

Appendix D

Data Entry Form for Typical Municipal Activities

The following tables provide a summary list of the typical municipal activities. Table D-1 contains a data entry form for recording the actual municipal activities and the environmental impacts typically associated with each.

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Form 6. Municipal Activity Data Entry Sheet - Part 1

Part 1. Describe the Activity, its Potential Impacts, and Identify its Watershed or Waterbody

1. Name of activity:	2. Describe activity:																																			
3. Location(s):																																				
4. Responsible office:	5. Unique activity ID# or SIC#:																																			
6. Describe current mitigation efforts and past restoration efforts (Existing or Planned):	7. Estimate annual cost of mitigation efforts:																																			
8. Check the laws that regulate/permit the operation of the activity: <input type="checkbox"/> CWA <input type="checkbox"/> RCRA <input type="checkbox"/> CAA <input type="checkbox"/> SDWA <input type="checkbox"/> EPCRA <input type="checkbox"/> NCA <input type="checkbox"/> NHPA <input type="checkbox"/> TSCA <input type="checkbox"/> FIFRA <input type="checkbox"/> ESA <input type="checkbox"/> CZMA <input type="checkbox"/> NEPA <input type="checkbox"/> State: _____ <input type="checkbox"/> Local: _____ <input type="checkbox"/> Other: _____	9. List required permits and plans: a. _____ b. _____ c. _____ d. _____																																			
10. Receiving waterbody name and 10 th -12 th level HUC #, Form 1:	11. WPS from Form 2:																																			
12. List the TMDL regulated pollutants or 303(d) listed pollutants of concern released by activity from Form 2	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:60%;">Pollutant of Concern</th> <th colspan="2">TMDL?</th> <th>Sampled</th> <th>Estimated</th> </tr> </thead> <tbody> <tr> <td>303(d) Impairment 1:</td> <td>yes</td> <td>no</td> <td></td> <td></td> </tr> <tr> <td>303(d) Impairment 2:</td> <td>yes</td> <td>no</td> <td></td> <td></td> </tr> <tr> <td>303(d) Impairment 3:</td> <td>yes</td> <td>no</td> <td></td> <td></td> </tr> <tr> <td>303(d) Impairment 4:</td> <td>yes</td> <td>no</td> <td></td> <td></td> </tr> <tr> <td>303(d) Impairment 5:</td> <td>yes</td> <td>no</td> <td></td> <td></td> </tr> <tr> <td>303(d) Impairment 6:</td> <td>yes</td> <td>no</td> <td></td> <td></td> </tr> </tbody> </table>	Pollutant of Concern	TMDL?		Sampled	Estimated	303(d) Impairment 1:	yes	no			303(d) Impairment 2:	yes	no			303(d) Impairment 3:	yes	no			303(d) Impairment 4:	yes	no			303(d) Impairment 5:	yes	no			303(d) Impairment 6:	yes	no		
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303(d) Impairment 5:	yes	no																																		
303(d) Impairment 6:	yes	no																																		
13. Check activity's other known or potential pollutant releases or impairments (Check K for Known or P for Potential and check all that apply.)																																				
<table style="width:100%;"> <tr> <td style="width:25%;"> <input type="checkbox"/> Release nutrient <input type="checkbox"/> Release BOD/COD <input type="checkbox"/> Release inorganic <input type="checkbox"/> Release metals <input type="checkbox"/> Release POLs <input type="checkbox"/> Uncontrolled storm water runoff <input type="checkbox"/> Release pesticides </td> <td style="width:25%;"> <input type="checkbox"/> Release TSS <input type="checkbox"/> Cause erosion <input type="checkbox"/> Cause thermal pollution <input type="checkbox"/> Release pathogens <input type="checkbox"/> Disrupt potable supply <input type="checkbox"/> Release explosives <input type="checkbox"/> Potential spill <input type="checkbox"/> Release VOC/SVOC </td> <td style="width:25%;"> <input type="checkbox"/> Release SOx to air <input type="checkbox"/> Release NOx to air <input type="checkbox"/> Hazardous air pollutants <input type="checkbox"/> Greenhouse gas emission <input type="checkbox"/> Release PM 10 to air <input type="checkbox"/> Violate noise standards </td> <td style="width:25%;"> <input type="checkbox"/> Decrease riparian buffer <input type="checkbox"/> Introduce invasive species <input type="checkbox"/> Decrease wetlands <input type="checkbox"/> Decrease fish spawning range <input type="checkbox"/> Cause in-stream scouring <input type="checkbox"/> Cause flooding </td> </tr> </table>	<input type="checkbox"/> Release nutrient <input type="checkbox"/> Release BOD/COD <input type="checkbox"/> Release inorganic <input type="checkbox"/> Release metals <input type="checkbox"/> Release POLs <input type="checkbox"/> Uncontrolled storm water runoff <input type="checkbox"/> Release pesticides	<input type="checkbox"/> Release TSS <input type="checkbox"/> Cause erosion <input type="checkbox"/> Cause thermal pollution <input type="checkbox"/> Release pathogens <input type="checkbox"/> Disrupt potable supply <input type="checkbox"/> Release explosives <input type="checkbox"/> Potential spill <input type="checkbox"/> Release VOC/SVOC	<input type="checkbox"/> Release SOx to air <input type="checkbox"/> Release NOx to air <input type="checkbox"/> Hazardous air pollutants <input type="checkbox"/> Greenhouse gas emission <input type="checkbox"/> Release PM 10 to air <input type="checkbox"/> Violate noise standards	<input type="checkbox"/> Decrease riparian buffer <input type="checkbox"/> Introduce invasive species <input type="checkbox"/> Decrease wetlands <input type="checkbox"/> Decrease fish spawning range <input type="checkbox"/> Cause in-stream scouring <input type="checkbox"/> Cause flooding																																
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Form 6. Municipal Activity Data Entry Sheet (Continued) - Part 2

Part 2. Quantify the Activity's Impact and Determine the Total Activity Burden Score

Answer the following questions to develop the activity's impact score (AIS):
(Use your own professional judgment, technical studies, monitoring data, and the instructions to answer the questions.)

		Yes or known significant impact = 3 pts	High probability or uncertain impact =2 pts	Low probability but uncertain impact =1 pt	No or negligible impact = 0 pt
14. Surface Water Impact	a. Does the activity result in a direct point source discharge to surface waters that is regulated under the CWA (do not include a discharge from storm water runoff in this question)?				
	b. Is the activity out of compliance with CWA regulations because it does not have an individual permit or is NOT included on the municipal permit?				
	c. If the activity is permitted, is it currently out of compliance with the permit standards?				
	d. Has the activity had past recurring non-compliance with permit standards and/or conditions?				
	e. Does the activity have a discharge of storm water runoff from a "regulated" point source?				
	f. Does the activity have storm water runoff from non-point sources?				
	g. Are the pollutants discharged from this activity to a surface water the same as those pollutants listed on the state/EPA 303d list (TMDL) for this waterbody?				
	h. Does the activity drain to a waterbody that is a source of drinking water?				
	i. Is the activity located in a state identified Source Water Protection Zone?				
	j. Does the activity adversely affect flow of a waterbody with restrictions on water withdrawal or discharge volumes?				
15. Groundwater Impact	a. Does the activity inject or have infiltration of a pollutant to groundwater?				
	b. Does the activity discharge pollutants that violate drinking water maximum contaminant limits (MCLs) or water discharge permit limits to groundwater (if permitted)?				
	c. Does the activity drain to groundwater that is a source of drinking water (aquifer or well)?				
	d. Is the activity within 300 feet of a drinking water well or within a wellhead protection zone?				
16. Air Quality Impact	a. Does the activity have non-permitted discharges to air that are also TMDL regulated pollutants?				
	b. Does the activity have a permitted discharge to air that is also considered a TMDL regulated pollutant? If so, is this air discharge in compliance with the CAA permit?				
17. Critical Habitat Impact	Does the activity disturb sensitive/critical habitat or endangered species habitat?				
18. Cultural Resource Impact	Does the activity adversely affect cultural resources or historic property?				
19. Health and Safety Impact	Does the activity discharge pollutant(s) that pose a risk to worker/public health and/or safety?				
20. Compliance Burden Impact	a. Will a new municipal operation cause the activity to have a new pollutant discharge to water resources that will increase compliance requirements or liability?				
	b. Does the activity require an environmental plan that requires management of discharges to water resources? If yes, has the plan been implemented? If so, has the plan been unsuccessful in reducing discharges of pollutants to water resources?				
	c. Is the activity currently out of compliance with other environmental laws or regulations (e.g., RCRA, FIFRA, CERCLA) or has it had recurring non-compliance for any discharge, spill, or injection of a pollutant to water resources?				
21. Identify other activity regulatory concerns or issues and rate the impact.	a.				
	b.				
22. AIS Sum scores from questions 14 to 21					
23. Total Activity Burden Score (TABS) = AIS+WPS (from Form 2):					

Form 6. Municipal Activity Data Entry Sheet (Continued) - Parts 3–6			
Part 3. Assess Potential for Pollution Prevention Opportunities			
24. Activity's Municipal Need Score. Select either 1 (the activity is unrelated to the municipality or municipal operations would not be adversely impacted at all if the activity ceased operations), 5 (the activity is somewhat related to the municipal or municipal operations would be slightly adversely impacted if the activity ceased operations), or 10 (the activity is critical to the municipal operations)	10	5	1
25. Calculate the activity's current Burden to Municipal Need Ratio which equals the TABS from Block 23 / MNS from Block 24. [Higher ratios identify high burdens, but activities with lower importance. These activities are excellent candidates for the P2 evaluations listed in Block 26].			
26. Check the following P2 options that are appropriate for mitigating the impacts or compliance burden of the activity: <input type="checkbox"/> eliminate activity <input type="checkbox"/> consolidate activity <input type="checkbox"/> outsource activity <input type="checkbox"/> implement process change <input type="checkbox"/> change materials			
Part 4. Determine Project Objectives			
27. Are enhanced mitigation efforts needed for this activity? Specifically, do you want to:	yes	no	
a. Reduce the amount of pollutants entering receiving waters?	yes	no	
b. Reduce runoff velocities or mimic predevelopment runoff flow volumes?	yes	no	
c. Improve reliability and ease of maintenance of existing BMPs?	yes	no	
d. Comply with permit requirements (for pollutant removal or flow control)?	yes	no	
e. Reduce lifecycle costs of existing operations or BMPs?	yes	no	
f. Restore natural habitat	yes	no	
g. Other (describe) _____	yes	no	
Part 5. Select Project BMP, Estimate Costs, and Source of Funds			
28. Describe selected mitigation project or BMP: If yes to #27, provide title of proposed BMP or control technology:	29. Cost Data		\$
	Estimated total startup costs		
	a. Estimated planning, design & permitting costs		
	b. Estimated purchase/construction costs		
	Estimated O&M costs		
30. Estimate a reduction in TABS, assuming successful implementation of the enhanced mitigation effort uses the same scoring sheet as your original TABS (Part 2). Enter new TABS here.			
31. Calculate cost effectiveness of proposed project = revised TABS score / total start costs			
32. Provide reference to detailed project sheet			
33. List most appropriate source of funds (e.g., O&M):			
34. Is project eligible for other funds (e.g., state grants, EPA grants, grants from other organizations, etc.):			
Part 6. Identify Project Lead and Potential Project Partners			
35. Project lead office:		36. Contact phone:	
37. Point of contact name:		38. Contact e-mail:	
39. List potential partners			
Organization name:	Point of contact:	Contact phone:	Role in project:
40. Attach a picture of the location, impairment, or activity			
Form created by:	Date form created:	Form revised by:	Date form revised:

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