

APPENDIX A: BEST MANAGEMENT PRACTICES FOR THE SIX MCMs

TABLE 1: BEST MANAGEMENT PRACTICES

July 2016 Updates: added symbol notes and OKR04 citation to each BMP: **M** = “must” do in OKR04; **R** = “recommended” in OKR04; **O** = optional BMP, not specifically mentioned in OKR04.

BEST MANAGEMENT PRACTICES (BMPs) TO ADDRESS MINIMUM CONTROL MEASURES	Publ. Ed.	Publ. Part.	IDEE	Constr.	Post Constr.	Good HsKp.
IV.C.1. PUBLIC EDUCATION AND OUTREACH						
a. R Distribute brochures to homeowners : household pollution control. <i>(Note 1)</i>	X	X				
b. R Distribute brochures to retailers : proper use and disposal of chemical products. <i>(Note 1)</i>	X	X				
c. R Distribute brochures to restaurants : proper disposal of wastes and chemicals. <i>(Note 1)</i>	X	X				
d. R Use display board with education materials at community events, meetings and city hall.	X					
e. R Distribute give-away items with stormwater logo for use with table-top display. <i>(Note 2)</i>	X					
f. O Place street signs about watershed protection at local stream crossings. <i>(Note 3)</i>	X					
g. R Print local / regional newspaper articles on urban water quality protection.	X					
h. R Run video on urban stormwater protection on local cable access TV channel .	X					
i. O Give presentations to City Council / County Commission on stormwater permit program.	X					
j. R Assist INCOG with updating GCSA website for public education and outreach. *	X					
IV.C.2. PUBLIC PARTICIPATION AND INVOLVEMENT						
a. M Comply with all state and local public notification requirements.		X				
b. O Assist INCOG with hosting regional GCSA stormwater website for post-construction.	X	X				
c. M Make SWMP available to the public , and assist with notifications by ODEQ as needed.		X				
d. R Take advice from citizens and businesses during public meeting presentations.		X				

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e. O Promote regional or implement local household pollutant collection events.	X	X	X			
f. O Promote use of regional or implement local recycling centers for materials and chemicals.	X	X	X			
g. R Implement program to receive pollution and spill episode information from the public .		X	X			
h. O Promote GCSA website to inform the public about getting involved with water protection programs.	X	X	X			
i. O Distribute brochure to encourage citizens to use proper chemical disposal methods.	X	X	X			
IV.C.3. ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE)						
a. M Implement a Dry Weather Field Screening (DWFS) inspection program. <i>(Note 4)</i>			X			
b. M Refine MS4 system map showing outfalls, Waters of the State and MS4 structures.			X			
c. R Control pollution from on-site sewage disposal systems that may flow into the MS4. <i>(Note 5)</i>			X			
d. R Control pollution from sanitary sewer overflows and bypasses . <i>(Note 5)</i>			X			
e. M Display pollution prevention signs at municipal facility work areas .			X			X
f. M Use GCSA website and brochures to inform the public about improper waste disposal.	X	X	X			
g. M Assist INCOG with hosting GCSA employee training on improper waste disposal. <i>(Note 6)</i>			X			
h. M Distribute brochures to local businesses on improper waste disposal.	X	X	X			
i. R Assist INCOG with hosting GCSA employee training on conducting inspections. <i>(Note 6)</i>			X			
j. O Assist INCOG with hosting GCSA employee training on permit requirements. <i>(Note 6)</i>			X			
k. R Implement a Spill Response and Prevention Plan for spills within the MS4.			X			
l. R Train city field workers to inspect for, identify and report pollution. <i>(Note 6)</i>			X			

APPENDIX A: BEST MANAGEMENT PRACTICES FOR THE SIX MCMs

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m. M Develop 303(d) priority areas for pollution source inspections and update as needed.			X			
n. M Maintain a list of occasional incidental non-stormwater discharges per Part I.B.2.			X			
IV.C.4. CONSTRUCTION SITE STORMWATER RUNOFF CONTROL						
a. M Adopt and update a construction ordinance or local code to control pollution.			X	X		
b. M Implement program for site plan review for assessing project's water quality impacts.			X	X		
c. M Implement program to receive information from the public on construction site pollution.	X	X	X	X		
d. M Implement a construction site inspection and enforcement program. <i>(Note 4)</i>			X	X		
e. R Assist INCOG with hosting GCSA training for builders on construction pollution. <i>(Note 6)</i>	X		X	X		
f. R Use GCSA website and brochures to educate builders on construction site pollution.	X		X	X		
g. R Assist INCOG with hosting GCSA employee training on conducting inspections. <i>(Note 6)</i>			X	X		
h. M Develop requirements for construction site operators to implement sediment and erosion BMPs .			X	X		
i. M Develop requirements for construction site operators to control wastes at sites .			X	X		
IV.C.5. POST-CONSTRUCTION MANAGEMENT IN NEW AND RE-DEVELOPMENT						
a. M Review local codes; identify barriers to LID ; remove them and justify those not removed.					X	
b. M Assist INCOG with hosting GCSA education for builders on post-construction strategies and LID.	X		X		X	
c. M Assist INCOG with GCSA promotion of LID and other construction BMPs.	X		X		X	
d. R Encourage infill development in high density urban areas.					X	
e. R Adopt local codes that allow implementation of local LID practices.					X	
f. R Implement inspection program for municipal LID projects.				X	X	X

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IV.C.6. POLLUTION PREVENTION / GOOD HOUSEKEEPING FOR MS4 OPERATIONS						
a. M Assist INCOG with hosting GCSA employee training on pollution at municipal facilities. (Note 6)						X
b. M Maintain and update a list of all municipal facilities subject to OKR05 or OPDES permits.						X
c. M Develop procedures for controlling pollution from streets, storage areas and other city facilities.						X
d. M Implement inspection program of city facilities' structural and nonstructural BMPs.						X
e. M Implement maintenance program of city facilities' structural BMPs.						X
f. R Develop procedures for proper use, storage and disposal of chemicals at municipal facilities.						X
g. R Develop procedures for storage and maintenance of city vehicles and equipment.						X
h. O Display pollution prevention signs at city work areas (see Table D).						X
i. O Coordinate with other city departments on performing site Inspections and employee training.						X

* **INCOG/GCSA** = INCOG providing assistance to permittee as a GCSA member.

Note 1: Brochures include, pamphlets, flyers, fact sheets, and booklets. See **Table A** for present list of materials used by City of Bixby.

Note 2: Give-Away Items with GCSA logo and website address presently include: Brochures.

Note 3: Street Signs are metal signs with image of an aquatic theme with a message about protecting the watershed.

Note 4: Types of inspections and monitoring for all MCMs are listed in **Table B**.

Note 5: Pollution controls include a combination of public education, employee training, MS4 inspections and enforcement.

Note 6: GCSA Employee Training workshop topics are presented in **Table C**.

TABLE A: List of Brochures, Fact Sheets and Education Materials

Education Materials Used By the City of Bixby *

APPENDIX A: BEST MANAGEMENT PRACTICES FOR THE SIX MCMs

General Public and Community:
EPA: After the Storm
EPA: Plug Into E-Cycling
EPA: Protecting Water Quality from Urban Runoff
EPA: The Solution to Pollution
EPA: Stormwater Structures and Mosquitoes Fact Sheet
GCSA: Oil, Grease and Fat
GCSA: How to Protect Your Local Watershed
Residential and Homeowner:
EPA: Greenscaping Your Lawn & Garden
EPA: A Homeowner's Guide to Septic Systems
EPA: Household Hazardous Waste: Steps to Safe Management
GCSA: Origins and Fate of PPCPs In the Environment Fact Sheet
GCSA: Community Car Wash Events Fact Sheet
GCSA: A Homeowner's Guide to Protecting Our Water
GCSA: A Homeowner's Guide to Recycling and Reuse
GCSA: A Pet Owner's Guide to Protecting Our Water
Municipal Employee and City Officials:
GCSA: Phase II Stormwater: Information for City and County Officials
GCSA: Handling and Disposal of Chemicals at Municipal Sites
GCSA: Green Country Stormwater Alliance
GCSA: Municipal Best Management Practices that Protect Our Water
Local Retailers and Businesses:
GCSA: A Retailers Guide to Pesticide Basics
GCSA: A Food Service Guide to Waste Disposal
Construction Industry:
GCSA: Final Stabilization at Construction Sites: OKR10 Requirements
GCSA: A Homebuilder's Guide to Erosion Control
OSU: Using Vegetation for Erosion Control on Construction Sites

** New materials for additional topics will be produced periodically.*

APPENDIX A: BEST MANAGEMENT PRACTICES FOR THE SIX MCMs

TABLE B: OKR04-Required Types of Inspections and Monitoring

Types of Inspections and Monitoring Performed by the City of Bixby
Dry Weather Field Screening (DWFS) inspection program
Complaint-response inspection program of the MS4 system
Source tracking inspection program of pollutants in MS4 system
Construction site inspection program
Good housekeeping inspection program of city properties
Inspection program of pollutants of concern in high priority areas
Inspection program of long-term maintenance of LID BMPs
Inspection program for catch basins, streets, parking lots, etc.
Monitoring program to meet TMDL requirements

TABLE C: GCSA Employee and Community Training Topics

GCSA Training Topics Given for the City of Bixby Employees & Officials
Urban water quality, pollution and stormwater permit requirements
Data quality and data management
Conducting inspections and monitoring; field safety
Hazardous Waste Operations and Emergency Response (HAZWOPER)
Test kits and environmental chemistry basics
Stormwater 101 for new employees and city officials
BMPs, low impact development (LID), and post-construction
TMDLs and 303(d) impaired waterbodies
Construction permit requirements and changes to OKR10
OSHA required training on MSDS forms and container labels
CLEET and environmental law for stormwater enforcement
Municipal parks and open space maintenance pollution control
Storage and disposal of chemicals at city facilities

APPENDIX A: BEST MANAGEMENT PRACTICES FOR THE SIX MCMs

Pollution control at municipal fleet maintenance
Pollution control for municipal land disturbance activities
Pollution control for MS4 maintenance (streets and drainage)
Looking for and reporting local pollution episodes by city crew and staff

TABLE D: Types of Pollution Signs Used at City Work Areas

Pollution Prevention Sign Topics Used by the City of Bixby
Keep Dumpster Lids Closed
Do Not Dispose of Waste – Drains to Creek
Dispose of Chemicals Properly
Clean Up Spills Immediately
Do Not Wash Chemicals Into Floor Inlets

APPENDIX A, TABLE 2: MEASURABLE GOALS AND IMPLEMENTATION SCHEDULES FOR EACH BMP IN TABLE 1

July 2016 Updates: added symbol notes and OKR04 citation to each BMP: **M** = “must” do in OKR04; **R** = “recommended” in OKR04; **O** = optional BMP, not specifically mentioned in OKR04.

Numbers for each year represent quarters in which BMP will be deployed: 1st = Jan-Mar; 2nd = Apr-Jun; 3rd = Jul-Sep; 4th = Oct-Dec.

BMP MEASURABLE GOALS AND IMPLEMENTATION SCHEDULES	Annual Measurable Goal	2016	2017	2018	2019	2020
IV.C.1. PUBLIC EDUCATION AND OUTREACH						
k. R Distribute brochures to homeowners : household pollution control. <i>(Note 1)</i>	50 each type	All year				
l. R Distribute brochures to retailers : proper use and disposal of chemical products. <i>(Note 1)</i>	25 each type	All year				
m. R Distribute brochures to restaurants : proper disposal of wastes and chemicals. <i>(Note 1)</i>	20 each type	All year				
n. R Use display board with education materials at community events, meetings and city hall.	1 mtg, 2 wks city hall	2 nd				

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BMP MEASURABLE GOALS AND IMPLEMENTATION SCHEDULES	Annual Measurable Goal	2016	2017	2018	2019	2020
o. R Distribute give-away items with stormwater logo for use with table-top display. (<i>Note 2</i>)	100 items	All year				
p. O Place street signs about watershed protection at local stream crossings. (<i>Note 3</i>)	2 new signs	Research	Install 2	Install 2	Install 2	Replace as needed
q. R Print local / regional newspaper articles on urban water quality protection.	1 article	3 rd				
r. R Run video on urban stormwater protection on local access TV channel .	1 video	2 nd				
s. O Give presentations to City Council / County Commission on stormwater permit program.	1 presentation	4 th				
t. R Assist INCOG with updating GCSA website for public education and outreach. *	INCOG, as needed	All year				
IV.C.2. PUBLIC PARTICIPATION AND INVOLVEMENT						
j. M Comply with all state and local public notification requirements.	Compliance for all legal notices	All year				
k. O Assist INCOG with hosting regional GCSA stormwater website for post-construction.	INCOG, annual updates as needed	All year				
l. M Make SWMP available to the public , and assist with notifications by ODEQ as needed.	Available regular office hours	Develop	All year	All year	All year	All year
m. R Take advice from citizens and businesses during public meeting presentations.	At least one annual meeting agenda	Develop	3 rd	3 rd	3 rd	3 rd
n. O Promote regional or implement local household pollutant collection events.	2 events annually	2 nd and 4 th				
o. O Promote use of regional or implement local recycling centers for materials and chemicals.	25 brochures	2 nd				
p. R Implement program to receive pollution and spill episode information from the public .	10 reports	All year				
q. O Promote GCSA website to inform the public about getting involved with water protection programs.	INCOG, 1 website	Update as needed				
r. O Distribute brochure to encourage citizens to use proper chemical disposal methods.	25 brochures	All year				

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BMP MEASURABLE GOALS AND IMPLEMENTATION SCHEDULES	Annual Measurable Goal	2016	2017	2018	2019	2020
IV.C.3. ILLICIT DISCHARGE DETECTION AND ELIMINATION						
o. M Implement a Dry Weather Field Screening (DWFS) inspection program. <i>(Note 4)</i>	1 inspection of all outfalls	Develop / update	4 th	4 th	4 th	4 th
p. M Refine an MS4 system map showing outfalls, Waters of the State and MS4 structures.	Map and data	Develop	Draft	Final	Update	Update
q. R Control pollution from sanitary sewer overflows and bypasses . <i>(Note 5)</i>	Estimate 2 events	As needed				
r. O Display pollution prevention signs at municipal facility work areas.	2 signs	Develop	3 rd	3 rd	3 rd	3 rd
s. M Use GCSA website and brochures to inform the public about improper waste disposal.	INCOG, 1 web page	Update	As needed	As needed	As needed	As needed
t. M Assist INCOG with hosting GCSA employee training on improper waste disposal. <i>(Note 6)</i>	1 training session	2 nd				
u. M Distribute brochures to local businesses on improper waste disposal.	25 brochures	2 nd				
v. R Assist INCOG with hosting GCSA employee training on conducting inspections. <i>(Note 6)</i>	INCOG, 1 training session	2 nd				
w. M Assist INCOG with hosting GCSA employee training on permit requirements. <i>(Note 6)</i>	INCOG, 1 training session	3 rd				
x. R Implement a Spill Response and Prevention Plan for spills within the MS4.	1 Plan	Develop / update	Update as needed	Update as needed	Update as needed	Update as needed
y. R Train city field workers to inspect for, identify and report pollution. <i>(Note 6)</i>	All Year	2 nd				
z. M Develop 303(d) priority areas for pollution source inspections and update as needed.	Map and Data	Develop	Draft	Final	Update	Update
aa. M Maintain a list of occasional incidental non-stormwater discharges per Part I.B.2.	Develop and Update	Update	Update	Update	Update	Update
IV.C.4. CONSTRUCTION SITE STORMWATER RUNOFF CONTROL						
j. M Adopt and update a construction ordinance or local code to control pollution.	Adopt, update	Research	Adopt	Update	Update	Update

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BMP MEASURABLE GOALS AND IMPLEMENTATION SCHEDULES	Annual Measurable Goal	2016	2017	2018	2019	2020
k. M Implement program for site plan review for assessing project's water quality impacts.	Procedures, forms	Develop	All year	All year	All year	All year
l. M Implement program to receive information from the public on construction site pollution.	Procedures, forms	Develop	All year	All year	All year	All year
m. M Implement a construction site inspection and enforcement program. <i>(Note 4)</i>	Estimate 25 / year	All year	All year	All year	All year	All year
n. R Assist INCOG with hosting GCSA training for builders on construction pollution. <i>(Note 6)</i>	1 training session	4 th				
o. R Use GCSA website and brochures to educate builders on construction site pollution.	Website, 2 brochures	All year				
p. R Assist INCOG with hosting GCSA employee training on conducting inspections. <i>(Note 6)</i>	1 training session	2 nd				
q. M Develop requirements for construction site operators to implement sediment and erosion BMPs .	Update	Update	Update	Update	Update	Update
r. M Develop requirements for construction site operators to control wastes at sites .	Update	Update	Update	Update	Update	Update
IV.C.5. POST-CONSTRUCTION IN NEW AND RE-DEVELOPMENT						
g. M Review local codes; identify barriers to LID ; remove them and justify those not removed.	Strategy, code changes	Develop	Adopt	Update	Update	Update
h. M Assist INCOG with hosting GCSA education for builders on post-construction strategies and LID.	INCOG, 1 workshop	1 st				
i. M Assist INCOG with GCSA promotion of LID and other construction BMPs.	Website, brochures	Develop	All year	All year	All year	All year
j. R Encourage infill development in high density urban areas.	Strategy, code changes	Develop	Adopt	Update	Update	Update
k. R Adopt local codes that allow implementation of local LID practices.	Strategy, code changes	Develop	Adopt	Update	Update	Update
l. R Implement inspection program for municipal LID projects.	As needed	As needed	As needed	As needed	As needed	As needed
IV.C.6. GOOD HOUSEKEEPING FOR MS4 OPERATIONS						
j. M Assist INCOG with hosting GCSA employee training on pollution at municipal facilities. <i>(Note 6)</i>	1 training session	1 st				

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BMP MEASURABLE GOALS AND IMPLEMENTATION SCHEDULES	Annual Measurable Goal	2016	2017	2018	2019	2020
k. M Maintain and update a list of all municipal facilities subject to OKR05 or OPDES permits.	List in SWMP, revise	2 nd				
l. M Develop procedures for controlling pollution from streets, storage areas and other city facilities.	Strategy, guidance	Develop	All year	All year	All year	All year
m. M Implement inspection program of city facilities' structural and nonstructural BMPs.	Strategy, guidance	Develop	All year	All year	All year	All year
n. M Implement maintenance program of city facilities' structural BMPs.	Strategy, guidance	Develop	All year	All year	All year	All year
o. R Develop procedures for proper use, storage and disposal of chemicals at municipal facilities.	Strategy, guidance	Develop	All year	All year	All year	All year
p. R Develop procedures for storage and maintenance of city vehicles and equipment.	Strategy, guidance	Develop	All year	All year	All year	All year
q. O Display pollution prevention signs at city work areas (see Table D).	2 signs	4 th				
r. O Coordinate with other city departments on performing site Inspections and employee training.	All Year	All Year	All Year	All Year	All Year	All Year

Numbers for each year represent quarters in which BMP will be deployed: 1st = Jan-Mar; 2nd = Apr-Jun; 3rd = Jul-Sep; 4th = Oct-Dec.