



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
NONPOINT SOURCE PROGRAM

**INSTRUCTIONS FOR
BEST MANAGEMENT PRACTICES (BMP) FORM**

(Authorized by the federal Clean Water Act)

These directions provide guidance for filling out form EQP5846, the Best Management Practices (BMP) Reporting Form. This form is used primarily as a tool for tracking the cost and location of BMPs installed with Department of Environment, Great Lakes, and Energy (EGLE) Nonpoint Source Grant funding.

These directions along with the BMP form are available at Michigan.gov/NPS, under Grantee Tools: Status Reports.

GENERAL INSTRUCTIONS:

A BMP Form is to be filled out each quarter in which a site *is completed* as part of a contract, using grant funds, matching funds, or other funds. The BMP Form spreadsheet has multiple tabs, with the BMP Form included in each tab. The first reporting period in which a site is completed will use the first tab, the next reporting period with a site completed will use the second tab, and so on.

An individual site should only be listed once the site is completed and should only show up on one BMP Form. The BMP Form will correspond to the reporting period in which the site was completed ("Date Completed" column).

Note: If a portion of a site was completed in the quarter, the grantee should describe the construction activities that occurred, by site name, in their status report narrative. A BMP Form *does not* need to be submitted in the quarterly report.

AT THE TOP OF THE FORM:

EGLE Tracking Code. Use the EGLE tracking code provided by the Project Administrator.

Reporting Period. Include the start and end dates of the reporting period. If reporting quarterly, use these reporting periods:

- October 1 – December 31
- January 1 – March 31
- April 1 – June 30
- July 1 – September 30

Grantee. Fill in the name of the organization under contract with the EGLE.

Project. Fill in the name of the project.

IN THE COLUMNS AND ROWS:

Column 1. Site # or Name. Include a distinctly-named site number or site name for each site where BMPs were installed.

Column 2. Lat/Long and Collection Type. Provide site locations in Latitude/Longitude, at a minimum of three decimal degrees. **Also include how this number was obtained.** This may include GPS, Web sites, ArcView, Google Earth, AutoCAD, etc.

Column 3. Pollutant Source. List the source of each pollutant. Use the drop-down menu to select one of the following:

- Agriculture
- Construction
- Forestry Mining
- Recreational (including golf course)
- Residential
- Stream bank/shoreline
- Transportation (including roads)
- Urban

Column 4. System of BMPs and Measurement Units. Include all BMPs installed at each site, whether they were paid for with grant dollars, used as local match, or paid for with other funds. Use the drop-down menu to select from the standardized list of BMPs (below). For recreational access site stabilization, road endings, road stream crossings, septic systems corrections, slope/shoreline stabilization, stream bank stabilization, and most basins, you must report all component practices implemented at these sites. The component practices may or may not appear on the list below (i.e., for these six BMPs, you may use practices other than those on the list.)

Report BMP names based on the primary reason you corrected the site. For example, if you installed numerous BMPs to stabilize an eroding shoreline, the primary BMP is slope/shoreline stabilization, and you would list the component BMPs underneath. If you installed some vegetation to filter pollutants, the best “fit” is probably a filter strip. If you do not know how to report your BMPs or installed BMPs other than those reported above, contact Matthew Herman at HermanM2@Michigan.gov or 517-512-5928.

Columns 5 and 6. Primary and Secondary Units. The standardized list of BMPs, below, includes the name of the BMP, followed in parenthesis by the primary measured unit for the BMP. Report the primary unit in column 5.

Some BMPs also have secondary units (**column 6**). For example, see “Detention Basins (#). Secondary unit: drainage area (acres).” This means that for detention basins, you *must* report both the number of basins installed at a given site in column 5 and the drainage area **in column 6**.

In columns 5 and 6, include the primary units **and** secondary units for all the BMPs you listed in column 4.

Standardized BMPs. Primary unit is listed in parenthesis; secondary unit if applicable.

- Abandoned wells (#).
- Access road (linear feet). This includes construction site access roads, forestry access roads, and any other access roads.
- Alternate watering source (#).
- Animal waste facility (#). Secondary unit: number of animals being served by the facility. Basin retrofits (#). Secondary unit: drainage area (in acres). List all component BMPs installed as part of the basin retrofit (e.g., any sediment forebays/traps, erosion control structures, diversions, underdrains, etc.)
- Bioretention (#). Secondary unit, volume treated in cubic feet. Includes rain gardens, rain barrels, grassed swales, and other practices that use proper soils and vegetation to provide treatment and hydrologic stabilization via filtration, detention, and evapotranspiration. Include all component BMPs installed.
- Broad based dip (#). Catch basin inserts (#).
- Check dams (#). This includes check dams placed in ditches. Composting facility (#). Secondary unit: # of animals.
- Cover crops: (acres).
- Critical area treatment (acres). Critical area treatment is stabilizing critically eroding areas using vegetation.
- Detention basins (#). Secondary unit: drainage area (in acres). Report here NRCS (Natural Resources Conservation Services) WASCObS (water and sediment control basins), wet detention basins, and extended detention basins. List all component BMPs installed as part of the basin (e.g. any sediment forebays/traps, erosion control structures, diversions, etc.)
- Diversion (#).
- Erosion control structure (#).
- Fencing (linear feet). Include fencing used on any site. Do NOT include filter fence. Filter strip (linear feet). Secondary unit: acres. Do NOT report number of filter strips. A filter strip is designed to filter pollutants.
- Forest riparian buffer strips (linear feet). Secondary unit: acres. Do NOT report number of buffer strips. A forest riparian buffer is the NRCS three-zone concept (grass, shrubs, and trees).
- Forest road closure (#). Forest skid trail (linear feet).
- Grade stabilization structure (#). Note that this includes drop structures but not check dams.
- Grassed waterway (#). Secondary unit: linear feet. Grassed waterways are used for stormwater conveyance.

- Green roof (square feet).
- Infiltration/retention basin (#). Secondary unit: drainage area (in acres). This BMP is an excavation out of existing porous materials; basin holds water at the surface. List all component BMPs installed as part of the basin (e.g., any sediment forebays/traps, erosion control structures, diversions, underdrains, etc.)
- Infiltration trench (#). Secondary unit: drainage area (in acres). This BMP is an excavation usually filled with rock; holds water below the surface.
- Livestock crossing (#). Includes animal trails and walkways. Log landing (#).
- Modular pavement (square feet).
- No-till (acres). No-till includes true no-till, along with zone-till or strip-till. Oil/grit separator (#).
- Pasture and hay land seeding (acres).
- Permanent conservation easement (linear feet). Secondary unit: number of acres. Porous pavement (square feet).
- Recreational access site stabilization (#). Report the number of recreational access sites stabilized, then list ALL of the individual practices and materials used at the recreational access site, the units for each practice and material, and their related costs, such as any boat or canoe launches or landings, stairs, fencing, etc. See Example 1.
- Reduce-till (acres). Reduce till includes mulch till and chisel plowing. Reduced till must meet 30% residue.
- Road ending (#). Report the number of road ending sites stabilized, then list ALL of the individual practices and materials used to stabilize the road ending, the units for each practice and material, and their related costs, such as any infiltration practices, revetments or retaining walls, stairs, fencing, etc. See Example 2.
- Road stream crossing (#). Report the number of road stream crossings stabilized, then list ALL of the individual practices and materials used to stabilize the crossing, the units for each practice and material, and their related costs, such as any culvert installations, numbers of turnouts, numbers of stabilized outlets, any related seeding/mulching, etc. See Example 3.
- Sediment basin (#). Secondary unit: drainage area (in acres). These are NOT in-stream basins.
- Septic system corrections. Report the number of septic system corrections (which will be 1 for Clean Water Fund projects), then list all the major component practices that made up that correction project (i.e., number of linear feet of sewer line installed, number of individual units replaced or removed, any pump/lift stations, etc.)

- Slope/shoreline stabilization (linear feet). Report the number of linear feet of slope/shoreline stabilized, then list ALL of the individual practices and materials used to stabilize the slope/shoreline and their related costs, such as any retaining walls, gabions, critical area treatment as part of the slope/shoreline stabilization, etc.
- Stabilized outlet (#). List these separately if NOT part of a recreational access stabilization, slope/shoreline stabilization, stream bank stabilization, or road-stream crossing.
- Storm water conveyance channel (#). Secondary unit: linear feet. This includes rock-lined channels or ditches. Report grass conveyance channels as Grassed Waterways.
- Stream bank stabilization (#). Secondary unit, number of linear feet of bank stabilized.
- List ALL of the individual practices and materials used to stabilize the bank and their related costs, including riprap, specific bioengineering practices, any revetments, anchors, etc. See Example 1.
- Stream channel restoration (#). Secondary unit: linear feet. Include practices to reconstruct or restore a stream channel, using practices such as wing deflectors, J-hooks, and vortex weirs. Report the number of stream channel sites restored. (A site is a consecutive stretch of channel). Then list ALL of the individual practices and materials used at each site, the units of each practice and material, and their related cost.
- Temporary road-stream crossing (#). Water bar (#).
- Wetland restoration/creation (#). Secondary unit: acres.
- Windbreak (linear feet). This practice includes the trees used in creating the windbreak, plus any companion BMPs such as mulching and filter fence.
- Yard Waste Management (number of landowners). Includes installing compost bins and other related yard waste management practices.

Report conservation tillage under either reduced till or no-till.

DO NOT REPORT HERE:

Filter fence should not be reported as a separate BMP, since it is part of stabilizing a site using one or more of the above BMPs.

Column 7. Date Completed (month/day/year). Include the date each site was completed.

Column 8. Grant Funds. Include the amount of EGLE Nonpoint Source Grant funds that were used to implement each practice.

Column 9. Match Funds. Include the amount of money that was used as match to implement each practice.

Column 10. Other Funds This Period. Include any funds other than EGLE Nonpoint Source Grant funds and matching funds used to install each practice.

Column 11. Pollutant Controlled per Source. List the pollutant(s) that were controlled by the system of BMPs. This is most often Sediment (S), Phosphorus (P), and Nitrogen (N), which are included on the form. If reporting chemical oxygen demand or other pollutants, add them to the sheet below Nitrogen.

Column 12. Estimated Load Reduction. Calculate sediment (S), nitrogen (N), and phosphorus (P) loading reductions for each site listed in column 1.

Use the EGLE document, "[Pollutants Controlled Calculation and Documentation](#)" to estimate the load reduction from the implemented BMPs.

Report values according to the following:

- Sediment in tons.
- Nitrogen in pounds.
- Phosphorus in pounds.

AT THE BOTTOM OF THE FORM:

Source of "Other Funds." Include at the bottom of the form, the source of any "Other Funds." Other funds are funds other than grant funds and matching funds.

Method Used to Calculate Loadings (drop-down box). Select from EGLE Pollutants Controlled Manual, Region V, STEPL, or Other. If you choose Other, write the methodology used in the space below the drop-down box.

If you need this information in an alternate format, contact EGLE-Accessibility@Michigan.gov or call 800-662-9278.

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