

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No:** 1.A.1.

**MCM Addressed:** *Public Education and Outreach*

**BMP Title:** *Eco Yard Demonstration Site*

**Description:** *The Eco Yard provides the general public with the opportunity to learn about environmentally friendly landscaping. It's an approach to home landscaping in which plants thrive with minimal amounts of pesticides, fertilizers, water and time thereby reducing pollutants in storm water runoff.*

**Existing:** Yes

Measurable Goals	Timeline - Implementation Schedule
<ul style="list-style-type: none"> <li>• <i>Number of visits each year</i></li> <li>• <i>Number of seminars offered each year</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>BMP has been implemented; modification within 2 years necessary to strengthen link to NPDES Phase II MS4 requirements</i></li> </ul>

## Specific Components

- *The Eco Yard facility*
- *Seminars*
- *Self-guided tours*
- *Hennepin County Master Gardener Hotline (612) 374-8433 [www.hcmg.umn.edu](http://www.hcmg.umn.edu)*
- *Eco Yard web page on county web site including location, hours, seminar schedule, down loadable literature on environmentally friendly home landscaping, etc*

## Public Education and Outreach Component

Audience	BMP Action	Desired Awareness	Resultant Understanding
<i>General Public</i>	<i>Web site posting, Master Gardener hotline</i>	<i>That the county has an Eco Yard that is available to the public</i>	<i>The benefits of environmentally friendly home landscaping</i>

### Responsible Person

Paul Kroening  
Principal Planning Analyst  
612-348-6358

### Responsible Department

Environmental Services  
Solid Waste  
417 N. 5th Street  
Minneapolis, MN 55401

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No:** *1.B.1.*

**MCM Addressed:** *Public Education and Outreach*

**BMP Title:** *Compost Bin Distribution Program*

**Description:** *This program is aimed at educating county residents about the benefits of composting. Through the program compost bins are sold at a reduced cost and composting is taught. Composting yard waste may reduce pollutants in storm water runoff.*

**Existing:** *Yes*

Measurable Goals	Timeline - Implementation Schedule
<ul style="list-style-type: none"> <li>• <i>Number of bins distributed each year</i></li> <li>• <i>Number of composting seminars</i></li> <li>• <i>Number of residents who attend seminars</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>BMP has been implemented; modification within 1 year necessary to strengthen link to NPDES Phase II MS4 requirements</i></li> </ul>

## Specific Components

- *Bins distributed at reduced cost*
- *Composting 101 seminars*
- *Composting information on web site*

## Public Education and Outreach Component

Audience	BMP Action	Desired Awareness	Resultant Understanding
<i>General Public</i>	<i>Advertisement of the Compost Bin Distribution Program</i>	<i>That the county has a compost bin distribution program</i>	<i>The benefits of composting including reducing the amount of yard waste in storm water runoff</i>

### Responsible Person

Paul Kroening  
Principal Planning Analyst  
612-348-6358

### Responsible Department

Environmental Services  
Solid Waste  
417 N. 5th Street  
Minneapolis, MN 55401

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No:** 2.A.1.

**MCM Addressed:** *Public Participation and Involvement*

**BMP Title:** *Public Notice of Annual Public Meeting*

**Description:** *Publish a notice of public information meeting in the official newspaper of the county advertising of a public meeting to be held at a public facility.*

**Existing:** *No*

Measurable Goals	Timeline - Implementation Schedule
<ul style="list-style-type: none"> <li>• <i>Completed public notice - published in official newspaper and on county web site</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>BMP to be implemented in year 1</i></li> </ul>

## Specific Components

- *One notice published at least 14 days prior to the meeting date*
- *Date, Time, Location*
- *Description of how meeting will be conducted: introduction/overview of SWPPP, proposed changes/amendments, public input/comments, solicit written comments*
- *SWPPP available on county Web Site for viewing prior to meeting available at county Clerk's Office for inspection*

## Public Education and Outreach Component

Audience	BMP Action	Desired Awareness	Resultant Understanding
<i>General Public, Government Officials, MS4 Staff</i>	<i>Publish notice</i>	<i>The MS4 has a storm water pollution prevention program; public input into the program is encouraged annually; there is a role for the public in preventing storm water pollution</i>	<i>Importance of storm water pollution prevention on receiving waters</i>

### Responsible Person

Kevin Pieper  
Sr. Administrative Assistant  
763-745-7506

### Responsible Department

Transportation  
Administration  
1600 Prairie Drive  
Medina, MN 55340

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No:** *2.B.1.*

**MCM Addressed:** *Public Participation/Involvement*

**BMP Title:** *Annual Public Meeting*

**Description:** *Conduct an annual public meeting to receive public comment on the adequacy and effectiveness of the SWPPP.*

**Existing:** *No*

Measurable Goals	Timeline - Implementation Schedule
<ul style="list-style-type: none"> <li>• <i>Completed public meeting</i></li> <li>• <i>Attendance by public</i></li> <li>• <i>Public input made and recorded</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>BMP to be implemented by March 1, 2004</i></li> </ul>

## Specific Components

- *Establish meeting procedures and processes for speakers and written material*
- *Allow interested persons time to make statements on SWPPP*

## Public Education and Outreach Component

Audience	BMP Action	Desired Awareness	Resultant Understanding
<i>General Public, Government Officials, MS4 Staff</i>	<i>Hold the meeting</i>	<i>The MS4 has a storm water pollution prevention program; annual public input into the program is encouraged; there is a role for the public in preventing storm water pollution</i>	<i>Importance of storm water pollution prevention on receiving waters</i>

### Responsible Person

Jim Grube  
Director  
763-745-7507

### Responsible Department

Transportation  
Administration  
1600 Prairie Drive  
Medina, MN 55340

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No:** 2.C.1.

**MCM Addressed:** *Public Participation/Involvement*

**BMP Title:** *Written and Oral Public Input Considered and SWPPP Adjusted Appropriately*

**Description:** *After conducting the public meeting, review the submitted oral and written material and adjust the SWPPP in the areas where changes are considered justified.*

**Existing:** *No*

Measurable Goals	Timeline - Implementation Schedule
<ul style="list-style-type: none"> <li>• <i>Adjustments made to the SWPPP</i></li> <li>• <i>Oral and written comment obtained at or as a result of the public meeting</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>BMP to be implemented prior to succeeding reporting cycle</i></li> </ul>

## Specific Components

- *Review of annual meeting notes*
- *Review of written public comments on the SWPPP*
- *Adjustment of SWPPP where appropriate*
- *Changes or alterations of SWPPP included in annual report*
- *Respond to all public input made in a timely manner*

## Public Education and Outreach Component

Audience	BMP Action	Desired Awareness	Resultant Understanding
<i>NONE</i>			

**Responsible Person**

Jim Grube  
 Director  
 763-745-7507

**Responsible Department**

Transportation  
 Administration  
 1600 Prairie Drive  
 Medina, MN 55340

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No:** *2.D.1.*

**MCM Addressed:** *Public Participation/Involvement*

**BMP Title:** *Volunteer Adopt-A-Highway Program*

**Description:** *Hennepin County has established an Adopt-A-Highway (AAH) program that coordinates volunteer litter pick-up along the county's highway system. Keeping the county right-of way free of litter and debris may limit the amount of material that enters the MS4.*

**Existing:** *Yes*

Measurable Goals	Timeline - Implementation Schedule
<ul style="list-style-type: none"> <li>• <i>Number of the 243 AAH segments that have been adopted</i></li> <li>• <i>Total tons of litter and debris removed from the roadway annually</i></li> <li>• <i>Number of segments cleaned at least twice per year</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>BMP has been implemented</i></li> </ul>

## Specific Components

- *Provide signs for each segment giving credit to responsible group or individual*
- *Advertisement of available segments by placement of an "available" sign over existing segment sign*
- *Database to track program*
- *Program described on web site; application for participation available on web site*
- *Safety and hazardous materials literature to include information about clean storm water*

## Public Education and Outreach Component

Audience	BMP Action	Desired Awareness	Resultant Understanding
<i>General Public, Government Officials, MS4 Staff</i>	<i>484 roadway signs that effectively advertise program; brochure mailed to participants; brochure contents on AAH web page</i>	<i>An AAH program exists and that participation is encouraged and appreciated</i>	<i>The value of preventing litter and debris from entering the MS4</i>

### Responsible Person

Cathy Abene  
Permit Engineer  
763-745-7601

### Responsible Department

Transportation  
Operations  
1600 Prairie Drive  
Medina, MN 55340

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No: 3.A.1.**

**MCM Addressed:** *Illicit Discharge Detection and Elimination*

**BMP Title:** *Storm Sewer System Map*

**Description:** *The county will create a map using video data of the county highway system and an inspection program to confirm locations. The county will continually update the map as changes are made to the system.*

**Existing:** *No*

Measurable Goals	Timeline - Implementation Schedule
<ul style="list-style-type: none"> <li>• <i>Percentage of map completed/updated each year</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>BMP to be implemented incrementally each year (20%) through year 5 with updating occurring thereafter</i></li> </ul>

## Specific Components

- *Ponds, streams, lakes, and wetlands **that are part of the MS4***
- *Structural pollution control devices **that are part of the MS4***
- *Pipes over 24" in diameter and other conveyances **that are part of the MS4***
- *Outfalls and discharge points leaving the MS4*
- *County ditches **that are part of the MS4***

## Public Education and Outreach Component

Audience	BMP Action	Desired Awareness	Resultant Understanding
NONE			

### Responsible Person

Greg Chock  
Division Manager  
763-745-7550

### Responsible Department

Transportation  
Operations  
1600 Prairie Drive  
Medina, MN 55340

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No:** *3.B.1.*

**MCM Addressed:** *Illicit Discharge Detection and Elimination*

**BMP Title:** *Septic System Ordinance [Ordinance 19 - Individual Sewage Treatment Systems (ISTS) Standards for Hennepin County]*

**Description:** *This ordinance provides minimum standards for the regulation of individual sewage treatment systems for the purpose of protecting surface water and groundwater from contamination.*

**Existing:** *Yes*

Measurable Goals	Timeline - Implementation Schedule
<ul style="list-style-type: none"> <li>• <i>Number of ISTS permit applications reviewed each year</i></li> <li>• <i>Number of ISTS permits issued each year</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>BMP has been implemented</i></li> </ul>

## Specific Components

- *Ordinance 19 - Individual Sewage Treatment Systems (ISTS) Standards for Hennepin County*

## Public Education and Outreach Component

Audience	BMP Action	Desired Awareness	Resultant Understanding
<i>General Public, Government Officials, Contractors</i>	<i>Web site posting</i>	<i>Such an ordinance exists</i>	<i>Improperly built or constructed ISTS can lead to ground water contamination</i>

### Responsible Person

Susan Palchick  
Program Manager  
952-930-2772

### Responsible Department

Environmental Health  
Community Health  
1011 1st Street S  
Hopkins, MN 55343

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No:** 3.B.2.

**MCM Addressed:** *Illicit Discharge Detection and Elimination*

**BMP Title:** *Illicit Connection Ordinance [Ordinance 22 - County Road Right-of-Way Use]*

**Description:** *This ordinance imposes reasonable regulations on the placement and maintenance of facilities within county road rights-of-way.*

**Existing:** Yes

Measurable Goals	Timeline - Implementation Schedule
<ul style="list-style-type: none"> <li>• <i>Number of permits issued per year that affect the county's MS4</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>BMP has been implemented</i></li> </ul>

## Specific Components

- *Ordinance 22 - County Road Right-of-Way Use*

## Public Education and Outreach Component

Audience	BMP Action	Desired Awareness	Resultant Understanding
<i>General Public, Government Officials, Contractors, Consultants</i>	<i>Web site posting</i>	<i>Such an ordinance exists</i>	<i>All alterations or additions to the county's MS4 must be permitted through the county's Utility Permit</i>

### Responsible Person

Cathy Abene  
Permit Engineer  
763-745-7601

### Responsible Department

Transportation  
Operations  
1600 Prairie Drive  
Medina, MN 55340

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No:** 3.B.3.

**MCM Addressed:** *Illicit Discharge Detection and Elimination*

**BMP Title:** *Illegal Dumping Ordinance [Ordinance 2 - Solid Waste Disposal]*

**Description:** *This ordinance establishes standards for disposal of solid waste and the operation of solid waste facilities in Hennepin County, Minnesota.*

**Existing:** Yes

Measurable Goals	Timeline - Implementation Schedule
<ul style="list-style-type: none"> <li>• <i>Total tons of solid waste disposed of annually</i></li> <li>• <i>Number of permitted facilities</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>BMP has been implemented</i></li> </ul>

## Specific Components

- *Ordinance 2 - Solid Waste Disposal*

## Public Education and Outreach Component

Audience	BMP Action	Desired Awareness	Resultant Understanding
<i>Solid Waste Haulers/Operators</i>	<i>Web site posting</i>	<i>Such an ordinance exists</i>	<i>Proper disposal procedures</i>

### Responsible Person

Carl Michaud  
Division Manager  
612-348-3054

### Responsible Department

Environmental Services  
Solid Waste  
417 N. 5th Street  
Minneapolis, MN 55401

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No:** 3.C.1.

**MCM Addressed:** *Illicit Discharge Detection and Elimination*

**BMP Title:** *Program to Detect and Address Illicit Connections*

**Description:** *The program will provide guidance for detection of defects of or illegal laterals/connections to the MS4 and observation of outfalls for discharge during dry weather periods of the annual MS4 inspection.*

**Existing:** *No*

Measurable Goals	Timeline - Implementation Schedule
<ul style="list-style-type: none"> <li>• <i>Number of illicit or defective connections found and addressed</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>BMP is to be implemented in year 1 with 20% of the MS4 to be inspected annually as outlined under BMP No. 6.D.1.</i></li> </ul>

## Specific Components

- *As part of BMP Nos. 3.A.1. and 6.D.1.*
  1. *Inventory and map existing system (BMP No. 3.A.1.)*
  2. *Organize an inspection program (BMP No. 6.D.1.)*
  3. *Conduct physical inspections (BMP No. 6.D.1.)*

## Public Education and Outreach Component

Audience	BMP Action	Desired Awareness	Resultant Understanding
<i>MS4 staff</i>	<i>MS4 staff training on MS4 inspection procedures</i>	<i>Discharge from MS4 during dry weather periods; defects or illicit connections found during inspection</i>	<i>Discharge from MS4 during dry weather periods could indicate an illicit connection; defects or illicit connections found during inspection could lead to pollutants in the storm water</i>

### Responsible Person

Wayne Matsumoto  
 Road and Bridge Operations Engineer  
 763-745-7705

### Responsible Department

Transportation  
 Operations  
 1600 Prairie Drive  
 Medina, MN 55340

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No:** 3.C.2.

**MCM Addressed:** *Illicit Discharge Detection and Elimination*

**BMP Title:** *Program to Reduce Illegal Dumping of Household Hazardous Waste (HHW), Used Oil, and Construction Materials.*

**Description:** *Operate citizen drop-off facilities and mobile collections for Household Hazardous Waste (HHW), Used Oil, and Construction Materials.*

**Existing:** Yes

Measurable Goals	Timeline - Implementation Schedule
<ul style="list-style-type: none"> <li>• <i>Quantities collected</i></li> <li>• <i>Number of households participating</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>BMP has been implemented; modification within 1 year necessary to strengthen link to NPDES Phase II MS4 requirements</i></li> </ul>

## Specific Components

- *List of drop-off facilities on web site*
- *A - Z list of materials on web site*

## Public Education and Outreach Component

Audience	BMP Action	Desired Awareness	Resultant Understanding
<i>General Public</i>	<i>Web site posting; Hotline (612-348-3RRR)</i>	<i>What is HHW; why is it a problem</i>	<i>The environmental benefits of proper HHW disposal</i>

### Responsible Person

Mike Brandt  
Division Manager  
612-348-2311

### Responsible Department

Environmental Services  
Conservation  
417 N. 5th Street  
Minneapolis, MN 55401

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No:** 3.D.1.

**MCM Addressed:** *Illicit Discharge Detection and Elimination*

**BMP Title:** *Inform Public Employees and the General Public of Water Quality Hazards Associated with Illegal Discharges and Improper Disposal of Waste*

**Description:** *A strategy to inform public employees and the general public of [water quality] hazards associated with illegal discharges and improper disposal of waste with the intention of creating awareness and changing behaviors.*

**Existing:** No

Measurable Goals	Timeline - Implementation Schedule
<ul style="list-style-type: none"> <li>• Number of brochures/fact sheets distributed per year</li> <li>• Number of articles published in county Transportation Department's employee newsletter</li> <li>• Number of hits to the web page</li> <li>• Number of MS4 staff attending Hazardous Materials training each year</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and distribute one brochure to target the general public in year 1</li> <li>• Publish at least one article in year 1</li> <li>• Add web page to existing county web site in year 2</li> <li>• Add to existing Hazardous Materials training program in year 1</li> </ul>

**Specific Components**

- *Develop brochures about the hazards associated with illegal discharges and about storm water pollution in general. Distribute these brochures through the county libraries.*
- *Develop web page about the hazards associated with illegal discharges and about storm water pollution in general.*
- *Article in county Transportation Department's employee newsletter about the hazards associated with illegal discharges and about storm water pollution in general.*
- *Fact sheet for MS4 employees*

**Public Education and Outreach Component**

Audience	BMP Action	Desired Awareness	Resultant Understanding
<i>General Public, MS4 Staff</i>	<i>Brochures; employee newsletter; web site posting; inclusion in the current Hazardous Materials awareness curriculum for MS4 staff</i>	<i>The hazards associated with illegal discharges and about storm water pollution in general</i>	<i>What the public/MS4 staff can do to reduce/prevent illegal discharges</i>

**Responsible Person**

Cathy Abene  
Permit Engineer  
763-745-7601

**Responsible Department**

Transportation  
Operations  
1600 Prairie Drive  
Medina, MN 55340

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No:** 4.A.1.

**MCM Addressed:** *Construction Site Storm Water Runoff Control*

**BMP Title:** *Construction Site Storm Water Runoff Control Ordinance [Ordinance 22 - County Road Right-of-Way Use]*

**Description:** *This Ordinance states that no person (party) may obstruct or work in any right-of-way without first having been issued a right-of-way permit. Further reasonable conditions may be imposed upon issuance of the permit and the performance of the permit holder thereunder.*

**Existing:** Yes

Measurable Goals	Timeline - Implementation Schedule
<ul style="list-style-type: none"> <li>• <i>Number of permits submitted each year that include measures for erosion and sediment control.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>BMP has been implemented</i></li> </ul>

## Specific Components

- *Ordinance 22 - County Road Right-of-Way Use*

## Public Education and Outreach Component

Audience	BMP Action	Desired Awareness	Resultant Understanding
<i>MS4 Staff, Contractors, Consultants</i>	<i>Ordinance posted on web site; language added to existing right-of-way permits' General Provisions</i>	<i>Such an ordinance exists</i>	<i>Steps must be taken to reduce pollutants in storm water runoff from construction activities for sites greater than one acre or less than one acre if part of a larger common plan of development</i>

### Responsible Person

Cathy Abene  
Permit Engineer  
763-745-7601

### Responsible Department

Transportation  
Operations  
1600 Prairie Drive  
Medina, MN 55340

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No:** *4.B.1.*

**MCM Addressed:** *Construction Site Storm Water Runoff Control*

**BMP Title:** *Erosion and Sediment Control BMP Implementation*

**Description:** *Select structural BMPs that are appropriate for construction site erosion and sediment control management to use as standard/required BMPs.*

**Existing:** *No*

<b>Measurable Goals</b>	<b>Timeline - Implementation Schedule</b>
<ul style="list-style-type: none"> <li>• <i>Number of projects by others each year where county's standard BMPs are implemented</i></li> <li>• <i>Number of Operations' projects each year where county's standard BMPs are implemented</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Incorporate BMPs into permits in year 2</i></li> <li>• <i>Incorporate BMPs into Operations practices in year 2</i></li> </ul>

**Specific Components**

• *Use the MPCA construction site BMP manual as a guide to develop and select the appropriate practices for the county and create standard plate details*

**Public Education and Outreach Component**

<b>Audience</b>	<b>BMP Action</b>	<b>Desired Awareness</b>	<b>Resultant Understanding</b>
<i>MS4 Staff, Contractors, Consultants</i>	<i>Language added to existing right-of-way permits' General Provisions; inclusion of BMPs into staff training</i>	<i>Such standards exist</i>	<i>County minimum standards must be followed for storm water runoff control from construction activities for sites greater than one acre or less than one acre if part of a larger common plan of development.</i>

**Responsible Person**

Greg Chock  
Division Manager  
763-745-7550

**Responsible Department**

Transportation  
Operations  
1600 Prairie Drive  
Medina, MN 55340

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No:** 4.C.1.

**MCM Addressed:** Construction Site Storm Water Runoff Control

**BMP Title:** Construction Site Waste Control Issues

**Description:** Existing right-of-way permits include requirements to keep roadways adjacent to construction project free of tracked material and other good housekeeping practices.

**Existing:** Yes

Measurable Goals	Timeline - Implementation Schedule
<ul style="list-style-type: none"> <li>• Number of permits issued for temporary construction site entrances each year</li> <li>• Number of permitted projects that are inspected each year</li> </ul>	<ul style="list-style-type: none"> <li>• BMP has been implemented; modification within 1 year necessary to strengthen link to NPDES Phase II MS4 requirements</li> <li>• Permit language changed in year 1 where required to comply with BMP</li> <li>• Inspection program in place when permit language changes occur</li> </ul>

## Specific Components

- Right-of-way permit language that requires good housekeeping practices for those permitted to work in county right-of-way
- Entrance Permit used to define temporary construction site entrance criteria to comply with BMP
- Inspection program to ensure standard compliance with BMP

## Public Education and Outreach Component

Audience	BMP Action	Desired Awareness	Resultant Understanding
MS4 Staff, Contractors, Consultants	Language added to existing right-of-way permits' General Provisions	Such standards exist	County minimum standards must be followed for construction site waste control at sites greater than one acre or less than one acre if part of a larger common plan of development

### Responsible Person

Dave Zetterstrom  
Entrance Permit Coordinator  
763-745-7643

### Responsible Department

Transportation  
Planning  
1600 Prairie Drive  
Medina, MN 55340

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No:** *4.D.1.*

**MCM Addressed:** *Construction Site Storm Water Runoff Control*

**BMP Title:** *Site Plan Review*

**Description:** *Site plan review is done during the application phase of the right-of-way permit process. Ordinance 22 addresses permit application requirements including scale drawings submittal and a description of the work to be performed. Most of the proposed projects also include a site inspection by county staff prior to permit issuance.*

**Existing:** *Yes*

<b>Measurable Goals</b>	<b>Timeline - Implementation Schedule</b>
<ul style="list-style-type: none"> <li>• <i>Number of right-of-way permit applications reviewed each year</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>BMP has been implemented</i></li> </ul>

## **Specific Components**

- *Permit application process defined in Ordinance 22*

## **Public Education and Outreach Component**

<b>Audience</b>	<b>BMP Action</b>	<b>Desired Awareness</b>	<b>Resultant Understanding</b>
<i>MS4 Staff, Contractors, Consultants</i>	<i>Ordinance 22 posted on web site; procedures specified on permit form</i>	<i>Such procedures exist</i>	<i>Ordinance 22 application procedures must be followed</i>

### **Responsible Person**

Cathy Abene  
Permit Engineer  
763-745-7601

### **Responsible Department**

Transportation  
Operations  
1600 Prairie Drive  
Medina, MN 55340

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No:** *4.E.1.*

**MCM Addressed:** *Construction Site Storm Water Runoff Control*

**BMP Title:** *Public Non Compliance Complaints and Reports*

**Description:** *Implement a process to handle and act on public complaints regarding construction site storm water runoff.*

**Existing:** *No*

<b>Measurable Goals</b>	<b>Timeline - Implementation Schedule</b>
<ul style="list-style-type: none"> <li>• <i>Number of complaints reported by the general public directly or via other agency</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Implement BMP by end of year 2</i></li> </ul>

## **Specific Components**

- *Lotus Notes database in place to categorize complaints from the general public*
- *Information on how the general public can contact the county to report a complaint (on the web page developed under 3.D.)*
- *Information on how cities can contact the county to report a complaint (on the web page developed under 3.D.)*
- *Open communication/information sharing between divisions to determine source of problem (i.e. permittee, Operations staff, county construction project, etc.)*

## **Public Education and Outreach Component**

<b>Audience</b>	<b>BMP Action</b>	<b>Desired Awareness</b>	<b>Resultant Understanding</b>
<i>City Officials, General Public, MS4 Staff</i>	<i>Web page posting to provide instruction on process</i>	<i>Complaints can be made</i>	<i>How to make complaints</i>

### **Responsible Person**

Cathy Abene  
Permit Engineer  
763-745-7601

### **Responsible Department**

Transportation  
Operations  
1600 Prairie Drive  
Medina, MN 55340

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No:** 4.F.1.

**MCM Addressed:** Construction Site Storm Water Runoff Control

**BMP Title:** Site Inspection and Enforcement

**Description:** Implement site inspection processes. Ordinance 22 serves as the enforcement mechanism for this BMP.

**Existing:** Yes

Measurable Goals	Timeline - Implementation Schedule
<ul style="list-style-type: none"> <li>• Number of permitted projects that are inspected each year</li> </ul>	<ul style="list-style-type: none"> <li>• BMP has been implemented</li> </ul>

## Specific Components

- Inspection of most right-of-way permit projects as part of the permit process
- Inspection diary kept by inspector for each project
- Mn/DOT Erosion and Sediment Control certification will be required for Permit Inspectors
- Ordinance 22 authorizes site inspection by the county and revocation of permit for violation of any material provision of the right-of-way permit
- Ordinance 22 establishes the penalty or fee for violation of the ordinance
- Ordinance 22 allows for enforcement actions that the county may take against the permittee if the permittee fails to properly restore the right-of-way or in the case of substantial breach of the conditions of the permit

## Public Education and Outreach Component

Audience	BMP Action	Desired Awareness	Resultant Understanding
MS4 Staff, Permittees, Contractors, Consultants	Ordinance 22 posted on web site; provisions specified on permit form	Such inspection procedures exist	Violation can result in penalty or fee; the county's certified inspectors will understand the need to approach sediment and erosion control issues more proactively

### Responsible Person

Cathy Abene  
Permit Engineer  
763-745-7601

### Responsible Department

Transportation  
Operations  
1600 Prairie Drive  
Medina, MN 55340

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No:** 5.A.1.

**MCM Addressed:** *Post Construction Runoff Control*

**BMP Title:** *Public Education and Outreach on Post Construction Runoff Control*

**Description:** *Host an annual presentation of NEMO (Non-Point Source Pollution Education for Municipal Officials) by the Minnesota Erosion Control Association.*

**Existing:** *No*

Measurable Goals	Timeline - Implementation Schedule
<ul style="list-style-type: none"> <li>• <i>Presentation made annually</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>BMP to be implemented in year 1</i></li> </ul>

## Specific Components

- *The Minnesota Erosion Control Association's NEMO presentation*
- *Coordinate with the MS4 cities in the county in an effort to satisfy both the county's and the cities' education and public outreach component of Minimum Control Measure #5*

## Public Education and Outreach Component

Audience	BMP Action	Desired Awareness	Resultant Understanding
<i>Government Officials, MS4 staff, City staff</i>	<i>Invitations extended to cities and MS4 staff, coordination with the Minnesota Erosion Control Association</i>	<i>The county hosts an annual presentation on NEMO</i>	<i>The link between land use, water quality and community character</i>

### Responsible Person

Jim Grube  
Director  
763-745-7507

### Responsible Department

Transportation  
Administration  
1600 Prairie Drive  
Medina, MN 55340

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No:** 6.A.1.

**MCM Addressed:** *Pollution Prevention/Good Housekeeping for Municipal Operations*

**BMP Title:** *Operations Maintenance Program with Training Component*

**Description:** *As part of the Operations maintenance program(s) MS4 staff will have training that will define expectations on how they should carry out their duties to minimize adverse impacts on storm water runoff quality.*

**Existing:** *No*

Measurable Goals	Timeline - Implementation Schedule
<ul style="list-style-type: none"> <li>• <i>Number of employees trained per year</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Year 1 – Gather and review all existing information on county training programs, procedures and information</i></li> <li>• <i>Year 2 – Synthesize existing information into an organized approach</i></li> <li>• <i>Year 3 – Identify gaps and add new information</i></li> <li>• <i>Year 4 – Implement new plan of training components</i></li> </ul>

## Specific Components

- *Open space maintenance training: Fertilizer/herbicide/pesticide training*
- *New construction and land disturbance training: Erosion and sediment control measures such as silt fence installation, inlet protection, etc. NOTE: Foremen and Supervisors will be Mn/DOT Certified*
- *storm water system maintenance training: Catch basin cleaning, system flushing, debris removal*

## Public Education and Outreach Component

Audience	BMP Action	Desired Awareness	Resultant Understanding
<i>MS4 staff</i>	<i>In-house training</i>	<i>That typical maintenance activities can have adverse impacts on storm water runoff quality</i>	<i>How to carry out maintenance activities so as to minimize adverse impacts on storm water runoff quality</i>

### Responsible Person

Greg Chock  
Division Manager  
763-745-7550

### Responsible Department

Transportation  
Operations  
1600 Prairie Drive  
Medina, MN 55340

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No:** 6.A.2.

**MCM Addressed:** *Pollution Prevention/Good Housekeeping for Municipal Operations*

**BMP Title:** *Safety Training with Storm Water Quality Component*

**Description:** *As part of the Hazardous Materials training program MS4 staff will learn how safe and proper hazardous materials handling helps to keep these materials out of the environment thereby potentially minimizing the adverse impacts on storm water runoff quality.*

**Existing:** Yes

Measurable Goals	Timeline - Implementation Schedule
<ul style="list-style-type: none"> <li>• <i>Number of employees trained per year</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>BMP has been implemented; modification within 1 year necessary to strengthen link to NPDES Phase II MS4 requirements</i></li> </ul>

## Specific Components

- *Hazardous Materials training*
- *Hazardous Materials reporting procedures*

## Public Education and Outreach Component

Audience	BMP Action	Desired Awareness	Resultant Understanding
<i>MS4 staff</i>	<i>In-house training</i>	<i>Proper hazardous materials handling helps to keep these materials out of the environment thereby potentially minimizing the adverse impacts on storm water runoff quality</i>	<i>Proper hazardous materials handling</i>

### Responsible Person

Kristi Bode  
 Industrial Hygienist  
 763-745-7518

### Responsible Department

Management Support  
 Safety Office  
 1600 Prairie Drive  
 Medina, MN 55340

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No:** *6.B.1.*

**MCM Addressed:** *Pollution Prevention/Good Housekeeping for Municipal Operations*

**BMP Title:** *Good Fleet Maintenance Practices to Minimize Discharge of Pollutants*

**Description:** *Managed fleet maintenance activities can help prevent detergent, chemicals, and grit from entering the MS4.*

**Existing:** *Yes*

<b>Measurable Goals</b>	<b>Timeline - Implementation Schedule</b>
<ul style="list-style-type: none"> <li>• <i>Number of shops that have designated covered washing area served by sanitary sewer</i></li> <li>• <i>Number of shops that have designated covered washing area served by dedicated treatment facility</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>BMP has been implemented</i></li> </ul>

## **Specific Components**

- *Vehicle washing facilities*
- *Regular use of drip pans or draining boards*
- *Provide spill clean up materials*

## **Public Education and Outreach Component**

<b>Audience</b>	<b>BMP Action</b>	<b>Desired Awareness</b>	<b>Resultant Understanding</b>
<i>None</i>			

### **Responsible Person**

Greg Chock  
Division Manager  
763-745-7550

### **Responsible Department**

Transportation  
Operations  
1600 Prairie Drive  
Medina, MN 55340

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No:** 6.B.2.

**MCM Addressed:** *Pollution Prevention/Good Housekeeping for Municipal Operations*

**BMP Title:** *Street Sweeping*

**Description:** *Street sweeping is an effective method to reduce sediment and debris loading to an MS4.*

**Existing:** Yes

Measurable Goals	Timeline - Implementation Schedule
<ul style="list-style-type: none"> <li>• <i>Total lane-miles of pavement swept</i></li> <li>• <i>Total estimated amount of debris removed</i></li> <li>• <i>Number of scheduled road cleanings</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>BMP has been implemented</i></li> </ul>

## Specific Components

- *Sweep with mechanical sweepers*
- *Prep with street washers prior to sweeping*
- *Develop a schedule for cleaning activities*

## Public Education and Outreach Component

Audience	BMP Action	Desired Awareness	Resultant Understanding
<i>None</i>			

### Responsible Person

Wayne Matsumoto  
 Road and Bridge Operations Engineer  
 763-745-7705

### Responsible Department

Transportation  
 Operations  
 1600 Prairie Drive  
 Medina, MN 55340

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No:** 6.B.3.

**MCM Addressed:** *Pollution Prevention/Good Housekeeping for Municipal Operations*

**BMP Title:** *Road and Bridge Maintenance*

**Description:** *Roadway and bridge construction and maintenance can contribute pollutants directly to an MS4. Proper activities can protect downstream resources.*

**Existing:** Yes

Measurable Goals	Timeline - Implementation Schedule
<ul style="list-style-type: none"> <li>• <i>Number of catch basins at construction sites that are cleaned regularly</i></li> <li>• <i>Number of scupper drains cleaned</i></li> <li>• <i>Whether or not a current list of roadway and bridge construction is maintained</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>BMP has been implemented</i></li> </ul>

## Specific Components

- *Covering storm drain inlets and manholes during paving operations*
- *Using erosion and sediment control measures*
- *Debris clean up at construction site*
- *Limited use of herbicides and pesticides*
- *Routinely clean existing bridge scuppers*

## Public Education and Outreach Component

Audience	BMP Action	Desired Awareness	Resultant Understanding
<i>None</i>			

### Responsible Person

Wayne Matsumoto  
 Road and Bridge Operations Engineer  
 763-745-7705

### Responsible Department

Transportation  
 Operations  
 1600 Prairie Drive  
 Medina, MN 55340

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No:** 6.B.4.

**MCM Addressed:** *Pollution Prevention/Good Housekeeping for Municipal Operations*

**BMP Title:** *Storm Drain Cleaning*

**Description:** *Regularly scheduled cleaning of MS4 coordinated with inspection activities noted in 6.B.2 and 6.B.3.*

**Existing:** *No*

Measurable Goals	Timeline - Implementation Schedule
<ul style="list-style-type: none"> <li>• <i>Number of catch basins that are cleaned annually</i></li> <li>• <i>Cleaning schedule followed</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>BMP will be implement in coordination with the inspection program (BMP No. 6.D.1.)</i></li> </ul>

## Specific Components

- *Vactor truck cleaning*
- *System flushing with water*
- *Manual debris removal*
- *Limited use of herbicides and pesticides*
- *Develop a cleaning schedule*

## Public Education and Outreach Component

Audience	BMP Action	Desired Awareness	Resultant Understanding
<i>None</i>			

### Responsible Person

Wayne Matsumoto  
 Road and Bridge Operations Engineer  
 763-745-7705

### Responsible Department

Transportation  
 Operations  
 1600 Prairie Drive  
 Medina, MN 55340

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No:** 6.C.1.

**MCM Addressed:** *Pollution Prevention/Good Housekeeping for Municipal Operations*

**BMP Title:** *Hazardous Materials Management*

**Description:** *Proper handling of hazardous waste can prevent spills or leakage. Proper disposal of hazardous waste can protect water resources.*

**Existing:** *No*

Measurable Goals	Timeline - Implementation Schedule
<ul style="list-style-type: none"> <li>• <i>Number of regularly inspected storage units</i></li> <li>• <i>Percent of appropriate work force trained in hazardous material storage and maintenance</i></li> <li>• <i>Number of storage facilities equipped to store hazardous waste</i></li> <li>• <i>Establishment of containment protocols</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Year 1 – Gather and review all existing information on county hazardous materials training program, procedures and information</i></li> <li>• <i>Year 2 – Identify gaps and add new information</i></li> <li>• <i>Year 3 – Implement new plan of training components</i></li> </ul>

## Specific Components

- *Establish containment protocols*
- *Regularly inspect storage areas and facilities*
- *Review material handling practices*
- *Provide spill reporting forms*

## Public Education and Outreach Component

Audience	BMP Action	Desired Awareness	Resultant Understanding
<i>MS4 staff</i>	<i>In-house training</i>	<i>Proper hazardous materials handling helps to keep these materials out of the environment thereby potentially minimizing the adverse impacts on storm water runoff quality</i>	<i>Proper hazardous materials handling</i>

### Responsible Person

Mike Hoyhtya  
 Environmentalist  
 612-348-2556

### Responsible Department

Environmental Services  
 Division  
 417 N. 5th Street  
 Minneapolis, MN 55401

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No:** 6.C.2.

**MCM Addressed:** *Pollution Prevention/Good Housekeeping for Municipal Operations*

**BMP Title:** *Road Salt Storage and Handling*

**Description:** *Proper storage of road salt can minimize surface water contamination. Proper handling of road salt during transfer can prevent accidental spills or release of road salt to the MS4.*

**Existing:** Yes

Measurable Goals	Timeline - Implementation Schedule
<ul style="list-style-type: none"> <li>• <i>Percent of total salt material stored under cover</i></li> <li>• <i>Number of road salt storage facilities included in a regular inspection and maintenance program</i></li> <li>• <i>Number of employees trained in road salt handling and storage</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>BMP has been implemented</i></li> </ul>

## Specific Components

- *Hennepin County's Snow and Ice Control Manual*
- *Regularly inspect storage areas and facilities*
- *Review material handling practices*

## Public Education and Outreach Component

Audience	BMP Action	Desired Awareness	Resultant Understanding
<i>MS4 staff</i>	<i>In-house training; distribution of the Snow and Ice Control Manual to MS4 staff</i>	<i>Proper handling and storage of road salt helps to keep it out of the environment thereby potentially minimizing the adverse impacts on storm water runoff quality</i>	<i>Proper road salt storage and handling</i>

### Responsible Person

Greg Chock  
Division Manager  
763-745-7550

### Responsible Department

Transportation  
Operations  
1600 Prairie Drive  
Medina, MN 55340

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No:** 6.D.1.

**MCM Addressed:** *Pollution Prevention/Good Housekeeping for Municipal Operations*

**BMP Title:** *Inspection Program*

**Description:** *Establish an inspection program for the MS4 as indicated below.*

**Existing:** *No*

Measurable Goals	Timeline - Implementation Schedule
<ul style="list-style-type: none"> <li>• <i>Whether or not inspections are done</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>BMP will be implemented on a schedule which will result in 20% of the MS4 inspected annually and the entire system inspection completed by the end of year 5</i></li> </ul>

## Specific Components

- *Inspect annually all structural pollution control devices*
- *Inspect 20% of the MS4 outfalls, catch basins, and other MS4 features*

## Public Education and Outreach Component

Audience	BMP Action	Desired Awareness	Resultant Understanding
<i>None</i>			

### Responsible Person

Greg Chock  
 Division Manager  
 763-745-7550

### Responsible Department

Transportation  
 Operations  
 1600 Prairie Drive  
 Medina, MN 55340

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No:** 6.D.2.

**MCM Addressed:** *Pollution Prevention/Good Housekeeping for Municipal Operations*

**BMP Title:** *Determine of Need for Repair, Replacement, or Maintenance using Inspection Findings*

**Description:** *Rational, objective criteria developed to assess whether repairs, replacement or maintenance are needed for MS4.*

**Existing:** *No*

Measurable Goals	Timeline - Implementation Schedule
<ul style="list-style-type: none"> <li>• <i>Whether or not criteria are developed</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Implement BMP in year 1</i></li> </ul>

## Specific Components

- *Establish criteria for repair, replacement, or maintenance*

## Public Education and Outreach Component

Audience	BMP Action	Desired Awareness	Resultant Understanding
<i>None</i>			

### Responsible Person

Greg Chock  
 Division Manager  
 763-745-7550

### Responsible Department

Transportation  
 Operations  
 1600 Prairie Drive  
 Medina, MN 55340

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No:** 6.E.1.

**MCM Addressed:** *Pollution Prevention/Good Housekeeping for Municipal Operations*

**BMP Title:** *Annual Report*

**Description:** *Summary of results in annual report.*

**Existing:** *No*

Measurable Goals	Timeline - Implementation Schedule
<ul style="list-style-type: none"> <li>• <i>Annual report issued on schedule</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>BMP to be implemented annually</i></li> </ul>

## Specific Components

## Public Education and Outreach Component

Audience	BMP Action	Desired Awareness	Resultant Understanding
<i>None</i>			

**Responsible Person**

Jim Grube  
 Director  
 763-745-7507

**Responsible Department**

Transportation  
 Administration  
 1600 Prairie Drive  
 Medina, MN 55340

# BEST MANAGEMENT PRACTICE DESCRIPTION SHEET

**BMP ID No: 7.A.**

**MCM Addressed:** *Pollution Prevention/Good Housekeeping for Municipal Operations*

**BMP Title:** *Record Keeping System*

*A record keeping system ensures that all data is being captured and allows an operator to know if gaps in data entry occur. Data can be quickly accessed in order to determine potential issues or areas of recurring problems.*

**Existing:** *No*

Measurable Goals	Timeline - Implementation Schedule
<ul style="list-style-type: none"> <li>• <i>Whether or not a record keeping system is established</i></li> <li>• <i>Whether or not maintenance schedules are adjusted</i></li> <li>• <i>Upon inspection, the record keeping system will be determined to be up-to-date and complete</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>BMP will be implemented by the end of year 1</i></li> </ul>

## Specific Components

- *Inspection results*
- *Inspection date*
- *Antecedent weather conditions*
- *Maintenance performed or recommended*
- *Review maintenance data after second year of permit period*

## Public Education and Outreach Component

Audience	BMP Action	Desired Awareness	Resultant Understanding
<i>None</i>			

### Responsible Person

Cathy Abene  
Permit Engineer  
763-745-7601

### Responsible Department

Transportation  
Operations  
1600 Prairie Drive  
Medina, MN 55340