



MS4 Pond, Wetland, and Lake Inventory Form

Doc Type: Plans/Specifications/Maps

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Instructions for MS4 Pond, Wetland and Lake Inventory Form (*Submit this form within 12 months of the date permit coverage is extended; Appendix A, Table 2*)
Submit this form electronically via e-mail to the Minnesota Pollution Control Agency (MPCA) MS4 Permit Program at ms4permitprogram.pca@state.mn.us.

This inventory is required by Chapter 172, Sec. 28 of the 2009 Session Laws and is required to be incorporated into the 2013 revision of the National Pollutant Discharge Elimination System (NPDES)/State Disposal System (SDS) Small Municipal Separate Storm Sewer Systems (MS4) General Permit with an effective date of August 1, 2013. The purpose of this inventory is to identify all stormwater ponds, wetlands and lakes within the permittee's jurisdiction. The permittee shall complete an inventory of all ponds that are constructed and operated for purposes of water quality treatment, stormwater detention, and flood control, and that are used for the collection of stormwater via constructed conveyances. Stormwater ponds do not include areas of temporary ponding, such as ponds that exist only during a construction project or short-term accumulations of water in road ditches. The permittee shall complete an inventory of all wetlands and lakes within the permittee's jurisdiction, that collect stormwater via constructed conveyances. Ponds, wetlands and lakes may have received polycyclic aromatic hydrocarbons (PAHs) and other types of contamination as a result of discharges from the stormwater conveyance system. Information previously gathered for MS4 permit compliance purposes such as mapping the stormwater management system, stormwater management planning, inspections and maintenance activity should be used to help complete the inventory.

Refer to Part III.C.2 in the 2013 Reissuance of the NPDES/SDS Small MS4 General Permit for requirements of the Pond, Wetland and Lake inventory:

- A unique identification (ID) number shall be assigned by the permittee to each pond, wetland and lake within the permittee's jurisdiction that receives stormwater discharges from a stormwater conveyance system.
- A geographic coordinate in decimal degrees of each feature (approximate center of the pond, wetland or lake).
- Identify the type of feature (e.g., pond, wetland or lake). This may be determined using best professional judgement.

The table below provides the inventory requirements and guidance on the options for data elements required by this inventory.

Schedule for meeting the Inventory Requirements

The completed MS4 Pond, Wetland and Lake inventory will be due within 12 months of the date permit coverage is extended. Refer to Appendix A, Table 2 of the 2013 NPDES/SDS Small MS4 General Permit. Submit this form electronically via e-mail to the Minnesota Pollution Control Agency (MPCA) MS4 Permit Program at ms4permitprogram.pca@state.mn.us. If you have already submitted your MS4 Pond Inventory Form to the MPCA, then you do not need to resubmit this form.

[For information on the inventory requirements, contact Scott Fox \(scott.fox@state.mn.us\).](mailto:scott.fox@state.mn.us)

Field Title	Field Guidance	Entry Options	Entry Option Guidance
<p>General Guidance: Use only the data entry options provided in this guidance; if the available options are not appropriate or if no information is available for a water body, leave the data field blank (do not enter NA or some other code). Include all stormwater ponds, wetlands and lakes within the jurisdiction of your MS4 that receive stormwater discharges via one or more components of your MS4 conveyance system. Such conveyance components include, but are not limited to pipes, ditches (owned and operated as part of your MS4), swales, gutters, streets, curbs, curb cuts, and man-made channels. This is an inventory of all ponds within the MS4, including private ponds that receive stormwater from an MS4 conveyance and those private ponds that discharge to the MS4. To avoid duplication, each MS4 permittee is responsible for the ponds and discharges to water bodies within their own jurisdictional boundary (e.g., MS4 college within an MS4 city).</p> <p>This inventory does not include:</p> <ul style="list-style-type: none">• water bodies that receive only direct stormwater drainage through overland flow and/or conveyance components that are not part of your MS4 system.• structural pollution control devices such as sump manholes, grit chambers, separators, infiltration trenches and other small settling or filtering devices.			

Unique ID Number	<p>Create a unique identification (ID) number for each of your ponds, wetlands and lakes: 1) The Permittee must create a unique ID number for stormwater ponds- a permittee may use their own ID numbering system to identify stormwater ponds; if you do not have a numbering system, you must create one; 2) There are 2 options for the identification of wetlands and lakes: a) use a State level ID number system for the wetland or lake, when it exists; examples include public water numbers, DNR lake numbers, wetland survey numbers; or b) use the Outfall ID number and common name for the water body. The state is developing a universal numbering system for all types of waters (WIDs) but this system will not be available in time for the inventory.</p> <p>The DNR web site has many of the existing water body ID data sets and maps.</p>		
Type of Feature (Pond, Wetland or Lake)	Select the option that is appropriate for each water body type; specify the public water and insert the common name when applicable.	Pond	Purpose for stormwater treatment
		Wetland	Purpose for collection of stormwater via constructed conveyances
		Lake	Purpose for collection of stormwater via constructed conveyances
		Identify common name of ponds, wetlands and lakes (if applicable)	Enter common name of pond, wetland and lake, if applicable.
Geographic Coordinate of Pond, Wetland or Lake (approximate center of location)	Identify location of ponds, wetlands and lakes receiving stormwater discharges; enter a geographic coordinate in the approximate center of the pond, wetland or lake.	Latitude/Longitude Data in Decimal Degrees (X, Y Coordinate)	Geographic coordinate is defined as the point location of a stormwater feature expressed by X, Y coordinates of a standard Cartesian coordinate system (i.e., latitude/longitude) that can be readily converted to Universal Transverse Mercator (UTM), Zone 15N in the NAD83 datum. For polygon features, the geographic coordinate will typically define the approximate center of a stormwater feature. For wetlands, ponds, & lakes provide (X, Y) coordinates in the approximate center of the feature. Township and Range numbers are not coordinates.