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere\_IDDEreg.*

2. If no:

Describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

### Construction site stormwater runoff control

A. Do you have a regulatory mechanism(s) that establishes requirements for erosion and sediment controls and waste controls?  Yes  No

1. If yes:

a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

- Ordinance  Contract language  
 Policy/Standards  Permits  
 Rules  
 Other, explain:

Our ordinance will be updated to reference the most recent version of the Minnesota Department of Transportation Erosion and Sediment Control Handbook. Established RCWD and VLAWMO rules also offer regulatory mechanism.

b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

*Building Code: Ordinance 8, Section 5-36*

Direct link:

[http://www.ci.white-bear-township.mn.us/vertical/sites/%7B801D228F-081F-4123-B371-0DC5894FC6D6%7D/uploads/Ord\\_8\\_-\\_BUILDING\\_CODEI.pdf](http://www.ci.white-bear-township.mn.us/vertical/sites/%7B801D228F-081F-4123-B371-0DC5894FC6D6%7D/uploads/Ord_8_-_BUILDING_CODEI.pdf)

Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere\_CSWreg.*

B. Is your regulatory mechanism at least as stringent as the MPCA general permit to Discharge Stormwater Associated with Construction Activity (as of the effective date of the MS4 Permit)?  Yes  No

If you answered **yes** to the above question, proceed to C.

If you answered **no** to either of the above permit requirements listed in A. or B., describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

C. Answer **yes** or **no** to indicate whether your regulatory mechanism(s) requires owners and operators of construction activity to develop site plans that incorporate the following erosion and sediment controls and waste controls as described in the Permit (Part III.D.4.a.(1)-(8)), and as listed below:

- |  |   |
|--|---|
| 1. Best Management Practices (BMPs) to minimize erosion.   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. BMPs to minimize the discharge of sediment and other pollutants.  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. BMPs for dewatering activities.   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Site inspections and records of rainfall events   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. BMP maintenance   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Management of solid and hazardous wastes on each project site.  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Final stabilization upon the completion of construction activity, including the use of perennial vegetative cover on all exposed soils or other equivalent means. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. Criteria for the use of temporary sediment basins.  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*Our ordinance reference the Ramsey County Erosion and Sediment Control Handbook, but this is an out of date reference, the ordinance will be updated to reference the most recent version of the Minnesota Department of Transportation Erosion and Sediment Control Handbook.*

### Post-construction stormwater management

A. Do you have a regulatory mechanism(s) to address post-construction stormwater management activities?

Yes  No

1. If **yes**:

a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

Ordinance  Contract language

Policy/Standards  Permits

Rules

Other, explain: Established RCWD and VLAWMO rules offer regulatory mechanism.

b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

Direct link:

<http://www.vlawmo.org/PDF/Chapter%204.pdf>

[http://www.ricecreek.org/vertical/Sites/%7BF68A5205-A996-4208-96B5-2C7263C03AA9%7D/uploads/FINAL\\_ADOPTED\\_RULE\\_06-26-2013.pdf](http://www.ricecreek.org/vertical/Sites/%7BF68A5205-A996-4208-96B5-2C7263C03AA9%7D/uploads/FINAL_ADOPTED_RULE_06-26-2013.pdf)

Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere\_PostCSWreg.*

B. Answer **yes** or **no** below to indicate whether you have a regulatory mechanism(s) in place that meets the following requirements as described in the Permit (Part III.D.5.a.):

1. **Site plan review:** Requirements that owners and/or operators of construction activity submit site plans with post-construction stormwater management BMPs to the permittee for review and approval, prior to start of construction activity.  Yes  No

2. **Conditions for post construction stormwater management:** Requires the use of any combination of BMPs, with highest preference given to Green Infrastructure techniques and practices (e.g., infiltration, evapotranspiration, reuse/harvesting, conservation design, urban forestry, green roofs, etc.), necessary to meet the following conditions on the site of a construction activity to the Maximum Extent Practicable (MEP):

a. For new development projects – no net increase from pre-project conditions (on an annual average basis) of:  Yes  No

1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).

2) Stormwater discharges of Total Suspended Solids (TSS).

3) Stormwater discharges of Total Phosphorus (TP).

b. For redevelopment projects – a net reduction from pre-project conditions (on an annual average basis) of:  Yes  No

1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).

2) Stormwater discharges of TSS.

3) Stormwater discharges of TP.

3. **Stormwater management limitations and exceptions:**

a. Limitations

1) Prohibit the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) when the infiltration structural stormwater BMP will receive discharges from, or be constructed in areas:  Yes  No

a) Where industrial facilities are not authorized to infiltrate industrial stormwater under an NPDES/SDS Industrial Stormwater Permit issued by the MPCA.

b) Where vehicle fueling and maintenance occur.

- c) With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock.
      - d) Where high levels of contaminants in soil or groundwater will be mobilized by the infiltrating stormwater.
    - 2) Restrict the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), without higher engineering review, sufficient to provide a functioning treatment system and prevent adverse impacts to groundwater, when the infiltration device will be constructed in areas:
      - a) With predominately Hydrologic Soil Group D (clay) soils.
      - b) Within 1,000 feet up-gradient, or 100 feet down-gradient of active karst features.
      - c) Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13.
      - d) Where soil infiltration rates are more than 8.3 inches per hour.
    - 3) For linear projects where the lack of right-of-way precludes the installation of volume control practices that meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), the permittee's regulatory mechanism(s) may allow exceptions as described in the Permit (Part III.D.5.a(3)(b)). The permittee's regulatory mechanism(s) shall ensure that a reasonable attempt be made to obtain right-of-way during the project planning process.
4. **Mitigation provisions:** The permittee's regulatory mechanism(s) shall ensure that any stormwater discharges of TSS and/or TP not addressed on the site of the original construction activity are addressed through mitigation and, at a minimum, shall ensure the following requirements are met:
- a. Mitigation project areas are selected in the following order of preference:
    - 1) Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
    - 2) Locations within the same Minnesota Department of Natural Resource (DNR) catchment area as the original construction activity.
    - 3) Locations in the next adjacent DNR catchment area up-stream
    - 4) Locations anywhere within the permittee's jurisdiction.
  - b. Mitigation projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP.
  - c. Routine maintenance of structural stormwater BMPs already required by this permit cannot be used to meet mitigation requirements of this part.
  - d. Mitigation projects shall be completed within 24 months after the start of the original construction activity.
  - e. The permittee shall determine, and document, who will be responsible for long-term maintenance on all mitigation projects of this part.
  - f. If the permittee receives payment from the owner and/or operator of a construction activity for mitigation purposes in lieu of the owner or operator of that construction activity meeting the conditions for post-construction stormwater management in Part III.D.5.a(2), the permittee shall apply any such payment received to a public stormwater project, and all projects must be in compliance with Part III.D.5.a(4)(a)-(e).
5. **Long-term maintenance of structural stormwater BMPs:** The permittee's regulatory mechanism(s) shall provide for the establishment of legal mechanisms between the permittee and owners or operators responsible for the long-term maintenance of structural stormwater BMPs not owned or operated by the permittee, that have been implemented to meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)). This only includes structural stormwater BMPs constructed after the effective date of this permit and that are directly connected to the permittee's MS4, and that are in the permittee's jurisdiction. The legal mechanism shall include provisions that, at a minimum:
- a. Allow the permittee to conduct inspections of structural stormwater BMPs not owned or operated by the permittee, perform necessary maintenance, and assess costs for those structural stormwater BMPs when the permittee determines that the owner and/or operator of that structural stormwater BMP has not conducted maintenance.
  - b. Include conditions that are designed to preserve the permittee's right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by the permittee, when those responsibilities are legally transferred to another party.
  - c. Include conditions that are designed to protect/preserve structural stormwater BMPs and site features that are implemented to comply with the Permit (Part III.D.5.a(2)). If site

configurations or structural stormwater BMPs change, causing decreased structural stormwater BMP effectiveness, new or improved structural stormwater BMPs must be implemented to ensure the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) continue to be met.

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within twelve (12) months of the date permit coverage is extended, these permit requirements are met:

*B.2.a Investigate amendments to stormwater requirements, which do not reference stormwater discharges of TSS or TP. We will update our ordinances to incorporate RCWD and VLAWMO rules to ensure all requirements are met. This will include volume control to meet MS4 requirements.*

*B.2.b Investigate amendments to stormwater requirements, which do not reference stormwater discharges of TSS or TP. We will update our ordinances to incorporate RCWD and VLAWMO rules to ensure all requirements are met. This will include volume control to meet MS4 requirements.*

*B.3.a Infiltration is not restricted. We will investigate amendments to stormwater regulations to comply with this requirement.*

*B.4.a Investigate adding mitigation provisions to stormwater requirements.*

*B.5.a, B.5.b, & B.5.c Investigate legal mechanisms for long term BMP operation of BMPs not owned or operated by the Township.*

### III. Enforcement Response Procedures (ERPs): (Part II.D.3)

- A. Do you have existing ERPs that satisfy the requirements of the Permit (Part III.B.)?  Yes  No
1. If **yes**, attach them to this form as an electronic document, with the following file naming convention: *MS4NameHere\_ERPs*.
  2. If **no**, describe the tasks and corresponding schedules that will be taken to assure that, with twelve (12) months of the date permit coverage is extended, these permit requirements are met:  
*There is no formal Enforcement Response Procedure. We will coordinate with the public works department to formalize a written procedure that will satisfy these requirements*
- B. Describe your ERPs:

### IV. Storm Sewer System Map and Inventory: (Part II.D.4.)

- A. Describe how you manage your storm sewer system map and inventory:  
*We have electronic maps that are amended as needed by Public Works and consultant staff.*
- B. Answer **yes** or **no** to indicate whether your storm sewer system map addresses the following requirements from the Permit (Part III.C.1.a-d), as listed below:
1. The permittee's entire small MS4 as a goal, but at a minimum, all pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes.  Yes  No
  2. Outfalls, including a unique identification (ID) number assigned by the permittee, and an associated geographic coordinate.  Yes  No
  3. Structural stormwater BMPs that are part of the permittee's small MS4.  Yes  No
  4. All receiving waters.  Yes  No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

- C. Answer **yes** or **no** to indicate whether you have completed the requirements of 2009 Minnesota Session Law, Ch. 172, Sec. 28: with the following inventories, according to the specifications of the Permit (Part III.C.2.a.-b.), including:
1. All ponds within the permittee's jurisdiction that are constructed and operated for purposes of water quality treatment, stormwater detention, and flood control, and that are used for the collection of stormwater via constructed conveyances.  Yes  No

2. All wetlands and lakes, within the permittee's jurisdiction, that collect stormwater via constructed conveyances.  Yes  No

D. Answer **yes** or **no** to indicate whether you have completed the following information for each feature inventoried.

1. A unique identification (ID) number assigned by the permittee.  Yes  No  
 2. A geographic coordinate.  Yes  No  
 3. Type of feature (e.g., pond, wetland, or lake). This may be determined by using best professional judgment.  Yes  No

If you have answered **yes** to all above requirements, and you have already submitted the Pond Inventory Form to the MPCA, then you do not need to resubmit the inventory form below.

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*Our map currently displays all pipes 12 inches or greater. We will continue to update the map as needed. We will complete the inventory by adding geographic coordinates and feature types.*

- E. Answer **yes** or **no** to indicate if you are attaching your pond, wetland and lake inventory to the MPCA on the form provided on the MPCA website at: <http://www.pca.state.mn.us/ms4>, according to the specifications of Permit (Part III.C.2.b.(1)-(3)). Attach with the following file naming convention: *MS4NameHere\_inventory*.  Yes  No

If you answered **no**, the inventory form must be submitted to the MPCA MS4 Permit Program within 12 months of the date permit coverage is extended.

## V. Minimum Control Measures (MCMs) (Part II.D.5)

### A. MCM1: Public education and outreach

1. The Permit requires that, within 12 months of the date permit coverage is extended, existing permittees revise their education and outreach program that focuses on illicit discharge recognition and reporting, as well as other specifically selected stormwater-related issue(s) of high priority to the permittee during this permit term. Describe your **current** educational program, including **any high-priority topics included**:

*The township does not have any high-priority topics. We partner with Rice Creek Watershed District and Vadnais Lake Area Management Organization for educational outreach. We also broadcast the annual MS4 presentation on the local cable channel as well as provide educational links on our website.*

2. List the categories of BMPs that address your public education and outreach program, including the distribution of educational materials and a program implementation plan. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the U.S. Environmental Protection Agency's (EPA) *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

**If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Presentation of Annual MS4 Presentation	The presentation is broadcast on local cable, with a reach of approx. 11,730 residents. We will continue to monitor feedback from this presentation for future implementation.
Website	We have applicable links on our website. We will continue to add links as appropriate.
Distribute Educational Materials	Printed materials from RCWD are available at the Township Hall
Education Program: Illicit Discharge Detection and Elimination	Staff attends training session provided by Ramsey County.
Education Program: Construction Site Run-off Control	Staff (in conjunction with WMO's share information with contractors and perform site inspections.
Education Program: Post Construction Stormwater management in New Development and Redevelopment	Planner provides this information during plan review of proposed developments.
Education Program: Pollution Prevention/Good Housekeeping	Staff regularly attends training sessions, e.g. Chloride reduction in snow and ice removal.



BMP categories to be implemented	Measurable goals and timeframes
TMDL Emphasis	Begin working with RCWD and VLAWMO to develop and distribute materials that have an emphasis on the Bald Eagle Lake TMDL
Illicit Discharge Emphasis	Begin working with RCWD and VLAWMO to develop and distribute materials that have an emphasis on illicit discharge recognition and rules.
Documentation	Develop a documentation system for BMPs and other SWPPP activities.

3. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

*Bill Short, Township Clerk/Treasurer*

**B. MCM2: Public participation and involvement**

1. The Permit (Part III.D.2.a.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement a public participation/involvement program to solicit public input on the SWPPP. Describe your current program:

*Every year we present and hear comments on our SWPPP at a regular Town Board Meeting. We post notice of meeting as required before the meeting.*

2. List the categories of BMPs that address your public participation/involvement program, including solicitation and documentation of public input on the SWPPP. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/hpdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Annual Meeting	Hold annual meeting, typically in May.
Appropriate Public Notice	Make public notice for the meeting at least a month in advance on township website and in local newspaper.
Availability of SWPPP	Make a copy of SWPPP available to residents upon request at all times

BMP categories to be implemented	Measurable goals and timeframes
Documentation	Develop a documentation system for public input, notices, responses, and meetings.

3. Do you have a process for receiving and documenting citizen input?  Yes  No

If you answered **no** to the above permit requirement, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

*We will develop a documentation system within 12 months.*

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

*Bill Short, Township Clerk/Treasurer*

**C. MCM 3: Illicit discharge detection and elimination**

- The Permit (Part III.D.3.) requires that, within 12 months of the date permit coverage is extended, existing permittees revise their current program as necessary, and continue to implement and enforce a program to detect and eliminate illicit discharges into the small MS4. Describe your current program:

*We have an ordinance that prohibits illicit discharges and connections. Our public works staff is trained to identify any illicit discharges.*

- Does your Illicit Discharge Detection and Elimination Program meet the following requirements, as found in the Permit (Part III.D.3.c.-g.)?

- Incorporation of illicit discharge detection into all inspection and maintenance activities conducted under the Permit (Part III.D.6.e.-f.) Where feasible, illicit discharge inspections shall be conducted during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation).  Yes  No
- Detecting and tracking the source of illicit discharges using visual inspections. The permittee may also include use of mobile cameras, collecting and analyzing water samples, and/or other detailed procedures that may be effective investigative tools.  Yes  No
- Training of all field staff, in accordance with the requirements of the Permit (Part III.D.6.g.(2)), in illicit discharge recognition (including conditions which could cause illicit discharges), and reporting illicit discharges for further investigation.  Yes  No
- Identification of priority areas likely to have illicit discharges, including at a minimum, evaluating land use associated with business/industrial activities, areas where illicit discharges have been identified in the past, and areas with storage of large quantities of significant materials that could result in an illicit discharge.  Yes  No
- Procedures for the timely response to known, suspected, and reported illicit discharges.  Yes  No
- Procedures for investigating, locating, and eliminating the source of illicit discharges.  Yes  No
- Procedures for responding to spills, including emergency response procedures to prevent spills from entering the small MS4. The procedures shall also include the immediate notification of the Minnesota Department of Public Safety Duty Officer, if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. § 115.061.  Yes  No
- When the source of the illicit discharge is found, the permittee shall use the ERPs required by the Permit (Part III.B.) to eliminate the illicit discharge and require any needed corrective action(s).  Yes  No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*Our spill reporting procedure does not include immediate notification of the Minnesota Department of Public Safety Duty Officer. As part of our investigation into establishing ERPs, immediate notification will be added.*

- List the categories of BMPs that address your illicit discharge, detection and elimination program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

**If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Ordinance	Review the ordinance yearly and revise as needed to ensure it is meeting the needs of the Township and legal requirements.
Inspections	Public Works staff are trained to identify and illicit discharges. If any illicit discharges are suspected, additional inspections are performed. Document all illicit discharges.
Training	Public Works employees are trained to identify illicit discharges.
Storm Sewer System Map	A map of the storm sewer system is available and regularly updated.
BMP categories to be implemented	Measurable goals and timeframes
Enforcement Response Procedures	Develop and implement written ERPs
Pond Inventory	We are currently in the process of creating and inventory of all ponds, wetlands, and lakes.

Illicit Discharge Procedure	Develop a procedure for illicit discharge inspection, reporting, and documenting.
Spill Response Procedure	Develop a spill response procedure.
Documentation	Develop a documentation system for illicit discharge inspection, reporting, and corrections.

4. Do you have procedures for record-keeping within your Illicit Discharge Detection and Elimination (IDDE) program as specified within the Permit (Part III.D.3.h.)?  Yes  No
- If you answered **no**, indicate how you will develop procedures for record-keeping of your Illicit Discharge, Detection and Elimination Program, within 12 months of the date permit coverage is extended:
- We will investigate an appropriate mechanism for documenting date, time, and location of illicit discharge, along with correction actions required, and completion date.*
5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:
- Dale Reed, Public Works Supervisor*

**D. MCM 4: Construction site stormwater runoff control**

1. The Permit (Part III.D.4) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a construction site stormwater runoff control program. Describe your current program:
- Every land siturbing activity in the township must apply for approval of the erosion control plan. No land shall be disturbed or developed until the plan is approved. We work with contractors to ensure appropriate and correct use of erosion control devices onsite.*
2. Does your program address the following BMPs for construction stormwater erosion and sediment control as required in the Permit (Part III.D.4.b.):
- a. Have you established written procedures for site plan reviews that you conduct prior to the start of construction activity?  Yes  No
  - b. Does the site plan review procedure include notification to owners and operators proposing construction activity that they need to apply for and obtain coverage under the MPCA's general permit to *Discharge Stormwater Associated with Construction Activity No. MN R100001*?  Yes  No
  - c. Does your program include written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted by the public to the permittee?  Yes  No
  - d. Have you included written procedures for the following aspects of site inspections to determine compliance with your regulatory mechanism(s):
    - 1) Does your program include procedures for identifying priority sites for inspection?  Yes  No
    - 2) Does your program identify a frequency at which you will conduct construction site inspections?  Yes  No
    - 3) Does your program identify the names of individual(s) or position titles of those responsible for conducting construction site inspections?  Yes  No
    - 4) Does your program include a checklist or other written means to document construction site inspections when determining compliance?  Yes  No
  - e. Does your program document and retain construction project name, location, total acreage to be disturbed, and owner/operator information?  Yes  No
  - f. Does your program document stormwater-related comments and/or supporting information used to determine project approval or denial?  Yes  No
  - g. Does your program retain construction site inspection checklists or other written materials used to document site inspections?  Yes  No
- If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

3. List the categories of BMPs that address your construction site stormwater runoff control program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.
- Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Permit Application	Review and Process all permits in a timely manner.
Inspections	Inspect all active sites weekly or within 24 hours of ½" of rain or greater.
Ordinance	Erosion and Sediment control is part of Ordinance 8.
Long Term operation and maintenance of BMPs	Staff regularly inspections for operating performance of BMPs and provides maintenance if needed.
BMP categories to be implemented	Measurable goals and timeframes
Enforcement Response Procedure	Develop and implement ERPs
Site Review procedure	Begin working with RCWD and VLAWMO to develop and implement a written procedure for receipt of public input, site plan reviews, and site inspections
Documentation	Develop a documentation system for erosion and sediment control review and inspection

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:  
Bill Short, Clerk/Treasurer

**E. MCM 5: Post-construction stormwater management**

1. The Permit (Part III.D.5.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a post-construction stormwater management program. Describe your current program:

*Our post-construction stormwater management requirements are from RCWD and VLAWMO Rules.*

2. Have you established written procedures for site plan reviews that you will conduct prior to the start of construction activity?  Yes  No
3. Answer **yes** or **no** to indicate whether you have the following listed procedures for documentation of post-construction stormwater management according to the specifications of Permit (Part III.D.5.c.):
- a. Any supporting documentation that you use to determine compliance with the Permit (Part III.D.5.a), including the project name, location, owner and operator of the construction activity, any checklists used for conducting site plan reviews, and any calculations used to determine compliance?  Yes  No
  - b. All supporting documentation associated with mitigation projects that you authorize?  Yes  No
  - c. Payments received and used in accordance with Permit (Part III.D.5.a.(4)(f))?  Yes  No
  - d. All legal mechanisms drafted in accordance with the Permit (Part III.D.5.a.(5)), including date(s) of the agreement(s) and names of all responsible parties involved?  Yes  No

If you answered **no** to any of the above permit requirements, describe the steps that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

*We will work with RCWD and VLAWMO to ensure all requirements are met.*

4. List the categories of BMPs that address your post-construction stormwater management program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Inspection	Annual Inspection of at least 20% of Township owned stormwater BMPs, and all structural pollution control devices.

Stormwater Mapping	Update existing stormwater map with newly created bmps.
<b>BMP categories to be implemented</b>	<b>Measurable goals and timeframes</b>
Enforcement Response Procedure	Develop and implement ERPs
Post Construction Stormwater Management Program	Investigate updates to current ordinances to incorporate post construction stormwater management.
Site Plan Reviews	Begin working with RCWD and VLAWMO to develop a written procedure for site plan review.
Documentation	Develop a documentation system for post construction stormwater management.

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

*Bill Short, Clerk/Treasurer*

**F. MCM 6: Pollution prevention/good housekeeping for municipal operations**

1. The Permit (Part III.D.6.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement an operations and maintenance program that prevents or reduces the discharge of pollutants from the permittee owned/operated facilities and operations to the small MS4. Describe your current program:

*The Township currently has yearly inspections of the storm sewer system, all structural BMPs, and 20% of all MS4 outfalls and makes repairs as needed. Stockpiles are inspected as needed*

2. Do you have a facilities inventory as outlined in the Permit (Part III.D.6.a.)?  Yes  No
3. If you answered **no** to the above permit requirement in question 2, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

4. List the categories of BMPs that address your pollution prevention/good housekeeping for municipal operations program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. For an explanation of measurable goals, refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

**If you have more than five categories**, hit the tab key after the last line to generate a new row.

<b>Established BMP categories</b>	<b>Measurable goals and timeframes</b>
Storm Drain System Maintenance Program	Yearly cleaning and inspection of storm grates, catch basins and other appurtenances for trash, sediment, etc.
Structural BMP inspection	Yearly inspection of all structural BMPs
MS4 outfall inspections	Inspection of 20% of all MS4 outfalls per year.
Stockpile Inspections	Inspect Stockpiles, formally every quarter, informally every working day.
Record Keeping	Keep record of every inspection at public works department.
<b>BMP categories to be implemented</b>	<b>Measurable goals and timeframes</b>
Facility Inventory of Pollutant contributors	Investigate inventory methods
Pond Assessment procedures	Work with RCWD and VLAWMO to investigate development of determining TSS and TP treatment effectiveness.

Documentation	Development a documentation system for pollution prevention and good housekeeping methods.

5. Does discharge from your MS4 affect a Source Water Protection Area (Permit Part III.D.6.c.)?  Yes  No
- a. If **no**, continue to 6.
- b. If **yes**, the Minnesota Department of Health (MDH) is in the process of mapping the following items. Maps are available at <http://www.health.state.mn.us/divs/eh/water/swp/maps/index.htm>. Is a map including the following items available for your MS4:
- 1) Wells and source waters for drinking water supply management areas identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330?  Yes  No
- 2) Source water protection areas for surface intakes identified in the source water assessments conducted by or for the Minnesota Department of Health under the federal Safe Drinking Water Act, U.S.C. §§ 300j – 13?  Yes  No
- c. Have you developed and implemented BMPs to protect any of the above drinking water sources?  Yes  No
6. Have you developed procedures and a schedule for the purpose of determining the TSS and TP treatment effectiveness of all permittee owned/operated ponds constructed and used for the collection and treatment of stormwater, according to the Permit (Part III.D.6.d.)?  Yes  No
7. Do you have inspection procedures that meet the requirements of the Permit (Part III.D.6.e.(1)-(3)) for structural stormwater BMPs, ponds and outfalls, and stockpile, storage and material handling areas?  Yes  No
8. Have you developed and implemented a stormwater management training program commensurate with each employee's job duties that:
- a. Addresses the importance of protecting water quality?  Yes  No
- b. Covers the requirements of the permit relevant to the duties of the employee?  Yes  No
- c. Includes a schedule that establishes initial training for new and/or seasonal employees and recurring training intervals for existing employees to address changes in procedures, practices, techniques, or requirements?  Yes  No
9. Do you keep documentation of inspections, maintenance, and training as required by the Permit (Part III.D.6.h.(1)-(5))?  Yes  No

If you answered **no** to any of the above permit requirements listed in **Questions 5 – 9**, then describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*We will investigate BMPS to protect drinking water sources. We will work with RCWD and VLAWMO to develop procedures and a schedule for determining the effectiveness of TSS and TP removal in Township owned ponds. We will update our inspection, training, and documentation procedures*

10. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

*Bill Short, Clerk/Treasurer*

## VI. Compliance Schedule for an Approved Total Maximum Daily Load (TMDL) with an Applicable Waste Load Allocation (WLA) (Part II.D.6.)

- A. Do you have an approved TMDL with a Waste Load Allocation (WLA) prior to the effective date of the Permit?  Yes  No
1. If **no**, continue to section VII.
2. If **yes**, fill out and attach the MS4 Permit TMDL Attachment Spreadsheet with the following naming convention: *MS4NameHere\_TMDL*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

## VII. Alum or Ferric Chloride Phosphorus Treatment Systems (Part II.D.7.)

- A. Do you own and/or operate any Alum or Ferric Chloride Phosphorus Treatment Systems which are regulated by this Permit (Part III.F.)?  Yes  No
1. If **no**, this section requires no further information.
  2. If **yes**, you own and/or operate an Alum or Ferric Chloride Phosphorus Treatment System within your small MS4, then you must submit the Alum or Ferric Chloride Phosphorus Treatment Systems Form supplement to this document, with the following naming convention: *MS4NameHere\_TreatmentSystem*.
- This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

## VIII. Add any Additional Comments to Describe Your Program



## TMDL Wasteload Allocation Excel Spreadsheet PART II.D.6.a.-e.

Copy and paste from the Master List MS4 TMDL Spreadsheet for your MS4 to the space below.

Attach this completed form with your SWPPP Document at the time of submittal. At a **minimum**, provide all of the information "" items (TMDL Project Name, Type of WLA, Numeric WLA, Unit, Flow Condition, and Pollutant of Concern).

Permittee name	Preferred ID	TMDL project name*	Waterbody ID	Type of WLA*	Numeric WLA*	Unit*	Percent reduction	Flow condition*	Waterbody name	Pollutant of concern*	Date approved
White Bear Township	MS400163	Bald Eagle Lake: Excess Nutrients TMDL	62-0002	Categorical	719	lbs/year	38%	N/A	Bald Eagle Lake	Phosphorus	8/11/2012



**Compliance Schedule PART II.D.6.f.-g.**

Is your MS4 currently meeting its WLA for any approved TMDLs? **Go to:**  
 If "No", Complete Table 1 [Directions for completed BMP implementation beyond the term of this permit and Table 2 below.](#) **Table 1** **Go to:** [Directions...](#) **Table 2**  
 If "Yes", indicate the WLA (may be grouped by TMDL) you believe are reasonably being met. For each WLA, list the implemented BMPs and provide a narrative strategy for the long-term continuation of meeting each WLA, PART II.D.6.g.(1)(D).

**Table 1**

Fill in the following table with your Interim Milestones, BMP IDs, and Implementation Dates. Replace "TMDL Project Name & Pollutant" Columns with each TMDL Project Name and the corresponding pollutant. Then put an "X" in the boxes for the TMDL that corresponds with each BMP. **PART II.D.6.g.(1)(D)**

**NOTE:**  
 It is recommended to assign each Interim Milestone (BMP) a BMP ID. You will be required to report on the status of each Int-aim Milestone and include a BMP ID for all structural BMPs as part of the MS4 Annual Report (see Part III.E.), so including this or ID numbers at the time of application may be useful in tracking implementation efforts. If a permit that will be included in the p and inventory (Part III.C.2.) is to be applied toward a WLA, use the same ID for both the permit inventory and TMDL tracking. Non-structural BMPs are not required to have an ID, but it may be useful to assign it an ID for internal MS4 recordkeeping.

MS4CA recommends the Implementation Dates align with the submittal of MS4 Annual Reports. Dates selected may not reflect the actual date a BMP is implemented, but shall indicate a BMP will be implemented on that date or before for that reporting year.

Interim Milestone (Best Management Practice)	BMP ID	Implementation Date	Ball Lake Stream	TMDL Project Name & Pollutant	TMDL Project Name & Pollutant	TMDL Project Name & Pollutant	TMDL Project Name & Pollutant	TMDL Project Name & Pollutant	TMDL Project Name & Pollutant	TMDL Project Name & Pollutant	TMDL Project Name & Pollutant	TMDL Project Name & Pollutant	TMDL Project Name & Pollutant	TMDL Project Name & Pollutant	TMDL Project Name & Pollutant	TMDL Project Name & Pollutant	TMDL Project Name & Pollutant	TMDL Project Name & Pollutant	TMDL Project Name & Pollutant	TMDL Project Name & Pollutant	TMDL Project Name & Pollutant	TMDL Project Name & Pollutant	TMDL Project Name & Pollutant	TMDL Project Name & Pollutant	TMDL Project Name & Pollutant	TMDL Project Name & Pollutant	TMDL Project Name & Pollutant	TMDL Project Name & Pollutant	TMDL Project Name & Pollutant	
																														Ball Lake Stream
Protect the wetlands and riparian habitat through the adoption/implementation of MS4...		2/2024	X																											
Protect the stream channels that contribute to the riparian habitat.		2/2024	X																											
Protect the stream channels that contribute to the riparian habitat.		2/2024	X																											
Protect stream channels that contribute to the riparian habitat.		2/2024	X																											

Revisions for structural BMP implementation beyond the term of this permit. **PART II.D.6.g.(1)(D)**

Currently the Township divides by and enforces the New York State Water Quality Standards that require a minimum for 1.1 inch treatment volume for all projects except public linear projects and 0.75 inch treatment volume for public linear projects. The Township intends to explore updating current new construction and redevelopment standards to incorporate Minimal Impact Design Standards in the Ball Lake Stream Watershed as well as reviewing the current COP for projects that could incorporate go-advance removal or opportunities to retrofit existing to maximize their pollutant removal capacity. Upon revision of the TMDL for Ball Lake Stream by the State, the Township will consider any necessary modifications to this approach.

**Table 2**

Table 2 lists the available WLAs that will be achieved. **PART II.D.6.g.(1)(D)**

WLA	Target Date to Achieve WLA
Ball Lake Stream TMDL	2024