

How to  
Manage MS4  
Permit Requirements

# 6 MS4 Permit Control Measures

1. Public Education and Outreach
2. Public Involvement/Participation
3. Illicit Discharge and Elimination
4. Construction Site Storm Water Runoff Control
5. Post-Construction Storm Water Management in New Development and Redevelopment
6. Pollution Prevention/Good Housekeeping for Municipal Operations

# How Do You Keep Up With It?

## Electronic Document Submittal and Monitoring

1. Tracking and monitoring the MS4 SWMP
2. Contractors, Developers, and Industrial Facilities

# MS4 SWMP

- Automatic notification to responsible party when an activity is to be done.
- Automatic notification to those overseeing the MS4 permit if the activity is not completed in a timely manner.
- Centralized documentation of all activities for all MS4 control measures.
- System can provide those with responsibility for activities with the inspection form or document needed to perform the activity required.
- Automatically creates action logs showing any items that need attention and follow-up.
- Provides records documenting all corrective actions.
- Easy access to information for annual MS4 report to the state.
- All information and documentation quickly available during audits.
- Easy one-time information entry.
- Ability to email reports and/or action logs to those who need such information.
- Permanent storage of records.

# Contractors, Developers, & Industrial Facilities

Contractors and developers are legally obligated to have a storm water construction permit and to abide by it.

## Two Options:

1. Hire third-party consultants to do it for them.
2. Do it in-house.

# Benefits for the Contractor/Developer

1. Automatically notified when they need to perform their inspections and provided with the inspection form to do it – provides consistency and a comprehensive inspection.
2. Stores all documents – SWPPP, permit, amendments, BMP log, Map, certifications, etc., and allows them to keep them current and online.
3. No lose of documents.
4. Automatic action logs.
5. Online documentation and maintenance records.
6. Protection against liabilities, fines, and decrees.

# Summary

## Electronic Document Submittal and Management

### BENEFITS:

1. Inexpensive
2. Online – no software or hardware to purchase
3. Saves time – improves efficiency – provides for better use of resources
4. Better Protects city, contractor/developer, and citizens