

MINNESOTA DEPARTMENT OF TRANSPORTATION
DISTRICT 4 – DETROIT LAKES



MOORHEAD MS4, NPDES SWPPP
STORM WATER POLLUTION PREVENTION PROGRAM

March 10, 2003

MINIMUM CONTROL MEASURE 1
PUBLIC EDUCATION AND OUTREACH

LIST OF ACTIVITIES

- Basic Mn/DOT, D4 Staff Education
- Presentations to District Management Team (DMT)
- MS4, Stormwater Information on Mn/DOT District 4 Website

MOORHEAD SWPPP BEST MANAGEMENT PRACTICE PAGE

SWPPP Section: 1.A

Title: Basic Mn/DOT District 4 Staff Education

Description

Mn/DOT District 4 will provide education targeted toward Moorhead sub-area maintenance personnel. This education is intended to provide staff with a basic awareness and understanding of the MS4 program and stormwater pollution.

Measurable Goals	Timeline/Implementation Schedule
<ul style="list-style-type: none">Annual training provided.	<ul style="list-style-type: none">Year 1, 2 – Organize trainingYear 3 through 5 – Continue to hold annual training, adjust as necessary

Components

- Annual Moorhead Sub-Area Training

Responsible Person

Mark Waisanen
Operations Engineer
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Responsible Department

District 4 Operations
1000 Highway 10 West
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MOORHEAD SWPPP BEST MANAGEMENT PRACTICE PAGE

SWPPP Section: 1.B

Title: Presentations to District Management Team (DMT)

Description

Mn/DOT District 4 will prepare a presentation to DMT on a yearly basis to explain the specific components listed below. This presentation will increase the DMT awareness of the MS4 program impacts on Moorhead and stormwater pollution.

Measurable Goals	Timeline/Implementation Schedule
<ul style="list-style-type: none">Completed Annual presentations	<ul style="list-style-type: none">February 2003 – First presentation given to the DMTYear 2 through 5 – Annual presentation prior to public meeting (2.B)

Components

- SWPPP overview
- SWPPP status and annual compliance
- Industrial Site MS4 Program
- Ordinance changes and additions

Responsible Person

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MOORHEAD SWPPP BEST MANAGEMENT PRACTICE PAGE

SWPPP Section: 1.C

Title: MS4 Stormwater Information on Mn/DOT District 4 Website

Description

Mn/DOT District Four will develop a section within the existing District Four website to provide MS4 stormwater information.

Measurable Goals	Timeline/Implementation Schedule
<ul style="list-style-type: none">• Website developed and ready for public access• Promote website in district materials statewide	<ul style="list-style-type: none">• Year 1 – 2 – Assemble information to be posted on website• Meet with website manager to develop layout and means for updating• Year 3 through 5 – Website ready for public access to MS4 stormwater information, modify as necessary

Components

- MS4 background information
- Public meeting, presentation, and event notices
- Links to stormwater websites (MPCA)
- Update / modify content
- Provide district contact information

Responsible Person

Mark Waisanen
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Responsible Department

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MINIMUM CONTROL MEASURE 2

PUBLIC PARTICIPATION AND INVOLVEMENT

LIST OF ACTIVITIES

- Public Information Meeting Notice
- Annual SWPPP Public Meeting

MOORHEAD SWPPP BEST MANAGEMENT PRACTICE PAGE

SWPPP Section: 2.A

Title: Public Information Meeting Notice

Description

Mn/DOT District 4 will provide a notice for the annual stormwater meeting to discuss the provisions of the SWPPP, its effectiveness, or amendments thereto.

Measurable Goals	Timeline/Implementation Schedule
<ul style="list-style-type: none">Completed public notice	<ul style="list-style-type: none">The first 30-day public notice will be for the annual public meeting addressing the year 1 SWPPP annual report and continued on an annual interval. If periodic meetings become necessary, additional 30-day public notices will be implemented.

Components

- Date
- Time
- Location
- Description of how meeting will be conducted
- Location of the SWPPP for review prior to the meeting
- Legal Notice in Fargo Forum newspaper
- News Release follow-up in local papers

Responsible Person

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MOORHEAD SWPPP BEST MANAGEMENT PRACTICE PAGE

SWPPP Section: 2.B

Title: Annual SWPPP Public Meeting

Description

Conduct an annual meeting prior to submittal of the SWPPP annual report to receive public input and opinion on the adequacy of the SWPPP.

Measurable Goals	Timeline/Implementation Schedule
<ul style="list-style-type: none">Completed public meeting and attendance	<ul style="list-style-type: none">March, 2004 – First Annual MeetingAnnual Meeting in each year of the permit cycle

Components

- Afford interested persons a reasonable opportunity to make oral statements concerning the SWPPP
- Provide comment cards to encourage feedback
- Consider timely, relevant written materials that interested persons submit concerning the SWPPP
- Establish procedures and processes for speakers and written material
- Consider public input from the meeting to the SWPPP and make adjustments deemed appropriate
- Use sign-in sheet to document attendance

Responsible Person

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MINIMUM CONTROL MEASURE 3

ILLICIT DISCHARGE DETECTION AND ELIMINATOR

LIST OF ACTIVITIES

- Storm Sewer System Map
- Illicit Discharge and Detection Program

MOORHEAD SWPPP BEST MANAGEMENT PRACTICE PAGE

SWPPP Section: 3.A

Title: Storm Sewer System Map

Description

Mn/DOT District 4 has storm sewer system plans for all trunk highways within MSA. Mn/DOT will continue to update the system map as needed, including the components from Section 3.A of the General Permit listed below.

Measurable Goals	Timeline/Implementation Schedule
<ul style="list-style-type: none">• Updated storm sewer system map	<ul style="list-style-type: none">• Year 1 – Identify components listed below that are not included on the current map• Year 2 – Update map to include all missing components identified in Year 1• Year 3 – Review the storm sewer map by the end of each reporting year to ensure all updates from the previous construction season are included or scheduled for inclusion

Components

- Ponds, streams, lakes, and wetlands
- Structural pollution control devices
- All pipes 24 inches in diameter and over
- All outfalls

Responsible Person

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MOORHEAD SWPPP BEST MANAGEMENT PRACTICE PAGE

SWPPP Section: 3.B

Title: Illicit Discharge and Detection Program

Description

A program designed to detect and eliminate illegal and/or improper connections or discharge to stormwater conveyance systems and receiving waters within state right-of-way. Mn/DOT District 4 will determine proper actions and enforce applicable provisions pertaining to illicit/illegal discharges into the storm sewer system.

Measurable Goals	Timeline/Implementation Schedule
<ul style="list-style-type: none"> • Completed inspections • Created a procedure to report illegal/illicit connections • Completed necessary enforcement procedures and actions 	<ul style="list-style-type: none"> • Year 1 - 2 – Meet with Moorhead sub-area maintenance personnel to provide information concerning illicit connection activity; identify assessment sites • Year 3 – 5 – Conduct field inspections, modify program as necessary

Components

- Annual Moorhead Sub-Area Training

Responsible Person

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MINIMUM CONTROL MEASURE 4

CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

LIST OF ACTIVITIES

- Training for Mn/DOT District Four Staff
- Add Erosion Control Plan to Utility Permit Requirement
- Site Inspection Program

MOORHEAD SWPPP BEST MANAGEMENT PRACTICE PAGE

SWPPP Section: 4.A

Title: Training for Mn/DOT District 4 Staff

Description

To provide Mn/DOT District 4 Construction, Maintenance, and Design Staff training in proper location, inspection and installation of erosion control best management practices.

Measurable Goals	Timeline/Implementation Schedule
<ul style="list-style-type: none">• Number of employees with Mn/DOT Certification<ol style="list-style-type: none">1) Site Management2) Design3) Inspector/Installer	<ul style="list-style-type: none">• Training beginning in 2002 and continuing as an ongoing program

Components

- To train Mn/DOT District 4 staff on the issue of proper erosion control, identification of problem areas and the expectations of the stormwater pollution prevention plan for state construction projects

Responsible Person

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MOORHEAD SWPPP BEST MANAGEMENT PRACTICE PAGE

SWPPP Section: 4.B

Title: Add Erosion Control Plan to Utility Permit Requirement

Description

Mn/DOT District 4 will review their current utility permit and include a site plan for erosion and sediment control as part of the conditions of the permit.

Measurable Goals	Timeline/Implementation Schedule
<ul style="list-style-type: none">Requirement of erosion and sediment control as part of a Mn/DOT District 4 Utility Permit	<ul style="list-style-type: none">Review of current permit will take place in 2004Additional requirements will be added in 2005

Components

- To insure that any construction projects that Mn/DOT District 4 oversees/administers will address erosion and sediment control

Responsible Person

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MOORHEAD SWPPP BEST MANAGEMENT PRACTICE PAGE

SWPPP Section: 4.C

Title: Site Inspection Program

Description

Mn/DOT District 4 will provide design, construct and maintain proper erosion and sediment control measures on all highway construction contracts on trunk highways within the M.S.A.

Measurable Goals	Timeline/Implementation Schedule
<ul style="list-style-type: none">• Number of certified employees.	<ul style="list-style-type: none">• 2002 Mn/DOT project personnel will be certified for site management/inspector-installer training on an on-going basis.

Components

- To insure that all construction projects that Mn/DOT District 4 oversees/administrates will address erosion and sediment control

Responsible Person

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**MINIMUM CONTROL MEASURE 5
POST CONSTRUCTION STORM WATER MANAGEMENT**

LIST OF ACTIVITIES

- MPCA Guidelines for Road Construction Projects
- Ditch Maintenance Activities
- Site Inspection Program

MOORHEAD SWPPP BEST MANAGEMENT PRACTICE PAGE

SWPPP Section: 5.A

Title: MPCA Guidelines for Road Construction Projects

Description

Mn/DOT District 4 has developed a process for adherence to the National Pollution Discharge Elimination System (NPDES) Phase II Construction Stormwater Permit through the issuance of Technical Memorandum No. 04-02-ENV-01, effective January 16, 2004.

Measurable Goals	Timeline/Implementation Schedule
<ul style="list-style-type: none">• Certified Construction Personnel• Certified Project Design Teams• Permanent Sediment Ponds with Maintenance Schedules	<ul style="list-style-type: none">• Year 1-2 – Mn/DOT District 4 project personnel will be trained for site management and inspector/installer certification• Year 3-5 – On-going training and certification on an as-needed basis

Components

- To update the Mn/DOT District 4 permit application process so that erosion and sediment will be stringently controlled during road construction projects and stormwater appropriately discharged.

Responsible Person

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MOORHEAD SWPPP BEST MANAGEMENT PRACTICE PAGE

SWPPP Section: 5.B

Title: Ditch Maintenance Activities

Description

All maintenance activities that disturbs soil will use erosion and sediment control practices and BMP's.

Measurable Goals	Timeline/Implementation Schedule
<ul style="list-style-type: none">• Number of employees trained per year• Equipment needs met	<ul style="list-style-type: none">• Year 1-2 – meet with maintenance supervisors, assess existing training, purchase small seeder• Year 3 – Design, develop and implement training program; purchase small mulcher• Year 4-5 – Assess and modify program as necessary; purchase additional equipment as needed

Components

- To insure all maintenance activity addresses erosion and sediment control
- Annual employee training
- New employee training
- Purchase needed equipment

Responsible Person

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MINIMUM CONTROL MEASURE 6

POLLUTION PREVENTION AND GOOD HOUSEKEEPING

LIST OF ACTIVITIES

- Landscaping and Lawn Care
- Spill Response Program
- Street Cleaning
- Road Salt Solutions Management Plan
- Storm Sewer and Catch Basin Cleaning
- Stormwater System Inspection Program

MOORHEAD SWPPP BEST MANAGEMENT PRACTICE PAGE

SWPPP Section: 6.A

Title: Landscaping and Lawn Care

Description

Mn/DOT District 4 will develop a training program for employees responsible for roadside maintenance.

Measurable Goals	Timeline/Implementation Schedule
<ul style="list-style-type: none">• Completed roadside maintenance training program• Number of employees trained per year	<ul style="list-style-type: none">• Year 1 – Meet with maintenance supervisor, assess existing training and practices• Year 2 – Design training program• Year 3 – 5 – Developed and implemented training program

Components

- Annual pre-season training for employees
- New employee training
- Fertilizer application training
- Pesticide, herbicide, and other chemical application training
- Mower training

Responsible Person

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MOORHEAD SWPPP BEST MANAGEMENT PRACTICE PAGE

SWPPP Section: 6.B

Title: Spill Response Program

Description

Mn/DOT District 4 has a training program for employees responsible for hazardous material handling and abandoned container assessment.

Measurable Goals	Timeline/Implementation Schedule
<ul style="list-style-type: none">• Completed hazardous material training program• Number of employees trained per year	<ul style="list-style-type: none">• Year 1 – Meet with maintenance supervisor, assess existing training and practices• Year 2 – Design training program• Year 3 – Training program developed and implemented• Year 4, 5 – Assess and modify program as necessary

Components

- Annual employee training
- New employee training
- Spill cleanup training
- Hazardous materials training

Responsible Person

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MOORHEAD SWPPP BEST MANAGEMENT PRACTICE PAGE

SWPPP Section: 6.C

Title: Street Cleaning

Description

Mechanical street sweepers are currently operated by maintenance personnel to remove sediment and debris from the road surfaces. Mn/DOT District 4 plans to continue the current system of street cleaning.

Measurable Goals	Timeline/Implementation Schedule
<ul style="list-style-type: none">• Completed tracking method• Record of amount/frequency of street cleaning performed	<ul style="list-style-type: none">• Year 1 – Continue existing street cleaning activities, develop method to track cleaning frequency, assess need for training component• Year 2 – Track cleaning frequency in accordance with developed tracking method, implement training as needed

Components

- Sweeping schedule
- Location of sediment and debris disposal
- Training
- Sweeper maintenance

Responsible Person

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MOORHEAD SWPPP BEST MANAGEMENT PRACTICE PAGE

SWPPP Section: 6.D

Title: Road Salt Solutions Management Program

Description

Mn/DOT District 4 has developed a program to track the amount of road salt applied during an annual reporting cycle.

Measurable Goals	Timeline/Implementation Schedule
<ul style="list-style-type: none">• The amount of road salt applied each year• Number of employees trained per year in the road salt management and application rates	<ul style="list-style-type: none">• Year 1 – 5 – Document the amount of road salt applied and compare to state averages

Components

- Document the amount of road salt applied
- Employee training

Responsible Person

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MOORHEAD SWPPP BEST MANAGEMENT PRACTICE PAGE

SWPPP Section: 6.E

Title: Storm Sewer and Catch Basin Cleaning

Description

Mn/DOT District 4 has available a jetting truck and vacuum machine for cleaning the storm sewer system. Cleaning of the storm sewer has been less proactive and performed on an as-needed basis.

Measurable Goals	Timeline/Implementation Schedule
<ul style="list-style-type: none">• Number of catch basin sumps cleaned each year• Length of storm sewer cleaned	<ul style="list-style-type: none">• Year 1, 2 – Identify problem areas• Year 3 – Re-evaluate the cleaning schedule according to the Storm Sewer Inspection Program (6.F)

Components

- Catch basin cleaning
- Storm sewer system map (3.A)
- Storm Sewer Inspection Program (6F)

Responsible Person

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MOORHEAD SWPPP BEST MANAGEMENT PRACTICE PAGE

SWPPP Section: 6.F

Title: Stormwater System Inspection Program

Description

Mn/DOT District 4 will inspect 20% of the catch basins, 50% of the permanent ponds, 50% of the outfalls and 100% of any permanent pollution control devices each year. Inspection intervals will be re-evaluated in Year 3 according to the results of the first two reporting years.

Measurable Goals	Timeline/Implementation Schedule
<ul style="list-style-type: none">• 20% of catch basins, 50% sediment basins and ponds, 50% of outfalls each year• Inspect 100% of pollution control devices each year	<ul style="list-style-type: none">• Year 1-2 – Evaluate existing inspection program, revise to meet goals and improve documentation• Year 3-5 – Re-evaluate inspection program and adjust inspection rate based on year 1 and 2 findings.

Components

- Inspect forms
- Documentation procedures
- Storm Sewer System Map (3.A)

Responsible Person

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