

General Guidance for Developing a SWMP

Type of BMP	Appropriate Measurable Goals	Recommended Reportable Metrics
Contract Services or Partnership	<ul style="list-style-type: none"> • Establish a legal contract/agreement for specific services • Self-evaluate to confirm compliance • Periodic contract renewal 	<ul style="list-style-type: none"> • Y/N/Status
Enforcement	<ul style="list-style-type: none"> • Procedures/SOP • Standard Documentation • Tracking 	<ul style="list-style-type: none"> • Y/N/Status • Summary of type and number of enforcement actions issued
Fact Sheets/Educational Materials	<ul style="list-style-type: none"> • Specific item and topic(s) • Distribution 	<ul style="list-style-type: none"> • Y/N/Status • Quantity distributed
Inventory	<ul style="list-style-type: none"> • Specific items to be included in the inventory • Periodic updates/review, specify minimum frequency 	<ul style="list-style-type: none"> • Date established • Number/type in inventory (summary) • Y/N/Date updated
Inspections	<ul style="list-style-type: none"> • Type of inspection • Minimum frequency • Standard Documentation • Tracking 	<ul style="list-style-type: none"> • Number of inspections performed • Number of enforcement actions
Ordinances	<ul style="list-style-type: none"> • Specific ordinance to be developed • Adopt ordinance 	<ul style="list-style-type: none"> • Y/N/Status • Date of adoption • Ordinance reference/link
Outfall/IDDE Inspections* <i>*Inspections must begin no later than Year 3 if other listed measurable goals must be developed and implemented.</i>	<ul style="list-style-type: none"> • Inspect minimum of 20% MS4/yr (100% every 5 years) • Establish MS4 inspection areas • Inventory • Standard Documentation • Procedures/SOP • Tracking • Training 	<ul style="list-style-type: none"> • Y/N/Status • Number of outfalls inspected • Number of potential illicit discharges • Number of verified illicit discharges • Number of remedied illicit discharges • Number of enforcement actions issued

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Procedures/SOPs	<ul style="list-style-type: none"> • Specific procedures to be reviewed/developed/updated • Schedule/minimum frequency (where appropriate) • Standard Documentation • Training • Tracking 	<ul style="list-style-type: none"> • Y/N/Status
Program Funding* <i>*Must begin in Year 1. If the program scope is unknown in Year 1, then this will be a repetitive process.</i>	<ul style="list-style-type: none"> • Perform a fiscal gap analysis • Select a funding mechanism • Obtain/implement funding 	<ul style="list-style-type: none"> • Identified program budget • Identified monetary gap • Funding mechanism selected • Y/N/Status
Public Contact	<ul style="list-style-type: none"> • Specific venue/meeting/event/activity 	<ul style="list-style-type: none"> • Date, topic/event and number of participants • Quantity of material distributed/collected
Standard Documentation/Forms	<ul style="list-style-type: none"> • Specific item(s) to be developed 	<ul style="list-style-type: none"> • Y/N/Status
Training	<ul style="list-style-type: none"> • Specific training to be developed • Minimum frequency for training • Provide and document training 	<ul style="list-style-type: none"> • Y/N/Status • Training date, topic(s) and number trained
Tracking	<ul style="list-style-type: none"> • Specific item(s) to be tracked • Establish tracking mechanism • Training 	<ul style="list-style-type: none"> • Y/N/Status • Date established
Web Page/Social Media	<ul style="list-style-type: none"> • What will be posted – type, topic, etc. • How “views”/contact will be measured • Periodic update/review, specify minimum frequency 	<ul style="list-style-type: none"> • Date site goes live • Number of “views”/contacts • Y/N/Date updated
Written IDDE Plan* <i>*Where the permittee does not already have a plan, the new plan must be developed and approved in Year 1. Allow 45 days for DEQ approval.</i>	<ul style="list-style-type: none"> • Review/Develop/Update the Plan • Schedule/minimum frequency • Submit new Plan to DEQ for Approval • Obtain DEQ approval of new Plan • Standard Documentation/Forms • Procedures/SOPs 	<ul style="list-style-type: none"> • Y/N/Date