

**CITY OF DULUTH**  
Administrative Offices  
City Hall  
411 W. First Street  
Duluth MN 55802  
(218) 723-3330

April 30, 2003

MS4 Stormwater Program  
Attention: Deb Charpentier  
Minnesota Pollution Control Agency  
520 Lafayette Road North  
St. Paul, MN 55155-4194

Attention: NPDES Phase II Stormwater Permitting NOI Applications

RE: NOI for the City of Duluth

Attached is the signed Notice of Intent for the City of Duluth to participate in the general Storm Water Permit Application (MN R 040000). City staff appreciated having had the extended time provided to MS4 communities. The City staff has now had the opportunity to present the permit to our City Council and address their questions. This opportunity is extremely important in a year of tight budgets and planning challenges. Our council now understands the commitment we are undertaking, its importance to the environment and the potential affect on the budget process.

If you have any questions, please contact Marnie Lonsdale at (218) 723-3551 or [mlonsdale@ci.duluth.mn.us](mailto:mlonsdale@ci.duluth.mn.us).

Sincerely

Mark Winson  
City Administrator

cc: Dick Larson  
Stephen Lipinski  
Marnie Lonsdale

**MS Word Template**

Notice of intent to obtain coverage

**General Storm Water Permit Application (MN R 040000)  
for Small Municipal Separate Storm Sewer Systems (MS4s)**

(Noticed as MN R 580000)

**Minnesota Pollution Control Agency**

520 Lafayette Road North, St. Paul, MN 55155-4194

Application deadline: **March 10, 2003**



**Minnesota  
Pollution  
Control  
Agency**

Please read the instructions carefully and use the “tab” key to move through the fields of this form. Enter responses using drop down menus, check boxes and text as indicated. Use the “save as” feature in MS Word to save this template as a document.

**I. MS4 Information**

**A. Application Type**

Application type: Single site or administrative area If multiple sites, number of attached application forms:

*MS4s with multiple sites such as campuses, dispersed facilities, or state agency regions/districts, must attach a completed application for each site or administrative area. An authorized person with overall responsibility or an officially delegated representative must sign each application form.*

**B. MS4 Owner**

City of Duluth

Community, municipality, agency or other party having ownership or operational control of the MS4.

411 W. 1<sup>st</sup> Street

Mailing Address

Duluth

MN

55802

City

State

Zip Code

St. Louis

Lake Superior South, St. Louis River 04010102&201

County

Major Watershed (see enclosed map)

41-6005105

8021696

Federal Tax ID

State Tax ID

**C. General Contact**

Lonsdale

Marnie

Project Coordinator

Last Name

First Name

Title

General contact (official, staff member, consultant or other) for permit compliance issues.

600 Garfield Ave.

Mailing Address

Duluth

MN

55802

City

State

Zip Code

218)723-3551

mlonsdale@ci.duluth.mn.us

Telephone (include area code)

E-Mail Address

**II. Certification of the Storm Water Pollution Prevention Program (SWPPP)**

**A. Have you developed a Storm Water Pollution Prevention Program for your MS4?**

Yes  No

*Municipalities must demonstrate how their **Storm Water Pollution Prevention Program** will be implemented and enforced over the term of the five-year permit. **SWPPPs** must incorporate appropriate educational components, **BMPs** and measurable goals.*

Provide a brief description of the plan to complete the SWPPP if “No” is marked above.

**B. Summary of the six minimum control measures. Complete items B. 1. through B. 6.**

*Storm Water Pollution Prevention Programs must address the specific requirements contained in Part V. G. of the permit. SWPPPs must outline how the six minimum control measures will be addressed, the contact person, department in charge, time frame and measures that will be implemented to meet the schedules required by the permit.*

**1. Public education and outreach measures**

Lonsdale	Marnie	Utility Operations
Contact Last Name	First Name	Department
600 Garfield Ave.		
Mailing Address		
Duluth	MN	55802
City	State	Zip Code
218-723-3551	mlonsdale@ci.duluth.mn.us	
Telephone (include area code)	E-Mail Address	

- a) Have **Best Management Practices (BMPs)** that will be implemented for this minimum control measure been planned or developed?  **Yes**  **No**
- b) Have measurable goals for each **BMP** for this minimum control measure been planned or developed?  **Yes**  **No**
- c) Has an estimated timeline for implementing each **BMP** for this minimum control measure been planned or developed? Timelines should include, in narrative or numerical form, the months and years required actions will occur, interim milestones, and frequency of action, as appropriate.  **Yes**  **No**
- d) Have the educational components for this minimum control measure been planned or developed?  **Yes**  **No**
- e) Provide a brief description of the plan to complete any requirements marked “No” above. Attach a separate sheet if necessary.

## 2. Public participation and involvement measures

Lonsdale

Marnie

Utility Operations

Contact Last Name

First Name

Department

600 Garfield Ave.

Mailing Address

Duluth

MN 55802

City

State Zip Code

Duluth

mlonsdale@ci.duluth.mn.us

Telephone (include area code)

E-Mail Address

- a) Have **Best Management Practices (BMPs)** that will be implemented for this minimum control measure been planned or developed?  **Yes**  **No**
- b) Have measurable goals for each **BMP** for this minimum control measure been planned or developed?  **Yes**  **No**
- c) Has an estimated timeline for implementing each **BMP** for this minimum control measure been planned or developed? Timelines should include, in narrative or numerical form, the months and years required actions will occur, interim milestones, and frequency of action, as appropriate.  **Yes**  **No**
- d) Have the educational components for this minimum control measure been planned or developed?  **Yes**  **No**
- e) Provide a brief description of the plan to complete any requirements marked "No" above. Attach a separate sheet if necessary.

**3. Illicit discharge detection and elimination**

Berg	Dan	Utility Operations
Contact Last Name	First Name	Department
600 Garfield Ave		
Mailing Address		
Duluth	MN	55802
City	State	Zip Code
218-723-3551	dberg@ci.duluth.mn.us	
Telephone (include area code)	E-Mail Address	

- a) Have **Best Management Practices (BMPs)** that will be implemented for this minimum control measure been planned or developed?  **Yes**  **No**
- b) Have measurable goals for each **BMP** for this minimum control measure been planned or developed?  **Yes**  **No**
- c) Has an estimated timeline for implementing each **BMP** for this minimum control measure been planned or developed? Timelines should include, in narrative or numerical form, the months and years required actions will occur, interim milestones, and frequency of action, as appropriate.  **Yes**  **No**
- d) Have the educational components for this minimum control measure been planned or developed?  **Yes**  **No**
- e) Provide a brief description of the plan to complete any requirements marked "No" above. Attach a separate sheet if necessary.

**4. Construction site storm water runoff control measures**

Minck	Gary	Engineering
Contact Last Name	First Name	Department
411 W. 1 <sup>st</sup> Street		
Mailing Address		
Duluth	MN	55802
City	State	Zip Code
218-723-3278	gminck@ci.duluth.mn.us	
Telephone (include area code)	E-Mail Address	

- a) Have **Best Management Practices (BMPs)** that will be implemented for this minimum control measure been planned or developed?  **Yes**  **No**
- b) Have measurable goals for each **BMP** for this minimum control measure been planned or developed?  **Yes**  **No**
- c) Has an estimated timeline for implementing each **BMP** for this minimum control measure been planned or developed? Timelines should include, in narrative or numerical form, the months and years required actions will occur, interim milestones, and frequency of action, as appropriate.  **Yes**  **No**
- d) Have the educational components for this minimum control measure been planned or developed?  **Yes**  **No**
- e) Provide a brief description of the plan to complete any requirements marked “No” above. Attach a separate sheet if necessary.

**5. Post-construction storm water management measures**

Minck	Gary	Engineering
Contact Last Name	First Name	Department
411 W. 1 <sup>st</sup> Street		
Mailing Address		
Duluth	MN	55802
City	State	Zip Code
21-723-3	gminck@ci.duluth.mn.us	
Telephone (include area code)	E-Mail Address	

- a) Have **Best Management Practices (BMPs)** that will be implemented for this minimum control measure been planned or developed?  **Yes**  **No**
- b) Have measurable goals for each **BMP** for this minimum control measure been planned or developed?  **Yes**  **No**
- c) Has an estimated timeline for implementing each **BMP** for this minimum control measure been planned or developed? Timelines should include, in narrative or numerical form, the months and years required actions will occur, interim milestones, and frequency of action, as appropriate.  **Yes**  **No**
- d) Have the educational components for this minimum control measure been planned or developed?  **Yes**  **No**
- e) Provide a brief description of the plan to complete any requirements marked “No” above. Attach a separate sheet if necessary.

**6. Pollution prevention and good housekeeping measures**

Lonsdale	Marnie	Utility Operations
Contact Last Name	First Name	Department
600 Garfield Ave		
Mailing Address		
Duluth	MN	55802
City	State	Zip Code
218-723-3551	mlonsdale@ci.duluth.mn.us	
Telephone (include area code)	E-Mail Address	

- a) Have **Best Management Practices (BMPs)** that will be implemented for this minimum control measure been planned or developed?  **Yes**  **No**
- b) Have measurable goals for each **BMP** for this minimum control measure been planned or developed?  **Yes**  **No**
- c) Has an estimated timeline for implementing each **BMP** for this minimum control measure been planned or developed? Timelines should include, in narrative or numerical form, the months and years required actions will occur, interim milestones, and frequency of action, as appropriate.  **Yes**  **No**
- d) Have the educational components for this minimum control measure been planned or developed?  **Yes**  **No**
- e) Provide a brief description of the plan to complete any requirements marked “No” above. Attach a separate sheet if necessary.



**C. Reporting and record keeping requirements.**

Have reporting and record keeping requirements for implementation of the **Storm Water Pollution Prevention Program** been planned or developed?  **Yes**  **No**

Provide a brief description of the plan to complete the reporting and record keeping requirements if “No” is marked above.

**III. Summary of Storm Water Pollution Prevention Program (SWPPP)**

**Required Application Attachments**

Complete a one page **SWPPP Summary Sheet** and a **BMP Description Sheet** for **each** type of **BMP** that will be implemented. (See last two pages of the application form.)

- A. Is the **SWPPP** Summary Sheet attached?  **Yes**  **No**
- B. Is one **BMP** Description Sheet attached for each **BMP**?  **Yes**  **No**
- C. How many **BMP** Description Sheets are attached? 59

## IV. Limitations of Coverage

### A. Part II Limitations on Coverage and Appendix C

I have read Part II Limitations on Coverage and Appendix C of the MS4 general permit and certify that we intend to comply with the applicable requirements of those sections. Yes

### B. Special Waters

Please refer to the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* and the enclosed map to complete this section.

1. Does the MS4 discharge into **Prohibited Waters** as defined in Minn. R. 7050.0180, subp. 3, 4, and 5? See Attachment Four of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information. If yes, please list below and contact Lou Flynn at (651) 296-6575 or louis.flynn@state.mn.us. Be advised that you will be required to obtain an individual permit versus a general permit. Yes No
2. Does the MS4 discharge into waters with a **Restricted Discharge** as defined in Minn. R. 7050.0180, subp. 6, 6a, and 6b? If yes, please list below and comply with Part IX, Appendix C, Item B. See Attachment Four of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information.  
Lake Superior Yes No
3. Does the MS4 discharge into **Trout Waters** as defined in Minn. R. 6264.0050 subp. 2 & 4? If yes, please list below and comply with Part IX, Appendix C, Item C. See Attachments Two and Three of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information.  
Mission, Stewart, Miller, Sargent, Kingsbury, Tischer, Chester, East Branch Chester, Keene, Amity, East Branch Amity Creeks and Lester River Yes No
4. Does the MS4 discharge into **Wetlands** as defined in Minn. R. 7050.0130, subp. F? See Attachment Four of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information. Yes No
5. Does the MS4 have a process to evaluate discharges that require applicable **Environmental Review** as required by State or federal laws? See Part IX of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information. Yes No
6. Does the MS4 have a process to evaluate discharges whose direct, indirect, interrelated, interconnected, or independent impacts may jeopardize a listed **Endangered or Threatened Species** or adversely modify a designated critical habitat? See Part IX of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information. Yes No
7. Does the MS4 have a process to evaluate discharges which may adversely affect properties listed or eligible for listing in the National Register of **Historic Places** or affecting known or discovered **archeological sites**? See Part IX of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information. Yes No

If you answered "No" to Item 5, 6, or 7, briefly explain how the MS4 will come into compliance with the requirements of Appendix C.

**V. Owner or Operator Certification**

*The person with overall, site or administrative area SWPPP implementation responsibility must sign the application. This person must be duly authorized to sign the application (mayor, designated public works director, president of the university, etc.).*

Alternative signature form for MS4 applications /notice of intent

**V. Owner or Operator Certification**

*This person must be duly authorized to sign the application (mayor, designated public works director, president of the university, etc.).*

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete (Minn. R. 7001.0070). I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. (Minn. R. 7001.0540)

Authorized Signature (This person must be duly authorized to sign the application for the MS4)		Date
Winson	Mark	Administrative Assistant
Last Name	First Name	Title
Official notices will be sent to person indicated here.		
411 W. 1 <sup>st</sup> St		
Mailing Address		
Duluth	MN	55802
City	State	Zip Code
(218) 723-3330	mwinson@ci.duluth.mn.us	
Telephone (include area code)	E-Mail Address	

Develop a unique identification number for each **BMP** Description Sheet (Attachment 2) completed. List the unique identification number for each **BMP** under the following seven areas.

**A. Public Education and Outreach Measures**

**BMP** unique identification numbers: 101-110 see attached summary

**B. Public Participation and Involvement Measures**

**BMP** unique identification numbers: 201-204 - see attached summary

**C. Illicit Discharge Detection and Elimination Measures**

**BMP** unique identification numbers: 301-308 - see attached summary

**D. Construction Site Storm Water Runoff Control Measures**

**BMP** unique identification numbers: 401- 408 - see attached summary

**E. Post-Construction Storm Water Management Measures**

**BMP** unique identification numbers: 501 - 503 - see attached summary

**F. Pollution Prevention and Good Housekeeping Measures**

**BMP** unique identification numbers: 601- 619 - see attached summary

**G. Other portion of the permit (such as Record Keeping or Appendix C).**

Portion of the permit that the **BMPs** addresses.

See Attached summary

**BMP** unique identification numbers.

701- 705

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

Attachment 2 BMP Description Sheet

- A. Unique Identification Number: (Assign a number.)
  
- B. Name or type of **BMP**:
  
- C. **BMP** description:
  
- D. Minimum control measure addressed:
  
- E. Describe the measurable goals that will be used to determine success or benefits of this **BMP**:
  
- F. Describe the timeline or implementation schedule for this **BMP**:
  
- G. Person or department in charge of implementing this **BMP**:

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Last Name	First Name	Department
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If this **BMP** is an educational component of your **SWPPP**, briefly describe the audience and educational goals for this minimum control measure:



**Summary of BMPs developed for Surface Water Pollution Prevention Plan**

Minimum measure	BMP No. and Title	Relates to Min. Measures					
		I	II	III	IV	V	VI
<b>I -education</b>	101 Development of a Regional Surface Water Education Program	X	X	X			
	102 Collectable Cards for Duluth Streams	X	X				
	103 Care and Feeding of Sanitary Sewers	X	X	X			
	104 <a href="http://www.duluthstreams.or">www.duluthstreams.or</a> – informational web site	X	X	X			X
	105 City of Duluth Educational Outreach Program	X	X	X			X
	106 Storm Drain Marking	X	X	X			X
	107 Public Meetings	X	X				
	108 Illicit Discharge Training	X		X		X	X
	109 Construction and Post Construction Stormwater Education	X	X		X	X	
	110 General Surface Water Protection Education For City Staff	X		X	X	X	X
<b>II – Public participation</b>	201 Yearly Public Informational Meeting	X	X				
	202 Information Hhotline for Public	X	X	X			
	203 Public Monitoring of Local Streams	X	X	X			
	204 Promote Stakeholders Groups	X	X	X			X
<b>III – Illicit Discharge</b>	301 Stormwater Mapping System			X	X	X	X
	302 Illicit Discharge Detection and Enforcement Ordinance	X	X	X			X
	303 Illicit Discharge Detection Program	X	X	X			X
	304 Stream Cleaning Program	X	X	X			X
	305 GPS Trout Streams			X	X	X	X
	306 Identification And Elimination Of SSOs	X	X	X			X
	307 Training In Use of GPS Equipment			X			X
	308 Illegal Dumping	X	X	X			X

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

<b>Minimum measure</b>	<b>BMP No. and Title</b>	<b>Relates to Min. Measures</b>					
		<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>
<b>IV – Construction Site Stormwater Control Measures</b>	401 Construction Erosion and Sediment control Ordinances				X		
	402 Non-compliance Penalty Definition				X		
	403 Ordinance Descriptor Tools For Public Trade Professionals	X			X		
	404 Construction Site BMPs	X			X		X
	405 Construction Site Inspection Process	X	X		X		
	406 Construction Site Enforcement Policies				X		
	407 Erosion Control Inserts for Utility Bills	X			X		
	408 Site Plan Review Process	X			X		
<b>V – Post construction Stormwater Management Measures</b>	501 Post Construction Runoff BMPs For New And Redevelopment	X				X	
	502 Ordinances-Post Construction And New Development Runoff Control					X	
	503 Post Construction BMPs – Operation And Maintenance					X	X
<b>VI Pollution Prevention and good Housekeeping Measures</b>	601 Departmental Vehicle Maintenance And Cleaning			X			X
	602 Yearly Vehicle Inspection			X			X
	603 Hazardous Material Management			X			X
	604 Hazardous Materials Training			X			X
	605 Construction Site Erosion Control				X		X
	606 Control On Dumping Of Materials To Creeks And Streams	X		X			X
	607 Municipal Vehicle Washing			X			X
	608 Hazardous Spill Response Plan			X			X
	609 Storm Sewer Cleaning	X		X			X
	610 Procedure For Removal Of Icing Problems			X			X
	611 Sediment Disposal						X
	612 Outfall Inspection			X			X
	613 Inspection Of Stormwater Pollution Control Devices						X
	614 Use Of Fertilizer And Pesticides			X			X
	615 Training Program For The Use Of Fertilizer & Pesticides						X
	616 Landscape Lawn And Open Space Maintenance	X		X			X



**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

	617 Pet Waste Control	X	X	X			X
		<b>Relates to Min. Measures</b>					
<b>Minimum measure</b>	<b>BMP No. and Title</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>
Measure 6 continued	618 Street Cleaning (sweeping)						X
	619 Bituminous Street Patching/Repair				X		X
	620 Street Snow and Ice Control						X
	621 Road Deicing Material (Salt/Sand) Storage						X
<b>Other Measures</b>	701 NPDES Phase II Permit Record Keeping	X	X	X	X	X	X
	702 Discharge to Restricted Waters	X	X	X	X	X	X
	703 Discharge to Trout Streams	X	X	X	X	X	X
	704 Review of Procedures to Address Planning Regulations Related to Stormwater	X	X	X	X	X	X
	705 Procedures to Address TMDLs	X	X	X	X	X	X



**COD Number 101**

**Title Development of a Regional Surface Water Education Program**

**Addresses Minimum Measure**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> 1 Public Education & Outreach | <input type="checkbox"/> 4 Construction Site Runoff      |
| <input checked="" type="checkbox"/> 2 Public Participation        | <input type="checkbox"/> 5 Post Construction Site Runoff |
| <input checked="" type="checkbox"/> 3 Illicit Discharge Detection | <input type="checkbox"/> 6 Pollution Prevention          |

**Target Audience** General Public -Regional

**Description** Participate in a program of regional educational effort with other governmental groups. Provide education outreach and information that addresses specific regional issues through local media as a cooperative effort. Incorporate existing regional environmental education programming. Extent of actual program depends on grant funding success. Program to address watershed issues - link streams to lake.

**Measurable Goals**

**Timeline**

Regional planning meetings - minimum 1 yearly	Yearly meetings 2003 -2005
Identification of regional logo	Fall 2003 (pending funding)
Participation in regional fairs etc minimum 1 yearly	Fall 2003 and yearly to 2005
Seeking and applying to regional funding sources	On-going
Production of informational public interest spots	Spring 2004 and on-going
Airing of public information spots	2004 and on-going

**Specific Components**

Bi-annual meeting of regional planning group including but not limited to, City of Duluth, Hermantown, Proctor, Cloquet, City of Superior, Duluth Township, St. Louis County, Rice Lake Township, University of Minnesota Duluth, MN Department of Transportation

Grants written to MN Lake Superior Coastal Program and other identified funding source

s.

Design of educational campaign

Public information spot design

Logo design

**Responsible Dept/Div**

Stormwater Utility

**Responsible Position**

Stormwater Project Coordinator  
 600 Garfield Ave Duluth MN 55802  
 (218)723-3551

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number**            **102**

**Title**    **Collectable Cards for Duluth Streams**

**Addresses Minimum Measure**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> <b>1 Public Education &amp; Outreach</b> | <input type="checkbox"/> <b>4 Construction Site Runoff</b>      |
| <input checked="" type="checkbox"/> <b>2 Public Participation</b>            | <input type="checkbox"/> <b>5 Post Construction Site Runoff</b> |
| <input type="checkbox"/> <b>3 Illicit Discharge Detection</b>                | <input type="checkbox"/> <b>6 Pollution Prevention</b>          |

**Target Audience**            General Public, School Children

**Description**    Informational cards about the streams in the City of Duluth designed to sensitize the public about the subwatersheds and through sensitizing increase vigilance to protect these watersheds. Funded through MN Lake Superior Coastal Program Grant.

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**Measurable Goals**

**Timeline**

Production of Card – first series	Spring 2003
Introduction – press conference	Spring 2003
Distribution of cards	On-going
Production of additional series (dependent on funding)	On-going

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**Specific Components**

Cards describing the 12 trout streams and 30 minor streams of City  
Public announcement  
Distribution of cards.  
Reprinting as necessary  
Grant from Minnesota Coastal Program - task list

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**Responsible Dept/Div**

Stormwater Utility

**Responsible Position**

Stormwater Project Coordinator  
600 Garfield Ave Duluth MN 55802  
(218)723-3551

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 103**

**Title Care and Feeding of Sewers**

**Addresses Minimum Measure**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> 1 Public Education & Outreach | <input type="checkbox"/> 4 Construction Site Runoff      |
| <input checked="" type="checkbox"/> 2 Public Participation        | <input type="checkbox"/> 5 Post Construction Site Runoff |
| <input checked="" type="checkbox"/> 3 Illicit Discharge Detection | <input type="checkbox"/> 6 Pollution Prevention          |

**Target Audience** General Public, Commercial Business

**Description** The City of Duluth is developing an education program specifically addressing public maintenance of sanitary sewers and prevention of backs ups and overflows of sanitary sewers that would pollute surface waters. The educational material will include explanation of the effect of illicit connections on surface waters and request public assistance.

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**Measurable Goals**

**Timeline**

Breakfast meetings with stakeholders to identify problem sources - 4	Year 1 January through April 2003
Training of staff in education techniques workshop - 4 hours	Year 1 March – April 2003
Preparation of a brochure for public	Year 1 April – May 2003
Preparation of a brochure for commercial business	Year 1 April – May 2004
Press release	Year 1 April 2003 through year 5
Brochure distribution – number of copies	Year 1-5
Brochure update	Year 4
Public Presentations	2003 - 0n-going

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**Specific Components**

- Breakfast meeting
- Brochures
- Staff training
- Press Release
- Grant Funding MN Lake Superior Coastal Program

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**Responsible Dept/Div**

Utility Operations

**Responsible Position**

Utility Operations Project Coordinator  
600 Garfield Ave Duluth MN 55802  
(218)723-3551

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 104**

**Title www.duluthstream.org – Informational Web Site**

**Addresses Minimum Measure**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> 1 Public Education & Outreach | <input type="checkbox"/> 4 Construction Site Runoff        |
| <input checked="" type="checkbox"/> 2 Public Participation        | <input type="checkbox"/> 5 Post Construction Site Runoff   |
| <input checked="" type="checkbox"/> 3 Illicit Discharge Detection | <input checked="" type="checkbox"/> 6 Pollution Prevention |

**Target Audience** General Public, Children, Internal Staff  
Public Educators, Environmental groups

**Description:** Development of a web site that targets streams in Duluth. Information includes data from monitoring of local streams, information about local streams, information on City activities, public involvement, illicit discharges.

**Measurable Goals**

- Maintaining web site
- Preparation and updating of informational documents for posting
- Hits on web site
- User feed back on web site.
- Press release on web site.
- Kiosk or poster information at Zoo & GLA
- Data graphed on web site

**Timeline**

- On-going
- On-going
- Yearly
- Yearly
- Apr-03
- Summer 2004
- 2003 On-going

**Specific Components**

- Grant funding from EPA EMPACT Grant
- Setting up monitoring stations from Kingsbury, Chester and Tischer Creek
- Maintaining web site
- Presenting information and using user feedback

**Responsible Dept/Div**

Utility Operations

**Responsible Position**

Stormwater Project Coordinator  
600 Garfield Ave Duluth MN 55802  
(218)723-3551

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 105**

**Title City of Duluth Educational Outreach Program**

**Addresses Minimum Measure**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> 1 Public Education & Outreach | <input type="checkbox"/> 4 Construction Site Runoff        |
| <input checked="" type="checkbox"/> 2 Public Participation        | <input type="checkbox"/> 5 Post Construction Site Runoff   |
| <input checked="" type="checkbox"/> 3 Illicit Discharge Detection | <input checked="" type="checkbox"/> 6 Pollution Prevention |

**Target Audience**      General Public      Public Educators      Internal Staff  
                                 Children                                   Environmental Groups

**Description:** The City of Duluth has an on-going education program that is enhanced by additional special outreaches. As part of this ongoing program, City staff participate in festivals and other activities, provide brochure and handouts, perform demonstrations and work with the public to disseminate information about protecting surface waters. The City makes available to the public a pre-K to grade 5 curriculum developed with Stowe Elementary School and the University of Minnesota Duluth Outdoor Education Program.

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<b>Measurable Goals</b>	<b>Timeline</b>
Participate in at least one fair or public outreach event such as the April Home Show, Harvest festival, Earth Day	2003-2005 annual
Distribute pamphlets and leaflets addressing water quality practices using locally developed and relevant materials from other sources (track numbers)	2003-2005 annual
Place reminders on City web sites (update at minimum twice yearly) also on www.duluthstreams.org	2003-2005 annual
Work with other city departments to include water quality information in activities (track meetings)	2003-2005 annual
Prepare press releases (at least two yearly)	2003-2005 annual
Participate in at least two school activities (such River Quest, Stowe Environmental Day)	2003-2005 annual
Hold at least one public information meeting	2003-2005 annual
Offer Watershed preK through grade 5 curriculum to schools (send letter each September)	2003-2005 annual

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**Specific Components**

City Education program outline	duluthstreams.org web site
Enviroscape	Duluth Streams collectible cards
Fiberglass sewer model	Storm drain marking program
Stream monitoring with schools if requested	

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<b>Responsible Dept/Div</b>	<b>Responsible Position</b>
Stormwater Utility	Stormwater Project Coordinator 600 Garfield Ave Duluth MN 55802 (218)723-3551

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 106**

**Title Storm Drain Marking**

**Addresses Minimum Measure**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> 1 Public Education & Outreach | <input type="checkbox"/> 4 Construction Site Runoff        |
| <input checked="" type="checkbox"/> 2 Public Participation        | <input type="checkbox"/> 5 Post Construction Site Runoff   |
| <input checked="" type="checkbox"/> 3 Illicit Discharge Detection | <input checked="" type="checkbox"/> 6 Pollution Prevention |

**Target Audience**      General Public    Children    Developers/Contractors  
   Internal Staff      Public Educators

**Description**      The City of Duluth has introduced a program to mark storm catch basins with reminders to avoid dumping because the drain goes to the lake, river or streams. The program has two components a cement stamping during road construction and a program of applying decals as part of youth activities.

---

**Measurable Goals**

**Timeline**

The number of catch basins marked with concrete stencil (minimum 10 - based on SIP projects)	Year 1 to year 5
No. of decals placed on catch basins with youth groups (1 or more projects yearly)	Year 2 to Year 5
Yearly press release offering storm drain stenciling activities	Year 1 to Year 5
Yearly letter to schools, youth organizations offering storm stenciling program.	Year 1 to year 5

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**Specific Components**

- Use of storm drain stencils
- Use of iron work storm drain stencils.
- Press release on available programs

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**Responsible Dept/Div**

Stormwater Utility

**Responsible Position**

Stormwater Project Coordinator  
600 Garfield Ave Duluth MN 55802  
(218)723-3551



**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 107**

**Title Public Meetings**

**Addresses Minimum Measure**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> 1 Public Education & Outreach | <input type="checkbox"/> 4 Construction Site Runoff      |
| <input checked="" type="checkbox"/> 2 Public Participation        | <input type="checkbox"/> 5 Post Construction Site Runoff |
| <input type="checkbox"/> 3 Illicit Discharge Detection            | <input type="checkbox"/> 6 Pollution Prevention          |

**Target Audience** General Public, Commercial Business, Environmental Groups

**Description** On an annual basis the City of Duluth will hold public meetings to increase public awareness of storm water pollution prevention issue. One meeting to be held one month prior to submission of annual report and will review progress of the City SWPPP. Staff will participate in other public meetings and City Council presentations and offer to make presentations to groups where appropriate.

---

**Measurable Goals**

- Presentation to City Council
- Posting of public notice of Meeting
- Public meeting each February at least one meeting yearly.
- Press release on results of meeting
- Review of comments and plan update
- Notice to community groups of available speakers
- Yearly record of meetings attended (audience size)

**Timeline**

- Yearly in Spring
- Yearly in January
- Yearly in February
- Yearly in March
- Yearly in February
- Yearly in September
- Yearly

---

**Specific Components**

- Public announcement (includes, date of meeting, location, request for comments from those that cannot attend)
- Meeting held at central location (library, Radison etc)
- Written report of meeting comments
- Post meeting press release

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**Responsible Dept/Div**

Stormwater Utility

**Responsible Position**

Stormwater Project Coordinator  
600 Garfield Ave Duluth MN 55802  
(218)723-3551

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 108**

**Title Illicit Discharge Training**

**Addresses Minimum Measure**

- |   |  |
|---|--|
| <input type="checkbox"/> 1 Public Education & Outreach            | <input type="checkbox"/> 4 Construction Site Runoff        |
| <input type="checkbox"/> 2 Public Participation                   | <input type="checkbox"/> 5 Post Construction Site Runoff   |
| <input checked="" type="checkbox"/> 3 Illicit Discharge Detection | <input checked="" type="checkbox"/> 6 Pollution Prevention |

**Target Audience** City Staff

**Description** A training program for City staff on how to recognize illicit discharges and how to identify the source. Initial training completed in 2002 - yearly follow ups. Includes field and classroom training

---

<b>Measurable Goals</b>	<b>Timeline</b>
Initial training meeting with new staff – as needed (8 hours)	? As needed
Yearly refresher meeting with staff on detection techniques	? Annually
Monitoring and updating program and equipment annual review	? Yearly
Record of staff training	? On-going

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**Specific Components**

- Staff training manual
- Field testing kits
- Annual review of procedure
- Annual records of training

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<b>Responsible Dept/Div</b> Utility Operations	<b>Responsible Position</b> Maintenance Supervisor 600 Garfield Ave Duluth MN 55802 (218)723-3551
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**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 109**

**Title Construction and Post Construction Stormwater Education**

**Addresses Minimum Measure**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> 1 Public Education & Outreach | <input checked="" type="checkbox"/> 4 Construction Site Runoff      |
| <input checked="" type="checkbox"/> 2 Public Participation        | <input checked="" type="checkbox"/> 5 Post Construction Site Runoff |
| <input type="checkbox"/> 3 Illicit Discharge Detection            | <input type="checkbox"/> 6 Pollution Prevention                     |

**Target Audience** Contractors, Staff, planning officials, developers

**Description** A program of outreach to those involved with developments to insure that contractors, developers and stakeholders are aware of the requirements for construction and post construction erosion and stormwater control and option available to meet requirements and prevent stormwater pollution.

---

**Measurable Goals**

**Timeline**

Prepare a developers package with information on the requirements related to developments	Mid 2004
Participate in regional development workshop. (subject to funding)	2004
Train City inspection staff in construction site and post construction BMPs	2004 - initial workshop
Provide public with information on Construction requirements	Yearly - updates
Hot line for public response (record comments)	2003 - on-going
	Yearly

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**Specific Components**

- Grant Funding for regional activities
- Developers package
- Regional workshop for developers and construction BMP No.
- Staff training plan

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**Responsible Dept/Div**

Stormwater Engineering/Utility Operations

**Responsible Position**

Stormwater Engineer/ Utility Maintenance Supervisor  
600 Garfield Ave Duluth MN 55802  
(218)723-3551

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number**            **110**

**Title**        **General Surface Water Protection Education for City Staff**

**Addresses Minimum Measure**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> <b>1 Public Education &amp; Outreach</b> | <input checked="" type="checkbox"/> <b>4 Construction Site Runoff</b>      |
| <input type="checkbox"/> <b>2 Public Participation</b>                       | <input checked="" type="checkbox"/> <b>5 Post Construction Site Runoff</b> |
| <input checked="" type="checkbox"/> <b>3 Illicit Discharge Detection</b>     | <input checked="" type="checkbox"/> <b>6 Pollution Prevention</b>          |

**Target Audience**            City Staff

**Description**        The City of Duluth recognizes that it is important that all City staff have an awareness of the importance of protecting the Cities natural water bodies from pollutants. Educational material and information will be provided to staff on a regular basis so that all City employees serve as outreach for the City's water protection program.

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**Measurable Goals**

**Timeline**

Develop information brochure for staff	2003
Prepare internal press release for staff (4 times a year)	on-going

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**Specific Components**

The Bridge  
E-mail communications

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**Responsible Dept/Div**

**Responsible Position**

Utility Operations

Project Coordinator  
600 Garfield Ave Duluth MN 55802  
(218)723-3551

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number**            **201**

**Title**    **Yearly Public Informational Meeting**

**Addresses Minimum Measure**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> <b>1 Public Education &amp; Outreach</b> | <input type="checkbox"/> <b>4 Construction Site Runoff</b>      |
| <input checked="" type="checkbox"/> <b>2 Public Participation</b>            | <input type="checkbox"/> <b>5 Post Construction Site Runoff</b> |
| <input type="checkbox"/> <b>3 Illicit Discharge Detection</b>                | <input type="checkbox"/> <b>6 Pollution Prevention</b>          |

**Target Audience**            General Public    Environmental Stakeholders  
   Commercial Business    Media    Developers/Contractors

**Description**    Every year in February, the City of Duluth will hold an annual meeting to review the effectiveness of the Storm Water Pollution Prevention Plan with all stakeholders. The meeting will receive proper public notice and those unable to attend will be invited to comment.

---

**Measurable Goals**

**Timeline**

Post meeting announcement	Yearly - January
Post meeting on web site	Yearly - January
Solicit public feed back	Yearly - January in posting
Hold meeting in central location (measure attendance)	Yearly - February
Review meeting and public comments (Track)	Yearly- February
If appropriate adjust SWPPP (track adjustments)	Yearly- February

---

**Specific Components**

Meeting Notice  
Meeting attendance record

**Education Component**            Review education component of SWPPP - provides educational materials for attendees. Opportunity to inform public of goals of SWPPP and outline targets.

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**Responsible Dept/Div**  
Utility Operations

**Responsible Position**  
Stormwater Project Coordinator  
600 Garfield Ave. Duluth MN 55802  
(218)723-3551

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number**            **202**

**Title**      **Informational Hotline for the Public**

**Addresses Minimum Measure**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> 1 Public Education & Outreach | <input type="checkbox"/> 4 Construction Site Runoff      |
| <input checked="" type="checkbox"/> 2 Public Participation        | <input type="checkbox"/> 5 Post Construction Site Runoff |
| <input checked="" type="checkbox"/> 3 Illicit Discharge Detection | <input type="checkbox"/> 6 Pollution Prevention          |

**Target Audience**            All Stakeholders

**Description**      The City of Duluth will publish a hotline number for Citizen concerns and questions. The City will encourage public the public to act as watchdogs for pollution and will respond promptly to public concerns.

---

**Measurable Goals**

**Timeline**

Calls to hotline/information number	Yearly 2003- 2007
Response to citizen complaints (number & action)	Yearly 2003- 2007
Staff training in how to respond	Yearly 2003- 2007
Written procedure	2004

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**Specific Components**

Hotline 723-3551/ 723-3333  
Documented procedure

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**Responsible Dept/Div**  
Utility Operations

**Responsible Position**  
Utility Operations Manager  
600 Garfield Ave. Duluth MN 55802  
(218)723-3551

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number**            **203**

**Title**    **Public Monitoring of Local Streams**

**Addresses Minimum Measure**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> 1 Public Education & Outreach | <input type="checkbox"/> 4 Construction Site Runoff      |
| <input checked="" type="checkbox"/> 2 Public Participation        | <input type="checkbox"/> 5 Post Construction Site Runoff |
| <input checked="" type="checkbox"/> 3 Illicit Discharge Detection | <input type="checkbox"/> 6 Pollution Prevention          |

**Target Audience**            Stakeholders, School groups, Educators

**Description**    The City of Duluth supports the efforts of individuals and groups interested in monitoring the quality of streams. The City will actively assist these groups by seeking grant funding providing staff assistance and publishing data on the City Web Site.

---

**Measurable Goals**

**Timeline**

Identification of monitoring groups	2003 - 2004
Posting data on web site	On-going
Seeking funding for monitoring	On-going

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**Specific Components**

Grant writing  
Web site - [www.duluthstreams.org](http://www.duluthstreams.org)

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**Responsible Dept/Div**

Utility Operations

**Responsible Position**

Stormwater Project Coordinator  
600 Garfield Ave Duluth MN 55802  
(218)723-3551

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number**            **204**

**Title**      **Promote Stakeholder Groups**

**Addresses Minimum Measure**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> <b>1 Public Education &amp; Outreach</b> | <input type="checkbox"/> <b>4 Construction Site Runoff</b>        |
| <input checked="" type="checkbox"/> <b>2 Public Participation</b>            | <input type="checkbox"/> <b>5 Post Construction Site Runoff</b>   |
| <input checked="" type="checkbox"/> <b>3 Illicit Discharge Detection</b>     | <input checked="" type="checkbox"/> <b>6 Pollution Prevention</b> |

**Target Audience**            Stakeholder groups

**Description**      The City of Duluth recognizes the importance of stakeholders becoming involved in maintaining the high quality of local waters. The City will provide support and information to groups interested in adopting, cleaning, monitoring or sponsoring a creek. The City will work with neighboring communities to encourage a watershed approach.

---

**Measurable Goals**

- Activities with Miller Creek Task Force (documented)
- Grant Writing for Creek Projects (documented)
- Assistance provided to creek projects (documented)
- Establish a formal program for encouraging creek work
- Participation in regional water quality activities

**Timeline**

- On going
- On-going
- On-going
- 2005
- On-going

---

**Specific Components**

- Grant Funding
- Miller Creek Task Force
- Lincoln Park Citizens Group
- St. Louis River Citizens Action Committee
- Basin Programmatic Work Group

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**Responsible Dept/Div**

Utility Operations

**Responsible Position**

Stormwater Project Coordinator  
600 Garfield Ave. Duluth MN 55802  
(218)723-3551



**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number**      **301**

**Title**                      **Stormwater mapping system**

**Addresses Minimum Measure**

- |                                     |  |                                     |  |
|-------------------------------------|--|-------------------------------------|--|
| <input type="checkbox"/>            | <b>1 Public Education &amp; Outreach</b> | <input checked="" type="checkbox"/> | <b>4 Construction Site Runoff</b>      |
| <input type="checkbox"/>            | <b>2 Public Participation</b>            | <input checked="" type="checkbox"/> | <b>5 Post Construction Site Runoff</b> |
| <input checked="" type="checkbox"/> | <b>3 Illicit Discharge Detection</b>     | <input checked="" type="checkbox"/> | <b>6 Pollution Prevention</b>          |

**Target Audience**              City Staff ,   Stakeholders,   Contractors

**Description**      The City of Duluth maintains a map of the stormwater system. Ultimately the map will display, ponds, streams, wetlands, creeks, ditches and all infrastructure related to the stormwater system. The City GIS staff are involved in an on-going process of updating and improving the map using ortho rectified photographs. Field GPS work is being done to more accurately determine locations of outfalls etc.

---

**Measurable Goals**

- On-going updating of the infrastructure map (time spent)
- Development of a ditch layer for the infrastructure map
- Updating of the accuracy of the stream layer
- Training staff in the use of GPS - documented
- Updating of information on all aspects of system
- Annual 20% evaluation of outfalls and map update

**Timeline**

- On-going
- 2006
- 2003 - complete trout streams
- 2004-5 - complete mapping of intermittent streams that are part of system
- On-going - informal and formal
- On-going
- Yearly

---

**Specific Components**

- GIS maps
- Hard maps
- Staff GPS training - BMP No
- Trout stream inventory
- Outfall evaluation

---

**Responsible Dept/Div**

MIS / Utility Operations

**Responsible Position**

GIS Specialist  
411 W. First Street, Duluth MN 55802  
(218) 529-8212

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 302**

**Title Illicit Discharge Detection and Enforcement Ordinance**

**Addresses Minimum Measure**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> 1 Public Education & Outreach | <input type="checkbox"/> 4 Construction Site Runoff        |
| <input checked="" type="checkbox"/> 2 Public Participation        | <input type="checkbox"/> 5 Post Construction Site Runoff   |
| <input checked="" type="checkbox"/> 3 Illicit Discharge Detection | <input checked="" type="checkbox"/> 6 Pollution Prevention |

**Target Audience** City Staff, Businesses, General Public

**Description** The City of Duluth has a ordinance in place that prohibits discharge to the storm drain of non-stormwater discharges (Chapter 40). The City will review and up date the ordinance to more effectively define and control illicit discharges. The City will train staff in the correct implementation of this ordinance.

**Measurable Goals**

**Timeline**

Review and update existing ordinance	2004
Review implementation of ordinance with staff	Yearly 2003-2007
Inform public about ordinance	On-going
Hotline (no. of citizen reports)	On-going

**Specific Components**

Stormwater Ordinance (appropriate legal review and City Council approval)  
Public Information BMP 105  
Water Quality specialist  
Hotline BMP 202

**Education component:** As part of the Education Outreach Program, information on what can enter the storm system will be provided and citizens will be encouraged to report incidents using the hotline.

**Responsible Dept/Div**

Utility Operations

**Responsible Position**

Utility Operations Manager  
600 Garfield Ave. Duluth MN 55802  
(218) 723-3551

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 303**

**Title Illicit Discharge Detection Program**

**Addresses Minimum Measure**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> 1 Public Education & Outreach | <input type="checkbox"/> 4 Construction Site Runoff        |
| <input checked="" type="checkbox"/> 2 Public Participation        | <input type="checkbox"/> 5 Post Construction Site Runoff   |
| <input checked="" type="checkbox"/> 3 Illicit Discharge Detection | <input checked="" type="checkbox"/> 6 Pollution Prevention |

**Target Audience** City staff General public Commercial enterprises

**Description** The City of Duluth has established an illicit discharge program. Training was initiated in 2002 and updated training will take place each year. The program utilizes information from the public and information from maintenance and outfall inspections.

---

**Measurable Goals**

**Timeline**

Illicit discharge training	2001- 2005 yearly
Annual illicit discharge program activity	Yearly
Workorder tracking of reports	On-going
Public information outreach	Yearly
Outfall inspection reports	Yearly

---

**Specific Components**

Illicit discharge training BMP 108  
Illicit discharge program  
Work order records  
Public outreach program BMP 105

**Education Component:** Press release on detected illicit discharges and reminders to the public about where to call and what to report to protect water supplies.

---

**Responsible Dept/Div**

Utility Operations

**Responsible Position**

Utility Maintenance Supervisor  
600 Garfield Ave. Duluth MN 55802  
(218)723-3551

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 304**

**Title Stream Cleaning Program**

**Addresses Minimum Measure**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> 1 Public Education & Outreach | <input type="checkbox"/> 4 Construction Site Runoff        |
| <input checked="" type="checkbox"/> 2 Public Participation        | <input type="checkbox"/> 5 Post Construction Site Runoff   |
| <input checked="" type="checkbox"/> 3 Illicit Discharge Detection | <input checked="" type="checkbox"/> 6 Pollution Prevention |

**Target Audience** City Staff General Public

**Description** The City of Duluth has established a stream maintenance program. The program is on-going and utilizes the services of the Youth Employment Services. The crew performs general pick up of trash in City streams and identifies potential problems. The crew responds to public complaints and general maintenance needs. The crew works with the DNR to prevent adverse environmental effects from debris removal.

**Measurable Goals**

**Timeline**

Volume of dumped material picked up	Yearly
Time in field (hours)	Yearly
Workorder tracking of reports	On-going
Public information outreach	Yearly
Updating and documenting existing procedure	2004
Hotline - Number of calls	Yearly

**Specific Components**

- Stream cleaning -Youth Employment Service Crew (as available)
- Illicit discharge program BMP 303
- Work order records
- Public outreach program BMP 105
- Hotline BMP 202

**Education component:** Raise public awareness of the fact that debris from the street goes to the streams. Where to call when they need to report problems.

**Responsible Dept/Div**

Utility Operations

**Responsible Position**

Utility Maintenance Supervisor  
600 Garfield Ave. Duluth MN 55802  
(218) 723-3551

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 305**

**Title GPS of Trout Streams**

**Addresses Minimum Measure**

- |                                     |  |                                     |  |
|-------------------------------------|--|-------------------------------------|--|
| <input type="checkbox"/>            | <b>1 Public Education &amp; Outreach</b> | <input checked="" type="checkbox"/> | <b>4 Construction Site Runoff</b>      |
| <input type="checkbox"/>            | <b>2 Public Participation</b>            | <input checked="" type="checkbox"/> | <b>5 Post Construction Site Runoff</b> |
| <input checked="" type="checkbox"/> | <b>3 Illicit Discharge Detection</b>     | <input checked="" type="checkbox"/> | <b>6 Pollution Prevention</b>          |

**Target Audience** City Staff, Planners, General Public

**Description** The City of Duluth has received grant funding to GPS the trout streams within the City limits. The City is walking the streams with a GPS unit and recording all tributaries as well as identifying and examining outfalls and erosion in City trout streams. The GIS department is mapping the information for use in planning. After trout streams are identified the City will address intermittent surface waters.

**Measurable Goals**

**Timeline**

Review and update existing map	2004
Provide information to planning	On-going
Record of problems addressed	On-going
Additional intermittent surface water mappings	2005-2007

**Specific Components**

Minnesota Lake Superior Coastal Program Grant  
Stormwater mapping BMP 301

**Responsible Dept/Div**

Utility Operations/GIS

**Responsible Position**

GIS Supervisor/ Maintenance Supervisor  
411 W. First Street, Duluth MN 55802  
(218) 529-8212

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number**      **306**

**Title**                      **Identification and Elimination of Sanitary Sewer Overflows**

**Addresses Minimum Measure**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> <b>1 Public Education &amp; Outreach</b> | <input type="checkbox"/> <b>4 Construction Site Runoff</b>        |
| <input checked="" type="checkbox"/> <b>2 Public Participation</b>            | <input type="checkbox"/> <b>5 Post Construction Site Runoff</b>   |
| <input checked="" type="checkbox"/> <b>3 Illicit Discharge Detection</b>     | <input checked="" type="checkbox"/> <b>6 Pollution Prevention</b> |

**Target Audience**              Homeowners   Municipal staff

**Description**      The City of Duluth has a program to eliminate by-passes and overflows within the City limits. The City has developed an Inflow/Infiltration Program to disconnect footing drains from the sanitary system. In addition the City is re-evaluating the sewer system.

---

**Measurable Goals**

**Timeline**

Monthly I/I removal updates	Yearly
Annual reports	Yearly
Meetings with stakeholders	Yearly
Press releases	Yearly
By-pass reports	Yearly
Letters to residents (number)	Yearly
Program review meeting	Yearly

---

**Specific Components**

Sanitary Sewer I/I Program  
Collection Systems Permit  
I/I work tracking system

**Education component:** Information to the public about problems with footing drains and the relationship to SSOs.

---

**Responsible Dept/Div**

Utility Operations

**Responsible Position**

Sanitary Sewer Project Coordinator  
600 Garfield Ave. Duluth MN 55802  
(218)723-3551

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number**      **308**

**Title**                      **Illegal Dumping**

**Addresses Minimum Measure**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> 1 Public Education & Outreach | <input type="checkbox"/> 4 Construction Site Runoff        |
| <input checked="" type="checkbox"/> 2 Public Participation        | <input type="checkbox"/> 5 Post Construction Site Runoff   |
| <input checked="" type="checkbox"/> 3 Illicit Discharge Detection | <input checked="" type="checkbox"/> 6 Pollution Prevention |

**Target Audience**                      Municipal staff, General Public, Commercial Business

**Description**      The City of Duluth has a program for addressing illegal dumping on public and private property. The program includes identifying dump sites and arranging for clean up. A designated solid waste officer has legal authority to address dumping problems. The Stormwater Utility address dumping in streams throughout the City.

---

**Measurable Goals**

**Timeline**

Stream cleaning reports (numbers)	Yearly
Public Garbage/Solid Waste response form (numbers)	Yearly
Signage on Repeat Dump sites (mapping)	Yearly
Procedure documentation	Yearly
Hotline calls (number)	Yearly

---

**Specific Components**

Solid waste Compliance Officer  
Hotline BMP No.202  
Stream Cleaning BMP No 304  
Ordinance Chapter 24

**Education component:** Postage of signage on sites and press releases to inform the public about the rules on dumping and the effects on the on the environment. Providing a hotline to call to report observed problems.

---

**Responsible Dept/Div**

Building Safety

**Responsible Position**

Solid Waste Compliance Officer  
411 W. 1st Street, Duluth MN 55802  
(218) 723-3660

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number**      **307**

**Title**                      **Training in the use of GPS Equipment**

**Addresses Minimum Measure**

- |   |  |
|---|--|
| <input type="checkbox"/> 1 Public Education & Outreach            | <input type="checkbox"/> 4 Construction Site Runoff        |
| <input type="checkbox"/> 2 Public Participation                   | <input type="checkbox"/> 5 Post Construction Site Runoff   |
| <input checked="" type="checkbox"/> 3 Illicit Discharge Detection | <input checked="" type="checkbox"/> 6 Pollution Prevention |

**Target Audience**              City Staff

**Description**      The City of Duluth uses GPS equipment to identify locations of outfalls and structural components of the storm sewer system. Utility operations staff are trained in the use of the equipment and procedures for using equipment to record data on system condition.

---

**Measurable Goals**

Staff training and review (6 staff trained yearly)  
Documentation of locations by GPS coordinates  
Documentation of training procedure

**Timeline**

Yearly review - field experience  
Yearly map updates  
2004

---

**Specific Components**

Training procedure  
Staff training records  
Updated maps

---

**Responsible Dept/Div**

Utility Operations

**Responsible Position**

Maintenance Supervisor / GIS Manager  
600 Garfield Ave., Duluth MN 55802  
(218) 723-3551



**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number**      **401**

**Title**                      **Construction Erosion and Sediment Control Ordinances**

**Addresses Minimum Measure**

- |                          |  |                                     |  |
|--------------------------|--|-------------------------------------|--|
| <input type="checkbox"/> | <b>1 Public Education &amp; Outreach</b> | <input checked="" type="checkbox"/> | <b>4 Construction Site Runoff</b>      |
| <input type="checkbox"/> | <b>2 Public Participation</b>            | <input type="checkbox"/>            | <b>5 Post Construction Site Runoff</b> |
| <input type="checkbox"/> | <b>3 Illicit Discharge Detection</b>     | <input type="checkbox"/>            | <b>6 Pollution Prevention</b>          |

**Target Audience**              Contractors, Developers, Engineering Companies, Municipal staff, Inspectors

**Description**      The City of Duluth has an erosion ordinance. The City will review and update the ordinances to reflect NPDES goals and the effectiveness of the ordinances content regarding appropriate erosion and sediment control. Ordinance review will also consider regional concerns and activities and contractor concerns.

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**Measurable Goals**

**Timeline**

Review meetings (documented)	2003-2004
Compare ordinance to neighboring communities (documented review -as available)	2004-on-going
Complete update review	October 2004
Adopt revised ordinances if necessary	March 2005

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**Specific Components**

Planning meetings with Engineering, Planning, Utility Operations, Building Safety and Attorney's office  
Erosion Ordinance  
Surface Water Management Plan

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**Responsible Dept/Div**

Engineering

**Responsible Position**

Utility Engineer  
411 W. 1st Street, Duluth MN 55802  
(218)723-3278

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number**      **402**

**Title**                      **Ordinance Non-Compliance Penalties**

**Addresses Minimum Measure**

- |   |   |
|---|---|
| <input type="checkbox"/> <b>1 Public Education &amp; Outreach</b> | <input checked="" type="checkbox"/> <b>4 Construction Site Runoff</b> |
| <input type="checkbox"/> <b>2 Public Participation</b>            | <input type="checkbox"/> <b>5 Post Construction Site Runoff</b>       |
| <input type="checkbox"/> <b>3 Illicit Discharge Detection</b>     | <input type="checkbox"/> <b>6 Pollution Prevention</b>                |

**Target Audience**              Contractors

**Description**      The City of Duluth has an ordinance in place requiring erosion control measures. The City will review and analyze whether or not the current ordinances are enforced and develop procedures to ensure enforcement and track effectiveness.

---

**Measurable Goals**

**Timeline**

Documented review meetings (attendance and minutes)	2004 -on-going
Development of inspection tracking mechanism	Fall 2006
Documented inspections (no.)	Fall 2005 and on-going
Procedures to ensure enforcement	2006

---

**Specific Components**

Meetings of Engineering, Building Safety, Utility Operations, Planning, and City Attorney  
Current ordinance  
Inspection record and actions

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**Responsible Dept/Div**

Engineering

**Responsible Position**

Utility Engineer  
411 W. 1st Street, Duluth MN 55804  
(218)723-3278

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 403**

**Title Ordinance Descriptor Tools for Public Trade Professionals**

**Addresses Minimum Measure**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> 1 Public Education & Outreach | <input checked="" type="checkbox"/> 4 Construction Site Runoff |
| <input type="checkbox"/> 2 Public Participation                   | <input type="checkbox"/> 5 Post Construction Site Runoff       |
| <input type="checkbox"/> 3 Illicit Discharge Detection            | <input type="checkbox"/> 6 Pollution Prevention                |

**Target Audience** Contractors, Builders, Developers, Engineering Firms

**Description** The City has developed permit forms and BMP guidance related to erosion and sediment control. These are available at engineering and building safety. Forms and permits are reviewed annually.

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**Measurable Goals**

**Timeline**

Handout development (updates recorded)	On-going activity
Handout distribution	March 2003 - on going
Web site distribution of permit	March 2005 on-going

---

**Specific Components**

Developmental meetings with staff from Engineering, Utility Operations, Planning, Building Safety Ordinances  
Handout  
Web site

**Education Component:** Increase public awareness of the negative effects of erosion on water quality and appropriate steps to protect against erosion during construction projects.

---

**Responsible Dept/Div**

Engineering

**Responsible Position**

Utility Engineer  
411 W. 1st Street Duluth MN 55802  
(218) 723-3278

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 404**

**Title Construction Site Best Management Practices**

**Addresses Minimum Measure**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> 1 Public Education & Outreach | <input checked="" type="checkbox"/> 4 Construction Site Runoff |
| <input type="checkbox"/> 2 Public Participation                   | <input type="checkbox"/> 5 Post Construction Site Runoff       |
| <input type="checkbox"/> 3 Illicit Discharge Detection            | <input checked="" type="checkbox"/> 6 Pollution Prevention     |

**Target Audience** City Staff, Developers, Contractors, Engineering Firms, Homeowners

**Description** The current City ordinance requires contractors to provide erosion control practices on construction sites. The requirements and practices will be reviewed in line with current BMPs and local experience. The review will examine installation and construction criteria, construction site entrance criteria and waste control.

---

**Measurable Goals**

**Timeline**

Review meetings (document dates and attendance)	2003-2004 on-going
Document Review Practice	Summer, 2004
Update City construction BMP manual (document updates)	On-going
Review guidelines and specifications for BMP's - including drawings	2004 on-going
Prepare a list of available BMPs and make available to public	2004-On-going

---

**Specific Components**

MPCA Construction Site BMP Manual  
City BMP Guidelines  
Meetings of Planning, Engineering, Building Safety and Utility Operations Staff

**Education Component:** Provide public with information on appropriate BMPs to address erosion and inform public why measures are essential to protect natural waterways.

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**Responsible Dept/Div**

Engineering/Building Safety

**Responsible Position**

Utility Engineer  
411 W. 1st Street Duluth MN 55802  
(218) 723-3278

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 405**

**Title Construction Site Inspection Process**

**Addresses Minimum Measure**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> 1 Public Education & Outreach | <input checked="" type="checkbox"/> 4 Construction Site Runoff |
| <input checked="" type="checkbox"/> 2 Public Participation        | <input type="checkbox"/> 5 Post Construction Site Runoff       |
| <input type="checkbox"/> 3 Illicit Discharge Detection            | <input type="checkbox"/> 6 Pollution Prevention                |

**Target Audience** City Staff, Developers, Contractors, Engineering Firms, Public

**Description** The City will review compliance with City ordinance 93-65. The City will also review City erosion control practices including methods for addressing complaints and developing a list of standard inspection expectation such as posting of permits on site and control of waste and litter.

---

<b>Measurable Goals</b>	<b>Timeline</b>
Review and document inspection procedure	Spring 2004
Review and document practices expected at construction site	Spring 2004
Develop a citizen complaint response procedure	Spring 2004
Document inspection and actions (interdepartmental data base)	Spring 2004 - Ongoing
Train staff in inspection procedures	Spring 2004 and yearly
Produce and distribute information worksheet for contractors (developmental review package)	Summer 2004

---

**Specific Components**

Inspection database  
Construction Inspection Procedure  
Review meetings of Engineering, Building Safety, Planning, Utility Operations  
Hotline BMP 202

**Education Component:** Inform public of how they can assist in locating erosion problems.

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<b>Responsible Dept/Div</b>	<b>Responsible Position</b>
Engineering/Building Safety	Utility Engineer 411 W. 1st Street, Duluth MN 55802 (218)723-3278

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number**      **406**

**Title**                      **Construction Site Enforcement Policies**

**Addresses Minimum Measure**

- |                          |  |                                     |  |
|--------------------------|--|-------------------------------------|--|
| <input type="checkbox"/> | <b>1 Public Education &amp; Outreach</b> | <input checked="" type="checkbox"/> | <b>4 Construction Site Runoff</b>      |
| <input type="checkbox"/> | <b>2 Public Participation</b>            | <input type="checkbox"/>            | <b>5 Post Construction Site Runoff</b> |
| <input type="checkbox"/> | <b>3 Illicit Discharge Detection</b>     | <input type="checkbox"/>            | <b>6 Pollution Prevention</b>          |

**Target Audience**                      Staff, Contractors, Developers

**Description**      The City has practices in place to address non-compliance with erosion control during construction. The practices will be reviewed and reinforced to insure effective control of construction sites. The review and up date will include looking at the penalty structure and the stop-work practices.

---

**Measurable Goals**

**Timeline**

Review meeting of departments involved (attendance, dates, minutes)	Spring 2004 and on-going
Document enforcement procedures	Summer 2004
Track enforcement actions (interdepartmental data base)	Spring 2004 - on-going

---

**Specific Components**

Meetings of Planning, Engineering, Building Safety, Utility Operations  
Interdepartmental Construction Data base  
Ordinances  
Inspection procedures

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**Responsible Dept/Div**  
Engineering / Building Safety

**Responsible Position**  
Utility Engineer  
411 W. 1st Street, Duluth, MN 55802  
(218)723-3278

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number**      **407**

**Title**                      **Erosion Control Insert for Utility Bills**

**Addresses Minimum Measure**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> <b>1 Public Education &amp; Outreach</b> | <input checked="" type="checkbox"/> <b>4 Construction Site Runoff</b> |
| <input type="checkbox"/> <b>2 Public Participation</b>                       | <input type="checkbox"/> <b>5 Post Construction Site Runoff</b>       |
| <input type="checkbox"/> <b>3 Illicit Discharge Detection</b>                | <input type="checkbox"/> <b>6 Pollution Prevention</b>                |

**Target Audience**                      General Public, Developers, Contractors

**Description**      Preparation of a utility bill insert to increase awareness of good construction practices both on home sites and larger projects. Information on a hot line number to call with concerns. Information of where to obtain further information.

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<b>Measurable Goals</b>	<b>Timeline</b>
Review meetings to develop insert	2003
Utility Insert development	April 2004
Distribution of insert yearly	2004 - On-going

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**Specific Components**

Utility Bill insert  
Hotline BMP 202  
Meeting of Engineering, Utility Operations, Building Safety, Graphics, Planning

**Education component:** Inform homeowners and business about the effects of erosion on the environment. Steps they can take to reduce the effects.

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<b>Responsible Dept/Div</b> Utility Operations	<b>Responsible Position</b> Stormwater Coordinator 600 Garfield Ave. Duluth MN 55802 (218) 723-3551
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**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 408**

**Title Site Plan Review Process**

**Addresses Minimum Measure**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> 1 Public Education & Outreach | <input checked="" type="checkbox"/> 4 Construction Site Runoff |
| <input type="checkbox"/> 2 Public Participation                   | <input type="checkbox"/> 5 Post Construction Site Runoff       |
| <input type="checkbox"/> 3 Illicit Discharge Detection            | <input type="checkbox"/> 6 Pollution Prevention                |

**Target Audience** Developers, Consulting Engineers, City Staff

**Description** The City has in place practices for review of site plans prior to construction through committees such as the Development Review Committee. Written procedures will be prepared to assist developers in preparing for the review of site plans.

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**Measurable Goals**

**Timeline**

Review meetings of appropriate staff	2003 - Spring 2004
Written Procedures	Spring 2004
Hand out for Developers (development review package)	Summer 2004

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**Specific Components**

Staff review and planning meetings  
Development Review Package  
handout

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**Responsible Dept/Div**

Engineering

**Responsible Position**

Utility Engineer  
411 W. 1st Street, Duluth MN 55802  
(218)723-3278



**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 501**

**Title Post Construction Runoff BMPs for New and Redevelopment**

**Addresses Minimum Measure**

- |                                     |  |                                     |  |
|-------------------------------------|--|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <b>1 Public Education &amp; Outreach</b> | <input type="checkbox"/>            | <b>4 Construction Site Runoff</b>      |
| <input type="checkbox"/>            | <b>2 Public Participation</b>            | <input checked="" type="checkbox"/> | <b>5 Post Construction Site Runoff</b> |
| <input type="checkbox"/>            | <b>3 Illicit Discharge Detection</b>     | <input type="checkbox"/>            | <b>6 Pollution Prevention</b>          |

**Target Audience** Developers/Builders Planning

**Description** The City of Duluth has in place practices for working with developers and contractors to determine appropriate Best management Practices (BMP) such as detention ponds and other structural methods of runoff control for development and redevelopment. These practices are being reviewed documented and updated.

**Measurable Goals**

City review of detention/structural designs  
(track number of reviews)

Document Review Practice

**Timeline**

Currently being done by Engineering on site plans. Continue individual design reviews throughout each year.

2004

**Specific Components**

Engineering continues to actively review designs and drainage reports for projects for appropriate controls and modify designs for effectiveness. Incorporate recommendations of SWMP when published.

- Surface Water Management Plan
- Ordinances
- BMP list

**Education Component:** Continue to update/revise permit handouts and educational materials and have available in engineering. In form developers of water protection practices.

**Responsible Dept/Div**  
Engineering

**Responsible Position**  
Utilities Engineering  
411 W. 1st Street Duluth MN 55802  
(218)723-3278

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number**            **502**

**Title**            **Ordinances for Post Construction and New Development Runoff Control**

**Addresses Minimum Measure**

- |                          |  |                                     |  |
|--------------------------|--|-------------------------------------|--|
| <input type="checkbox"/> | <b>1 Public Education &amp; Outreach</b> | <input type="checkbox"/>            | <b>4 Construction Site Runoff</b>      |
| <input type="checkbox"/> | <b>2 Public Participation</b>            | <input checked="" type="checkbox"/> | <b>5 Post Construction Site Runoff</b> |
| <input type="checkbox"/> | <b>3 Illicit Discharge Detection</b>     | <input type="checkbox"/>            | <b>6 Pollution Prevention</b>          |

**Target Audience**            Developers, Contractors

**Description**            The Planning, Engineering and Utility Operations Divisions of the City of Duluth will review and update City ordinances and zoning requirements to reflect new requirements for design, installation and maintenance of runoff control devices in compliance with Phase II requirements and City comprehensive plans in order to protect surface water quality.

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**Measurable Goals**

Adopt developer controls package

**Timeline**

March of 2005

Review runoff control during development review/planning

On-going  
Currently done during City development review process (engineering continue to review individual projects)

Review ordinance

Update 2005 Annually review ordinance/permit process and make adjustments based on previous years construction

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**Specific Components**

Updated ordinance  
Current planning design review process involves storm water consideration.

New SWMP will update developer requirements for storm water control in specific areas.

City currently actively reviews individual designs for erosion control and will continue process. Engineering evaluates and revises permit package annually.

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**Responsible Dept/Div**

Engineering

**Responsible Position**

Utilities Engineering  
411 W. 1st Street, Duluth MN 55802  
(218)723-3278

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 503**

**Title Post Construction Runoff Control BMP Operation and Maintenance**

**Addresses Minimum Measure**

- |                          |  |                                     |  |
|--------------------------|--|-------------------------------------|--|
| <input type="checkbox"/> | <b>1 Public Education &amp; Outreach</b> | <input type="checkbox"/>            | <b>4 Construction Site Runoff</b>      |
| <input type="checkbox"/> | <b>2 Public Participation</b>            | <input checked="" type="checkbox"/> | <b>5 Post Construction Site Runoff</b> |
| <input type="checkbox"/> | <b>3 Illicit Discharge Detection</b>     | <input checked="" type="checkbox"/> | <b>6 Pollution Prevention</b>          |

**Target Audience** City & Private Property

**Description** The City of Duluth has in place practices to ensure that developed BMPs will be maintained after construction or reconstruction. The City will review and update current practices and related requirements to ensure appropriate enforcement and maintenance.

<b>Measurable Goals</b>	<b>Timeline</b>
City Sediment trap yearly cleaning (work orders)	Annually
Written monitoring, maintenance and cleanout requirements for ponds/structures (documented and tracked)	To be put in Developer Agreements by Spring 2005 (maintenance agreements)
Review and update of ordinances and requirements (review meeting)	2005 (ordinance expanded and updated) 2005 - on annual review

**Specific Components**

City Utility Operations continue to clean out public sedimentation traps .BMP 613  
 For new developments where sedimentation is required, insert maintenance requirements

Staff inspection Training

<b>Responsible Dept/Div</b>	<b>Responsible Position</b>
Engineering, Utility Operations & Planning	Utilities Engineering 411 W. 1st Street, Duluth, MN 55802 (218)723-3278

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 601**

**Title Departmental Vehicle Maintenance and Cleaning**

**Addresses Minimum Measure**

- |   |  |
|---|--|
| <input type="checkbox"/> 1 Public Education & Outreach            | <input type="checkbox"/> 4 Construction Site Runoff        |
| <input type="checkbox"/> 2 Public Participation                   | <input type="checkbox"/> 5 Post Construction Site Runoff   |
| <input checked="" type="checkbox"/> 3 Illicit Discharge Detection | <input checked="" type="checkbox"/> 6 Pollution Prevention |

**Target Audience** City Departmental Staff

**Description** The City has in place practices to maintain City vehicles to prevent pollution entering the environment from leakage or other defects. Practices include daily inspections and washing. The City will document practices and record keeping.

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**Measurable Goals**

**Timeline**

Daily inspection sheets	on-going
Written documentation of vehicle washing practices	2004
Written Documentation of inspection components	2004
Vehicle Maintenance Training (no. employees trained)	Yearly

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**Specific components**

- Inspection sheets
- Vehicle washing procedure
- Daily inspection Procedure

**Education Component:** Staff training in the potential pollution problems from improper vehicle maintenance and cleaning.

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Responsible Department/Division  
Fleet Services

Responsible Individual  
Fleet Services Manager  
4825 Mike Colalillo Dr Duluth MN 55807  
(218) 723-3446

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number**      **602**

**Title**                      **Yearly Vehicle Inspection**

**Addresses Minimum Measure**

- |                                     |  |                                     |  |
|-------------------------------------|--|-------------------------------------|--|
| <input type="checkbox"/>            | <b>1 Public Education &amp; Outreach</b> | <input type="checkbox"/>            | <b>4 Construction Site Runoff</b>      |
| <input type="checkbox"/>            | <b>2 Public Participation</b>            | <input type="checkbox"/>            | <b>5 Post Construction Site Runoff</b> |
| <input checked="" type="checkbox"/> | <b>3 Illicit Discharge Detection</b>     | <input checked="" type="checkbox"/> | <b>6 Pollution Prevention</b>          |

**Target Audience**              City Staff

**Description**      The City has in place practices to inspect all City vehicles yearly and to make appropriate repairs. Fleet services will review and update documentation and practices.

---

**Measurable Goals**

**Timeline**

Yearly inspection records summary  
Maintenance record summary  
Documentation of inspection procedure

Yearly  
On-going  
2004

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**Specific components**

inspection records  
maintenance records  
Inspection procedure

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**Responsible Department/Div**  
Fleet Services

**Responsible Person**  
Fleet Service Manager  
4825 Mike Colalillo Dr Duluth MN 55807  
(218) 723-3446

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number**      **603**

**Title**                      **Hazardous Materials Management**

**Addresses Minimum Measure**

- |                                     |  |                                     |  |
|-------------------------------------|--|-------------------------------------|--|
| <input type="checkbox"/>            | <b>1 Public Education &amp; Outreach</b> | <input type="checkbox"/>            | <b>4 Construction Site Runoff</b>      |
| <input type="checkbox"/>            | <b>2 Public Participation</b>            | <input type="checkbox"/>            | <b>5 Post Construction Site Runoff</b> |
| <input checked="" type="checkbox"/> | <b>3 Illicit Discharge Detection</b>     | <input checked="" type="checkbox"/> | <b>6 Pollution Prevention</b>          |

**Target Audience**              City Staff

**Description**      The City has in place hazardous materials Management practices designed to protect staff and the environment from pollution from materials used in the work place.

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**Measurable Goals**

**Timeline**

Review and update of hazardous materials handling procedures	2005
Identification and training of staff (attendance documented)	Yearly
Review and Update material selection practices	2005

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**Specific components**

Hazardous Materials procedures  
training records

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**Responsible Department/Div**  
Fleet Services

**Responsible Person**  
Loss Control Specialist  
4825 Mike Colalillo Dr Duluth MN 55807  
(218) 723-3446

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 604**

**Title Hazardous Materials Training**

**Addresses Minimum Measure**

- |   |  |
|---|--|
| <input type="checkbox"/> 1 Public Education & Outreach            | <input type="checkbox"/> 4 Construction Site Runoff        |
| <input type="checkbox"/> 2 Public Participation                   | <input type="checkbox"/> 5 Post Construction Site Runoff   |
| <input checked="" type="checkbox"/> 3 Illicit Discharge Detection | <input checked="" type="checkbox"/> 6 Pollution Prevention |

**Target Audience** City Staff

**Description** The City has in place hazardous materials training practices designed to provide staff with information on how to identify and use hazardous materials. One component of the training is the proper storage and handling of materials to prevent environmental pollution.

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**Measurable Goals**

**Timeline**

Review and update of hazardous materials training procedures	Yearly
Record of staff training	Yearly

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**Specific components**

Hazardous Materials procedures  
Training records

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**Responsible Department/Div**  
Fleet Services

**Responsible Person**  
Loss Control Specialist  
4825 Mike Colalillo Dr Duluth MN 55807  
(218) 723-3446

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 605**

**Title Construction Site Erosion Control**

**Addresses Minimum Measure**

- |  |  |
|--|--|
| <input type="checkbox"/> 1 Public Education & Outreach | <input checked="" type="checkbox"/> 4 Construction Site Runoff |
| <input type="checkbox"/> 2 Public Participation        | <input type="checkbox"/> 5 Post Construction Site Runoff       |
| <input type="checkbox"/> 3 Illicit Discharge Detection | <input checked="" type="checkbox"/> 6 Pollution Prevention     |

**Target Audience** City Staff

**Description** The City of Duluth performs a variety construction projects while maintaining utility infrastructure. Long standing practices for preventing pollution are in place and are reviewed and up dated as more current information is collected. The City will review and document procedures to ensure appropriate protection for the environment are in place.

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**Measurable Goals**

**Timeline**

Documentation and updating of construction site practices	2004
Site inspections - records	update fall 2003 and on-going
Staff Training	Fall 2003 and yearly

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**Specific components**

Staff training procedure  
Work order records  
Construction erosion control practice

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**Responsible Department/Div**  
Utility Operations

**Responsible Person**  
Construction Supervisor  
600 Garfield Ave, Duluth MN 55802  
(218)723-3551



**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number**      **606**

**Title**                      **Control of Dumping of Materials to Creeks and Streams**

**Addresses Minimum Measure**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> <b>1 Public Education &amp; Outreach</b> | <input type="checkbox"/> <b>4 Construction Site Runoff</b>        |
| <input type="checkbox"/> <b>2 Public Participation</b>                       | <input type="checkbox"/> <b>5 Post Construction Site Runoff</b>   |
| <input checked="" type="checkbox"/> <b>3 Illicit Discharge Detection</b>     | <input checked="" type="checkbox"/> <b>6 Pollution Prevention</b> |

**Target Audience**              City Staff, General Public

**Description**      The City of Duluth has in place a program to identify and remove material that has been dumped illegally in creeks, streams and ditches. The program operates in conjunction with the Youth Employment Services Program

---

**Measurable Goals**

**Timeline**

Debris removed yearly	yearly
Hotline established and promoted	2004 - 2007
Public education	on-going
Solid waste officer inspections	on-going
Signage (no. locations identified and posted)	2005 and on-going

---

**Specific Components**

Hot line BMP No. 202  
Solid Waste Officer  
Public Education BMP No. 105  
Reporting forms  
Summer Stream cleaning crew  
**Education Component:** Outreach to the public about dumping problems and potential effects on the environment. Encourage public participation in maintaining streams by reporting dumping and by changing personal habits.

---

**Responsible Dept/Div**

Utility Operations

**Responsible Position**

Maintenance Supervisor  
600 Garfield Ave, Duluth MN 55802  
(218)723-3551

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number**      **607**

**Title**                      **Municipal Vehicle Washing**

**Addresses Minimum Measure**

- |                                     |  |                                     |  |
|-------------------------------------|--|-------------------------------------|--|
| <input type="checkbox"/>            | <b>1 Public Education &amp; Outreach</b> | <input type="checkbox"/>            | <b>4 Construction Site Runoff</b>      |
| <input type="checkbox"/>            | <b>2 Public Participation</b>            | <input type="checkbox"/>            | <b>5 Post Construction Site Runoff</b> |
| <input checked="" type="checkbox"/> | <b>3 Illicit Discharge Detection</b>     | <input checked="" type="checkbox"/> | <b>6 Pollution Prevention</b>          |

**Target Audience**              City Staff

**Description**      The City of Duluth has practices in place to insure that all vehicles washing is done in designated areas to prevent materials entering the stormwater system.

---

**Measurable Goals**

**Timeline**

Review and document practice - city wide

Update in 2005

Staff training - dates and locations

Yearly starting spring 2004

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**Specific Components**

Documented washing procedure

Staff training

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**Responsible Dept/Div**

Fleet Maintenance

**Responsible Position**

Loss Control Specialist  
4825 Mike Colalillo Dr Duluth MN 55807  
(218) 723-3446

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number**      **608**

**Title**                      **Hazardous Spill Response Plan**

**Addresses Minimum Measure**

- |                                     |  |                                     |  |
|-------------------------------------|--|-------------------------------------|--|
| <input type="checkbox"/>            | <b>1 Public Education &amp; Outreach</b> | <input type="checkbox"/>            | <b>4 Construction Site Runoff</b>      |
| <input type="checkbox"/>            | <b>2 Public Participation</b>            | <input type="checkbox"/>            | <b>5 Post Construction Site Runoff</b> |
| <input checked="" type="checkbox"/> | <b>3 Illicit Discharge Detection</b>     | <input checked="" type="checkbox"/> | <b>6 Pollution Prevention</b>          |

**Target Audience**              City Staff

**Description**      The City has in place a Hazardous Spill Response Plan designed to respond to spills and address immediate site problems and initiate safe and environmentally friendly clean up.

---

**Measurable Goals**

**Timeline**

Continual update and review of plan	Yearly
Documentation of responses to spills	On-going
Haz-Mat team training documentation	Yearly

---

**Specific Components**

Emergency Response Plan  
Haz-mat Training

---

**Responsible Dept/Div**

City Fire Department

**Responsible Position**

Fire Chief  
602 W. 2nd Street, Duluth, MN 55802  
(218)723-3200

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 609**

**Title Storm Sewer Cleaning**

**Addresses Minimum Measure**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> 1 Public Education & Outreach | <input type="checkbox"/> 4 Construction Site Runoff        |
| <input type="checkbox"/> 2 Public Participation                   | <input type="checkbox"/> 5 Post Construction Site Runoff   |
| <input checked="" type="checkbox"/> 3 Illicit Discharge Detection | <input checked="" type="checkbox"/> 6 Pollution Prevention |

**Target Audience** Utility Operations Personnel, General Public

**Description** The Utility Operations Division of the City has in place a program to perform regular maintenance including cleaning and repair of storm lines, manholes and catch basins. The program includes evaluation of infrastructure condition using televising and dye testing and prioritizing repairs and mechanical and vacuum cleaning techniques. Staff demonstrate equipment and explain the work at local events. Staff are trained to identify any questionable discharges detected and initiate illicit discharge elimination procedures..

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**Measurable Goals**

**Timeline**

Storm televising No. of feet	Yearly
Feet of cleaning	Yearly
Number of manhole repairs	Yearly
Number of catch basin repairs	Yearly
Staff training	Yearly
Equipment demonstration	Upon request.
Number of incidents of illicit discharge detected	Yearly
Press release - report on yearly activities	Yearly - January

---

**Specific Components**

- Maintenance Schedule
- Storm Water Utility Comprehensive Plan
- Vector Training Procedure
- Rod Truck Training Procedure
- Work Order System
- Public Education and Outreach Program BMP 105

**Education Component:** Yearly press release outlining yearly cleaning activities. Demonstration of equipment. Message :Debris travels from home to street to stormwater system to lake.

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**Responsible Dept/Div**

**Responsible Position**

Utility Operations

Maintenance Supervisor  
600 Garfield Ave, Duluth MN 55802  
(218)723-3551

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 610**

**Title Procedure for Removal of Icing Problems**

**Addresses Minimum Measure**

- |   |  |
|---|--|
| <input type="checkbox"/> 1 Public Education & Outreach            | <input type="checkbox"/> 4 Construction Site Runoff        |
| <input type="checkbox"/> 2 Public Participation                   | <input type="checkbox"/> 5 Post Construction Site Runoff   |
| <input checked="" type="checkbox"/> 3 Illicit Discharge Detection | <input checked="" type="checkbox"/> 6 Pollution Prevention |

**Target Audience** Utility Operations Personnel

**Description** Each winter, the City of Duluth is required to address icing problems that result in street icing, spring flooding and safety concerns. Practices are in place to address these problems while minimizing the effects on water quality. New equipment -high pressure washers are being used to more efficiently address problems and reduce the need for salting.

---

**Measurable Goals**

**Timeline**

Number of icing problems addressed	yearly
Salt usage	yearly - 2004-2007
Calcium chloride usage	yearly - 2004-2007
Documentation of icing procedure	2004
Annual review of procedures.	Yearly in May 2003- 2007

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**Specific Components**

Storm Water Utility Comprehensive Plan  
Work order system

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**Responsible Dept/Div**

Utility Operations

**Responsible Position**

Maintenance Supervisor  
600 Garfield Ave, Duluth MN 55802  
(218)723-3551

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number**      **611**

**Title**                      **Sediment Disposal**

**Addresses Minimum Measure**

- |  |  |
|--|--|
| <input type="checkbox"/> 1 Public Education & Outreach | <input type="checkbox"/> 4 Construction Site Runoff        |
| <input type="checkbox"/> 2 Public Participation        | <input type="checkbox"/> 5 Post Construction Site Runoff   |
| <input type="checkbox"/> 3 Illicit Discharge Detection | <input checked="" type="checkbox"/> 6 Pollution Prevention |

**Target Audience**                      Utility Operations Personnel

**Description**      The City of Duluth has in a place a practice for dewatering and disposing of sediment from cleaning and maintenance and construction processes in a manner to avoid contributing pollution to the environment. From 2004 onward amounts will be tracked.

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**Measurable Goals**

**Timeline**

Yards of sediment collected (estimate)	Yearly 2004-2008
Review and documentation of practice	2004
Staff training	Yearly 2004-2008

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**Specific Components**

Procedure for sediment treatment  
Staff training procedure

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**Responsible Dept/Div**

Utility Operations

**Responsible Position**

Maintenance Supervisor  
600 Garfield Ave, Duluth MN 55802  
(218)723-3551

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number**      **612**

**Title**                      **Outfall Inspection**

**Addresses Minimum Measure**

- |                                     |  |                                     |  |
|-------------------------------------|--|-------------------------------------|--|
| <input type="checkbox"/>            | <b>1 Public Education &amp; Outreach</b> | <input type="checkbox"/>            | <b>4 Construction Site Runoff</b>      |
| <input type="checkbox"/>            | <b>2 Public Participation</b>            | <input type="checkbox"/>            | <b>5 Post Construction Site Runoff</b> |
| <input checked="" type="checkbox"/> | <b>3 Illicit Discharge Detection</b>     | <input checked="" type="checkbox"/> | <b>6 Pollution Prevention</b>          |

**Target Audience**                      Utility Operations Personnel

**Description**      The City of Duluth will inspect 20% of the outfalls discharging to trout streams Wetlands, Lake Superior, St. Louis River or other MS4 on a yearly basis. The City will provide training and a planned approach to the inspections. Inspection will evaluate physical condition of the outfalls. If suspicious discharges are detected the illicit discharge program will be initiated.

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**Measurable Goals**

**Timeline**

Document Outfall inspection Procedure	2003
Inspect 20% of Outfalls	Yearly 2003 - 2007
Document any illicit discharges (No. found)	On-going
Staff Training	Yearly

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**Specific Components**

- Outfall inspection procedure
- Illicit Discharge Program
- Staff Training
- Summer Stream Cleaning Program

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**Responsible Dept/Div**

Utility Operations

**Responsible Position**

Maintenance Supervisor  
600 Garfield Ave, Duluth MN 55802  
(218)723-3551

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 613**

**Title Inspection of Stormwater Pollution Control Devices**

**Addresses Minimum Measure**

- |  |  |
|--|--|
| <input type="checkbox"/> 1 Public Education & Outreach | <input type="checkbox"/> 4 Construction Site Runoff        |
| <input type="checkbox"/> 2 Public Participation        | <input type="checkbox"/> 5 Post Construction Site Runoff   |
| <input type="checkbox"/> 3 Illicit Discharge Detection | <input checked="" type="checkbox"/> 6 Pollution Prevention |

**Target Audience** Utility Operations Personnel

**Description** The Utility Operations Division of the City of Duluth has in place a practice of cleaning and maintaining stormwater pollution control devices. The practice is currently being updated and documented to improve tracing of sediment loads.

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**Measurable Goals**

**Timeline**

Review and document inspection of structural pollutant control devices	2003
Train staff	Yearly
Document inspections and actions	Yearly
Document cleaning loads (volume)	Yearly

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**Specific Components**

Storm Water Utility Comprehensive Plan  
Staff Training  
Work Order system

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**Responsible Dept/Div**

Utility Operations

**Responsible Position**

Maintenance Supervisor  
600 Garfield Ave, Duluth MN 55802  
(218)723-3551



**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 614**

**Title Use of Fertilizer and Pesticides**

**Addresses Minimum Measure**

- |   |  |
|---|--|
| <input type="checkbox"/> 1 Public Education & Outreach            | <input type="checkbox"/> 4 Construction Site Runoff        |
| <input type="checkbox"/> 2 Public Participation                   | <input type="checkbox"/> 5 Post Construction Site Runoff   |
| <input checked="" type="checkbox"/> 3 Illicit Discharge Detection | <input checked="" type="checkbox"/> 6 Pollution Prevention |

**Target Audience** Park Maintenance / Park & Rec Personnel

**Description** The City of Duluth has practices in place to insure that pesticides and fertilizers are applied in a manner to minimize safety and health risks and reduce risk of pollution to the waters of the City. The City follows training practices as specified by the USDA and uses soil testing to most effectively control application.

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**Measurable Goals**

**Timeline**

Documentation of procedures	2005
Tracking fertilizers application	Yearly
Tracking pesticide application	Yearly
Annual review of practices	Yearly - November

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**Specific Components**

Fertilizer records  
Training BMP No 615  
Pesticide records

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**Responsible Dept/Div**

Parks/Park Maintenance

**Responsible Position**

Golf Course Supervisor  
12 E 4th St. Duluth MN 55805  
(218) 525-0829

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number**      **615**

**Title**                      **Training Program for the Use of Fertilizers and Pesticides**

**Addresses Minimum Measure**

- |   |   |
|---|---|
| <input type="checkbox"/> <b>1 Public Education &amp; Outreach</b> | <input type="checkbox"/> <b>4 Construction Site Runoff</b>        |
| <input type="checkbox"/> <b>2 Public Participation</b>            | <input type="checkbox"/> <b>5 Post Construction Site Runoff</b>   |
| <input type="checkbox"/> <b>3 Illicit Discharge Detection</b>     | <input checked="" type="checkbox"/> <b>6 Pollution Prevention</b> |

**Target Audience**              Park Maintenance / Park & Rec Personnel

**Description**      The City of Duluth has practices in place to ensure that all operators working with pesticides and/or fertilizers receive appropriate training to minimize health and safety risks and prevent pollution to the waters of the City.

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**Measurable Goals**

**Timeline**

Document training program	2005
Track Fertilizer Application training (no. trained)	Yearly
Track Pesticide application training (no. trained)	Yearly

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**Specific Components**

Fertilizer records  
Pesticide Records  
Training Program  
Pesticide Program BMP No. 615

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**Responsible Dept/Div**

Parks/Park Maintenance

**Responsible Position**

Golf Course Supervisor  
12 E 4th St. Duluth MN 55805  
(218) 525-0829

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 616**

**Title Landscape, Lawn and Open Space Maintenance**

**Addresses Minimum Measure**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> 1 Public Education & Outreach | <input type="checkbox"/> 4 Construction Site Runoff        |
| <input type="checkbox"/> 2 Public Participation                   | <input type="checkbox"/> 5 Post Construction Site Runoff   |
| <input checked="" type="checkbox"/> 3 Illicit Discharge Detection | <input checked="" type="checkbox"/> 6 Pollution Prevention |

**Target Audience** Park Maintenance / Park & Rec Personnel // General Public

**Description** The City of Duluth maintains parks, golf courses, gardens and open spaces for public enjoyment. Practices are in place to insure that landscaping functions are performed in a manner to prevent environmental pollution and protect the waters of the City. The City is continually updating practices and identifying effective natural methods of landscaping.

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**Measurable Goals**

**Timeline**

Annual leaf collection (amount collected) used for composting and winter cover.	Yearly
Biological Control Agent Practices (documented and reviewed)	Yearly
Review of landscaping and planting procedures	Annually
Document practices	2006
Soil testing - documented	on-going

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**Specific Components**

- Landscaping procedures
- Work records
- Use of Mulching Mowers

**Education Components:** Press release on practices and demonstrations at public events. Public volunteer participation in providing compost materials and assisting with gardens.

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**Responsible Dept/Div**

Park Maintenance

**Responsible Position**

Park and Garden Maintenance Lead Worker  
110 N 42nd Ave. W. Duluth MN 55808  
(218) 723-3425

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 617**

**Title Pet Waste Collection**

**Addresses Minimum Measure**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> 1 Public Education & Outreach | <input type="checkbox"/> 4 Construction Site Runoff        |
| <input checked="" type="checkbox"/> 2 Public Participation        | <input type="checkbox"/> 5 Post Construction Site Runoff   |
| <input checked="" type="checkbox"/> 3 Illicit Discharge Detection | <input checked="" type="checkbox"/> 6 Pollution Prevention |

**Target Audience** Park Maintenance / Park & Rec Personnel // General Public

**Description** The City of Duluth has an ordinance in place controlling pet waste. In support of the ordinance, the City has established a program for assisting the public in cleaning up pet waste in public areas. The City also provides public education on the risks of environmental pollution from pet wastes both in public and private areas.

---

**Measurable Goals**

**Timeline**

No. of pet waste bags distributed	Yearly
Annual site review for program effectiveness	Yearly
Documentation of procedure	2005

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**Specific Components**

Public education program BMP 105  
Waste bag site map  
Documented procedure

**Education Component:** Waste bags with sign posting, press release on pet waste. information on contribution of animals to water pollution.

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**Responsible Dept/Div**

Park maintenance

**Responsible Position**

Park and Garden Maintenance Lead Worker  
110 N 42nd Ave. W. Duluth MN 55808  
(218) 723-3425

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number**      **618**

**Title**                      **Street Cleaning (Sweeping)**

**Addresses Minimum Measure**

- |  |  |
|--|--|
| <input type="checkbox"/> 1 Public Education & Outreach | <input type="checkbox"/> 4 Construction Site Runoff        |
| <input type="checkbox"/> 2 Public Participation        | <input type="checkbox"/> 5 Post Construction Site Runoff   |
| <input type="checkbox"/> 3 Illicit Discharge Detection | <input checked="" type="checkbox"/> 6 Pollution Prevention |

**Target Audience**                      Street Maintenance Personnel

**Description**      The City of Duluth has practices in place to ensure that all public streets are swept annually, with water used for dust control only (not for flushing). Residual material is stockpiled in monitored locations where runoff is directed either to the municipal sanitary sewer system or filtered through grass swales. Aggregate material is screened and recycled, while organic material is composted for screening and reuse in topsoil.

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**Measurable Goals**

**Timeline**

Track and monitor street sweeping program	Yearly
Monitor stockpile sites for runoff control	Yearly
Provide Operator training with related documentation	As necessary

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**Specific Components**

Street Sweeping Records  
Stockpile Monitoring Records  
Operator Training Program

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**Responsible Dept/Div**

Maintenance Operations

**Responsible Position**

Maintenance Supervisor  
1123 Mesabi Ave. Duluth MN 55811  
(218) 723-3425

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number**      **619**

**Title**                      **Bituminous Street Patching / Repair**

**Addresses Minimum Measure**

- |                          |  |                                     |  |
|--------------------------|--|-------------------------------------|--|
| <input type="checkbox"/> | <b>1 Public Education &amp; Outreach</b> | <input checked="" type="checkbox"/> | <b>4 Construction Site Runoff</b>      |
| <input type="checkbox"/> | <b>2 Public Participation</b>            | <input type="checkbox"/>            | <b>5 Post Construction Site Runoff</b> |
| <input type="checkbox"/> | <b>3 Illicit Discharge Detection</b>     | <input checked="" type="checkbox"/> | <b>6 Pollution Prevention</b>          |

**Target Audience**              Street Maintenance Personnel

**Description**      The City of Duluth has an annual program to patch and/or repair bituminous-surfaced streets using "hot mix" bituminous or "cold mix" bituminous as appropriate. Practices are currently in place to minimize the amount of material placed, so as to minimize the amount of excess material that may enter the City's storm water system. The City will review current practices to insure the appropriate use and placement of bituminous patching / repair material, and establish a related operator-training program as necessary.

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**Measurable Goals**

**Timeline**

Review current street patching / repair program	Spring 2004
Review alternative street repair methods / materials	Spring 2005
Provide Operator training with related documentation	Yearly

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**Specific Components**

Street Patching / Repair Program  
Industry-based Repair methods / materials  
Operator Training Program

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**Responsible Dept/Div**

Maintenance Operations

**Responsible Position**

Maintenance Operations Manager  
1123 Mesabi Ave. Duluth MN 55811  
(218) 723-3425

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 620**

**Title Street Snow and Ice Control**

**Addresses Minimum Measure**

- |  |  |
|--|--|
| <input type="checkbox"/> 1 Public Education & Outreach | <input type="checkbox"/> 4 Construction Site Runoff        |
| <input type="checkbox"/> 2 Public Participation        | <input type="checkbox"/> 5 Post Construction Site Runoff   |
| <input type="checkbox"/> 3 Illicit Discharge Detection | <input checked="" type="checkbox"/> 6 Pollution Prevention |

**Target Audience** Street Maintenance Personnel

**Description** The City of Duluth has procedures and practices in place to insure that snow and ice control and related ice removal is completed in a manner that provides for a safe traveling environment for motorists, while at the same time minimizing possible negative impacts to the natural environment. The City will review and document the specific procedures and practices - including application equipment calibration and use, and will also review the current operator training program as necessary.

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**Measurable Goals**

**Timeline**

Review current snow / ice control program  
Establish equipment calibration monitoring program  
Provide Operator training with related documentation

Fall 2003  
Spring 2004  
Yearly

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**Specific Components**

Street Snow and Ice Control Program  
Industry-based snow and ice control methods / materials  
Operator Training Program

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**Responsible Dept/Div**

Maintenance Operations

**Responsible Position**

Maintenance Operations Manager  
1123 Mesabi Ave. Duluth MN 55811  
(218) 723-3425

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 621**

**Title Road Deicing Material (Salt/Sand) Storage**

**Addresses Minimum Measure**

- |  |  |
|--|--|
| <input type="checkbox"/> 1 Public Education & Outreach | <input type="checkbox"/> 4 Construction Site Runoff        |
| <input type="checkbox"/> 2 Public Participation        | <input type="checkbox"/> 5 Post Construction Site Runoff   |
| <input type="checkbox"/> 3 Illicit Discharge Detection | <input checked="" type="checkbox"/> 6 Pollution Prevention |

**Target Audience** Street Maintenance Personnel

**Description** The City of Duluth maintains limited stockpiles of road deicing material (sand/salt mixture) for roadway snow and ice control. The City will review current material storage facilities and practices, and will develop and/or modify policies and practices as appropriate to insure runoff from storage facilities does not contribute to storm water pollution. If necessary, additional storm water runoff controls will be constructed on a site-by-site basis if/as necessary.

---

**Measurable Goals**

**Timeline**

Review current road deicing material storage facilities	Fall 2003
Develop or modify material storage policies / practices	Spring 2004
Construct additional storm water runoff controls if/as identified and/or necessary	Fall 2004

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**Specific Components**

Deicing material (sand/salt) storage facility audit  
Deicing material (sand/salt) storage policies and practices

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**Responsible Dept/Div**

Maintenance Operations

**Responsible Position**

Maintenance Operations Manager  
1123 Mesabi Ave. Duluth MN 55811  
(218) 723-3425



**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 701**

**Title NPDES Phase II Permit Record Keeping**

**Addresses Minimum Measure**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> 1 Public Education & Outreach | <input checked="" type="checkbox"/> 4 Construction Site Runoff      |
| <input checked="" type="checkbox"/> 2 Public Participation        | <input checked="" type="checkbox"/> 5 Post Construction Site Runoff |
| <input checked="" type="checkbox"/> 3 Illicit Discharge Detection | <input checked="" type="checkbox"/> 6 Pollution Prevention          |

**Target Audience** City Staff

**Description** The City of Duluth has developed a practice for maintain SWPPP records in order to comply yearly reporting requirements of the NPDES phase II permit and to allow for efficient review and update of BMPs.

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**Measurable Goals**

**Timeline**

Document procedure	Summer 2003
Develop BMP record keeping data base	Spring 2003
Annual summary of data	2004 and yearly

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**Specific Components**

Documented Procedure  
Data base

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**Responsible Dept/Div**  
Utility Operations

**Responsible Position**  
Project Coordinator  
600 Garfield Ave Duluth MN 55802  
(218)723-3551

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number**            **702**

**Title**    **Discharge to Restricted Waters**

**Addresses Minimum Measure**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> <b>1 Public Education &amp; Outreach</b> | <input type="checkbox"/> <b>4 Construction Site Runoff</b>        |
| <input checked="" type="checkbox"/> <b>2 Public Participation</b>            | <input type="checkbox"/> <b>5 Post Construction Site Runoff</b>   |
| <input checked="" type="checkbox"/> <b>3 Illicit Discharge Detection</b>     | <input checked="" type="checkbox"/> <b>6 Pollution Prevention</b> |

**Target Audience**            City Staff, Developers, General Public

**Description**    The City of Duluth discharges to Lake Superior a Restricted Discharge water. The City will develop a plan to address the issue of increased discharge to Lake Superior. The City will take into consideration the specific responsibilities outline in Part IX Appendix C Item B of the Minnesota General Permit for Phase II small MS4s.

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**Measurable Goals**

**Timeline**

Map Watersheds	2005
Submit Plan to MPCA	2006
Implement Plan	2006

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**Specific Components**

- GIS Maps
- NRRI Impervious surface estimation tool
- Development Review package
- Review meetings with Engineering, Planning, Utility Operations

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**Responsible Dept/Div**

Utility Operations

**Responsible Position**

Project Coordinator  
600 Garfield Ave. Duluth MN 55802  
(218)723-3551

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 703**

**Title Discharge to Trout Streams**

**Addresses Minimum Measure**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> 1 Public Education & Outreach | <input checked="" type="checkbox"/> 4 Construction Site Runoff      |
| <input checked="" type="checkbox"/> 2 Public Participation        | <input checked="" type="checkbox"/> 5 Post Construction Site Runoff |
| <input checked="" type="checkbox"/> 3 Illicit Discharge Detection | <input checked="" type="checkbox"/> 6 Pollution Prevention          |

**Target Audience** City Staff Developers General Public

**Description** The City of Duluth discharges to 12 identified cold water trout stream waters. The City will develop a plan to address the issue of increased discharge to trout streams. The City will take into consideration the specific responsibilities outline in Part IX Appendix C Item C of the Minnesota General Permit for Phase II small MS4s.

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**Measurable Goals**

**Timeline**

Map Watersheds	2003
Determine feasible and prudent measures to avoid impacts	2005

---

**Specific Components**

GIS Maps  
Development Review package  
Review meetings with Engineering, Planning, Utility Operations

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**Responsible Dept/Div**

Engineering

**Responsible Position**

Stormwater Engineer  
411 W. 1st street Duluth MN 55802  
(218) 723-3278

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number**            **704**

**Title**      Review of Procedures to Address Planning Regulations Related to Stormwater

**Addresses Minimum Measure**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> 1 Public Education & Outreach | <input checked="" type="checkbox"/> 4 Construction Site Runoff      |
| <input checked="" type="checkbox"/> 2 Public Participation        | <input checked="" type="checkbox"/> 5 Post Construction Site Runoff |
| <input checked="" type="checkbox"/> 3 Illicit Discharge Detection | <input checked="" type="checkbox"/> 6 Pollution Prevention          |

**Target Audience**            City Staff, Developers, General Public

**Description**      The City will regularly review procedures to ensure that those involved in planning and development activities are aware of the relevant regulations relating to Environmental review, Discharges affecting threatened or Endangered Species, Discharges affecting Historic or Archeological sites.

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**Measurable Goals**

**Timeline**

Annual Review of regulations

Yearly

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**Specific Components**

Development Review Committee

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**Responsible Dept/Div**

Engineering/Planner

**Responsible Position**

City Engineer/Planner  
414 W 1st St Duluth MN 55802  
(218)723-3278

**CITY OF DULUTH BEST MANAGEMENT PRACTICES**

**COD Number 705**

**Title Procedures to Address TMDLs**

**Addresses Minimum Measure**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> 1 Public Education & Outreach | <input checked="" type="checkbox"/> 4 Construction Site Runoff      |
| <input checked="" type="checkbox"/> 2 Public Participation        | <input checked="" type="checkbox"/> 5 Post Construction Site Runoff |
| <input checked="" type="checkbox"/> 3 Illicit Discharge Detection | <input checked="" type="checkbox"/> 6 Pollution Prevention          |

**Target Audience** City staff, Developers, Commercial Business, General Public

**Description** The 2002 303(d) list includes listings for several bodies of water in the City of Duluth. These include the St. Louis River, Lester River, Miller Creek and Twin Ponds. The City of Duluth as a stakeholder will participate in TMDL development and will adjust the SWPPP to meet any requirements of the TMDLS.

---

**Measurable Goals**

**Timeline**

Monitor TMDL Process

On-going

Make appropriate plan changes

when TMDLs are developed

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**Specific Components**

TMDL actions  
SWPPP changes

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**Responsible Dept/Div**

Utility Operations

**Responsible Position**

Project Coordinator  
600 Garfield Ave., Duluth MN 55802  
(2180 723-3551)