Review Underway

Public Safety and Compliance

Municipal Separate Storm Sewer System (MS4) Technical Manual

For 5.24.2.1

Minnesota State

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PARTS

FORMS

****Content reviewed and approved by MPCA Stormwater Division**

5.24.2.1 Municipal Separate Storm Sewer System (MS4) Technical Manual (TM)

Part 1. Purpose

This TM supports the MS4 OI and can be used by the Campus MS4 Coordinator to complete both the MS4 Annual Report (By June 30) and the MS4 SWPPP Application for Reauthorization. In the early part of every calendar year, MPCA publishes an Annual Report "MS4 Question Worksheet". The worksheet is designed to help you gather information from the previous year, which is needed to complete the annual report due end of June of every year.

Part 2. Annual and Periodic SWPPP Reviews and Inspections

At a minimum, the following reviews and inspections must be performed and documented:

- The MS4 SWPPP must be reviewed prior to submitting annual report**.**
- **Under Part 6. Subpart D.6:**
  - All structural best management practices (BMP's) shall be inspected annually.
  - The following outdoor locations must be inspected on a quarterly basis: stockpiles, storage areas and material handling areas.
  - All ponds and outfalls must be inspected prior to expiration of the current General Permit on November 15, 2025. This requires sampling at outfalls to determine effectiveness of total suspended solids and total phosphorus removal.
- Utilize MPCA's Annual Report "MS4 Question Worksheet" to assist with these tasks. The form is located on MPCA's Stormwater Manual:
  - https://stormwater.pca.state.mn.us/index.php?title=MS4_Annual_Report

Part 3. Minnesota State Permitted MS4's

The following 17 Minnesota State campuses met MPCA eligibility standards, listed in Parts 2 and 3 of the operating instruction, and are permitted MS4's:

- Anoka Ramsey Community and Technical College, Coon Rapids
- Century College
- Hennepin Technical College, Brooklyn Park
- Hennepin Technical College, Eden Prairie
- Inver Hills Community College
- Lake Superior College
- Metropolitan State University, St. Paul
- Minneapolis Community and Technical College
- Minnesota State Community and Technical College, Moorhead
- Minnesota State University Moorhead
- Minnesota State University, Mankato
- Normandale Community College
- North Hennepin Community College
- Rochester Community and Technical College
- Saint Cloud State University
- Saint Cloud Technical and Community College
- Saint Paul College

NOTE: MPCA has indicated the following:

- They don't anticipate any additional campuses will be required to establish an MS4.
- They may revocate the MS4 permit requirement from some of the smaller campuses. However, no timeline was provided as to when the MS4 permit revocation may occur.

Part 4 Definitions

Alum or Ferric Chloride Phosphorus Treatment System

Diversion of flowing stormwater from a MS4, removal of phosphorus through the use of a continuous feed of alum or ferric chloride additive, flocculation, and the return of the treated stormwater back into a MS4 or receiving water.

Applicable Waste Load Allowance (WLA)

A Waste Load Allocation assigned to the permittee and approved by the USEPA prior to the issuance date of the General Permit (November 16, 2020).

Best Management Practices (BMPs)

Practices to prevent or reduce the pollution of the waters of the state, including schedules of activities, prohibition of practices and other management practices and also includes treatment requirements operating procedures and practices to control plant site runoff, spillage or leaks, sludge, or waste disposal or drainage from raw material storage.

Common Plan of Development or Sale

Contiguous area where multiple separate and distinct land disturbing activities may be taking place at different times, on different schedules, but under one proposed plan. One plan is broadly defined to include design, permit application, advertisement or physical demarcation indicating that land-disturbing activities may occur.

Construction Activity

Activities including clearing, grading, and excavating, that result in land disturbance of equal to or greater than one acre, including the disturbance of less than one acre of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than one acre. This includes a disturbance to the land that results in a change in the topography, existing soil cover, both vegetative and nonvegetative, or the existing soil topography that may result in accelerated stormwater runoff that may lead to soil erosion and movement of sediment. Construction activity does not include a disturbance to the land of less than five acres for the purpose of routine maintenance performed to maintain the original line and grade, hydraulic capacity, and original purpose of the facility. Routine maintenance does not include activities such as

repairs, replacement and other types of non-routine maintenance. Pavement rehabilitation that does not disturb the underlying soils (e.g., mill and overlay projects) is not construction activity.

Enforcement Response Procedures (ERPs)

Written procedures that outline the escalation of enforcement to address non-compliance to stormwater requirements.

Illicit Discharge

Any discharge to a municipal separate storm sewer system that is not composed entirely of stormwater except discharges pursuant to a NPDES permit, and discharges resulting from firefighting activities.

Illicit Discharge Detection and Elimination

Program to enforce the detection of and elimination of illicit discharges

Impaired Waters

Waters identified as impaired by the Agency, and approved by the USEPA, pursuant to section: 303(d) of the Clean Water Act (33 U.S.C. 303(d)).

Minimum Control Measure (MCM)

Stormwater management MCM's are designed to provide campus with tools to meet requirements of the MS4. These include BMP's with measurable goals to document implementation.

Municipal Separate Storm Sewer System (MS4) Permit

The current MS4 Permit was issued on November 16, 2020. It is scheduled to expire on November 15, 2025.

New Development

All construction activities that are not defined as redevelopment.

Outfall

Point where a MS4 discharges to a receiving water, or the stormwater discharge permanently leaves the MS4.

Pipe

Closed manmade conveyance device used to transport stormwater from location to location.

Public

For Minnesota State campuses, the public includes staff, faculty, students and visitors to campuses.

Receiving Waters

Any lake, river, stream, or wetland that receives stormwater discharges from a college or university identified as a MS4.

Regulatory Mechanisms
Colleges and universities will reference and enforce Board Policy 5.24, *Safety and Security Compliance.*

Stormwater Pollution Prevention Program (SWPPP)
A comprehensive program developed by the campus to manage and reduce pollutant discharge off of the campus MS4.

Structural Stormwater BMP's
Stationary and permanent BMP that is designed, constructed and operated to prevent or reduce the discharge of pollutants in stormwater.

Total Maximum Daily Load (TMDL)
Sum of the individual Waste Load Allocations for point sources and load allocations for nonpoint sources and natural background, as more fully defined in 40 CFR 130.2, paragraph (i). A TMDL sets and allocates the maximum amount of a pollutant that may be introduced into a water of the state and still assure attainment and maintenance of water quality standards.

Waste Load Allocation (WLA)
The portion of a receiving water's loading capacity that is allocated to one of its existing or future point sources of pollution, as more fully defined in Code of Federal Regulations, title 40, section 130.2, paragraph (h). In the absence of a TMDL approved by USEPA under 40 CFR 130.7, or an assessment and remediation plan developed and approved according to Minn. R. 7052.0200, Subp. 1.C, a WLA is the allocation for an individual point source that ensures that the level of water quality to be achieved by the point source is derived from and complies with all applicable water quality standards and criteria. [

Water Quality Volume
For construction activity (excluding linear projects), one (1) inch of runoff from the sum of the new and fully reconstructed impervious surfaces created by the project (calculated as an instantaneous volume); or for linear projects, the greater of one (1) inch of runoff from the new impervious surface or one-half (0.5) inch of runoff from the sum of the new and fully reconstructed impervious surfaces created by the project (calculated as an instantaneous volume).

Waters of the State
All streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state or any portion thereof.

Part 5. Responsibilities

Campus President

The Campus President has the following responsibilities:

- Overall compliance with the MPCA's MS4 NPDES Permit
- Duty to delegate the role of MS4 Coordinator to a full-time employee

MS4 Coordinator(s)

The MS4 Coordinator has the following responsibilities:

- Work with the Construction Program Manager to review and approve all outdoor construction work projects. Ensure outdoor construction contracts contain SWPPP requirements.
- Maintain and enforce the MS4 NPDES permit. This includes the campus specific MS4 stormwater pollution prevention plan (SWPPP) as detailed under **Part 6.**
- Identify and implement BMP's for each MCM listed in **Part 6, Subpart D.** The BMP's must have measurable goals which are relatively easy to implement and monitor for compliance. Update status of achieving the measurable goals on your annual MS4 report.
- If applicable, perform waste load allowance determinations as detailed in **Part 6, Subpart E**.
- Complete annual MS4 SWPPP assessment and annual permit report update as detailed in **Part 2 and Part 6, Subpart F**.
- If applicable, ensure pond sampling strategy is included in the SWPPP. This pond sampling strategy must be executed during the next permit term. **See Form 5.**
- Utilize illicit discharge investigation, reporting and inspection forms**.** In place of these forms, the campus may use their own form or a contractor generator form, IF the alternate form contains at a minimum, all the requirements as shown in **Part 6, Subpart B**.

Facility Staff

Facility staff have the following responsibilities, if properly trained to do so:

- Complete illicit discharge inspection or investigation checklists, **Forms 1 and 2**.
- Use **Form 3** to report findings of any illicit discharges

Building Occupants (see definitions)

Building Occupants, as defined in Part 4, have the following responsibilities:

- To avoid creating illicit discharges.
- To report to the MS4 coordinator any illicit discharge they caused or found. **Use Form 3**.

Construction Program Manager

Construction Project Managers or person designated as construction project contact person, has the following responsibilities:

- Ensure all outdoor construction project contracts contain SWPPP requirements.
- Review and approve all outdoor construction projects requiring construction stormwater permits.
- Ensure contractor reports SWPP violations and resolves these issues in a timely manner.
- Document all contact with contractor related to stormwater control issues.

Part 6. MS4 Stormwater Pollution Prevention Plan (SWPPP) Program

The SWPPP is the integral part of the MPCA's MS4 NPDES permit. The goals of the SWPPP are to reduce the discharge of pollutants to the maximum extent possible, to protect water quality and to satisfy the appropriate water quality requirements of the Clean Water Act.

The SWPPP is a dynamic document and must be continuously monitored to ensure requirements are properly implemented, enforced and reviewed. Reviews assure the SWPPP remains applicable with current legislation and with changes in site situations. Below are mechanisms, procedures, minimum control measures and other requirements which must be monitored and included on Annual Report:

Subpart A. Regulatory Mechanisms

Campus policy, contract language and any campus specific standards must enforce requirements listed under **Part 6, Subpart D, MCMs 3-5**. These include the minimum control measures for illicit discharge detection and elimination (IDDE), construction site stormwater runoff control, and post-construction storm water management.

Subpart B. Enforcement Response Procedures (ERPs)

ERP's are designed to identify persons or companies which violate the campus MS4 policy by creating an illicit discharge. There are four groups the campus is broken up into: students, faculty/staff, visitors and contractors. For each group there are the following ERP's:

- Students-Violators are subject to student code of conduct discipline
- Faculty/Staff-Violators are subject to employee misconduct discipline
- Visitors-Violators will be reported to the local community stormwater authority.
- Contractors-Violators are subject to breach of contract penalties.

Campuses can use the illicit discharge investigation, **Form 2**, or create a form of their own. Campus-created forms must include the following:

1. Name of persons or program responsible for causing the illicit discharge
2. Date(s) and location(s) of the observed violation(s)
3. Description of the violations, including reference to the relevant mechanism
4. Corrective action(s) (including completion schedule) issued by the college or university
5. Date(s) and type(s) of enforcement used to compel compliance (e.g., written notice, citation, stop work order, etc.)
6. Referrals to other regulatory organizations (if any)
7. Date(s) violation(s) resolved.

Subpart C. Mapping and Inventory

Current and accurate mapping and inventory of the campus MS4 system is required by the permit. Both maps and inventories must be reviewed annually and/or updated as necessary. Ensure the following information is current and accurate:

1. Storm sewer maps ideally should list all stormwater conveyance systems. But at a minimum must depict all pipes 12 inches or greater in diameter and flow direction. Map must also include outfalls, and their corresponding identification numbers and geographic coordinates. The map must also include all structural best management practices (BMP) and receiving waters which are part of the MS4.

2. Inventory of ponds constructed or operated for the purposes of stormwater detention and flood control and used for the collection of stormwater via constructed conveyances (ditches, canals, culverts, and similar waterways) and/or wetlands within the college or university's jurisdiction used to collect stormwater via constructed conveyances.
3. Ensure inventory information is displayed on the storm sewer map along with unique identification numbers, geographic coordinates, and type of features (e.g., pond, wetland, or lakes).

Subpart D. Minimum Control Measures (MCMs)

The MS4 Coordinator must maintain, update and document compliance with the SWPPP's six MCMs. For each MCM, BMP measurable goals must be monitored for status of implementation and results tabulated. These measurable goals were selected on the SWPPP Reauthorization Application and on the MS4 Annual Report. Provide updates on a yearly basis.

MCM1: Public Education and Outreach. (Items 16.1-16.9 of the MS4 Permit items and parts 8-22 of the MS4 Permit Part 2 Application)

The campus will be required to distribute educational materials, or some other form of outreach, related to two high priority stormwater related topics.

- Select two topics from the list provided in the application or choose your own topic(s). If you choose your own topic, you will need to describe in detail what you intend to do.
- Consider carefully the topics you choose, because you are required to provide written documentation of materials distributed or the types of outreach which were conducted.
- Easily quantifiable and trackable topics should be selected.
- This information must be reported annually on the MS4 Annual Report, due end of June.

MCM2: Public Participation and Involvement. (Items 17.1-17.8 of the MS4 Permit and #'s 23-33 of the MS4 Permit Application)

The campus will be required to provide a minimum of one opportunity annually, for the public to provide input on the SWPPP and to be involved in activities to improve water quality.

- Determine the most appropriate method to engage with the campus community for input on the SWPPP. These include but are not limited to:
  - Scheduled meetings with campus community to comment on the adequacy of the SWPPP.
  - Opportunities for the campus community to review and comment on the SWPPP and all supporting SWPPP documentation.
- Determine the most appropriate method(s) for campus involvement related to pollution prevention or a water quality themed opportunity. This opportunity may include but is not limited to the promoting and scheduling of:
  - Rain barrel distribution on campus.
  - Rain garden workshops.
  - Campus cleanup events
  - Stenciling of storm drains
  - Adoption of storm drains
  - Volunteer water quality monitoring

    - Other opportunities which will need to be defined in scope.
- The campus must document any input received or actions taken related to the adequacy of the SWPPP, as well as any pollution prevention or water quality opportunities. The following information must be recorded:
    - Written input received from the campus community and any responses returned to the input.
    - Dates, locations, and numbers of campus community attending SWPPP compliance adequacy input meeting(s).
    - Any notices (written, electronic or broadcasted) provided to the campus community related to SWPPP adequacy.
    - Dates, locations, and numbers of campus community participated in SWPPP compliance adequacy events.
    - All this information must be included in annual MS4 report, due end of June.

MCM 3: Illicit Discharge Detection and Elimination (IDDE). (Items 18.2-18.4 and 18.7-18.18 of the MS4 Permit and #'s 34-38, and 42-67 of the MS4 Permit Application)
The campus will be required to continue an illicit discharge detection and elimination program. The following items are required for the program:

- An up to date storm sewer system map detailing the following information:
    - All pipes 12 inches or greater in diameter. Map must indicate flow direction in all pipes.
    - Location of all outfalls, to include campus designated identification number and geographic coordinates
    - Location of all structural stormwater best management practices being used to control stormwater.
    - Depiction of all receiving waters.
    - Priority areas identified as having a high potential for an illicit discharge, these include the following:
        - Commercial areas of the campus
        - Locations where illicit discharges have occurred previously
        - Outdoor storage areas with loose product which could easily be transported in stormwater runoff
- Written instructions prohibiting non-stormwater discharge into the campus MS4. These prohibitions must be listed in the following documents:
    - Construction contracts
    - Campus issued permits, policies and standards
    - Legal agreements
    - Other campus specific arrangements. These need to be explained in detail.
- Written procedures for IDDE monitoring, inspections, responding to discover of illicit discharges and the cleanup measures to be taken:
    - Monitoring responsibilities of campus personnel for signs of illicit discharges during outdoor inspections and maintenance activities
    - Conducting inspections during dry-weather (72-hours or more of no precipitation), if possible.
    - Detailing process followed for any illicit discharge discovered during inspection:

        - Investigation timeframe, to include date and location of all inspections
        - Results of visual inspection to track the source
        - Tools used to investigate and locate the source, such as cameras, sampling gear, dye testing, etc.
        - Cleanup procedures followed
        - Names and titles of everyone involved in the investigation and cleanup process
- Emergency response and spill response procedures campus employees will follow in responding to illicit discharge cleanup. Campus must inform the Minnesota Duty Officer if spill, if not recovered, may cause pollution of waters of the state except for a discharge of five gallon of less of petroleum as defined in MN Statue 115.061.
- Dates of discovery of all illicit discharges.
- Identification of outfalls or other areas where illicit discharges have been discovered
- Sources of illicit discharges
- Actions taken to address discovered illicit discharges

MSM 4: Construction Site Stormwater Runoff Control. (#'s 68-97 of the Permit Application)
This applies whenever one acre or more of land will be disturbed by a construction project. Campus MS4 Coordinator along with campus construction project manager must review and approve project plans prior to start of project. These plans must contain the following mechanisms:

- Regulatory mechanism incorporating the following erosion, sediment and waste controls:
    - BMP's to minimize erosion,
    - BMP's to minimize discharge of sediment and other pollutants,
    - BMP's for dewatering activities,
    - BMP's for site inspections and records of rainfall events,
    - BMP maintenance
    - Management of solid and hazardous wastes on site
    - Final site stabilization upon completion of construction activity
    - Criteria for use of temporary sediment basins
    - Measurable goals for any BMP's implemented
- Procedures for receiving and reviewing public input of stormwater related construction activities.
- Site inspection procedures must accomplish the following:
    - Identify priority sites for inspection
    - Identify inspection frequency, inspector names and titles
    - Provides a checklist and means of documentation of inspections
- Enforcement Response Procedures compliant with Part 6, Subpart B.
- Project documentation procedures to ensure compliance with the Permit.

MCM 5: Post-Construction Stormwater Management.
This applies whenever a construction project as described in #4 above has been completed. Campus MS4 Coordinator and/or campus construction project manager must review and approve

post-construction project plans prior to start of project. Ensure long-term plans accomplish the following:

- For new developments that no net increase of stormwater discharge volume, and no net increase in total suspended solids (TSS) and total phosphorous (TP),
- For redevelopment projects an overall net reduction must be accomplished for stormwater discharge volume, and a net reduction in volume in TSS and TP.
- This shall be accomplished through incorporation of BMPs and other mitigation strategies to the maximum extent practicable and establishing long-term maintenance plans for structural stormwater BMPs. Stormwater BMPs must meet the post-construction performance standards considered during initial planning and design of construction projects.

MCM 6: Pollution Prevention/Good Housekeeping
Includes up-to-date facilities inventory; BMPs for inventoried facilities; procedures and schedule for pond assessment; inspection schedule of procedures and schedules; inspections of structural stormwater BMPs, ponds and outfalls, and stockpile and storage and material handling areas; maintenance activities to ensure the integrity, proper function and effectiveness of structural stormwater BMPs; employee training; and documentation of inspections and findings, maintenance activities, and training.

For campuses with ponds or outfalls, once per permit term, water exiting the pond or outfall must be tested for presence of TSS or TP. The Systems Office has developed MPCA approved sampling protocol. This protocol must be established in writing before the end of your current term. During the next term, the protocol must be executed. **See Form 5.**

Subpart E. Discharges to Impaired Waters with EPA-Approved TMDL
To date, only one Minnesota State Campus has a total maximum daily load allocation. If MPCA designates additional campuses for this calculation requirement, the affected colleges and universities shall implement BMPs to achieve all applicable waste load allocations (WLA). A list of all BMPs and the stage of implementation for each BMP shall be monitored, along with BMPs that are planned to be implemented. This must include an estimate of the cumulative reductions in loading achieved for each pollutant of concern associated with each WLA and a narrative describing any adaptive management strategies used for making progress toward achieving each applicable WLA.

Subpart F. Annual SWPPP Assessment, Reporting and Recordkeeping
Campuses must conduct annual assessments of the SWPPP to determine progress toward achieving the **measurable goals** and any changes in identified BMPs and file an annual report by June 30th of each year on the form provided by the MPCA. Colleges and universities shall retain copies of the permit application, all documentation necessary to comply with SWPPP requirements, all data and information used to complete the application process, and any information developed as a requirement of the permit for a period of at least three years beyond the date of the permit expiration.

Part 7. Application

This guideline applies to all colleges and universities subject to MS4 permits. In case of any inconsistency between this procedure or system guidelines and federal or state law or regulation or permit conditions, the applicable law, regulation, or permit terms shall apply.

Related Documents:

- Illicit Discharge Checklist
- Illicit Discharge Reporting Form
- Illicit Discharge Investigation Form
- General Stormwater Inspection Form
- Pond Sampling

Form - 1

Minnesota State Illicit Discharge Investigation Report Checklist:

An “Illicit discharge” is defined by the Minnesota Pollution Control Agency as any discharge to a storm sewer system that is not composed entirely of stormwater (except the following: discharges specifically authorized by a permit, and discharges resulting from fire-fighting activities). Campus employees, in particular campus grounds crew, should be prepared to take immediate action in the event one of the following situations is detected or reported:

1. Deliberate release or placement of hazardous materials into the storm sewer system
2. Chemical odors, fumes or smoke emanating from storm sewer system
3. Any amount of illicit discharge flowing into storm sewer system or downstream waters
4. Chemical plume in stream, wetland or lake downstream of a campus outfall
5. Any condition that poses or could pose an immediate threat to property, human health or safety, or aquatic life

The following steps should be taken if one of the above situations is encountered:

1. **Observe** any safety precautions associated with the illicit discharge
2. **Stop** the source of the illicit discharge, if you can do so safely
3. **Determine** the cause of the illicit discharge. Was it deliberate or accidental?
4. **Call*** 911 if fire or public safety hazards are created. Notify students, faculty or staff who are in the area about the incident.
5. **Identify** all parties involved with the illicit discharge. Track down names, license plate #’s, affiliations with the campus or anything to use for potential enforcement response actions.
6. **Contain** the illicit discharge. Dirt, sand, drain covers, or any impermeable material may be used to create a containment structure to prevent the material from flowing.
7. **Report** the illicit discharge to the Minnesota Duty Officer at (651) 649-5451 or (800) 422-0798 anytime day or night, but only **IF** more than 5 gallons of a liquid hazardous material is released.
8. **Clean up** the illicit discharge and dispose of the wastes properly. Remove materials used to contain the illicit discharge.

Form – 2

Minnesota State Illicit Discharge Investigation Report

Location of illicit discharge (east parking lot, retention, pond, etc.):	Date (If known):
Cause and/or type of incident (Illegal dumping of garbage, petroleum leaks/spills, etc.):	Name of person or group at fault and Campus affiliation (Staff, Faculty, Student, Guest, Other):
Other areas affected (outfalls, ponds, storm sewer pipes, walkways, etc.):	Odors or floatables (Describe smell and any visible evidence):
Description of the violation(s):	
Actions taken to clean up the incident (Spill cleanup, garbage removal, excavation, etc.):	
Enforcement actions taken and listed by date (Student code of conduct discipline, employee misconduct discipline, referral to local community MS4/stormwater authority, etc.):	
Campus Inspector Name:	Date of Inspection:
Date violation was resolved:	

Form – 3

Illicit Discharge (Spill) Reporting Form

Utilize this report whenever you discover anything other than stormwater (rain runoff) flowing towards or entering a storm sewer. This includes anything swept up by the storm water such as sand, grass, fertilizer, concrete, garbage, grease, oil, antifreeze, etc. Storm sewer systems flow into state waters such as wetlands, lakes, rivers, etc. State and local regulations mandate the protection of these waters, by eliminating the introduction of illicit discharges into these waters.

Once you complete this form, please submit it to: (Campus MS4 Coordinator or person responsible for stormwater compliance). This form will help to properly address the cleanup of the illicit discharge.

(*We appreciate your interest and willingness to disclose information that may assist us in correcting any issue of concern regarding illicit discharges to our storm sewer system*.)

Date/Time of Observation: _____

Location of Illicit Discharge: _____

Please describe what you've seen:

_____

_____

_____

_____

_____

_____

Information about you:

Name: _____

Address: _____

Phone: _____

It is our procedure to ask you to identify yourself to facilitate investigation of the complaint. Identifying information is optional, however, if you do not provide identifying information, we may not be able to investigate the complaint if additional information is needed or reply back to you with corrective action steps taken. This information will be treated as confidential unless release of the information is ordered by a court or you consent to the release of the information. We may share this information with state, federal or local agencies with an interest in the matter or refer the complaint to the appropriate agency.

Form – 4

Stormwater General Inspection Checklist

Inspections must be conducted by a person with the knowledge and skills to assess conditions and activities that could impact stormwater quality at the facility, and evaluate the effectiveness of best management practices required by the MS4 permit.

Campus Area:	**Date:**
Location:	**Time:**
Inspector:	**Title:**

WEATHER INFORMATION:

- Description of Weather Conditions (e.g., sunny, cloudy, raining, snowing, etc.):
  _____
  _____
  _____
- Was stormwater (e.g., runoff from rain or snowmelt) flowing at outfalls and/or discharge areas shown on the Site Map during the inspection: **___Yes ___No ___Comments:**
  _____
  _____
  _____

SWPPP

- Is the Site Map current and accurate? **___Yes ___No ___Comments:**
  _____
  _____
  _____
- Is the SWPPP inventory of activities, materials and products current? **___Yes ___No ___Comments:**
  _____
  _____
  _____

GOOD HOUSEKEEPING	**YES**	**NO**	**N/A**
Are outside areas kept neat, clean, and orderly?			
Are storm drain inlets labeled “No Dumping”?			
Are garbage cans, waste bins, and dumpsters covered?			
Has the stormwater conveyance system been recently altered?			
If yes, does the alteration maintain SWPPP compliance?			
Are stormwater drainage paths clear? Grates clean?			

Are vehicles or equipment cleaned at this facility?			
If yes, is wash water being collected and disposed of properly?			
ILLICIT DISCHARGE			
Illicit discharge present?			
If yes, odor present?			
If yes, sheen present?			
If yes, color present? _____			
Other non-stormwater flow?			
HAZARDOUS MATERIALS STORAGE			
Are vehicles fueled at this location?			
If yes, are fuel tanks locked and/or properly operated?			
If yes, are measures taken to protect storm drains from spills?			
Do aboveground tanks (liquid) have secondary containment?			
Are containment structures or surface slabs liquid tight?			
Does this site store hazardous materials such as solvents, pesticides, acids, etc.?			
If yes, are containers weathertight or covered?			
If yes, are ignitable or reactive wastes stored at least 50 feet from the property line?			
Has the facility had a hazardous waste spill since the last inspection?			
If yes, was the problem resulting in the spill corrected			
OTHER BEST MANAGEMENT PRACTICES			
Does this site store hazardous or other materials that could impact the storm drain such as detergent, paint, or powders?			
If yes, are they stored in a manner prohibiting exposure to rain or runoff?			
Are waste materials kept on site in closed leak tight containers?			
Are all leaking vehicles or equipment equipped with drip pans?			
Are erodible soils uncovered or exposed to rainwater?			
Is the ground surface stained by oil or significant materials?			
If yes, has the source been found and contained?			
Are truck unloading areas covered?			
Does the facility have wastes, products, salvaged materials and recyclables stored properly?			
Does the facility have a clarifier/oil/water separator?			
If yes, is it clean and functioning properly?			
Has this facility received a complaint regarding stormwater discharge?			
If yes, has the problem been addressed?			
Have personnel received training on Stormwater Pollution Prevention?			

Are spill response materials on available? (Check all that apply)

Sand_____Rice Hulls_____Sorbent Booms/Pillows/Blankets_____
Kitty Litter_____Neutralizer_____Drip Pans_____
Other (Please List)_____

Identify existing management practices employed to reduce pollutants in stormwater discharges: (Check all that apply and describe conditions)

Good Housekeeping_____Containment_____Berms_____
Leachate Collection_____Sand Filter_____Recycling_____
Retention Facilities_____Silt Fence_____Sorbent Booms_____
Spill Mitigation_____Oil/Water Separator_____Dead-end Sumps_____
Other_____

Action Items:

a. _____
_____

b. _____
_____

c. _____
_____

d. _____
_____

e. _____
_____

f. _____
_____

g. _____
_____

h. _____
_____

Form-5
Pond Sampling

Task: Assessment on effectiveness of stormwater ponds to collect and treat stormwater

Frequency and Schedule: Inspect by end of term

Pond(s) TSS and TP treatment effectiveness assessment

1. Confirm Background information to include the following:
    - Original design information. (Record drawings, design calculations, etc.)
    - Determination of contributing drainage area.
    - As-built survey information.
    - Other significant information available that pertains to the pond.

2. Site investigation and/or survey of the existing pond conditions. This will include determining the following:
    - Sediment levels in the pond
    - Outlet details. (Elevations, type and condition of structure(s), etc.)
    - Inlet details. (Number, type, elevations, etc.)
    - Other significant pond characteristics/details.

3. Desktop evaluation of existing TSS and TP treatment effectiveness by completing water quality calculations based on the available information.

Schedule, Measurable Goals, and Priority

1. All stormwater ponds will be accessed prior to expiration of permit term.
2. Timing, priority and frequency of assessments depends on the following:
    - Budget and staff availability.
    - Treatment effectiveness concerns noted during routine inspections, or landscape and/or storage area damage caused by abnormal rain events.
    - Requests from watershed district or other regulatory entities.