



Minnesota State
Community and Technical College

Moorhead Campus

Storm Water Pollution Prevention Program Summary

TABLE OF CONTENTS

Minimum Control Measure #1- Public Education and Outreach	4
TARGET AUDIENCE	4
GOALS	4
BEST MANAGEMENT PRACTICES (BMP)	4
BMP 1a-1: Distribute Educational Materials.....	4
BMP 1b-1: Implement an Education Program.....	5
BMP 1c-1: Education Program: Public Education and Outreach.....	6
BMP 1c-2: Education Program: Public Participation	8
BMP 1c-3: Education Program: Illicit Discharge Detection and Elimination.....	10
BMP 1c-4: Education Program: Construction Site Run-Off Control.....	11
BMP 1c-5: Education Program: Post-Construction Storm Water Management in New Development and Redevelopment.....	11
BMP 1c-6: Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations.....	12
BMP 1d-1: Coordination of Education Program.....	13
BMP 1e-1: Annual Public Meeting.....	13
Person Responsible for Implementation and Coordination of MCM #1	14
 Minimum Control Measure #2- Public Participation/Involvement.....	 15
TARGET AUDIENCE	15
GOALS	15
BEST MANAGEMENT PRACTICES (BMP)	15
BMP 2a-1: Comply With Public Notice Requirements.....	15
BMP 2b-1: Solicit Public Input and Opinion on the Adequacy of SWPPP.....	15
BMP 2c-1: Consider Public Input.....	16
Person Responsible for Implementation and Coordination of MCM #2	16
 Minimum Control Measure #3- Illicit Discharge Detection & Elimination .	 18
TARGET AUDIENCE	18
GOALS	18
BEST MANAGEMENT PRACTICES (BMP)	18
BMP 3a-1: Storm Sewer System Map.....	18
BMP 3b-1: Regulatory Control Program.....	18
BMP 3c-1: Illicit Discharge Detection and Elimination Program.....	19
BMP 3d-1: Public and Employee Illicit Discharge Information Program.....	19
BMP 3e-1: Identification of Non-Storm Water Discharges and Flow	20
Person Responsible for Implementation and Coordination of MCM #3	21

Minimum Control Measure #4- Construction Site Storm Water Runoff	
Control	22
TARGET AUDIENCE	22
GOALS	22
BEST MANAGEMENT PRACTICES (BMP)	22
BMP 4a-1: Ordinance or other Regulatory Mechanism	22
BMP 4b-1: Construction Site Implementation of Erosion and Sediment Control.....	22
BMP 4c-1: Waste Controls for Construction Site Operators.....	23
BMP 4d-1: Procedure for Site Plan Review	23
BMP 4e-1: Establishment of Procedures for the Receipt and Consideration of Reports of Storm Water Noncompliance.....	24
BMP 4f-1: Establishment of Procedures for Site Inspections and Enforcement	24
Person Responsible for Implementation and Coordination of MCM #4	25

Minimum Control Measure #5- Post Construction Storm Water Management In New Development and Redevelopment.....	26
TARGET AUDIENCE	26
GOALS	26
BEST MANAGEMENT PRACTICES (BMP)	26
BMP 5a-1: Development and Implementation of Structural and/or Non-structural.....	26
BMP 5b-1: Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment	27
BMP 5c-1: Long-term Operation and Maintenance of BMP's.....	27
Person Responsible for Implementation and Coordination of MCM #5	28

Minimum Control Measure #6 - Pollution Prevention/Good Housekeeping.....	29
TARGET AUDIENCE	29
GOALS	29
BEST MANAGEMENT PRACTICES (BMP)	29
BMP 6a-1: Municipal Operations and Maintenance Program.....	29
BMP 6a-2: Street Sweeping.....	30
BMP 6b-2: Annual Inspection of All Structural Pollution Control Devices	30
BMP 6b-3: Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis	31
BMP 6b-4: Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas.....	31
BMP 6b-5: Inspection Follow-Up Including the Determination of Whether Repair, Replacement or Maintenance Measures are Necessary and the Implementation of the Corrective Measures	32
BMP 6b-6: Record Reporting and Retention of All Inspections and Responses to the Inspections.....	32
BMP 6b-7: Evaluation of Inspection Frequency	33
Person Responsible for Implementation and Coordination of MCM #6	33

Minnesota Community and Technical College- Moorhead Campus

Storm Water Pollution Prevention Program

Minimum Control Measure #1 - Public Education and Outreach

TARGET AUDIENCE

Activities planned under the Public Education and Outreach portion of MSCTC-Moorhead's Storm Water Pollution Prevention Program (SWPPP) will be directed toward members of the college community.

GOALS

The SWPPP activities implemented under Minimum Control Measure (MCM) 1 will focus on increasing public awareness of the harmful effects of storm water runoff and its potential to affect the water quality of the Red River. Educational information will be made available to the public promoting practices conducive to the reduction of pollution that results from storm water runoff. Outreach programs and education activities that demonstrate the impacts of storm water discharges on the Red River will be developed and implemented to increase the general level of understanding of the SWPPP throughout the college community.

BEST MANAGEMENT PRACTICES (BMP)

BMP 1a-1: Distribute Educational Materials

To expand current public service activities about storm water related issues, MSCTC-Moorhead will develop and distribute storm water pollution prevention related information and materials promoting storm water education and positive behaviors. Student organizations will help design the educational materials and provide assistance in distribution, which will include postings, handouts, and displays throughout the college campus.

MSCTC-Moorhead's Facilities Department will develop a Storm Water Pollution Prevention web page linked to its existing web site found at: <http://www.minnesota.edu>. This web site will provide the latest storm water information to the college community and will have links to River Keepers' web site, Minnesota Pollution Control Agency web site, and others involved in storm water pollution prevention management.

The MSCTC Campus Newsletter will also be used to send public service announcements to the college community regarding storm water related issues related to both the college and Moorhead-Fargo area.

Measurable Goals

- Number of storm water related materials developed.
- Number of brochures, posters, flyers, public service announcements distributed each year.
- Number of web page visits.
- Number of college community members informed.
- Comments received from the college community.

Timeline/Implementation Schedule

Year 1:

- Develop and distribute storm water pollution prevention posters, brochures, flyers and public service announcements; Continue updating and development of the storm water web page; Establish more pamphlet racks in campus common areas; Distribute pamphlets and other storm water information at public meetings or campus events; Utilizing email and the campus newsletter as an electronic media to dispense public service information to the college community.

Year 2-5:

- Review all of the above means of distributing educational material and revise as necessary to better inform the college community.

BMP 1b-1: Implement an Education Program

MSCTC-Moorhead continues to develop, update/revise and implement an educational program focusing on increasing public awareness of the adverse effects of storm water runoff and its potential to affect the Red River's water quality by MSCTC-Moorhead's storm water drainage system. This information will be made available to the students, faculty, staff, and any independent contractors working on campus with the intent of promoting practices conducive to the reduction of pollution that results from storm water runoff. A number of outreach programs and educational activities that demonstrate the impacts of storm water discharges on the Red River will be investigated during the permit term to determine if they increase the general level of understanding of the SWPPP throughout the college community.

Measurable Goals

- Number of educational programs developed.
- Number of college community members and independent contractors informed and participating.
- Number of educational materials provided and distributed throughout campus, at public meetings, and campus events.
- Survey information provided at educational workshops.

Timeline/Implementation Schedule

Year 1:

- Continue to: Distribute educational materials to the college community; Utilize the MSCTC campus newsletter for storm water updates; Provide storm water educational training to the college's Physical Plant staff; Educate contractors on construction site BMPs and inspection procedures.

Year 2-5:

- Review all of the above means of implementing an educational program and revise as necessary to better inform the college community and its independent contractors.

BMP 1c-1: Education Program: Public Education and Outreach

Audience(s) Involved

Activities planned under the Public Education and Outreach portion of MSCTC-Moorhead's Storm Water Pollution Prevention Program (SWPPP) will be directed toward members of the college community.

Educational Goals for Each Audience

- Increase public awareness and understanding of storm water issues within the college community.
- Inform and educate the college community about the impacts of storm water runoff on water quality.

Activities Used to Reach Educational Goals

1. Develop an educational program to increase awareness of storm water pollution issues with respect to the Red River. Efforts will focus on educational presentations and distribution of informational materials to the college community focusing on issues pertaining to potential storm water contaminants and the protection of water quality.
2. Develop and/or distribute storm water pamphlets and fliers promoting storm water education and positive behaviors. Student organizations may help provide distribution, which will include posting, handouts, and displays throughout the college campus.
3. MSCTC-Moorhead's Facilities Department will develop a storm water web page linked to its existing web site. This web site will have links to the City of Moorhead's web site, River Keepers' web site, MPCA web site, and others involved in water pollution management. The storm water web page will have a counter to monitor the number of visits.
4. Expand upon River Keepers' existing community program stenciling storm drains with messages that inform the college community not to dump pollutants into storm drains. A map will be developed that indicates all storm sewer inlets. MSCTC-Moorhead student volunteers will stencil the drains.

Activity Implementation Plan

Activity #1:

Year 1:

- Develop and distribute educational pamphlets & fliers to the college community.
- Utilize the campus newsletter for storm water updates.
- Develop and provide storm water educational training to the college's facilities staff.

Year 2-5:

- Continue to revise and provide educational workshops to the college's facilities staff and general community.
- Continue to revise, review and distribute educational pamphlets & fliers.

Activity #2:

Year 1:

- Develop storm water handout information.
- Establish pamphlets racks in common areas of the campus.
- Distribute pamphlets and other storm water information at public meetings or campus events.

Year 2-5:

- Continue with the distribution of SWPPP information, revising as necessary after soliciting comments and suggestions.

Activity #3:

Year 1:

- Develop the storm water web site and related storm water links.

Year 2-5:

- Continue to review and revise as necessary while providing the most updated information relating to storm water management.

Activity #4:

Year 1:

- Develop a map indicating storm drain locations.
- Develop storm drain stencils.
- Stencil storm drains.

Year 2-5:

- Re-stencil the storm drains, if needed.

Performance Measures

Activity #1:

- Number of storm water-related materials developed and distributed.
- Number of people informed and participating.
- Participant responses and suggestions.

Activity #2:

- Numbers of materials provided and distributed.
- Number of people informed.
- Comments solicited from the student organization.

Activity #3:

- The number of people informed of the web site.
- The number of visits to the MSCTC-Moorhead Storm Water web page and related storm water web site links.

Activity #4:

- The number of storm drains stenciled.
- The number of stenciling participants.

BMP 1c-2: Education Program: Public Participation

Audience(s) Involved

Activities planned under the Public Participation and Involvement portion of MSCTC-Moorhead's Storm Water Pollution Prevention Program (SWPPP) will be directed toward members of the college community.

Educational Goals for Each Audience

- Increase public awareness and understanding of storm water issues within the college community.
- Inform and educate the college community about the impacts of storm water runoff on water quality and what they can do to actively protect the Red River from polluted storm water runoff.
- Inform and educate the public about how the college manages storm water runoff through its Storm Water Pollution Prevention Program (SWPPP).

Activities Used to Reach Educational Goals

1. MSCTC-Moorhead will expand upon River Keepers' existing community program stenciling storm drains with messages that inform the college community not to dump pollutants into storm drains. A map will be developed that indicates all storm sewer inlets. MSCTC-Moorhead student volunteers will stencil the drains.
2. In conjunction with Earth Day, MSCTC-Moorhead will promote an annual spring campus cleanup encouraging the college community into volunteering time towards cleaning campus lawns, parking lots, landscaped areas, storm drains, boulevards, etc., which in turn directly involves the campus community in storm water pollution prevention.
3. MSCTC-Moorhead will develop a program educating and involving volunteers to monitor its parking lots and grounds for potential sources of storm water contaminants, including a "Hotline" phone number to report the potential pollution. MSCTC-Moorhead facilities personnel who routinely travel the grounds and parking lots, will also monitor the area on a regular bases and report and/or remove the potential contaminant. The City of Moorhead "Hotline" phone number will also be provided educating the college community on who to call when reporting potential pollution in city parking lots and streets.
4. Utilizing its Web Page MSCTC-Moorhead will promote and encourage to the college community involvement with River Keepers, a non-profit, volunteer citizen's organization, which incorporates ideas and resources of local

governments, citizens, non-profit environmental groups, and local universities into a single organization.

5. MSCTC-Moorhead's Facilities Department will hold a public informational meeting to allow public involvement in the SWPPP process. The college community will be encouraged to attend allowing members to discuss various viewpoints and provide input concerning appropriate storm water management policies and Best Management Practices.

Activity Implementation Plan

Activity #1:

Year 1:

- Develop a map indicating storm drain locations.
- Develop storm drain stencils.
- Stencil storm drains.

Year 2-5:

- Re-stencil the storm drains, if needed.

Activity #2:

Year 1-5:

- MSCTC-Moorhead will continue its annual campus clean-up event encouraging the campus community's involvement in support of Earth Day.

Activity #3:

Year 1-2:

- Educate MSCTC-Moorhead facilities personnel regarding the monitoring program.
- Develop and distribute posters that educate on potential contaminants, the hazards involved, and the "Hotline" number for reporting.

Year 3-5:

- Revise posters, if needed, and distribute, when necessary.
- Continue to provide refresher training to MSCTC-Moorhead personnel.

Activity #4:

Year 1:

- Provide information through its web page regarding River Keepers, its activities and supported needed.

Year 2-5:

- Continue to support and encourage involvement with River Keepers.

Activity #5:

Year 1-5:

- Annual meeting will be held so recommendations can be reviewed and applied to the annual SWPPP summary report.

Performance Measures

Activity #1:

- The number of storm drains stenciled.
- The number of stenciling participants.

Activity #2:

- The number of potential participants informed.

- The number of participants involved.
- The quantity of trash collected.
- The amount of campus area cleaned.

Activity #3:

- The number of volunteers educated and participating.
- The frequency of monitoring.
- The number of phone calls to the "Hotline".
- The amount of potential contaminant removed.
- The number of "Hotline" posters distributed.

Activity #4:

- Number of MSCTC-Moorhead volunteers attracted to the watershed organization.
- Response from River Keepers.

Activity #5:

- Number of informed college community members.
- Attendance numbers at the annual meeting.
- Recommendations and action taken as a result of the meeting.

BMP 1c-3: Education Program: Illicit Discharge Detection and Elimination

Audience(s) Involved

Activities planned under the Illicit Discharge Detection and Elimination Measures portion of the Storm Water Pollution Prevention Program (SWPPP) will be directed towards students, faculty and staff of the college community, with an emphasis on Facilities employees.

Educational Goals for Each Audience

The SWPPP educational activities under Illicit Discharge Detection and Elimination will focus on development, implementation, and enforcement of management strategies that will lead to the reduction, elimination and the impact of illicit pollutant discharges into the storm water system throughout the college community.

Activities Used to Reach Educational Goals

MSCTC-Moorhead will educate its employees on the hazards of improper waste disposal and ways to detect and eliminate illicit discharges. The educational program will include procedures in locating priority areas likely to have illicit discharges; procedures for tracing the source of illicit discharge; procedures for removing the source of discharge; and the procedures for program evaluation and assessment. This information will be provided through educational training, information brochures, posters, web page and inspections of the storm drain system.

Activity Implementation Plan

Year 1:

- Develop and implement educational program training

Year 2-5:

- Assess year's goals and continue educational program training

Performance Measures

- The number of educational fliers and/or materials distributed.
- Attendance numbers at training sessions.
- The number of locations determined to have the potential for illicit discharges.
- The number of illicit discharges reported.
- The number of corrective measures taken to prevent illicit discharges.

BMP: 1c-4 Education Program: Construction Site Run-Off Control

Audience(s) Involved

Activities planned under the Construction Site Storm Water Run-off Control portion of the Storm Water Pollution Prevention Program (SWPPP) will be directed toward contractors, construction site operators, inspectors, and facilities personnel of the college community.

Educational Goals for Each Audience

The SWPPP educational activities implemented under Construction Site Run-off Control will focus on program development, implementation, and enforcement of management strategies that will reduce or eliminate the impacts of storm water runoff into the storm sewer system from any on-campus construction activity that results in a land disturbance of greater than or equal to one acre.

Activities Used to Reach Educational Goals

MSCTC-MOORHEAD will develop procedures to educate contractors on construction site Best Management Practices (BMPs), inspections and enforcement of installed erosion and sedimentation control measures. This program will address contractor BMP educational and training measures.

Activity Implementation Plan

Year 1:

- Develop procedures and educate contractors on BMPs & inspections.

Year 2-5:

- Begin BMP enforcement.

Performance Measures

- The number of enforcement actions taken.
- The number of site inspections.
- The number of contractors trained.

BMP 1c-5: Education Program: Post-Construction Storm Water Management in New Development and Redevelopment

Audience(s) Involved

Activities planned under the Post-Construction Storm Water Management in New Development and Redevelopment portion of the Storm Water Pollution Prevention Program (SWPPP) will be directed toward developers, contractors, construction site operators, inspectors, and enforcement personnel.

Educational Goals for Each Audience

The SWPPP educational activities under Post-Construction Storm Water Management in New Development and Redevelopment will focus on development, implementation, and enforcement of a program that will reduce or eliminate the impacts of storm water runoff from new development and re-development projects that disturb greater than or equal to one acre, including projects that are less than one acre and are part of a larger development plan, that discharge into the College's storm sewer system.

Activities Used to Reach Education Goals

MSCTC-Moorhead will provide educational outreach on developing, implementing, and enforcing a program that will reduce or eliminate the impacts of storm water runoff from new development and redevelopment projects disturbing greater than or equal to 1 acre, including projects that are less than 1 acre and are part of a larger development plan, that discharge into the storm water conveyance system throughout the college community.

Activity Implementation Plan

Year 1:

- Develop Educational Outreach Program.

Year 2-5:

- Implement Educational Outreach Program.

Performance Measures

- Number of flyers, posters, or other public education tools distributed.
- Number of training programs offered to facilities staff and contractors.

BMP: 1c-6 Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations

Audience(s) Involved

Activities planned under the Pollution Prevention/Good Housekeeping for Municipal Operations portion of the Storm Water Pollution Prevention Program (SWPPP) will be directed primarily toward college trades faculty and facilities personnel.

Educational Goals for Each Audience

The SWPPP educational activities implemented under Pollution Prevention/Good Housekeeping for Municipal Operations will focus on developing and implementing general procedures for an operations & maintenance program that will reduce or eliminate the impacts of storm water pollution from open space maintenance, snow disposal, vehicle and building maintenance, land disturbances, and storm water conveyance system maintenance.

Activities Used to Reach Educational Goals

MSCTC-Moorhead will provide its Trades faculty and facilities personnel with educational outreach programs that will reduce or eliminate the impacts of storm water runoff from facilities and maintenance operations that discharge into the storm water conveyance system.

Activity Implementation Plan

Year 1:

- Develop and implement educational outreach program.

Year 2 - 5:

- Continue implementing educational outreach program. Evaluate and revise as necessary.

Performance Measures

- Number of flyers, posters, or other public education tools distributed.
- Number of training programs offered to facilities and operation staff.
- Number of employees in attendance.

BMP 1d-1: Coordination of Education Program

MSCTC-Moorhead will develop coordinated partnerships with other local agencies in the Red River Valley to collaborate on storm water management issues, public education programs, distribution of educational materials, and conducting public outreach activities about the impacts of storm water discharges into the Red River. Potential resource sharing partnerships will be explored and developed with the following agencies:

City of Moorhead
Minnesota State University - Moorhead
FM River Keepers
Red River Valley Storm Water Work Group (RRVSWWG)
Clay County

Other local regulated small Municipal Separate Storm Sewer Systems (MS4s)

Measurable Goals

- Number of educational programs delivered through the various means of media.
- Number of instances when educational programs are produced in a coordinated method.

Timeline/Implementation Schedule

Year 1:

- Develop procedures for coordination of educational programs.

Year 2-5:

- Implement coordinated educational programs.
- Evaluate programs for strengths and weaknesses.
- Continue to implement improved programs.

BMP 1e-1: Annual Public Meeting

An annual public meeting will be held to address the results of the previous year’s Storm Water Pollution Prevention Program (SWPPP) prior to submitting the annual report to the Minnesota Pollution Control Agency (MPCA). MSCTC-Moorhead’s Facilities Department will conduct the meeting to allow public involvement in the SWPPP process. Notice of the public meeting will be provided 30 days prior and will include the date, time and meeting location, and include location of a public copy of MSCTC-Moorhead’s SWPPP. Distribution of this notice to the college community will be published through the MSCTC-Moorhead campus newsletter. The college community will be encouraged to attend allowing its members to discuss various viewpoints and provide input concerning appropriate storm water management policies and Best Management Practices. A copy of the meeting notice will be sent to MPCA.

Measurable Goals

- Number of informed college community members.
- Attendance numbers at the annual meeting.
- Recommendations and action taken as a result of the meeting.

Timeline/Implementation Plan

Year 1-5:

- Annual meeting will be held so recommendations can be reviewed and applied to the annual SWPPP summary report.

Person Responsible for Implementation and Coordination of MCM #1

Matthew Sheppard
Facilities Services Director
Minnesota Community and Technical College – Moorhead Campus
1900 28th St. South
Moorhead, MN 56560
Office: 218-299-6519
Fax:
Email: matt.sheppard@minnesota.edu

Minnesota State College Moorhead

Storm Water Pollution Prevention Program

Minimum Control Measure #2 – Public Participation/Involvement

TARGET AUDIENCE

Activities planned under the Public Participation and Involvement portion of MSCTC-Moorhead's Storm Water Pollution Prevention Program (SWPPP) will be directed toward members of the college community.

GOALS

The SWPPP activities implemented under Minimum Control Measure (MCM) 2 will focus on increasing public involvement and participation in reducing the harmful effects of storm water runoff and its potential to affect the water quality of the Red River. Activities that will reduce or eliminate the impacts of storm water discharges on the Red River will be developed and implemented to increase the general level of involvement in the SWPPP throughout the college community.

BEST MANAGEMENT PRACTICES (BMP)

BMP 2a-1 Comply With Public Notice Requirements

Notice of MSCTC-Moorhead's annual public meeting will be provided 30 days prior to the meeting. The notice will contain a reference to the SWPPP, the date/time and meeting location, a concise description of the manner in which the meeting will be conducted and include the location of a public copy of MSCTC-Moorhead's SWPPP. Distribution of this notice to the college community will be published through MSCTC-Moorhead's campus newsletter. The college community will be encouraged to attend allowing its members to discuss various viewpoints and provide input concerning appropriate storm water management policies and Best Management Practices. A copy of the meeting notice will be sent to MPCA.

Measurable Goals

- Number of informed college community members.
- Attendance numbers at the annual meeting

Timeline/Implementation Schedule

Year 1-5:

- Annual meeting will be scheduled meeting compliance with the public notice requirements.

BMP 2b-1: Solicit Public Input and Opinion on the Adequacy of SWPPP

MSCTC-Moorhead will solicit public input and opinion on the adequacy of its SWPPP at its annual meeting. The annual public meeting will be held to address the results of the

previous year's Storm Water Pollution Prevention Program (SWPPP) prior to submitting the annual report to the Minnesota Pollution Control Agency (MPCA). MSCTC-Moorhead's Facilities Department will conduct the meeting to allow public involvement in the SWPPP process. Notice of the public meeting will be provided 30 days prior and will include the date, time and meeting location, and include location of a public copy of MSCTC-Moorhead's SWPPP. Distribution of this notice to the college community will be published through the MSCTC-Moorhead campus newsletter and website. The college community will be encouraged to attend allowing its members to discuss various viewpoints and provide input concerning appropriate storm water management policies and Best Management Practices. A copy of the meeting notice will be sent to MPCA.

Measurable Goals

- Number of informed college community members.
- Attendance numbers at the annual meeting
- Number of oral and written comments received and number of questions addressed.

Timeline/Implementation Schedule

Year 1-5:

- Annual meeting will be scheduled soliciting input and opinion on the adequacy of MSCTC-Moorhead's SWPPP.

BMP 2c-1: Consider Public Input

MSCTC-Moorhead's Facilities Department will conduct a public informational meeting to allow public input in the SWPPP process. The college community will be encourage to attend allowing members to discuss various view points and provide input concerning appropriate storm water management policies and Best Management Practices. MSCTC-Moorhead will consider modifying its SWPPP in response to all public input and opinions received.

Measurable Goals

- Number of informed college community members.
- Attendance numbers at the annual meeting
- Number of oral and written comments and opinions received.

Timeline/Implementation Schedule

Year 1-5:

- Annual meeting will be scheduled allowing the consideration of public input and opinion on the adequacy of MSCTC-Moorhead's SWPPP.

Person Responsible for Implementation and Coordination of MCM #2

Matthew Sheppard
Facilities Services Director
Minnesota Community and Technical College – Moorhead Campus

1900 28th St. South
Moorhead, MN 56560
Office: 218-299-6519
Fax:
Email: matt.sheppard@minnesota.edu

Minnesota State College Moorhead

Storm Water Pollution Prevention Program

Minimum Control Measure #3 - Illicit Discharge Detection & Elimination

TARGET AUDIENCE

Activities planned under the Illicit Discharge Detection and Elimination Measures portion of the Storm Water Pollution Prevention Program (SWPPP) will be directed towards students, faculty and staff of the college community, with an emphasis on facilities employees and Trades faculty.

GOALS

The SWPPP activities under Minimum Control Measure (MCM) 3 will focus on development, implementation, and enforcement of management strategies that will lead to the reduction, elimination and the impact of illicit pollutant discharges into the storm water system throughout the college community.

BEST MANAGEMENT PRACTICES (BMP)

BMP 3a-1: Storm Sewer System Map

MSCTC-Moorhead will develop and keep on file a detailed storm sewer map showing the location of all ponds, rivers, streams, lakes and wetlands; storm water drains and all conveyances, including those 24 inches or larger in diameter; structural pollution control devices; and discharges leaving the system.

Measurable Goals

- The number of pollution control devices recorded.
- The number of discharge points identified.
- The linear feet of conveying system.

Timeline/Implementation Schedule

Year 1:

- Develop a storm sewer map for the MSCTC- Moorhead campus and keep it on file at MSCTC-Moorhead's Facilities Department office.

Year 2-5:

- Review and update the storm sewer map as needed.

BMP 3b-1: Regulatory Control Program

MSCTC-Moorhead will effectively prohibit non-storm water discharges into its storm sewer system and implement appropriate enforcement procedures and action as determined by City of Moorhead ordinances.

Measurable Goals

- The number of inspections to the storm water system.
- The number of ordinances passed by the City of Moorhead.
- The number of potential connection sites identified.

Timeline/Implementation Schedule

Year 1:

- Abide by City of Moorhead ordinances for illicit non-storm water discharges.
- Begin inspection for illicit non-storm water discharges.

Year 2-5:

- Continue inspections and abiding by City of Moorhead ordinances prohibiting illicit discharges.

BMP 3c-1: Illicit Discharge Detection and Elimination Program

MSCTC-Moorhead will develop a program to detect and identify illicit discharges, including a plan to control and eliminate the contributors, which will adhere to the following steps:

- Locate the problem area by using public complaints, visual screening of outfalls during dry weather, and/or during regular system maintenance and inspection activities.
- Find the source of illicit discharge.
- Remove or correct the problem.
- Document the actions taken and summarize for the annual report.

Measurable Goals

- The number of illicit discharges reported and identified.
- The number of illicit discharges prevented, stopped or removed.

Timeline/Implementation Schedule

Year 1:

- Develop and implement detection program.

Year 2:

- Eliminate potential illicit discharge sites
- Continue detection program

Year 3-5:

- Continue detection and elimination programs.

BMP 3d-1: Public and Employee Illicit Discharge Information Program

MSCTC-Moorhead will educate its employees on the hazards of improper waste disposal and ways to detect and eliminate illicit discharges. The educational program will include procedures in locating priority areas likely to have illicit discharges; procedures for

tracing the source of illicit discharge; procedures for removing the source of discharge; and the procedures for program evaluation and assessment. This information will be provided through educational training, information brochures, posters, web page and inspections of the storm drain system.

Measurable Goals

- The number of educational fliers and/or materials distributed.
- Attendance numbers at training sessions.
- The number of locations determined to have the potential for illicit discharges.
- The number of illicit discharges reported.
- The number of corrective measures taken to prevent illicit discharges.

Timeline/Implementation Schedule

Year 1:

- Develop and begin educational program training

Year 2-5:

- Assess year's goals and continue educational program training

BMP 3e-1: Identification of Non-Storm water Discharges and Flow

MSCTC-Moorhead will develop a process to evaluate whether any of the following categories of non-storm water discharges or flows are significant contributors of pollutants to our MS4. If MSCTC-Moorhead identifies any of the following categories of non-storm water flows as significant contributors of pollutants, the college will develop a plan to control and eliminate the contributors to the storm sewer system:

- Water line flushing
- Landscape irrigation
- Diverted stream flows
- Rising ground waters
- Uncontaminated ground water infiltration
- Uncontaminated pumped ground water
- Discharges from potable water sources
- Foundation drains
- Air conditioning condensation
- Irrigation water
- Springs
- Water from crawl space pumps
- Footing drains
- Lawn watering
- Individual residential car washing
- Chlorinated water discharges
- Street wash water
- Flows from fire-fighting activities

Measurable Goals

- The number of non-storm water flows reported and identified.
- The number of non-storm water flows prevented, stopped or removed.

Timeline/Implementation Schedule

Year 1:

- Develop and implement detection program.

Year 2:

- Eliminate potential non-storm water flows.
- Continue detection program.

Year 3-5:

- Continue detection and elimination programs.

Person Responsible for Implementation and Coordination of MCM #3

Matthew Sheppard
Facilities Services Director
Minnesota Community and Technical College – Moorhead Campus
1900 28th St. South
Moorhead, MN 56560
Office: 218-299-6519
Fax:
Email: matt.sheppard@minnesota.edu

Minnesota State College Moorhead

Storm Water Pollution Prevention Program

Minimum Control Measure #4- Construction Site Storm Water Runoff Control

TARGET AUDIENCE

Activities planned under the Construction Site Storm Water Runoff Control portion of the Storm Water Pollution Prevention Program (SWPPP) will be directed toward contractors, construction site operators, inspectors, and facilities personnel of the college community.

GOALS

The SWPPP activities implemented under Minimum Control Measure (MCM) 4 will focus on program development, implementation, and enforcement of management strategies that will reduce or eliminate the impacts of storm water runoff into the storm sewer system from any on-campus construction activity that results in a land disturbance of greater than or equal to one acre.

BEST MANAGEMENT PRACTICES (BMP)

BMP 4a-1: Ordinance or other Regulatory Mechanism

MSCTC-MOORHEAD will implement any ordinance the City of Moorhead adopts requiring erosion and sedimentation controls for polluted runoffs from regulated construction sites with a land disturbance of greater than or equal to one acre, as well as the necessary approvals to ensure compliance.

Measurable Goals

- The number of ordinances the City of Moorhead develops and adopts.
- City of Moorhead site certification and inspection requirements.

Timeline/Implementation Schedule

Year 1-5:

- Abide by the City of Moorhead's ordinances with respect to erosion and sedimentation control.

BMP 4b-1: Construction Site Implementation of Erosion and Sediment Control

BMP's

Utilizing the City of Moorhead's ordinances and resolutions, MSCTC-Moorhead will require contractors provide appropriate erosion and sedimentation control on all regulated construction sites.

Measurable Goals

- The number of erosion controls utilized.
- The number of sedimentation controls implemented.
- The amount of sediment collected.
- The frequency and number of site inspections conducted.

Timeline/Implementation Schedule

Year 1-5:

- Abide by the City of Moorhead's ordinances with respect to erosion and sedimentation control and require contractors provide appropriate erosion and sedimentation control on all regulated construction sites.

BMP 4c-1: Waste Controls for Construction Site Operators

MSCTC-Moorhead will develop and implement a program to control and eliminate construction site waste that may impact storm water runoff. This program will address construction entrances, vehicle maintenance, equipment washing areas and proper waste disposal.

Measurable Goals

- The reduction of site waste with respect to construction.
- The number of vehicle wash areas on-site.
- Whether or not construction vehicles are regularly inspected and maintained.
- Frequency of inspection and maintenance activities.

Timeline/Implementation Schedule

Year 1:

- Develop plan to control and eliminate construction site waste.

Year 2-5:

- Implement plans to control and eliminate construction site waste.

BMP 4d-1: Procedure for Site Plan Review

MSCTC-Moorhead will include in any preconstruction activity a review of regulated construction site plans submitted by the contractor for the implementation and routine maintenance of sedimentation and erosion controls that incorporate consideration of potential water quality impacts before any construction begins.

Measurable Goals

- The number of site plan reviews.
- The number of site plan rejections or changes resulting from lack of proper control measures.

Timeline/Implementation Schedule

Year 1:

- Begin review of preconstruction site plans.

Year 2-5:

- Continue review of site plans.

BMP 4e-1: Establishment of Procedures for the Receipt and Consideration of Reports of Storm water Noncompliance

MSCTC-Moorhead will establish procedures to report construction site storm water runoff control noncompliance. The procedures will encourage those concerned to report noncompliance issues to either the City of Moorhead or MSCTC-Moorhead's Facilities Department storm water "Hotline" numbers. All reports will be considered and investigated.

Measurable Goals

- The number of noncompliance concerns reported and investigated.
- The number of noncompliance concerns resolved or corrected.

Timeline/Implementation Schedule

Year 1:

- Develop and implement procedures to report construction site storm water runoff control noncompliance.

Year 2-5:

- Continue to implement procedures and update, if necessary.

BMP 4f-1: Establishment of Procedures for Site Inspections and Enforcement

MSCTC-Moorhead will ensure campus construction sites operate in accordance with this SWPPP. MSCTC-Moorhead will review site plans to evaluate and implement the appropriate BMPs for construction activities established within this SWPPP and the City of Moorhead's SWPPP. These site plans include:

- Description of the activity, proposed timetable, amount of area disturbed, and any outfalls to the storm conveyance system or water body;
- Map or drawing of the site showing the boundaries, soil disturbance limits, storm water drainage pattern, location of receiving waters and/or storm inlets, storage areas for materials, and storm water management controls;
- Description of the method of storage, disposal, and handling of materials which have the potential to be released with storm water;
- Description of the BMPs to control erosion and sedimentation during all phases of construction;
- Description of methods to address sediment tracking on roads, recovering sediments, and spill prevention and response procedures;
- Site inspection procedure providing at least one inspection every 14 days and within 24 hours after any storm event of greater than 0.50 inches of rain per 24 hours period;
- Site Inspection Records (SIR) will be kept for the date and time of inspections, the name of the inspector, and the date and amount of last precipitation event. All incidents of erosion, sediment accumulation, or spills will be documented. The record will include the location and description of

the incident, estimated quality of material or size of area affected, and a brief explanation of potential cause and remedial action taken.

Measurable Goals

- Number of construction site maps with detailed water controls.
- Number of stored and disposed materials that have potential to be released with storm water.
- Number of different BMPs for erosion and sedimentation during multiple construction phases.
- Number of sediment tracking, recovery, and response procedures.

Timeline/Implementation Schedule

Year 1 - 5:

- Begin implementation and evaluation of appropriate construction activity BMPs.

Person Responsible for Implementation and Coordination of MCM #4

Matthew Sheppard
Facilities Services Director
Minnesota Community and Technical College – Moorhead Campus
1900 28th St. South
Moorhead, MN 56560
Office: 218-299-6519
Fax:
Email: matt.sheppard@minnesota.edu

Minnesota State College Moorhead

Storm Water Pollution Prevention Program

Minimum Control Measure #5- Post Construction Storm Water Management in New Development and Redevelopment

TARGET AUDIENCE

Activities planned under the Post-Construction Storm Water Management in New Development and Redevelopment portion of the Storm Water Pollution Prevention Program (SWPPP) will be directed toward developers, contractors, construction site operators, inspectors, and facilities personnel.

GOALS

The SWPPP activities under Minimum Control Measure (MCM) 5 will focus on development, implementation, and enforcement of a program that will reduce or eliminate the impacts of storm water runoff from new development and re-development projects that disturb greater than or equal to one acre, including projects that are less than one acre and are part of a larger development plan, that discharge into the College's storm sewer system.

BEST MANAGEMENT PRACTICES (BMP)

BMP 5a-1: Development and Implementation of Structural and/or Non-structural BMP's

MSCTC-Moorhead will follow any ordinance adopted by the City of Moorhead and regulate post-construction runoff in accordance with their procedures. MSCTC-Moorhead will inspect for structural and non-structural BMP's installed for managing post-construction stormwater and insist that they be installed and used correctly. An example of structural practices include the installation of wet detention basins. An example of a non-structural practice includes the creation of swales to slow stormwater runoff and allow sediment to drop out of the flow.

Measurable Goals

- Reduction of sediment quantity from future development and re-development projects.
- Changes in water quality of effluent from a detention pond outlet, if created.
- The effectiveness of the installed system, such as swales to slow runoff.
- The reduction of sediment entering the stormwater system.

Timeline/Implementation Schedule

Year 1-5:

- MSCTC-Moorhead will follow any ordinance adopted by the City of Moorhead and regulate post-construction runoff in accordance with their procedures.

- Implement inspections of structural and/or non-structural BMP's following construction activity.
- Monitor effectiveness and make necessary improvements of any BMP's put into practice.

BMP 5b-1: Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment

With respect to development and re-development projects, MSCTC-Moorhead will follow any ordinance adopted by the City of Moorhead and regulate post-construction runoff in accordance with their procedures. In addition, MSCTC-Moorhead will develop it's own appropriate measures to limit surface runoff volumes and reduce water runoff pollutant loadings.

Measurable Goals

- The number of ordinances the City of Moorhead adopts.
- The number of BMP measures MSCTC-Moorhead develops.

Timeline/Implementation Schedule

Year 1:

- Abide by the City of Moorhead's ordinances with respect to controlling post-construction runoff.
- Develop internal measures.

Year 2-5:

- Continue compliance measures.

BMP 5c-1: Long-term Operation and Maintenance of BMP's

MSCTC-Moorhead will develop an inspection and maintenance program to ensure the effectiveness of post-construction storm water control BMPs. All BMPs will be inspected for continued effectiveness and structural integrity at regular inspection intervals. Inspections will document whether the BMP is performing correctly, note any damage to the BMP, and repair any damage to the BMP.

Measurable Goals

- The frequency of inspection and maintenance provided.
- The number of problems identified and remedied.

Timeline/Implementation Schedule

Year 1:

- Develop inspection and maintenance program.

Year 2-5:

- Implement inspection and maintenance program.

Person Responsible for Implementation and Coordination of MCM #5

Matthew Sheppard
Facilities Services Director
Minnesota Community and Technical College – Moorhead Campus
1900 28th St. South
Moorhead, MN 56560
Office: 218-299-6519
Fax:
Email: matt.sheppard@minnesota.edu

Minnesota State College Moorhead

Storm Water Pollution Prevention Program

Minimum Control Measure #6 – Pollution Prevention/Good Housekeeping

TARGET AUDIENCE

Activities planned under the Pollution Prevention/Good Housekeeping portion of the Storm Water Pollution Prevention Program will be directed primarily toward college Facilities personnel and Trades faculty.

GOALS

The SWPPP activities implemented under Minimum Control Measure (MCM) 6 will focus on developing and implementing general procedures for an operations & maintenance program that will reduce or eliminate the impacts of storm water pollution from open space maintenance, snow disposal, vehicle and building maintenance, land disturbances, and storm water conveyance system maintenance.

BEST MANAGEMENT PRACTICES (BMP)

BMP 6a-1: Municipal Operations and Maintenance Program

MSCTC-Moorhead will implement an on-going storm drain inspection and cleaning program to reduce pollutants, trash and debris. At a minimum, yearly cleaning and inspection will include all storm drain grates, catch basins, and other appurtenances. Based on inspection results, or repairs, measures will be determined for proper operation.

Measurable Goals

- The number of inspections each year.
- The number of control devices inspected.
- The amount of trash, sediment, or other pollutants removed during cleaning.

Timeline/Implementation Schedule

Year 1-5:

- MSCTC-Moorhead will implement and continue an on-going storm drain system inspection and cleaning program
- Operations will be evaluated yearly and modifications made, if necessary.

BMP 6a-2: Street Sweeping

MSCTC-Moorhead will implement procedures involving pavement-cleaning practices for its parking lots, streets, and sidewalks utilizing machine sweeping. These cleaning practices will be designed to remove surface sediment, debris and potential sources of pollution and occur on a regular basis minimizing pollutant discharge to receiving waters. Primary sweeping events will occur prior to the college's Annual Campus Cleanup Day in conjunction with Earth Week (April). Parking lots will be swept again after Spring Semester when car population is low, and in August. Street sweeping waste will be recycled through the City of Moorhead's compost site.

Measurable Goals

- The number of improvements to the current cleaning program.
- Reduction of the potential pollutants.

Timeline/Implementation Schedule

Year 1-5:

- MSCTC-Moorhead will implement regular parking lot, street, and sidewalk-cleaning program.
- Procedures will be evaluated and refresher training provided, if needed.

BMP 6b-2: Annual Inspection of All Structural Pollution Control Devices

MSCTC-Moorhead will implement an on-going storm drain inspection and cleaning program to reduce pollutants, trash and debris. At a minimum, yearly cleaning and inspection includes all storm drain grates, catch basins, and other appurtenances. Based on inspection results, or repairs, measures will be determined for proper operation.

Measurable Goals

- The number of inspections each year.
- The number of control devices inspected.
- Number of problems that were identified and remedied.
- The amount of trash, sediment, or other pollutants removed during cleaning.

Timeline/Implementation Schedule

Year 1-5:

- MSCTC-Moorhead will implement and continue its on-going storm drain system inspection and cleaning program
- Operations will be evaluated yearly and modifications made, if necessary.

BMP 6b-3: Inspection of the MS4 Outfalls, Storm Drain Grates, Catch Basins and other Appurtenances

MSCTC-Moorhead will implement an on-going storm drain inspection and cleaning program to reduce pollutants, trash and debris. At a minimum, yearly cleaning and inspection includes all storm drain grates, catch basins, and other appurtenances. Based on inspection results, or repairs, measures will be determined for proper operation.

Measurable Goals

- The number of inspections each year.
- The number of control devices inspected.
- Number of problems that were identified and remedied.
- The amount of trash, sediment, or other pollutants removed during cleaning.

Timeline/Implementation Schedule

Year 1-5:

- MSCTC-Moorhead will implement an on-going storm drain system inspection and cleaning program.
- Operations will be evaluated yearly and modifications made, if necessary.

BMP 6b-4: Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas

MSCTC-Moorhead does not stockpile salt, lumber, etc. It is currently putting into place a Hazardous Materials Storage Program. Storage spaces and containers will be routinely inspected for leaks, signs of cracks or deterioration, or any other sign of release. Storage areas are enclosed, utilize spill prevention, and are provided secondary containment systems. MSCTC-Moorhead also is writing procedures for emergency spill response and prevention plans that will explain how to stop, contain, cleanup, and dispose of contaminated material. Employees on site will be trained to prevent and control spills.

Measurable Goals

- The number of inspections.
- The number of releases or spills reported.
- The number of personnel trained in spill response.

Timeline/Implementation Schedule

Year 1-5:

- MSCTC-Moorhead will implement a Hazardous Materials Storage Program utilizing inspections and other pollution prevention measures.
- MSCTC-Moorhead will implement a spill response and prevention program, which includes regular training on spill response and prevention.

BMP 6b-5: Inspection Follow-Up Including the Determination of Whether Repair, Replacement or Maintenance Measures are Necessary and the Implementation of the Corrective Measures

MSCTC-Moorhead will establish an on-going storm drain inspection and cleaning program to reduce pollutants, trash and debris. At a minimum, yearly cleaning and inspection includes all storm drain grates, catch basins, and other appurtenances. Based on inspection results, or repairs, follow-up measures will be determined for proper operation.

Measurable Goals

- The number of inspections each year.
- The number of control devices inspected.
- Number of problems that were identifier and remedied.

Timeline/Implementation Schedule

Year 1-5:

- MSCTC-Moorhead will establish and continue an on-going storm drain system inspection and cleaning program.
- Operations will be evaluated yearly and modifications made, if necessary.

BMP 6b-6: Record Reporting and Retention of All Inspections and Responses to the Inspections

MSCTC-Moorhead will summarize the results of all inspections in the annual report and include the inspection date and completion date of major additional protection measures. Records of inspection results, date, antecedent weather conditions, and any maintenance performed or recommended will be kept.

Measurable Goals

- Number of records maintained.
- Any relevant inspections, including lab results.
- Any maintenance performed or recommended.
- Sediment storage and capacity remaining.

Timeline/Implementation Schedule

Year 1:

- Develop and implement inspection procedures, including record reporting and retention.

Year 2-5:

- Continue implementation of inspection procedures, including record reporting and retention.

BMP 6b-7: Evaluation of Inspection Frequency

MSCTC-Moorhead will keep records of inspection results, date, antecedent weather conditions, and any maintenance performed or recommended. After two years of inspections, if patterns of maintenance become apparent and maintenance is required, the frequency of inspections may be adjusted. If maintenance is required during each of the first two annual inspections, the frequency of inspection shall be increased to at least two times annually or more frequently as needed to prevent carry-over or washout of pollutants from the structures and maximize pollutant removal. If maintenance is not required during both of the first two annual inspections, the frequency may be reduced to once every two years.

Measurable Goals:

- The number of inspections per year.
- Inspection results with date, antecedent weather conditions.
- Any maintenance performed or recommended.

Timeline/Implementation Schedule

Year 1:

- Establish procedure for annual inspections.

Year 2-5:

- Implement annual inspections.
- Evaluation of the inspection frequency and adjustment according to the results.

Person Responsible for Implementation and Coordination of MCM #6

Matthew Sheppard
Facilities Services Director
Minnesota Community and Technical College – Moorhead Campus
1900 28th St. South
Moorhead, MN 56560
Office: 218-299-6519
Fax:
Email: matt.sheppard@minnesota.edu

Reviewed May 2014