

BMP Summary Sheet Instructions



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

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

**BMP Summary Sheet**

**MS4 Name:** City of Hibbing, Minnesota

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

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

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

**BMP Description:**

The City currently inspects and maintains its storm sewer system and will continue to inspect its system and report locations where maintenance is needed. Illicit discharges will also be reported as described previously.

**Measurable Goals:**

1. Record and report number of inspections completed.
2. Record and report number BMPs with maintenance required.
3. Record and report number of illicit discharges detected.

**Timeline/Implementation Schedule:**

1. Annually
2. Annually
3. Annually

**Specific Components and Notes:**

**Responsible Party for this BMP:**

**Name:** John Fairchild

**Department:** Public Works

**Phone:** 218.263.5264

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**BMP Summary Sheet**

MS4 Name: City of Hibbing, Minnesota

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-2

**BMP Title:** Street Sweeping

**BMP Description:**

The City will continue the current street sweeping program for vehicle safety, pedestrian safety, and water quality and environmental reasons. Street sweeping will be done as weather permits (late March to early April) through the first snowfall. The City focuses on sand in the spring, leaves in the fall, and on an as needed basis in the summer.

**Measurable Goals:**

1. Sweep at least once in the spring of each year (additional fall sweeping as weather permits)
2. Estimate the number of hours of sweeping.

**Timeline/Implementation Schedule:**

1. Annually
2. Annually

**Specific Components and Notes:**

**Responsible Party for this BMP:**

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**BMP Summary Sheet**

**MS4 Name:** City of Hibbing, Minnesota

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

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

**BMP Title:** Annual Inspection of All Structural Pollution Control Devices

**BMP Description:**

The City currently operates a program of cleaning structural BMPs including catch basins, storm water ponds and system outfalls. City staff inspects system components to look for sediment and debris buildup and proper functioning of the system and illicit discharges. The City is developing a more detailed database for the storm system that will be used to better track inspection activities and initiate maintenance work orders. The City will continue this program and look for opportunities to improve the tracking of inspection results and program efficiency.

**Measurable Goals:**

1. Inspect 100% of the pollution control devices such as trap manholes, grit chambers, sumps, floatable skimmers, separators and other small settling or filtering devices each year.
2. Record and track follow-up actions needed, assign a priority level and a timeline for addressing the problem.
3. Record inspection date, weather conditions and results for each component inspected.
4. Record and track the dates of completing major maintenance activities.

**Timeline/Implementation Schedule:**

1. Annually
2. Ongoing/Annually
3. Ongoing/Annually
4. Ongoing/Annually

**Specific Components and Notes:**

**Responsible Party for this BMP:**

**Name:** John Fairchild

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**BMP Summary Sheet**

**MS4 Name:** City of Hibbing, Minnesota

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

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

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

**BMP Description:**

The City currently operates a program of cleaning structural BMPs including catch basins, storm water ponds and system outfalls. City staff inspects system components to look for sediment and debris buildup and proper functioning of the system and illicit discharges. The City is developing a more detailed database for the storm system that will be used to better track inspection activities and initiate maintenance work orders. The City will continue this program and look for opportunities to improve the tracking of inspection results and program efficiency.

**Measurable Goals:**

1. Inspect at least 20% of system outfalls, sediment basins and ponds each year.
2. Record and track follow-up actions needed, assign a priority level and a timeline for addressing the problem.
3. Record inspection date, weather conditions and results for each component inspected.
4. Record and track the dates of completing major maintenance activities.

**Timeline/Implementation Schedule:**

1. Annually
2. Ongoing/Annually
3. Ongoing/Annually
4. Ongoing/Annually

**Specific Components and Notes:**

**Responsible Party for this BMP:**

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**BMP Summary Sheet**

**MS4 Name:** City of Hibbing, Minnesota

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

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

**BMP Title:** Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas

**BMP Description:**

The City currently operates material stockpiles and handling areas at certain locations within the City and in cooperation with the County. The City inspects these areas at least annually and conducts maintenance as needed. The City will continue this program and look for opportunities to improve the tracking of inspection results and program efficiency. The inspection program will be coordinated with the BMP and outfall mapping updates. Salt/sand stockpiles are covered and this practice will be continued.

**Measurable Goals:**

1. Inspect material stockpile and handling areas each year.
2. Record and track follow-up actions needed, assign a priority level and a timeline for addressing problems.
3. Record inspection date, weather conditions and results for each component inspected.
4. Record and track the dates of completing major maintenance activities.

**Timeline/Implementation Schedule:**

1. Annually
2. Ongoing/Annually
3. Ongoing/Annually
4. Ongoing/Annually

**Specific Components and Notes:**

**Responsible Party for this BMP:**

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**BMP Summary Sheet**

**MS4 Name:** City of Hibbing, Minnesota

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

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

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

**BMP Description:**

The City will continue to update the inventory of structural runoff controls and continue current BMP maintenance and inspection programs and record data in the developing database system to integrate the location of these controls with schedules for regular inspection and maintenance. The program will result in timely maintenance of the City's storm system components.

**Measurable Goals:**

1. Inspect and maintain system components according to priority system established by the City.
2. Track the number of system components maintained and the general condition of the system.

**Timeline/Implementation Schedule:**

1. Ongoing/Annually
2. Ongoing/Annually

**Specific Components and Notes:**

**Responsible Party for this BMP:**

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**BMP Summary Sheet**

**MS4 Name:** City of Hibbing, Minnesota

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

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

**BMP Title:** Record Reporting and Retention of All Inspections and Responses to the Inspections

**BMP Description:**

The City will develop a system for keeping records. The City's goal is to implement a more comprehensive (GIS-based) database management system for the storm sewer system that is linked with the system map. This BMP is intended to start with the GIS data and create a database that can be expanded to include information on a range of BMPs (rainwater gardens, storm-ceptors, ponds, sump manholes, infiltration areas etc.) located in and operated by the City. The database will help the City in tracking the condition of system components, scheduling and tracking inspections under related BMPs in the City's MS4 permit, and in completion of the annual reporting requirements. Ultimately, the database will allow more efficient use of City resources to comply with NPDES program requirements and therein protecting and improving water resources in the City.

**Measurable Goals:**

1. Maintain and update the GIS-based database system to accommodate all City storm system infrastructure.
2. Maintain and update the database with system inspection records.

**Timeline/Implementation Schedule:**

1. Ongoing
2. Ongoing

**Specific Components and Notes:**

**Responsible Party for this BMP:**

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**BMP Summary Sheet**

**MS4 Name:** City of Hibbing, Minnesota

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

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

**BMP Title:** Evaluation of Inspection Frequency

**BMP Description:**

The City currently operates a program of cleaning structural BMPs. City staff inspects system components to look for sediment and debris buildup and proper functioning of the system and illicit discharges. The inspection program will be coordinated with the BMP and Outfall mapping updates.

As the City develops a more functional system database to better track system maintenance activities and findings, the system will assist in evaluating the frequency of maintenance for components of the City's system. As the system is populated with data, the City will be better able to evaluate the need for more or less frequent maintenance of BMPs, storm system and material storage and handling areas.

**Measurable Goals:**

1. Reevaluate inspection schedule and frequencies following annual reporting results.
2. Increase or decrease frequency if prior year conditions warranted more or less frequent cleaning or maintenance.

**Timeline/Implementation Schedule:**

1. Ongoing/Annually
2. Ongoing/Annually

**Specific Components and Notes:**

**Responsible Party for this BMP:**

**Name:** John Fairchild

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