



Agency Use

Permit No.: MTR04

Date Rec'd

Amount Rec'd

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FORM  
MS4-AR

**Annual Report Form**  
**Storm Water Discharges Associated with MS4s**  
**MTR040000**

This annual report form is to be completed by each permittee authorized under the General Permit for Storm Water Discharges Associated with Small Municipal Separate Storm Water Sewer Systems (MS4s). The completed form must be electronically submitted to DEQ by March 1<sup>st</sup> of each year starting March 1<sup>st</sup>, 2023.

**Reporting Year:**  2023  2024  2025  2026 (reporting period is for the preceding calendar year, Jan 1<sup>st</sup>- Dec 31<sup>st</sup>)

**MS4 Information**

Permit Number M T R 0 4 0 0 0 3  
 Small MS4 Name City of Helena  
 Contact Person, (name, title) Leea Anderson, Environmental Manager  
 Mailing Address 316 N Park Ave  
 City, State, and Zip Code Helena, MT, 59623  
 Phone Number, Email Address 406-447-8096, landerson@helenamt.gov

Authorized as a Co-permittee?  Yes: \_\_\_\_\_  No

(If, yes provide Co-permittee MS4 name in the blank provided. Each co-permittee must submit a separate complete annual report form.)

Is the MS4 sharing responsibility? If yes, attach written acceptance and explanation of shared obligation(s).  Yes  No

Attach an organizational chart identifying the primary SWMP coordinator, positions responsible for implementing requirements of the permit, and contact information for each individual.  Attached  Not Attached

**Minimum Control Measure 1 & 2**

Link to storm water website https://www.helenamt.gov/Departments/Public-Works/Utility-Maintenance/Storm-Water

List of four key target audiences:

Residential: Pet Waste  
Residential: General Common Education  
Business Type: Post Construction Facility Owners  
Business Type: Construction Industry

Associated Pollutants:

Pet Feces- Nutrients (nitrogen and phosphorus) and pathogens  
Latex Paint and Non-Point Source Pollutants  
Latex Paint  
Sediment

Outreach strategy:

Active: Pet Waste Stations,  
Passive: Informational Articles and Stories, Social Media  
Active: Cleanup Day/Event (Latex Paint Events), Part in Community Event,  
Passive: Social Media Posts, Water Bill Inserts.  
Active: Cleanup Day/Event (Latex Paint Events)  
Passive: Business Specific Emails

Attach documentation of participation and/or feedback of key target audiences.  Attached  Not Attached

**Minimum Control Measure 3** (attach the following in the order listed)

List of potential non-storm water discharges identified as significant contributors of pollutants (i.e. illicit discharges), associated pollutants, and any local controls or conditions placed on these discharges.  Attached  Not Attached

Have there been updates to the MS4's storm sewer maps?  Yes  No, the map(s) were last updated: December 2022

If yes, submit the maps using one of the following options:

- Electronic GIS shapefiles emailed to [DEQMPDESDataManagement@mt.gov](mailto:DEQMPDESDataManagement@mt.gov)
- Attached Hard copy
- Link to online maps: \_\_\_\_\_

Summary of investigations and corrective actions taken over the past year per the Illicit Discharge and Corrective Action Plan.  Attached  Not Attached

Number of outfalls inspected during dry weather: 7 of 34 (total number of outfalls)

Number of high priority outfalls inspected: 7 of 7 (total number of high priority outfalls)

Attach a summary of any resulting actions taken from screening results.  Attached  Not Applicable

**Year 2023 only, unless updates were made:**

A copy or link to the adopted ordinance, policy, procedure, and/ or regulatory mechanism prohibiting illicit discharges.  Attached or  Link \_\_\_\_\_

**Minimum Control Measure 4** (attach the following in the order listed)

List of construction sites/projects inspected over the last year and any resulting actions.  Attached  Not Attached

**Year 2023 only, unless updates were made:**

A copy of the construction storm water management plan review checklist.  Attached  Not Attached

A copy of the construction site inspection form or checklist.  Attached  Not Attached

A copy or link to the adopted ordinance, policy, procedure, and/or regulatory mechanism requiring construction storm water controls.  Attached or  Link \_\_\_\_\_

**Minimum Control Measure 5** (attach the following in the order listed)

Inventory of regulated projects using offsite treatment for post-construction runoff.  Attached  Not Applicable

Number of high priority post-construction storm water management controls inspected: 4

Attach a summary of any resulting actions taken from inspections.  Attached  Not Applicable

**Year 2023 only, unless updates were made:**

A copy of the post-construction storm water management plan review checklist.  Attached  Not Attached

A copy of the post-construction site inspection form or checklist.  Attached  Not Attached

A copy or link to the adopted ordinance, policy, procedure, and/or regulatory mechanism requiring post-construction storm water controls.  Attached or  Link \_\_\_\_\_

**Year 2025 only:** Submit a plan to modify relevant codes, ordinances, policies, and/or programs to implement LID/green infrastructure concepts.  Attached  Not Attached

**Minimum Control Measure 6** (attach the following in the order listed)

Number of SOPs evaluated: 1 of 17 (total number of SOPs for permittee facilities/activities)

Summary of SOP updates made in the last year.  Attached  Not Applicable

Records of completed trainings in conformance with section II.B. of the General Permit.  Attached  Not Attached

**Year 2023 only, unless updates were made:**

Inventory of permittee facilities/activities with potential to contribute contaminants.  Attached  Not Attached

Summary of inspection procedures for facilities and their structural storm water controls.  Attached  Not Attached

**Storm Water Management Plan (SWMP)**

In the last year, were any public comments received on the SWMP?  Yes  No

If yes, attach a summary of comments received.  Attached  Not Applicable

In the last year, have additional SWMP updates been made other than those listed above?  Yes  No

If yes, attach a summary including the date and description of updates and rationale for decision making.

Attached  Not Applicable

**Monitoring and Reporting** (attach the following in the order listed)

I verify all outfall monitoring has been performed and recorded in conformance with section II.C. and II.D. of the General Permit. (If not able to dependably obtain two samples a year at each monitoring location, attach a summary of rationale. Contact DEQ regarding requests for a change in monitoring locations.)

Attach a summary of implemented BMPs used to target and reduce discharges to impaired waterbodies and a schedule for the following year's BMP implementation.  Attached  Not Applicable

**Year 2023 only, unless updates were made:** Attach an inventory of outfalls discharging to impaired waterbodies including associated pollutants.  Attached  Not Applicable

**MS4s with an approved TMDL:**

**Year 2023 only:** Submit a TMDL-related sampling plan for DEQ review.  Attached  Not Applicable

**Years 2024, 2025, and 2026:** In the last year, were any public comments received on the sampling plan?  Yes  No

If yes, attach a summary of comments received and any resulting actions/modifications.  Attached  Not Applicable

**Certification\***

**All Permittees Must Complete the Following Certification:**

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 gather and evaluate 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. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. [75-5-633, MCA].

Name (Type or Print)

Tim Burton

Title (Type or Print)

City Manager

Phone Number

406-447-8403

Signature



Date Signed

03/01/2024

\* This Annual Report Form must be completed, signed, and certified as follows:

- For a corporation, by a principal officer of at least the level of vice president;
- For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or
- For a municipality, state, federal, or other public facility, by either a principal executive officer or ranking elected official.

**MS4 INFORMATION**  
**ATTACHMENTS**

**Figure 1a.**

City of Helena - Storm Water Management Team Organizational Chart

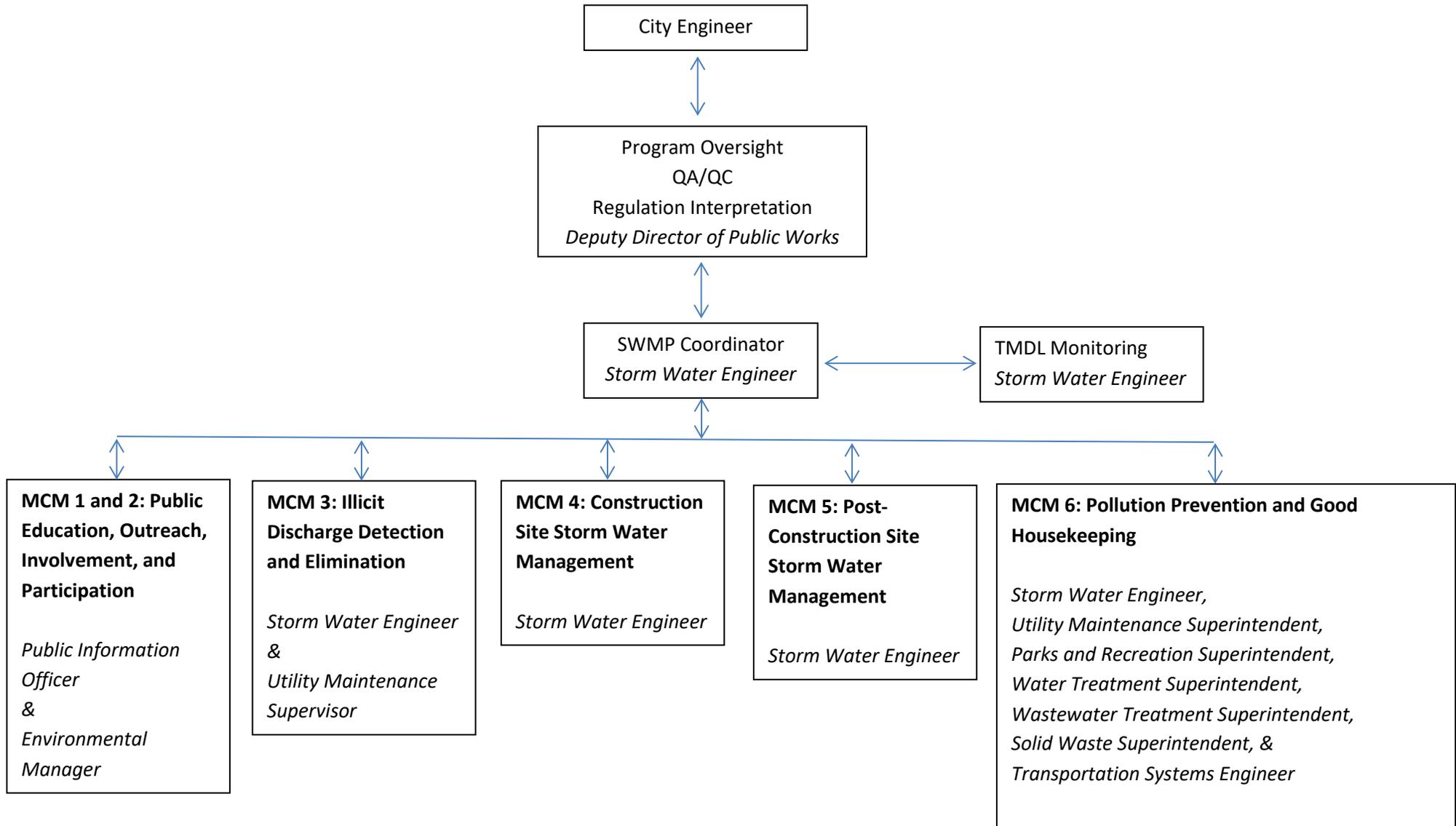
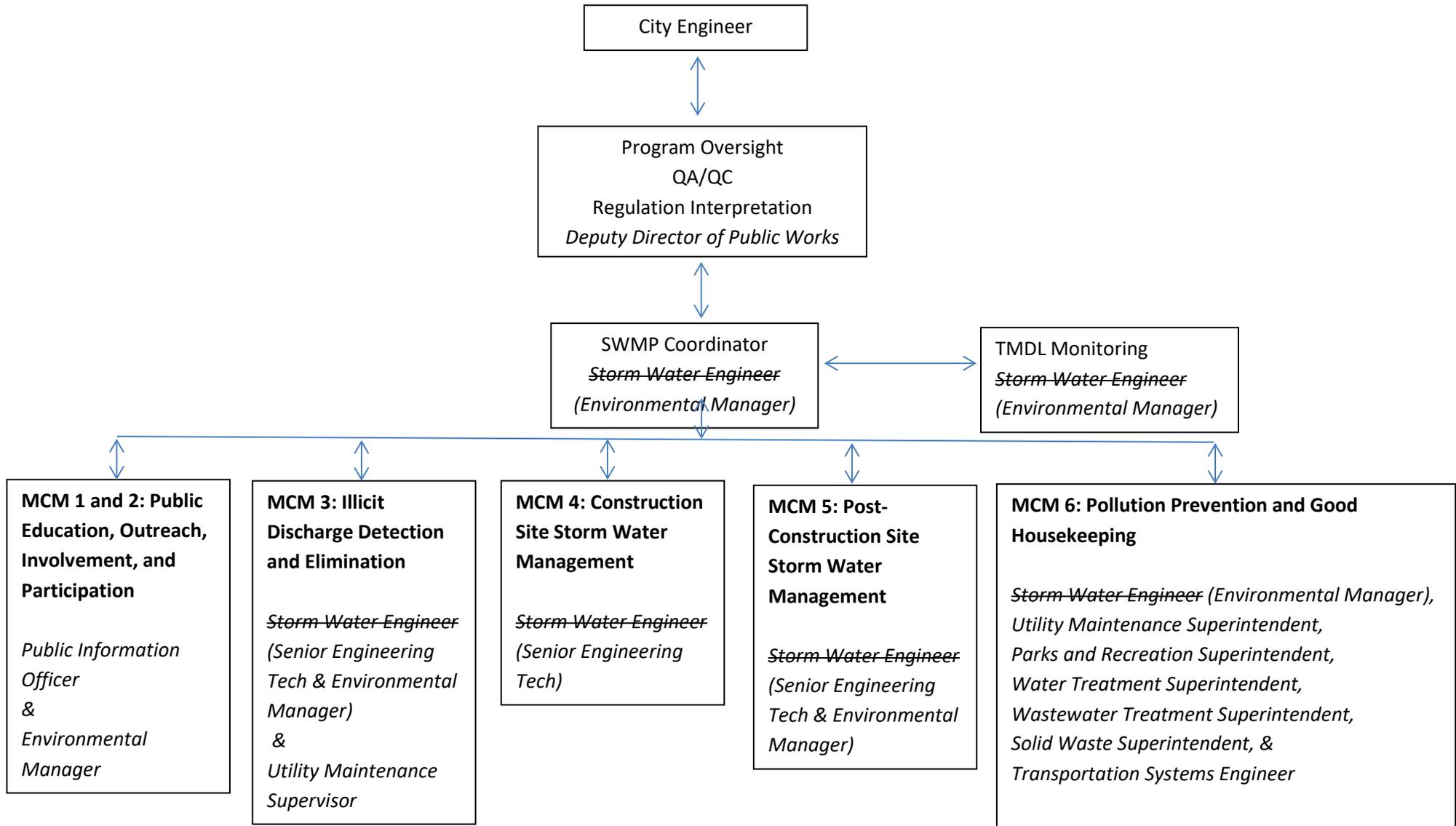


Figure 1b.

City of Helena - Storm Water Management Team Organizational Chart- **Temporary Structure Due to Storm Water Engineer Vacancy**



### Contact Information for Each Individual of the SWMT

| Position                            | Employee Name   | Phone Number | Email                   |
|-------------------------------------|---|--------------|-------------------------|
| City Engineer                       | Jamie Clark   | 4064478098   | jclark@helenamt.gov     |
| Deputy Director of Public Works     | Ed Coleman  | 4064478059   | ecoleman@helenamt.gov   |
| Storm Water Engineer                | <b>Vacant: Duties divided between Senior Engineering Tech and Environmental Manager</b> |              |                         |
| Public Information Officer          | Jake Garcin   | 4064478021   | jagarcin@helenamt.gov   |
| Environmental Manager               | Leea Anderson   | 4064478096   | landerson@helenamt.gov  |
| Utility Maintenance Supervisor      | Trent Scheuer   | 4064578575   | tscheuer@helenamt.gov   |
| Parks and Recreation Superintendent | Craig Marr  | 4064478485   | cmarr@helenamt.gov      |
| Water Treatment Superintendent      | Ben Rigby   | 4064578511   | brigby@helenamt.gov     |
| Wastewater Treatment Superintendent | Jeff Brown  | 4064578558   | jbrown@helenamt.gov     |
| Solid Waste Superintendent          | Pete Anderson   | 4064478088   | panderson@helenamt.gov  |
| Transportation Systems Engineer     | Mark Young  | 4064478099   | myoung@helenamt.gov     |
| Senior Engineering Tech             | Adam Jorgenson  | 4064578586   | ajorgenson@helenamt.gov |
|                                     |   |              |                         |

**MINIMUM CONTROL MEASURE 1 & 2  
ATTACHMENTS**

**Participation of Key Target Audiences Implemented in 2023**

| Key Target Audience                         | Residential Behavior | Business Type | Reasoning for Selection          | Associated Pollutants       | Date Annual Review and Pollutant Update Conducted | Passive Outreach Strategy       | Active Outreach Strategy | Planned Timeframe     | Metric                           | Participation |
|---|----------------------|---------------|----------------------------------|-----------------------------|---|---------------------------------|--------------------------|-----------------------|----------------------------------|---------------|
| <b>1: Pet Waste</b>                         | X                    |               | Common source of pollutants      | Nutrients                   | 2/21/2023   |                                 | Pet Waste Stations       | Continuous            | Amount of Mutt Mitts Distributed | 320000        |
|   | X                    |               | Common source of pollutants      | Nutrients                   | 2/21/2023   | Informative Articles or Stories |                          | Continuous            | Full Video Views                 | 8520          |
| <b>2: General Common Education</b>          | X                    |               | Dumping within the permitted MS4 | Latex Paint                 | 2/21/2023   |                                 | Cleanup Event            | 4/14/2023             | Estimated Weight Collected       | 4520lbs       |
|   | X                    |               | Dumping within the permitted MS4 | Latex Paint                 | 2/21/2023   |                                 | Cleanup Event            | 10/20/2023            | Estimated Weight Collected       | 4760lbs       |
|   | X                    | X             | Dumping within the permitted MS4 | Non-point Source Pollutants | 2/21/2023   |                                 | Part in Community Event  | 8/12/2023             | Estimated Public Participation   | 500           |
|   | X                    | X             | Dumping within the permitted MS4 | Non-point Source Pollutants | 2/21/2023   | Social Media                    |                          | 04/01/2023-04/30/2023 | Estimated Public Participation   | 75            |
| <b>3: Post Construction Facility Owners</b> |                      | X             | Dumping within the permitted MS4 | Latex Paint                 | 2/21/2023   |                                 | Cleanup Event            | 4/14/2023             | Estimated Weight Collected       | 4520lbs       |
|   |                      | X             | Dumping within the permitted MS4 | Latex Paint                 | 2/21/2023   |                                 | Cleanup Event            | 10/20/2023            | Estimated Weight Collected       | 4760lbs       |
| <b>4: Lawn and Garden Care</b>              | X                    |               | Common source of pollutants      | Pesticides                  | 7/12/2023   |                                 | Cleanup Event            | 9/21/2023             | Number of Participants           | 29            |
| <b>5: Restaurant or Food Trucks</b>         |                      | X             | Dumping within the permitted MS4 | Fats, Oils, and Grease      | 2/21/2023   | Brochures/Fliers                |                          | Continuous            | Total Distribution               | 9             |

**Key Target Audiences, Activities, and Goals Planned for 2024**

| Key Target Audience                         | Residential Behavior | Business Type | Reasoning for Selection          | Associated Pollutants       | Date Annual Review and Pollutant Update Conducted | Passive Outreach Strategy       | Active Outreach Strategy   | Planned Timeframe      | Metric                           | Goal    |
|---|----------------------|---------------|----------------------------------|-----------------------------|---|---------------------------------|----------------------------|------------------------|----------------------------------|---------|
| <b>1: Pet Waste</b>                         | X                    |               | Common source of pollutants      | Nutrients                   | 1/17/2024   |                                 | Pet Waste Stations         | Continuous             | Amount of Mutt Mitts Distributed | 320000  |
|   | X                    |               | Common source of pollutants      | Nutrients                   | 1/17/2024   | Informative Articles or Stories |                            | Continuous             | Full Video Views                 | 10000   |
| <b>2: General Common Education</b>          | X                    |               | Dumping within the permitted MS4 | Latex Paint                 | 1/17/2024   |                                 | Cleanup Event              | 04/15/2024-05/15/2024  | Estimated Weight Collected       | 5000lbs |
|   | X                    |               | Dumping within the permitted MS4 | Latex Paint                 | 1/17/2024   |                                 | Cleanup Event              | 09/15/2024-10/15/2024  | Estimated Weight Collected       | 5000lbs |
|   | X                    | X             | Dumping within the permitted MS4 | Non-point Source Pollutants | 1/17/2024   |                                 | Part in Community Event    | 8/1/2024               | Estimated Public Participation   | 500     |
| <b>3: Post Construction Facility Owners</b> |                      | X             | Dumping within the permitted MS4 | Latex Paint                 | 1/17/2024   |                                 | Cleanup Event              | 04/15/2024-05/15/2024  | Estimated Weight Collected       | 5000lbs |
|   |                      | X             | Dumping within the permitted MS4 | Latex Paint                 | 1/17/2024   |                                 | Cleanup Event              | 09/15/2024-10/15/2024  | Estimated Weight Collected       | 5000lbs |
| <b>4: Car Washing/Care</b>                  | X                    |               | Spill                            | Automotive Fluids           | 1/17/2024   | Social Media                    |                            | 01/01/2024-12/31/2024  | Post Views                       | 45      |
| <b>5: Construction Industry</b>             |                      | X             | Common source of pollutants      | Sediment                    | 1/17/2024   |                                 | Industry Specific Training | 04/01/2024- 12/31/2024 | Training Attendance              | 10      |

**MINIMUM CONTROL MEASURE 3**  
**ATTACHMENTS**

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**Part II.A.2.a.i. and ii**

| Potential Non-Storm Water Discharge       | Significant or Non-significant Contributor of | Date Reviewed | Associated Pollutants                                    | Local Controls or Conditions   | Reason for Non-Significance  | Notes                                 |
|---|---|---------------|--|--|--|---------------------------------------|
| Water Line Flushing                       | Non-Significant                               | 2/24/2023     | Chlorine   | Dechlorinators are required to be used. No discharges to State Waters, captured in Regional Stormwater Ponds | Pollutant removed prior to discharge. No discharge to state waters.                                | Exempt per 6-6-10 of Helena City Code |
| Landscape Irrigation                      | Non-Significant                               | 2/24/2023     | Chlorine, Nutrients, and Pesticides                      | None   | Overspray and breaks are usually repaired by the owner or reported by residences or City personnel | Exempt per 6-6-10 of Helena City Code |
| Diverted Stream Flows                     | Non-Significant                               | 2/24/2023     | Biological Contaminants, Sediment, Organic Material      | None   | Infrequent occurrence  | Exempt per 6-6-10 of Helena City Code |
| Rising Groundwater                        | Non-Significant                               | 2/24/2023     | Biological Contaminants and Minerals                     | None   | Infrequent localized occurrence  | Exempt per 6-6-10 of Helena City Code |
| Uncontaminated Groundwater Infiltration   | Non-Significant                               | 2/24/2023     | Sediment and Minerals                                    | None   | Minimal pollution potential  | Exempt per 6-6-10 of Helena City Code |
| Uncontaminated Pumped Groundwater         | Non-Significant                               | 2/24/2023     | Sediment and Minerals                                    | None   | Infrequent occurrence  | Exempt per 6-6-10 of Helena City Code |
| Discharges from Potable Water Sources     | Non-Significant                               | 2/24/2023     | Chlorine   | None   | Overspray and breaks are usually repaired by the owner or reported by residences or City personnel | Exempt per 6-6-10 of Helena City Code |
| Foundation Drains                         | Non-Significant                               | 2/24/2023     | Biological Contaminants and Minerals                     | None   | Infrequent occurrence  | Exempt per 6-6-10 of Helena City Code |
| Air Conditioning Condensation             | Non-Significant                               | 2/24/2023     | Sediment and Copper                                      | None   | Infrequent occurrence and small scale  | Exempt per 6-6-10 of Helena City Code |
| Irrigation Water                          | Non-Significant                               | 2/24/2023     | Chlorine, Nutrients, and Pesticides                      | None   | Overspray and breaks are usually repaired by the owner or reported by residences or City personnel | Exempt per 6-6-10 of Helena City Code |
| Springs                                   | Non-Significant                               | 2/24/2023     | Biological Contaminants, Sediment, Organic Material      | None necessary, not a significant contributor of pollutants  | Infrequent occurrence  | Exempt per 6-6-10 of Helena City Code |
| Water from Crawl Space Pumps              | Non-Significant                               | 2/24/2023     | Biological Contaminants and Minerals                     | None necessary, not a significant contributor of pollutants  | Infrequent occurrence and small scale  |                                       |
| Footing Drains                            | Non-Significant                               | 2/24/2023     | Biological Contaminants and Minerals                     | None   | Infrequent occurrence and small scale  | Exempt per 6-6-10 of Helena City Code |
| Lawn Watering                             | Non-Significant                               | 2/24/2023     | Chlorine, Nutrients, and Pesticides                      | None   | Infrequent occurrence and small scale  | Exempt per 6-6-10 of Helena City Code |
| Individual Residential Car Washing        | Non-Significant                               | 2/24/2023     | Chlorine, Soap, Automotive Fluids, Sediment, Phosphorous | None   | Not significant contributor of pollutants, infrequent and small scale                              | Exempt per 6-6-10 of Helena City Code |
| Flows from Riparian Habitats and Wetlands | Non-Significant                               | 2/24/2023     | Biological Contaminants, Sediment, and Organic Material  | None   | Not significant contributor of pollutants  | Exempt per 6-6-10 of Helena City Code |
| Dechlorinated Swimming Pool Discharges    | Non-Significant                               | 2/24/2023     | Biological Contaminants, Chlorine Residuals              | None   | Not significant contributor of pollutants  |                                       |
| Street Wash Water                         | Non-Significant                               | 2/24/2023     | Sediment   | None   | Not significant contributor of pollutants  | Exempt per 6-6-10 of Helena City Code |
| Charity Car Washes                        | Non-Significant                               | 2/24/2023     | Chlorine, Soap, Automotive Fluids, Sediment, Phosphorous | None   | Infrequent occurrence  |                                       |
| Water Main Breaks                         | Non-Significant                               | 2/24/2023     | Chlorine   | Isolation/Termination  | Rare and unpredictable   |                                       |
| Firefighting Activities                   | Non-Significant                               | 2/24/2023     | Chlorine, Fire Suppression Chemicals, Debris             | Standard operating procedures  | Emergency response   | Exempt per 6-6-10 of Helena City Code |

**2023 Summary of Illicit Discharge Investigations and Corrective Actions**

| Description                   | Location              | Date      |                  |            | Employee                         | Comments   |
|-------------------------------|-----------------------|-----------|------------------|------------|----------------------------------|--|
|                               |                       | Received  | Initial Response | Resolution |                                  |  |
| Illicit Discharge             | LeGrande Cannon BLVD  | 3/22/2023 | 3/22/2023        | 3/22/2023  | Trent Scheuer and Leea Anderson  | Trent Scheuer received report of Sparrow Enterprises cement truck cleaning out in storm ditch at the intersection of Allison and LeGrande Cannon. Visited the site with Leea Anderson. Found the truck had washed the residue from the chutes. No cleanup required due to quantity and de minimis impact. Spoke with an employee from Matrix construction who stated they instructed the driver to clean out on their site. He will ensure all future trucks washout within their site.  |
| Illicit Discharge             | 3101 Cooney           | 7/7/2023  | 7/10/2023        | 8/4/2023   | Adam Jorgenson and Leea Anderson | Complaint from the Pine View Apartment construction site included offsite tracking of sediment. Construction Site Inspection performed on 07/11/2023. Determined the site is not being managed per the requirements of DEQ's General Construction Storm Water Permit and SWPPP. Numerous SWPPP issues found. Notice of Violation sent on 07/13/2023. Received a response on 07/28/2023 stating that the issues identified at the site had been corrected. Site reinspected on 08/04/2023 and confirmed correction of issues.   |
| Illicit Discharge             | 415 Last Chance Gulch | 7/13/2023 | 7/14/2023        | 9/12/2023  | Leea Anderson                    | The City of Helena received the complaint from DEQ Enforcement (CVID 25184) "transcript from complainant " I have been trying for six months to get this guy to stop driving this van. I have contacted countless city officials, and everyone says they don't have the jurisdiction to stop him from dumping 2 quarts of oil a day. I finally got him to stop parking over the storm drain to control the mess but now he just parked in the parking lots of banks and stores." This was the first staff had received a report of this complaint. Vehicle identified as an older white dodge caravan. License plate #565683B. Possibly owned by Johnnie Abraham. No known residential address. City staff attempted to locate the vehicle and was able to find the locations in the photos supplied in the complaint but were unable to locate the vehicle. City staff walked the downtown area multiple times attempting to locate the vehicle and were unable to find it again. |
| Illicit Discharge             | 530 Baarson Blvd      | 8/7/2023  | 8/8/2023         | 8/8/2023   | Leea Anderson                    | "trailer leaking oil on street, red van colliding with Private retaining wall." Leea Anderson performed a site inspection on 08/08/2023 and was unable to find anything matching the description of the complaint or any evidence of leaks or oil stains indicative of an illicit discharge.   |
| Illicit Discharge             | 658 N Warren St       | 8/7/2023  | 8/8/2023         | 8/8/2023   | Leea Anderson                    | "Vehicle has been parked in front of my house without moving for over a month and is leaking oil in addition to take up limited parking spots". Leea Anderson performed a site inspection on 08/08/2023. The automotive fluids leaking from the vehicle were very minimal especially due to the duration of time the complaint indicated the vehicle had been sitting at the location. No illicit discharge determined.  |
| Storm Inlet-Illicit Discharge | 2521 McHugh           | 8/23/2023 | 8/24/2023        | 9/5/2023   | Adam Jorgenson                   | On August 23, 2023, the City of Helena (City) received a complaint regarding the construction being completed at 2521 McHugh Lane (Site). The complainant notified the City that a concrete truck supplying concrete for Site work was cleaning out excess concrete in the street curb and gutter. City personnel completed an onsite inspection on August 24, 2023, to determine the validity of the complaint in compliance with the requirements of the City Municipal Separate Storm Sewer System (MS4) Permit issued by the Montana Department of Environmental Quality (DEQ). During the onsite inspection City personnel determined that an illicit discharge had occurred and concrete slurry was washed down the street and remained in the curb and gutter flow line. Received photos showing the cleanup on September 5, 2023.  |

|                               |                         |           |           |          |                                 |  |
|-------------------------------|-------------------------|-----------|-----------|----------|---------------------------------|--|
| Storm Inlet-Illicit Discharge | 2507 Gold Rush          | 8/31/2023 | 8/31/2023 | 9/5/2023 | Shane Bogard and Adam Jorgenson | Shane Bogard received a couple complaints stating a new home construction site has some concrete washout residuals and construction site sediment is getting to the curb and street. Contact was made to the contractor Ryan Werner 406-439-0699. Ryan Werner returned the call and state he is no longer the contractor of this site. He stated that Dustin Bauch with Level Line Construction is the new contractor. Adam Jorgenson sent a Warning Letter to the contractor site cleaned up.   |
| Storm Inlet-Illicit Discharge | McHugh Recycling Center | 9/8/2023  | 9/8/2023  | 9/8/2023 | Leea Anderson                   | City received a complaint of sediment into storm drains from the new County Recycling Drop-off site on McHugh. Ed Coleman, Miranda Griffis, and Leea Anderson went onsite. Complaint indicated sediment coming from recycling site. No erosion off-site apparent. Slopes from site drain to old gravel pit to the west of the site. The road is to the east of the site across approximately 20ft of vegetative buffer. Sediment and vegetation apparent in the storm drain inlet on the east and west side of the road and down both curb lines in both directions. Significantly more traffic apparent from the Steed Industrial Complex (located in County) to the north of the site. Investigation continued off-site of initial complaint and additional sediment contributions identified based on site observations that sediment appears to be getting tracked into the area from the residences located on dirt roads in the County to the north. Numerous dirt roads identified to the north of the site and a single contributor was unable to be identified. Storm drain to the south near Roadrunner is also significantly impacted with sediment and vegetative debris. Inspection was performed following a significant storm event. Transportation contacted and sent a street sweeper to McHugh promptly. |
| Illicit Discharge             | 1280 Boulder Ave        | 11/8/2023 | 11/9/2023 | 1/1/2024 | Adam Jorgenson                  | On November 8, 2023, the City of Helena (City) received a complaint regarding the construction being completed at 1280 Boulder Ave, the Helena Food Share (Site), which is currently under construction. City personnel completed an onsite inspection on November 9, 2023, to determine the validity of the complaint in compliance with the requirements of the City's MS4 Permit issued by the Montana Department of Environmental Quality (DEQ). During the Site inspection City Personnel determined that the Site is not being managed per the requirements of DEQ's General Construction Permit effective January 1, 2023, and the owner/operator's active Notice of Intent and Storm Water Pollution Prevention Plan (SWPPP) (Permit #MTR110082). The violations found on Site of DEQ's General Construction Permit are listed below, please also see the attached inspection report for additional information: 2.1.2 Erosion and Sediment Control, D.1,2 Soil disturbance exceeds project boundaries shown on SWPPP Site map, material storage/ soil storage is being completed on the neighboring lot. SWPPP and SWPPP Site map will need to be updated to include the additional lot area and appropriate BMP's being utilized. Violation resolved when the neighboring site obtained a SWPPP.                 |

|                   |               |            |            |           |                                |  |
|-------------------|---------------|------------|------------|-----------|--------------------------------|--|
| Illicit Discharge | 516 Hillsdale | 11/17/2023 | 11/21/2023 | 1/22/2024 | Shane Bogard and Leea Anderson | <p>Report received multiple times through the My Helena App starting on 11/17/2023. "On a daily basis, the resident of 578 Hillsdale fills her vehicle with transmission fluid that leaks all over the street and sidewalk. The caller state that she has confronted this person about hazardous fluid and was told by this person that she doesn't care. The police have been called, but no action has been taken. The neighbors have been doing their best to clean up the spills, but it has gotten out of control." Shane Bogard went to the site multiple times to contact the individual and was unable to get a response at the residence. A street sweeper was deployed to the site multiple times. It appears there have been multiple vehicles leaking at the location prior to the current incident. The vehicle was identified as a Silver 2002 Pontiac Grand Prix SE, License plate 185987A, VIN: IG2WK52J32F108303, contact information for registered owner was Butte, unable to find a Helena address for the owner. Vehicle no longer at the location as of 01/22/2024</p> |
|-------------------|---------------|------------|------------|-----------|--------------------------------|--|

**MINIMUM CONTROL MEASURE 4**  
**ATTACHMENTS**

### 2023 Construction Site Inspections

| Location         | Date      |                  |            | Employee                         | Result                | Comments   |
|------------------|-----------|------------------|------------|----------------------------------|-----------------------|--|
|                  | Received  | Initial Response | Resolution |                                  |                       |  |
| 3101 Cooney      | 7/7/2023  | 7/10/2023        | 8/4/2023   | Adam Jorgenson and Leea Anderson | Violation Letter Sent | Complaint from the Pine View Apartment construction site included offsite tracking of sediment. Construction Site Inspection performed on 07/11/2023. Determined the site is not being managed per the requirements of DEQ's General Construction Storm Water Permit and SWPPP. Numerous SWPPP issues found. Notice of Violation sent on 07/13/2023. Received a response on 07/28/2023 stating that the issues identified at the site had been corrected. Site reinspected on 08/04/2023 and confirmed correction of issues.   |
| 2521 McHugh      | 8/23/2023 | 8/24/2023        | 9/5/2023   | Adam Jorgenson                   | Violation Letter Sent | On August 23, 2023, the City of Helena (City) received a complaint regarding the construction being completed at 2521 McHugh Lane (Site). The complainant notified the City that a concrete truck supplying concrete for Site work was cleaning out excess concrete in the street curb and gutter. City personnel completed an onsite inspection on August 24, 2023, to determine the validity of the complaint in compliance with the requirements of the City Municipal Separate Storm Sewer System (MS4) Permit issued by the Montana Department of Environmental Quality (DEQ). During the onsite inspection City personnel determined that an illicit discharge had occurred and concrete slurry was washed down the street and remained in the curb and gutter flow line. Received photos showing the cleanup on September 5, 2023.  |
| 2507 Gold Rush   | 8/31/2023 | 8/31/2023        | 9/5/2023   | Shane Bogard and Adam Jorgenson  | Warning Letter        | Shane Bogard received a couple complaints stating a new home construction site has some concrete washout residuals and construction site sediment is getting to the curb and street. Contact was made to the contractor Ryan Werner 406-439-0699. Ryan Werner returned the call and state he is no longer the contractor of this site. He stated that Dustin Bauch with Level Line Construction is the new contractor. Adam Jorgenson sent a Warning Letter to the contractor site cleaned up.   |
| 1280 Boulder Ave | 11/8/2023 | 11/9/2023        | 1/1/2024   | Adam Jorgenson                   | Violation Letter Sent | On November 8, 2023, the City of Helena (City) received a complaint regarding the construction being completed at 1280 Boulder Ave, the Helena Food Share (Site), which is currently under construction. City personnel completed an onsite inspection on November 9, 2023, to determine the validity of the complaint in compliance with the requirements of the City's MS4 Permit issued by the Montana Department of Environmental Quality (DEQ). During the Site inspection City Personnel determined that the Site is not being managed per the requirements of DEQ's General Construction Permit effective January 1, 2023, and the owner/operator's active Notice of Intent and Storm Water Pollution Prevention Plan (SWPPP) (Permit #MTR110082). The violations found on Site of DEQ's General Construction Permit are listed below, please also see the attached inspection report for additional information: 2.1.2 Erosion and Sediment Control, D.1,2 Soil disturbance exceeds project boundaries shown on SWPPP Site map, material storage/ soil storage is being completed on the neighboring lot. SWPPP and SWPPP Site map will need to be updated to include the additional lot area and appropriate BMP's being utilized. Violation resolved when the neighboring site obtained a SWPPP. |



## Construction SWPPP Review Checklist

### Section 1: Administrative Information

1. **Project File NO:**
2. **Project Name:** Click or tap here to enter text.
3. **Applicant Name, Address, Phone Number:** Click or tap here to enter text.
4. **Owner Name, Address, Phone Number:**
5. **Appears to Meet DEQ Requirements:**  Yes  No
6. **Comments Provided:**  Yes  No
7. **Reviewer:** Click or tap here to enter text.
8. **Date Reviewed:** Click here to enter a date.

**Notes:** Click or tap here to enter text.

### Section 2: NOI-SWC Section A: NOI Status

- New  Renewal  Modification  Resubmittal/Admin. Processing

**Comments:** Click or tap here to enter text.

### Section 3: NOI-SWC Section B: Facility or Site Information

1. **Site Name:**  Yes  No
2. **Site Physical Address:**  Yes  No

**Comments:** Click or tap here to enter text.

### Section 4: NOI-SWC Section C: Applicant Information

1. **Applicant Name:**  Yes  No
2. **Applicant Address:**  Yes  No
3. **Facility Site Contact:**  Yes  No

**Comments:** Click or tap here to enter text.

### Section 5: NOI-SWC Section D: Other Applicable Permits, Certifications, or Approvals

1. **MPDES:**  Yes  No
2. **RCRA:**  Yes  No
3. **404 Permit (dredge & fill):**  Yes  No
4. **Other:**  Yes  No
5. **Located within MS4:**  Yes  No
6. **MS4 Contacted:**  Yes  No

**Comments:** Click or tap here to enter text.

### Section 7: NOI-SWC Section E: Classification Codes

1. **SIC Code(s):**  Yes  No

**Comments:** Click or tap here to enter text.

### Section 8: NOI-SWC Section F: SWPPP Preparer and Administrator

1. **SWPPP Preparer:**  Yes  No
2. **SWPPP Administrator (1):**  Yes  No

3. **SWPPP Administrator (2):** Yes No

**Comments:** Click or tap here to enter text.

**Section 9: NOI-SWC Section G: Duly Authorized Representative**

1.) **Designee:** Yes No

**Section 10: NOI-SWC Section H: Receiving Surface Water(s)**

1. **Receiving Water Information:** Yes No

2. **Potential Pollutants from Construction Activities:** Yes No

3. **SWPPP Updated Based on Impairment Information:** Yes No N/A

**Comments:** Click or tap here to enter text.

**Section 11: NOI-SWC Section I: Project Summary**

1. **Total Project Area and Total Disturbance Area:** Yes No

2. **Start Date and Completion Date:** Yes No

3. **Final Stabilization Date:** Yes No

4. **Type of Project:** Residential Commercial Infrastructure Other

5. **Part of a Larger Common Plan:** Yes No

6. **LCP has a Current General Permit Authorization:** Yes No N/A

7. **Linear Project:** Yes No

8. **Nature Described:** Yes No

9. **Summary of BMPs listed in SWPPP:** Yes No

**Comments:** Click or tap here to enter text.

**Section 12: NOI-SWC Section J: Modification Information**

**Section J Applicable:** Yes No

1. **Explanation of Modification:** Yes No

2. **Project Part of a Larger Common Plan and Additional Information Supplied:**  
Yes No

**Section 13: NOI-SWC Section L: Attachments**

1. **USGS Topo Map:** Yes No

2. **SWPPP:** Yes No

3. **SWPPP Site Map(s):** Yes No

4. **Larger Common Plan Modification Map:** Yes No N/A

**Section 14: NOI-SWC Section M: Certification**

1. **Signatory:** Yes No

**Section 15: SWPPP Section A: Status**

1. **SWPPP Status:** New Renewal Modification Resubmittal/Admin. Processing

2. **Matches NOI-SWC:** Yes No

**Comments:** Click or tap here to enter text.

**Section 16: SWPPP Section B: Facility or Site Information**

1. **Site Name:** Yes No

2. **Site Physical Address:** Yes No
3. **Matches NOI-SWC:** Yes No

**Comments:** Click or tap here to enter text.

### **Section 17: SWPPP Section C: Applicant Information**

1. **Applicant Name:** Yes No
2. **Applicant Address:** Yes No
3. **Matches NOI-SWC:** Yes No

**Comments:** Click or tap here to enter text.

### **Section 18: SWPPP Section D: SWPPP Preparer and Administrator (GP Part 3.2)**

1. **SWPPP Preparer:** Yes No
2. **SWPPP Administrator (1):** Yes No
3. **SWPPP Administrator (2):** Yes No

### **Section 19: SWPPP Section E: Site Description (GP Part 3.3)**

1. **Nature:** Yes No
2. **Support Activities:** Yes No
3. **Total Project Area and Total Disturbance Area:** Yes No
  - a. **Matches NOI-SWC:** Yes No
4. **Soils:** Yes No
5. **Vegetation and Percent Density:** Yes No
6. **Disturbance Equal or Greater to Five Acres:** Yes No

**If Yes:**

- a. Runoff coefficient before and after construction: Yes No
- b. Percent Increase to Impervious Area: Yes No

7. **Outfall Table:** Yes No

**Comments:** Click or tap here to enter text.

### **Section 20: SWPPP Section F: Potential Pollutant Sources (GP Part 3.4)**

1. **Soils, Materials, and Activities:** Yes No
2. **Additional Pollutant Sources:** Yes No
3. **Non-Storm Water Discharges:** Yes No

**Comments:** Click or tap here to enter text.

### **Section 21: SWPPP Section G: Selection of Best Management Practices (GP Part 3.5)**

1. **Controls: Erosion, Sediment, Administrative, Run On/Runoff, and Post Construction:** Yes No
2. **Additional BMPs:** Yes No
3. **BMP Specifications:** Yes No

**Comments:** Click or tap here to enter text.

### **Section 22: SWPPP Section G: Technology Based Effluent Limitations (GP Part 2.1)** **SWPPP Plan Includes:**

1. **Complete implementation and installation of BMPs before or at the start of each major construction activity.**

Yes No

**Erosion and Sediment Controls (GP Part 2.1.2)**

**A.)**

1. **Stabilize ditches, swales, channels, and outlets.**  
Yes No
2. **Minimize erosion within the construction project area.**  
Yes No
3. **Divert stormwater runoff from disturbed areas to sediment removal BMPs.**  
Yes No

**B.)**

1. **Construct stormwater retention and detention facilities during initial site grading activities.**  
Yes No
2. **Minimize erosion at outlets and conveyance channels.**  
Yes No
3. **Protect downstream properties and waterways by controlling volume and velocity within the construction project area.**  
Yes No
4. **Protect all storm drain inlets.**  
Yes No
5. **Protect infiltration facilities from sedimentation during active construction.**  
Yes No
6. **Stabilize and remove accumulated sediment from areas of disturbance, including storm water retention and detention facilities.**  
Yes No

**C.)**

1. **Manage and minimize vehicle/equipment entrances and exits to the construction project area.**  
Yes No

**D.)**

1. **Limit areas of disturbance and soil exposure.**  
Yes No
2. **Mark and maintain clearing limits before disturbing soils and during construction activities.**  
Yes No
3. **Preserve topsoil.**  
Yes No
4. **Provide a natural buffer within the construction project area.**  
Yes No
5. **Maintain natural buffers around state waters.**  
Yes No
6. **Direct stormwater runoff to vegetated areas.**  
Yes No

**E.)**

1. **Design and construct cut-and-fill slopes to minimize erosion.**  
Yes No
2. **Divert off site stormwater or groundwater away from slopes and disturbed areas.**  
Yes No
3. **Prevent stormwater run on from impacting sediment removal BMPs.**  
Yes No

**Dewatering (GP Part 2.1.4)**

1. **Control ground water, surface water, and/or accumulated stormwater dewatering activities to prevent discharges to state waters.**  
Yes No
2. **Obtain authorization under the construction Dewatering General Permit prior to discharge of dewatering effluent to state surface waters.**  
Yes No

**Pollution Prevention Measures (GP Part 2.1.5)**

1. **Provide cover, containment, and protection for all chemicals and liquids, petroleum products, and construction materials, products, and wastes.**  
Yes No
2. **Use spill prevention and control measures for vehicle maintenance and fueling.**  
Yes No
3. **Maintain appropriate spill kits and clean up spills and leaks immediately.**  
Yes No
4. **Prevent discharge of equipment wash waters and clean out wastes, and designate these activities away from the state waters and their conveyances.**  
Yes No
5. **Apply fertilizers and herbicides per manufacturers' requirements.**  
Yes No N/A
6. **Prevent discharge of concrete products.**  
Yes No

**Surface Outlets (GP Part 2.1.6)**

1. **Retention facilities have a surface outlet installed for active construction.**  
Yes No
2. **Detention facilities are designed to prevent discharges from bottom outlets during active construction.**  
Yes No
3. **Outlet structures are utilized to withdraw water from the surface when discharging from impoundments.**  
Yes No

**Comments:** [Click or tap here to enter text.](#)

**Section 23: SWPPP Section H: Water Quality Controls for Discharges to Impaired Water Bodies (GP Part 2.2)**

1. **Waterbodies impaired for potential pollutants from construction activities associated with this project.**  
Yes No
2. **Description of BMPs:** Yes No

**Comments:** Click or tap here to enter text.

**Section 24: SWPPP Section I: Municipal Separate Storm Sewer Systems**

1. **Construction project located within an MS4:** Yes No
2. **Description of MS4's local erosion and sediment control requirements:** Yes No
3. **SWPPP updated to include all additional MS4 specific requirements:** Yes No

**Comments:** Click or tap here to enter text.

**Section 25: SWPPP Section J: Dewatering Activities (GP Part 3.6)**

1. **Dewatering Activity Associated with the Construction Project:** Yes No
2. **Description of dewatering activities:** Yes No N/A
3. **BMPs Used to Control Dewatering Activities Identified:** Yes No N/A
4. **Construction Dewatering General Permit Required:** Yes No

**Comments:** Click or tap here to enter text.

**Section 26: SWPPP Section K: Major Construction Activity and BMP Phasing (GP Part 3.7)**

5. **Total Number of Activities:** Yes No
6. **Major Construction Activity Schedule:** Yes No
7. **Estimated Timeframes and Construction Related Tasks for Each Major Construction Activity:** Yes No
8. **Do BMPs match those listed in SWPPP Section G:** Yes No

**Comments:** Click or tap here to enter text.

**Section 27: SWPPP Section L: Final Stabilization (GP Part 3.8)**

1. **Temporary Stabilization (areas inactive for 14-days):** Yes No
2. **BMPs used for to achieve final stabilization:** Yes No
3. **Seed mix selection and application methods:** Yes No
4. **Soil preparation, amendments, stabilization, and temporary BMPs:** Yes No

**Comments:** Click or tap here to enter text.

**Section 28: SWPPP Section M: Post-Construction Storm Water Management (GP Part 3.9)**

1. **BMP Description:** Yes No
2. **Description of local requirements:** Yes No

**Comments:** Click or tap here to enter text.

**Section 29: SWPPP Section N: Site Map (GP Part 3.10)**

1. **Site boundaries:** Yes No
2. **Locations and types of activities:** Yes No
3. **Location of ground-disturbing activities:** Yes No
4. **Preconstruction topography:** Yes No
5. **State surface waters:** Yes No
6. **Outfalls, drainage patterns and stormwater flow directions:** Yes No
7. **Stormwater discharge locations:** Yes No
8. **MS4 infrastructure and applicable outlets:** Yes No

9. **Project run-on:** Yes No
10. **Cut and fill areas:** Yes No
11. **Undisturbed locations:** Yes No
12. **Existing natural cover or pre-existing ground stabilization locations:** Yes No
13. **Slope changes pre and post construction:** Yes No
14. **Stockpile locations:** Yes No
15. **Fueling, maintenance, and washing areas:** Yes No
16. **Concrete washout and waste management areas:** Yes No
17. **Ground water and dewatering activities and discharges:** Yes No N/A
18. **Entry and exit points:** Yes No
19. **Locations of other potential pollutant-generating activities:** Yes No
20. **All Structural and non-structural BMPs for non-sediment pollutants:** Yes No
21. **All temporary or permanent erosion and sediment control BMPs:** Yes No
22. **All BMPs including impoundments or conveyances:** Yes No
23. **Structures and impervious surfaces upon construction completion:** Yes No
24. **Public Sign(s):** Yes No
25. **Map scale, north arrow, and legend:** Yes No

**Comments:** No Site map included, will need to be submitted to finalize review.

**Section 30: SWPPP Section O: Inspection and BMP Maintenance Procedures (GP Part 3.11)**

1. **Frequency:** Every 7 Calendar Days Every 14 Calendar Days and Post-Storm Event
2. **Rainfall Amount Determination:** Rain gage on site Weather service
3. **Description of inspection and maintenance procedures:** Yes No
4. **Documentation of SWPPP updates and revisions (GP Part 3.12):**  
Form and site maps Inspection records and site maps  Site log and site maps
5. **Post construction BMPs used during major construction activities:** Yes No
6. **Explanation for post construction BMPs:** Yes No N/A

**Comments:** Click or tap here to enter text.

**Section 31: SWPPP Section P: Supplemental Information**

1. **Description:** Yes No

**Comments:** Click or tap here to enter text.

**Section 32: SWPPP Section Q: Certification**

1. **Signatory:** Yes No
2. **Matches NOI-SWC:** Yes No

## CONSTRUCTION SITE VISIT INSPECTION FORM

| <b>General Information</b>   |             |           |
|--|-------------|-----------|
| Project Name: <a href="#">Click or tap here to enter text.</a>   |             |           |
| Location: <a href="#">Click or tap here to enter text.</a>   |             |           |
| Date of Inspection: <a href="#">Click or tap to enter a date.</a>  | Start Time: | End Time: |
| Inspector's Name(s):   |             |           |
| Inspector's Title(s):  |             |           |
| Inspector's Contact Information (phone): <a href="#">Click or tap here to enter text.</a>  |             |           |
| Describe Present Phase of Construction:  |             |           |
| Type of Inspection:<br><input type="checkbox"/> Beginning of Construction <input type="checkbox"/> Pre-storm event <input type="checkbox"/> During rain event<br><input type="checkbox"/> Post-rain event <input type="checkbox"/> Conclusion of Project <input type="checkbox"/> Response to violation or complaint   |             |           |
| <b>Weather Information</b>   |             |           |
| Has it rained since the last inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A<br>If yes, provide:<br>Storm Start Date & Time: <a href="#">Click or tap here to enter text.</a> Storm Duration (hrs): <a href="#">Click or tap here to enter text.</a> Approximate Rainfall (in): .17 inches                                 |             |           |
| Weather at time of this inspection:<br><input type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Raining <input type="checkbox"/> Sleet <input type="checkbox"/> Fog <input type="checkbox"/> Snowing <input type="checkbox"/> High Winds<br><input type="checkbox"/> Other: <a href="#">Click or tap here to enter text.</a> Temperature (F): |             |           |
| Do you suspect that discharges may have occurred since the last inspection?<br><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A   |             |           |
| Are there any stormwater discharges at the time of inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, provide location(s) and a description of stormwater discharged from the site (presence of suspended sediment, turbid water, discoloration, and/or oil sheen: <a href="#">Click or tap here to enter text.</a>                             |             |           |
| <b>Prohibited Discharges</b>   |             |           |
| Are there any prohibited discharges at the time of inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, provide location(s) and a description: <a href="#">Click or tap here to enter text.</a>   |             |           |

| BMP/Activity  | Implemented?  | Maintained?   | Corrective Action Needed & Notes  |                                  |
|---|---|---|---|----------------------------------|
| <b>Universal Requirements for Best Management Practices 2.1.1</b>     |   |   |   |                                  |
| Were BMPs selected, designed, installed, and maintained that address: |   |   |   |                                  |
| a.1.  | The amount, frequency, intensity, and total duration of precipitation?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| a.2.  | The quantity and quality of storm water runoff including peak flow rates and total water volume?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| a.3.  | The soil characteristics for the construction project area(s) including the range of the soil particles sizes expected to be present on the site? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| a.4.  | The timeframes and seasons in which the construction project will be completed?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| b.1.  | Are all BMPs documented in the SWPPP, SWPPP site map(s), and/or inspection records?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                  |
| b.2.  | Are all BMPs selected, implemented, and installed in accordance with good engineering practices and design specifications?                        | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| b.3.  | Has the installation and implementation of BMPs been completed before or at the start of each major construction activity?                        | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| b.4.  | Have BMPs been maintained in effective operating condition?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| <b>Erosion and Sediment Controls 2.1.2</b>                            |   |   |   |                                  |
| a.1.  | Are ditches, swales, channels, and outlets stabilized?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| a.2.  | Has erosion within the construction project area been minimized?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |

| BMP/Activity |   | Implemented?  | Maintained?   | Corrective Action Needed & Notes                           |
|--------------|---|---|---|--|
| a.3.         | Is storm water runoff from disturbed areas being diverted to sediment removal BMPs?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |  |
| b.           | Are sediment discharges from the construction project area being minimized?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text.                           |
| b.1.         | Have storm water retention and detention facilities been constructed during initial site grading activities?                              | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | .  |
| b.2.         | Is erosion at outlets and conveyance channels being minimized?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text.                           |
| b.3.         | Is storm water volume and velocity being controlled to minimize soil erosion?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text.                           |
| b.4.         | Are storm drain inlets being protected?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |  |
| b.5.         | Are infiltration facilities being protected from sedimentation during active construction?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text.                           |
| b.6.         | Are areas of disturbance, including storm water retention and detention facilities, stabilized and has accumulated sediment been removed? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | No stabilization in place, pond will need to be relocated. |
| c.1.         | Are vehicle/equipment entrances and exits to the construction project area being managed and minimized?                                   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |  |
| c.2.         | Are vehicle/equipment entrances and exits, equipment laydown, and material storage area being managed with stabilization techniques?      | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text.                           |
| d.1.         | Are the areas of disturbance and soil exposure being limited?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | .  |

| BMP/Activity                    |  | Implemented?  | Maintained?   | Corrective Action Needed & Notes |
|---------------------------------|--|---|---|----------------------------------|
| d.2.                            | Have clearing limits been marked and maintained before disturbing soils and during construction activities?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| d.3.                            | Is topsoil being preserved?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| d.4.                            | Is there a natural buffer within the construction project area?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| d.5.                            | Have natural buffers around state waters been maintained?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| d.6.                            | Is storm water runoff being directed to vegetated areas?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| e.1.                            | Have cut-and-fill slopes been constructed and designed to minimize erosion?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| e.2.                            | Is off site storm water or ground water being diverted away from slopes and disturbed areas?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| e.3.                            | Is storm water run on being prevented from impacting sediment removal BMPs?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                  |
| <b>Soil Stabilization 2.1.3</b> |  |   |   |                                  |
| a.)                             | Temporary Soil Stabilization: Are all disturbed areas that will remain inactive for 14 or more days stabilized with erosion control BMPs?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                  |
| b.)                             | Final Stabilization: Are all disturbed areas within any portion of the project that have completed clearing, grading, excavation, or other earth disturbing activities stabilized with erosion control BMPs? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |

| BMP/Activity                               | Implemented?  | Maintained?   | Corrective Action Needed & Notes  |                                  |
|--|---|---|---|----------------------------------|
| <b>Dewatering 2.1.4</b>                    |   |   |   |                                  |
| a.)  | Are dewatering activities controlled to prevent discharge to state waters?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| b.)  | Has authorization been obtained under the Construction Dewatering General Permit or an individual permit prior to discharge of dewatering effluent to state surface waters? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| <b>Pollution Prevention Measures 2.1.5</b> |   |   |   |                                  |
| a.1.                                       | Is cover, containment, and protection for all chemicals, liquids, petroleum products, and construction materials, products, and wastes being provided?                      | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| a.2.                                       | Is spill prevention and control measures for vehicle maintenance and fueling being used?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| a.3.                                       | Are appropriate spill kits being maintained, spills and leaks being cleaned up immediately, and appropriate quantities being reported?                                      | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| a.4.                                       | Is discharge of equipment wash water and clean-out wastes being prevented and these activities designated away from state waters and their conveyances?                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| a.5.                                       | Are fertilizers and herbicides being applied per the manufacturers' requirements?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| a.6.                                       | Is the discharge of concrete products being prevented?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| <b>Surface Outlets 2.1.6</b>               |   |   |   |                                  |
| a.1.                                       | Do retention facilities have a surface outlet installed for active construction?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |

| BMP/Activity   |   | Implemented?  | Maintained?   | Corrective Action Needed & Notes            |
|--|---|---|---|---|
| a.2.   | Are detention facilities designed to prevent discharges from bottom outlets during active construction?                       | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text.            |
| a.3.   | Are outlet structures that withdraw water from the surface being used when discharging from basins and impoundments?          | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text.            |
| <b>Prohibited Discharges 2.1.6</b>   |   |   |   |   |
| <b>Have there been the following prohibited discharges:</b>                                    |   | <b>Current</b>  | <b>Past</b>   | <b>Corrective Action Needed &amp; Notes</b> |
| a.1.   | Wastewater from washout of concrete.  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                 | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                 | Click or tap here to enter text.            |
| a.2.   | Wastewater from washout and cleanout of stucco, paint, form release oils, curing compounds, and other construction materials. | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                 | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                 | Click or tap here to enter text.            |
| a.3.   | Fuels, oils, or other potential pollutants used in vehicle and equipment operation and maintenance.                           | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                 | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                 | Click or tap here to enter text.            |
| a.4.   | Soaps or solvents used in vehicle and equipment washing or external building wash down.                                       | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                 | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                 | Click or tap here to enter text.            |
| a.5.   | Storm water discharges of disturbed, contaminated soils.  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                 | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                 | Click or tap here to enter text.            |
| a.6.   | Toxic or hazardous substances from a spill or other release including the disturbance and/or removal of contaminated soils.   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                 | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                 | Click or tap here to enter text.            |
| Describe any incidents of non-compliance not described above: Click or tap here to enter text. |   |   |   |   |

\_\_\_\_\_  
Inspector's Signature

\_\_\_\_\_  
Date

**MINIMUM CONTROL MEASURE 5**  
**ATTACHMENTS**

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**Inventory of Regulated Projects Using Offsite Treatment for Post-Construction Runoff**

| <b>Project</b> | <b>Address</b>      | <b>Geographic Location</b> | <b>Location of Offsite Treatment</b> | <b>Rationale for Approval of Offsite Treatment</b>       |
|----------------|---------------------|----------------------------|--------------------------------------|--|
| Central School | 402 N Warren St     | 46.85945, -112.03552       | Nature Park Pond                     | Safety concerns for students in regards onsite treatment |
| Bryant School  | 1520 Livingston Ave | 46.59642, -112.01391       | Davis Gulch Pond                     | Safety concerns for students in regards onsite treatment |

## CONSTRUCTION SITE VISIT INSPECTION FORM

| <b>General Information</b>   |             |           |
|--|-------------|-----------|
| Project Name: <a href="#">Click or tap here to enter text.</a>   |             |           |
| Location: <a href="#">Click or tap here to enter text.</a>   |             |           |
| Date of Inspection: <a href="#">Click or tap to enter a date.</a>  | Start Time: | End Time: |
| Inspector's Name(s):   |             |           |
| Inspector's Title(s):  |             |           |
| Inspector's Contact Information (phone): <a href="#">Click or tap here to enter text.</a>  |             |           |
| Describe Present Phase of Construction:  |             |           |
| Type of Inspection:<br><input type="checkbox"/> Beginning of Construction <input type="checkbox"/> Pre-storm event <input type="checkbox"/> During rain event<br><input type="checkbox"/> Post-rain event <input type="checkbox"/> Conclusion of Project <input type="checkbox"/> Response to violation or complaint   |             |           |
| <b>Weather Information</b>   |             |           |
| Has it rained since the last inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A   |             |           |
| If yes, provide:<br>Storm Start Date & Time: <a href="#">Click or tap here to enter text.</a> Storm Duration (hrs): <a href="#">Click or tap here to enter text.</a> Approximate Rainfall (in): .17 inches   |             |           |
| Weather at time of this inspection:<br><input type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Raining <input type="checkbox"/> Sleet <input type="checkbox"/> Fog <input type="checkbox"/> Snowing <input type="checkbox"/> High Winds<br><input type="checkbox"/> Other: <a href="#">Click or tap here to enter text.</a> Temperature (F): |             |           |
| Do you suspect that discharges may have occurred since the last inspection?<br><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A   |             |           |
| Are there any stormwater discharges at the time of inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, provide location(s) and a description of stormwater discharged from the site (presence of suspended sediment, turbid water, discoloration, and/or oil sheen: <a href="#">Click or tap here to enter text.</a>                             |             |           |
| <b>Prohibited Discharges</b>   |             |           |
| Are there any prohibited discharges at the time of inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, provide location(s) and a description: <a href="#">Click or tap here to enter text.</a>   |             |           |

| BMP/Activity  | Implemented?  | Maintained?   | Corrective Action Needed & Notes  |                                  |
|---|---|---|---|----------------------------------|
| <b>Universal Requirements for Best Management Practices 2.1.1</b>     |   |   |   |                                  |
| Were BMPs selected, designed, installed, and maintained that address: |   |   |   |                                  |
| a.1.  | The amount, frequency, intensity, and total duration of precipitation?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| a.2.  | The quantity and quality of storm water runoff including peak flow rates and total water volume?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| a.3.  | The soil characteristics for the construction project area(s) including the range of the soil particles sizes expected to be present on the site? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| a.4.  | The timeframes and seasons in which the construction project will be completed?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| b.1.  | Are all BMPs documented in the SWPPP, SWPPP site map(s), and/or inspection records?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                  |
| b.2.  | Are all BMPs selected, implemented, and installed in accordance with good engineering practices and design specifications?                        | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| b.3.  | Has the installation and implementation of BMPs been completed before or at the start of each major construction activity?                        | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| b.4.  | Have BMPs been maintained in effective operating condition?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| <b>Erosion and Sediment Controls 2.1.2</b>                            |   |   |   |                                  |
| a.1.  | Are ditches, swales, channels, and outlets stabilized?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| a.2.  | Has erosion within the construction project area been minimized?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |

| BMP/Activity |   | Implemented?  | Maintained?   | Corrective Action Needed & Notes                           |
|--------------|---|---|---|--|
| a.3.         | Is storm water runoff from disturbed areas being diverted to sediment removal BMPs?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |  |
| b.           | Are sediment discharges from the construction project area being minimized?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text.                           |
| b.1.         | Have storm water retention and detention facilities been constructed during initial site grading activities?                              | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | .  |
| b.2.         | Is erosion at outlets and conveyance channels being minimized?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text.                           |
| b.3.         | Is storm water volume and velocity being controlled to minimize soil erosion?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text.                           |
| b.4.         | Are storm drain inlets being protected?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |  |
| b.5.         | Are infiltration facilities being protected from sedimentation during active construction?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text.                           |
| b.6.         | Are areas of disturbance, including storm water retention and detention facilities, stabilized and has accumulated sediment been removed? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | No stabilization in place, pond will need to be relocated. |
| c.1.         | Are vehicle/equipment entrances and exits to the construction project area being managed and minimized?                                   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |  |
| c.2.         | Are vehicle/equipment entrances and exits, equipment laydown, and material storage area being managed with stabilization techniques?      | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text.                           |
| d.1.         | Are the areas of disturbance and soil exposure being limited?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | .  |

| BMP/Activity                    |  | Implemented?  | Maintained?   | Corrective Action Needed & Notes |
|---------------------------------|--|---|---|----------------------------------|
| d.2.                            | Have clearing limits been marked and maintained before disturbing soils and during construction activities?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| d.3.                            | Is topsoil being preserved?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| d.4.                            | Is there a natural buffer within the construction project area?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| d.5.                            | Have natural buffers around state waters been maintained?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| d.6.                            | Is storm water runoff being directed to vegetated areas?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| e.1.                            | Have cut-and-fill slopes been constructed and designed to minimize erosion?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| e.2.                            | Is off site storm water or ground water being diverted away from slopes and disturbed areas?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| e.3.                            | Is storm water run on being prevented from impacting sediment removal BMPs?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                  |
| <b>Soil Stabilization 2.1.3</b> |  |   |   |                                  |
| a.)                             | Temporary Soil Stabilization: Are all disturbed areas that will remain inactive for 14 or more days stabilized with erosion control BMPs?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                  |
| b.)                             | Final Stabilization: Are all disturbed areas within any portion of the project that have completed clearing, grading, excavation, or other earth disturbing activities stabilized with erosion control BMPs? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |

| BMP/Activity                               | Implemented?  | Maintained?   | Corrective Action Needed & Notes  |                                  |
|--|---|---|---|----------------------------------|
| <b>Dewatering 2.1.4</b>                    |   |   |   |                                  |
| a.)  | Are dewatering activities controlled to prevent discharge to state waters?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| b.)  | Has authorization been obtained under the Construction Dewatering General Permit or an individual permit prior to discharge of dewatering effluent to state surface waters? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| <b>Pollution Prevention Measures 2.1.5</b> |   |   |   |                                  |
| a.1.                                       | Is cover, containment, and protection for all chemicals, liquids, petroleum products, and construction materials, products, and wastes being provided?                      | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| a.2.                                       | Is spill prevention and control measures for vehicle maintenance and fueling being used?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| a.3.                                       | Are appropriate spill kits being maintained, spills and leaks being cleaned up immediately, and appropriate quantities being reported?                                      | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| a.4.                                       | Is discharge of equipment wash water and clean-out wastes being prevented and these activities designated away from state waters and their conveyances?                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| a.5.                                       | Are fertilizers and herbicides being applied per the manufacturers' requirements?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| a.6.                                       | Is the discharge of concrete products being prevented?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |
| <b>Surface Outlets 2.1.6</b>               |   |   |   |                                  |
| a.1.                                       | Do retention facilities have a surface outlet installed for active construction?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text. |

| BMP/Activity   |   | Implemented?  | Maintained?   | Corrective Action Needed & Notes            |
|--|---|---|---|---|
| a.2.   | Are detention facilities designed to prevent discharges from bottom outlets during active construction?                       | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text.            |
| a.3.   | Are outlet structures that withdraw water from the surface being used when discharging from basins and impoundments?          | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Click or tap here to enter text.            |
| <b>Prohibited Discharges 2.1.6</b>   |   |   |   |   |
| <b>Have there been the following prohibited discharges:</b>                                    |   | <b>Current</b>  | <b>Past</b>   | <b>Corrective Action Needed &amp; Notes</b> |
| a.1.   | Wastewater from washout of concrete.  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                 | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                 | Click or tap here to enter text.            |
| a.2.   | Wastewater from washout and cleanout of stucco, paint, form release oils, curing compounds, and other construction materials. | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                 | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                 | Click or tap here to enter text.            |
| a.3.   | Fuels, oils, or other potential pollutants used in vehicle and equipment operation and maintenance.                           | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                 | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                 | Click or tap here to enter text.            |
| a.4.   | Soaps or solvents used in vehicle and equipment washing or external building wash down.                                       | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                 | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                 | Click or tap here to enter text.            |
| a.5.   | Storm water discharges of disturbed, contaminated soils.  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                 | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                 | Click or tap here to enter text.            |
| a.6.   | Toxic or hazardous substances from a spill or other release including the disturbance and/or removal of contaminated soils.   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                 | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                 | Click or tap here to enter text.            |
| Describe any incidents of non-compliance not described above: Click or tap here to enter text. |   |   |   |   |

\_\_\_\_\_  
Inspector's Signature

\_\_\_\_\_  
Date

**MINIMUM CONTROL MEASURE 6**  
**ATTACHMENTS**

| Training Category                             | Position                             | Name             | Training Required  | Date Required   | Date Completed     | Comments  |  |
|---|--------------------------------------|------------------|--|---|--------------------|---|--|
| SWMP Team                                     | City Engineer                        | Jaime Clark      | Comprehensive  | 12/31/2022  | 12/22/2022         | Email confirmation  |  |
|   | Deputy Director of Public Works      | Ed Coleman       | Comprehensive  | 12/31/2022  | 12/28/2022         | Email confirmation  |  |
|   | Storm Water Coordinator              | Leea Anderson    | Comprehensive  | 12/31/2022  | 12/27/2022         | Self  |  |
|   | Storm Water Engineer                 | Vacant           | Comprehensive  | 12/31/2022  | 12/28/2022         | Duties split between Leea Anderson and Adam Jorgenson. Adam Jorgenson completed the training on 12/28/2022, email confirmation. |  |
|   | Public Information Officer           | Jacob Garcin     | Comprehensive  | 12/31/2022  |                    |   |  |
|   | Utility Maintenance Supervisor       | Trent Scheuer    | Comprehensive  | 12/31/2022  | 12/27/2022         | Email confirmation  |  |
|   | Parks and Recreation Superintendent  | Craig Marr       | Comprehensive  | 12/31/2022  | 12/22/2022         | Email confirmation  |  |
|   | Water Treatment Superintendent       | Ben Rigby        | Comprehensive  | 12/31/2022  | 12/28/2022         | Text message confirmation   |  |
|   | Waste Water Treatment Superintendent | Jeff Brown       | Comprehensive  | 12/31/2022  | 12/28/2022         | Email confirmation  |  |
|   | Solid Waste Superintendent           | Pete Anderson    | Comprehensive  | 12/31/2022  | 12/28/2022         | Phone confirmation. Jacki Pierson also completed the comprehensive training, email confirmation.                                |  |
|   | Transportation Systems Engineer      | Mark Young       | Comprehensive  | 12/31/2022  | 12/29/2022         | Email confirmation  |  |
| Environmental Regulation Pretreatment Manager | Leea Anderson                        | Comprehensive    | 12/31/2022   | 12/27/2022  | Self               |   |  |
| Construction Site Personnel                   | Storm Water Engineer                 | Vacant           | SWPPP Administrator Certification<br>Inspection Protocol and ERP | 3/31/2027<br>3/31/2027  | 12/13/2022         | Leea Anderson and Adam Jorgenson completed SWPPP Administrator Training, received certificates.                                 |  |
| Post Construction Site Personnel              | Storm Water Engineer                 | Vacant           | Inspection Protocol and ERP                                      | 3/31/2027   |                    |   |  |
| Field and Facility Personnel                  | Utility Maintenance Superintendent   | Trent Scheuer    | F&F Training   | 12/31/2022  | 12/22/2022         | Email confirmation  |  |
|   |                                      |                  | F&F Training   | 12/31/2025  |                    |   |  |
|   | Supervisor                           | Shane Bogard     | F&F Training   | 12/31/2022  | 12/22/2022         | Email confirmation  |  |
|   |                                      |                  | F&F Training   | 12/31/2025  |                    |   |  |
|   |                                      | Alex Waddell     | F&F Training   | 12/31/2022  | 12/22/2022         | Email confirmation  |  |
|   |                                      |                  | F&F Training   | 12/31/2025  |                    |   |  |
|   | Utility Maintenance Worker           | Gary Bollinger   | F&F Training   | 12/31/2022  | 12/22/2022         | Email confirmation  |  |
|   |                                      |                  |  | F&F Training  | 12/31/2025         |   |  |
|   |                                      | Bronson Brown    | F&F Training   | 12/31/2022  | 12/22/2022         | Email confirmation  |  |
|   |                                      |                  |  | F&F Training  | 12/31/2025         |   |  |
|   |                                      | Connor Cavanaugh | F&F Training   | 12/31/2022  | 12/22/2022         | Email confirmation  |  |
|   |                                      |                  |  | F&F Training  | 12/31/2025         |   |  |
|   |                                      | Bill Cross       | F&F Training   | 12/31/2022  | 12/22/2022         | Email confirmation  |  |
|   |                                      |                  |  | F&F Training  | 12/31/2025         |   |  |
|   |                                      | James Danko      | F&F Training   | 12/31/2022  | 12/22/2022         | Email confirmation  |  |
|   |                                      |                  |  | F&F Training  | 12/31/2025         |   |  |
|   |                                      | Pat Devine       | F&F Training   | 12/31/2022  | 12/22/2022         | Email confirmation  |  |
|   |                                      |                  |  | F&F Training  | 12/31/2025         |   |  |
|   |                                      | Sam Dykman       | F&F Training   | 12/31/2022  | 12/22/2022         | Email confirmation  |  |
|   |                                      |                  |  | F&F Training  | 12/31/2025         |   |  |
|   |                                      | Charles Elmore   | F&F Training   | 12/31/2022  | 12/22/2022         | Email confirmation  |  |
|   |                                      |                  |  | F&F Training  | 12/31/2025         |   |  |
|   | Ken Fleury                           | F&F Training     | 12/31/2022   | 12/22/2022  | Email confirmation |   |  |
|   |                                      |                  | F&F Training   | 12/31/2025  |                    |   |  |
|   | Trevin Hoffman                       | F&F Training     | 12/31/2022   | 12/22/2022  | Email confirmation |   |  |
|   |                                      |                  | F&F Training   | 12/31/2025  |                    |   |  |
|   | Ananda Morse Abelin                  | F&F Training     | 12/31/2022   | 12/22/2022  | Email confirmation |   |  |
|   |                                      |                  | F&F Training   | 12/31/2025  |                    |   |  |
|   | James Newlun                         | F&F Training     | 12/31/2022   | 12/22/2022  | Email confirmation |   |  |
|   |                                      |                  | F&F Training   | 12/31/2025  |                    |   |  |
|   | Kolter Savik                         | F&F Training     | 12/31/2022   | 12/22/2022  | Email confirmation |   |  |
|   |                                      |                  | F&F Training   | 12/31/2025  |                    |   |  |
|   | Nathan Tabbert                       | F&F Training     | 12/31/2022   | 12/22/2022  | Email confirmation |   |  |
|   |                                      |                  | F&F Training   | 12/31/2025  |                    |   |  |
|   | Kevin Wood                           | F&F Training     | 12/31/2022   | 12/22/2022  | Email confirmation |   |  |
|   |                                      |                  | F&F Training   | 12/31/2025  |                    |   |  |
| Parks, Recreation, and Open Lands Worker      | Chris Daly                           | F&F Training     | 12/31/2022   | 12/27/2022  | Email confirmation |   |  |
|   |                                      |                  | F&F Training   | 12/31/2025  |                    |   |  |
|   | Ed Merritt                           | F&F Training     | 12/31/2022   | 12/27/2022  | Email confirmation |   |  |
|   |                                      |                  | F&F Training   | 12/31/2025  |                    |   |  |
|   | Jeremiah Parker                      | F&F Training     | 12/31/2022   | 12/27/2022  | Email confirmation |   |  |
|   |                                      |                  | F&F Training   | 12/31/2025  |                    |   |  |
| Gabe King                                     | F&F Training                         | 5/30/2023        |  | Seasonal Employee, scheduled to begin work an earliest of March 1, 2023 |                    |   |  |
|   |                                      |                  |  |   |                    |   |  |
| Water Treatment Plant Worker                  | Daren Ferguson                       | F&F Training     | 12/31/2022   | 12/21/2022  |                    |   |  |
|   |                                      |                  | F&F Training   | 12/31/2025  |                    |   |  |
|   | Scot Rindal                          | F&F Training     | 12/31/2022   | 12/21/2022  |                    |   |  |
|   |                                      |                  | F&F Training   | 12/31/2025  |                    |   |  |
|   | David Blankenship                    | F&F Training     | 12/31/2022   | 12/21/2022  |                    |   |  |
|   |                                      | F&F Training     | 12/31/2025   |   |                    |   |  |

| Training Category | Position                     | Name                                      | Training Required | Date Required | Date Completed | Comments  |                    |
|-------------------|------------------------------|---|-------------------|---------------|----------------|---|--------------------|
|                   |                              | Aaron Strausbaugh                         | F&F Training      | 12/31/2022    | 12/22/2022     |   |                    |
|                   |                              |   | F&F Training      | 12/31/2025    |                |   |                    |
|                   |                              | Harvey Demars                             | F&F Training      | 12/31/2022    | 12/22/2022     |   |                    |
|                   |                              |   | F&F Training      | 12/31/2025    |                |   |                    |
|                   |                              | Janice Sanderson                          | F&F Training      | 12/31/2022    | 12/22/2022     |   |                    |
|                   |                              |   | F&F Training      | 12/31/2025    |                |   |                    |
|                   |                              | Craig Hyypa                               | F&F Training      | 12/31/2022    | 12/24/2022     |   |                    |
|                   |                              |   | F&F Training      | 12/31/2025    |                |   |                    |
|                   |                              | David Spencer                             | F&F Training      | 12/31/2022    | 12/24/2022     |   |                    |
|                   |                              |   | F&F Training      | 12/31/2025    |                |   |                    |
|                   |                              | Payden Anderson                           | F&F Training      | 12/31/2022    | 12/24/2022     |   |                    |
|                   |                              |   | F&F Training      | 12/31/2025    |                |   |                    |
|                   |                              | Justin Julian                             | F&F Training      | 12/31/2022    | 12/28/2022     |   |                    |
|                   |                              |   | F&F Training      | 12/31/2025    |                |   |                    |
|                   |                              | Cody Strunk                               | F&F Training      | 12/31/2022    | 12/28/2022     |   |                    |
|                   |                              |   | F&F Training      | 12/31/2025    |                |   |                    |
|                   |                              | <b>Waste Water Treatment Plant Worker</b> | Tim Paterna       | F&F Training  | 12/31/2022     | 12/28/2022  | Email confirmation |
|                   |                              |   |                   | F&F Training  | 12/31/2025     |   |                    |
|                   |                              |   | Stan Morrison     | F&F Training  | 12/31/2022     | 12/28/2022  | Email confirmation |
|                   |                              |   |                   | F&F Training  | 12/31/2025     |   |                    |
|                   |                              |   | Fred Irby         | F&F Training  | 12/31/2022     | 12/28/2022  | Email confirmation |
|                   |                              |   |                   | F&F Training  | 12/31/2025     |   |                    |
|                   |                              |   | Matt VonBergen    | F&F Training  | 12/31/2022     | 12/28/2022  | Email confirmation |
|                   |                              |   |                   | F&F Training  | 12/31/2025     |   |                    |
|                   |                              |   | Josh Fruge        | F&F Training  | 12/31/2022     | 12/28/2022  | Email confirmation |
|                   |                              |   |                   | F&F Training  | 12/31/2025     |   |                    |
|                   |                              |   | George Nelson     | F&F Training  | 12/31/2022     | 12/28/2022  | Email confirmation |
|                   |                              |   | F&F Training      | 12/31/2025    |                |   |                    |
|                   | <b>Solid Waste Worker</b>    |   |                   |               |                |   |                    |
|                   |                              |   |                   |               |                |   |                    |
|                   |                              |   |                   |               |                |   |                    |
|                   | <b>Transportation Worker</b> |   |                   |               |                |   |                    |
|                   | Traffic                      | Chase Lar                                 | F&F Training      | 12/31/2022    | 12/29/2022     | Email confirmation. Second email confirmation received indicating the date of completion was 12/30/2022 |                    |
|                   |                              |   | F&F Training      | 12/31/2025    |                |   |                    |
|                   | Traffic                      | Jeff Bristow                              | F&F Training      | 12/31/2022    | 12/29/2022     | Email confirmation. Second email confirmation received indicating the date of completion was 12/30/2022 |                    |
|                   |                              |   | F&F Training      | 12/31/2025    |                |   |                    |
|                   | Traffic                      | Robert Williamson                         | F&F Training      | 12/31/2022    | 12/29/2022     | Email confirmation. Second email confirmation received indicating the date of completion was 12/30/2022 |                    |
|                   |                              |   | F&F Training      | 12/31/2025    |                |   |                    |
|                   | TSD                          | Jonathan Drinnin                          | F&F Training      | 12/31/2022    | 12/29/2022     | Email confirmation  |                    |
|                   |                              |   | F&F Training      | 12/31/2025    |                |   |                    |
|                   | TSD                          | Carl Gibson                               | F&F Training      | 12/31/2022    | 12/29/2022     | Email confirmation  |                    |
|                   |                              |   | F&F Training      | 12/31/2025    |                |   |                    |
|                   | TSD                          | Darrin Pearce                             | F&F Training      | 12/31/2022    | 12/29/2022     | Email confirmation  |                    |
|                   |                              |   | F&F Training      | 12/31/2025    |                |   |                    |
|                   | TSD                          | Joe McCoy                                 | F&F Training      | 12/31/2022    | 12/29/2022     | Email confirmation  |                    |
|                   |                              |   | F&F Training      | 12/31/2025    |                |   |                    |
|                   | TSD                          | Harlan Erskine                            | F&F Training      | 12/31/2022    | 1/3/2023       | Email confirmation  |                    |
|                   |                              |   | F&F Training      | 12/31/2025    |                |   |                    |
|                   | TSD                          | Brian Satre                               | F&F Training      | 12/31/2022    | 1/3/2023       | Email confirmation  |                    |
|                   |                              |   | F&F Training      | 12/31/2025    |                |   |                    |
|                   | TSD                          | Craig Sundberg                            | F&F Training      | 12/31/2022    | 1/3/2023       | Email confirmation  |                    |
|                   |                              |   | F&F Training      | 12/31/2025    |                |   |                    |
|                   | TSD                          | Shaun Larsen                              | F&F Training      | 12/31/2022    | 1/3/2023       | Email confirmation  |                    |
|                   |                              |   | F&F Training      | 12/31/2025    |                |   |                    |
|                   | TSD                          | Chris Bahny                               | F&F Training      | 12/31/2022    | 1/3/2023       | Email confirmation  |                    |
|                   |                              |   | F&F Training      | 12/31/2025    |                |   |                    |
|                   | TSD                          | David Knoepke                             | F&F Training      | 12/31/2022    | 1/3/2023       | Email confirmation  |                    |
|                   |                              |   | F&F Training      | 12/31/2025    |                |   |                    |
|                   | TSD                          | Darren Ramos                              | F&F Training      | 12/31/2022    | 12/30/2022     | Email confirmation  |                    |
|                   |                              |   | F&F Training      | 12/31/2025    |                |   |                    |
|                   | TSD                          | Michael Gunderson                         | F&F Training      | 12/31/2022    | 12/30/2022     | Email confirmation  |                    |
|                   |                              |   | F&F Training      | 12/31/2025    |                |   |                    |
|                   | TSD                          | Chris Covey                               | F&F Training      | 12/31/2022    | 12/30/2022     | Email confirmation  |                    |
|                   |                              |   | F&F Training      | 12/31/2025    |                |   |                    |
|                   | TSD                          | JD Foreman                                | F&F Training      | 12/31/2022    | 12/30/2022     | Email confirmation  |                    |
|                   |                              |   | F&F Training      | 12/31/2025    |                |   |                    |
|                   | TSD                          | Charles Huxley                            | F&F Training      | 12/31/2022    | 12/30/2022     | Email confirmation  |                    |
|                   |                              |   | F&F Training      | 12/31/2025    |                |   |                    |
|                   | TSD                          | Danial Thompson                           | F&F Training      | 12/31/2022    | 12/30/2022     | Email confirmation  |                    |
|                   |                              |   | F&F Training      | 12/31/2025    |                |   |                    |

| Training Category | Position                               | Name             | Training Required | Date Required | Date Completed | Comments  |
|-------------------|--|------------------|-------------------|---------------|----------------|---|
|                   | TSD                                    | Wayne Kananen    | F&F Training      | 12/31/2022    | 1/3/2023       | Email confirmation  |
|                   |  |                  | F&F Training      | 12/31/2025    |                |   |
|                   | TSD                                    | Steve Paasche    | F&F Training      | 12/31/2022    | 1/3/2023       | Email confirmation  |
|                   |  |                  | F&F Training      | 12/31/2025    |                |   |
|                   | TSD                                    | Brandi Dalton    | F&F Training      | 12/31/2022    | 1/3/2023       | Email confirmation  |
|                   |  |                  | F&F Training      | 12/31/2025    |                |   |
|                   | <b>Civic Center Facility Employees</b> | Andrew Carpenter | F&F Training      | 12/31/2022    | 12/22/2022     | Email confirmation  |
|                   |  |                  | F&F Training      | 12/31/2025    |                |   |
|                   |  | Byron Dike       | F&F Training      | 12/31/2022    | 12/22/2022     | Email confirmation  |
|                   |  |                  | F&F Training      | 12/31/2025    |                |   |
|                   |  | Cameron Lar      | F&F Training      | 12/31/2022    | 12/22/2022     | Email confirmation  |
|                   |  |                  | F&F Training      | 12/31/2025    |                |   |
|                   |  | Tate McDonough   | F&F Training      | 12/31/2022    | 12/22/2022     | Email confirmation  |
|                   |  |                  | F&F Training      | 12/31/2025    |                |   |
|                   |  | Don Phillips     | F&F Training      | 12/31/2022    |                |   |
|                   |  |                  | F&F Training      | 12/31/2025    |                |   |
|                   |  | Aaron Williams   | F&F Training      | 12/31/2022    | 12/22/2022     | Email confirmation  |
|                   |  |                  | F&F Training      | 12/31/2025    |                |   |
|                   | <b>Golf Course</b>                     | Steven Link      | F&F Training      | 12/31/2022    | 1/4/2023       | Email confirmation. Unsure if this is the actual date in which the training was completed, so used the date notified for now. |
|                   |  |                  | F&F Training      | 12/31/2025    |                |   |
|                   |  | Bryce Wideen     | F&F Training      | 12/31/2022    | 1/4/2023       | Email confirmation. Unsure if this is the actual date in which the training was completed, so used the date notified for now. |
|                   |  |                  | F&F Training      | 12/31/2025    |                |   |

**STORM WATER MANAGEMENT PLAN (SWMP)**  
**ATTACHMENTS**

## Storm Water Management Program Updates Summary

The City of Helena performed minor revisions to the City's SWMP in 2023 especially in comparison to the major revisions performed in 2022. The revisions performed in 2023 were based general program updates, grammatical and formatting errors and on issues identified in a letter from DEQ in July of 2023. The purpose of DEQ's July 2023 letter was to provide the City feedback on the annual report to improve program performance and subsequent reporting. The July 2023 letter was invaluable and the City was able to utilize the letter to make improvements and clarifications to the SWMP for the coming year and improve City operations. The feedback will also be used to guide future program enhancements.

A summary of the updates made are below, the updates went into effect on March 1, 2024:

- 1.) Page 3: SWMP relevant documents were added to the City's storm water website. The availability of these reference documents on the website was noted in the SWMP.
- 2.) Page 3: The SWMP contact list was updated and added to Appendix A of the SWMP.
- 3.) Page 4: The SWMP better defined the division of the various roles and responsibilities of the Storm Water Engineer while the position is vacant. This was also illustrated in the updates Organizational Chart in the same Appendix.
- 4.) Page 5: The public storm water URL was updated as the City went live with a new web platform between Annual Report submission and review. Note: This may also be the case in 2024 as the City is working on moving the Storm Water web page from under the Utility Maintenance page and onto the main Public Works program page.
- 5.) Page 6/7: The Associated Pollutants for pet feces was updated to nutrients (nitrogen and phosphorus).
- 6.) General Issues were identified with appendix documents not being present. Each document listed as an appendix document was added.
- 7.) General typo issues were fixed throughout the document.
- 8.) Page 16: Reference to the "current Construction General Permit" was changed to "2023 General Permit for Storm Water Discharges Associated with Construction Activity (effective January 1, 2023)". A review of the CGP every five years with the SWMP review was also included.
- 9.) Appendix H- Enforcement Response Plan was reviewed and updated. While it is now in compliance with the permit, this document will go through further reviews and an update issued on January 1, 2025. This is due to the City's planned expansion of the enforcement.
- 10.) High Priority Outfalls were also identified on Table 5 of the SWMP.
- 11.) The SWMP section on MCM 5 was edited to reflect that the Engineering and Design Standards the City purposed in 2022 were rejected and therefore did not pass. All references were reverted back to the 2013 Engineering and Design Standards.
- 12.) MCM 6 section updated to include requirement for manager of new hires that are required to receive training the perform the required training within 90 days of hire and to submit the required information to the acting Storm Water Coordinator for recording.
- 13.) Table 8 "Storm Event and TMDL Monitoring Locations" was updated to reflect the replacement of Monitoring Site 006 with 008.
- 14.) Table 3 "Key Target Audience Implementation and Performance Tracking" was updated to reflect the outreach education anticipated for 2024 and the Key Target Audiences identified based on illicit discharges, spill, and dumping reported through complaints and staff observations.

**MONITORING AND REPORTING  
ATTACHMENTS**

## **Monitoring and Reporting**

All outfall monitoring has been performed and recorded in conformance with section II.C and II.D of the General Permit.

In 2023, the City submitted and DEQ approved a request to replace monitoring location 006 “Walmart Pond Outlet” with 008 “Target Retention Pond”.

History: The City of Helena has experienced difficulty to dependably obtain two samples a year at monitoring location 006. A sample was able to be obtained from the location in the first half of 2022, but not the second half. Upon inspection after a substantive rain event of 0.34 inches on 09/23/2022, the site was dry and a sample was not able to be obtained. Additional visits to the location after alternate storm events had the same result. This location was listed as the representative sample for Commercial locations.

After encountering the lack of water at the monitoring location, the City of Helena identified other areas that are representative of the City’s Commercial stormwater and inspected other potential locations. 008 “Target Retention Pond” was identified by the City as the best replacement. This was in part due to the site’s location in a wholly commercial section of the City.

The City submitted their request for a replacement Storm Event Monitoring Location and TMDL Related Monitoring Location on June 1, 2023. On June 2, 2023, the City experienced a significant storm event, 0.6 inches in less than 24 hours, and was able to obtain the first sample of the Jan 1- June 30<sup>th</sup> 2023, sampling period. The City was able to obtain the substitute sample on June 8, 2023. The City needed to obtain two samples during this period to make up for the inability to obtain a sample during the July 1- Dec 31<sup>st</sup> 2022 sampling period.

The City chose to continue to pursue the replacement of 006 for 008 so sampling could be performed during normal measurable precipitation events.

## **Summary of BMPs used to target and reduce discharges to impaired waterbodies and a schedule for the following year's BMP implementation.**

The City of Helena's BMPs include numerous storm water control and water quality ponds, both public and private. The City has several very large storm water ponds along and at the ends of each of our drainage basins. These ponds were studied in the 2018 Storm Water Master Plan and have been shown to be highly effective at retaining and percolating storm water runoff from the City. The City is on an alluvial fan with generally high percolation rates and in a semi-arid climate. Our largest tributary basin is 7 square miles which is identified as Last Chance Gulch. Our next largest basin is 3.5 square miles and is identified as Davis Gulch.

In 2023, the City performed maintenance to the Kmart ponds to ensure maintained capacity and performed maintenance to the spill way. TCLP sampling was performed on the material removed from the ponds and the material was disposed of at the Lewis and Clark County Landfill.

In 2024, the City intends to ensure the continued operation of our current storm water quality ponds. We will do this by inspecting the ponds and documenting any maintenance needs so each ponds maintenance needs can be prioritized. The City has improved its GIS system and will further improve its GIS equipment in 2024. This will allow the City to update the mapping and logging of the entire MS4 system including the ponds. The City is also commissioning a targeted study on the portion of the City's Stormwater System that was noted as area needing improvement during an extreme weather event experienced on July 3, 2022. The City implemented a more diligent pre-project screening process in 2023 with good results and will continue to implement the screening process. The City noticed that this helped to ensure that new projects being conducted do not contribute additional pollutants to the stormwater system.

In 2023, the City also increased its field presence, performing more construction site inspections than the previous year and perfecting the MS4 Enforcement Response Plan. The City has made plans to further increase construction site inspections in 2024 and will be reaching out to contractors in the area with general outreach and education based on the most common issues observed at sites in 2023.

The City is also working on new Engineering Standards for stormwater with a goal of being able to implement them in the fall of 2024. If the Engineering Standards are approved, the City plans to hold a training for all contractors and interested parties to go over the standards and answer any questions individuals may have regarding their implementation. In the Spring of 2024, the City will distribute an MS4 and City Engineering Standards training specifically targeting Architects. This training is in response to a noted increase in issues with designs submitted without adequate stormwater controls.