

## **Section 4      Best Management Practices (BMPs)**

This section contains BMP Fact Sheets for municipal operations. A general set of fact sheets are included. If applicable, a municipality's operations are not limited to the fact sheets contained within this manual. At the same time, a municipality does not need to select and implement all BMPs contained within this manual if the BMP does not match a municipality's operations or programs. Most BMPs found within the manual are considered source control BMPs.

The manual provides a bibliography and works cited section for the development of the manual in general. Each BMP fact sheet contains specific source references for the development of the individual fact sheet. Such references noted may not be listed in the bibliography.

### **4.1      Introduction**

The BMP Fact Sheets contained within this manual offer recommended protocols for a particular municipal activity or facility. Along with protocols and considerations, guidance regarding documentation and inspections is provided. A BMP Fact Sheet provides only the baseline guidance. Each BMP Fact Sheet can be tailored to meet individual municipal needs and abilities. The BMP fact sheets are considered non-structural BMPs with focus on education and source control of potential pollutants.

From time to time, the fact sheets within the manual may be updated, modified, or removed. At the same time, BMP Facts Sheets may be added. Protocols listed within a fact sheet are designed to help provide MS4 Permit compliance guidance to the Maximum Extent Practicable (MEP).

#### **4.1.1      Fact Sheet Overview**

The general outline of a BMP Fact Sheet will be as follows:

- Objectives of the BMP
- A general description of the focus of the BMP
- Considerations including recommendations for tailoring the BMP to a municipality's needs if applicable
- Recommendations and Protocols (an explanation of the BMP) including alternative practices
- Documentation guidance
- Measurements and inspection protocols including recommended frequencies (or defined frequencies)
- Additional sources of information for the development of the fact sheet

Actual outlines may vary for several fact sheets based on the actual BMP.

### **4.2      Self-Assessment for Selecting BMPs**

As indicated, the selection of BMPs should follow a mantra of "common sense." A municipality needs to outline, or assess, current facilities and programs (i.e. wash facility, leaf collection, salt storage, and so on). Appendix A contains a "Municipal Inventory List" to aid in outlining facilities and programs. The list will provide recommendations for BMPs contained within this manual. Despite a recommendation, a

municipality needs to assess both the practices and corresponding requirements of a BMP in conjunction with available resources and capabilities. It should be noted that fact sheets can be modified to fit an individual municipality's needs and capabilities.

Along with selection of BMPs contained in this manual, a template is provided in the appendix for developing a BMP not listed. The "BMP Development Sheet" can be used to document a BMP to be implemented, but not found in the following BMP Fact Sheets. Additional information is provided in Section 2.

**Any fact sheets selected should be placed as an attachment to the O&M Program (as noted in the O&M Program template in Section 3).**

### **4.3 BMP Fact Sheets**

The table of contents lists the BMP Fact Sheets contained within this manual and that follow this section heading.