

BMPs

MUNICIPAL SEPARATE STORM SEWER SYSTEM PROGRAM (MS4)

BENTON COUNTY

FOLEY, MINNESOTA

(Revised April 5, 2004)

Use the "save as" feature in MSWord to complete this page for each BMP.
Alternate formats are acceptable as long as all the requested information is provided.

- A. Unique Identification Number: 0501
(Assign a number.)

- B. Name or type of **BMP**: MS 4 Booklet

- C. **BMP** description: Creation of Booklet to describe Purpose, Authority and Administrator of MS4 permit. Also include data for implementing, construction and monitoring of MS4 permit requirements.

- D. Minimum control measure addressed: Public Education and Outreach

- E. Describe the measurable goals that will be used to determine success or benefits of this **BMP**: Creation of booklet in a reasonable period of time.

- F. Describe the timeline or implementation schedule for this **BMP**: Summer 2003

- G. Person or department in charge of implementing this **BMP**:

Kozel	Robert	Highway
Last Name	First Name	Department

- H. If this **BMP** is an educational component of your **SWPPP**, briefly describe the audience and educational goals for this minimum control measure: Government Agencies, Private Entities, Colleges, High Schools, Civic Organizations and Individuals. The goal is to distribute to appropriate agencies or individuals.

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Attachment 2

BMP Description Sheet

- I. Unique Identification Number: 0502
(Assign a number.)
- J. Name or type of **BMP**: Distribution of MS4 Booklet
- K. **BMP** description: Execute actions that get MS4 booklets to all appropriate individuals.
- L. Minimum control measure addressed: Public Education and Outreach
- M. Describe the measurable goals that will be used to determine success or benefits of this **BMP**: Number of booklets distributed.
- N. Describe the timeline or implementation schedule for this **BMP**: Fall 2003 - Spring 2004.
- O. Person or department in charge of implementing this **BMP**:

Kozel	Robert	Highway
Last Name	First Name	Department

- P. If this **BMP** is an educational component of your **SWPPP**, briefly describe the audience and educational goals for this minimum control measure: Government Agencies, Private Entities, Colleges, High Schools, Civic Organizations and Individuals. The goal is to at least 200 booklets in hands of appropriate people..

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Q. Unique Identification Number: 05-03
(Assign a number.)

R. Name or type of **BMP**: Public Presentations

S. **BMP** description: Obtain schedules to attend Civic Group meetings to make presentations on MS4 permitting.

T. Minimum control measure addressed: Public Participation and Involvement

U. Describe the measurable goals that will be used to determine success or benefits of this **BMP**: Monitor which groups who attended. Monitor # of people at presentations. Monitor # of booklets distributed.

V. Describe the timeline or implementation schedule for this **BMP**: Summer 2003 to summer 2004 and ongoing.

W. Person or department in charge of implementing this **BMP**:

Kozel	Robert	Highway
Last Name	First Name	Department

X. If this **BMP** is an educational component of your **SWPPP**, briefly describe the audience and educational goals for this minimum control measure: Civic Groups- Make at least 6 presentations and hopefully average 20 people at each presentation.

Use the "save as" feature in MSWord to complete this page for each BMP.
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Y. Unique Identification Number: 05-04
(Assign a number.)

Z. Name or type of **BMP**: Public Meetings

AA. **BMP** description: Advertise for and conduct public meetings.

BB. Minimum control measure addressed: Public Participation and Involvement

CC. Describe the measurable goals that will be used to determine success or benefits of this **BMP**: Number of people in attendance. Type of people in attendance, business people, contractors or common people.

DD. Describe the timeline or implementation schedule for this **BMP**: Fall - 2004

EE. Person or department in charge of implementing this **BMP**:

Kozel	Robert	Highway
_____ Last Name	_____ First Name	_____ Department

FF. If this **BMP** is an educational component of your **SWPPP**, briefly describe the audience and educational goals for this minimum control measure:

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GG. Unique Identification Number: 05-05
(Assign a number.)

HH. Name or type of **BMP**: Brochure for Discharges & Detection.

II. **BMP** description: Brochure describing what illicit Discharges maybe, possible sources and detection.

JJ. Minimum control measure addressed: Illicit Discharge Detection and Elimination

KK. Describe the measurable goals that will be used to determine success or benefits of this **BMP**: Number of individuals who may report possible Illicit Discharges. Number of brochures distributed.

LL. Describe the timeline or implementation schedule for this **BMP**: Spring - 2004

MM. Person or department in charge of implementing this **BMP**:

Kozel	Robert	Highway
_____ Last Name	_____ First Name	_____ Department

NN. If this **BMP** is an educational component of your **SWPPP**, briefly describe the audience and educational goals for this minimum control measure:

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OO. Unique Identification Number: 05-06
(Assign a number.)

PP. Name or type of **BMP**: Reporting Form- Illicit Discharge -Water Pollution

QQ. **BMP** description: Reporting form with mailing address,telephone number to report any suspected Illicit Discharge or Risk of Discharge.

RR. Minimum control measure addressed: Illicit Discharge Detection and Elimination

SS. Describe the measurable goals that will be used to determine success or benefits of this **BMP**: Number of reporting forms returned. Reliability of information reported.

TT. Describe the timeline or implementation schedule for this **BMP**: Spring - 2004 and on going.

UU. Person or department in charge of implementing this **BMP**:

Kozel	Robert	Highway
_____ Last Name	_____ First Name	_____ Department

VV. If this **BMP** is an educational component of your **SWPPP**, briefly describe the audience and educational goals for this minimum control measure:

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WW. Unique Identification Number: 05-07
(Assign a number.)

XX. Name or type of **BMP**: Storm Sewer System Map 5

YY. **BMP** description: Maps, sketches and details of systems, which are helpful to public and agency to know where a system is and specific data about it.

ZZ. Minimum control measure addressed: Illicit Discharge Detection and Elimination

AAA. Describe the measurable goals that will be used to determine success or benefits of this **BMP**:
Completion of maps and details.

BBB. Describe the timeline or implementation schedule for this **BMP**: Winter - 2004

CCC. Person or department in charge of implementing this **BMP**:

Kozel	Robert	Highway
_____ Last Name	_____ First Name	_____ Department

DDD. If this **BMP** is an educational component of your **SWPPP**, briefly describe the audience and educational goals for this minimum control measure:

Use the "save as" feature in MSWord to complete this page for each BMP.
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EEE. Unique Identification Number: 05-08
(Assign a number.)

FFF. Name or type of **BMP**: Adopt Ordinance Regularity of Illicit Discharges

GGG. **BMP** description: Adopt Ordinance defining Illicit Discharge, prohibiting Illicit Discharge and setting penalties for non-compliance.

HHH. Minimum control measure addressed: Illicit Discharge Detection and Elimination

III. Describe the measurable goals that will be used to determine success or benefits of this **BMP**: Compliance or non-compliance monitoring of ordinance.

JJJ. Describe the timeline or implementation schedule for this **BMP**: Spring - 2004

KKK. Person or department in charge of implementing this **BMP**:

Kozel	Robert	Highway
_____ Last Name	_____ First Name	_____ Department

LLL. If this **BMP** is an educational component of your **SWPPP**, briefly describe the audience and educational goals for this minimum control measure:

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MMM. Unique Identification Number: 05-09
(Assign a number.)

NNN. Name or type of **BMP**: Designated Site Inspector & Enforcer

OOO. **BMP** description: Designate and train a person for site inspections and enforcement of ordinances relative to MS4.

PPP. Minimum control measure addressed: Construction Site Runoff Controls

QQQ. Describe the measurable goals that will be used to determine success or benefits of this **BMP**:
Reportings of site Inspector. Elimination of Illicit Discharges.

RRR. Describe the timeline or implementation schedule for this **BMP**: Summer - 2005

SSS. Person or department in charge of implementing this **BMP**:

Kozel	Robert	Highway
_____ Last Name	_____ First Name	_____ Department

TTT. If this **BMP** is an educational component of your **SWPPP**, briefly describe the audience and educational goals for this minimum control measure:

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UUU. Unique Identification Number: 05-10
(Assign a number.)

VVV. Name or type of **BMP**: Ordinance & Brchure,Final Stabilization of Develop

WWW. **BMP** description: Ordinance requiring Final Stabilization and some security in providing for permanent maintenance.

XXX. Minimum control measure addressed: Post-Consturction Runoff Controls

YYY. Describe the measurable goals that will be used to determine success or benefits of this **BMP**: Adoption of Ordinance and Reporting of Final Inspections.

ZZZ. Describe the timeline or implementation schedule for this **BMP**: Summer - 2004 and ongoing.

AAAA. Person or department in charge of implementing this **BMP**:

Kozel	Robert	Highway
_____ Last Name	_____ First Name	_____ Department

BBBB.If this **BMP** is an educational component of your **SWPPP**, briefly describe the audience and educational goals for this minimum control measure:

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CCCC. Unique Identification Number: 05-11
(Assign a number.)

DDDD. Name or type of **BMP**: Identification of Special Waters

EEEE. **BMP** description: Compile list of references, guides and/or Minn. Rules to identify special waters and list of contacts if special waters are impacted.

FFFF. Minimum control measure addressed: Other

GGGG. Describe the measurable goals that will be used to determine success or benefits of this **BMP**:
Early identification of Special Waters. Elimination of impacts to Special Waters.

HHHH. Describe the timeline or implementation schedule for this **BMP**: Spring 2005

IIII. Person or department in charge of implementing this **BMP**:

Kozel	Robert	Highway
_____ Last Name	_____ First Name	_____ Department

JJJJ. If this **BMP** is an educational component of your **SWPPP**, briefly describe the audience and educational goals for this minimum control measure:

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KKKK. Unique Identification Number: 05-12
(Assign a number.)

LLLL. Name or type of **BMP**: Wetland Delineation

MMMM. **BMP** description: Identify and delineate as necessary any wetlands that may be affected.
Develop checklist of procedures to mitigate wetland.

NNNN. Minimum control measure addressed: Other

OOOO. Describe the measurable goals that will be used to determine success or benefits of this **BMP**:
Reduce wetland mitigation, i.e. less wetland credits that have to be purchased.

PPPP. Describe the timeline or implementation schedule for this **BMP**: Spring 2005

QQQQ. Person or department in charge of implementing this **BMP**:

Kozel	Robert	Highway
Last Name	First Name	Department

RRRR. If this **BMP** is an educational component of your **SWPPP**, briefly describe the audience and educational goals for this minimum control measure:

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Attachment 2

BMP Description Sheet

SSSS. Unique Identification Number: 05-13
(Assign a number.)

TTTT. Name or type of **BMP**: Environmental Review

UUUU. **BMP** description: Develop a check list of procedures with contacts, resources et. for environmental review of storm water systems and projects.

VVVV. Minimum control measure addressed: Other

WWWW. Describe the measurable goals that will be used to determine success or benefits of this **BMP**:
Reduction/elimination of any adverse impacts.

XXXX. Describe the timeline or implementation schedule for this **BMP**: Spring 2005

YYYY. Person or department in charge of implementing this **BMP**:

Kozel	Robert	Highway
Last Name	First Name	Department

ZZZZ. If this **BMP** is an educational component of your **SWPPP**, briefly describe the audience and educational goals for this minimum control measure:

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Attachment 2

BMP Description Sheet

AAAAA. Unique Identification Number: 05-14
(Assign a number.)

BBBBB. Name or type of **BMP**: Endangered or Threatened Species

CCCCC. **BMP** description: Develop a check list of procedures with contacts, resources et. for review of potential impacts to endangered or threatened species.

DDDDD. Minimum control measure addressed: Other

EEEEE. Describe the measurable goals that will be used to determine success or benefits of this **BMP**:
Reduction/elimination of any adverse impacts to endangered or threatened species.

FFFFF. Describe the timeline or implementation schedule for this **BMP**: Spring 2005

GGGGG. Person or department in charge of implementing this **BMP**:

Kozel	Robert	Highway
Last Name	First Name	Department

HHHHH. If this **BMP** is an educational component of your **SWPPP**, briefly describe the audience and educational goals for this minimum control measure:

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Alternate formats are acceptable as long as all the requested information is provided.

IIII. Unique Identification Number: 05-15
(Assign a number.)

JJJJ. Name or type of **BMP**: Historic / Archeological Review

KKKK. **BMP** description: Develop a check list of procedures with contacts, resources et. for review of potential impacts to Historic Places or Archeological sites.

LLLL. Minimum control measure addressed: Other

MMMM. Describe the measurable goals that will be used to determine success or benefits of this **BMP**:
Reduction/elimination of any adverse impacts to Historic Places or Archeological Sites.

NNNN. Describe the timeline or implementation schedule for this **BMP**: Spring 2005

OOOO. Person or department in charge of implementing this **BMP**:

Kozel	Robert	Highway
_____ Last Name	_____ First Name	_____ Department

PPPP. If this **BMP** is an educational component of your **SWPPP**, briefly describe the audience and educational goals for this minimum control measure:

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BMP Description Sheet

QQQQQ. Unique Identification Number: 05-16
(Assign a number.)

RRRRR. Name or type of **BMP**: Written and Oral input on SWPPP

SSSSS. **BMP** description: Create a filing system to include and maintain public input of SWPPP, received during the public hearing process.

TTTTT. Minimum control measure addressed: Public Participation and Involvement

UUUUU. Describe the measurable goals that will be used to determine success or benefits of this **BMP**:
Would expect to get a reasonable attendance at public hearing and some response from the public regarding the efficiency of the physical BMPs to control sedimentation and erosion.

VVVVV. Describe the timeline or implementation schedule for this **BMP**: Within 10 day after the public hearing held before March 10 of each year.

WWWWW. Person or department in charge of implementing this **BMP**:

Kozel	Robert	Highway
Last Name	First Name	Department

XXXXX. If this **BMP** is an educational component of your **SWPPP**, briefly describe the audience and educational goals for this minimum control measure:

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Attachment 2

BMP Description Sheet

YYYYY. Unique Identification Number: 05-17
(Assign a number.)

ZZZZZ. Name or type of **BMP**: Public input on SWPPP

AAAAA. **BMP** description: Considerations and adjustments of SWPPP as a result of public input.

BBBBB. Minimum control measure addressed: Public Participation and Involvement

CCCCC. Describe the measurable goals that will be used to determine success or benefits of this **BMP**:
Would expect that attendees of the public hearing may know unique features of drainage areas and expect that attendees would share information, suggesting improvements. Responsible agency would review and implement suggested improvements as appropriate.

DDDDD. Describe the timeline or implementation schedule for this **BMP**: Annually within a reasonable time after the public hearing.

EEEEE. Person or department in charge of implementing this **BMP**:

Kozel	Robert	Highway
Last Name	First Name	Department

FFFFF. If this **BMP** is an educational component of your **SWPPP**, briefly describe the audience and educational goals for this minimum control measure:

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GGGGGG. Unique Identification Number: 05-18
(Assign a number.)

HHHHHH. Name or type of **BMP**: Erosion and Sediment Ordinance

IIIIII. **BMP** description: Ordinance for Construction Acitivity over 1 acre.

JJJJJJ. Minimum control measure addressed: Construction Site Runoff Controls

KKKKKK. Describe the measurable goals that will be used to determine success or benefits of this **BMP**:
Monitoring compliance or non-compliznce of the ordinance, including record of publishing the ordinance,
submittal of copy of ordinance to site operators and recording of any violation of the ordinance and
mitigation.

LLLLLL. Describe the timeline or implementation schedule for this **BMP**: Spring 2005

MMMMMM. Person or department in charge of implementing this **BMP**:

Kozel	Robert	Highway
Last Name	First Name	Department

NNNNNN. If this **BMP** is an educational component of your **SWPPP**, briefly describe the audience and educational goals for this minimum control measure:

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Attachment 2

BMP Description Sheet

OOOOOO. Unique Identification Number: 05-19
(Assign a number.)

PPPPPP. Name or type of **BMP**: Construction Waste

QQQQQQ. **BMP** description: Controls for Construction Waste

RRRRRR. Minimum control measure addressed: Construction Site Runoff Controls

SSSSSS. Describe the measurable goals that will be used to determine success or benefits of this **BMP**:
Monitoring site operators. Establish guidelines for notification to operators of waste control, minimum waste control measures and monitor operations sites.

TTTTTT. Describe the timeline or implementation schedule for this **BMP**: Year 5

UUUUUU. Person or department in charge of implementing this **BMP**:

Robert	Kozel	Highway
<small>Last Name</small>	<small>First Name</small>	<small>Department</small>

VVVVVV. If this **BMP** is an educational component of your **SWPPP**, briefly describe the audience and educational goals for this minimum control measure:

Use the "save as" feature in MSWord to complete this page for each BMP.
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WWWWWW. Unique Identification Number: 05-20
(Assign a number.)

XXXXXX. Name or type of **BMP**: Water Quality

YYYYYY. **BMP** description: Controls for Water Quality Impacts

ZZZZZZ. Minimum control measure addressed: Construction Site Runoff Controls

AAAAAAA. Describe the measurable goals that will be used to determine success or benefits of this **BMP**:
Monitor site plan Post Construction Runoff impacts. Review final turn establishment and follow-up.
Maintain record of problem areas and/or violations. Review site plan and maintain file of comments.

BBBBBBB. Describe the timeline or implementation schedule for this **BMP**: Year 5

CCCCCCC. Person or department in charge of implementing this **BMP**:

Robert	Kozel	Highway
Last Name	First Name	Department

DDDDDDD. If this **BMP** is an educational component of your **SWPPP**, briefly describe the audience and educational goals for this minimum control measure:

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BMP Description Sheet

EEEEEEE. Unique Identification Number: 05-21
(Assign a number.)

FFFFFFF. Name or type of **BMP**: Erosion & Sediment Complaints

GGGGGGG. **BMP** description: File for Receipt of Non-compliance Complaints.

HHHHHHH. Minimum control measure addressed: Construction Site Runoff Controls

IIIIII. Describe the measurable goals that will be used to determine success or benefits of this **BMP**:
Monitoring construction and post construction site plans. Maintain record of inspections, maintain file of complaints received. maintain file of record of disposition of complaints.

JJJJJJ. Describe the timeline or implementation schedule for this **BMP**: Year 5

KKKKKKK. Person or department in charge of implementing this **BMP**:

Robert	Kozel	Highway
_____ Last Name	_____ First Name	_____ Department

LLLLLLL. If this **BMP** is an educational component of your **SWPPP**, briefly describe the audience and educational goals for this minimum control measure:

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Attachment 2

BMP Description Sheet

MMMMMMM. Unique Identification Number: 05-22
(Assign a number.)

NNNNNNN. Name or type of **BMP**: Operation & Maintenance

OOOOOOO. **BMP** description: Long term plan for O&M of BMPs installed.

PPPPPPP. Minimum control measure addressed: Post-Consturction Runoff Controls

QQQQQQQ. Describe the measurable goals that will be used to determine success or benefits of this **BMP**:
Monitoring post construction site plans on an annual basis.

RRRRRRR. Describe the timeline or implementation schedule for this **BMP**: Year 5

SSSSSSS. Person or department in charge of implementing this **BMP**:

Robert	Kozel	Highway
Last Name	First Name	Department

TTTTTTT. If this **BMP** is an educational component of your **SWPPP**, briefly describe the audience and educational goals for this minimum control measure:

Use the "save as" feature in MSWord to complete this page for each BMP.
Alternate formats are acceptable as long as all the requested information is provided.

UUUUUUU. Unique Identification Number: 05-23
(Assign a number.)

VVVVVVV. Name or type of **BMP**: Prevention, Training and Operation & Maintenance.

WWWWWWW. **BMP** description: Develop training program and printed materials for distribution.

XXXXXXXX. Minimum control measure addressed: Pollution Prevention and Good Housekeeping

YYYYYYY. Describe the measurable goals that will be used to determine success or benefits of this **BMP**:
The use of Public and Government to detect and prevent pollution. Roster on annual training. Updating of materials.

ZZZZZZZ. Describe the timeline or implementation schedule for this **BMP**: Year 5

AAAAAAAA. Person or department in charge of implementing this **BMP**:

Robert	Kozel	Highway
_____ Last Name	_____ First Name	_____ Department

BBBBBBB. If this **BMP** is an educational component of your **SWPPP**, briefly describe the audience and educational goals for this minimum control measure:

Use the "save as" feature in MSWord to complete this page for each BMP.
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CCCCCCCC. Unique Identification Number: 05-24
(Assign a number.)

DDDDDDDD. Name or type of **BMP**: Pollution control devices.

EEEEEEEE. **BMP** description: Inspection of Control Devices.

FFFFFFFF. Minimum control measure addressed: Pollution Prevention and Good Housekeeping

GGGGGGGG. Describe the measurable goals that will be used to determine success or benefits of this **BMP**: The increased use of common BMPs and routine inspections to determine the best BMPs. Maintain record of inspections.

HHHHHHHH. Describe the timeline or implementation schedule for this **BMP**: Annually

IIIIIII. Person or department in charge of implementing this **BMP**:

Robert	Kozel	Highway
<hr/> Last Name	<hr/> First Name	<hr/> Department

JJJJJJJ. If this **BMP** is an educational component of your **SWPPP**, briefly describe the audience and educational goals for this minimum control measure:

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BMP Description Sheet

KKKKKKKK. Unique Identification Number: 05-25
(Assign a number.)

LLLLLLLL. Name or type of **BMP**: Inspection Record Analysis

MMMMMMMM. **BMP** description: Actions taken and required.

NNNNNNNN. Minimum control measure addressed: Pollution Prevention and Good Housekeeping

OOOOOOOO. Describe the measurable goals that will be used to determine success or benefits of this **BMP**: Maintain records and analyze the best BMPs that work in different situations to prevent pollution problems.

PPPPPPPP. Describe the timeline or implementation schedule for this **BMP**: Annually

QQQQQQQQ. Person or department in charge of implementing this **BMP**:

Robert	Kozel	Highway
Last Name	First Name	Department

RRRRRRRR. If this **BMP** is an educational component of your **SWPPP**, briefly describe the audience and educational goals for this minimum control measure:

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BMP Description Sheet

SSSSSSSS. Unique Identification Number: 05-26
(Assign a number.)

TTTTTTTT. Name or type of **BMP**: Post Construction Storm Water (V.G.5.a)

UUUUUUUU. **BMP** description: Management of post construction storm water runoff.

VVVVVVVV. Minimum control measure addressed: Post-Consturction Runoff Controls

WWWWWWW. Describe the measurable goals that will be used to determine success or benefits of this **BMP**: Develop guidelines for storm water and maintain file of site plans, inspections and suggested improvements or violations.

XXXXXXXX. Describe the timeline or implementation schedule for this **BMP**: Expect to implement for year 2005.

YYYYYYYY. Person or department in charge of implementing this **BMP**:

Robert	Kozel	Highway
Last Name	First Name	Department

ZZZZZZZZ. If this **BMP** is an educational component of your **SWPPP**, briefly describe the audience and educational goals for this minimum control measure: