

## BMP Summary Sheet

MS4 Name: City of East Bethel

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-1

**\*BMP Title:** Municipal Operations and Maintenance Program

**\*BMP Description:**

The City of East Bethel will adopt a comprehensive operation and maintenance program that includes a training component (see specific components and notes [below]) and has the ultimate goal of preventing or reducing pollutant runoff from MS4 operations. The program will manage municipal operations and maintenance activities, materials, and equipment. The major operations consist of grading, snowplowing, road salt storage and handling, and street repairs. The program will have an emphasis on the issues and operations which could potentially have an impact on storm water discharges.

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

The information included or referenced on this BMP Summary Sheet is intended to meet all SWPPP requirements for this BMP.

**\*Measurable Goals:**

The City will review and revise their current program that maintains all operation and maintenance activities. The revised program will identify training initiatives based on City authority needs. Implement the program.

**\*Timeline/Implementation Schedule:**

Year 1-Review and revise the current program that maintains all operation and maintenance activities. Identify training needs. Wherever possible, partner with outside entities.

Year 2-Implement the program, and establish a preliminary budget and funding mechanism. Include the information collected in the MS4 annual report.

Year 3 through 5-Continue the program and include the information in the MS4 annual report.

**Specific Components and Notes:**

The training component will be for City employees and contracted service providers, and will include training to prevent and reduce storm water pollution from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and storm water system maintenance. Training materials that are available from the USEPA, state and regional agencies, or other organizations will be used as appropriate or modified for the community.

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

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## BMP Summary Sheet

MS4 Name: City of East Bethel

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-2

**\*BMP Title:** Street Sweeping\*\*

**\*BMP Description:**

The City of East Bethel will develop a street sweeping program. The City intends to sweep the streets at least once a year, in the spring. Street sweeping will be done as weather permits. Street sweeping will reduce the pollutant loads and reduce the amount of sediment delivered to water bodies.

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

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**\*Measurable Goals:**

Research available street sweeping equipment availability and associated costs.  
Develop and implement a street sweeping program.  
Evaluate and revise the program, as warranted.

**\*Timeline/Implementation Schedule:**

Year 1 -Research available street sweeping equipment and costs.  
Year 2 -Develop street sweeping program.  
Year 3 -Implement street sweeping program.  
Year 4 and 5-Evaluate and revise the street sweeping program as necessary.

**Specific Components and Notes:**

Additional street sweeping will be required on newly constructed streets where development occurs. They will include spot sweeping targeted areas.

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

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# BMP Summary Sheet

MS4 Name: City of East Bethel

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-2

**\*BMP Title:** Annual Inspection of All Structural Pollution Control Devices

**\*BMP Description:**

The City of East Bethel will inspect annually all structural pollution control devices, such as trap manholes, grit chambers, sumps, floatable skimmers and traps, separators, and other small settling or filtering devices. The goal is to operate and maintain the City of East Bethel storm water system in a manner so as to reduce the discharge of pollutants to the maximum extent possible. The inspections will generally follow Unique BMP Identification Number 4f-1. The inspections will be documented and will include a detailed location and description of each device. All repairs, replacement and maintenance activities will be logged. Areas of omission will be determined during the inspection process.

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

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**\*Measurable Goals:**

- Update the existing procedure and record keeping methods for inspection of structural pollution control devices.
- Count the structural pollution control devices.
- Inspect and address all structural pollution control devices.
- Prepare a document detailing the location and description of all devices.
- Maintain record of inspection results, repairs/maintenance, and replacement of structural pollution control devices.

**\*Timeline/Implementation Schedule:**

- Year 1-Assemble all available information regarding structural pollution control devices. Compare the existing procedure and record keeping methods for inspection of these devices with the MPCA Minnesota's Municipal Separate Storm Sewer System (MS4) Storm-water Permit Inspection and Record Keeping "Inspection Requirements and Guidance". Revise as necessary. Prepare device location and description documents.
- Year 2 through 5-Begin process of developing a long term budget and maintenance plan for City devices inspection. Implement the revised procedures and methods for inspection of structural pollution control devices. Record device location and description documents and logs. Include the information in the MS4 annual report.

**Specific Components and Notes:**

The City of East Bethel currently inspects the quality and functionality of newly constructed structural pollution control devices before acceptance.

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## BMP Summary Sheet

**MS4 Name:** City of East Bethel

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

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

**\*BMP Title:** Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis

**\*BMP Description:**

The City of East Bethel will inspect, at minimum, 20 percent of their MS4 outfalls, sediment basins and ponds each year on a rotating basis, during the effective period of this permit. The goal is to operate and maintain the City of East Bethel storm water system in a manner so as to reduce the discharge of pollutants to the maximum extent possible. The inspections will generally follow Unique BMP Identification Number 4g-1. The inspections will be documented and will include a detailed location and description of the MS4 outfalls, sediment basins and ponds. All repairs, replacement and maintenance activities will be logged. Areas of omission will be determined during the inspection process.

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

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**\*Measurable Goals:**

Update the existing procedure and record keeping methods for inspection of outfalls, sediment basins and ponds. Count the MS4 outfalls, sediment basins and ponds.  
Inspect and address the MS4 outfalls, sediment basins and ponds, at minimum, 20 percent per year.  
Prepare a document detailing the location and description of MS4 outfalls, sediment basins and ponds.  
Maintain record of inspection results, repairs/maintenance, and replacement of outfalls, sediment basins and ponds.

**\*Timeline/Implementation Schedule:**

Year 1-Assemble all available information regarding outfalls, sediment basins and ponds. Compare the existing procedure and record keeping methods for inspection of MS4 outfalls, sediment basins and ponds with the MPCA Minnesota's Municipal Separate Storm Sewer System (MS4) Storm-water Permit Inspection and Record Keeping "Inspection Requirements and Guidance". Revise as necessary. Prepare location and description documents.  
Year 1 through 5-Begin process of developing a long term budget and maintenance plan for outfalls, basins and ponds inspection. Implement the revised procedures and methods for inspection of outfalls, sediment basins and ponds. Record location and description documents and logs. Include the information in the MS4 annual report.

**Specific Components and Notes:**

The City of East Bethel currently inspects the quality and functionality of newly constructed MS4 outfalls, sediment basins and ponds before acceptance.

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## BMP Summary Sheet

**MS4 Name:** City of East Bethel

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**Unique BMP Identification Number:** 6b-4

**\*BMP Title:** Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas

**\*BMP Description:**

The City of East Bethel will inspect on an annual basis all exposed stockpiles, storage and material handling areas to insure perimeter controls are in place and to prevent the offsite migration of material. These areas will also be inspected to determine if there is a need for secondary containment or if the materials are leaching into the ground. The goal is to operate and maintain the City of East Bethel storm water system in a manner so as to reduce the discharge of pollutants to the maximum extent possible. The inspections will generally follow Unique BMP Identification Number 4f-1. The inspections will be documented and will include a detailed location and description of each exposed stockpile, storage and material handling area. All repairs, replacement and maintenance activities will be logged. Areas of omission will be determined during the inspection process.

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

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**\*Measurable Goals:**

Update the procedure and record keeping methods for inspection of stockpiles, storage and material handling areas.  
Count the exposed stockpiles, storage and material handling areas.  
Inspect and address all exposed stockpiles, storage and material handling areas.  
Prepare a document detailing the location and description of all stockpiles, storage and material handling areas.  
Maintain records of inspection results, repairs/maintenance, and replacement of these areas.

**\*Timeline/Implementation Schedule:**

Year 1 -Assemble all available information regarding exposed stockpiles, storage and material handling areas. Compare the existing procedure and record keeping methods for inspection of these areas with the MPCA Minnesota's Municipal Separate Storm Sewer System (MS4) Storm-water Permit Inspection and Record Keeping "Inspection Requirements and Guidance". Revise as necessary. Prepare location and description document.  
Year 2 through 5-Begin process of developing a long term budget and maintenance plan for the identified areas. Implement additional BMPs, as warranted, and the revised procedures and methods for inspection of these areas. Record area locations and description documents and logs. Include the information in the MS4 annual report.

**Specific Components and Notes:**

The areas will also be evaluated as to their risk of discharging pollutants to surface waters. Locations will be changed, if necessary.

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## BMP Summary Sheet

**MS4 Name:** City of East Bethel

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

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

**\*BMP Title:** Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures

**\*BMP Description:**

Based on inspection results, the City of East Bethel will follow-up to determine whether repair, replacement, or maintenance measures are necessary for proper operation and to prevent environmental impacts, such as erosion, to their outfalls, structural pollution control devices, sediment basins and ponds, exposed stockpiles, storage and materials handling areas. The necessary measures shall be completed as soon as possible, usually during the same year as the inspection. When this is not practicable, the reasons and a schedule for completion will be submitted in the MS4 annual report. The goal is to operate and maintain the City of East Bethel storm water system in a manner so as to reduce the discharge of pollutants to the maximum extent possible. The follow-up inspections will be documented. All repairs, replacement and maintenance activities will be logged.

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

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**\*Measurable Goals:**

Update the existing follow-up procedure and follow-up record keeping methods for inspections.  
Develop standard procedures for determining when corrective measures are warranted.  
Conduct follow-up inspections and complete necessary repair, replacement, or maintenance measures as soon as possible.  
Prepare a document detailing the location and description of all repair, replacement, or maintenance measures.  
Maintain records of inspection follow-up results, repair, maintenance, and replacement determinations.

**\*Timeline/Implementation Schedule:**

Year 1-Provide training to aid in inspection implementation and for determining when corrective measures are warranted. Revise the existing follow-up procedure, as necessary. Develop follow-up record keeping procedure.  
Year 2-Begin process of developing a long term budget and maintenance plan for follow-up inspections.  
Year 2 through 5-Implement the revised follow-up procedures and inspection record keeping procedures. Record follow-up documents and logs. Include the information in the MS4 annual report.

**Specific Components and Notes:**

A cumulative log of corrective measures will provide the City with a record of BMPs that work, and those that need to be further addressed so that the frequency of follow-up corrective measures will be reduced.

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# BMP Summary Sheet

**MS4 Name:** City of East Bethel

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

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

**\*BMP Title:** Record Reporting and Retention of All Inspections and Responses to the Inspections

**\*BMP Description:**

The City of East Bethel will summarize the results of all inspections in the MS4 annual report. The City will also keep records on the dates of inspection and responses to the inspections, including the date of completion of repairs and major additional protection measures. The records will be on standardized forms and from developed procedures which will allow it to address the following: 1. permit requirements, 2. types of components, 3. intended function of each type of component, and 4. inspection goals for each type of component. The results will be evaluated for program compliance, the appropriateness of the identified best management practices (BMPs), and progress towards achieving the identified measurable goals. The City will keep all records required by the NPDES permit for a period of at least three years beyond the term of the permit. The City records, including the Storm Water Pollution Prevention Program (SWPPP), will be available to the public at reasonable times during regular business hours after a 7 day advance notice and reasonable charge for requested copies.

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

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**\*Measurable Goals:**

Develop a record keeping procedure and data base.  
Determine a reasonable charge for requested copies.  
Implement a record keeping procedure and data base.

**\*Timeline/Implementation Schedule:**

Year 1-Develop a record keeping and reporting procedure and data base. Begin process for developing a long term budget for record keeping and reporting.  
Year 2 through 5-Implement a record keeping and reporting procedure and data base. Include a summary of the results in the MS4 annual report.

**Specific Components and Notes:**

The applications, annual reports, SWPPP, and other submittals required by this permit will be submitted to:  
Storm Water Management Unit/Storm Water Section  
Municipal Division  
Minnesota Pollution Control Agency  
520 Lafayette Road North  
St. Paul, MN 55155-4194

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## BMP Summary Sheet

**MS4 Name:** City of East Bethel

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

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

**\*BMP Title:** Evaluation of Inspection Frequency

**\*BMP Description:**

The City of East Bethel will keep records of inspection results, including as appropriate, the date, antecedent weather conditions, sediment storage and capacity remaining, and any maintenance performed or recommended. After two years of inspections, if patterns of maintenance become apparent, the frequency of inspections will be adjusted. If maintenance or sediment removal is required as a result of each of the first two annual inspections, the frequency of inspection will be increased to at least two times annually, or more frequently as needed to prevent carry-over or washout of pollutants from the structures and maximize pollutant removal. If maintenance or sediment removal is not required as a result of both of the first two annual inspections, the frequency may be reduced to once every two years.

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

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**\*Measurable Goals:**

Update the existing record keeping methods to include as appropriate, the date, antecedent weather conditions, sediment storage and capacity remaining, and any maintenance performed or recommended.  
Implement inspection frequencies and after two years of inspections, determine patterns of maintenance.  
Adjust the frequency of inspections.  
Maintain record of inspection results, repairs, maintenance, and replacement of components.

**\*Timeline/Implementation Schedule:**

Year 1-Assemble all existing record keeping methods and information regarding components to be inspected. Begin process of developing a long term budget and record keeping plan. Begin inspection at the recommended frequencies. Annually review the budget and progress with the City Council. Adjust as necessary.  
Year 2 through 5-Continue the inspection at the recommended frequencies. Annually, after two years of inspections, determine patterns of maintenance. Adjust the frequency of inspections, as warranted. Record inspection documents and logs. Include the information in the MS4 annual report.

**Specific Components and Notes:**

An inspection data base will provide timelines and a detailed source for defining the scope of inspections.

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