

MnDOT Outstate MS4 Stormwater Pollution Prevention Program (SWPPP)

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MCM 1 Public Education and Outreach

MCM 1-a: Development and Distribution of Stormwater Education Plan and Materials

Audience

MnDOT Outstate District Employees and Transportation Corridor Users

Description

- MnDOT partners with regional stormwater groups (District 1—Regional Stormwater Protection Team (RSPT) and District 3- Central Minnesota Water Education Alliance (CMWEA)) to educate the community about stormwater pollution.
- Materials: brochures, poster display about MS4 responsibilities and preventing pollution in stormwater runoff; online training; and MnDOT Outstate MS4 website
- Methods of Distribution/Communication:

Established BMP Categories	Measurable Goals and Timeframes
MnDOT Outstate MS4 Website	Completed in 2006—updated as needed
MS4 Brochure	Developed in 2006—will continue to develop new brochures and revise existing ones as needed
District 1: Regional Stormwater Protection Team (RSPT)	Community Events-Ongoing
District 3: Central MN Water Education Alliance (CMWEA)	Annual Ad Contest with Local High Schools-Ongoing
Stormwater pollutant message and IDDE information trained in Adopt-A-Highway Program	Developed in 2007

To be implemented BMP Categories	Measurable Goals and Timeframes
Develop additional stormwater educational materials	Spring 2015
Distribute educational materials—project open house events	Distribute to target audiences (2015-2018)
Track distribution and website hits	Track distribution and website hits (2015-2018)

Documentation

MnDOT Outstate will track progress of educational material development and of the distribution of materials.

Responsible Party

District 1: Environmental Coordinator
 District 2: Hydraulics Engineer
 District 3: Hydraulics Engineer
 District 4: Hydraulics Engineer

District 6: Hydraulics Engineer
District 7: Hydraulics Engineer

MCM 2 Public Participation and Involvement

MCM 2-a: Annual Meeting and Receiving Public Input on SWPPP

Audience

MnDOT Outstate Transportation Corridor Users

Description

- Annual Meetings are held in each of the 7 MS4 cities, where MnDOT employees are available to answer questions about our program.

Established BMP Categories	Measurable Goals and Timeframes
Conduct Annual Meeting	Host/Co-Host annual meeting in each District
Public Notice of Meeting	Publish public notice prior to the meeting each year
Review Input on Program	Review any input from public meeting and website; amend SWPPP as necessary each year

Documentation

MnDOT Outstate MS4 staff will track public input on our SWPPP, our responses to input, and any modifications made to our SWPPP as a result of public input.

Responsible Party

District 1: Environmental Coordinator
District 2: Hydraulics Engineer
District 3: Hydraulics Engineer
District 4: Hydraulics Engineer
District 6: Hydraulics Engineer
District 7: Hydraulics Engineer

MCM 2 Public Participation and Involvement

MCM 2-b: Website

Audience

MnDOT Outstate MS4 Transportation Corridor Users

Description

MnDOT Outstate has a website for our MS4 program where our SWPPP is posted and contact information is available.

Established BMP Categories	Measurable Goals and Timeframes
MnDOT Outstate MS4 Website	Completed in 2006—updated as needed
Review Input on Program	Review any input submitted from website and amend program each year, if needed.

To be implemented BMP Categories	Measurable Goals and Timeframes
Continue to update website	As needed

Documentation

MnDOT Outstate MS4 staff will track public input on our SWPPP, our responses to input, and any modifications made to our SWPPP as a result of public input.

Responsible Party

MnDOT Environmental Stewardship

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MCM 3 Illicit Discharge Detection and Elimination

MCM 3-a: Inventorying and Mapping Stormwater Conveyance System

Audience

MnDOT Outstate District Employees, Others involved with Spill Response, Gopher State Once Call

Description

MnDOT Outstate has a database of its drainage conveyance and treatment system, which can be used in a GIS format.

Established BMP Categories	Measurable Goals and Timeframes
Continue to update stormwater inventory and map.	Keeping map up-to-date (ongoing)

To be implemented BMP Categories	Measurable Goals and Timeframes
Mark underground outfalls on maps	District progress will be checked late Summer 2014. Task will be completed within 12 months of permit application acceptance date.

Documentation

MnDOT Outstate MS4 staff will continue to update our database as projects add to or alter the system

Responsible Party

Central Office Staff, with assistance from:

- District 1: GIS Technician
- District 2: GIS Technician
- District 3: Transportation Specialist
- District 4: Maintenance Support Staff
- District 6: Hydraulics Technician
- District 7: Maintenance Operations Supervisor

MCM 3 Illicit Discharge Detection and Elimination

MCM 3-b: Illicit Discharge Program

Audience

MnDOT Outstate MS4 District Employees

Description

- MnDOT Outstate MS4 staff have developed a program, which includes: Source Detection, Inspections, Tracking, Reporting and Training. Spills are excluded from the IDDE program, because there has been a spill response program which predated the MS4 permitting process.

Established BMP Categories	Measurable Goals and Timeframes
Annual training of MnDOT field staff on illicit discharge detection and elimination	Annual Training
Tracking and Follow Up of reported potential illicit discharges	Potential illicit discharges will continue to be investigated (ongoing)
Investigate non-stormwater discharges to determine if they are a significant pollution source	New operating procedures will be developed, if necessary (ongoing)
Anti-icing and De-icing production and storage system guidelines	Updated every 5 years

To be implemented BMP Categories	Measurable Goals and Timeframes
Utilize online IDDE training module	Set up Spring 2015
List of employees trained will be tracked online	Set up Spring 2015
Work with Visitor Center in Duluth to track illicit discharges	Set up Spring 2015

Documentation

Potential illicit discharges will be tracked in a database. List of field employees trained annually will be tracked.

Responsible Party

District 1: Safety Officer and GIS Technician
 District 2: Safety Officer and GIS Technician
 District 3: Safety Officer and Transportation Specialist
 District 4: Safety Officer and Maintenance Support Staff
 District 6: Safety Officer and Hydraulics Technician

District 7: Safety Officer and Maintenance Operations Supervisor

MCM 4 Construction Site Stormwater Runoff Control

MCM 4-a: Construction Regulatory Mechanism and Enforcement Response Procedure

Audience

MnDOT Outstate District Construction, MnDOT Outstate MS4 District Permit Staff, MnDOT contractors and subcontractors

Description

MnDOT does not have authority to enact ordinances. We do use our contracts, construction specifications, and administrative procedures to ensure compliance with the NPDES Construction Permit.

Established BMP Categories	Measurable Goals and Timeframes
MnDOT Specs for Erosion and Sediment Controls	Revised 2013
Construction Contracts – utilize special provisions as necessary	Ongoing
Created ERP – Administering Environmental Requirements of Highway Contracts	Created in 2013 –ongoing enforcement, will modify, as necessary

To be implemented BMP Categories	Measurable Goals and Timeframes
Updating MnDOT Utility Conditional Use Permit Language	Update Spring 2015

Responsible Party

District 1: Resident Engineer
District 2: Resident Engineer
District 3: Resident Engineer
District 4: Resident Engineer
District 6: Resident Engineer
District 7: Resident Engineer

MCM 4 Construction Site Stormwater Runoff Control

MCM 4-b: Construction Inspections Program

Audience

MnDOT Outstate District Construction, MnDOT Outstate MS4 District Permit Staff, MnDOT contractors and subcontractors

Description

MnDOT Outstate District Construction project sites are inspected by construction staff and may also be inspected by Central Office Oversight staff. The Oversight program works with priority sites to improve construction SWPPPs, specifications, and address other concerns onsite.

Established BMP Categories	Measurable Goals and Timeframes
NOTs required for contract close outs	Started in 2011 (ongoing)
Enforce Specs, contract provisions and permit compliance.	Ongoing

To be implemented BMP Categories	Measurable Goals and Timeframes
Create SOP for Site Prioritization for MnDOT-OES Audits	Spring 2015

Responsible Party

Office of Environmental Stewardship-Construction Site Audits

MCM 5 Post Construction Stormwater Management

MCM 5-a: Post Construction Stormwater Management in New Development and Redevelopment

Audience

MnDOT Outstate MS4 District Maintenance Staff and Hydraulics Engineers

Description

MnDOT has been issuing drainage permits for entities draining to MnDOT R/W for over 40 years.

Established BMP Categories	Measurable Goals and Timeframes
Drainage Permit Process	Ongoing
Updated Drainage Permit Application	Updated 2014

Documentation

Track number of drainage permits approved and enforce permit requirements.

Responsible Party

District 1: Hydraulics Engineer

District 2: Hydraulics Engineer

District 3: Hydraulics Engineer

District 4: Hydraulics Engineer

District 6: Hydraulics Engineer

District 7: Hydraulics Engineer

MCM 5 Post Construction Stormwater Management

MCM 5-b: DWSMA and Infiltration Exemptions

Audience

MnDOT Outstate Employees and consultants

Description

The 2013 MS4 General NPDES permit requires permittees to restrict infiltration in well head protection areas and vulnerable areas for drinking water supplies.

Established BMP Categories	Measurable Goals and Timeframes
Technical Memo which describes locations and conditions where infiltration practices should not be used.	Completed in 2014. Infiltration practices will be placed in appropriate areas (ongoing).

To be implemented BMP	Measurable Goals and Timeframes
Activities listed above will continue.	

Documentation

District hydraulics will keep documentation on projects where infiltration systems were not installed to protect DWSMA areas and MnDOT infrastructure.

Responsible Party

District 1: Hydraulics Engineer
District 2: Hydraulics Engineer
District 3: Hydraulics Engineer
District 4: Hydraulics Engineer
District 6: Hydraulics Engineer
District 7: Hydraulics Engineer

MCM 6 Pollution Prevention and Good Housekeeping for Operations

MCM 6-a: Street Sweeping

Audience

MnDOT Outstate District Maintenance Employees

Description

MnDOT conducts street sweeping activities in spring. The sweepings collected are stored at certain truck stations in each District, where they are screened and tested for contaminants. Contaminated sweepings are disposed of per regulated material requirements. Uncontaminated sweepings are reused as construction fill on projects within MnDOT right-of-way.

Established BMP Categories	Measurable Goals and Timeframes
Street sweeping salt, sand and debris from roadsides.	April –June. Test sweepings--Ongoing

Documentation

MnDOT District Maintenance keeps records.

Responsible Party

District 1: Maintenance Sub Area Supervisor
District 2: Maintenance Area District Engineer
District 3: Maintenance Area District Engineer
District 4: Maintenance Supervisor
District 6: Maintenance East Area District Engineer
District 7: Maintenance Superintendent

MCM 6 Pollution Prevention and Good Housekeeping for Operations

MCM 6-b: Anti-Icing/De-Icing

Audience

MnDOT Outstate District Maintenance Employees

Description

MnDOT Outstate Districts have an innovative anti-icing/de-icing program.

Established BMP Categories	Measurable Goals and Timeframes
Train snowplow operators on equipment and chemical application.	Intensive equipment training is given to all new operators. Getting Ready for Winter (GRFW) training occurs each fall for all operators. Ongoing
Calibrate all winter maintenance equipment.	Annually
Salt piles are stored under cover and salt spilled outside of shed is swept back in.	Continuously
Test new equipment options and upgrade equipment (e.g. new blades, pre-wetting systems, MDSS/AVL)	Ongoing

Documentation

Maintenance documents winter maintenance training, the number of storm events and amount of chloride used.

Responsible Party

District 1: Maintenance Sub Area Supervisor

District 2: Maintenance Area District Engineer

District 3: Maintenance Area District Engineer

District 4: Maintenance Supervisor

District 6: Maintenance East Area District Engineer

District 7: Maintenance Superintendent

MCM 6 Pollution Prevention and Good Housekeeping for Operations

MCM 6-c: Vegetation Management Plan

Audience

MnDOT Outstate District Maintenance Employees

Description

- MnDOT Outstate Districts have Integrated Vegetation Management Plans
- Contact Roadside Vegetation Management (RVM) Unit for any questions.

Established BMP Categories	Measurable Goals and Timeframes
Annual training conducted to minimize use of pesticides/fertilizers, and incorporate native vegetation and biological agents along shoulders and medians.	Ongoing

Documentation

Pesticide training records are kept by MnDOT Districts.

Responsible Party

District 1: Maintenance Sub Area Supervisor
District 2: Maintenance Area District Engineer
District 3: Maintenance Area District Engineer
District 4: Maintenance Supervisor
District 6: Maintenance East Area District Engineer
District 7: Maintenance Superintendent

MCM 6 Pollution Prevention and Good Housekeeping for Operations

MCM 6-d: Pond Assessment Procedures and Schedule

Audience

MnDOT Outstate District Hydraulics and Maintenance Responsible People

Description

Develop procedure for determining the effectiveness of stormwater ponds treating TSS and TP

Established BMP Categories	Measurable Goals and Timeframes
Inspections of Ponds	Complete inspections of ponds at least once during permit cycle
Pond designs based on regulatory requirements at the time of installation.	Using NPDES requirements. Ongoing.
Drainage permits are required third parties draining to MnDOT R/W—see MCM 5-a. This prevents pond overloading.	MnDOT Metro has been issuing drainage permits since 1970's. Ongoing.
Inspections are performed on ponds as shown in MCM 6-f. Those requiring maintenance are put on repair list or programmed for maintenance.	Ongoing

To be implemented BMP Categories	Measurable Goals and Timeframes
Inspections of pond inlet and outlets will be made. If short circuiting is occurring, design modifications will be proposed and implemented.	Beginning in 2014.
Dates ponds installed will be checked and documented where possible.	Beginning in 2014.

Responsible Party

District 1: Maintenance Sub Area Supervisor
 District 2: Maintenance Area District Engineer
 District 3: Maintenance Area District Engineer
 District 4: Maintenance Supervisor
 District 6: Maintenance East Area District Engineer
 District 7: Maintenance Superintendent

MCM 6 Pollution Prevention and Good Housekeeping for Operations

MCM 6-e: Training of Maintenance Staff

Audience

MnDOT Outstate District Maintenance Employees

Description

Maintenance employees working on the MS4 areas will be trained on the new BMPs and review of new permit

Established BMP Categories	Measurable Goals and Timeframes
Annual training of maintenance staff on water quality and MS4 topics	Ongoing

To be implemented BMP Categories	Measurable Goals and Timeframes
Maintenance staff at trucks stations serving MS4 areas will receive MS4 training	Training Summer 2015—ongoing annually

Documentation

Dates of all trainings will be recorded

Responsible Party

District 1: Maintenance Sub Area Supervisor
District 2: Maintenance Area District Engineer
District 3: Maintenance Area District Engineer
District 4: Maintenance Supervisor
District 6: Maintenance East Area District Engineer
District 7: Maintenance Superintendent

MCM 6 Pollution Prevention and Good Housekeeping for Operations

MCM 6-f: Inspection of Structural Stormwater BMPs, Ponds and Above Ground Outfalls

Audience

MnDOT Outstate District Responsible Person

Description

- Each Structural Stormwater BMP, Pond, and Above Ground Outfall should be inspected by trained staff at least once during the course of the 5-year permit.
- If maintenance is required, a work order will be created.
- If an illicit discharge is detected or suspected, the inspector will follow the established IDDE procedure.
- All infiltration and filtration areas will be inspected the first year after construction, and every 2 years after that.
- If any structural pollution control devices (grit chambers, swirl separators, and SAFL baffles) are installed they will be inspected annually and cleaned, if necessary.

Established BMP Categories	Measurable Goals and Timeframes
Inspections of Structural Stormwater BMPs, Ponds and Above Ground Outfalls	Complete inspections of ponds and outfalls before expiration of permit.
Create a work order for structures that need cleaning and repairs.	As needed, based on the inspection

To be implemented BMP Categories	Measurable Goals and Timeframes
Activities listed above will continue.	

Responsible Party

District 1: Hydinfra Technician
 District 2: Hydinfra Inspector
 District 3: Transportation Specialist
 District 4: Hydraulics Engineer
 District 6: Hydraulics TS
 District 7: Maintenance Ops

MCM 6 Pollution Prevention and Good Housekeeping for Operations

MCM 6-g: Impaired Water TMDL Studies and Waste Load Allocations

Audience

MnDOT-Office of Environmental Stewardship and Outstate District Hydraulics Engineering Employees

Description

If MnDOT drains to impaired waterbodies located in MS4 boundaries, MnDOT will receive waste load allocations (WLAs) for Total Maximum Daily Load (TMDL) studies for impairments, such as: turbidity, nutrients, biotic impairments, dissolved oxygen, temperature, bacteria, and chloride.

Established BMP Categories	Measurable Goals and Timeframes
Participate in TMDL Assessments (attend meetings, provide comments on drafts)	Make sure MnDOT receives appropriate WLA and reduction goals.

Documentation

Meeting minutes will be filed.

Responsible Party

Office of Environmental Stewardship

District 1: Hydraulics Engineer

District 2: Hydraulics Engineer

District 3: Hydraulics Engineer

District 4: Hydraulics Engineer

District 6: Hydraulics Engineer

District 7: Hydraulics Engineer

MCM 6 Pollution Prevention and Good Housekeeping for Operations

MCM 6-h: Annual SWPPP Review and Report

Audience

MnDOT Outstate District MS4 Coordinators

Description

Each year the MnDOT Outstate District MS4 SWPPP is reviewed and the MS4 Annual Report is submitted.

Established BMP Categories	Measurable Goals and Timeframes
MS4 SWPPP is reviewed annually and updated as needed.	Keep MS4 SWPPP updated. Ongoing.
Complete MS4 Annual Report	Comply with permit. Ongoing
Keep all permit records for at least 3 years beyond the term of permit.	Comply with permit. Ongoing

Documentation

Changes to SWPPP will be documented and updated SWPPP will on website.

Responsible Party

District 1: District MS4 Coordinator
District 2: District MS4 Coordinator
District 3: District MS4 Coordinator
District 4: District MS4 Coordinator
District 6: District MS4 Coordinator
District 7: District MS4 Coordinator

MCM 6 Pollution Prevention and Good Housekeeping for Operations

MCM 6-i: Inspections of Stockpiles and Storage and Material Handling Areas

Audience

MnDOT Outstate District Maintenance Employees

Description

Inspections of Stockpiles and Storage and Material Handling Areas are conducted quarterly to identify maintenance needs and to ensure BMPs are functioning properly.

Established BMP Categories	Measurable Goals and Timeframes
Quarterly inspections of stockpile and storage material handling areas	Conduct inspections each quarter

To be implemented BMP Categories	Measurable Goals and Timeframes
Create Stockpile Inspection Worksheet	

Documentation

Inspection worksheets will be kept on file.

Responsible Party

District 1: Maintenance Sub Area Supervisor
District 2: Maintenance Area District Engineer
District 3: Maintenance Area District Engineer
District 4: Maintenance Supervisor
District 6: Maintenance East Area District Engineer
District 7: Maintenance Superintendent