

# BMP Summary Sheet Instructions

## Introduction

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

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

## What to put in the BMP Summary Sheets

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

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

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

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

## The BMP Numbering System

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

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

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

**Figure 1: BMP Unique Identification Numbers**



### **Measurable Goals**

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

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

### **Timeline/Implementation Schedule**

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

## Additional Resources for SWPPP Preparation

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

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

- **Minnesota Pollution Control Agency**

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

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

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

# BMP Summary Sheet Instructions

## Minimum Control Measure 1: PUBLIC EDUCATION AND OUTREACH

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

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

### 1. BMP Description

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

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

### 2. Measurable Goals

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

### 3. Timeline/Implementation Schedule

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# BMP Summary Sheet

**MS4 Name:** Newsletter and Website Information

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

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

**\*BMP Title:** Distribute Educational Materials

**\*BMP Description:**

Big Lake Township sends quarterly newsletter, "Big Lake Township News", to every household, developer, and business in Big Lake Township. This newsletter informs residents of upcoming events and environmental topics. Big Lake Township's Website, [www.biglaketownship.com](http://www.biglaketownship.com), contains the following information and links:

\* Link to Extension Services site on the following topics:

- \*Regulations, care and maintenance of septic systems
- \*Composting - downloadable brochure, PowerPoint presentation and compost recipe card
- \*Water quality - "Rain barrels; a way of collecting and using rain water"
- \*Water gardens

\* Link to the Sherburne Soil & Water Conservation District

\* On the topic of Shoreland, link to: MN/DNR, Shoreland Management Resource Guide, and WOW, Water On the Web - Curriculum for colleges & high schools

\* Link to MPCA - State regulations on storm water permit program

\* Sherburne County Planning and Zoning has information on:

- \*Recycling
- \*Annual leaf drop off
- \*Hazardous waste semi-annual recycling program
- \*Applications for water/wetlands permits
- \*Water test kits

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

**\*Measurable Goals:**

- \* Monitor number of hits to the website
- \* Number of publications

**\*Timeline/Implementation Schedule:**

All are currently available

**Specific Components and Notes:**

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

Name: Big Lake Township Clerk

Department: Big Lake Township

Phone: 763-263-8111

E-mail: [bltwp@sherbtel.net](mailto:bltwp@sherbtel.net)

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

## BMP Summary Sheet

**MS4 Name:** Monitor and Maintain Existing Educational Resources

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

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

<p><b>*BMP Title:</b> Implement an Education Program</p>
<p><b>*BMP Description:</b> Monitor and evaluate our existing educational program. i.e. Website, Newsletter to ensure continual improvement</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b> The following information will be monitored and recorded for the SWPPP report: * Number of publications * Number of households served by publication * Number of hits on the Township website</p>
<p><b>*Timeline/Implementation Schedule:</b> Has been implemented</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b> Name: Big Lake Township Clerk Department: Big Lake Township Phone: 763-263-8111 E-mail: bltwp@sherbtel.net</p>

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# BMP Summary Sheet

**MS4 Name:** MCM 1

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

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

<p><b>*BMP Title:</b> Education Program: Public Education and Outreach</p>
<p><b>*Audience(s) Involved:</b> All Big Lake Township residents, property owners, businesses, school districts and school children</p>
<p><b>*Educational Goals for Each Audience:</b> To create an awareness and forum in which all future public education activities will be recorded To develop an understanding of the SWPPP among Township staff To introduce water quality issues and the storm water pollution prevention program to school youth</p>
<p><b>*Activities Used to Reach Educational Goals:</b> County sponsored Hazardous Household Waste collection event annually Brochures on the advantages of composting Classes on the benefits of using rain gardens to filter run off County sponsored programs Soil and Water sponsored programs Tours of County Zoning Department by school children stressing the importance of conservation Tours of Sherburne County methane plant/resource recovery at the landfill Provide written information to High School Civics class prior to attendance at Township Board Meeting Newsletter/Website program brochures available at Clerk's Office window Annual Township Clean-Up Day Annual Town Meeting</p>
<p><b>*Activity Implementation Plan:</b> The above activities are currently taking place</p>
<p><b>*Performance Measures:</b> Monitor and record: * Number of households served by publications * Number of people attending Township sponsored Master Gardener seminars * Number of school youth attending programs and meetings * Amount of material collected at Clean-Up Day</p>

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

Name: Big Lake Township Clerk

Department: Big Lake Township

Phone: 763-263-8111

E-mail: [bltwp@sherbtel.net](mailto:bltwp@sherbtel.net)

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# BMP Summary Sheet

**MS4 Name:** MCM 2

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

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

<p><b>*BMP Title:</b> Education Program: Public Participation</p>
<p><b>*Audience(s) Involved:</b> All Big Lake Township residents, property owners, businesses, school districts and school children</p>
<p><b>*Educational Goals for Each Audience:</b> To create an awareness and forum in which all future public education activities will be recorded To develop an understanding of the SWPPP among Township staff To introduce water quality issues and the storm water pollution prevention program to school youth.</p>
<p><b>*Activities Used to Reach Educational Goals:</b> County sponsored Hazardous Household Waste collection event annually Brochures on the advantages of composting Classes on the benefits of using rain gardens to filter run off County sponsored programs Soil and Water sponsored programs Tours of County Zoning Department by school children stressing the importance of conservation Tours of Sherburne County methane plant/resource recovery at the landfill Provide written information to High School Civics class prior to attendance at Township Board Meeting Newsletter/Website Program brochures available at Clerk's Office window Annual Township Clean-Up Day Annual Town Meeting</p>
<p><b>*Activity Implementation Plan:</b> The above activities are currently taking place</p>
<p><b>*Performance Measures:</b> Monitor and record: * Number of households served by publications * Number of people attending Township sponsored Master Gardener seminars * Number of school youth attending programs and meetings * Amount of material collected at Clean-Up Day</p>

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

Name: Big Lake Township Clerk

Department: Big Lake Township

Phone: 763-263-8111

E-mail: [bltwp@sherbtel.net](mailto:bltwp@sherbtel.net)

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# BMP Summary Sheet

**MS4 Name:** MCM 3

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

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

<p><b>*BMP Title:</b> Education Program: Illicit Discharge Detection and Elimination</p>
<p><b>*Audience(s) Involved:</b> Big Lake Township residents, property owners and businesses</p>
<p><b>*Educational Goals for Each Audience:</b> To create an awareness and understanding of the importance of all environmental issues</p>
<p><b>*Activities Used to Reach Educational Goals:</b> <b>Supply information through Township newsletters and website</b> * Regulations, care and maintenance of septic systems * Composting * Recycling * Refuse <b>Create the opportunity for good conservation practices by promoting:</b> * County sponsored semi-annual hazardous waste recycling program * County sponsored annual leaf drop off * Township annual Clean-Up Day</p>
<p><b>*Activity Implementation Plan:</b> These practices are currently in place</p>
<p><b>*Performance Measures:</b> Monitor and record: * Number of publications available * Number of youth attending programs * Number of hits on Township website</p>
<p><b>*Responsible Party for this BMP:</b> Name: Big Lake Township Clerk Department: Big Lake Township Phone: 763-263-8111 E-mail: bltwp@sherbtel.net</p>

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

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*to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** MCM 4

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

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

<p><b>*BMP Title:</b> Education Program: Construction Site Run-off Control</p>
<p><b>*Audience(s) Involved:</b> Big Lake Township residents, property owners, businesses, contractors, developers and home builders.</p>
<p><b>*Educational Goals for Each Audience:</b> To develop an understanding of the SWPPP among Township staff. To introduce water quality issues and the storm water pollution prevention program to contractors, developers and builders.</p>
<p><b>*Activities Used to Reach Educational Goals:</b></p> <ul style="list-style-type: none"><li>* Brochures and publications</li><li>* Township website</li><li>* Annual Meeting</li><li>* Developer's Agreement</li></ul>
<p><b>*Activity Implementation Plan:</b> Provide training opportunities for Big Lake Township Staff in Erosion control, Best Management Practices, good housekeeping, and pollution prevention. Informational package regarding BMP distributed with Township Developer's Agreement.</p>
<p><b>*Performance Measures:</b> Monitor and record:</p> <ul style="list-style-type: none"><li>* Number of people at Annual Meeting</li><li>* Number of contractors and builders that attend erosion control classes (number obtained from County)</li><li>* Hits on Township website</li><li>* Publications sent</li><li>* Number of Developer's Agreements Issued</li></ul>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Big Lake Township Clerk Department: Big Lake Township Phone: 763-263-8111 E-mail: bltwp@sherbtl.net</p>

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# BMP Summary Sheet

**MS4 Name:** MCM 5

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

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

<b>*BMP Title:</b> Education Program: Post-Construction Stormwater Management in New Development and Redevelopment
<b>*Audience(s) Involved:</b> Big Lake Township residents, property owners, businesses, contractors, developers and home builders
<b>*Educational Goals for Each Audience:</b> To develop an understanding of the SWPPP among Township staff To introduce water quality issues and the storm water pollution prevention program to contractors, developers and builders
<b>*Activities Used to Reach Educational Goals:</b> <ul style="list-style-type: none"><li>* Brochures and publications</li><li>* Township website</li><li>* Annual Meeting</li><li>* Developer's Agreement</li></ul>
<b>*Activity Implementation Plan:</b> Provide training opportunities for Big Lake Township Staff in Erosion control, Best Management Practices, good housekeeping, and pollution prevention. Informational package regarding BMP distributed with Township Developer's Agreement.
<b>*Performance Measures:</b> Monitor and record: <ul style="list-style-type: none"><li>* Number of people at Annual Meeting</li><li>* Number of contractors and builders that attend erosion control classes (number obtained from County)</li><li>* Hits on Township website</li><li>* Publications sent</li><li>* Number of Developer's Agreements Issued</li></ul>
<b>*Responsible Party for this BMP:</b> Name: Big Lake Township Clerk Department: Big Lake Township Phone: 763-263-8111 E-mail: bltwp@sherbtel.net

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# BMP Summary Sheet

**MS4 Name:** MCM 6

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

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

<p><b>*BMP Title:</b> Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations</p>
<p><b>*Audience(s) Involved:</b> Big Lake Township residents, property owners and businesses</p>
<p><b>*Educational Goals for Each Audience:</b> To develop an understanding of the SWPPP among Township staff To introduce water quality issues and the storm water pollution prevention program to contractors, developers and builders  ** We do not have Township owned municipal operations, all maintenance is contracted</p>
<p><b>*Activities Used to Reach Educational Goals:</b></p> <ul style="list-style-type: none"><li>* Brochures and publications</li><li>* Township website</li><li>* Annual Meeting</li></ul>
<p><b>*Activity Implementation Plan:</b> Provide training opportunities for Big Lake Township Staff in Erosion control, Best Management Practices, good housekeeping, and pollution prevention Informational package regarding BMP distributed with Township Developer's Agreement</p>
<p><b>*Performance Measures:</b> Monitor and record:</p> <ul style="list-style-type: none"><li>* Number of people at Annual Meeting</li><li>* Number of contractors and builders that attend erosion control classes (number obtained from County)</li><li>* Hits on Township website</li><li>* Publications sent</li><li>* Number of Developer's Agreements Issued</li></ul>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Big Lake Township Clerk Department: Big Lake Township Phone: 763-263-8111 E-mail: bltwp@sherbtel.net</p>

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# BMP Summary Sheet

**MS4 Name:** MCM 7

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

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

<p><b>*BMP Title:</b> Coordination of Education Program</p>
<p><b>*BMP Description:</b> The Township manages the SWPPP</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: SKIP</p>
<p><b>*Measurable Goals:</b> Monitor and record:</p> <ul style="list-style-type: none"><li>* Number of people at Annual Meeting</li><li>* Number of contractors and builders that attend erosion control classes (number obtained from County)</li><li>* Hits on Township website</li><li>* Publications sent</li><li>* Number of Developer's Agreements Issued</li></ul>
<p><b>*Timeline/Implementation Schedule:</b> To be completed by April 2008</p>
<p><b>Specific Components and Notes:</b> SKIP</p>
<p><b>*Responsible Party for this BMP:</b> Name: Big Lake Township Clerk Department: Big Lake Township Phone: 763-263-8111 E-mail: bltwp@sherbtl.net</p>

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

# BMP Summary Sheet

**MS4 Name:** Annual Public Meeting

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

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

<p><b>*BMP Title:</b> Annual Public Meeting</p>
<p><b>*BMP Description:</b></p> <p>A public meeting will be held annually on the Big Lake Township Storm Water Pollution Prevention Program to solicit public opinion on the Township's plan and to consider written and oral input into the SWPPP.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <ul style="list-style-type: none"><li>* Record the attendance for the public meeting</li><li>* Quantify the number of oral statements</li><li>* Quantify the number of written statements at the meeting</li><li>* Number of changes made to the SWPPP</li><li>* Results are recorded in the Board Meeting minutes</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Annual public meeting has been scheduled for the 2<sup>nd</sup> Tuesday in March</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Big Lake Township Clerk Department: Big Lake Township Phone: 763-263-8111 E-mail: bltwp@sherbtel.net</p>

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



# BMP Summary Sheet Instructions

## Minimum Control Measure 2: PUBLIC PARTICIPATION/INVOLVEMENT

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

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

### 1. BMP Description

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

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

### 2. Measurable Goals

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

### 3. Timeline/Implementation Schedule

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

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

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

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

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

**5. Responsible Party for this BMP**

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

# BMP Summary Sheet

**MS4 Name:** Public Notice Requirements

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

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

<p><b>*BMP Title:</b> Comply with Public Notice Requirements</p>
<p><b>*BMP Description:</b></p> <p>Big Lake Township currently provides a notice of public meetings and will continue this practice for the annual stormwater meeting or any subsequent meeting to discuss the provisions of the SWPPP; its effectiveness, or amendments there to. Include all components listed below and distribute public notices in areas to best notify a diverse group of citizens within Big Lake Township.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>* Number of publications</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>A legal notice will be published in our official Township newspaper for the public meeting on the 2<sup>nd</sup> Tuesday in March. Notice will contain the date, time, location and states that the purpose is to obtain public input on the SWPPP plan.</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Big Lake Township Clerk Department: Big Lake Township Phone: 763-263-8111 E-mail: bltwp@sherbtel.net</p>

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

# BMP Summary Sheet

**MS4 Name:** Community Input and Reporting Options

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

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

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

**\*BMP Description:**

A public meeting is held annually on the Big Lake Township Storm Water Pollution Prevention Program to solicit public opinion on the Township's plan and to consider written and oral input into the SWPPP.

Specific Goals:

- \* Increase public participation
- \* Allow citizen reports on illicit discharge detection
- \* Allow citizen reports on construction site erosion violations
- \* Township complaint receipt program

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

**\*Measurable Goals:**

- \* Record the attendance for the public meeting
- \* Quantify the number of oral and written statements
- \* Number of changes made to the SWPPP
- \* Meeting results are recorded in the Board Meeting minutes
- \* Track the number of ordinance violations

**\*Timeline/Implementation Schedule:**

Annual public meetings have been scheduled for the 2<sup>nd</sup> Tuesday in March.

**Specific Components and Notes:**

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

Name: Big Lake Township Clerk  
Department: Big Lake Township  
Phone: 763-263-8111  
E-mail: bltwp@sherbtl.net

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



# BMP Summary Sheet

**MS4 Name:** Public Input

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

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

<p><b>*BMP Title:</b> Consider Public Input</p>
<p><b>*BMP Description:</b> Appropriate Township staff will review all input and analyze what changes to the SWPPP are needed to meet concerns</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b> Record incidence of public input</p>
<p><b>*Timeline/Implementation Schedule:</b> Will be addressed when public input is received</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b> Name: Big Lake Township Clerk Department: Big Lake Township Phone: 763-263-8111 E-mail: bltwp@sherbtel.net</p>

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



# BMP Summary Sheet Instructions

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

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

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

### 1. BMP Description

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

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

### 2. Measurable Goals

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

### 3. Timeline/Implementation Schedule

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

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

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

### 5. Responsible Party for this BMP

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

## BMP Summary Sheet

**MS4 Name:** Storm Sewer Map

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

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

<p><b>*BMP Title:</b> Storm Sewer System Map</p>
<p><b>*BMP Description:</b> A map is scheduled to be created by April 2008, for the storm sewer</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <ul style="list-style-type: none"><li>* Identify all storm sewer pipe 24" or greater owned by Big Lake Township</li><li>* Maps are used in yearly inspection of inlets and outlets</li></ul>
<p><b>*Timeline/Implementation Schedule:</b> To be completed by April 2008</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Big Lake Township Clerk Department: Big Lake Township Phone: 763-263-8111 E-mail: bltwp@sherbtel.net</p>

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

## BMP Summary Sheet

**MS4 Name:** Illegal Dumping Identification

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

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

<p><b>*BMP Title:</b> Regulatory Control Program</p>
<p><b>*BMP Description:</b></p> <p>Sherburne County has a Solid Waste Management Ordinance available on the county website (1)</p> <p>There are also links to:</p> <ul style="list-style-type: none"><li>* The MPCA Rules and Regulations</li><li>* Minnesota Office of Environmental Assistance</li></ul> <p>(1) The Township is regulated by all Sherburne County Ordinances. Big Lake Township Website is linked to Sherburne County</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <ul style="list-style-type: none"><li>* Record number of illegal dumping calls</li><li>* Record number of sites identified and cleaned up</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Action goals have been implemented. Work orders are being tracked</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Big Lake Township Clerk Department: Big Lake Township Phone: 763-263-8111 E-mail: bltwp@sherbtl.net</p>

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

## BMP Summary Sheet

**MS4 Name:** Dry Weather Screening

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

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

<p><b>*BMP Title:</b> Illicit Discharge Detection and Elimination Plan</p>
<p><b>*BMP Description:</b></p> <p>Identify illicit connections through dry weather screening using the map that will be created by April 2008 identifying all Big Lake Township owned storm sewer conveyances. this map also locates all receiving water bodies, outfalls and discharge points. A survey during dry weather of 20%, or more, of the storm drain system outfalls per year is being conducted to identify non-storm water flows.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>Areas with suspicious discharge will be inspected to detect suspected direct connection to the wastewater system and identify areas where waste waters might be leaking into adjacent storm drainpipes. These areas will be documented and maintained.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Implemented by April 2008 with annual inspections.</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Big Lake Township Clerk Department: Big Lake Township Phone: 763-263-8111 E-mail: bltwp@sherbtel.net</p>

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

## BMP Summary Sheet

**MS4 Name:** Public Input

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

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

<p><b>*BMP Title:</b> Public and Employee Illicit Discharge Information Program</p>
<p><b>*BMP Description:</b> Appropriate Township staff will review all input and analyze what changes to the SWPPP are needed to meet concerns.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b> Record incidence of public input</p>
<p><b>*Timeline/Implementation Schedule:</b> Will be addressed when public input is received</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b> Name: Big Lake Township Clerk Department: Big Lake Township Phone: 763-263-8111 E-mail: bltwp@sherbtel.net</p>

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

## BMP Summary Sheet

**MS4 Name:** Discharge Detection

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

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

<p><b>*BMP Title:</b> Identification of Non Stormwater Discharges and Flows</p>
<p><b>*BMP Description:</b></p> <p>Identify illicit connections through dry weather screening using the map that will be created by April 2008 identifying all Big Lake Township owned storm sewer conveyances. this map also locates all receiving water bodies, outfalls and discharge points. A survey during dry weather of 20%, or more, of the storm drain system outfalls per year is being conducted to identify non-storm water flows.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>Areas with suspicious discharge will be inspected to detect suspected direct connection to the wastewater system and identify areas where waste waters might be leaking in to adjacent storm drainpipes. These areas will be documented and maintained.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Implemented by April 2008 with annual inspections.</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Big Lake Township Clerk Department: Big Lake Township Phone: 763-263-8111 E-mail: bltwp@sherbtel.net</p>

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



# BMP Summary Sheet Instructions

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

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

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

### 1. BMP Description

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

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

### 2. Measurable Goals

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

### 3. Timeline/Implementation Schedule

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

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

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

**5. Responsible Party for this BMP**

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

# BMP Summary Sheet

**MS4 Name:** County Ordinances

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

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

<p><b>*BMP Title:</b> Ordinance or other Regulatory Mechanism</p>
<p><b>*BMP Description:</b></p> <p>*Big Lake Township has adopted and operates under the same ordinances that Sherburne County has adopted.</p> <p>Building Construction Sites and Platted areas: County Zoning Administrator inspects and enforces the following County Ordinances: Ordinance 17.7 - Controls during Construction Ordinance 14.5 - Storm Water Management Subdivision Ordinance 11.3 - Storm Water Drainage Subdivision Ordinance 11.4 - Controls during Construction</p> <p>Road Construction Sites: Township personnel and representatives inspect and enforces road construction standards and Developer's Agreement requirements on the development of roads and property/real estate. Township representatives or personnel also enforce the following County Ordinances during development: Ordinance 17.7 - Controls during Construction Ordinance 14.5 - Storm Water Management Subdivision Ordinance 11.3 - Storm Water Drainage Subdivision Ordinance 11.4 - Controls during Construction</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>Provide and maintain a public information bureau relative to matters arising out of all ordinances. See Sherburne County Ordinances.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>See Sherburne County Ordinances</p>
<p><b>Specific Components and Notes:</b></p>

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

Name: Big Lake Township Clerk

Department: Big Lake Township

Phone: 763-263-8111

E-mail: [bltwp@sherbtel.net](mailto:bltwp@sherbtel.net)

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

# BMP Summary Sheet

**MS4 Name:** Erosion Control

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

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

<p><b>*BMP Title:</b> Construction Site Implementation of Erosion and Sediment Control BMPs</p>
<p><b>*BMP Description:</b></p> <p>*Big Lake Township has adopted and operates under the same ordinances that Sherburne County has adopted.</p> <p>Building Construction Sites and Platted areas: County Zoning Administrator inspects and enforces the following County Ordinances: Ordinance 17.7 - Controls during Construction Ordinance 14.5 - Storm Water Management Subdivision Ordinance 11.3 - Storm Water Drainage Subdivision Ordinance 11.4 - Controls during Construction</p> <p>Road Construction Sites: Township personnel and representatives inspect and enforces road construction standards and Developer's Agreement requirements on the development of roads and property/real estate. Township representatives or personnel also enforce the following County Ordinances during development: Ordinance 17.7 - Controls during Construction Ordinance 14.5 - Storm Water Management Subdivision Ordinance 11.3 - Storm Water Drainage Subdivision Ordinance 11.4 - Controls during Construction</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>Provide and maintain a public information bureau relative to matters arising out of all ordinances. See Sherburne County Ordinances.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>See Sherburne County Ordinances.</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Big Lake Township Clerk Department: Big Lake Township</p>

Phone: 763-263-8111

E-mail: [bltwp@sherbtel.net](mailto:bltwp@sherbtel.net)

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

# BMP Summary Sheet

**MS4 Name:** Control Waste on Construction Site

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

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

**\*BMP Title:** Waste Controls for Construction Site Operators

**\*BMP Description:**

\*Big Lake Township has adopted and operates under the same ordinances that Sherburne County has adopted.

Building Construction Sites and Platted areas:

County Zoning Administrator and field representatives inspect construction sites to ensure that the contractor's work force is adhering to the ordinances, as follows; and, regulatory requirements outlined in the construction plans SWPPP.

Ordinance 17.7 - Controls during Construction

Ordinance 14.5 - Storm Water Management

Subdivision Ordinance 11.3 - Storm Water Drainage

Subdivision Ordinance 11.4 - Controls during Construction

Road Construction Sites:

Township personnel and representatives inspect and enforces road construction standards and Developer's Agreement requirements on the development of roads and property/real estate. Township representatives and personnel also enforce the following County Ordinances during development:

Ordinance 17.7 - Controls during Construction

Ordinance 14.5 - Storm Water Management

Subdivision Ordinance 11.3 - Storm Water Drainage

Subdivision Ordinance 11.4 - Controls during Construction

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

**\*Measurable Goals:**

See Sherburne County Ordinances.

**\*Timeline/Implementation Schedule:**

See Sherburne County Ordinances.

**Specific Components and Notes:**

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

Name: Big Lake Township Clerk

Department: Big Lake Township

Phone: 763-263-8111

E-mail: [bltwp@sherbtel.net](mailto:bltwp@sherbtel.net)

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

# BMP Summary Sheet

**MS4 Name:** Submittals to LGU

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

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

<p><b>*BMP Title:</b> Procedure for Site Plan Review</p>
<p><b>*BMP Description:</b></p> <p>LGU, Department of Natural Resources, Army Corp. of Engineers, Board of Water &amp; Soil Resources, and Sherburne Soil &amp; Water Conservation District coordinates and forwards site plan comments regarding road construction to Township Board and Township Engineer for site approval.</p> <p>County Zoning requires a house staking certificate by a registered land surveyor, and septic system design including setbacks to all property lines and a site boring for all new construction. Building additions require a site plan showing setbacks and location of existing buildings, septic system and wells. A septic system compliance certificate is needed if system is older than 10 years.</p> <p>The County inspects all sites with wetlands and shoreland to make sure the appropriate BMP's are in place.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>All comments provided by LGU are retained as history for each project</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Current</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Big Lake Township Clerk Department: Big Lake Township Phone: 763-263-8111 E-mail: bltwp@sherbnet.net</p>

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

## BMP Summary Sheet

**MS4 Name:** Reports of Storm Water Noncompliance

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

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

<p><b>*BMP Title:</b> Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance</p>
<p><b>*BMP Description:</b></p> <p>RE: Building Sites Zoning Administrator and field representatives inspect construction sites to ensure that the contractor's work force is adhering to the ordinances and regulatory requirements outlined in construction plans SWPPP.</p> <p>RE: Road Construction Township Engineer and field representatives inspect road construction sites to ensure that the the contractor's work force is adhering to the ordinances Developer's Agreement, Road Construction Standards and regulatory requirements outlined in construction plans SWPPP.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>Township provides and maintains a public information bureau relative to matters arising out of all reports of violation.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Current</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Big Lake Township Clerk Department: Big Lake Township Phone: 763-263-8111 E-mail: bltwp@shertel.net</p>

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

## BMP Summary Sheet

**MS4 Name:** Site Inspection and Enforcement

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

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

<p><b>*BMP Title:</b> Establishment of Procedures for Site Inspections and Enforcement</p>
<p><b>*BMP Description:</b></p> <p>RE: Building Sites County field representatives have successfully completed Erosion Control Certification and are qualified to enforce ordinances and regulatory requirements.</p> <p>Zoning inspects construction sites prior to issuing building permits and plat approval.</p> <p>RE: Roads Township Engineers have successfully completed Erosion Control Certification and are qualified to enforce ordinances and regulatory requirements.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>Number of plat approvals and building permits issued</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Current</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Big Lake Township Clerk Department: Big Lake Township Phone: 763-263-8111 E-mail: bltwp@sherbtel.net</p>

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



# BMP Summary Sheet Instructions

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

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

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

### 1. BMP Description

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

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

### 2. Measurable Goals

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

### 3. Timeline/Implementation Schedule

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

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

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

**5. Responsible Party for this BMP**

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

## BMP Summary Sheet

**MS4 Name:** New Development and Subdivision Ordinances

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

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

**\*BMP Title:** Development and Implementation of Structural and/or Non-structural BMPs

**\*BMP Description:**

\*Big Lake Township has adopted and operates under the same ordinances that Sherburne County has.

Building Construction Sites and Platted area:

County Zoning Administrator inspects and enforces the following County Ordinances:

Ordinance 17.7 - Controls during Construction.

Ordinance 14.5 - Storm Water Management.

Subdivision Ordinance 11.3 - Storm Water Drainage

Subdivision Ordinance 11.4 - Controls during Construction

Road Construction Sites:

Township personell and representatives inspect and enforce road construction standards and Developer's Agreement requirements on the development of roads and property/real estate. Township personnel also enforce the following County Ordinances during development:

Ordinance 17.7 - Controls during Construction.

Ordinance 14.5 - Storm Water Management.

Subdivision Ordinance 11.3 - Storm Water Drainage

Subdivision Ordinance 11.4 - Controls during Construction

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

**\*Measurable Goals:**

Provide and maintain a public information bureau relative to matters arising out of all reports of violations

**\*Timeline/Implementation Schedule:**

Current

**Specific Components and Notes:**

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

Name: Big Lake Township Clerk

Department: Big Lake Township

Phone: 763-263-8111

E-mail: [bltwp@sherbtel.net](mailto:bltwp@sherbtel.net)

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

## BMP Summary Sheet

**MS4 Name:** Land Development Ordinances

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

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

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

**\*BMP Description:**

\*Big Lake Township has adopted and operates under the same ordinances that Sherburne County has adopted

Building Construction Sites and Platted area:

County Zoning Administrator inspects and enforces the following County Ordinances:

Ordinance 17.7 - Controls during Construction.

Ordinance 14.5 - Storm Water Management.

Subdivision Ordinance 11.3 - Storm Water Drainage

Subdivision Ordinance 11.4 - Controls during Construction

Road Construction Sites:

Township personnel and representatives inspect and enforce road construction standards and Developer's Agreement requirements on the development of roads and property/real estate. Township personnel also enforce the following County Ordinances during development:

Ordinance 17.7 - Controls during Construction.

Ordinance 14.5 - Storm Water Management.

Subdivision Ordinance 11.3 - Storm Water Drainage

Subdivision Ordinance 11.4 - Controls during Construction

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

**\*Measurable Goals:**

Provide and maintain a public information bureau relative to matters arising out of ordinances

**\*Timeline/Implementation Schedule:**

Current

**Specific Components and Notes:**

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

Name: Big Lake Township Clerk

Department: Big Lake Township

Phone: 763-263-8111

E-mail: bltwp@sherbtl.net

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

## BMP Summary Sheet

**MS4 Name:** Long-term Operation Maintenance of BMP's

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

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

<p><b>*BMP Title:</b> Long-term Operation and Maintenance of BMPs</p>
<p><b>*BMP Description:</b></p> <p>Big Lake Township will continue reviewing existing BMP's relative to land use, sensitivity of resources, wetland inventory and water quality, taking corrective actions as necessary.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>Complete ordinance review draft revisions. Township review of preliminary and final plat.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Current</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Big Lake Township Clerk Department: Big Lake Township Phone: 763-263-8111 E-mail: bltwp@sherbtel.net</p>

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



# BMP Summary Sheet Instructions

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

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

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

### 1. BMP Description

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

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

### 2. Measurable Goals

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

### 3. Timeline/Implementation Schedule

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

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

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

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

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

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

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

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

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

## BMP Summary Sheet

**MS4 Name:** Storm Sewer Maintenance Plat Checking

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

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

**\*BMP Title:** Municipal Operations and Maintenance Program

**\*BMP Description:**

Identify illicit connections through dry weather screening using map that will be created by April 2008 identifying all Big Lake Township owned storm sewer conveyances. This map also locates all receiving water bodies, outfalls and discharge points. A survey during dry weather of 20%, or more, of the storm drain system outfalls per year is being conducted to identify non-storm water flows.

Plats are inspected for conformance with County building and solid waste ordinances.

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

**\*Measurable Goals:**

Areas with suspicious discharge will be inspected to detect suspected direct connection to wastewater system and identify areas where waste waters might be leaking into adjacent storm drainpipes. These areas will be documented and maintained.

**\*Timeline/Implementation Schedule:**

Current

**Specific Components and Notes:**

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

Name: Big Lake Township Clerk

Department: Big Lake Township

Phone: 763-263-8111

E-mail: bltwp@sherbtel.net

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

## BMP Summary Sheet

**MS4 Name:** Street Sweeping Program at Critical Locations

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

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

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

**\*BMP Description:**

To evaluate the current street sweeping program, identify improvements and implement changes to reduce storm sewer pollutants, to reduce the amount of trash, road salt and sand from streets before entering the storm sewer system. This is subject to annual review.

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

**\*Measurable Goals:**

Number of roads swept

**\*Timeline/Implementation Schedule:**

Current

**Specific Components and Notes:**

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

Name: Big Lake Township Clerk

Department: Big Lake Township

Phone: 763-263-8111

E-mail: bltwp@sherbtel.net

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## BMP Summary Sheet

**MS4 Name:** Equipment & Hazardous Material Storage

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

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

<p><b>*BMP Title:</b> Annual Inspection of All Structural Pollution Control Devices</p>
<p><b>*BMP Description:</b></p> <p>Identify illicit connections through dry weather screening using the map that will be created in April 2008 identifying all Big Lake Township owned storm sewer conveyances. This map also locates all receiving water bodies, outfalls and discharge points. A survey during dry weather of 20%, or more, of the storm drain system outfalls per year is being conducted to identify non-storm water flows.</p> <p>Plats are inspected for conformance with County building and solid waste ordinances, Township Developer's Agreement &amp; Road Standards.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>Number of inspections</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Current</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Big Lake Township Clerk Department: Big Lake Township Phone: 763-263-8111 E-mail: bltwp@sherbtel.net</p>

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

## BMP Summary Sheet

**MS4 Name:** Dry Weather Screening

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

**Unique BMP Identification Number:** 6b-3

**\*BMP Title:** Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis

**\*BMP Description:**

Identify illicit connections through dry weather screening using the map that will be created in April 2008 identifying all Big Lake Township owned storm sewer conveyances 24 inches or greater. This map also locates all receiving water bodies, outfalls and discharge points leaving Sherburne County. A survey during dry weather of 20%, or more, of the storm drain system outfalls per year are being conducted to identify non-storm water flows.

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

**\*Measurable Goals:**

Once each year's survey is complete, areas with suspicious discharges will be inspected to detect suspected direct connections to the wastewater system and identify areas where waste waters might be leaking into adjacent storm drainpipes. These areas are documented and monitored & corrected.

**\*Timeline/Implementation Schedule:**

Will be implemented by April 2008 with inspections annually

**Specific Components and Notes:**

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

Name: Big Lake Township Clerk

Department: Big Lake Township

Phone: 763-263-8111

E-mail: bltwp@sherbtel.net

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## BMP Summary Sheet

**MS4 Name:** Material Handling Areas

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

**Unique BMP Identification Number:** 6b-4

<p><b>*BMP Title:</b> Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas</p>
<p><b>*BMP Description:</b></p> <p>Township doesn't store or stockpile material; therefore, the Township does not have maintenance facilities where there is any storage or stockpiling of salt, sand or leaching materials.</p>          <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>Not applicable</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Not applicable</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Big Lake Township Clerk Department: Big Lake Township Phone: 763-263-8111 E-mail: bltwp@sherbtel.net</p>

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

## BMP Summary Sheet

**MS4 Name:** Maintenance Measures

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

**Unique BMP Identification Number:** 6b-5

**\*BMP Title:** Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures

**\*BMP Description:**

Big Lake Township doesn't have maintenance facilities.

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

**\*Measurable Goals:**

Not applicable

**\*Timeline/Implementation Schedule:**

Not applicable

**Specific Components and Notes:**

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

Name: Big Lake Township Clerk

Department: Big Lake Township

Phone: 763-263-8111

E-mail: bltwp@sherbtl.net

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

## BMP Summary Sheet

**MS4 Name:** Record and Responses to Inspections

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

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

<p><b>*BMP Title:</b> Record Reporting and Retention of All Inspections and Responses to the Inspections</p>
<p><b>*BMP Description:</b> Big Lake Township doesn't have maintenance facilities</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b> Not applicable</p>
<p><b>*Timeline/Implementation Schedule:</b> Not applicable</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b> Name: Big Lake Township Clerk Department: Big Lake Township Phone: 763-263-8111 E-mail: bltwp@sherbtel.net</p>

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

## BMP Summary Sheet

**MS4 Name:** Road Salt Application

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

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

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

**\*BMP Description:**

Review current practices and policies of road salt applications such as: alternative products, calibration of equipment, inspection of vehicles and contractor training. The goal is to minimize the amount of road salt and chemicals applied to roadways without compromising public safety.

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

**\*Measurable Goals:**

- \* Quantity of salt used in a given year
- \* Number of alternative products used

**\*Timeline/Implementation Schedule:**

Currently reviewed each spring

**Specific Components and Notes:**

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

Name: Big Lake Township Clerk  
Department: Big Lake Township  
Phone: 763-263-8111  
E-mail: bltwp@sherbtl.net

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

## Additional MP Summary Sheet Copy as Necessary

**MS4 Name:** Landscaping and Lawncare Practices

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

**Unique BMP Identification Number:**

**\*BMP Title:** Lawn and Landscape application practices.

**\*BMP Description:**

To evaluate Big Lake Township's current practices in use of fertilizer application, pesticide and herbicide application, mowing and discharge operations, develop best management practices to prevent storm water pollution.

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

**\*Measurable Goals:**

- \* Amount of fertilizer used
- \* Document the number of practices reviewed
- \* Amount of herbicide used

**\*Timeline/Implementation Schedule:**

Evaluate program - 2007  
Recommendation and implementation 2007-2008

**Specific Components and Notes:**

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

Name: Big Lake Township Clerk  
Department: Big Lake Township  
Phone: 763-263-8111  
E-mail: bltwp@sherbtl.net

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