



SECTION 3.0 INFORMATION MANAGEMENT AND REPORTING

3.0 Information Management and Reporting

INFORMATION MANAGEMENT AND REPORTING OVERVIEW

The purpose of this Section of the Work Plan is to provide NDOR with a process for managing and reporting information that is required by the NPDES Permit and that demonstrates compliance with the Storm Water Management Program (SWMP) Minimum Control Measures (MCMs). Information will be managed throughout the year and summarized in an Annual Report that is submitted to NDEQ. The Annual Report is required by the NPDES Permit to track activities and progress made toward accomplishing each MCM and to demonstrate justification for any modifying the SWMP. Without an effective process for managing information throughout the year, the creation of a comprehensive Annual Report will not be possible.

This Section of the Work Plan is organized into three parts. First, Information Management documents the available databases and geospatial resources that will be used to organize information that is collected throughout the year. This part also communicates the NPDES Permit requirements for recordkeeping and availability. Second, Information Reporting documents the process for summarizing information that will be submitted with the Annual Report. This includes basic information required in the Permit and specialized information - report metrics - developed to demonstrate compliance with the MCMs. Finally, Recommendations are included at the end of this Section to communicate how to overcome specific obstacles to effective information management and reporting.

3.0 Information Management and Reporting

INFORMATION MANAGEMENT

Statutory requirements for MS4s do not explicitly require the maintenance of any particular database. Rather, the need for a process to manage storm water information is the result of requirements to report defensible and measurable information at regular intervals to NDEQ. In this context NDOR will maintain specific databases and geographic information in order to support regulatory reporting.

NDOR Databases

Existing databases maintained by NDOR will be used to collect and store the various types of information required by the NPDES Permit and SWMP. The intended use of these databases was typically for purposes other than compliance with the MS4 regulations. Therefore, these databases may require some modification or enhancement in order to be of use for the MS4 program.

DIRK - District Incident Reporting Knowledgebase

The District Incident Reporting Knowledgebase (DIRK) is a stand alone, web-based database system used by NDOR employees to distribute information on a wide range of short term problems. The database system collects as much information as possible about a complaint or observed problem. That information is sent electronically to specific individuals within the District that the incident has occurred in. Individuals who are responsible for entering information into DIRK may forward the information to other interested individuals where appropriate.

Once the information is received by a District representative, DIRK is used to input all of the relevant information concerning responses to the incident. Each incident can be tracked individually or grouped into a wide range of categories for reporting. It is anticipated that DIRK may be modified as needed in order to track illicit discharges and other storm water management measures.

SiteManager

SiteManager™ is a software support systems used by NDOR. It integrates field-based data collection, administration of contract records, contractor payments, project-oriented civil rights monitoring, and materials management. All this is combined with a, client/server environment and is available to field, project, district, laboratory and central office personnel. The database will be used to track the types of materials that are incorporated into NDOR projects in order to protect storm water quality running off of the property.

3.0 Information Management and Reporting

EAMS - Enterprise Asset Management System

NDOR has recently purchased the EAMS platform with the anticipation of implementing its full capabilities over at least three phases. The initial phase is currently taking place and is focused on creating a catalogue of all equipment and serviceable materials that NDOR owns. EAMS will be used for a wide range of inventory analysis such as monitoring inventory levels and service schedules of equipment. Future phases may include the inventory of all linear assets that NDOR is responsible for maintaining. The full capabilities for EAMS to provide tracking and reporting information for MS4 compliance will be evaluated during 2007.

IHI - Integrated Highway Information

NDOR utilizes the IHI mainframe system to distribute work to District maintenance staff and catalogue various assets and information. This system may be used to track the maintenance needs of certain BMPs and to ensure that they are operating correctly. The full capabilities for IHI to provide tracking and reporting information for MS4 compliance may be limited but will be evaluated during 2007.

Microsoft Access Databases

Access is a simple database used to track attendance in NDOR sponsored training and education activities. The structure of this database is easy to modify as the SWMP develops additional training and education requirements.

Microsoft Excel Databases

Excel is a simple database used to track a variety of information – specifically tracking the status of compliance with the NPDES General Permit for Construction Stormwater Runoff - that will be useful by NDOR for reporting. The structure of this database is easy to modify with the needs of the SWMP.

Geospatial Reference Information

Existing geospatial information maintained by NDOR will be used to display various types of information required by the NPDES Permit and SWMP. The basic geographic information described below was used to create the Figures in Section 8.3 of this Work Plan. This information will require some modification or enhancement as geographic conditions change over time.

Regulated MS4 Communities and Counties

The MS4 permit coverage area for NDOR is limited to the property owned and operated by NDOR within the coverage area of other regulated MS4s in Nebraska. The current list of regulated MS4s (Table 8-1) and any future additions to it are determined by NDEQ.

3.0 Information Management and Reporting

State, County, Urbanized Areas and Municipal Boundaries

Jurisdictional boundary information delineates the areas within which NDOR property is regulated. The State and County boundaries should remain consistent while the Urbanized Areas and Municipal boundaries adjust to changes caused by urbanization over time.

National Hydrography Dataset (NHD)

The National Hydrography Dataset (NHD) provides a digital surface water dataset for common reference. The NHD integrates well with other high-resolution datasets and provides a basis for a variety of natural resource analyses and information activities because it contains a unique stream reach code attribute for every stream segment. This dataset creates a consistent reference point between all Phase I and Phase II database elements and provides a link to other surface water quality assessment information generated by NDEQ and NDNR.

Section 303(d) Impaired Waterways

The Clean Water Act, Section 303(d), requires states to identify and establish a priority ranking for all waterbodies in which water quality standards are not attained or maintained. NDEQ is responsible for publishing an integrated report (Section 305(b)) that describes the status and trends of existing water quality, the extent to which designated uses are supported, pollution problems and sources, and the effectiveness of the water pollution control programs. This information is important for NDOR because it delineates where highway runoff may be causing or contributing to impairments. The impairments and TMDLs listed in the integrated report are easily referenced to the NHD stream reach codes. Table 8-2 identifies all impaired waterways that are within a regulated MS4 in Nebraska.

Highways and Other Property Locations

The majority of NDOR property that is regulated by the MS4 Permit is included as a base map layer. This includes highway right-of-way, construction yards, and maintenance yards that are located within the physically interconnected drainage system boundary of regulated MS4s in Nebraska.

Color Aerial Photography

All data layers are placed over top of color aerial photography in order to display the physical location of specific attributes in relation to a wide spectrum of the municipal geography.

Recordkeeping and Record Availability

The NPDES Permit places specific requirements on recordkeeping and record availability. All records required by the Permit must be kept by NDOR for at least three years. Also, NDOR must submit its records to NDEQ only when specifically asked to do so. Finally, all records, including a description of the SWMP must be made available to the public at reasonable

3.0 Information Management and Reporting

business hours. Compliance with these requirements will ensure that NDOR can produce evidence of SWMP activities in the event of a program review by a regulatory authority of interested third-party stakeholder.

INFORMATION REPORTING

Statutory requirements for MS4s do not explicitly require the maintenance of any particular database. Rather, the need for database maintenance is the result of requirements to report defensible and measurable information to NDEQ. In this context, there are two types of data that will require the use of an effective database structure; NPDES Permit requirements and SWMP commitments. The following information describes the data that will be reported to fulfill the NPDES Permit requirements and SWMP commitments. Where possible, this data has been made the responsibility of a specific individual and is identified with the most appropriate databases.

Permit Requirements

NDOR is required to submit an Annual Report to NDEQ no later than 90 days after the anniversary date of the issuance of the permit. Where no one has been specifically designated to summarize the data, the Environmental Section Manager has been identified and may be reassigned at a later date. Also, where possible, the specific database that is to be used for tracking information has been identified. The use of databases for tracking some elements must be determined in 2007. The Annual Report will summarize the following elements:

The status of compliance with this Permit including implementation of the components of the SWMP

- ▶ Person Responsible: MCM Champions
- ▶ Database(s) Referenced: SWMP Project File and Annual Report Metrics

An evaluation and assessment of appropriateness of the identified BMPs and progress towards achieving the identified measurable goals for each of the MCMs

- ▶ Person Responsible: MCM Champions
- ▶ Database(s) Referenced: Evaluation and Assessment Plan (2007)

Any changes to the identified BMPs or measurable goals for any of the MCMs

- ▶ Person Responsible: MCM Champions
- ▶ Database(s) Referenced: SWMP Project File

Annual expenditures and budget for the permit year following each annual report

- ▶ Person Responsible: Environmental Section Manager (Cindy Veys)
- ▶ Database(s) Referenced: To be Determined

3.0 Information Management and Reporting

A summary of data, including any monitoring data, if any, during the reporting period

- ▶ Person Responsible: To be Determined
- ▶ Database(s) Referenced: Access Database

A summary of any changes to the Evaluation and Assessment plan

- ▶ Person Responsible: Environmental Section Manager (Cindy Veys)
- ▶ Database(s) Referenced: SWMP Project File

A summary of the storm water activities that NDOR plans to undertake during the next reporting cycle

- ▶ Person Responsible: MCM Champions
- ▶ Database(s) Referenced: SWMP Commitments and SWMP Project File

Notice that NDOR is relying on another government entity to satisfy some of its permit obligations, if applicable

- ▶ Person Responsible: MCM Champions
- ▶ Database(s) Referenced: SWMP Project File

A summary describing the number and nature of enforcement actions, inspections, and public education programs

- ▶ Person Responsible: MCM Champions
- ▶ Database(s) Referenced: To be Determined

Identification of water quality improvements or degradation in receiving waters of the State within the coverage area of the Permit.

- ▶ Person Responsible: Environmental Section Manager (Cindy Veys)
- ▶ Database(s) Referenced: NDEQ

Annual Report Metrics

The following information identifies the essential components for tracking information that supports the Annual Report. Where possible, a specific person has been designated to provide information to each MCM Champion. Where no one has been specifically designated, the Champion is identified and may be reassigned at a later date. Also, where possible, the specific database that is to be used for tracking information has been identified. The use of databases for tracking some elements must be determined in 2007.

3.0 Information Management and Reporting

Each of the metrics is identified with all of the MCMs that subsequently addressed with the information that is collected for reporting. Wherever possible, the use of geographically referenced information is strongly encouraged. Metrics that will support geographic information have been identified.

Public Education and Outreach on Storm Water Impacts

The permit requires that NDOR implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of storm water discharges on water bodies and the steps that the public can take to reduce pollutants in storm water runoff. These requirements will be fulfilled by completing the following measurable commitments.

Number and type (employee, contractor, consultant, volunteer) of individuals completing training modules.

- ▶ Person Responsible: Information Processing Center (Judy Kelly)
- ▶ Minimum Control Measure Addressed: 1.1, 3.4, 4.2, 5.1, 6.1
- ▶ Database(s) Referenced: Access Database
- ▶ Geographic Elements: None

Number of quick reference manuals distributed to the public.

- ▶ Person Responsible: MCM Champion (Mary Jo Hall)
- ▶ Minimum Control Measure Addressed: 1.1, 3.4, 4.2, 5.3, 6.1
- ▶ Database(s) Referenced: To Be Determined
- ▶ Geographic Elements: None

Number and type of individuals receiving certification through an erosion and sediment control course.

- ▶ Person Responsible: Information Processing Center (Judy Kelly)
- ▶ Minimum Control Measure Addressed: 1.1, 4.2
- ▶ Database(s) Referenced: Access Database
- ▶ Geographic Elements: None

Number of groups/individuals participating in Wetlands Bank Training program.

- ▶ Person Responsible: Wetlands Biologist (Steve Duecker)
- ▶ Minimum Control Measure Addressed: 1.1, 2.1
- ▶ Database(s) Referenced: To Be Determined
- ▶ Geographic Elements: None

3.0 Information Management and Reporting

Number of groups/individuals participating in the Adopt-A-Highway program.

- ▶ Person Responsible: Maintenance Administrative Assistant (Denise Wallman)
- ▶ Minimum Control Measure Addressed: 1.1, 2.1, 3.4
- ▶ Database(s) Referenced: To Be Determined
- ▶ Geographic Elements: None

Number of visitors to the NDOR Website seeking water quality protection information.

- ▶ Person Responsible: Web Officer (Barb Biffle)
- ▶ Minimum Control Measure Addressed: 1.1
- ▶ Database(s) Referenced: Website Visitor Tracking
- ▶ Geographic Elements: None

Number of educational storm drain inlets installed.

- ▶ Person Responsible: Roadway Design Engineer (Jim Knott)
- ▶ Minimum Control Measure Addressed: 1.1, 3.4
- ▶ Database(s) Referenced: SiteManager
- ▶ Geographic Elements: Yes

Summary of educational/training materials that have been reviewed/modified/created.

- ▶ Person Responsible: MCM Champion (Mary Jo Hall)
- ▶ Minimum Control Measure Addressed: 1.1, 2.1, 3.4, 4.2, 5.3, 6.1
- ▶ Database(s) Referenced: NDOR SWMP Project File.
- ▶ Geographic Elements: None

Summary of the mechanisms used for distribution of articles, brochures, advertisements, and references published with storm water educational information.

- ▶ Person Responsible: MCM Champion (Mary Jo Hall)
- ▶ Minimum Control Measure Addressed: 1.1
- ▶ Database(s) Referenced: NDOR SWMP Project File.
- ▶ Geographic Elements: None

Summary of cooperative efforts within the adjacent MS4 areas (i.e. watershed groups, contractors) to provide educational materials.

- ▶ Person Responsible: MCM Champion (Mary Jo Hall)
- ▶ Minimum Control Measure Addressed: 1.1

3.0 Information Management and Reporting

- ▶ Database(s) Referenced: NDOR SWMP Project File.
- ▶ Geographic Elements: None

Public Involvement and Participation

The permit requires that NDOR comply with State, Tribal, and local public notice requirements when implementing a public involvement/participation program. This requirement will be fulfilled by completing the following measurable commitments.

Miles of roadway cleaned up due to the Adopt-A-Highway program.

- ▶ Person Responsible: Maintenance Administrative Assistant (Denise Wallman)
- ▶ Minimum Control Measure Addressed: 2.1, 3.3
- ▶ Database(s) Referenced: To Be Determined
- ▶ Geographic Elements:

Number of groups/individuals participating in the Adopt-A-Highway program.

- ▶ Person Responsible: Maintenance Administrative Assistant (Denise Wallman)
- ▶ Minimum Control Measure Addressed: 2.1, 1.1, 3.4
- ▶ Database(s) Referenced: To Be Determined
- ▶ Geographic Elements: None

Number of groups/individuals participating in the Wetlands Bank Training program.

- ▶ Person Responsible: Wetlands Biologist (Steve Duecker)
- ▶ Minimum Control Measure Addressed: 2.1, 1.1
- ▶ Database(s) Referenced: To Be Determined
- ▶ Geographic Elements: None

Participation in other environmental stewardship programs.

- ▶ Person Responsible: MCM Champion (Mary Jo Hall)
- ▶ Minimum Control Measure Addressed: 2.1, 5.1
- ▶ Database(s) Referenced: To Be Determined
- ▶ Geographic Elements: None

Number of meetings held with various agencies that included elements of the NDOR Storm Water Management Program on the agenda.

- ▶ Person Responsible: MCM Champion (Mary Jo Hall)
- ▶ Minimum Control Measure Addressed: 2.1, 6.1

3.0 Information Management and Reporting

- ▶ Database(s) Referenced: To Be Determined
- ▶ Geographic Elements: None

Number of comments submitted in response to participation and involvement opportunities provided by NDOR.

- ▶ Person Responsible: MCM Champion (Mary Jo Hall)
- ▶ Minimum Control Measure Addressed: 2.1
- ▶ Database(s) Referenced: To Be Determined
- ▶ Geographic Elements: None

Number of opportunities for public comment on storm water issues provided through the NEPA process.

- ▶ Person Responsible: Environmental Analyst Supervisor (Len Sand)
- ▶ Minimum Control Measure Addressed: 2.1
- ▶ Database(s) Referenced: To Be Determined
- ▶ Geographic Elements: None

Number of requests for review of the Storm Water Management Program during the public notice period (From NDEQ and any that NDOR sends out).

- ▶ Person Responsible: MCM Champion (Mary Jo Hall)
- ▶ Minimum Control Measure Addressed: 2.1
- ▶ Database(s) Referenced: NDEQ and NDOR SWMP Project File.
- ▶ Geographic Elements: None

Number of groups and individuals providing comments regarding the Storm Water Management Program prior to authorization by NDEQ (From NDEQ and any that NDOR receives).

- ▶ Person Responsible: MCM Champion (Mary Jo Hall)
- ▶ Minimum Control Measure Addressed: 2.1
- ▶ Database(s) Referenced: NDEQ and NDOR SWMP Project File.
- ▶ Geographic Elements: None

Number of complaints submitted to NDOR related to illicit discharges, construction site runoff, post-construction storm water BMP maintenance, maintenance facilities or operational issues.

- ▶ Person Responsible: MCM Champion (Mary Jo Hall)
- ▶ Minimum Control Measure Addressed: 2.1, 3.3
- ▶ Database(s) Referenced: DIRK, Website Visitor Reporting

3.0 Information Management and Reporting

- ▶ Geographic Elements: Yes

Summary of information distributed by NDOR that requests or encourages participation in environmental stewardship programs.

- ▶ Person Responsible: MCM Champion (Mary Jo Hall)
- ▶ Minimum Control Measure Addressed: 2.1, 3.4, 6.1
- ▶ Database(s) Referenced: To be Determined
- ▶ Geographic Elements: None

Summary of effectiveness of participation tracking mechanism(s) used by NDOR.

- ▶ Person Responsible: MCM Champion (Mary Jo Hall)
- ▶ Minimum Control Measure Addressed: 2.1
- ▶ Database(s) Referenced: To be Determined
- ▶ Geographic Elements: None

Summary of revisions made to Engineering Statements to reflect erosion control plans.

- ▶ Person Responsible: MCM Champion (Mary Jo Hall)
- ▶ Minimum Control Measure Addressed: 2.1, 4.1
- ▶ Database(s) Referenced: NDOR SWMP Project File.
- ▶ Geographic Elements: None

Summary of effectiveness of revisions to Engineering Statements to reflect erosion control plans.

- ▶ Person Responsible: MCM Champion (Mary Jo Hall)
- ▶ Minimum Control Measure Addressed: 2.1, 4.1
- ▶ Database(s) Referenced: Evaluation and Assessment Plan
- ▶ Geographic Elements: None

Summary of revisions considered/made to the Storm Water Management Program as the result of public comments.

- ▶ Person Responsible: MCM Champion (Mary Jo Hall)
- ▶ Minimum Control Measure Addressed: 2.1
- ▶ Database(s) Referenced: NDOR SWMP Project File.
- ▶ Geographic Elements: None

Summary of responses to complaints submitted to NDOR or to NDEQ concerning NDOR.

- ▶ Person Responsible: MCM Champion (Mary Jo Hall)

3.0 Information Management and Reporting

- ▶ Minimum Control Measure Addressed: 2.1
- ▶ Database(s) Referenced: DIRK.
- ▶ Geographic Elements: None

Illicit Discharge Detection and Elimination

The permit requires that NDOR develop, implement, and enforce a program to detect and eliminate illicit discharges into the regulated MS4. As part of this requirement, if not already established, develop a storm sewer system map showing the location of all outfalls and the names and location of all waters of the State that receive discharges from those outfalls. Also, to the extent allowable under State, Tribal or local law, effectively prohibit, through ordinance, or other regulatory mechanism, non-storm water discharges into the storm sewer system and implement appropriate enforcement procedures and actions. Further, develop and implement a plan to detect and address non-storm water discharges, including illegal dumping to the MS4. Finally, Inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste. These requirements will be fulfilled by completing the following measurable commitments.

Number of outfalls inventoried and screened.

- ▶ Person Responsible: MCM Champion (Mike Mattison)
- ▶ Minimum Control Measure Addressed: 3.1, 3.3
- ▶ Database(s) Referenced: To be Determined
- ▶ Geographic Elements: Yes

Percentage of permitted drainage area screened.

- ▶ Person Responsible: MCM Champion (Mike Mattison)
- ▶ Minimum Control Measure Addressed: 3.3
- ▶ Database(s) Referenced: To be Determined
- ▶ Geographic Elements: Yes

Percentage complete toward development of outfall map.

- ▶ Person Responsible: MCM Champion (Mike Mattison)
- ▶ Minimum Control Measure Addressed: 3.1, 3.3
- ▶ Database(s) Referenced: To be Determined
- ▶ Geographic Elements: Yes

Number of outfalls monitored for dry-weather discharges.

- ▶ Person Responsible: MCM Champion (Mike Mattison)

3.0 Information Management and Reporting

- ▶ Minimum Control Measure Addressed: 3.3
- ▶ Database(s) Referenced: To be Determined
- ▶ Geographic Elements: Yes

Sampling results for both dry weather monitoring and illicit discharge investigations.

- ▶ Person Responsible: MCM Champion (Mike Mattison)
- ▶ Minimum Control Measure Addressed: 3.3
- ▶ Database(s) Referenced: To be Determined
- ▶ Geographic Elements: Yes

Number of illicit discharges reported.

- ▶ Person Responsible: MCM Champion (Mike Mattison)
- ▶ Minimum Control Measure Addressed: 3.3, 2.1
- ▶ Database(s) Referenced: DIRK, Website Visitor Reporting
- ▶ Geographic Elements: Yes

Number of illicit discharges identified.

- ▶ Person Responsible: MCM Champion (Mike Mattison)
- ▶ Minimum Control Measure Addressed: 3.3
- ▶ Database(s) Referenced: DIRK
- ▶ Geographic Elements: Yes

Number of illicit discharges removed.

- ▶ Person Responsible: MCM Champion (Mike Mattison)
- ▶ Minimum Control Measure Addressed: 3.3
- ▶ Database(s) Referenced: DIRK
- ▶ Geographic Elements: Yes

Number of individuals trained to participate in implementing the IDDE Plan.

- ▶ Person Responsible: Information Processing Center (Judy Kelly)
- ▶ Minimum Control Measure Addressed: 3.4, 1.1
- ▶ Database(s) Referenced: Access Database
- ▶ Geographic Elements: None

3.0 Information Management and Reporting

Number of educational activities undertaken to promote public reporting of illicit discharges and improper disposal, and to promote proper management and disposal of toxic materials.

- ▶ Person Responsible: MCM Champion (Mary Jo Hall)
- ▶ Minimum Control Measure Addressed: 3.4, 1.1
- ▶ Database(s) Referenced:
- ▶ Geographic Elements: None

Summary of progress toward development and implementation of IDDE Plan.

- ▶ Person Responsible: MCM Champion (Mike Mattison)
- ▶ Minimum Control Measure Addressed: 3.3
- ▶ Database(s) Referenced: NDOR SWMP Project File.
- ▶ Geographic Elements: None

Summary of illicit discharge detection and removal actions.

- ▶ Person Responsible: MCM Champion (Mike Mattison)
- ▶ Minimum Control Measure Addressed: 3.3
- ▶ Database(s) Referenced: DIRK
- ▶ Geographic Elements: None

Summary of progress toward reviewing and modifying policy, specifications, and manuals.

- ▶ Person Responsible: MCM Champion (Mike Mattison)
- ▶ Minimum Control Measure Addressed: 3.4
- ▶ Database(s) Referenced: NDOR SWMP Project File.
- ▶ Geographic Elements: None

Summary of cooperative efforts within the Phase II areas (i.e. watershed groups, contractors, general public).

- ▶ Person Responsible: MCM Champion (Mike Mattison)
- ▶ Minimum Control Measure Addressed: 3.2
- ▶ Database(s) Referenced: NDOR SWMP Project File
- ▶ Geographic Elements: None

Construction Storm Water

The permit requires that NDOR develop, implement, and enforce a program to reduce pollutants in any storm water runoff to the MS4 from construction activities that result in a land disturbance

3.0 Information Management and Reporting

of greater than or equal to one acre or more. Smaller sites may be considered as described in the permit. As part of this requirement, develop and implement an ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions to ensure compliance to the extent allowable under State, Tribal or local law. Also, require construction site operators to implement appropriate erosion and sediment control best management practices. Further, require construction site operators to control waste that may cause adverse impacts to water quality. Finally, develop and implement procedures for receipt and consideration of information submitted by the public as well as procedures for site inspections and enforcement of control measures. These requirements will be fulfilled by completing the following measurable commitments.

Number of construction projects receiving NPDES Construction Stormwater Permits.

- ▶ Person Responsible: Roadside Stabilization Manager (Ron Poe)
- ▶ Minimum Control Measure Addressed: 4.1
- ▶ Database(s) Referenced: Excel Spreadsheet
- ▶ Geographic Elements: Yes

Number of construction projects closing NPDES Construction Stormwater Permits.

- ▶ Person Responsible: Roadside Stabilization Manager (Ron Poe)
- ▶ Minimum Control Measure Addressed: 4.1
- ▶ Database(s) Referenced: Excel Spreadsheet
- ▶ Geographic Elements: Yes

Number of construction projects reviewed using standardized BMP checklists.

- ▶ Person Responsible: Roadside Stabilization Manager (Ron Poe)
- ▶ Minimum Control Measure Addressed: 4.3
- ▶ Database(s) Referenced: Excel Spreadsheet
- ▶ Geographic Elements: None

Number of construction project bid packages using a contractor rating system for sediment and erosion control compliance.

- ▶ Person Responsible: MCM Champion (Claude Oie)
- ▶ Minimum Control Measure Addressed: 4.1
- ▶ Database(s) Referenced: Excel Spreadsheet
- ▶ Geographic Elements: None

3.0 Information Management and Reporting

Number of construction sites with NPDES Construction Stormwater Permit violations.

- ▶ Person Responsible: Roadside Stabilization Manager (Ron Poe)
- ▶ Minimum Control Measure Addressed: 4.1, 4.2, 4.3, 4.4
- ▶ Database(s) Referenced: To be Determined
- ▶ Geographic Elements: Yes

Number of internal audits conducted on site inspections.

- ▶ Person Responsible: Roadside Stabilization Manager (Ron Poe)
- ▶ Minimum Control Measure Addressed: 4.4
- ▶ Database(s) Referenced: None
- ▶ Geographic Elements: Yes

Number of enforcement actions taken for storm water violations.

- ▶ Person Responsible: Roadside Stabilization Manager (Ron Poe)
- ▶ Minimum Control Measure Addressed: 4.1, 4.2
- ▶ Database(s) Referenced: To be Determined
- ▶ Geographic Elements: Yes

Number of training and certification opportunities provided by NDOR.

- ▶ Person Responsible: Information Processing Center (Judy Kelly)
- ▶ Minimum Control Measure Addressed: 4.2, 1.1
- ▶ Database(s) Referenced: Access Database
- ▶ Geographic Elements: None

Number of individuals receiving training for sediment and erosion control.

- ▶ Person Responsible: Information Processing Center (Judy Kelly)
- ▶ Minimum Control Measure Addressed: 4.2, 1.1
- ▶ Database(s) Referenced: Access Database
- ▶ Geographic Elements: None

Number of individuals receiving certification for sediment and erosion control.

- ▶ Person Responsible: Information Processing Center (Judy Kelly)
- ▶ Minimum Control Measure Addressed: 4.2, 1.1
- ▶ Database(s) Referenced: Access Database

3.0 Information Management and Reporting

- ▶ Geographic Elements: None

Number of quick reference/pocket guides distributed.

- ▶ Person Responsible: MCM Champion (Claude Oie)
- ▶ Minimum Control Measure Addressed: 4.2. 1.1
- ▶ Database(s) Referenced: To be Determined
- ▶ Geographic Elements: None

Summary of NDOR's process of reviewing and modifying policy, specifications, and manuals.

- ▶ Person Responsible: MCM Champion (Claude Oie)
- ▶ Minimum Control Measure Addressed: 4.1
- ▶ Database(s) Referenced: NDOR SWMP Project File
- ▶ Geographic Elements: None

Summary of NPDES Construction Stormwater Permits and SWPPP violations.

- ▶ Person Responsible: Roadside Stabilization Manager (Ron Poe)
- ▶ Minimum Control Measure Addressed: 4.1, 4.2, 4.3, 4.4
- ▶ Database(s) Referenced: To be Determined
- ▶ Geographic Elements: None

Summary of outcomes from site inspections and internal audits.

- ▶ Person Responsible: MCM Champion (Claude Oie)
- ▶ Minimum Control Measure Addressed: 4.4
- ▶ Database(s) Referenced: To be Determined
- ▶ Geographic Elements: None

Summary of efforts for evaluation and assessment of construction site controls.

- ▶ Person Responsible: Claude Oie
- ▶ Minimum Control Measure Addressed: Permit
- ▶ Database(s) Referenced: To be Determined
- ▶ Geographic Elements: None

Post-Construction Storm Water

The permit requires that NDOR develop, implement, and enforce a program to address storm water runoff from new development and redevelopment projects that disturb greater than or equal to one acre. Smaller sites may be considered as described in the permit. As part of this

3.0 Information Management and Reporting

requirement, develop and implement strategies which include a combination of structural and/or non-structural best management practices appropriate for NDOR. Also, use an ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment projects to the extent allowable under State, Tribal or local law. Finally, ensure adequate long-term operation and maintenance of best management practices. These requirements will be fulfilled by completing the following measurable commitments.

Number of post construction BMPs inspected and maintained.

- ▶ Person Responsible: MCM Champion (Jim Knott)
- ▶ Minimum Control Measure Addressed: 5.3, 6.1
- ▶ Database(s) Referenced: Maintenance Management System
- ▶ Geographic Elements: Yes

Number of post construction controls installed.

- ▶ Person Responsible: MCM Champion (Jim Knott)
- ▶ Minimum Control Measure Addressed: 5.1
- ▶ Database(s) Referenced: SiteManager
- ▶ Geographic Elements: Yes

Summary of process toward reviewing and modifying policy, specifications, manuals, and BMP selection tools.

- ▶ Person Responsible: MCM Champion (Jim Knott)
- ▶ Minimum Control Measure Addressed: 5.1, 5.2
- ▶ Database(s) Referenced: NDOR SWMP Project File
- ▶ Geographic Elements: None

Summary of database tracking efforts.

- ▶ Person Responsible: MCM Champion (Jim Knott)
- ▶ Minimum Control Measure Addressed: 5.3
- ▶ Database(s) Referenced: SiteManager, Maintenance Management System
- ▶ Geographic Elements: None

Summary of opportunities to coordinate Post Construction BMPs with local agencies.

- ▶ Person Responsible: MCM Champion (Jim Knott)
- ▶ Minimum Control Measure Addressed: 5.1
- ▶ Database(s) Referenced: NDOR SWMP Project File

3.0 Information Management and Reporting

- ▶ Geographic Elements: None

Pollution Prevention/Good Housekeeping

The permit requires that NDOR develop and implement an operation and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations. Further, include employee training to prevent and reduce storm water pollution from NDOR activities. These requirements will be fulfilled by completing the following measurable commitments.

Number of maintenance facilities inventoried.

- ▶ Person Responsible: MCM Champion (Mike Mattison)
- ▶ Minimum Control Measure Addressed: 6.1
- ▶ Database(s) Referenced: NDOR SWMP Project File
- ▶ Geographic Elements: Yes

Number of maintenance facility evaluations conducted.

- ▶ Person Responsible: MCM Champion (Mike Mattison)
- ▶ Minimum Control Measure Addressed: 6.1
- ▶ Database(s) Referenced: NDOR SWMP Project File
- ▶ Geographic Elements: Yes

Number of facilities with SPCC plans or Facility Runoff Control plans.

- ▶ Person Responsible: MCM Champion (Mike Mattison)
- ▶ Minimum Control Measure Addressed: 6.1
- ▶ Database(s) Referenced: To be Determined
- ▶ Geographic Elements: Yes

Number of facilities updating SPCC or Facility Runoff Control plans.

- ▶ Person Responsible: MCM Champion (Mike Mattison)
- ▶ Minimum Control Measure Addressed: 6.1
- ▶ Database(s) Referenced: To be Determined
- ▶ Geographic Elements: Yes

Number of NDOR quick reference guides distributed to maintenance staff.

- ▶ Person Responsible: MCM Champion (Mike Mattison)
- ▶ Minimum Control Measure Addressed: 6.1, 1.1

3.0 Information Management and Reporting

- ▶ Database(s) Referenced: To be Determined
- ▶ Geographic Elements: None

Number of personnel (total and new) trained to apply pesticides and other chemicals.

- ▶ Person Responsible: Information Processing Center (Judy Kelly)
- ▶ Minimum Control Measure Addressed: 6.1, 1.1, 2.1
- ▶ Database(s) Referenced: Access Database
- ▶ Geographic Elements: None

Number of municipal maintenance agreements in place with adjacent MS4s.

- ▶ Person Responsible: MCM Champion (Mike Mattison)
- ▶ Minimum Control Measure Addressed: 6.1, 3.2
- ▶ Database(s) Referenced: NDOR SWMP Project File
- ▶ Geographic Elements: Yes

Number of structural BMPs maintained.

- ▶ Person Responsible: MCM Champion (Mike Mattison)
- ▶ Minimum Control Measure Addressed: 6.1, 5.3
- ▶ Database(s) Referenced: Maintenance Management System
- ▶ Geographic Elements: Yes

Summary of findings and recommendations made during facility evaluations.

- ▶ Person Responsible: MCM Champion (Mike Mattison)
- ▶ Minimum Control Measure Addressed: 6.1
- ▶ Database(s) Referenced: NDOR SWMP Project File
- ▶ Geographic Elements: None

Summary of revisions to existing SOPs, maintenance agreements, and educational materials.

- ▶ Person Responsible: MCM Champion (Mike Mattison)
- ▶ Minimum Control Measure Addressed: 6.1
- ▶ Database(s) Referenced: NDOR SWMP Project File
- ▶ Geographic Elements: None

3.0 Information Management and Reporting

RECOMMENDATIONS

The Annual Report should be simplified as much as possible to include a brief summary of required activities during the previous year and anticipated work for the following year. The Compliance Technical Advisory Group will work during 2007 to finalize an Annual Report template that can be used to input summarized data. Where necessary, more detailed information that supports the Annual Report should be referred to - instead of attached - to keep the document size small.

An Evaluation and Assessment plan will be developed in 2007 and included as Section 7.0 of this Work Plan. This plan is a requirement of the MS4 Permit. The plan will rely on the collection of adequate data and information throughout the year in order to enable the development of an accurate evaluation and assessment of the SWMP. The results of the evaluation and assessment will support the Annual Report.

The collection of data in a spatial format - such as GIS - will simplify the evaluation, assessment, and reporting process greatly. Most spatial data obtained for the SWMP will be constantly evolving, requiring updates when higher accuracy or more current data becomes available. Some datasets will be relatively static and are useful in their current state, while other data will be obtained through coordination with State and local agencies during the life of the SWMP. Every database used for reporting SWMP compliance should be evaluated for the potential to integrate spatial references where possible.