



COON CREEK
WATERSHED DISTRICT

Debrief of 1/30/24 MS4 Permit Workshop

CCWD TAC Mtg | 2.8.2024



“Four Steps to a Compliant MS4 Program: Creation, Implementation, Education & Documentation”

Workshop Agenda

1. MS4 101: history and basics
2. Overview of changes in the latest MS4 & Construction Stormwater Permits
3. The audit process: how it works, what to expect, and how to be prepare
4. New reporting process (forthcoming)



Recommended Pre-Audit Prep



**Review the
MS4 permit**



Do a Self Audit
(MN Stormwater
Manual)



**Update your
program**
(where deficiencies
exist)



**Document
organization**
(into MCM 1-6
folders)



Audit Checklist

[Phase II MS4 audit process - Minnesota Stormwater Manual \(state.mn.us\)](#)

[Audit Checklist.docx](#)

m MINNESOTA POLLUTION CONTROL AGENCY
520 Lafayette Road North
St. Paul, MN 55155-4194

Phase II MS4 audit checklist
NPDES/SDS Municipal Separate Storm Sewer System (MS4) Permit Program
National Pollutant Discharge Elimination System (NPDES)
State Disposal System (SDS)
Doc Type: Permit Evaluation

Purpose of document: Minnesota Pollution Control Agency (MPCA) staff will be conducting an audit of your Stormwater Pollution Prevention Program (SWPPP). The audit will review the tools your organization uses to meet the requirements of the MS4 Permit. This document identifies information MPCA staff request to review prior to the date of the audit meeting.

Instructions for Permittee: MPCA staff have checked boxes specifying each item that may be evaluated during the audit. Please submit relevant documents, such as educational materials; adopted ordinances/codes, policies, and/or procedures; checklists, or other supporting documentation that demonstrate your compliance with the item. Audits may cover any material listed, whether or not it is checked. **Please submit checked items to MPCA staff by** [Click or tap to select a date.](#)

SWPPP – Overall program management

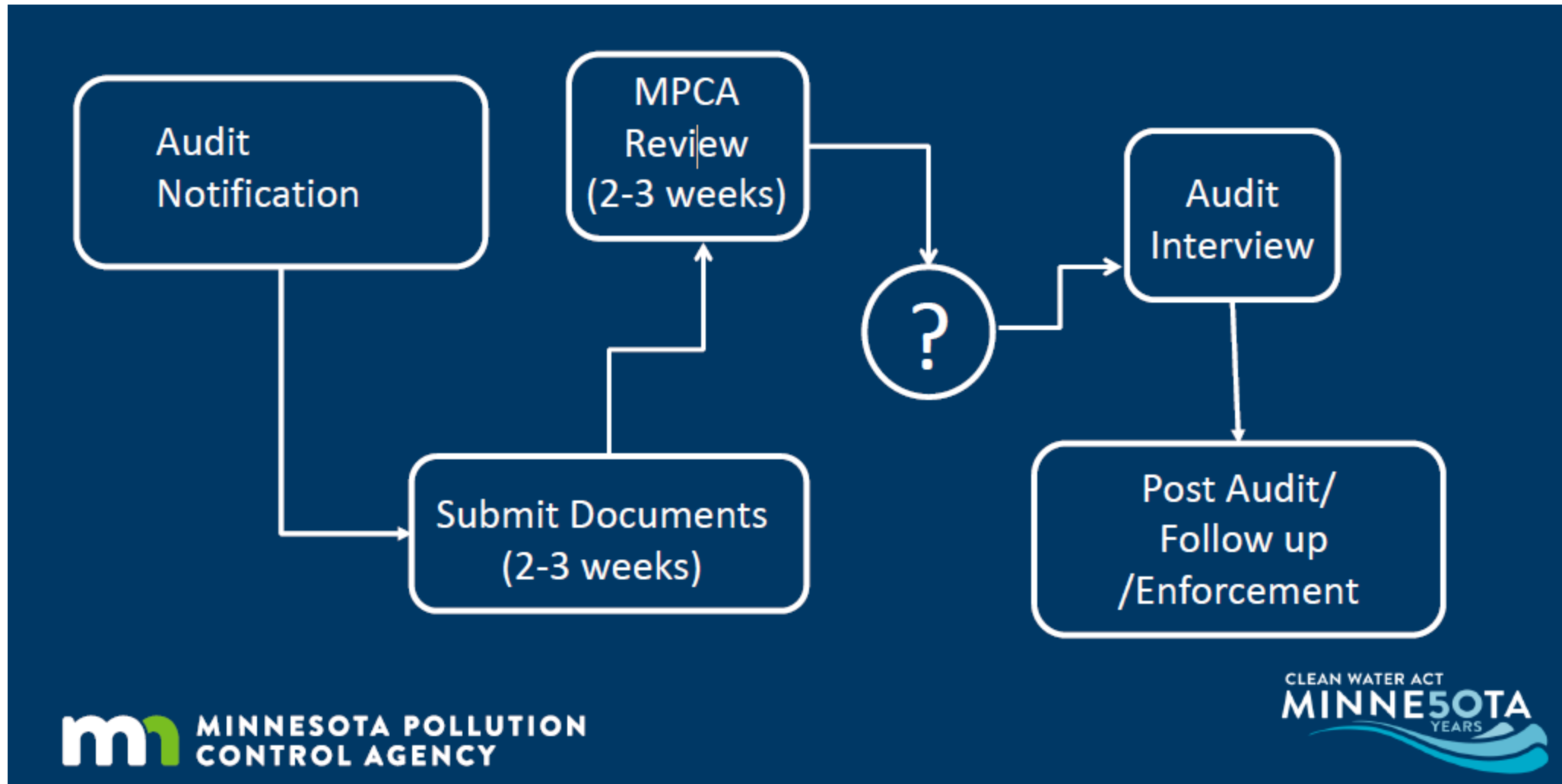
	Item	Permit reference
1.	<input type="checkbox"/> Memorandum(s) of Understanding or other agreements of partnerships with other regulated small MS4s to fulfill permit requirements, if applicable Name of relevant attachment(s): Click or tap here to enter text.	12.3
2.	<input type="checkbox"/> Stormwater program staff lists, organizational charts, list of name(s) of individual(s) or position titles responsible for each MCM Name of relevant attachment(s): Click or tap here to enter text.	12.4

Mapping (Section 14)

	Item	Permit reference
1.	<input type="checkbox"/> New permittees must develop, and existing permittees must update, as necessary, a storm sewer system map that depicts the following:	14.2




Audit Process



Audit Outcomes

- **Request for Information**
 - Additional meeting may be required
- **Letter of Acknowledgement (100% compliance)**
- **Enforcement (99%-0% compliance)**
 - Audit report
 - Corrective actions
 - May include monetary penalties
 - Closure Letter

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MS4 audit report
**Municipal Separate Storm
Sewer Systems (MS4) Program**
Doc Type: Permit Approval

Audit information
MS4 permittee: _____ Date of audit (mm/dd/yyyy): _____
Permittee contact name: _____ MPCA evaluator: _____
Contact title: _____ Evaluator title: _____
Contact phone: _____ Evaluator phone: _____
Contact email: _____ Evaluator email: _____

Audit participants

Name	Title	Phone	Email

MS4 program area – Mapping (Section 14)

Item	C = Compliant	N = Noncompliant	NI = Not Inspected	NA = Not Applicable	C	N	NI	NA
14.2	New permittees must develop, and existing permittees must update, as necessary, a storm sewer system map that depicts the following:				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a.	the permittee's entire MS4 as a goal, but at a minimum, all pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes;				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	outfalls, including a unique identification (ID) number assigned by the permittee, and an associated geographic coordinates ;				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	structural stormwater BMPs that are part of the permittee's MS4; and				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d.	all receiving waters.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Most Common Violations

- Not documenting training (18.16, 19.14, 20.21)
- Not training **ALL** field staff (including police, fire department, public works, and parks staff) in illicit discharge recognition and reporting (18.8)
- Not training **ALL** commensurate responsibilities (21.12)
- No or incomplete regulatory mechanisms (MCM 4 and 5)
- Not documenting Illicit Discharge inspections (18.15)
- Not documenting Illicit Discharge enforcement, including verbal warnings (18.17)



Most Significant Violations

- No Regulatory Mechanism (e.g., ordinance)
- No Emergency Response Procedures (ERPs) or way to enforce your program
- Not enforcing your Regulatory Mechanisms (e.g., ordinances)
- Missing Training and/or Documentation of Training
- No Written Procedures



Reporting

MS4 Annual Report Update

All MS4 permittees covered by the 2020 MS4 General Permit will not need to submit an annual report by June 30, 2024.

The MPCA is still in the process of developing a new e-service for the MS4 annual report. This means MS4 permittees that have coverage under the 2020 MS4 General Permit do not need to submit an annual report for calendar year 2023 by June 30, 2024. Instead, reporting is deferred until the e-service is available. At that time, MS4 permittees will be expected to begin reporting MS4 activities for each previous reporting year (i.e., each calendar year after 2021).

For more information about the MS4 annual report, visit the [MS4 annual report webpage](#).



Reporting Continued

In the meantime, be sure to track:

- Status of compliance with permit requirements (Example: Permittee indicates whether they have the regulatory mechanisms required in Minimum Control Measures 3, 4, and 5)
- Documentation required in Sections 13-24 of the permit (Examples: Education and outreach activities, public participation events, number of construction site inspections conducted, number and types of enforcement tools issued, training events, number of inspections conducted for ponds, outfalls, and structural stormwater BMPs, etc.)
- Best management practices (BMPs) implemented to make progress towards achieving applicable WLAs and associated pollutant loading reductions. This includes a status update of the BMPs included in the permittee's WLA compliance schedule, which was submitted as part of the permit application. See the [TMDL annual report webpage](#) for more information.
- Any partnerships with other MS4 permittees
- Changes made to the permittee's Stormwater Pollution Prevention Program (SWPPP) over the reporting year



Questions?
Comments?

