

Measureable Goal	Minimum Measure (in order of app)	Action Number	Priority if Applicable	Action - BMP	Lead Agency	Schedule			Evaluation Mechanism/Measure of Usage of Facilities or Material	Comments - MSU Commitment	Complete	Minimum Measure/Action Number
						Begin By	Complete By	Comment/Frequency				
Public Participation	1	1		Post PEP, Progress Reports, etc. to the GLRC website.	GLRC Crd	On-Going	Long Term	As Needed	Track website traffic related to the documents			1.1
Public Participation	1	2		Post SWMP and Progress Reports to the community website. Include a link on the community website to the GLRC website. Follow the local public notice requirements.	Permittees	On-Going	Long Term	Post completed documents and update with progress report	Track website traffic related to the documents and number of inquiries related to the program	C		1.2
Maintain Master PEP	2	1		Maintain master PEP document. Update BMPs completed in preparation for progress report submittal.	PEP Committee	On-Going	Long Term	Update BMPs completed with progress report				2.1
Develop and Maintain Master PEP	2	2		Update the PEP based on BMPs completed as part of community specific programs and procedures.	Permittees	On-Going	Long Term	Update BMPs completed with progress report		C		2.2
PEP Evaluation and Effectiveness	2	3		Provide information to GLRC members on an updated survey to evaluate the effectiveness of the PEP.	PEP Committee	On-Going	Long Term		Recently completed, will do again with follow up survey in 2016.		Y	2.4
PEP Evaluation and Effectiveness	2	4		Coordinate a follow up survey to evaluate and determine effectiveness of the PEP.	PEP Committee	Jul-16	Oct-16		Survey results will be used to guide further implementation activities.			2.5
PEP Evaluation and Effectiveness	2	5		Partner with the GLRC to conduct another follow up survey to determine PEP effectiveness .	Permittees	Jul-16	Oct-16		Number of participants. Survey completed.	C		2.6
PEP: Website Management and Education	2	6		Update the www.mywatersheds.org website and social media outlets with watershed wide educational material, watershed monitoring results, permit information and meeting information for the various committees of the GLRC. Include links to all community websites.	GLRC Crd	On-Going	Long Term	Continuously	Track website traffic, social media stats			2.7
PEP Collaboration	2	7		Represent the GLRC on a regional public education campaign with the Middle Grand River Organization of Watersheds (MGROW).	GLRC Crd	Jan-13	Long Term	Continuously	Effectiveness of educational materials/strategies provided by MGROW			2.8
PEP A: Public Responsibility & Watershed Stewardship	2	8	M	Continue to maintain watershed signage.	Permittees	On-Going	Long Term	Replace as needed	Number of signs, can track traffic counts to estimate the number of people reached. Maintenance activities.	E		2.9
PEP A: Public Responsibility & Watershed Stewardship	2	9	M	Promote "do you know your watershed" brochure, or related materials to general watershed education through website, social media, etc., update as appropriate.	PEP Committee	On-Going	Long Term	Update as needed. Materials will be distributed at Adopt A River, QWS, MWEA Watershed Summit, etc.	Number of brochures/materials provided to the public	Corresponding topic area: B		2.10
PEP A: Public Responsibility & Watershed Stewardship	2	10	M	Promote "do you know your watershed" brochure, or related materials to general watershed education through website, social media, etc.	Permittees	On-Going	Long Term		Number of brochures/materials provided to the public	E (Corresponding topic area: B)		2.11
PEP A: Public Responsibility & Watershed Stewardship	2	11	M	Support and promote Mid-MEAC's volunteer stream monitoring effort.	PEP Committee	On-Going	Long Term	Annually	Number of volunteers participating	Corresponding topic areas: C, J		2.12
PEP A: Public Responsibility & Watershed Stewardship	2	12	M	Utilize the GLRC educational display for Adopt A River/Quiet Water Symposium, etc.	PEP Committee	On-Going	Long Term	Annual events	Number of events the display is used for	Corresponding topic areas: B, C, D, E, F, G, H, I, J, K		2.13
PEP A: Public Responsibility & Watershed Stewardship	2	13	M	Update the GLRC education display panels to relate more specifically to the minimum control measures and target audiences.	PEP Committee	Aug-13	Dec-14		Number of events the newer panels are used for and overall number of events	Corresponding topic areas: B, C, D, E, F, G, H, I, J, K		2.14
PEP A: Public Responsibility & Watershed Stewardship	2	14	M	Utilize the GLRC educational display for community events, lobby traffic, etc.	Permittees	On-Going	Long Term		Number of events the display is used for	Corresponding topic areas: B, C, D, E, F, G, H, I, J, K - MSU has developed a campus display for use at University events.		2.15

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PEP A: Public Responsibility & Watershed Stewardship	2	15	M	2013 billboard posting for the months of March and April will be conducted. The graphic will be updated in 2014 and utilized in different media outlets.	PEP Committee	Mar-13	Long Term	Annually	Track website traffic	Corresponding topic areas: B, C, D, E, F, G, H, I, J, K		2.16
PEP A: Public Responsibility & Watershed Stewardship	2	16	M	Promote and distribute news article series developed for PEP topic areas through website, newspapers, social media, etc., update and add new topics appropriate.	PEP Committee	On-Going	Long Term	News articles will be posted to social media monthly	Number of articles published, track website traffic and social media	Corresponding topic areas: B, C, D, E, F, G, H, I, J, K		2.17
PEP A: Public Responsibility & Watershed Stewardship	2	17	M	Promote and distribute news article series developed for PEP topic areas in local community newspapers, website and social media.	Permittees	On-Going	Long Term	As appropriate	Number of articles published, track website traffic	E (Corresponding topic areas: B, C, D, E, F, G, H, I, J, K). Links to articles are available on the MSU-WATER website.		2.18
PEP A: Public Responsibility & Watershed Stewardship	2	18	M	Promote Children's Water Festival.	GLRC Crd	On-Going	Long Term	Annually	Number of students/teachers attending			2.19
PEP A: Public Responsibility & Watershed Stewardship	2	19	M	Support the Children's Water Festival.	Permittees	On-Going	Long Term	Annually	Number of students/teachers reached, presented too	C		2.20
PEP B: MS4 Connection	2	20	H	Maintain and update the GLRC webpage "My Watershed". Update as appropriate.	GLRC Crd	On-Going	Long Term	Continuously	Track website traffic on page	Corresponding topic area: A		2.21
PEP B: MS4 Connection	2	21	H	Quarterly newsletters and annual report developed & distributed through email list, social media and website.	GLRC Crd	On-Going	Long Term	Quarterly/Annually	Number of people reached via email, track website traffic	Corresponding topic areas: B, C, D, E, F, G, H, I, J, K		2.22
PEP B: MS4 Connection	2	22	H	Distribute quarterly newsletter and annual report to public via website, social media, lobby, provide to administration.	Permittees	On-Going	Long Term	Quarterly/Annually	Number of people reached via email, track website traffic	C (Corresponding topic areas: B, C, D, E, F, G, H, I, J, K). Links to the newsletter are available on the MSU-WATER website.		2.23
PEP C: Reporting Illicit Discharges	2	23	H	Maintain the GLRC webpage, social media that lists contact information for all members and the state hotline regarding reporting of illicit discharges and illegal dumping.	GLRC Crd	On-Going	Long Term	Continuously	Track website traffic on page		Y	2.24
PEP C: Reporting Illicit Discharges	2	24	H	Explore new language, delivery mechanism to make the illicit discharge awareness more relatable to the public.	PEP Committee	Apr-13	Apr-15	2015	Review new language with GLRC PEP and Executive Committee to assess appropriateness in individual jurisdictions.			2.25
PEP C: Reporting Illicit Discharges	2	25	H	Provide contact information for reporting illicit discharges and illegal dumping on website.	Permittees	On-Going	Long Term	Continuously	Track website traffic on page & number of call/reports	C		2.26
PEP D: Car Washing	2	26	M	Continue to promote the poster/brochure series: car washing, motor oil, fertilizer, pet waste. Update as appropriate. These are posted on website, social media and used with educational display.	PEP Committee	On-Going	Long Term	Continuously	Track number of materials provided to public and website traffic	Corresponding topic areas: A, B, F, G		2.27
PEP D: Car Washing	2	27	M	Promote the poster/brochure series: car washing, motor oil, fertilizer, pet waste. Provide at community events and post to website, social media.	Permittees	On-Going	Long Term	Continuously	Track number of materials provided to public and website traffic	E (Corresponding topic areas: A, B, F, G)		2.28
PEP E: Disposal of Pesticides	2	28	M	Coordinate with Topic Area G								2.29
PEP F: Disposal of Pet Waste, etc.	2	29	M	Review and provide existing materials related to leaf litter disposal and grass clippings to GLRC members for distribution. Post to GLRC website, social media, distribute with educational display.	PEP Committee	Jul-13	Long Term	Continuously	Track number of materials provided to the public and website traffic	Corresponding topic area: A		2.30
PEP F: Disposal of Pet Waste, etc.	2	30	M	Post materials related to leaf litter disposal and grass clippings to website, social media, provide at community events.	Permittees	Aug-13	Long Term	Continuously	Track number of materials provided to the public and website traffic	X (Corresponding topic area: A). MSU works with Physical Plant Landscape Services to properly manage leaf and grass litter.		2.31
PEP F: Disposal of Pet Waste, etc.	2	31	M	Continue to maintain pet waste signage at local parks, dog parks, trails, etc.	Permittees	On-Going	Long Term	Continuously	Track number of signs posted, maintenance activities	E (Corresponding topic areas: A, D)		2.32

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						PEP G: P2 HHW	2	32				
PEP G: P2 HHW	2	33	M	Promote local household hazardous waste, local travel trailer waste stations, yard waste procedures and recycling events via email and website postings, social media.	Permittees	On-Going	Long Term	Continuously	Track website traffic and amounts of waste collected	- (MSU promotes recycling and reuse events on various campus websites)		2.34
PEP H: Septic System Care	2	34	L	Coordinate with Topic Area A/Post links to local County programs related to septic inspections (Eaton and Ingham Counties), and 319 partner materials, etc. on GLRC website, social media.	GLRC Crd	On-Going	Long Term	Continuously	Track website traffic, review number of inspections		Y	2.35
PEP I: GI & LID	2	35	H	Promote LID brochure, post on website, social media and use with educational display. Update as appropriate.	PEP Committee	On-Going	Long Term	Continuously	Track number of materials provided to the public and website traffic	Corresponding topic area: A		2.36
PEP I: GI & LID	2	36	H	Promote LID brochure, post on website, social media, lobby, etc.	Permittees	On-Going	Long Term	Continuously	Track number of materials provided to the public and website traffic	C (Corresponding topic area: A)		2.37
PEP I: GI & LID	2	37	H	Maintain and update the GLRC webpage listing local LID projects.	GLRC Crd	On-Going	Long Term	Continuously	Track website traffic and number of projects posted.	Corresponding topic area: A		2.38
PEP I: GI & LID	2	38	H	Incorporate all local LID project into the Networked Neighborhoods for Eco-Conservation Online (NECO), incorporate all completed projects by 2014. Continuous updates thereafter.	GLRC Crd	Aug-13	Long Term	Continuously	Track number of projects posted, comments received, etc.	Corresponding topic area: A		2.39
PEP I: GI & LID	2	39	H	Promote local projects on website, public meetings, social media, etc.	Permittees	On-Going	Long Term	Continuously	Track website traffic, number of projects posted	C (Corresponding topic area: A)		2.40
PEP I: GI & LID	2	40	H	Develop topics with the Ordinance/BMP Committee for LID Presentation Series. Promote through email, websites, social media.	GLRC Crd	Apr-13	Apr-17	5 per permit cycle	Track number of participants	Corresponding topic area: A		2.41
PEP I: GI & LID	2	41	H	Send appropriate staff/elected officials to LID Presentations Series events.	Permittees	On-Going	Apr-17	Semi-annually	Track number of participants	C (Corresponding topic area: A)		2.42
PEP I: GI & LID	2	42	H	Participate in the local Greening Mid-Michigan (GMM) Project through TCRPC to support the GI vision, improved land use policies, and LID techniques. The GI vision includes a natural features inventory, identification of potential conservation areas and habitat sensitive lands.	GLRC Crd	On-Going	Long Term	Continuously	Overall regional participant level, review and identify gaps in participants	Corresponding topic area: A		2.43
PEP I: GI & LID	2	43	H	Support the development of a GI video, promote video (extra specific LID project videos) through website, social media.	PEP Committee	Jun-13	Apr-17	Continuously	Number people reached with videos	Corresponding topic area: A		2.44
PEP I: GI & LID	2	44	H	Promote videos provided through the GMM project on website, social media.	Permittees	Jan-14	Apr-17	Quarterly website/social media postings.	Number of people reached with videos	C (Corresponding topic area: A)		2.45
PEP I: GI & LID	2	45	H	Adopt the GI vision.	Permittees	On-Going	Apr-17	N/A	Vision Adopted	- (Corresponding topic area: A)		2.46
PEP J: Riparian Lands	2	46	M	Promote riparian buffer brochure and other resources through website, social media. Update as appropriate.	PEP Committee	On-Going	Long Term	Continuously	Number of brochures/materials provided to the public	Corresponding topic area: A		2.47
PEP J: Riparian Lands	2	47	M	Maintain riparian landowner list, provide materials via mail, email, website, social media.	Permittees	On-Going	Long Term	Continuously	Number of people on the riparian list/materials provided	X (Corresponding topic area: A) This is not applicable to MSU		2.48
PEP K: Business/Commercial education	2	48	M	Explore opportunities to connect with local business regarding pollution prevention through stormwater runoff. This may include business publications, presentation to associations, focus groups, etc.	PEP Committee	Apr-13	Long Term	Outreach to the business sector twice during permit cycle.	Number of businesses reached, etc.	Corresponding topic area: A		2.49
PEP K: Business/Commercial education	2	49	M	If you have an industrial pre-treatment program, describe your connection with local businesses, industries here. The IPTP can help you connect and ultimately educate them.	Permittees	On-Going	Long Term	Continuously	Number of business reached, etc.	X (Corresponding topic area: A). This is not applicable to MSU		2.50
IDEP	3	1		Implement the municipal separate storm sewer system Illicit Discharge Elimination Plans (IDEP). Include nested jurisdictions if applicable.	Permittees	On-Going	Long Term	Continuously	Number of corrective actions taken	C		3.1
IDEP - mapping/locations	3	2		Maintain the GPS (Lat/long) locations of all MS4 outlets to waters of the state (optional)	Permittees	On-Going	Long Term	Maintain		C		3.2
IDEP - maintaining mapping system	3	3		Maintain the location of an up-to-date storm sewer map(s) (part of the IDEP).	Permittees	On-Going	Long Term	Maintain		C		3.3

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IDEP - prioritize the system	3	4		Implement the procedure for prioritizing the identification and investigation of outfalls and points of discharge (part of the IDEP).	Permittees	Apr-13	Long Term	Continuously	Procedure implemented	X - Not applicable. All outfalls are assessed as part of the IDEP.		3.4
IDEP - prioritize the system	3	3		Maintain the geographical location of each prioritized area using either a narrative description or a map detailing the prioritized area (part of the IDEP).	Permittees	Apr-13	Long Term	Maintain	Maintain prioritized area location	X		3.5
IDEP - screening	3	4		Perform field observations and points of discharge, once per permit cycle in the prioritized area or entire MS4.	Permittees	On-Going	2017	Complete by end of permit cycle	Number of outfalls and points of discharge observed	C		3.7
IDEP - screening	3	5		Implement the procedure for performing field screening if flow is observed and a potential source is not identified (part of IDEP).	Permittees	On-Going	Long Term	As identified	Number of field screenings performed	C		3.8
IDEP - Source investigation	3	9		Implement the procedure for performing a source investigation if the source of an illicit discharge is not identified by field screening (part of IDEP).	Permittees	On-Going	Long Term	As identified	Number of source investigations performed.	C		3.9
IDEP - response	3	10		Implement the procedure for responding to illegal dumping/spills (part of IDEP).	Permittees	On-Going	Long Term	As identified	Track implementation of the IDEP program with annual review by MSU Stormwater Committee	C		3.10
IDEP - response	3	11		Implement the procedure for responding to illicit discharges outside the priority areas.	Permittees	On-Going	Long Term	As identified	Number of illicit discharges reported and responded to outside the priority areas	C		3.11
IDEP - reporting	3	12		Implement the procedure for reporting any release of any polluting materials from the MS4 to waters of the state as identified by the Part 5 Rules (part of IDEP).	Permittees	On-Going	Long Term	As identified	Number of incidents reported	C		3.12
IDEP - training	3	13		Track the usage of the Excal Visual employee training video "Illicit Discharge Detection and Elimination: A Grate Concern".	GLRC Crd	On-Going	Long Term	Continuously	Collective number of staff trained			3.13
IDEP - training	3	14		Provide a training session showing the training video for all GLRC members twice during the permit cycle.	GLRC Crd	On-Going	Long Term	2 sessions per permit cycle	Number of staff trained			3.14
IDEP - training	3	15		Coordinate with the City of Lansing IDEP training program when appropriate.	GLRC Crd	On-Going	Long Term	Continuously	Collective number of staff trained			3.15
IDEP - training	3	16		Train new employees within the first year of employment and other staff once during the permit cycle on all procedures described in the IDEP.	Permittees	On-Going	Apr-17	Once per permit cycle or first year of new hire	Number of staff trained	C		3.16
IDEP - evaluation	3	17		Implement the procedure for evaluating overall effectiveness of the IDEP. Review guidance documents.	Permittee	On-Going	Apr-17	Once per permit cycle or first year of new hire	Number of staff trained	C		3.17
IDEP - regulatory authority	3	18		Implement the IDEP ordinance or other regulatory mechanism in place that covers section VII. questions 20-27 of the application.	Permittees	On-Going	May-13	Continuously	Number of illicit discharges eliminated, timeframe for eliminating the discharge, enforcement actions taken.	C		3.18
IDEP - collaboration	3	19		Meet once a year to discuss member issues related to implementation and management of IDEP, sharing concerns, situation, solutions, etc.	IDEP Committee	On-Going	Apr-17	Annually	Number of participants			3.19
Construction SW	4	1		Implement the procedure for notifying the Part 91 agency or appropriate staff when soil or sediment is discharged to the MS4.	Permittee	Apr-13	Long Term	Continuously	Number of notifications	C		4.1
Construction SW	4	2		Implement the procedure for notifying the MDEQ when soil, sediment, or other pollutants are discharged to the MS4	Permittee	Apr-13	Long Term	Continuously	Number of notifications	C		4.2

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Construction SW	4	3		Implement the procedure for ensuring that construction activity one acre or more obtains a Part 91 permit or is conducted by an approved Authorized Public Agency as appropriate. (see section VII questions 29-32.)	Permittee	Apr-13	Long Term	Continuously	% of Part 91 permits obtained as part of site plan review. Number of projects conducted as an APA.	C		4.3
Construction SW	4	4		Implement the procedure for advising the landowner or recorded easement holder of the State of Michigan Permit by Rule.	Permittee	Apr-13	Long Term	Continuously	% of landowner or recorded easement holders notified of Permit by Rule as part of construction activity.	X - This is not applicable to MSU.		4.4
PCSWC - collaboration	5	1		Maintain template ordinance; design manual (including inspection checklists, etc.); and policy and procedures manual for post-construction stormwater control measures as developed by GLRC members.	Ord/BMP Com (Technical workgroup)	On-Going	Long Term	Continuously				5.1
PCSWC - collaboration	5	2		Convene the Post-Construction Stormwater Control Technical Workgroup to discuss implementation strategies, etc.	Ord/BMP Com (Technical workgroup)	Apr-13	Apr-17	Annually	Number of participants that have successfully implemented the program			5.2
PCSWC - regulatory authority/design criteria	5	3		Implement an ordinance or other regulatory mechanism that covers the water quality treatment performance standard and channel protection performance standard as described in section VII. The ordinance or regulatory mechanism should cover questions 33-43 and 54-59.	Permittees	On-Going	May-13	Continuously	Number of ordinances/regulatory mechanisms adopted	C		5.3
PCSWC - alternative approach	5	4		If utilizing the alternative approach, or off-site mitigation or payment in lieu programs, implement the procedure (included in PCSWC manuals).	Permittees	On-Going	May-13	Continuously	Number of alternative approaches adopted	C. MSU is following the MSU Stormwater Design Standards		5.4
PCSWC - collaboration & education	5	5		Develop a series of LID presentations that are beneficial to GLRC members (street trees, stormceptors, local project details, etc.)	Ord/BMP Com	On-Going	Apr-17	5 per permit cycle	Number of participants			5.5
P2 Good Housekeeping	6	1		Maintain the GLRC developed "Pollution Prevention and Good Housekeeping for Municipal Activities" handbook.	Ord/BMP Com	On-Going	Long Term	Continuously				6.1
P2 Good Housekeeping	6	2		Update the handbook as necessary (current version can be used to meet requirements).	Ord/BMP Com	On-Going	Long Term	Continuously				6.2
P2 Good Housekeeping - implementation	6	3		Implement site-specific BMPs/SOPs for each facility, operation and structure. Use the P2/good housekeeping manuals for scheduling and inspection criteria.	Permittees	On-Going	Long Term	Continuously	The MSU Stormwater Committee meets monthly to assess compliance with minimum measures. Good Housekeeping maintenance items are reviewed at least annually at these meetings.	E - BMPs are specified in the SWMP.		6.4

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P2 Good Housekeeping - employee training	6	4		Maintain and track the usage of the Excal Visual employee training videos "Rain Check" and "Storm Watch". Both are for MS4 good housekeeping programs.	GLRC Crd	On-Going	Long Term	Continuously	Number of staff trained			6.5
P2 Good Housekeeping - employee training	6	5		Provide a training session showing the training video for all GLRC members twice during the permit cycle.	GLRC Crd	On-Going	Long Term	Twice per permit cycle	Number of staff trained			6.6
P2 Good Housekeeping - implementation	6	6		Implement employee training schedule. New employees shall be trained within the first year of employment, other staff once during the permit cycle.	Permittees	On-Going	Long Term	Once per permit cycle or first year for new hire	Number of staff trained	C.		6.7
TMDL Implementation - water quality data	7	1		Maintain the Master Water Quality Database to assist GLRC members with potential monitoring programs related to the TMDL. Data includes all local sources of monitoring from biological to chemical, pathogens, etc.	GLRC Crd	On-Going	Long Term	Continuously	Amount of monitoring data, number of active monitoring programs			7.1
TMDL Implementation - prioritization/monitoring	7	4		Implement the prioritized BMPs and the monitoring program for assessing progress of the BMPs.	Eaton County & Delta Twp only	On-Going	Long Term	Continuously	Status of BMP implementation and monitoring results.	X This is not applicable for the current permit cycle.		7.4
Progress Reports	8	1		Provide updated progress report templates and other applicable materials to GLRC members for preparation of individual progress report submittals.	GLRC Crd	On-Going	Long Term	Continuously	Track all GLRC activities listed in action plan and other related documents. Evaluate collective efforts as part of progress report submission			8.1
Progress Reports	8	2		Finalize and submit progress report	Permittees					C		8.2
PEP Committee – Yellow												
Ordinance/BMP Committee – Blue												
IDEP Committee - Purple												
GLRC Coordinator – Green												
Individual Permittee Actions – White												