

This document summarizes the BMPs chosen by the City of Newport. Each BMP is categorized into one or more Minimum Control Measures to meet the Maximum Extent Practicable standard set in the Permit requirements. Where a BMP addresses more than one MCM, it is listed under every appropriate MCM.

### **Public Education and Outreach**

- 1.A Cable Television Broadcast Channel 16
- 1.B Quarterly Newsletter
- 1.C City Website Stormwater Information
- 1.D Stormwater Related Brochures
- 1.E Follow applicable public notice requirements
- 2.A Annual Public Meeting
- 2.B Household Cleanup Day
- 2.C Volunteer Storm Drain Stenciling and Program
- 6.A.1 Storm Water System Maintenance Training Program
- 6.A.4 Street deicing program
- 6.A.5 Municipal Street Maintenance Program
- 6.B Equipment Maintenance Program
- 6.C Hazardous Material Storage and Recycling Program
- 6.D Pesticide and Herbicide control program
- 6.E Fertilizer Application Program

### **Public Involvement and Participation**

- 1.A Cable Television Broadcast Channel 16
- 1.B Quarterly Newsletter
- 1.C City Website Stormwater Information
- 1.D Stormwater Related Brochures
- 1.E Follow applicable public notice requirements
- 2.A Annual Public Meeting
- 2.B Household Cleanup Day
- 2.C Volunteer Storm Drain Stenciling and Program
- 3.D Recreational Sewage Control
- 6.C Hazardous Material Storage and Recycling Program

### Illicit Discharge, Detection and Elimination

- 1.A Cable Television Broadcast Channel 16
- 1.B Quarterly Newsletter
- 1.C City Website Stormwater Information
- 1.D Stormwater Related Brochures
- 1.E Follow applicable public notice requirements
- 2.C Volunteer Storm Drain Stenciling and Program
- 3.A Illicit discharge ordinance
- 3.B Storm Sewer Map
- 3.C Septic System Ordinance
- 3.D Recreational Sewage Control
- 3.E Illicit Discharge Inspection Program
- 6.A.1 Storm Water System Maintenance Training Program
- 6.A.2 Storm drainage system inspection and cleaning
- 6.A.3 Pond and outfall inspection and cleaning procedure program
- 6.A.4 Street deicing program
- 6.A.5 Municipal Street Maintenance Program
- 6.B Equipment Maintenance Program
- 6.C Hazardous Material Storage and Recycling Program
- 6.D Pesticide and Herbicide control program
- 6.E Fertilizer Application Program

### Construction Site Runoff Control

- 1.A Cable Television Broadcast Channel 16
- 1.B Quarterly Newsletter
- 1.C City Website Stormwater Information
- 4.A Storm Water Management Regulations Ordinance
- 4.B ESC plan requirement and review process
- 4.C ESC Inspection and Enforcement Program
- 4.D Minimum Erosion and Sediment Control BMPs
- 4.E Public Non Compliance Complaints and Reports
- 5.A Plan Review Procedures
- 5.B Storm Water Management Plan

### Post Construction Runoff Control

- 1.A Cable Television Broadcast Channel 16
- 1.B Quarterly Newsletter
- 1.C City Website Stormwater Information
- 4.A Storm Water Management Regulations Ordinance
- 4.B ESC plan requirement and review process
- 4.E Public Non Compliance Complaints and Reports
- 5.A Plan Review Procedures
- 5.B Storm Water Management Plan

### Pollution Prevention and Good Housekeeping

- 1.A Cable Television Broadcast Channel 16
- 1.B Quarterly Newsletter
- 1.C City Website Stormwater Information
- 1.D Stormwater Related Brochures
- 2.B Household Cleanup Day
- 6.A.1 Storm Water System Maintenance Training Program

- 6.A.2 Storm drainage system inspection and cleaning
- 6.A.3 Pond and outfall inspection and cleaning procedure program
- 6.A.4 Street deicing program
- 6.A.5 Municipal Street Maintenance Program
- 6.B Equipment Maintenance Program
- 6.C Hazardous Material Storage and Recycling Program
- 6.D Pesticide and Herbicide control program
- 6.E Fertilizer Application Program
- 6.F Municipal lawn care program

## **DESCRIPTION OF THE CITY OF Newport**

The City of Newport is located completely in the Twin Cities Metropolitan area, which classifies the City of Newport as a mandatory regulated MS4 for the NPDES Phase II program. The Consulting City Engineer managed the Permit application process. The City chose the Consulting City Engineer to prepare their Storm Water Pollution Prevention Program (SWPPP).

The City has a population of 3715. There is very limited open land in Newport. The only other construction that could take place would be redevelopment of certain areas within the City.

## **INTRODUCTION**

The Clean Water Act, developed in 1972, is the primary federal legislation that protects surface waters of the United States. The National Pollutant Discharge Elimination System (NPDES) program was established as the fundamental regulatory mechanism of the Clean Water Act. The NPDES program requires anyone discharging a pollutant from a point source into the waters of the United States to obtain a NPDES permit. The initial focus was on industrial and municipal wastewater. Controlling these targeted point sources has substantially improved water quality.

However, several studies indicate that pollution from nonpoint sources such as water runoff from urban and agricultural areas, construction sites, land disposal, and mining are the leading cause of water quality impairment. In 1987, amendments to the Clean Water Act required the EPA to develop a comprehensive phased program to regulate storm water discharges under the NPDES program. The Phase I rule was issued in 1990 and addressed storm water discharges from medium and large municipal separate storm sewer systems (MS4s – those serving communities with a population of at least 100,000) and industrial activities. Construction permits were also required when grading activities disturbed five or more acres. Phase II regulations were issued in 1999. Phase II addresses storm water discharges from small municipal separate storm sewer systems (MS4s – those serving communities with a population of less than 100,000 and located in an urbanized area.) Construction permits are also required when grading activities disturb one or more acres. The EPA delegated permitting authority for Minnesota's NPDES – Phase II program to the Minnesota Pollution Control Agency (MPCA). MPCA has issued a ge

## **NPDES PHASE II - PERMIT GOALS**

NPDES Phase II is the next step in the effort to preserve, protect, and improve water resources impacted by storm water runoff. The primary goal of the NPDES permit process as defined by the MPCA is to restore and maintain the chemical, physical, and biological integrity of waters of the state through management and treatment of urban storm water runoff. This is accomplished by requiring municipal separate storm sewer systems (MS4's) to prepare a Storm Water Pollution Prevention Program as part of their general permit requirements.

## **NPDES PHASE II - PERMIT REQUIREMENTS**

The City is required to develop, implement, and enforce a Storm Water Pollution Prevention Program (SWPPP) designed to reduce the discharge of pollutants from the City to the “maximum extent practicable” to protect water quality and to satisfy the appropriate water quality requirements of the Clean Water Act. The “maximum extent practicable” is a congressionally mandated standard for treating storm water. EPA as decided to let maximum extent practicable be undefined in the permit process to provide more flexibility in the program implementation. Compliance of maximum extent practicable requires successful implementation of approved best management practices (BMPs). The SWPPP must include BMPs that the City will implement for each of six minimum control measures, measurable goals for each BMP, a timeframe for required implementation, person(s) responsible for implementation and/or coordinating each component of the Phase II Storm Water Program, and annual reporting. The SWPPP is the enforceable part of this permit and is the start of a five-year process to develop and implement a plan to control, reduce, and minimize the discharge of pollutants from the City

The six minimum control measures are:

1. Public education and outreach
2. Public participation
3. Illicit discharge detection and elimination
4. Construction site storm water runoff control
5. Post-construction storm water management in new development and redevelopment
6. Pollution prevention / good housekeeping for municipal operations.

The six minimum control measures are defined in greater detail in the next section of this program and are each followed by best management practices.



# **MINIMUM CONTROL MEASURE NO. 1**

## **PUBLIC EDUCATION AND OUTREACH**

The goal of this minimum control measure is to implement a public education program. The EPA states that an informed and knowledgeable community is crucial to success of a storm water management program. Public understanding of the program will help foster greater compliance as the public becomes aware of personal responsibilities expected of them and others in the community. Information will be provided to the public on individual actions that they can take to protect or improve the quality of area waters.

The MPCA Guidance Manual for MS4's General Permit requires each City to:

- 1 Implement a public education program to distribute educational materials to the community.
- 2 Implement an education program that addresses each Minimum Control Measure.
- 3 For each control measure, the education program must identify the audience, educational goals, activities to be used, activity implementation plans, and performance measures.
- 4 Describe how the education program is coordinated with and makes effective use of other entities storm water education programs.
- 5 Hold one public meeting per year to address the SWPPP annual report. (See Minimum Control Measure No. 2 for this BMP.)

# BMP Description Sheet

**MS4 Name:** City of Newport

**Unique Identifying Number:** 1.A

**Minimum Control Measures Addressed by This BMP**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Public Education and Outreach             | <input checked="" type="checkbox"/> Construction site runoff controls       |
| <input checked="" type="checkbox"/> Public participation & involvement        | <input checked="" type="checkbox"/> Post-construction stormwater management |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input checked="" type="checkbox"/> Pollution prevention/Good housekeeping  |

**BMP Title:**

Cable Television Broadcast Channel 16

**BMP Description:**

The City of Newport will develop a plan to publish stormwater related issues on the 'Government Access' Cable Television Channel 16.

**Measurable Goals:**

Develop a plan  
Number of stormwater related segments aired

**Timeline / Implementation Schedule:**

Year 1 develop a plan to publish issues

**Specific Components & Notes (optional):**

**Responsible Person for this BMP**

Name: Larry Bodahl  
Title: Administrator  
Phone: 651-459-5677  
E-mail:

**Responsible Department or Organization**

Dept. or Org.: City Hall  
Dept. Head:  
Phone: 651-459-5677  
E-mail: [0](#)

**Educational components related to this BMP (description or number – optional):**

Unique # 1.A

# BMP Description Sheet

**MS4 Name:** City of Newport

**Unique Identifying Number:** 1.B

**Minimum Control Measures Addressed by This BMP**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Public Education and Outreach             | <input checked="" type="checkbox"/> Construction site runoff controls       |
| <input checked="" type="checkbox"/> Public participation & involvement        | <input checked="" type="checkbox"/> Post-construction stormwater management |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input checked="" type="checkbox"/> Pollution prevention/Good housekeeping  |

**BMP Title:**

Quarterly Newsletter

**BMP Description:**

The City of Newport will develop a plan to publish stormwater related issues in the Quarterly Newsletter.

**Measurable Goals:**

Develop a plan  
Number of stormwater related articles

**Timeline / Implementation Schedule:**

Year 1 develop a plan to publish articles

**Specific Components & Notes (optional):**

<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
Name: Larry Bodahl	Dept. or Org.: City Hall
Title: Administrator	Dept. Head:
Phone: 651-459-5677	Phone: 651-459-5677
E-mail:	E-mail: <a href="#">0</a>

**Educational components related to this BMP (description or number – optional):**

Unique # 1.B

# BMP Description Sheet

**MS4 Name:** City of Newport

**Unique Identifying Number:** 1.C

**Minimum Control Measures Addressed by This BMP**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Public Education and Outreach             | <input checked="" type="checkbox"/> Construction site runoff controls       |
| <input checked="" type="checkbox"/> Public participation & involvement        | <input checked="" type="checkbox"/> Post-construction stormwater management |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input checked="" type="checkbox"/> Pollution prevention/Good housekeeping  |

**BMP Title:**

City Website Stormwater Information

**BMP Description:**

The City of Newport will develop a plan to publish stormwater related issues on the city website.

**Measurable Goals:**

Number of articles on city Website  
 Number of Website "hits" from counter

**Timeline / Implementation Schedule:**

Year 2 Develop a plan to publish issues  
 Year 2 Determine material to include in website  
 Year 4 Active Stormwater information on website

**Specific Components & Notes (optional):**

Recycling information  
 Code of Ordinance accessibility  
 Stormwater Pollution Prevention Plan link  
 Current public meetings and presentations

**Responsible Person for this BMP**

Name: Larry Bodahl  
 Title: Administrator  
 Phone: 651-459-5677  
 E-mail:

**Responsible Department or Organization**

Dept. or Org.: City Hall  
 Dept. Head:  
 Phone: 651-459-5677  
 E-mail: [u](#)

**Educational components related to this BMP (description or number – optional):**

Unique # 1.C

# BMP Description Sheet

**MS4 Name:** City of Newport

**Unique Identifying Number:** 1.D

**Minimum Control Measures Addressed by This BMP**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Public Education and Outreach             | <input type="checkbox"/> Construction site runoff controls                 |
| <input checked="" type="checkbox"/> Public participation & involvement        | <input type="checkbox"/> Post-construction stormwater management           |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input checked="" type="checkbox"/> Pollution prevention/Good housekeeping |

**BMP Title:**

Stormwater Related Brochures

**BMP Description:**

The City of Newport will distribute stormwater related brochures in conjunction with neighbor MS4's.

**Measurable Goals:**

Contact neighbor MS4's to discuss cooperative agreement between MS4's  
Number of Brochures distributed

**Timeline / Implementation Schedule:**

Year 2 cooperate with neighbor MS4's

**Specific Components & Notes (optional):**

<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
Name: Larry Bodahl	Dept. or Org.: City Hall
Title: Administrator	Dept. Head:
Phone: 651-459-5677	Phone: 651-459-5677
E-mail:	E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 1.D

# BMP Description Sheet

**MS4 Name:** City of Newport

**Unique Identifying Number:** 1.E

**Minimum Control Measures Addressed by This BMP**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Public Education and Outreach             | <input type="checkbox"/> Construction site runoff controls       |
| <input checked="" type="checkbox"/> Public participation & involvement        | <input type="checkbox"/> Post-construction stormwater management |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input type="checkbox"/> Pollution prevention/Good housekeeping  |

**BMP Title:**

Follow applicable public notice requirements

**BMP Description:**

The City of Newport currently provides a notice of public informational meeting at least 30 day prior. The City will continue this practice for the annual stormwater meeting or any subsequent meetings to discuss the provisions of the SWPPP, it's effectiveness, or amendments there to.

**Measurable Goals:**

Completed public notice

**Timeline / Implementation Schedule:**

The first 30-day public notice will be for the 2005 annual public meeting and continued on an annual interval

**Specific Components & Notes (optional):**

Date  
Time  
Location of the SWPPP for review prior to the meeting

**Responsible Person for this BMP**

Name: Larry Bodahl  
Title: Administrator  
Phone: 651-459-5677  
E-mail:

**Responsible Department or Organization**

Dept. or Org.: City Hall  
Dept. Head:  
Phone: 651-459-5677  
E-mail: [0](#)

**Educational components related to this BMP (description or number – optional):**

Unique # 1.E

## **MINIMUM CONTROL MEASURE NO. 2**

### **PUBLIC PARTICIPATION / INVOLVEMENT**

The goal of this minimum control measure is to provide for citizen involvement in the City's Storm Water Pollution Prevention Program (SWPPP.) The public can provide valuable input in the annual meeting process. This goal also provides an opportunity for the City to incorporate public consent into the SWPPP.

The MPCA Guidance Manual for MS4's General Permit requires each City to:

- 1 Comply with applicable public notice requirements for advertising the annual public meeting and hold the public meeting.
- 2 Must get public input and opinion on the adequacy of the City's SWPPP. This includes input from the public meeting held each year prior to submittal of the annual report to MPCA.
- 3 The City shall consider public input, both oral and written, to the SWPPP and shall make adjustments as the City finds appropriate.

# BMP Description Sheet

**MS4 Name:** City of Newport

**Unique Identifying Number:** 2.A

**Minimum Control Measures Addressed by This BMP**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Public Education and Outreach      | <input type="checkbox"/> Construction site runoff controls       |
| <input checked="" type="checkbox"/> Public participation & involvement | <input type="checkbox"/> Post-construction stormwater management |
| <input type="checkbox"/> Illicit discharge detection & elimination     | <input type="checkbox"/> Pollution prevention/Good housekeeping  |

**BMP Title:**

Annual Public Meeting

**BMP Description:**

The City of Newport will conduct an annual public meeting to receive public opinion on the on the adequacy and effectiveness of the SWPPP program components.

**Measurable Goals:**

Completed public meetings  
Attendance at public meeting

**Timeline / Implementation Schedule:**

Annual meeting in each year of the Permit cycle  
Number of complaints on stromwater quality

**Specific Components & Notes (optional):**

Establish meeting procedures and processes for speakers and written material.  
Consider timely, relevant written materials submitted by the public.  
Allow interested persons time to make oral statements on SWPPP.

Responsible Person for this BMP	Responsible Department or Organization
Name: John Stewart	Dept. or Org.:
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-225-8090	Phone: 651-225-8090
E-mail:	E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 2.A

# BMP Description Sheet

**MS4 Name:** City of Newport

**Unique Identifying Number:** 2.B

**Minimum Control Measures Addressed by This BMP**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Public Education and Outreach      | <input type="checkbox"/> Construction site runoff controls                 |
| <input checked="" type="checkbox"/> Public participation & involvement | <input type="checkbox"/> Post-construction stormwater management           |
| <input type="checkbox"/> Illicit discharge detection & elimination     | <input checked="" type="checkbox"/> Pollution prevention/Good housekeeping |

**BMP Title:**

Household Cleanup Day

**BMP Description:**

The City of Newport will continue household cleanup day. Twice a year, "Pride in Newport" Recycle Day offers residents the opportunity to clean up their yards and community. Recycle Days are held in the spring and fall at the Recycle Center, located at Onyx Waste, 1375 7th Ave.

**Measurable Goals:**

Evaluate existing program  
Number of participants

**Timeline / Implementation Schedule:**

Year 1 Evaluate program  
Complete recycle days each year

**Specific Components & Notes (optional):**

**Responsible Person for this BMP**

Name: Bruce Hanson  
Title: Superintendent  
Phone: 651-459-2475  
E-mail:

**Responsible Department or Organization**

Dept. or Org.: Public Works Department  
Dept. Head:  
Phone: 651-459-2475  
E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 2.B

# BMP Description Sheet

**MS4 Name:** City of Newport

**Unique Identifying Number:** 2.C

**Minimum Control Measures Addressed by This BMP**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Public Education and Outreach             | <input type="checkbox"/> Construction site runoff controls       |
| <input checked="" type="checkbox"/> Public participation & involvement        | <input type="checkbox"/> Post-construction stormwater management |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input type="checkbox"/> Pollution prevention/Good housekeeping  |

**BMP Title:**

Volunteer Storm Drain Stenciling and Program

**BMP Description:**

The City of Newport will establish a Volunteer Storm Drain Stenciling Program in which any volunteer groups may pick up supplies and equipment for storm drain stenciling free of charge. The stenciling of storm sewers will provide the public with the awareness that material which enters the storm drain system is discharged directly into the ponds within the City and allow public participation.

**Measurable Goals:**

Number of storm drains stenciled  
 Establish a Volunteer Storm Drain Stenciling Program  
 Number of volunteers participating in the program each year the program is in place

**Timeline / Implementation Schedule:**

Year 3 develop an standard program  
 Year 4 · The City will purchase the materials and equipment for stenciling and distribute information to the public to become aware of the program  
 Year 3 to 5 promote groups to volunteer to stencil storm drains

**Specific Components & Notes (optional):**

Promote childrens groups (Boy Scouts, Girl Scouts) and other organization to volunteer.  
 'No Dumping, Drains to Pond'  
 Storm Sewer Inlet Stenciling form

Responsible Person for this BMP	Responsible Department or Organization
Name: Bruce Hanson	Dept. or Org.: Public Works Department
Title: Superintendent	Dept. Head:
Phone: 651-459-2475	Phone: 651-459-2475
E-mail:	E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 2.C

## **MINIMUM CONTROL MEASURE NO. 3**

# **ILLICIT DISCHARGE DETECTION AND ELIMINATION**

Federal regulations define an illicit discharge as "...any discharge to an MS4 that is not composed entirely of storm water..." Illicit discharges are considered "illicit" because MS4's are not designed to accept, process, or discharge such nonstorm water.

The MPCA Guidance Manual for MS4's General Permit requires each City to:

- 1 Update our existing storm water map to show locations of ponds, lakes, structural pollution control devices, pipes and conveyances, and outfalls.
- 2 Prohibit through ordinance, non-storm water discharges into our storm sewer system and implement appropriate enforcement procedures and actions.
- 3 Develop and implement a program to detect and address non-storm water discharges, including illegal dumping, to our system. Four recommended steps are to locate problem areas, find the source, remove/correct illicit connections, and document actions taken.
- 4 Inform public employees, businesses, property owners, and the general public of hazards associated with illegal discharges and improper disposal of wastes. Our education program can inform these groups of ways to detect and eliminate illicit discharges.

# BMP Description Sheet

**MS4 Name:** City of Newport

**Unique Identifying Number:** 3.A

**Minimum Control Measures Addressed by This BMP**

- |   |  |
|---|--|
| <input type="checkbox"/> Public Education and Outreach                        | <input type="checkbox"/> Construction site runoff controls       |
| <input type="checkbox"/> Public participation & involvement                   | <input type="checkbox"/> Post-construction stormwater management |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input type="checkbox"/> Pollution prevention/Good housekeeping  |

**BMP Title:**

Illicit discharge ordinance

**BMP Description:**

The City of Newport will develop an ordinance to prohibit non-stormwater discharge into the storm sewer system. During the first 3 years, the City will review the current ordinance and revise it according to regulatory agency requirements.

**Measurable Goals:**

Review of existing ordinance and comparison with other communities  
Completed ordinance

**Timeline / Implementation Schedule:**

Year 1 to 3 – Review existing ordinance and compare with other communities  
Year 3 – Completed illicit discharge, detection, and elimination ordinance

**Specific Components & Notes (optional):**

Meetings with City Attorney  
Septic system control  
Illicit connections control  
Illegal dumping control  
Recreational sewage control

**Responsible Person for this BMP**

Name: John Stewart  
Title: City Engineer  
Phone: 651-225-8090  
E-mail:

**Responsible Department or Organization**

Dept. or Org.:  
Dept. Head: City Engineer  
Phone: 651-225-8090  
E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 3.A

# BMP Description Sheet

**MS4 Name:** City of Newport

**Unique Identifying Number:** 3.B

**Minimum Control Measures Addressed by This BMP**

- |   |  |
|---|--|
| <input type="checkbox"/> Public Education and Outreach                        | <input type="checkbox"/> Construction site runoff controls       |
| <input type="checkbox"/> Public participation & involvement                   | <input type="checkbox"/> Post-construction stormwater management |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input type="checkbox"/> Pollution prevention/Good housekeeping  |

**BMP Title:**

Storm Sewer Map

**BMP Description:**

The City of Newport will develop an updated storm sewer map. The City will continue to update the system map and components listed below.

**Measurable Goals:**

Examine and compile existing data  
 Complete the Storm sewer map  
 Show all pipes, at minimum 24" and larger  
 Show outfalls

**Timeline / Implementation Schedule:**

Examine existing system data  
 Year 3 – Identify and document 50%  
 Year 5 – Identify and document 100%

**Specific Components & Notes (optional):**

Existing CAD drawings  
 Existing Record plans

Only 3 developments with curb, gutter and catch basins at this time

**Responsible Person for this BMP**

Name: John Stewart  
 Title: City Engineer  
 Phone: 651-225-8090  
 E-mail:

**Responsible Department or Organization**

Dept. or Org.:  
 Dept. Head: City Engineer  
 Phone: 651-225-8090  
 E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 3.B

# BMP Description Sheet

**MS4 Name:** City of Newport

**Unique Identifying Number:** 3.C

**Minimum Control Measures Addressed by This BMP**

- |   |  |
|---|--|
| <input type="checkbox"/> Public Education and Outreach                        | <input type="checkbox"/> Construction site runoff controls       |
| <input type="checkbox"/> Public participation & involvement                   | <input type="checkbox"/> Post-construction stormwater management |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input type="checkbox"/> Pollution prevention/Good housekeeping  |

**BMP Title:**

Septic System Ordinance

**BMP Description:**

During the first 3 years, the City will review the current septic system ordinance and revise it according to regulatory agency requirements (Ord # 2000-1, City Code 1020.01). The City will work with the Washington County ISTS Program.

**Measurable Goals:**

Completion of existing ordinance and comparison with others

**Timeline / Implementation Schedule:**

Year 2 – Review existing ordinance and compare with others  
Year 4 – Completed illicit discharge, detection, and elimination ordinance

**Specific Components & Notes (optional):**

Meetings with City Attorney  
Septic system control  
Illegal dumping control  
Recreational sewage control  
Right of Entry provision

**Responsible Person for this BMP**

Name: John Stewart  
Title: City Engineer  
Phone: 651-225-8090  
E-mail:

**Responsible Department or Organization**

Dept. or Org.:  
Dept. Head: City Engineer  
Phone: 651-225-8090  
E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 3.C

# BMP Description Sheet

**MS4 Name:** City of Newport

**Unique Identifying Number:** 3.D

**Minimum Control Measures Addressed by This BMP**

- |   |  |
|---|--|
| <input type="checkbox"/> Public Education and Outreach                        | <input type="checkbox"/> Construction site runoff controls       |
| <input checked="" type="checkbox"/> Public participation & involvement        | <input type="checkbox"/> Post-construction stormwater management |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input type="checkbox"/> Pollution prevention/Good housekeeping  |

**BMP Title:**

Recreational Sewage Control

**BMP Description:**

The City of Newport will research possible locations for proper recreational disposal.

**Measurable Goals:**

Determine locations for proper recreational disposal  
Publish disposal locations

**Timeline / Implementation Schedule:**

Year 1 determine locations for proper recreational disposal  
Number of illicit recreational sewer discharges

**Specific Components & Notes (optional):**

<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
Name: Bruce Hanson	Dept. or Org.: Public Works Department
Title: Superintendent	Dept. Head:
Phone: 651-459-2475	Phone: 651-459-2475
E-mail:	E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 3.D

# BMP Description Sheet

**MS4 Name:** City of Newport

**Unique Identifying Number:** 3.E

**Minimum Control Measures Addressed by This BMP**

- |   |  |
|---|--|
| <input type="checkbox"/> Public Education and Outreach                        | <input type="checkbox"/> Construction site runoff controls       |
| <input type="checkbox"/> Public participation & involvement                   | <input type="checkbox"/> Post-construction stormwater management |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input type="checkbox"/> Pollution prevention/Good housekeeping  |

**BMP Title:**

Illicit Discharge Inspection Program

**BMP Description:**

Program to detect and eliminate illegal and/or improper connections to storm drainage systems and receiving waters. Specific illicit discharge connections will be identified over the 3 years of the program using the specific component listed below. After detection of illicit discharge locations, the City of Newport will evaluate proper enforcement procedures and enforce the provisions of the City ordinance pertaining to illegal discharges into the storm sewer system.

**Measurable Goals:**

Percentage of outfalls inspected  
Number of illicit discharges located

**Timeline / Implementation Schedule:**

Gather existing information on illicit connection tests performed to date within the City  
Year 3 – Begin conducting field tests  
Percentage of outfalls inspected for dry weather flows  
Number of illicit discharges located

**Specific Components & Notes (optional):**

Surveys to building owners or managers  
Dry weather flow tests

Responsible Person for this BMP	Responsible Department or Organization
Name: Bruce Hanson	Dept. or Org.: Public Works Department
Title: Superintendent	Dept. Head:
Phone: 651-459-2475	Phone: 651-459-2475
E-mail:	E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 3.E

## **MINIMUM CONTROL MEASURE NO. 4**

### **CONSTRUCTION SITE RUNOFF CONTROL**

Erosion control measures on construction sites are critical in preventing sediment from leaving the construction site and entering the storm drainage system. This permit requires the City to develop, implement, and enforce a program to reduce pollutants.

The MPCA Guidance Manual for MS4's General Permit requires each City to:

- 1 Prepare an ordinance to require erosion and sediment controls to the extent allowable under law. These regulatory mechanisms must be in place by March 11, 2005.
- 2 Set requirements for construction site operators to implement appropriate erosion and sediment control best management practices.
- 3 Set requirements for construction site operators to control waste at the construction site that may cause adverse impacts to water quality.
- 4 Set procedures for site plan review which incorporates consideration of potential water quality impacts.
- 5 Set procedures for receipt and consideration of reports on non-compliance or other information on construction related issues submitted by the public. Cities are not expected to follow-up and respond to every complaint or concern, but track that the submittal has been documented.
- 6 Set procedures for site inspection and enforcement of control measures.

# BMP Description Sheet

**MS4 Name:** City of Newport

**Unique Identifying Number:** 4.A

**Minimum Control Measures Addressed by This BMP**

- |  |   |
|--|---|
| <input type="checkbox"/> Public Education and Outreach             | <input checked="" type="checkbox"/> Construction site runoff controls       |
| <input type="checkbox"/> Public participation & involvement        | <input checked="" type="checkbox"/> Post-construction stormwater management |
| <input type="checkbox"/> Illicit discharge detection & elimination | <input type="checkbox"/> Pollution prevention/Good housekeeping             |

**BMP Title:**

Storm Water Management Regulations Ordinance

**BMP Description:**

The City will evaluate the existing ordinance in relation to the permitting authority minimum standards, and county authority, and develop the changes and implement applicable enforcement procedures.

**Measurable Goals:**

Complete evaluation of existing ordinance  
 Completed draft ordinance  
 Implemented ordinance

**Timeline / Implementation Schedule:**

Year 2 – Evaluate existing ordinance by comparing it to MPCA minimum standards  
 Year 2 – Complete a draft ordinance from the year 1 assessment  
 Year 2 – Implement new construction site erosion and sedimentation ordinance

**Specific Components & Notes (optional):**

Site erosion control timelines for compliance  
 Penalties for non-compliance  
 Required site plan review procedures (See 4.B)

**Responsible Person for this BMP**

Name: John Stewart  
 Title: City Engineer  
 Phone: 651-225-8090  
 E-mail:

**Responsible Department or Organization**

Dept. or Org.:  
 Dept. Head: City Engineer  
 Phone: 651-225-8090  
 E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 4.A

# BMP Description Sheet

**MS4 Name:** City of Newport

**Unique Identifying Number:** 4.B

**Minimum Control Measures Addressed by This BMP**

- |  |   |
|--|---|
| <input type="checkbox"/> Public Education and Outreach             | <input checked="" type="checkbox"/> Construction site runoff controls       |
| <input type="checkbox"/> Public participation & involvement        | <input checked="" type="checkbox"/> Post-construction stormwater management |
| <input type="checkbox"/> Illicit discharge detection & elimination | <input type="checkbox"/> Pollution prevention/Good housekeeping             |

**BMP Title:**

ESC plan requirement and review process

**BMP Description:**

The City of Newport will review existing procedures and will develop procedures for construction site soil and sedimentation erosion control within the Development and Redevelopment Plan Review Program (5.A) to incorporate mandatory provisions written in the Storm Water Management Regulations Ordinance (4.A).

**Measurable Goals:**

MPCA -“Protecting Water Quality in Urban Areas” standard.  
10 working days to review  
Performance Bond

**Timeline / Implementation Schedule:**

Year 1 – Review existing plan review procedure  
Number of plans reviewed

**Specific Components & Notes (optional):**

**Responsible Person for this BMP**

Name: John Stewart  
Title: City Engineer  
Phone: 651-225-8090  
E-mail:

**Responsible Department or Organization**

Dept. or Org.:  
Dept. Head: City Engineer  
Phone: 651-225-8090  
E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 4.B

# BMP Description Sheet

**MS4 Name:** City of Newport

**Unique Identifying Number:** 4.C

**Minimum Control Measures Addressed by This BMP**

- |  |   |
|--|---|
| <input type="checkbox"/> Public Education and Outreach             | <input checked="" type="checkbox"/> Construction site runoff controls |
| <input type="checkbox"/> Public participation & involvement        | <input type="checkbox"/> Post-construction stormwater management      |
| <input type="checkbox"/> Illicit discharge detection & elimination | <input type="checkbox"/> Pollution prevention/Good housekeeping       |

**BMP Title:**

ESC Inspection and Enforcement Program

**BMP Description:**

The City of Newport will develop procedures for site inspection and enforcement of control measures. Procedures for site inspections and enforcement of control measures could include steps to identify priority sites for inspection and enforcement based on the nature of the construction activity, topography, and the characteristics of soils and receiving water quality.

**Measurable Goals:**

Inspection schedule  
Performance Bond

**Timeline / Implementation Schedule:**

Number of construction sites for each year  
Number of warnings issued  
Number of stop work orders issued  
Number of financial security money taken for ESC noncompliance

**Specific Components & Notes (optional):**

**Responsible Person for this BMP**

Name: Curt Hauser

Title: Building Inspector

Phone: 651-459-5677

E-mail:

**Responsible Department or Organization**

Dept. or Org.:

Dept. Head: Building Inspector

Phone: 651-459-5677

E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 4.C

# BMP Description Sheet

**MS4 Name:** City of Newport

**Unique Identifying Number:** 4.D

**Minimum Control Measures Addressed by This BMP**

- |  |  |
|--|--|
| <input type="checkbox"/> Public Education and Outreach             | <input checked="" type="checkbox"/> Construction site runoff controls      |
| <input type="checkbox"/> Public participation & involvement        | <input type="checkbox"/> Post-construction stormwater management           |
| <input type="checkbox"/> Illicit discharge detection & elimination | <input checked="" type="checkbox"/> Pollution prevention/Good housekeeping |

**BMP Title:**

Minimum Erosion and Sediment Control BMPs

**BMP Description:**

The City of Newport will identify appropriate BMPs for erosion and sediment control dependent upon current regulatory minimum standards.

**Measurable Goals:**

Establish ESC BMP's

**Timeline / Implementation Schedule:**

Establish list of minimum ESC BMPs for construction activities  
Provide contractor list of required BMPs

**Specific Components & Notes (optional):**

MPCA-"Protecting Water Quality in Urban Areas" standard  
Erosion control silt fence  
Rock construction entrance  
Inlet protection devices  
Street sweeping

Responsible Person for this BMP	Responsible Department or Organization
Name: John Stewart	Dept. or Org.:
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-225-8090	Phone: 651-225-8090
E-mail:	E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 4.D

# BMP Description Sheet

**MS4 Name:** City of Newport

**Unique Identifying Number:** 4.E

**Minimum Control Measures Addressed by This BMP**

- |  |   |
|--|---|
| <input type="checkbox"/> Public Education and Outreach             | <input checked="" type="checkbox"/> Construction site runoff controls       |
| <input type="checkbox"/> Public participation & involvement        | <input checked="" type="checkbox"/> Post-construction stormwater management |
| <input type="checkbox"/> Illicit discharge detection & elimination | <input type="checkbox"/> Pollution prevention/Good housekeeping             |

**BMP Title:**

Public Non Compliance Complaints and Reports

**BMP Description:**

The City of Newport will review existing procedures for documentation regarding construction site issues and complaints. The city will develop a receipt log for this information.

**Measurable Goals:**

Develop a receipt log for taking information in regarding construction site issues and complaints

**Timeline / Implementation Schedule:**

Year 2 – Review existing procedure and identify areas for revision  
Year 3 – Implement procedure

**Specific Components & Notes (optional):**

Responsible Person for this BMP	Responsible Department or Organization
Name: Larry Bodahl	Dept. or Org.: City Hall
Title: Administrator	Dept. Head:
Phone: 651-459-5677	Phone: 651-459-5677
E-mail:	E-mail: <a href="#">u</a>

**Educational components related to this BMP (description or number – optional):**

Unique # 4.E

## **MINIMUM CONTROL MEASURE NO. 5**

### **POST-CONSTRUCTION RUNOFF CONTROL**

Post-construction storm water management features can minimize pollutant discharges in areas undergoing new development or redevelopment. According to EPA, many studies indicate that prior planning and design for the minimization of pollutants in post-construction have resulted in

- 1 Develop and implement strategies which include a combination of structural and/or nonstructural best management practices.
- 2 Develop an ordinance to address post-construction runoff from new development and redevelopment projects to the extent allowable under law.
- 3 Ensure adequate long-term operation and maintenance of best management practices installed as a result of these requirements. (Also addressed in more detail in Minimum Control Measure No. 6.)

# BMP Description Sheet

**MS4 Name:** City of Newport

**Unique Identifying Number:** 5.A

**Minimum Control Measures Addressed by This BMP**

- |   |   |
|---|---|
| <input type="checkbox"/> Public Education and Outreach<br><input type="checkbox"/> Public participation & involvement<br><input type="checkbox"/> Illicit discharge detection & elimination | <input checked="" type="checkbox"/> Construction site runoff controls<br><input checked="" type="checkbox"/> Post-construction stormwater management<br><input type="checkbox"/> Pollution prevention/Good housekeeping |
|---|---|

**BMP Title:**

Plan Review Procedures

**BMP Description:**

The City of Newport will develop procedures for a Development and Redevelopment Plan Review Program within the first year of the 5-year Permit cycle. Some of the specific components listed below are current practices conducted by the City and some have been selected as possible BMPs which may be appropriate options for minimizing stormwater runoff pollution and flooding. The City Engineering Department will be responsible for establishing and implementing proper procedures for the program.

**Measurable Goals:**

Completed plan review process and documentation procedures

Number of plan reviews performed

**Timeline / Implementation Schedule:**

Year 2 – Completion of plan review process and documentation procedures

Year 3 – Developed and implemented Plan Review Program

Number of plan reviews performed each year

**Specific Components & Notes (optional):**

Responsible Person for this BMP	Responsible Department or Organization
Name: John Stewart	Dept. or Org.:
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-225-8090	Phone: 651-225-8090
E-mail:	E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 5.A

# BMP Description Sheet

**MS4 Name:** City of Newport

**Unique Identifying Number:** 5.B

**Minimum Control Measures Addressed by This BMP**

- |  |   |
|--|---|
| <input type="checkbox"/> Public Education and Outreach             | <input checked="" type="checkbox"/> Construction site runoff controls       |
| <input type="checkbox"/> Public participation & involvement        | <input checked="" type="checkbox"/> Post-construction stormwater management |
| <input type="checkbox"/> Illicit discharge detection & elimination | <input type="checkbox"/> Pollution prevention/Good housekeeping             |

**BMP Title:**

Storm Water Management Plan

**BMP Description:**

The City of Newport has currently developed a Surface Water Management Plan (SWMP) to comply with State and Watershed District requirements which identifies the specific components listed below. The SWMP was completed in 2000.

**Measurable Goals:**

Completed SWMP for Newport  
Make any revision needed

**Timeline / Implementation Schedule:**

Effective immediately

**Specific Components & Notes (optional):**

Water quality goals  
Water resources  
Wetland Protection  
Erosion and Sediment Control  
NURP standards  
MPCA-“Protecting Water Quality in Urban Areas” standard.

<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
Name: John Stewart	Dept. or Org.:
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-225-8090	Phone: 651-225-8090
E-mail:	E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 5.B

## **MINIMUM CONTROL MEASURE NO. 6**

# **POLLUTION PREVENTION / GOOD HOUSEKEEPING**

Pollution prevention and good housekeeping for municipal operations is considered a key element of a storm water management program. This permit requires the City of Newport to develop and implement an operation and maintenance program.

The MPCA Guidance Manual for MS4's General Permit requires each City to:

- 1 Develop and implement an operation and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations.
- 2 Operate and maintain our storm water system in a manner so as to minimize the discharge of
- 3 Inspect annually all structural pollution control devices.
- 4 Inspect, at a minimum, 20% of the MS4 outfalls, sediment basins, and ponds each year.
- 5 Based on inspection, determine if repair, replacement, or maintenance measures are necessary for proper operation and to prevent environmental impacts such as erosion.
- 6 Summarize the results of outfall inspections in the annual report and include the dates of inspection and the date of completion of major additional protection measures.
- 7 Keep records of inspection results, date, antecedent weather conditions, sediment storage and capacity remaining, and any other maintenance performed or recommended.

# BMP Description Sheet

**MS4 Name:** City of Newport

**Unique Identifying Number:** 6.A.1

**Minimum Control Measures Addressed by This BMP**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Public Education and Outreach             | <input type="checkbox"/> Construction site runoff controls                 |
| <input type="checkbox"/> Public participation & involvement                   | <input type="checkbox"/> Post-construction stormwater management           |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input checked="" type="checkbox"/> Pollution prevention/Good housekeeping |

**BMP Title:**

Storm Water System Maintenance Training Program

**BMP Description:**

The City of Newport will implement Storm Water System Maintenance Training Program. The program will focus on the three components listed below. The City will train employees on proper maintenance of the storm sewer system and source management.

**Measurable Goals:**

Complete Storm Water System Maintenance Training Program  
Number of employees trained per year

**Timeline / Implementation Schedule:**

Create a training program  
Implemented training program

**Specific Components & Notes (optional):**

Storm drainage system inspection and cleaning (6.A.2)  
Pond and outfall inspection and cleaning procedure program (6.A.3)  
Street deicing program (6.A.4)  
Municipal Street Maintenance Program (6.A.5)

Responsible Person for this BMP	Responsible Department or Organization
Name: Bruce Hanson	Dept. or Org.: Public Works Department
Title: Superintendent	Dept. Head:
Phone: 651-459-2475	Phone: 651-459-2475
E-mail:	E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 6.A.1

# BMP Description Sheet

**MS4 Name:** City of Newport

**Unique Identifying Number:** 6.A.2

**Minimum Control Measures Addressed by This BMP**

- |   |  |
|---|--|
| <input type="checkbox"/> Public Education and Outreach                        | <input type="checkbox"/> Construction site runoff controls                 |
| <input type="checkbox"/> Public participation & involvement                   | <input type="checkbox"/> Post-construction stormwater management           |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input checked="" type="checkbox"/> Pollution prevention/Good housekeeping |

**BMP Title:**

Storm drainage system inspection and cleaning

**BMP Description:**

The City of Newport currently removes debris from the storm sewer line as needed.

**Measurable Goals:**

Sump and Inlet cleaning and inspection schedule

**Timeline / Implementation Schedule:**

Document existing cleaning program and justification

Number of sumps cleaned and inspected

Number of sumps full of sediment or debris

**Specific Components & Notes (optional):**

Responsible Person for this BMP	Responsible Department or Organization
Name: Bruce Hanson	Dept. or Org.: Public Works Department
Title: Superintendent	Dept. Head:
Phone: 651-459-2475	Phone: 651-459-2475
E-mail:	E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 6.A.2

# BMP Description Sheet

**MS4 Name:** City of Newport

**Unique Identifying Number:** 6.A.3

**Minimum Control Measures Addressed by This BMP**

- |   |  |
|---|--|
| <input type="checkbox"/> Public Education and Outreach                        | <input type="checkbox"/> Construction site runoff controls                 |
| <input type="checkbox"/> Public participation & involvement                   | <input type="checkbox"/> Post-construction stormwater management           |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input checked="" type="checkbox"/> Pollution prevention/Good housekeeping |

**BMP Title:**

Pond and outfall inspection and cleaning procedure program

**BMP Description:**

The City of Newport will inspect 20% of the outfalls, sediment basins, and ponds each year. The City will reevaluate the inspection intervals in Year 2 according to the results of the first two reporting years.

**Measurable Goals:**

20% of MS4 outfalls, sediment basins and ponds each year  
 Outfall cleaning procedures and outfall inspection schedule

**Timeline / Implementation Schedule:**

Number of outfalls inspected (20% minimum)  
 Number of outfalls full of sediment or debris  
 Year 2 reevaluate inspection intervals from history

**Specific Components & Notes (optional):**

Outfall, sediment basins, and pond inspection form  
 Stormsewer system map (3.B)

Responsible Person for this BMP	Responsible Department or Organization
Name: Bruce Hanson	Dept. or Org.: Public Works Department
Title: Superintendent	Dept. Head:
Phone: 651-459-2475	Phone: 651-459-2475
E-mail:	E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 6.A.3

# BMP Description Sheet

**MS4 Name:** City of Newport

**Unique Identifying Number:** 6.A.4

**Minimum Control Measures Addressed by This BMP**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Public Education and Outreach             | <input type="checkbox"/> Construction site runoff controls                 |
| <input type="checkbox"/> Public participation & involvement                   | <input type="checkbox"/> Post-construction stormwater management           |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input checked="" type="checkbox"/> Pollution prevention/Good housekeeping |

**BMP Title:**

Street deicing program

**BMP Description:**

The City of Newport will develop a program to track the amount of road salt applied during an annual reporting cycle.

**Measurable Goals:**

Sensible Salt Program

**Timeline / Implementation Schedule:**

Year 2 – Evaluate alternative deicing products, equipment, or procedures  
 Amount of salt applied to street  
 Amount of sand applied to street

**Specific Components & Notes (optional):**

Documentation of amount of salt and sand applied

Responsible Person for this BMP	Responsible Department or Organization
Name: Bruce Hanson	Dept. or Org.: Public Works Department
Title: Superintendent	Dept. Head:
Phone: 651-459-2475	Phone: 651-459-2475
E-mail:	E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 6.A.4

# BMP Description Sheet

**MS4 Name:** City of Newport

**Unique Identifying Number:** 6.A.5

**Minimum Control Measures Addressed by This BMP**

- |   |  |
|---|--|
| <input type="checkbox"/> Public Education and Outreach                        | <input type="checkbox"/> Construction site runoff controls                 |
| <input type="checkbox"/> Public participation & involvement                   | <input type="checkbox"/> Post-construction stormwater management           |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input checked="" type="checkbox"/> Pollution prevention/Good housekeeping |

**BMP Title:**

Municipal Street Maintenance Program

**BMP Description:**

The City of Newport currently owns a sweeper to remove sediment and debris from the road surface and minimize the amount received by the storm sewer system. The City plans to continue to use the current system of urban street sweeping. There are only three developments that have an urban street section.

**Measurable Goals:**

Annual urban street sweeping (100% of the urban streets)

**Timeline / Implementation Schedule:**

Continue street sweeping  
Number of street miles swept

**Specific Components & Notes (optional):**

Sweeping Schedule

**Responsible Person for this BMP**

Name: Bruce Hanson

Title: Superintendent

Phone: 651-459-2475

E-mail:

**Responsible Department or Organization**

Dept. or Org.: Public Works Department

Dept. Head:

Phone: 651-459-2475

E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 6.A.5

# BMP Description Sheet

**MS4 Name:** City of Newport

**Unique Identifying Number:** 6.B

**Minimum Control Measures Addressed by This BMP**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Public Education and Outreach             | <input type="checkbox"/> Construction site runoff controls                 |
| <input type="checkbox"/> Public participation & involvement                   | <input type="checkbox"/> Post-construction stormwater management           |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input checked="" type="checkbox"/> Pollution prevention/Good housekeeping |

**BMP Title:**

Equipment Maintenance Program

**BMP Description:**

The City of Newport currently operates an Automobile Maintenance Program which requires inspection, corrective actions, and employee training. The city plans to continue with the program and report the percentage of vehicles inspected.

**Measurable Goals:**

Number of vehicles in fleet inspected each year.

**Timeline / Implementation Schedule:**

Establish vehicle maintenance program  
 Implement vehicle maintenance program  
 Number of equipment maintained

**Specific Components & Notes (optional):**

Maintenance intervals  
 Inspection requirements and checklists  
 Documenting and reporting procedures

Responsible Person for this BMP	Responsible Department or Organization
Name: Bruce Hanson	Dept. or Org.: Public Works Department
Title: Superintendent	Dept. Head:
Phone: 651-459-2475	Phone: 651-459-2475
E-mail:	E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 6.B

# BMP Description Sheet

**MS4 Name:** City of Newport

**Unique Identifying Number:** 6.C

**Minimum Control Measures Addressed by This BMP**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Public Education and Outreach             | <input type="checkbox"/> Construction site runoff controls                 |
| <input checked="" type="checkbox"/> Public participation & involvement        | <input type="checkbox"/> Post-construction stormwater management           |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input checked="" type="checkbox"/> Pollution prevention/Good housekeeping |

**BMP Title:**

Hazardous Material Storage and Recycling Program

**BMP Description:**

The City of Newport currently operates a hazardous material storage and recycling program. The city will continue to operate the program and start to evaluate and document it.

**Measurable Goals:**

Continue operating program  
Start to evaluate and document it

**Timeline / Implementation Schedule:**

Year 1-Evaluate and document material storage and

**Specific Components & Notes (optional):**

Fluorescent bulb recycling  
Designated storage room/containers  
Oil and oil filters  
Batteries

**Responsible Person for this BMP**

Name: Bruce Hanson  
Title: Superintendent  
Phone: 651-459-2475  
E-mail:

**Responsible Department or Organization**

Dept. or Org.: Public Works Department  
Dept. Head:  
Phone: 651-459-2475  
E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 6.C

# BMP Description Sheet

**MS4 Name:** City of Newport

**Unique Identifying Number:** 6.D

**Minimum Control Measures Addressed by This BMP**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Public Education and Outreach             | <input type="checkbox"/> Construction site runoff controls                 |
| <input type="checkbox"/> Public participation & involvement                   | <input type="checkbox"/> Post-construction stormwater management           |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input checked="" type="checkbox"/> Pollution prevention/Good housekeeping |

**BMP Title:**

Pesticide and Herbicide control program

**BMP Description:**

The City of Newport will explore a pesticide application program. The city would document the amount of pesticide and herbicide applied.

**Measurable Goals:**

Proper handling and application covered by training

**Timeline / Implementation Schedule:**

Evaluate alternative fertilizer and herbicide products, equipment, or procedures.

Amount of Pesticide and Herbicide applied

**Specific Components & Notes (optional):**

**Responsible Person for this BMP**

Name: Bruce Hanson

Title: Superintendent

Phone: 651-459-2475

E-mail:

**Responsible Department or Organization**

Dept. or Org.: Public Works Department

Dept. Head:

Phone: 651-459-2475

E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 6.D

# BMP Description Sheet

**MS4 Name:** City of Newport

**Unique Identifying Number:** 6.E

**Minimum Control Measures Addressed by This BMP**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Public Education and Outreach             | <input type="checkbox"/> Construction site runoff controls                 |
| <input type="checkbox"/> Public participation & involvement                   | <input type="checkbox"/> Post-construction stormwater management           |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input checked="" type="checkbox"/> Pollution prevention/Good housekeeping |

**BMP Title:**

Fertilizer Application Program

**BMP Description:**

The City of Newport currently contracts a fertilizer application. The city will document the amount of fertilizer applied.

**Measurable Goals:**

No phosphorus fertilizer

**Timeline / Implementation Schedule:**

Amount of fertilizer applied

**Specific Components & Notes (optional):**

**Responsible Person for this BMP**

Name: Bruce Hanson

Title: Superintendent

Phone: 651-459-2475

E-mail:

**Responsible Department or Organization**

Dept. or Org.: Public Works Department

Dept. Head:

Phone: 651-459-2475

E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 6.E

# BMP Description Sheet

**MS4 Name:** City of Newport

**Unique Identifying Number:** 6.F

**Minimum Control Measures Addressed by This BMP**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Public Education and Outreach             | <input type="checkbox"/> Construction site runoff controls                 |
| <input type="checkbox"/> Public participation & involvement                   | <input type="checkbox"/> Post-construction stormwater management           |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input checked="" type="checkbox"/> Pollution prevention/Good housekeeping |

**BMP Title:**

Municipal lawn care program

**BMP Description:**

The City of Newport currently operates a lawn care program. Every year all employees in the department are required to review training as required by OSHA.

**Measurable Goals:**

Proper discharge of grass clippings

**Timeline / Implementation Schedule:**

Continue existing training program

**Specific Components & Notes (optional):**

**Responsible Person for this BMP**

Name: Bruce Hanson

Title: Superintendent

Phone: 651-459-2475

E-mail:

**Responsible Department or Organization**

Dept. or Org.: Public Works Department

Dept. Head:

Phone: 651-459-2475

E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 6.F

## Additional BMP Summary Sheet

**MS4 Name:** City of Newport

**Minimum Control Measure:** IV.D Section 303(d) listings

**Unique BMP Identification Number:** IV.D - 1

**\*BMP Title:** Impaired Water Review Process

**\*BMP Description:**

The City of Newport will review all discharges from our MS4 system to impaired waters, as defined by the current USEPA approved 303(d) list. In this review the City of Newport will:

1. Identify the impaired waters that are likely to be impacted by Newport's stormwater discharge.
2. Use a combination of maps and surveys to identify all potential stormwater discharges to impaired waters.
3. Delineate the watershed area that contributes to the above discharge.
4. Evaluate the hydrology, land use and other characteristics of the watershed area that may impact the impaired water as a result of a stormwater discharge from our MS4.
5. Based on the review above, we will determine if any changes to the existing stormwater system or BMPs are needed to minimize the impact of discharges from our MS4 to the impaired waters. If such modifications are deemed necessary, the City of Newport will modify our SWPPP and submit those modifications to the MPCA with the current year's annual report. In our review, we will consider timing and long and short term costs. All assumptions, reasoning, and justification used to reach a conclusion on whether or not SWPPP revisions are necessary will be documented in the decision making process and records of this determination kept along with all records associated with the MS4 permit. A narrative summary of this review will then be prepared, and identify any associated SWPPP revisions that were made.

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

**\*Measurable Goals:**

1. Determine what will help meet these permit conditions.
2. Completion of an impaired waters evaluation.
3. Prepare a map that includes discharges and delineated watershed area.
4. Completion of an impaired waters report.
5. Make necessary changes in the SWPPP.
6. Partner with the South Washington Watershed District in education and outreach activities.

**\*Timeline/Implementation Schedule:**

The reach of the Mississippi River that runs along Newport is impaired for turbidity. Turbidity is an impairment that is believed to occur from stormwater runoff and high flows in the river caused by rain storm events or heavy snow melt which causes sediment from the bank to slough into the main stem of the river.

1. Within 6 months-Identify impaired waters and locate discharges.
2. Within 6 months-Delineate watersheds contributing runoff to impaired waters.
3. Within 6 months-Develop a map of discharges.
4. Within 12 months-Complete an evaluation of hydrology, land use and other characteristics of the watershed area.
5. Within 18 months-Include in Annual Report any necessary changes to the SWPPP.

The City of Newport will review the 303(d) list as it is published every two years to determine if there are other pollutants in the Mississippi River that have been added and/or if any lake or stream within Newport's jurisdiction is added as impaired waters.

**Specific Components and Notes:**

When an USEPA approved TMDL is finalized, Newport intends to fully comply with all limits and requirements set forth in the TMDL in accordance with the schedule outlined in the TMDL and the MS4 Permit.

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

Name: Bruce Hanson

Department: Public Works

Phone: 651-459-2475

E-mail:

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet Instructions

## Introduction

The MPCA is required by law to place all Storm Water Pollution Prevention Programs (SWPPP) on public notice. Standardized summary sheets provide an easy mechanism for those wishing to reference comments to specific locations in a SWPPP. Standardized summaries also make SWPPPs easier to understand. The BMP (Best Management Practice) Summary Sheets included in this packet are a required attachment to your application for Permit coverage. Failure to include *all* required BMP Summary Sheets constitutes an incomplete application. All required information must also be included on the sheets for the application to be considered complete.

The MPCA is requiring that the attached BMP Summary Sheets (Sheets) be used. You may however, choose to organize the components of your MS4's SWPPP in any order you feel appropriate. The Sheets may be included as an attachment to your SWPPP, used as a lead-in for each section of the SWPPP, or they may be expanded to contain all of the information related to the BMP and Permit requirements in your SWPPP. The Sheets are designed to aid in the public review process of SWPPPs.

## What to put in the BMP Summary Sheets

The Sheets are designed for you to outline the *major* components of each Permit requirement in a required BMP and how you plan to implement the controls associated with it. If the Sheets are only used to summarize what is explained in greater detail elsewhere, then the Sheet may contain a more brief explanation of the BMP's purpose, major milestones and timelines. Additional, more detailed information would then be referenced and provided in the body of your Storm Water Pollution Prevention Program (SWPPP).

The MPCA recognizes that some MS4s have been actively developing and implementing the programs and procedures in the required BMPs. It is important that each MS4 provide a statement on the current status of BMP implementation in the BMP Description section of each Sheet. The Measurable Goals and Timeline/Implementation Schedule for that BMP should also reflect its current status of development and implementation.

Although these Sheets will be included when SWPPPs are placed on public notice, they are not intended to replace or limit what would be necessary to develop a complete SWPPP. For many minimum control measures, effective implementation of the SWPPP will require a more detailed explanation of BMP activities. On the Sheets, provide the specific locations where any additional information relating to each BMP can be found in your SWPPP.

Blank Sheets are provided for additional BMPs. Instructions are provided related to the specific information that must be provided for each part of the Sheet. The intent of these description sheets is to provide a uniform framework for MS4s to summarize activities which have or will take place to fulfill the minimum requirements of a BMP.

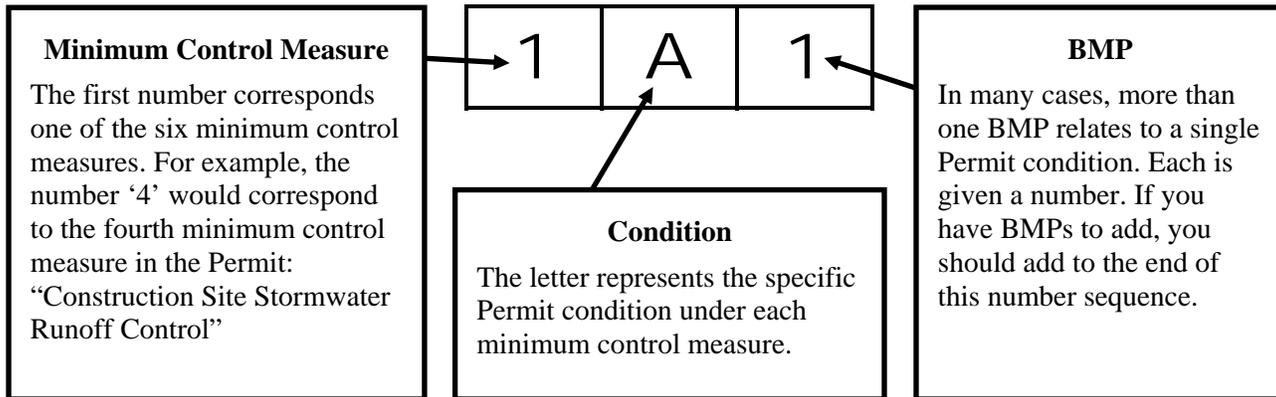
## The BMP Numbering System

Your BMP Summary Sheets (Sheets) are a required attachment to use for your Permit Application for Permit coverage. Failure to include *all* required Sheets will constitute an incomplete application. The Sheets are numbered to correspond to each minimum control measure (MCM) identified in the Permit. All required information must be included on the Sheets for the application to be considered complete.

The purpose of these summary sheets is to provide an overview of the information contained in the MS4 SWPPP. These standardized sheets provide a uniform framework for each MS4 to organize and summarize activities which have or will take place to fulfill the Permit requirements (using various BMPs) for each of the six minimum control measures.

For the purpose of efficient public review, you must use the numbering system set forth in the instructions for each minimum control measure. The Permit’s 30 required BMP Sheets have each been assigned a unique identification number that corresponds to its location in the Permit. Unique identification numbers consist of a number-letter-number format (Fig. 1). Blank Sheets are provided to be adapted for additional BMPs not specifically identified or required by the Permit. Be sure to follow the numbering sequence (Fig. 1) for each of those additional BMPs.

**Figure 1: BMP Unique Identification Numbers**



**Measurable Goals**

Measurable goals, which are required for each minimum control measure and for each BMP, are intended to gauge Permit compliance and program effectiveness. The measurable goals, as well as the BMPs, should reflect the needs and characteristics of the geographic and natural resource area served and how the BMPs will be implemented (operated) by the MS4. Measurable goals should be chosen using an integrated approach that fully addresses the requirements and intent of the minimum control measure. Finally, they should allow the MS4 to make improvements to its program over each 5-year Permit term by providing information and feedback to the operators and citizens on program successes and shortfalls.

The MPCA has adopted from EPA the definition of *measurable goals*: “*BMP design objectives or goals that quantify the progress of program implementation and the performance of your BMP.*” The use of the term *performance* in this context does not refer to water quality monitoring but rather to progress and effectiveness achieved for implementation of the BMP

**Timeline/Implementation Schedule**

The Permit requires MS4s to provide an implementation schedule for measurable goals that includes any deadlines or timelines set forth in the Permit. When completing this section for each BMP Summary Sheet you must identify the measurable goals, milestones and elements of the BMP which you intend to accomplish during each year of the MS4 Permit.

## Additional Resources for SWPPP Preparation

The MPCA encourages MS4s to use other work products whether voluntarily developed or required by another rule or law to assist in completing a SWPPP. Some examples would be water quality diagnostic or analysis studies, water management plans and stormwater management plans, to name a few, to assist in the development of the MS4 SWPPP and ultimately in the implementation of an integrated water quality and quantity management program for your area.

Many other agencies and organizations have completed guidance documents that may be useful in the development of your SWPPP. Keep in mind that these are simply guidance and do not hold the same legal authority as the Permit. This list is not necessarily inclusive of all materials that are available or may be used:

- **Minnesota Pollution Control Agency**

- Stormwater Manual: <http://www.pca.state.mn.us/water/stormwater/stormwater-manual.html>
  - Chapter 6: *Introduction to Best Management Practices (BMPs)*
  - Chapter 7: *Choosing Best Management Practices (BMPs)*
  - Chapter 12: *Details of Stormwater Best Management Practices (BMPs)*
- Guidance Manual for Small Municipal Separate Storm Sewer Systems:  
<http://www.pca.state.mn.us/publications/wq-strm4-25b.pdf>

- **U.S. Environmental Protection Agency**

- Menu of BMPs: <http://cfpub.epa.gov/npdes/stormwater/menuofbmps/menu.cfm>
- Measurable Goals Guidance: <http://cfpub.epa.gov/npdes/stormwater/measurablegoals/index.cfm>
- Stormwater Phase II Final Rule Fact Sheet Series:  
[http://cfpub.epa.gov/npdes/stormwater/swfinal.cfm?program\\_id=6](http://cfpub.epa.gov/npdes/stormwater/swfinal.cfm?program_id=6)

# BMP Summary Sheet Instructions

## Minimum Control Measure 1: PUBLIC EDUCATION AND OUTREACH

Key to Unique BMP ID Numbers	Required BMP Title	Permit Reference
1a-1	Distribute Educational Materials	V.G.1.a
1b-1	Implement an Education Program	V.G.1.b
1c-1	Education Program: Public Education and Outreach	V.G.1.c
1c-2	Education Program: Public Participation	V.G.1.c
1c-3	Education Program: Illicit Discharge Detection and Elimination	V.G.1.c
1c-4	Education Program: Construction Site Run-off Control	V.G.1.c
1c-5	Education Program: Post-Construction Stormwater Management in New Development and Redevelopment	V.G.1.c
1c-6	Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations	V.G.1.c
1d-1	Coordination of Education Program	V.G.1.d
1e-1	Annual Public Meeting	V.G.1.e
	Additional BMP Summary Sheet (Copy as Necessary)	

For each of the Best Management Practices (BMPs) associated with Minimum Control Measure 1 (MCM-1), **Public Education and Outreach**, fill out the attached BMP Summary Sheets completely. The completion of all of the associated BMP Summary Sheets for the BMPs listed above are mandatory for a complete application. To aid in review and comment by the public, you must use the numbers listed in the key above and the BMP Titles which are consistent with the MS4 Permit language. This summary is simply an overview of the BMP and does not contain all of the details associated with implementation. Be sure to include a reference to the specific location of detailed information on which the summary sheet is based in your Storm Water Pollution Prevention Program (SWPPP).

### 1. BMP Description

Summarize the major components of this BMP and how you plan to implement them. Define the following:

- BMP program components
- Plans for program implementation
- Target audience
- Types of materials to be distributed
- Methods of distribution or communication
- Include the exact locations (page numbers) of detailed information in the SWPPP

### 2. Measurable Goals

Define the milestones that are to be accomplished by the implementation of this BMP. Establish a baseline from which you will measure effectiveness, how the measurements are to be made, and how the success will be defined and quantified.

### 3. Timeline/Implementation Schedule

Provide specific dates that milestones identified as measurable goals are to be met. Include when materials will be created, printed, and distributed. The schedule should also outline dates when measurable goals will be evaluated to determine program effectiveness.

### 4. Specific Components and Notes for this MCM

Include any additional notes relevant to the specific purpose of each BMP and how the BMPs for the minimum control measure have been modified from past practice based on experience and monitoring.

## **5. Responsible Party for this BMP**

Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP and not simply a city official who is signing the application for permit coverage.

### **Additional Instructions for BMPs 1c-1 through 1c-6:**

The Minnesota MS4 General Permit requires that “For each minimum control measure, your education program must identify: 1) The audience or audiences involved; 2) Educational goals for each audience in terms of increased awareness, increased understanding, acquired skills, and/or desired changes in behavior; 3) Activities used to reach educational goals for each audience; 4) Activity implementation plans, including responsible department in charge, entities responsible for given activities, and schedules; and 5) Available performance measures that can be used to determine successes in reaching educational goals.” [V.G.1.c]

#### **1. Audience(s) Involved**

Define the specific audience or audiences that will be the target of the education program for the minimum control measured addressed in this BMP.

#### **2. Educational Goals for Each Audience**

Define the educational goal of the BMP and how they are associated with each audience.

#### **3. Activities Used to Reach Educational Goals**

Outline the specific activities that will be in place to ensure that the educational goals are met.

#### **4. Activity Implementation Plan**

Define how you will put each specified activity into place. Also indicate the specific timeline that you will follow. Include major milestones and the dates by which each will be implemented.

#### **5. Performance Measures**

Outline how you will measure the success of this BMP. Determine a baseline from which the measurements will be made. Briefly describe how you will quantify the success of an increase in education.

# BMP Summary Sheet

**MS4 Name:** City of Newport

**Minimum Control Measure:** 1-PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1a-1

<p><b>*BMP Title:</b> Distribute Educational Materials</p>
<p><b>*BMP Description:</b></p> <ol style="list-style-type: none"><li>1. The City of Newport will develop a plan to publish stormwater related issues on the 'Government Access' Cable Television Channel 16.</li><li>2. The City of Newport will develop a plan to publish stormwater related issues in the Quarterly Newsletter.</li><li>3. The City of Newport will develop a plan to publish stormwater related issues on the city website.</li><li>4. The City of Newport will distribute stormwater related brochures in conjunction with neighbor MS4's.</li><li>5. Follow applicable public notice requirements.</li></ol> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>Develop a plan to air stormwater related issues on 'Government Access' Cable Television 16. Continue working with the County and neighboring communities on a combined community outreach effort.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <ol style="list-style-type: none"><li>1. Year 3-In the process of airing stormwater related information.</li><li>2. Year 3-Currently working with County and neighboring communities.</li></ol> <p>All of the above have been completed except for 'Government Access'. Information has been posted in the Quarterly Newsletter and website. The City is currently working with Washington County and neighboring communities on a combined effort for community outreach.</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Larry Bodahl Department: City Hall Phone: 651-459-5677 E-mail: lbodahl@newportmn.com</p>

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** City of Newport

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1b-1

**\*BMP Title:** Implement an Education Program

**\*BMP Description:**

1. The City of Newport will conduct an annual public meeting to receive public opinion on the adequacy and effectiveness of the SWPPP program components.
2. The City of Newport will continue household cleanup day (twice a year).
3. The City of Newport will establish a Storm Drain Stenciling Program.

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

**\*Measurable Goals:**

The goal of this minimum control measure is to provide for citizen involvement in the City's SWPPP. The public can provide valuable input in the annual meeting process. This goal also provides an opportunity for the City to incorporate public consent into the SWPPP.

**\*Timeline/Implementation Schedule:**

1. Public meetings to receive public opinion on the adequacy and effectiveness of the SWPPP program will be conducted annually.
2. Household cleanup day will continue to be conducted twice a year.
3. Within the next 1-2 years the City of Newport would like to have established a Storm Drain Stenciling Program. Except for #3, all other items have been implemented.

**Specific Components and Notes:**

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

Name: Larry Bodahl

Department: City Hall

Phone: 651-459-5677

E-mail: lbodahl@newportmn.com

# BMP Summary Sheet

**MS4 Name:** City of Newport

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-1

<b>*BMP Title:</b> Education Program: Public Education and Outreach
<b>*Audience(s) Involved:</b> Audiences involved are all Newport residents, businesses, public officials and neighboring communities.
<b>*Educational Goals for Each Audience:</b> Improve their knowledge of stormwater management. Continue to educate local officials on the connection between land use decisions and water quality impacts.
<b>*Activities Used to Reach Educational Goals:</b> <ol style="list-style-type: none"><li>1. The City of Newport will develop a plan to publish stormwater related issues on the 'Government Access' Cable Television Channel 16.</li><li>2. The City of Newport will develop a plan to publish stormwater related issues in the Quarterly Newsletter.</li><li>3. The City of Newport will develop a plan to publish stormwater related issues on the city website.</li><li>4. The City of Newport will distribute stormwater related brochures in conjunction with neighbor MS4's.</li><li>5. Follow applicable public notice requirements.</li></ol>
<b>*Activity Implementation Plan:</b> All activities have been implemented except publishing stormwater information on 'Government Access' . The City is currently working with the County and neighboring cities on a combined community outreach effort.
<b>*Performance Measures:</b> The Quarterly Newsletter is delivered to all Newport residents and businesses. Create a method for determining number of hits the portion of the website related to stormwater management.
<b>*Responsible Party for this BMP:</b> Name: Larry Bodahl Department: City Hall Phone: 651-459-5677 E-mail: lbodahl@newportmn.com

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** City of Newport

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-2

**\*BMP Title:** Education Program: Public Participation

**\*Audience(s) Involved:**

Audiences involved are all Newport residents, businesses and neighboring communities.

**\*Educational Goals for Each Audience:**

Improve their knowledge of stormwater management.

**\*Activities Used to Reach Educational Goals:**

1. The City of Newport will develop a plan to publish stormwater related issues on the 'Government Access' Cable Television Channel 16.
2. The City of Newport will develop a plan to publish stormwater related issues in the Quarterly Newsletter.
3. The City of Newport will develop a plan to publish stormwater related issues on the city website.
4. The City of Newport will distribute stormwater related brochures in conjunction with neighbor MS4's.
5. Follow applicable public notice requirements.
6. The City also holds clean up day twice year with Onyx Sanitation. All Newport residents have the option to clean up their property and bring trash to Onyx.

**\*Activity Implementation Plan:**

All activities have been implemented except publishing stormwater information on 'Government Access' . The City is currently working with the County and neighboring cities on a combined community outreach effort.

**\*Performance Measures:**

The Quarterly Newsletter is delivered to all Newport residents and businesses.  
Create a method for determining number of hits the portion of the website related to stormwater management.  
After clean up day, Onyx gives us approximate numbers of all garbage and waste collected.

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

Name: Larry Bodahl

Department: City Hall

Phone: 651-459-5677

E-mail: lbodahl@newportmn.com

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** City of Newport

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-3

<p><b>*BMP Title:</b> Education Program: Illicit Discharge Detection and Elimination</p>
<p><b>*Audience(s) Involved:</b> Audiences involved are all Newport residents, businesses, neighboring communities, and businesses from other communities (i.e. construction company).</p>
<p><b>*Educational Goals for Each Audience:</b> All audiences having the ability to detect illicit discharges. Program to detect and eliminate illegal and/or improper connections to storm drainage systems and receiving waters.</p>
<p><b>*Activities Used to Reach Educational Goals:</b> <b>The City of Newport has an ordinance that lists all non-stormwater discharge prohibited from storm sewer system.</b> <b>Informational meetings in coordination with the County and neighboring communities.</b> <b>After detection of illicit discharge locations, the City of Newport will evaluate proper enforcement procedures and enforce the provisions of the City ordinance pertaining to illegal discharges into the storm sewer system.</b></p>
<p><b>*Activity Implementation Plan:</b> Gather existing information on illicit connection tests performed to date within the City. Year 4 – Begin conducting field tests. Percentage of outfalls inspected for dry weather flows. Number of illicit discharges located.</p>
<p><b>*Performance Measures:</b> Attendance at informational meetings. Record keeping of illegal discharges.</p>
<p><b>*Responsible Party for this BMP:</b> Name: Bruce Hanson Department: Superintendent Phone: 651-459-2475 E-mail:</p>

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** City of Newport

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-4

<b>*BMP Title:</b> Education Program: Construction Site Run-off Control
<b>*Audience(s) Involved:</b> Construction companies.
<b>*Educational Goals for Each Audience:</b> The City of Newport will identify appropriate BMPs for erosion and sediment control dependent upon current regulatory minimum standards. The City recently adopted Newport Public Works Design Manual which contains grading and erosion design standards.
<b>*Activities Used to Reach Educational Goals:</b> <b>The City of Newport will review existing procedures for documentation regarding construction site issues and complaints.</b>
<b>*Activity Implementation Plan:</b> Year 3 – Review existing procedure and identify areas for revision Year 4 – Implement procedure
<b>*Performance Measures:</b> The city will develop a receipt log for this information.
<b>*Responsible Party for this BMP:</b> Name: Bruce Hanson Department: Superintendent Phone: 651-459-2475 E-mail:

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** City of Newport

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-5

<p><b>*BMP Title:</b> Education Program: Post-Construction Stormwater Management in New Development and Redevelopment</p>
<p><b>*Audience(s) Involved:</b> Construction companies and Newport citizens.</p>
<p><b>*Educational Goals for Each Audience:</b> Increase the audiences overall knowledge of post-construction stormwater management in new development and redevelopment.</p>
<p><b>*Activities Used to Reach Educational Goals:</b> <b>Develop and implement strategies which include a combination of structural and/or nonstructural best management practices.</b> <b>Develop an ordinance to address post-construction runoff from new development and redevelopment projects to the extent allowable under law.</b> <b>Ensure adequate long-term operation and maintenance of best management practices installed as a result of these requirements. (Also addressed in more detail in Minimum Control Measure No. 6).</b> <b>The City of Newport has currently developed a Surface Water Management Plan (SWMP) to comply with State and Watershed District requirements which identifies the specific components listed below. The SWMP was completed in 2002.</b></p>
<p><b>*Activity Implementation Plan:</b> Year 4 – Completion of plan review process and documentation procedures Year 5 – Developed and implemented Plan Review Program Number of plan reviews performed each year</p>
<p><b>*Performance Measures:</b> Record keeping.</p>
<p><b>*Responsible Party for this BMP:</b> Name: Bruce Hanson Department: Superintendent Phone: 651-459-2475 E-mail:</p>

# BMP Summary Sheet

**MS4 Name:** City of Newport

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-6

**\*BMP Title:** Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations

**\*Audience(s) Involved:**

City of Newport employees.

**\*Educational Goals for Each Audience:**

Increase the audiences knowledge of pollution prevention/good housekeeping for municipal operations.

**\*Activities Used to Reach Educational Goals:**

**Develop and implement an operation and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations.**

**Operate and maintain our storm water system in a manner so as to minimize the discharge of pollutants.**

**Inspect annually all structural pollution control devices.**

**Inspect, at a minimum, 20% of the MS4 outfalls, sediment basins, and ponds each year.**

**Based on inspection, determine if repair, replacement, or maintenance measures are necessary for proper operation and to prevent environmental impacts such as erosion.**

**Summarize the results of outfall inspections in the annual report and include the dates of inspection and the date of completion of major additional protection measures.**

**Keep records of inspection results, date, antecedent weather conditions, sediment storage and capacity remaining, and any other maintenance performed or recommended.**

**\*Activity Implementation Plan:**

The City of Newport will inspect 20% of the outfalls, sediment basins, and ponds each year. The City will reevaluate the inspection intervals in Year 4 according to the results of the first two reporting years.

Year 3 – Evaluate alternative deicing products, equipment, or procedures

Year 3-Evaluate and document material storage and recycling program.

**\*Performance Measures:**

Document existing cleaning program and justification

Number of sumps cleaned and inspected

Number of outfalls inspected (20% minimum)

Number of outfalls full of sediment or debris

Number of street miles swept

Number of equipment maintained

Amount of Pesticide and Herbicide applied

Amount of fertilizer applied

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

Name: Bruce Hanson

Department: Superintendent

Phone: 651-459-2475

E-mail:

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** City of Newport

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1d-1

<p><b>*BMP Title:</b> Coordination of Education Program</p>
<p><b>*BMP Description:</b></p> <p>The City of Newport will continue to work with Newport citizens, businesses, and City employees. The City will also continue to work with the state, county, and surrounding communities.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>Continue holding public informational meetings and making educational material available to all audiences.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>The City will follow the timeline/implementation schedule listed for MCM 1a-1 through 1c-6.</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Larry Bodahl Department: City Hall Phone: 651-459-5677 E-mail:</p>

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*





# BMP Summary Sheet Instructions

## Minimum Control Measure 2: PUBLIC PARTICIPATION/INVOLVEMENT

Key to Unique BMP ID Numbers	Required BMP Title	Permit Reference
2a-1	Comply with Public Notice Requirements	<b>V.G.2.a</b>
2b-1	Solicit Public Input and opinion on the Adequacy of the SWPPP	<b>V.G.2.b</b>
2c-1	Consider Public Input	<b>V.G.2.c</b>
	Additional BMP Summary Sheet (Copy as Necessary)	

For each of the Best Management Practices (BMPs) associated with Minimum Control Measure 2 (MCM-2), **Public Participation/Involvement**, fill out the attached BMP Summary Sheets completely. The completion of all of the associated BMP Summary Sheets for the BMPs listed above are mandatory for a complete application. To aid in review and comment by the public, you must use the numbers listed in the key above and the BMP Titles which are consistent with the MS4 General Permit language. This summary is simply an overview of the BMP and does not contain all of the details associated with implementation. Be sure to include a reference to the specific locations of detailed information on which the summary sheet is based in your Storm Water Pollution Prevention Program (SWPPP).

### 1. BMP Description

Summarize the major components of this BMP and how you plan to develop and/or implement them. Also identify the following:

- BMP program components
- Plans for program implementation
- Target audience
- Process for collecting input
- Avenues in which comments may be submitted
- Procedure for submitting oral and/or written comments
- Include the exact locations (page numbers) of detailed information in the SWPPP

### 2. Measurable Goals

Define the milestones that are to be reached through the implementation of this BMP. Establish a baseline from which you will measure effectiveness, how the measurements are to be made, and how the success will be defined and quantified.

### 3. Timeline/Implementation Schedule

Provide specific dates that milestones identified as measurable goals are to be met. Include specific dates for the following:

- Due date for submitting comments
- Dates review will occur
- Timeframe for response to comments
- Annual time period in which SWPPP adjustments will be made to reflect those comments which were determined appropriate to reflect changes to the SWPPP

The schedule should also outline dates when measurable goals will be evaluated to determine program effectiveness.

### 4. Specific Components and Notes for this MCM

Include any additional notes relevant to the specific purpose of each BMP and how the BMPs for the minimum control measure have been modified from past practice based on experience and measures.

**5. Responsible Party for this BMP**

Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP and not simply a city official who is signing the application for permit coverage.

# BMP Summary Sheet

**MS4 Name:** City of Newport

**Minimum Control Measure:** 2-PUBLIC PARTICIPATION/INVOLVEMENT

**Unique BMP Identification Number:** 2a-1

<p><b>*BMP Title:</b> Comply with Public Notice Requirements</p>
<p><b>*BMP Description:</b> The City will comply with public notice requirements as outlined in BMP Summary Sheet 1c-1.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b> All public notices will be posted when necessary.</p>
<p><b>*Timeline/Implementation Schedule:</b> The City already has ordinances regarding public notice requirements. The annual meeting must be held before June 30<sup>th</sup> of each year.</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b> Name: Larry Bodahl Department: City Hall Phone: 651-459-5677 E-mail: lbodahl@newportmn.com</p>

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** City of Newport

**Minimum Control Measure:** 2-PUBLIC PARTICIPATION/INVOLVEMENT

**Unique BMP Identification Number:** 2b-1

**\*BMP Title:** Solicit Public Input and opinion on the Adequacy of the SWPPP

**\*BMP Description:**

The City will use the education and outreach efforts outlined on BMP Summary Sheet 1c-2.

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

The information included or referenced on this summary sheet is intended to meet all SWPPP requirements for the BMP.

**\*Measurable Goals:**

Increase citizen's understanding of the impacts of stormwater runoff and increase public input on the SWPPP.  
Keep track of attendance at public meetings and number of visits to the city's website (SWPPP information).  
Track level of public input.

**\*Timeline/Implementation Schedule:**

Public meetings are and will continue to be held annual for the City's annual MS4 review.  
A 30 day notice shall be posted for each annual meeting.

**Specific Components and Notes:**

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

Name: Larry Bodahl

Department: City Hall

Phone: 651-459-5677

E-mail:

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

## BMP Summary Sheet

**MS4 Name:** City of Newport

**Minimum Control Measure:** 2-PUBLIC PARTICIPATION/INVOLVEMENT

**Unique BMP Identification Number:** 2c-1

<p><b>*BMP Title:</b> Consider Public Input</p>
<p><b>*BMP Description:</b> The City will consider all public input regarding the Storm Water Pollution Prevention Program.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b> Document all public input and implement any useful information into the SWPPP.</p>
<p><b>*Timeline/Implementation Schedule:</b> Throughout the whole 5-year cycle.</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b> Name: Larry Bodahl Department: City Hall Phone: 651-459-5677 E-mail:</p>

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*



# BMP Summary Sheet Instructions

## Minimum Control Measure 3: ILLICIT DISCHARGE DETECTION AND ELIMINATION

Key to Unique BMP ID Numbers	Required BMP Title	Permit Reference
3a-1	Storm Sewer System Map	V.G.3.a
3b-1	Regulatory Control Program	V.G.3.b
3c-1	Illicit Discharge Detection and Elimination Plan	V.G.3.c
3d-1	Public and Employee Illicit Discharge Information Program	V.G.3.d
3e-1	Identification of Non Stormwater Discharges and Flows	V.G.3.e
	Additional BMP Summary Sheet (Copy as Necessary)	

For each of the Best Management Practices (BMPs) associated with Minimum Control Measure 3 (MCM-3), **Illicit Discharge Detection and Elimination**, fill out the attached BMP Summary Sheets completely. The completion of all of the associated BMP Summary Sheets for the BMPs listed above are mandatory for a complete application. To aid in review and comment by the public, you must use the numbers listed in the key above and the BMP Titles which are consistent with the MS4 General Permit language. This summary is simply an overview of the BMP and does not contain all of the details associated with implementation. Be sure to include a reference to the specific locations of detailed information on which the summary sheet is based in your Storm Water Pollution Prevention Program (SWPPP).

### 1. BMP Description

Summarize the major components of this BMP and how you plan to implement them. Also identify the following:

- BMP program components
- Plans for program implementation
- Target audience
- Include the exact locations (page numbers) of detailed information in the SWPPP

### 2. Measurable Goals

Define the milestones that are to be reached through the implementation of this BMP. Establish a baseline from which you will measure effectiveness, how the measurements are to be made, and how the success will be defined and quantified.

### 3. Timeline/Implementation Schedule

Provide specific dates that milestones identified as measurable goals are to be met. The scheduled should also outline dates when measurable goals will be evaluated to determine program effectiveness.

### 4. Specific Components and Notes for this MCM

Include any additional notes relevant to the specific purpose of each BMP and how the BMPs for the minimum control measure have been modified from past practice based on experience and measures. For the Storm Sewer System Map identify the resource materials which were or will be used to create the map. Concerning your Regulatory Control Program identify who has regulatory authority concerning ordinances or other regulatory instruments.

### 5. Responsible Party for this BMP

Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP and not simply a city official who is signing the application for permit coverage.

# BMP Summary Sheet

**MS4 Name:** City of Newport

**Minimum Control Measure:** 3-ILLCIT DISCHARGE DETECTION AND  
ELIMINATION

**Unique BMP Identification Number:** 3a-1

<p><b>*BMP Title:</b> Storm Sewer System Map</p>
<p><b>*BMP Description:</b> The City has a storm sewer system map and will continue to update it when necessary.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b> Continue to update Newport's storm sewer system map.</p>
<p><b>*Timeline/Implementation Schedule:</b> Throughout the 5-year cycle.</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b> Name: Larry Bodahl Department: City Hall Phone: 651-459-5677 E-mail:</p>

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** City of Newport

**Minimum Control Measure:** 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

**Unique BMP Identification Number:** 3b-1

<p><b>*BMP Title:</b> Regulatory Control Program</p>
<p><b>*BMP Description:</b></p> <p>Newport Code of Ordinances 1010.03 (Types of Wastes Prohibited) lists all non-stormwater discharge prohibited from the storm sewer system. During the next 2 years, the City will review the current ordinance and revise it according to regulatory agency requirements.</p> <p>During the first 3 years, the City will review the current septic system ordinance and revise it according to regulatory agency requirements (Newport Code of Ordinances 1020.01). The City will work with the Washington County ISTS Program.</p> <p>Program to detect and eliminate illegal and/or improper connections to storm drainage systems and receiving waters. Specific illicit discharge connections will be identified over the 3 years of the program using the specific component listed below. After detection of illicit discharge locations, the City of Newport will evaluate proper enforcement procedures and enforce the provisions of the City ordinance pertaining to illegal discharges into the storm sewer system.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>Review of existing ordinance and comparison with other communities Record percentage of outfalls inspected Record number of illicit discharges located</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Year 3 to 4 – Review existing ordinance and compare with other communities Year 4 – Completed illicit discharge, detection, and elimination ordinance Year 4 – Begin conducting field tests</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: John Stewart Department: Engineer Phone: 651-225-8090 E-mail:</p>

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** City of Newport

**Minimum Control Measure:** 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

**Unique BMP Identification Number:** 3c-1

<p><b>*BMP Title:</b> Illicit Discharge Detection and Elimination Plan</p>
<p><b>*BMP Description:</b> Create plan to detect and eliminate illicit discharges into storm water runoff.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b> Enforce current City ordinances and create new ordinances for detecting and eliminating illicit discharge into storm water runoff. Refer to BMP Summary Sheet 1c-3 for public education and outreach.</p>
<p><b>*Timeline/Implementation Schedule:</b> Throughout the 5-year cycle.</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b> Name: Larry Bodahl Department: City Hall Phone: 651-459-5677 E-mail:</p>

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** City of Newport

**Minimum Control Measure:** 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

**Unique BMP Identification Number:** 3d-1

<p><b>*BMP Title:</b> Public and Employee Illicit Discharge Information Program</p>
<p><b>*BMP Description:</b> Create an illicit discharge information program for both the public and Newport employees.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b> Increase the public and Newport employees knowledge of illicit discharge detection and elimination. Refer to BMP Summary Sheet 1c-3 for public education and outreach. Develop a training program for City employees that work with possible illicit discharges.</p>
<p><b>*Timeline/Implementation Schedule:</b> Year 5-develop programs for increasing public and employee knowledge. Year 3-create a training program for City employees that work with possible illicit discharges.</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b> Name: Larry Bodahl Department: City Hall Phone: 651-459-5677 E-mail:</p>

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** City of Newport

**Minimum Control Measure:** 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

**Unique BMP Identification Number:** 3e-1

<p><b>*BMP Title:</b> Identification of Non Stormwater Discharges and Flows</p>
<p><b>*BMP Description:</b></p> <p>Develop and implement a program to detect and address non-storm water discharges, including illegal dumping, to our system. Four recommended steps are to locate problem areas, find the source, remove/correct illicit connections, and document actions taken.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>Create and enforce ordinances regulating illicit discharges. Conduct investigations and evaluations of non-stormwater discharges and flows. Inform public employees, businesses, property owners, and the general public of hazards associated with illegal discharges and improper disposal of wastes. Our education program can inform these groups of ways to detect and eliminate illicit discharges.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>There are currently ordinances in place for Types of Waste Prohibited. Year 3 to 4 – Review existing ordinance and compare with other communities</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Larry Bodahl Department: City Hall Phone: 651-459-5677 E-mail:</p>

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*



# BMP Summary Sheet Instructions

## Minimum Control Measure 4: CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Key to Unique BMP ID Numbers	Required BMP Title	Permit Reference
4a-1	Ordinance or other Regulatory Mechanism	<b>V.G.4.a</b>
4b-1	Construction Site Implementation of Erosion and Sediment Control BMPs	<b>V.G.4.b</b>
4c-1	Waste Controls for Construction Site Operators	<b>V.G.4.c</b>
4d-1	Procedure for Site Plan Review	<b>V.G.4.d</b>
4e-1	Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance	<b>V.G.4.e</b>
4f-1	Establishment of Procedures for Site Inspections and Enforcement	<b>V.G.4.f</b>
	Additional BMP Summary Sheet (Copy as Necessary)	

For each of the Best Management Practices (BMPs) associated with Minimum Control Measure 4 (MCM-4), **Construction Site Stormwater Runoff Control**, fill out the attached BMP Summary Sheets completely. The completion of all of the associated BMP Summary Sheets for the BMPs listed above are mandatory for a complete application. To aid in review and comment by the public, you must use the numbers listed in the key above and the BMP Titles which are consistent with the MS4 General Permit language. This summary is simply an overview of the BMP and does not contain all of the details associated with implementation. Be sure to include a reference to the specific locations of detailed information on which the summary sheet is based in your Storm Water Pollution Prevention Program (SWPPP).

### 1. BMP Description

Summarize the major components of this BMP and how you plan to implement them. Define the following:

- BMP program components
- Target audience
- Specific information relating to content of local ordinance already in place
- Waste control guidelines
- System(s) in place to receive and respond to complaints related to construction site noncompliance
- Priority areas of inspection and enforcement activities related to construction sites
- Include the exact locations (page numbers) of detailed information in the SWPPP

### 2. Measurable Goals

Define the milestones that are to be reached through the implementation of this BMP. Establish a baseline from which you will measure effectiveness, how the measurements are to be made, and how the success will be defined and quantified. It is mandatory that the ordinance be at least as strict as those requirements set forth in the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) General Stormwater Permit for Construction Activity.

### 3. Timeline/Implementation Schedule

Provide specific dates that milestones identified as measurable goals are to be met. The schedule should also outline dates when measurable goals will be evaluated to determine program effectiveness.

### 4. Specific Components and Notes for this MCM

Include any additional notes relevant to the specific purpose of each BMP and how the BMPs for the minimum control measure have been modified from past practice based on experience and measures.

**5. Responsible Party for this BMP**

Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP and not simply a city official who is signing the application for permit coverage.

# BMP Summary Sheet

**MS4 Name:** City of Newport

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

**Unique BMP Identification Number:** 4a-1

<p><b>*BMP Title:</b> Ordinance or other Regulatory Mechanism</p>
<p><b>*BMP Description:</b></p> <p>The City will create an ordinance in relation to the permitting authority minimum standards, and county authority, and develop the changes and implement applicable enforcement procedures.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>Complete evaluation of existing ordinances and implement a new ordinance.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>The City of Newport does currently have a storm water management ordinance (Newport City Ordinance 1371 Storm Water Management).</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Larry Bodahl Department: City Hall Phone: 651-459-5677 E-mail:</p>

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** City of Newport

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

**Unique BMP Identification Number:** 4b-1

<p><b>*BMP Title:</b> Construction Site Implementation of Erosion and Sediment Control BMPs</p>
<p><b>*BMP Description:</b> Set requirements for construction site operators to implement appropriate erosion and sediment control best management practices.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b> Create requirements for construction site operators to implement appropriate erosion and sediment control.</p>
<p><b>*Timeline/Implementation Schedule:</b> Throughout the 5-year cycle. Newport recently adopted Newport Public Works Design Manual which has regulations for erosion and sediment control. Newport has also adopted Certificate of Survey requirements. These requirements include construction site stormwater runoff control.</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b> Name: Larry Bodahl Department: City Hall Phone: 651-459-5677 E-mail:</p>

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** City of Newport

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

**Unique BMP Identification Number:** 4c-1

<p><b>*BMP Title:</b> Waste Controls for Construction Site Operators</p>
<p><b>*BMP Description:</b></p> <p>Set requirements for construction site operators to control waste at the construction site that may cause adverse impacts to water quality. The City of Newport will review existing procedures for documentation regarding construction site issues and complaints. The city will develop a receipt log for this information.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>Develop a receipt log for taking information in regarding construction site issues and complaints. Enforce current ordinances. Investigate construction sites to see they are in compliance.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Must be implemented 6 months after the MPCA extends coverage to Newport for the MS4 Phase II Stormwater Permit.</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Larry Bodahl Department: City Hall Phone: 651-459-5677 E-mail:</p>

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** City of Newport

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

**Unique BMP Identification Number:** 4d-1

<p><b>*BMP Title:</b> Procedure for Site Plan Review</p>
<p><b>*BMP Description:</b> Set procedures for site plan review which incorporates consideration of potential water quality impacts.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b> Review plans of developments and incorporate issues with stormwater runoff.</p>
<p><b>*Timeline/Implementation Schedule:</b> Must be implemented 6 months after the MPCA extends coverage to Newport for the MS4 Phase II Stormwater Permit. Any site plans that have a potential of affecting storm water runoff are reviewed by the Public Works and Engineering department.</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b> Name: Bruce Hanson Department: Public Works Phone: 651-459-2475 E-mail:</p>

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** City of Newport

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

**Unique BMP Identification Number:** 4e-1

**\*BMP Title:** Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance

**\*BMP Description:**

Set procedures for receipt and consideration of reports on non-compliance or other information on construction related issues submitted by the public. Cities are not expected to follow-up and respond to every complaint or concern, but track that the submittal has been documented.

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

**\*Measurable Goals:**

Develop a receipt log for taking information in regarding construction site issues and complaints

**\*Timeline/Implementation Schedule:**

Must be implemented within 6 months after MPCA extends coverage to Newport under the MS4 Phase II Stormwater Permit.

**Specific Components and Notes:**

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

Name: Larry Bodahl

Department: City Hall

Phone: 651-459-5677

E-mail:

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** City of Newport

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

**Unique BMP Identification Number:** 4f-1

<p><b>*BMP Title:</b> Establishment of Procedures for Site Inspections and Enforcement</p>
<p><b>*BMP Description:</b></p> <p>The City of Newport will develop procedures for site inspection and enforcement of control measures. Procedures for site inspections and enforcement of control measures could include steps to identify priority sites for inspection and enforcement based on the nature of the construction activity, topography, and the characteristics of soils and receiving water quality.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>Inspection schedule Performance Bond</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Number of construction sites for each year Number of warnings issued Number of stop work orders issued Number of financial security money taken for ESC noncompliance</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Larry Bodahl Department: City Hall Phone: 651-459-5677 E-mail:</p>

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*



# BMP Summary Sheet Instructions

## Minimum Control Measure 5: POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

Key to Unique BMP ID Numbers	Required BMP Title	Permit Reference
5a-1	Development and Implementation of Structural and/or Non-structural BMPs	<b>V.G.5.a</b>
5b-1	Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment	<b>V.G.5.b</b>
5c-1	Long-term Operation and Maintenance of BMPs	<b>V.G.5.c</b>
	Additional BMP Summary Sheet (Copy as Necessary)	

For each of the Best Management Practices (BMPs) associated with Minimum Control Measure 5 (MCM-5), **Post Construction Stormwater Management in New Development and Redevelopment**, fill out the attached BMP Summary Sheets completely. The completion of all of the associated BMP Summary Sheets for the BMPs listed above are mandatory for a complete application. To aid in review and comment by the public, you must use the numbers listed in the key above and the BMP Titles which are consistent with the MS4 General Permit language. This summary is simply an overview of the BMP and does not contain all of the details associated with implementation. Be sure to include a reference to the specific locations of detailed information on which the summary sheet is based in your Storm Water Pollution Prevention Program (SWPPP).

### 1. BMP Description

Summarize the major components of this BMP and how you plan to implement them. Identify the following:

- BMP program components
- Plans for program implementation
- Target audience
- Post-Construction BMPs already in place in the MS4 – include information that specifies if the stormwater is treated prior to discharge to receiving waters
- Future plans for the long-term goal of stormwater management
- Include the exact locations (page numbers) of detailed information in the SWPPP

### 2. Measurable Goals

Define the milestones that are to be reached through the implementation of this BMP. Establish a baseline from which you will measure effectiveness, how the measurements are to be made, and how the success will be defined and quantified. Ensure that the measurable goals include a strategy for reducing pollutants in stormwater discharge as well as control of the rate of discharge to receiving waters. Determine the baseline from which quantifiable measurements will be taken. Also include information related to sites that disturb less than one acre of land but are part of a larger common plan of development.

### 3. Timeline/Implementation Schedule

Provide specific dates that milestones identified as measurable goals are to be met. The schedule should also outline dates when measurable goals will be evaluated to determine program effectiveness.

### 4. Specific Components and Notes for this MCM

Include any additional notes relevant to the specific purpose of each BMP and how the BMPs for the minimum control measure have been modified from past practice based on experience and measures.

**5. Responsible Party for this BMP**

Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP and not simply a city official who is signing the application for permit coverage.

# BMP Summary Sheet

**MS4 Name:** City of Newport

**Minimum Control Measure:** 5-POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

**Unique BMP Identification Number:** 5a-1

<p><b>*BMP Title:</b> Development and Implementation of Structural and/or Non-structural BMPs</p>
<p><b>*BMP Description:</b></p> <p>Develop and implement strategies which include a combination of structural and/or nonstructural best management practices. The result of post-construction stormwater management is increased volumes of stormwater reaching streams. The end result is the scouring of riverine systems and flooding.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>Update wet detention pond design standards annually along with investigating new post-construction BMPs. Track the number of new wet detention ponds created per calendar year.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Throughout the 5-year cycle process the City will continue to review and update structural and non-structural BMPs.</p> <p>The Engineering and Public Works Department's will continue to conduct reviews of all construction projects with stormwater management being a major component and focus of the review.</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Larry Bodahl Department: City Hall Phone: 651-459-5677 E-mail:</p>

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

## BMP Summary Sheet

**MS4 Name:** City of Newport

**Minimum Control Measure:** 5-POST-CONSTRUCTION STORMWATER MANAGEMENT IN  
NEW DEVELOPMENT AND REDEVELOPMENT

**Unique BMP Identification Number:** 5b-1

**\*BMP Title:** Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment

**\*BMP Description:**

The City of Newport will develop procedures for a Development and Redevelopment Plan Review Program within the first year of the 5-year Permit cycle. Some of the specific components listed below are current practices conducted by the City and some have been selected as possible BMPs which may be appropriate options for minimizing stormwater runoff pollution and flooding. The City Engineering Department will be responsible for establishing and implementing proper procedures for the program.

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

**\*Measurable Goals:**

Completed plan review process and documentation procedures  
Number of plan reviews performed  
A regulatory mechanism must be in place to enforce this BMP.

**\*Timeline/Implementation Schedule:**

Year 4 – Completion of plan review process and documentation procedures  
Year 5 – Developed and implemented Plan Review Program  
June 30, 2008 - Regulatory mechanism must be in place to enforce this BMP by June 30, 2008. The City of Newport adopted Certificate of Survey requirements in which regulatory mechanisms are addressed regarding post construction runoff.

**Specific Components and Notes:**

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

Name: John Stewart  
Department: Engineer  
Phone: 651-225-8090  
E-mail:

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

## BMP Summary Sheet

**MS4 Name:** City of Newport

**Minimum Control Measure:** 5-POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

**Unique BMP Identification Number:** 5c-1

**\*BMP Title:** Long-term Operation and Maintenance of BMPs

**\*BMP Description:**

Ensure adequate long-term operation and maintenance of best management practices installed as a result of these requirements. (Also addressed in more detail in Minimum Control Measure No. 6.)

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

**\*Measurable Goals:**

The City of Newport has currently developed a Surface Water Management Plan (SWMP) to comply with State and Watershed District requirements which identifies the specific components listed below. The SWMP was completed in 2002.

**\*Timeline/Implementation Schedule:**

Continue to work with Newport's Surface Water Management Plan (SWMP).

**Specific Components and Notes:**

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

Name: Bruce Hanson

Department: Public Works

Phone: 651-459-2475

E-mail:

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*



# BMP Summary Sheet Instructions

## Minimum Control Measure 6: POLLUTION PREVENTION/GOOD HOUSEKEEPING

Key to Unique BMP ID Numbers	Required BMP Title	Permit Reference
6a-1	Municipal Operations and Maintenance Program	V.G.6.a
6a-2	Street Sweeping**	
6b-2	Annual Inspection of All Structural Pollution Control Devices	V.G.6.b.2
6b-3	Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis	V.G.6.b.3
6b-4	Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas	V.G.6.b.4
6b-5	Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures	V.G.6.b.5
6b-6	Record Reporting and Retention of all Inspections and Responses to the Inspections	V.G.6.b.6
6b-7	Evaluation of Inspection Frequency	V.G.6.b.7
	Additional BMP Summary Sheet (Copy as Necessary)	

For each of the Best Management Practices (BMPs) associated with Minimum Control Measure 6 (MCM-6), **Pollution Prevention/Good Housekeeping**, fill out the attached BMP Summary Sheets completely. The completion of all of the associated BMP Summary Sheets for the BMPs listed above are mandatory for a complete application. To aid in review and comment by the public, you must use the numbers listed in the key above and the BMP Titles which are consistent with the MS4 General Permit language. This summary is simply an overview of the BMP and does not contain all of the details associated with implementation. Be sure to include a reference to the specific locations of detailed information on which the summary sheet is based in your Storm Water Pollution Prevention Program (SWPPP).

### 1. BMP Description

Summarize the major components of the BMP and how you plan to implement them. Define the following:

- BMP program components
- Target audience
- Plans for program implementation
- Include the exact locations (page numbers) of detailed information in the SWPPP

### 2. Measurable Goals

Define the milestones that are to be reached through the implementation of this BMP. Establish a baseline from which you will measure effectiveness, how the measurements are to be made, and how the success will be defined and quantified.

### 3. Timeline/Implementation Schedule

Provide specific dates that milestones identified as measurable goals are to be met. Determine a schedule that outlines dates that effectiveness measurements will be calculated and included in your annual reports. Include specific information related to the frequency that regular tasks will take place (i.e. street sweeping).

### 4. Specific Components and Notes for this MCM

Include any additional notes relevant to the specific purpose of each BMP and how the BMPs for the minimum control measure have been modified from past practice based on experience and measures.

## **5. Responsible Party for this BMP**

Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP and not simply a city official who is signing the application for permit coverage.

### **Additional Information Requested for BMP 6a-2: Street Sweeping\*\***

Provide the following information specific to your Street Sweeping BMP in the Specific Components and Notes section:

- Frequency of street sweeping events, including the time(s) of year that it will be conducted
- Type of street sweeping equipment used (brush or vacuum)
- Target areas for more frequent street sweeping, if applicable. Also indicate the reason for selecting the specific target area and how the frequency differs.
- Overview of street sweeping waste management plan

\*\* Although not specifically required by the MS4 permit, street sweeping has been demonstrated to be an effective stormwater management BMP when properly conducted. The MPCA is considering developing a study on street sweeping and your information would be helpful in developing such a study.

# BMP Summary Sheet

**MS4 Name:** City of Newport

**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 Newport will implement Storm Water System Maintenance Training Program. The program will focus on the four components listed below. The City will train employees on proper maintenance of the storm sewer system and source management.

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

**\*Measurable Goals:**

Complete Storm Water System Maintenance Training Program

Record number of employees trained per year

**\*Timeline/Implementation Schedule:**

Year 4 - Create a training program

Year 4 - Implemented training program

**Specific Components and Notes:**

1. Storm drainage system inspection and cleaning
2. Pond and outfall inspection and cleaning procedure program
3. Street deicing program
4. Municipal street maintenance program.

Recently a salt shed was constructed at Newport Public Works to prevent salt runoff into the City's storm sewer system.

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

Name: Bruce Hanson

Department: Public Works

Phone: 651-459-2475

E-mail:

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** City of Newport

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

**Unique BMP Identification Number:** 6a-2

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

**\*BMP Description:**

The City of Newport currently owns a sweeper to remove sediment and debris from the road surface and minimize the amount received by the storm sewer system. The City plans to continue to use the current system of urban street sweeping.

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

**\*Measurable Goals:**

The City has an active street sweeping program in which the streets are swept spring, fall and also post storms and heavy rains.

**\*Timeline/Implementation Schedule:**

Newport Public Works will continue street sweeping on a regular basis.

**Specific Components and Notes:**

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

Name: Bruce Hanson

Department: Public Works

Phone: 651-459-2475

E-mail:

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** City of Newport

**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:**

Conduct annual inspections of all structural pollution control devices.

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

**\*Measurable Goals:**

All structural pollution controls require maintenance in order to keep the performance optimized. Repairs should be implemented as soon as possible to improve the operation of the structure and to prevent further loss of pollution control.

**\*Timeline/Implementation Schedule:**

Year 4 - Begin conducting annual inspections of all structural pollution control devices.

**Specific Components and Notes:**

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

Name: Bruce Hanson

Department: Public Works

Phone: 651-459-2475

E-mail:

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

## BMP Summary Sheet

**MS4 Name:** City of Newport

**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 Newport will inspect 20% of the outfalls, sediment basins, and ponds each year. The City will reevaluate the inspection intervals in Year 4 according to the results of the first two reporting years.

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

**\*Measurable Goals:**

Inspect 20% of MS4 outfalls, sediment basins and ponds each year  
Create outfall cleaning procedures and outfall inspection schedule

**\*Timeline/Implementation Schedule:**

Year 1 - Begin inspecting outfalls  
Year 4 - Reevaluate inspection intervals from history

**Specific Components and Notes:**

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

Name: Bruce Hanson

Department: Public Works

Phone: 651-459-2475

E-mail:

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

## BMP Summary Sheet

**MS4 Name:** City of Newport

**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 will conduct annual inspections of all exposed stockpile, storage and material handling areas.

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

**\*Measurable Goals:**

Identify areas with exposed stockpiles, storage and material handling areas.

**\*Timeline/Implementation Schedule:**

Inspections of all exposed stockpile, storage and material handling areas shall be conducted on an annual basis.

**Specific Components and Notes:**

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

Name: Bruce Hanson

Department: Public Works

Phone: 651-459-2475

E-mail:

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** City of Newport

**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:**

The City will conduct inspection follow-ups including the determination of whether repair, replacement, or maintenance measures are necessary and the implementation of the corrective measures.

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

**\*Measurable Goals:**

Ensuring pollution prevention/good housekeeping is continued into the future.

**\*Timeline/Implementation Schedule:**

Follow-up inspections shall be conducted on an annual basis.

**Specific Components and Notes:**

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

Name: Larry Bodahl

Department: City Hall

Phone: 651-459-5677

E-mail:

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** City of Newport

**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 will record and document all inspections and responses to the inspections.

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

**\*Measurable Goals:**

Record keeping

**\*Timeline/Implementation Schedule:**

Record keeping shall be conducted on an annual basis.

**Specific Components and Notes:**

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

Name: Larry Bodahl

Department: City Hall

Phone: 651-459-5677

E-mail:

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** City of Newport

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

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

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

**\*BMP Description:**

Keep records of inspection results, date, antecedent weather conditions, sediment storage and capacity remaining, and any other maintenance performed or recommended.

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

**\*Measurable Goals:**

Conduct evaluations of inspection frequency.

**\*Timeline/Implementation Schedule:**

This shall be conducted on an annual basis.

**Specific Components and Notes:**

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

Name: Larry Bodahl

Department: City Hall

Phone: 651-459-5677

E-mail:

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

## Additional MP Summary Sheet Copy as Necessary

**MS4 Name:** City of Newport

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

**Unique BMP Identification Number:** 6c

**\*BMP Title:** Drinking Water Sources

**\*BMP Description:**

Newport's MS4 has discharges that may affect Source Water Protection as defined in part IX.H of the General Permit.

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

**\*Measurable Goals:**

Maintain and update Newport's Wellhead Protection Plan (WHP Plan). Newport's WHP Plan focuses specifically on Source Water Protection and the Drinking Water Supply Management Area (DWSMA).

**\*Timeline/Implementation Schedule:**

Newport's WHP Plan will be updated on an annual basis.

**Specific Components and Notes:**

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

Name: Larry Bodahl

Department: City Hall

Phone: (651) 459-5677

E-mail:

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*