



Storm Water Pollution Prevention Program Summary

for

North Dakota State University

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SUMMARY OF STORM WATER POLLUTION PREVENTION PROGRAM FOR NORTH DAKOTA STATE UNIVERSITY, FARGO

MINIMUM CONTROL MEASURE 1 - PUBLIC EDUCATION AND OUTREACH

I. Target Audience

Activities planned under the Public Education and Outreach portion of the Storm Water Pollution Prevention Program (SWPPP) for North Dakota State University (NDSU) will be directed toward the students, faculty, and staff of the university.

II. Goals

The SWPPP activities implemented under Minimum Control Measure (MCM) 1 will focus on increasing public awareness of the adverse effects of storm water runoff and its potential to affect the water quality of the Red River by NDSU's storm water conveyance system. This information will be made available to the students, faculty, and staff to promote practices conducive to the reduction of pollution that results from storm water runoff. A number of outreach programs and educational activities that demonstrate the impacts of storm water discharges on the Red River will be investigated during the permit term to determine if they increase the general level of understanding of the SWPPP throughout the university community.

III. Best Management Practices

A. Storm Water-Related Public Education Program

To expand current public service activities about storm water-related issues, the NDSU Physical Plant Department will make available and distribute storm water related information and educational materials. The NDSU Physical Plant will investigate the possibility of using and sharing other media resources, including posters, the Internet (via a Physical Plant Department-sponsored Web site), and Prairie Public TV, to promote public education and outreach on storm water pollution prevention.

As part of the public education and outreach component for MCMs 3 through 6, the NDSU Physical Plant will use specific public education programs and best management practices (BMPs) individually tailored to specific storm water-related issues around the campus.

Measurable Goals:

- Number of storm water-related materials developed and/or collected.
- Number of brochures, pamphlets, flyers, public service announcements, Web site visits, and advertisements distributed each year.

- Level of participation and number of departments involved.

Responsible Department:

NDSU Physical Plant Department

B. Classroom Presentation Programs

The City of Fargo currently gives classroom presentations to educate elementary school children about recycling. The NDSU Physical Plant Department will explore the feasibility of partnering with the city of Fargo in expanding and developing these presentations to include storm water-related topics.

Measurable Goals:

- Number of presentations or classroom discussions held where storm water-related issues are presented or discussed.
- Number of students educated about storm water issues.

Responsible Department:

NDSU Physical Plant Department

C. Household Hazardous Waste Collection Program

The NDSU Physical Plant Department will investigate, develop, and implement procedures for the proper collection and disposal of hazardous materials from student residence halls.

Measurable Goals:

- Amount of household hazardous waste collected.
- Number of residents utilizing the waste collection facility.

Responsible Department:

NDSU Physical Plant Department

D. Partnership/Outreach Efforts

The NDSU Physical Plant Department will investigate and develop partnerships with other local agencies to collaborate on storm water management issues, implement public education programs, distribute educational materials, and conduct public outreach activities concerning the impacts of storm water discharges on the Red River of the North. Potential resource-sharing partnerships will be identified and established with other agencies such as the city of Fargo; Cass County; the state of North Dakota; other local regulated small Municipal Separate Storm Sewer Systems (MS4s), including Moorhead and Clay County in Minnesota; and local volunteer, nonprofit, and student groups.

Components of these partnerships may include the development of informational materials and brochures, presentation packets for distribution, and a means for gauging program effectiveness. Possible topics could include a listing and description of typical storm water runoff contaminants, the identification and reporting of illicit discharges, proper disposal of household toxic materials, and volunteer opportunities for conducting performance surveys and cleanups.

Measurable Goals:

- Number of outside entities used to promote storm water pollution prevention issues.

Responsible Department:

NDSU Physical Plant Department

E. Annual Public Meeting

An annual public meeting will be held to address the results of the previous year's SWPPP prior to submitting the annual report to the North Dakota Department of Health (NDDH). Notice of the NDSU public meeting will be provided 30 days prior to the meeting and will reference the SWPPP. The notice will include the date, time, location of the meeting, a description of how the meeting will be conducted, and the location of a public copy of the NDSU SWPPP. This notice will be sent to NDDH and all appropriate NDSU officials and published in the local newspaper.

Measurable Goals:

- Number of public comments or questions at each meeting.

Responsible Department:

NDSU Physical Plant Department

IV. BMP Implementation Schedule and MCM 1 Performance Measures

Implementation

Planned Performance Measures

Year 1

Develop and/or collect storm water pollution prevention pamphlets, booklets, and flyers; identify and investigate the potential of a storm water Web page on the NDSU Physical Plant Web site; investigate the potential of using other resources to expand the educational outreach component; investigate the possibility of including storm water-related information in classroom presentations; investigate the household waste collection program; hold the annual public meeting on the SWPPP; and provide the annual report to NDDH.

- Year 2 Continue to investigate partnerships with other noncity entities; begin the development of a storm water page on the NDSU Physical Plant Web site; develop a storm water educational message using other resources; develop storm water-related information for including in classroom presentations; develop the household waste collection program; hold the annual public meeting on the SWPPP; and provide the annual report to NDDH.
- Year 3 Continue to build the storm water pollution prevention library; continue pollution prevention education through different media; continue to build on partnerships; produce the storm water educational message using other resources; implement classroom presentations of storm water-related information; implement the household waste collection program; hold the annual public meeting on the SWPPP; and provide the annual report to NDDH.
- Year 4 Continue to build the storm water pollution prevention library; continue pollution prevention education through different media; continue to establish partnerships; implement the storm water educational message using alternate resources; continue classroom presentations of storm-water related information; continue the household waste collection program; hold the annual public meeting on the SWPPP; and provide the annual report to NDDH.
- Year 5 Continue to build on and improve the storm water-related education program; continue work on partnerships with other entities; compile a comprehensive storm water pollution prevention plan document; continue the household waste collection program; hold the annual public meeting on the SWPPP; and provide the annual report to NDDH.

V. Person Responsible for Implementation and/or Coordination of Minimum Control Measure 1

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MINIMUM CONTROL MEASURE 2 - PUBLIC INVOLVEMENT AND PARTICIPATION

I. Target Audience

Activities planned under the Public Involvement and Participation portion of the Storm Water Pollution Prevention Program (SWPPP) for North Dakota State University (NDSU) will be directed toward the students, faculty, and staff of the university community.

II. Goals

The SWPPP activities implemented under Minimum Control Measure (MCM) 2 will focus on increasing public involvement and participation in reducing the adverse effects of storm water runoff and its potential to affect the water quality of the Red River by NDSU's storm water conveyance system. The educational information will be made available to students, faculty, and staff to promote practices conducive to the reduction of pollution that results from storm water runoff. Activities that will reduce or eliminate the impacts of storm water discharges on the Red River will be developed and implemented within the permit term to increase the general level of involvement in the SWPPP throughout the university community.

III. Best Management Practices

A. Annual Campuswide Student Litter Cleanup Program

The NDSU Physical Plant Department will promote an annual cleanup of the university-maintained student housing grounds and parking lots. This will directly involve the student community in storm water pollution prevention, and make the university community aware that the campus storm drain system discharge untreated waters directly into County Drain #3 or by way of the city of Fargo storm water conveyance system to the Red River.

Measurable Goals:

- Number of cleanups.
- Number of cleanup groups or participants.

Responsible Department:

NDSU Physical Plant Department

B. Student Adopt-A-Parking Lot Program

The NDSU Physical Plant Department will investigate and develop a student volunteer Adopt-A-Parking Lot program as a public outreach tool and will allow

participation from any student group or student organization within the university community.

Measurable Goals:

- Number of participants in Adopt-A-Parking Lot programs.

Responsible Department:

NDSU Physical Plant Department

C. University Information Line

The NDSU Physical Plant Department will investigate and develop a university information line to provide a means for concerned citizens and agencies to contact the appropriate authority with specific storm water runoff questions and discharge problems.

Measurable Goals:

- Number of storm water related calls received.
- Number of storm water related problems/incidents identified as a result of information line calls.

Responsible Department:

NDSU Physical Plant Department

D. Plans for Public Input and Opinion

The NDSU Physical Plant will present the storm water management information at a local public meeting. At this annual meeting, the NDSU Physical Plant Department will accept public input and opinion on the adequacy of this SWPPP prior to submitting the annual report to the North Dakota Department of Health (NDDH).

The meeting notice will be provided 30 days prior to the meeting and will reference the NDSU SWPPP. The notice will include the date, time, location of the meeting, a description of how the meeting will be conducted, and the location of a public copy of the NDSU SWPPP. This notice will be sent to NDDH and all appropriate NDSU officials and published in the local newspaper.

All public input and opinion (written and oral) will be considered by the NDSU Physical Plant, and adjustments to the SWPPP will be made where appropriate.

Measurable Goals:

- Amount of public input received.
- Public participation at the meeting.

Responsible Department:
NDSU Physical Plant Department

IV. BMP Implementation Schedule and MCM 2 Performance Measures

<u>Implementation</u>	<u>Planned Performance Measures</u>
Year 1	Send notice of the public stakeholder meeting and get public input; develop an annual student litter cleanup program; develop the student Adopt-A-Parking Lot program; hold the annual public meeting on the SWPPP; and provide the annual report to NDDH.
Year 2	Assess and begin appropriate implementation of the public input; implement the annual student litter cleanup program; implement the student Adopt-A-Parking Lot program; investigate the university information line concept; hold the annual public meeting on the SWPPP; and provide the annual report to NDDH.
Year 3	Implement the recommendations of the public input where appropriate; continue the annual student litter cleanup program; continue Adopt-A-Parking Lot program; develop the university information line; hold the annual public meeting on the SWPPP; and provide the annual report to NDDH.
Year 4	Continue the annual student litter cleanup program; continue the Adopt-A-Parking Lot program; implement the university information line; continue with public input where appropriate; hold the annual public meeting on the SWPPP; and provide the annual report to NDDH.
Year 5	Continue the annual student litter cleanup program; continue the Adopt-A-Parking Lot program; continue the university information line; continue with public input where appropriate; hold the annual public meeting on the SWPPP; and provide the annual report to NDDH.

V. Person Responsible for Implementation and/or Coordination of Minimum Control Measure 2

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MINIMUM CONTROL MEASURE 3 - ILLICIT DISCHARGE DETECTION AND ELIMINATION

I. Target Audience

Activities planned under the Illicit Discharge Detection and Elimination portion of the Storm Water Pollution Prevention Program (SWPPP) for North Dakota State University (NDSU) will be directed toward the students, faculty, and staff of the university community, with an emphasis on the facilities and operations staff members.

II. Goals

The SWPPP activities implemented under Minimum Control Measure (MCM) 3 will focus on the development, implementation, and enforcement of management strategies that will lead to the reduction or elimination of the impacts of illicit pollutant discharges into the storm water conveyance system during the permit term throughout the university community.

III. Best Management Practices

A. Storm Water Conveyance System Map

The NDSU Physical Plant Department will investigate, develop, and implement a storm water conveyance system map that will show the location of all:

1. Ponds, streams, and wetlands.
2. Any structural pollution control devices.
3. Any conveyances 24 inches or larger in diameter.
4. Any discharge points leaving the system including:
 - a. Discharges from the NDSU system to the city of Fargo systems, waters, or wetlands.
 - b. Discharges to the groundwater.
 - c. Overland discharges.
 - d. Any other known outlet points in the NDSU storm water conveyance system.

Measurable Goals:

- Linear feet of conveyances recorded.
- Number of discharge points recorded.

Responsible Department:

NDSU Physical Plant Department

B. Program to Detect, Identify, and Eliminate Illicit Discharges

The NDSU Physical Plant Department will investigate, develop, and implement a program to detect and identify illicit discharges to the Cass County drain system or the city of Fargo storm water conveyance system as defined in 40 CFR 122.26(b)(2) following the four steps outlined below:

1. Locate any problem areas by using complaints, identification by university staff, or during regular system maintenance and inspection activities.
2. Find the source of any illicit discharge problem.
3. Notify any potential offending discharger and attempt to remove or correct the problem.
4. Document any actions taken and include these actions in the annual report.

If the NDSU Physical Plant identifies any of the following categories of non-storm water flows as significant contributors of pollutants, then NDSU will develop a plan to control and eliminate the contributors to the storm water conveyance system:

- Water line flushing
- Landscape irrigation
- Diverted stream flows
- Rising groundwaters
- Uncontaminated groundwater infiltration
- Uncontaminated pumped groundwater
- Discharges from potable water sources
- Foundation drains
- Air-conditioning condensation
- Irrigation water
- Springs
- Water from crawl space pumps
- Footing drains
- Lawn watering
- Individual residential car washing
- Flows from riparian habitats and wetlands
- Chlorinated water discharges
- Street wash water
- Flows from fire-fighting activities

Measurable Goals:

- Number of illicit discharges reported.
- Number of illicit discharges found.

Responsible Department:

NDSU Physical Plant Department

C. Program to Prohibit and Enforce Non-Storm Water Discharges

Through regulatory mechanisms, NDSU Physical Plant will investigate and develop a program to prohibit and enforce non-storm water discharges and illegal disposal of waste in unpermitted areas or into the storm water conveyance system. The NDSU Physical Plant Department will develop and implement all procedures, programs, and actions required to appropriately enforce these regulations to the extent allowable under law.

Measurable Goals:

- Number of flyers, posters, or other public education tools distributed or programs started.
- Number of illegal dumping sites cleaned up.

Responsible Department:

NDSU Physical Plant Department

D. Educational Outreach Program

The NDSU Physical Plant Department will provide educational outreach on the hazards of improper waste disposal and the ways to detect and eliminate illicit discharges that may cause impacts to storm water runoff. This education will be through information brochures and staff inspection of storm water conveyance system inlets and outfalls.

Measurable Goals:

- Number of flyers, posters, or other public education tools distributed.
- Number of illegal dumpings reported.
- Number of illegal dump cleanups completed.
- Number of illicit/unwarranted discharges reported.
- Number of illicit/unwarranted discharges found.

Responsible Department:

NDSU Physical Plant Department.

IV. BMP Implementation Schedule and MCM 3 Performance Measures

Implementation

Planned Performance Measures

Year 1

Collect data for the storm water conveyance system map; collect educational information for the public outreach program; investigate procedures for making changes/updates to campus policy; hold the annual public meeting on the SWPPP; and provide the annual report to the North Dakota Department of Health (NDDH).

Year 2	Develop the storm water conveyance system map; develop the educational outreach program from information collected; develop the changes for campus policy; hold the annual public meeting on the SWPPP; and provide the annual report to NDDH.
Year 3	Implement the storm water conveyance system map; implement the educational outreach program from information collected; implement the changes to campus policy; hold the annual public meeting on the SWPPP; and provide the annual report to NDDH.
Year 4	Maintain the storm water conveyance system map; continue the educational program; maintain campus policy; hold the annual public meeting on the SWPPP; and provide the annual report to NDDH.
Year 5	Update the storm water conveyance system map; continue the educational program; update campus policy; hold the annual public meeting on the SWPPP; and provide the annual report to NDDH.

V. Person Responsible for Implementation and/or Coordination of Minimum Control Measure 3

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MINIMUM CONTROL MEASURE 4 - CONSTRUCTION SITE STORM WATER RUNOFF CONTROL

I. Target Audience

Activities planned under the Construction Site Storm Water Runoff Control portion of the Storm Water Pollution Prevention Program (SWPPP) for North Dakota State University (NDSU) will be directed toward contractors, construction site operators, inspectors, and enforcement personnel of the university community.

II. Goals

The SWPPP activities implemented under Minimum Control Measure (MCM) 4 will focus on the development, implementation, and enforcement of management strategies that will lead to the reduction or elimination of the impacts of storm water runoff from construction activities that result in a land disturbance of greater than or equal to 1 acre into the storm water conveyance system during the permit term throughout the university community.

III. Best Management Practices

A. Ordinances or Other Regulatory Mechanisms for Erosion and Sedimentation Controls

Under the guidance of the city of Fargo, the NDSU Physical Plant Department will investigate and develop new regulatory mechanisms to require erosion and sedimentation controls and compliance for polluted runoff from construction sites with a land disturbance of greater than or equal to 1 acre as well as the necessary approvals to ensure compliance by March 11, 2005.

Measurable Goals:

- Whether or not a regulatory mechanism was developed to address construction site runoff control.
- Whether or not a regulatory mechanism was developed requiring that regulated sites be inspected.

Responsible Department:

NDSU Physical Plant Department

B. Erosion and Sedimentation Controls for Construction Site Operators

Under the guidance of the city of Fargo, the NDSU Physical Plant Department will investigate, develop, and implement a program that will require appropriate erosion and sedimentation controls on all regulated construction sites.

Measurable Goals:

- Number of regulated construction sites that use erosion and sediment controls.
- Acreage of disturbed land protected by erosion and sediment controls.

Responsible Department:

NDSU Physical Plant Department

C. Requirements for Construction Site Operators to Control Waste

Under the guidance of the city of Fargo, the NDSU Physical Plant Department will investigate, develop, and begin implementation of a program to control construction site waste that may impact storm water runoff. This program will address construction entrances, vehicle maintenance, concrete truck cleanout, and equipment-washing areas.

Measurable Goals:

- Frequency of inspection and maintenance activities.
- Number of construction sites with designated vehicle maintenance and washing areas.
- Whether construction vehicles are regularly inspected.

Responsible Department:

NDSU Physical Plant Department

D. Construction Site Plan Reviews

Under the guidance of the city of Fargo, the NDSU Physical Plant Department will investigate, develop, and implement a preconstruction activities program that will require a review of regulated construction site plans submitted by the contractor for the implementation and routine maintenance of sedimentation and erosion controls that incorporate consideration of potential water quality impacts before ground is broken.

Measurable Goals:

- Number of site plan reviewers and inspectors trained.
- Number of inadequate sites or plans reported by inspectors.
- Number of noncompliant permits reported.

Responsible Department:

NDSU Physical Plant Department

E. Construction Site Inspection and Enforcement Procedures

Under the guidance of the city of Fargo, the NDSU Physical Plant Department will investigate, develop, implement, and enforce procedures for construction site best management practice (BMP) inspections and the enforcement of installed erosion and sedimentation control measures.

Measurable Goals:

- Whether an inventory of inspection and maintenance activities was created and is regularly maintained.
- Number of sites inspected.
- Number of enforcement actions taken.
- Number of stop-work orders given.

Responsible Department:

NDSU Physical Plant Department

F. Construction Information Submitted by the Public

To reinforce public participation in the storm water pollution prevention program under the guidance of the city of Fargo, the NDSU Physical Plant Department will investigate and develop procedures for the receipt, tracking, and consideration of student and staff inquiries, concerns, and information submitted regarding campus construction activities.

Measurable Goals:

- Number of noncompliance reports received.
- Number of construction site inspector follow-ups.
- Number of valid noncompliance reports received from the public.
- Number of stop-work orders issued.

Responsible Department:

NDSU Physical Plant Department

G. Educational Outreach Program

The NDSU Physical Plant Department will provide educational outreach on the procedures for the receipt, tracking, and consideration of university community inquiries, concerns, and information submitted regarding local construction activities that result in a land disturbance of greater than or equal to 1 acre into the storm water conveyance system during the permit term throughout the university community.

Measurable Goals:

- Number of flyers, posters, or other public education tools distributed.
- Number of training programs offered to facilities and operation staff.
- Number of valid noncompliance reports received from facilities and operation staff.

Responsible Department:

NDSU Physical Plant Department

H. Operation of a Construction Site

Under the guidance of the city of Fargo, the NDSU Physical Plant Department will ensure campus construction sites operate in accordance with this SWPPP. The NDSU Physical Plant will develop site plans to evaluate and implement the appropriate BMPs for construction activities established within this SWPPP. These site plans will include:

1. Description of the activity, proposed timetable, amount of area disturbed, and any outfalls to the storm conveyance system or water body;
2. Map or drawing of the site showing the boundaries, soil disturbance limits, storm water drainage pattern, location of receiving waters and/or storm inlets, storage areas for materials, and storm water management controls;
3. Description of the method of storage, disposal, and handling of materials which have the potential to be released with storm water;
4. Description of the BMPs to control erosion and sedimentation during all phases of construction;
5. Description of methods to address sediment tracking on roads, recovering sediments, and spill prevention and response procedures;
6. Site inspection procedure providing at least one inspection every 14 days and within 24 hours after any storm event of greater than 0.50 inches of rain per 24-hour period;
7. Site Inspection Records (SIR) will be kept for the date and time of inspections, the name of the inspector, and the date and amount of last precipitation event. All incidents of erosion, sediment accumulation, or spills will be documented. The record will include the location and description of the incident, estimated quantity of material or size of area affected, and a brief explanation of potential cause and remedial action taken.

Measurable Goals:

- Number of construction site maps with detailed storm water controls.
- Number of stored and disposed materials that have potential to be released with storm water.
- Number of different BMPs for erosion and sedimentation during multiple construction phases.
- Number of sediment tracking, recovery, and response procedures.

- Number of construction sites inspected after any storm event.
- Number of SIRs taken.

Responsible Department:

NDSU Physical Plant Department

IV. BMP Implementation Schedule and MCM 4 Performance Measures

<u>Implementation</u>	<u>Planned Performance Measures</u>
Year 1	Develop regulatory mechanisms; begin developing procedures for construction site plan review; investigate erosion and sedimentation controls; collect educational information for the public outreach program; begin developing procedures for information submitted by the public; investigate appropriate construction activity BMPs; hold the annual public meeting on the SWPPP; and provide the annual report to the North Dakota Department of Health (NDDH).
Year 2	Continue to develop and implement the regulatory mechanisms; develop procedures for construction site inspections; develop erosion and sedimentation controls; develop educational information for the public outreach program; consider public information submitted; develop appropriate construction activity BMPs; hold the annual public meeting on the SWPPP; and provide the annual report to NDDH.
Year 3	Complete the regulatory mechanisms writing; begin enforcement of the regulatory mechanisms; continue developing procedures for construction site inspections; implement and enforce erosion and sedimentation controls; implement an educational information program; implement appropriate construction activity BMPs; consider public information submitted; hold the annual public meeting on the SWPPP; and provide the annual report to NDDH.
Year 4	Continue regulatory mechanism enforcement; continue construction site inspections; continue enforcement of erosion and sedimentation controls; continue the educational information program; continue appropriate construction activity BMPs; consider public information submitted; hold the annual public meeting on the SWPPP; and provide the annual report to NDDH.
Year 5	Fulfill maximum regulatory mechanism compliance; continue construction site inspections; continue enforcement of erosion and sedimentation controls; continue the educational information

program; continue appropriate construction activity BMPs; consider public information submitted; hold the annual public meeting on the SWPPP; and provide the annual report to NDDH.

V. Person Responsible for Implementation and/or Coordination of Minimum Control Measure 4

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MINIMUM CONTROL MEASURE 5 - POSTCONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

I. Target Audience

Activities planned under the Post-construction Storm Water Management in New Development and Redevelopment portion of the Storm Water Pollution Prevention Program (SWPPP) for North Dakota State University (NDSU) will be directed toward developers, contractors, construction site operators, inspectors, and enforcement personnel.

II. Goals

The SWPPP activities implemented under Minimum Control Measure (MCM) 5 will focus on the development, implementation, and enforcement of management strategies that will lead to the reduction or elimination of the impacts of storm water runoff from new development and redevelopment projects that disturb greater than or equal to 1 acre, including projects that are less than 1 acre and are part of a larger development plan during the permit term throughout the university community.

III. Best Management Practices

Structural:

A. **Storm Water Detention Requirements**

Under the guidance of the city of Fargo, the NDSU Physical Plant Department will investigate the city of Fargo's existing Storm Water Detention Policy. This BMP will investigate the feasibility of dry extended detention ponds for runoff control and/or wet ponds for water treatment. This best management practice (BMP) will also evaluate the effectiveness, constructability, social aspects, and economics of different types of ponds within the campus areas.

Measurable Goals:

- Whether a regulatory mechanism is created to require storm water detention as part of site development requirements.
- Number and type of ponds installed.
- Acreage of land and impervious surface drained by new ponds.

Responsible Department:

NDSU Physical Plant Department

B. Vegetative Practices Program

Under the guidance of the city of Fargo, the NDSU Physical Plant Department will investigate the use of vegetative BMPs in new development and redevelopment areas to treat storm water runoff.

Measurable Goals:

- Number of new grassed swales installed.
- Number of acres drained by grassed swales.
- Number of new grassed filter strips installed.
- Number of acres drained by grassed filter strips

Responsible Department:

NDSU Physical Plant Department

Nonstructural:

A. Long-Term BMP Inspection and Maintenance Program

Under the guidance of the city of Fargo, the NDSU Physical Plant Department will investigate and develop a long-term inspection and repair program to maintain the effectiveness of postconstruction storm water control BMPs. All BMPs will be inspected for continued effectiveness and structural integrity at regular inspection intervals. The inspector will document whether the BMP is performing correctly, note any damage to the BMP, and repair any damage to the BMP.

Measurable Goals:

- Number of problems that were identified and remedied.
- Change in the proportion of BMPs that are maintained as a result of inspection and maintenance.
- Whether an inventory of BMPs requiring maintenance was completed and is regularly updated.

Responsible Department:

NDSU Physical Plant Department

B. Ordinances for Controlling Postconstruction Runoff

Under the guidance of the city of Fargo, the NDSU Physical Plant Department will investigate and develop the appropriate regulatory mechanisms to promote the public welfare of any regulated development or other activity that disturbs or breaks the topsoil or results in the movement of earth on land.

Measurable Goals:

- Whether or not a regulatory mechanism was developed to address postconstruction runoff.
- Projected amount of impervious cover reduced under the new regulatory mechanism.

Responsible Department:

NDSU Physical Plant Department

C. Design Standards Program

Under the guidance of the city of Fargo, the NDSU Physical Plant Department will investigate, develop, and implement a plan to develop requirements and guidelines for both structural and nonstructural BMPs to be included in site development plans, as well as procedures for maintaining, documenting, and reporting the effectiveness and proper use of the BMPs.

Measurable Goals:

- Number of BMPs evaluated by facilities and operation staff as being effective tools in managing storm water quality.
- Whether a regulatory mechanism is written to require the use of BMPs in site development.

Responsible Department:

NDSU Physical Plant Department

D. Educational Outreach Program

The NDSU Physical Plant Department will provide educational outreach on developing, implementing, and enforcing a program that will reduce or eliminate the impacts of storm water runoff from new development and redevelopment projects that disturb greater than or equal to 1 acre, including projects that are less than 1 acre and are part of a larger development plan, that discharge into the storm water conveyance system during the permit term throughout the university community.

Measurable Goals:

- Number of flyers, posters, or other public education tools distributed.
- Number of training programs offered to facilities and operation staff.

Responsible Department:

NDSU Physical Plant Department

IV. BMP Implementation Schedule and MCM 5 Performance Measures

<u>Implementation</u>	<u>Planned Performance Measures</u>
Year 1	Begin development of the strategies for structural and nonstructural BMPs; begin working with local partners to develop these strategies; collect educational information for the public outreach program; investigate a long-term inspection and maintenance program; hold the annual public meeting on the SWPPP; and provide the annual report to NDDH.
Year 2	Begin regulatory mechanism development; develop ponding and vegetative practices programs; continue development of the strategies for structural and nonstructural BMPs; develop a long-term inspection and maintenance program; develop educational information for the public outreach program; hold the annual public meeting on the SWPPP; and provide the annual report to NDDH.
Year 3	Complete regulatory mechanism development; continue to develop ponding and vegetative practices programs; complete development of the strategies for structural and nonstructural BMPs; complete development of the long-term inspection and maintenance program; implement educational information for the public outreach program; hold the annual public meeting on the SWPPP; and provide the annual report to NDDH.
Year 4	Implement the strategies for the BMPs; implement the regulatory mechanisms and construction standards for the BMP; begin implementation of ponding and vegetative practices programs; implement the long-term inspection and maintenance program; continue with the educational public outreach program; hold the annual public meeting on the SWPPP; and provide the annual report to NDDH.
Year 5	Continue implementation of the strategies for the BMPs; continue enforcement of regulatory mechanisms and implementation of the BMPs; ensure the adequacy of the long-term inspection and maintenance of the BMPs; continue implementation of ponding and vegetative practices programs; continue with the educational public outreach program; hold the annual public meeting on the SWPPP; and provide the annual report to NDDH.

V. Person Responsible for Implementation and/or Coordination of Minimum Control Measure 5

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MINIMUM CONTROL MEASURE 6 - POLLUTION PREVENTION (GOOD HOUSEKEEPING) FOR MUNICIPAL OPERATIONS

I. Target Audience

Activities planned under the Pollution Prevention (Good Housekeeping) for Municipal Operations portion of the Storm Water Pollution Prevention Program (SWPPP) for North Dakota State University (NDSU) will be directed toward university facilities staff and enforcement personnel.

II. Goals

The SWPPP activities implemented under Minimum Control Measure (MCM) 6 will focus on developing and implementing general procedures for the NDSU Physical Plant operations and maintenance program that will reduce or eliminate the impacts of storm water pollution from open space maintenance, snow disposal, vehicle and building maintenance, land disturbances, and storm conveyance system maintenance plan during the permit term throughout the university community.

III. Best Management Practices

A. Parking Lot and Street-Cleaning Program

The NDSU Physical Plant will investigate and develop procedures for parking lot and street-cleaning practices to minimize pollutant discharge to receiving waters. These cleaning practices will remove surface sediment, debris, and other pollutants that are a potential source of significant pollution.

Measurable Goals:

- Whether roads and parking lots were inventoried and prioritized for cleaning.
- Number of scheduled road cleanings.

Responsible Department:

NDSU Physical Plant Department

B. Storm Water Conveyance System-Cleaning Program

The NDSU Physical Plant will investigate and develop procedures for the annual inspection and cleaning of storm conveyance systems to reduce the amount of pollutants, trash, debris, and sediments. This program will be applied to material and waste-handling areas, paved and vegetated areas, waterways, county drains, snow dump sites, and new development projects. Based on the annual inspection results, repair or replacement measures will be determined for proper operation. A

summary of all inspections and repairs will be maintained and submitted in the annual report.

Measurable Goals:

- Whether areas with high pollutant loadings were inventoried and prioritized for cleaning.
- Twenty percent (20%) of all storm conveyance system outfalls, snow dump sites, and sediment basins maintained by NDSU Physical Plant will be inspected and cleaned each year during the permit term.

Responsible Department:

NDSU Physical Plant Department

C. Vehicle Maintenance Facility Site Plan

The NDSU Physical Plant will develop and implement a vehicle maintenance facility site-specific plan within 90 days of obtaining permit coverage. This plan will operate in accordance with all of the appropriate BMPs within this SWPPP. This site plan will include:

1. A site map indicating drainage patterns, the outline of the drainage area for each outfall, areas used for storage or disposal of materials, and any existing structures to reduce storm water contamination.
2. A list of any significant materials that may be exposed to or may contact storm water. Each material will identify the method and location for storage, disposal, and outdoor processing.
3. A description of any BMPs used to minimize the contact of storm water with materials or reduce pollutants in storm runoff.
4. Assess the potential for various sources at the site to contribute pollutants to storm runoff.
5. An evaluation of non-storm water discharges. Any non-storm water discharge from the site must be removed or controlled in accordance with MCM 3.
6. A description of BMPs that will be implemented to minimize potential pollutant sources. The site-specific plan must include BMPs to minimize storm water contact with materials at the site, spill prevention and response procedures, and sediment/erosion controls for areas vulnerable to erosion.
7. Annual inspection focusing on non-storm related discharges, deterioration, and overall effectiveness of structural BMPs.
8. Documentation of discharges, spills, inspections, and maintenance on BMPs. A record of inspections will summarize the inspection, observations, date, and name of the inspector.

Measurable Goals:

- Completion of the site plan within 90 days of obtaining permit coverage.
- Annual inspection results and documentation summary for the annual report.

Responsible Department:

The NDSU Physical Plant Department

D. Vehicle Maintenance Program

The NDSU Physical Plant will investigate, develop, and implement a pollution prevention measure for an outreach and training program directed at operations and maintenance staff involved in vehicle maintenance.

Measurable Goals:

- Number of employees trained in preventing pollution from vehicle maintenance activities.
- Number of spills reported.
- Number of educational materials distributed in the maintenance shop.

Responsible Department:

NDSU Physical Plant Department

E. Vehicle-Washing Program

The NDSU Physical Plant will investigate, develop, and begin implementation of a management measure that involves educating the operations and maintenance staff on the water quality impacts of the outdoor washing of equipment.

Measurable Goals:

- Number of educational materials distributed to university employees.
- Number of designated university vehicle-washing areas.

Responsible Department:

NDSU Physical Plant Department

F. Illegal Dumping Control Program

The NDSU Physical Plant will investigate and develop a program for the control of illegal dumping as a source control using public education. The illegal dumping control program will focus on campus involvement and target enforcement to eliminate or reduce illegal dumping practices. The illegal dumping control program will use a combination of public education and awareness, staff participation, site maintenance, and disciplinary measures to address illegal waste disposal.

Measurable Goals:

- Whether areas where illegal dumping is common were identified.
- Number of “no dumping” signs posted.
- Number of educational materials distributed.

- Number of reports of illegal dumping received.
- Number of dump sites cleaned up.
- Number of disciplinary actions pertaining to illegal dumping.

Responsible Department:

NDSU Physical Plant Department

G. Hazardous Materials Storage Program

The NDSU Physical Plant will investigate and develop procedures for the proper storage of hazardous materials. Storage spaces and containers will be routinely inspected for leaks, signs of cracks or deterioration, or any other signs of release. Storage areas, outdoor material deposits, loading and unloading areas, and raw materials will become covered or enclosed.

Measurable Goals:

- Number of regularly inspected storage units.
- Number of employees trained in hazardous material storage and maintenance.
- Total number of storage locations equipped to store hazardous materials.
- Number of materials distributed educating staff on the storage of hazardous materials.

Responsible Department:

NDSU Physical Plant Department

H. Spill Response and Prevention Program

The NDSU Physical Plant will investigate and develop procedures for spill response and prevention plans that will state how to stop, contain, cleanup, dispose of contaminated materials, and train personnel to prevent and control future spills. This plan will be applicable to all locations where hazardous wastes are stored or used.

Measurable Goals:

- Whether an inventory of campus locations at risk for spills was created.
- Number of preventive maintenance procedures performed on tanks, valves, pumps, pipes, and other equipment.
- Whether a spill response plan was developed for all operations and maintenance locations.
- Number of personnel trained in spill response.
- Number of regularly inspected high-risk locations.
- Number of educational materials distributed to operations and maintenance employees.

Responsible Department:
NDSU Physical Plant Department

I. Used Oil Recycling Program

The NDSU Physical Plant will investigate and develop procedures to recycle motor oil and oil filters.

Measurable Goals:

- Number of gallons of used oil collected from vehicle operations.
- Number of educational materials distributed to maintenance staff employees.

Responsible Department:
NDSU Physical Plant Department

J. Road Sand Application and Storage Procedures

The NDSU Physical Plant will investigate and develop procedures to ensure the proper storage, enclosure or covering, and application of equipment and materials, including salt-treated sand. The program will include regulating the amount of applied road sand to reflect site-specific characteristics, such as road width and design, traffic concentration, and proximity to surface waters.

Measurable Goals:

- Number of employees trained in road sand application.
- Quantity of sand applied to roadways and parking lots.

Responsible Department:
NDSU Physical Plant Department

K. Educational Outreach Program

The NDSU Physical Plant Department will provide educational outreach on developing, implementing, and enforcing a program that will reduce or eliminate the impacts of storm water runoff from facilities and maintenance operations that discharge into the storm water conveyance system during the permit term throughout the university community.

Measurable Goals:

- Number of flyers, posters, or other public education tools distributed.
- Number of training programs offered to facilities and operation staff.

Responsible Department:
NDSU Physical Plant Department

IV. BMP Implementation Schedule and MCM 6 Performance Measures

<u>Implementation</u>	<u>Planned Performance Measures</u>
Year 1	Develop and begin implementation of a vehicle maintenance facilities site plan within 90 days of obtaining permit coverage; investigate a public educational outreach and operations staff training program, a road sand application and storage program, a storm water conveyance system-cleaning program, and a regular parking lot and street-cleaning program; hold the annual public meeting on the SWPPP; and provide the annual report to the North Dakota Department of Health (NDDH).
Year 2	Maintain and update the vehicle maintenance facilities site plan; investigate a vehicle maintenance and washing program, a hazardous materials storage program, a spill response and prevention program, and an oil-recycling program; continue development of the staff training program; continue developing a storm water conveyance system-cleaning program and parking lot and street-cleaning program; hold the annual public meeting on the SWPPP; and provide the annual report to NDDH.
Year 3	Maintain and update the vehicle maintenance facilities site plan; continue to develop the operations and maintenance staff training program; develop and begin implementing a road sand application and storage program, a storm water conveyance system-cleaning program, and a regular parking lot and street-sweeping program; hold the annual public meeting on the SWPPP; and provide the annual report to NDDH.
Year 4	Maintain and update the vehicle maintenance facilities site plan; implement the operations and maintenance staff training program; develop and begin implementing a vehicle maintenance and washing program, a hazardous materials storage program, a spill response and prevention program, and an oil-recycling program; hold the annual public meeting on the SWPPP; and provide the annual report to NDDH.
Year 5	Maintain and update the vehicle maintenance facilities site plan; continue the operations and maintenance staff training program, a road sand application and storage program, a storm water conveyance system-cleaning program, and a regular parking lot and street-sweeping program, a vehicle maintenance and washing program, a hazardous materials storage program, a spill response and prevention program, and an oil-recycling program; hold the

annual public meeting on the SWPPP; and provide the annual report to NDDH.

V. Person Responsible for Implementation and/or Coordination of Minimum Control Measure 6

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