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| MPCA-New mn Logo for Forms with address | Phase II MS4 audit checklist  NPDES/SDS Municipal Separate Storm  Sewer System (MS4) Permit Program  *Doc Type: Permit Evaluation* |

**Instructions:** This form is to be completed by Minnesota Pollution Control Agency (MPCA) MS4 Permit Program staff indicating which items are required for submittal by the MS4 permittee before conducting the audit.

**Instructions for Permittee:** All documents on this checklist should be accessible during or directly following an audit. Audits may cover any material listed, whether or not is checked off on this list. Send checked items to my attention within one week of receipt.

**Stormwater Pollution Prevention Program (SWPPP) – Overall program management**

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|  |  | **Item** | **Permit reference** |
|  |  | Memorandum of Understanding (MOU) or other agreements | Part II.D.1., IV.B.6. |
|  |  | Stormwater program staff lists, responsible parties for each MCM, organizational charts | Part II.D.5.c. |
|  |  | Annual Report | Part IV.B. |
|  |  | TMDL attachment to annual report | Part IV.B. |
|  |  | Alum or ferric chloride system attachment to annual report | Part III.F.3.a. |

**Minimum Control Measure (MCM) 1 - Public education**

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|  |  | **Item** | **Permit reference** |
|  |  | Education and outreach materials and resources you have used to communicate stormwater runoff pollution prevention topics | Part III.D.1.a. |
|  |  | A description of all high-priority stormwater issues your organization has selected | Part III.D.1.c.(1) |
|  |  | Education and outreach implementation strategy or plan, including annual program evaluation | Part III.D.1.c.(2) |
|  |  | A list of modifications to your educational program as a result of your annual evaluation | Part III.D.1.c.(3) |
|  |  | A list of activities held, including the dates, to meet measurable goals in the last 12 months | Part III.D.1.c.(4) |
|  |  | Documentation of the dates, quantity, and types of educational materials distributed over the last 12 months | Part III.D.1.c.(5) |

**Minimum Control Measure (MCM) 2 - Public participation**

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|  |  | **Item** | **Permit reference** |
|  |  | Any relevant written input regarding your SWPPP, and your responses to each comment | Part III.D.2.b.(1) and (2) |
|  |  | A list of all dates and locations where you held events to receive public comments on your SWPPP, and a copy of any notices, including electronic correspondence, provided to the public for any of these events | Part III.D.2.b.(3) and (4) |

**MCM 3 – Illicit discharge detection and elimination**

|  |  | **Item** | **Permit reference** |
| --- | --- | --- | --- |
|  |  | Storm sewer system map | Part III.D.3.a. |
|  |  | Regulatory mechanism to prohibit non-stormwater discharges into your storm sewer system | Part III.D.3.b. |
|  |  | Business and industrial activity areas within the MS4 jurisdiction that may be more likely to have illicit discharges | Part III.D.3.f. |
|  |  | Procedures for investigating, locating, and eliminating the source of illicit discharges | Part III.D.3.g.(1) |
|  |  | Spill response plan, including emergency response procedures | Part III.D.3.g.(2) |
|  |  | Enforcement response procedures (ERPs) for eliminating illicit discharges once the source has been found | Part III.D.3.g.(3) |
|  |  | Dates and locations of illicit discharge detection inspections from the last 12 months | Part III.D.3.h.(1) |
|  |  | A list of all reports of alleged illicit discharges that you have received in the last 12 months, including dates and any follow-up actions | Part III.D.3.h.(2) |
|  |  | A list of all dates of discovery for illicit discharges in the last 36 months | Part III.D.3.h.(3) |
|  |  | A list of all outfalls, including their unique ID numbers, where illicit discharges have been discovered in the last 36 months | Part III.D.3.h.(4) |
|  |  | A list of all discovered illicit discharge sources found in the last 36 months including descriptions and the responsible party | Part III.D.3.h.(5) |
|  |  | A list of all actions you have taken, including dates, to address discovered illicit discharges in the last 36 months | Part III.D.3.h.(6) |

**MCM 4 – Construction site stormwater runoff control**

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|  |  | **Item** | **Permit reference** |
|  |  | Regulatory mechanism for construction site stormwater runoff control | Part III.D.4.a. |
|  |  | Written procedures for performing site plan reviews prior to the start of construction activity (municipal and private). | Part III.D.4.b. |
|  |  | Written procedures for receipt and consideration of reports of noncompliance on construction activity | Part III.D.4.c. |
|  |  | Written procedures for conducting construction stormwater site inspections | Part III.D.4.d. |
|  |  | Checklist or inspection form for use during construction stormwater site inspections | Part III.D.4.d.(4) |
|  |  | Enforcement response procedures for correcting noncompliance | Part III.D.4.e. |
|  |  | List of three active construction sites requiring a National Pollutant Discharge Elimination System (NPDES) Construction Stormwater General Permit, including at least one municipal project. If there are fewer than three active sites in your jurisdiction, include a list of all active sites. | Part III.D.4.b. |
|  |  | Documentation, including project name, location, total acreage to be disturbed, and the names of the owner and operator of the proposed construction activity for all site plan reviews performed in the last 12 months | Part III.D.4.f.(1) |
|  |  | All of the above information, plus any stormwater related comments and supporting documentation used to determine project approval or denial for one site plan review. | Part III.D.4.f.(1) |
|  |  | Documentation of all site inspections you performed in the last 12 months | Part III.D.4.f.(2) |
|  |  | Guidance documents, if available, on Best Management Practices (BMPs) related to erosion and sediment control. This includes design standards, BMP manuals, or fact sheets made available to developers, contractors and/or builders | Part III.D.4., Part III.D.1.c.(5) |

**MCM 5 – Post-construction stormwater management**

|  |  | **Item** | **Permit reference** |
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|  |  | Post-construction stormwater management regulatory mechanism | Part III.D.5.a. |
|  |  | Written procedures for site plan review of post-construction stormwater management requirements, including the job title and department of the individual(s) responsible for plan review and any checklist(s) used by plan reviewers | Part III.D.5.b. |
|  |  | Documentation from site plan review for one project, including calculations used to determine compliance with Part III.D.5.a. | Part III.D.5.c.(1) |
|  |  | All supporting documentation associated with mitigation projects you authorized during this Permit term | Part III.D.5.c.(2) |
|  |  | Records of payments received and used as payment-in-lieu during this Permit term | Part III.D.5.c.(3) |
|  |  | All legal mechanisms drafted for long-term maintenance agreements in the last 12 months, including the date(s) and name(s) of all responsible parties | Part III.D.5.c.(4) |
|  |  | Example maintenance agreement for privately owned structural stormwater BMPs | Part III.D.5.a.(5) |
|  |  | Guidance documents, including design standards, BMP manuals, or fact sheets for developers, builders and contractors that address post-construction stormwater management | Part III.D.5.a.(2) |
|  |  | Inspection records and/or tracking system or database records related to long term maintenance of private structural stormwater BMPs from the last 12 months | Part III.D.5.a.(5) |
|  |  | List of at least two post-construction sites where permanent structural stormwater BMP(s) were constructed, including at least one municipal project | Part III.D.5. |

**MCM 6 – Pollution prevention/Good housekeeping**

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|  |  | **Item** | **Permit reference** |
|  |  | Facilities inventory of permittee owned/operated facilities that contribute pollutants to stormwater discharges | Part III.D.6.a. |
|  |  | Contract language for MS4 operation and maintenance activities performed by a contractor | Part II.D.1., III.D.6.b. |
|  |  | Street sweeping records | Part III.D.6.b.(2)(b) |
|  |  | A list of materials used for cold weather operations and quantities of deicing compounds, sand, and anti-icing solution applied to public roads, parking lots, and sidewalks | Part III.D.6.b(2)(l) |
|  |  | Procedures and the schedule for determining TSS and TP treatment effectiveness of permittee owned/operated stormwater ponds | Part III.D.6.d. |
|  |  | Documentation of dates and findings for all inspections of structural stormwater BMPs in the last 12 months | Part III.D.6.e.(1) |
|  |  | A list of any structural stormwater BMPs that you have shifted to an alternative inspection frequency | Part III.D.6.e.(1) |
|  |  | Documentation of dates and findings for all inspections of ponds and outfalls in the current Permit term | Part III.D.6.e.(2) |
|  |  | Documentation of dates and findings for all inspections of stockpile, storage and material handling areas in the last 12 months | Part III.D.6.e.(3) |
|  |  | A schedule that establishes initial training for new and/or seasonal employees, and recurring training intervals for existing employees | Part III.D.6.g.(3) |
|  |  | A list of dates and description of all maintenance conducted as a result of inspections in the last 12 months | Part III.D.6.h.(3) |
|  |  | Documentation of all pond sediment excavation and removal activities conducted in the current Permit term | Part III.D.6.h.(4) |
|  |  | Training materials and resources used to educate employees about pollution prevention strategies to implement during their daily job duties | Part III.D.6.h.(5) |
|  |  | Documentation of all employee training conducted in the current Permit term, including dates, topics covered, and the employees in attendance at each event | Part III.D.6.h.(5) |

**Alum or ferric chloride phosphorus treatment systems**

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|  |  | **Item** | **Permit reference** |
|  |  | Results of site-specific jar testing conducted using typical and representative water samples in accordance with ASTM D2035-08 (2003) | Part III.F.3.b.(1) |
|  |  | Baseline concentrations of aluminum or iron and phosphorus in the influent and receiving waters | Part III.F.3.b.(2) |
|  |  | A list of the following system parameters and how each was determined:   * Flocculent settling velocity * Minimum required retention time * Rate of diversion of stormwater into the system * The flow rate from the discharge of the outlet structure * Range of expected dosing rates | Part III.F.3.b.(3) |
|  |  | Procedures for the installation, operation and maintenance of all pumps, generators, control systems, and other equipment | Part III.F.4.a. |
|  |  | Specific parameters for determining when the solids must be removed from the system and how the solids will be handled and disposed of | Part III.F.4.b. |
|  |  | Procedures for cleaning up and/or containing a spill of each chemical stored on-site | Part III.F.4.c. |