

ACTIVITY CHECKLIST

PERMIT YEAR: _____

Public Education and Outreach (MCM #1)

<input type="checkbox"/> Annual PEOP (MCM #1) Update	Task	Document(s)
Changes/updates/focus area notes from assessment	<input type="checkbox"/>	<input type="checkbox"/>
Targeted pollutant sources for outreach	<input type="checkbox"/>	
Pollution reduction outreach plans	<input type="checkbox"/>	<input type="checkbox"/>
Pollution prevention outreach plans	<input type="checkbox"/>	<input type="checkbox"/>
Target audiences for each outreach plan	<input type="checkbox"/>	
Outreach target number (# of persons reached) for each plan	<input type="checkbox"/>	
Measureable goal for each plan	<input type="checkbox"/>	<input type="checkbox"/>
Outreach matrix generated	<input type="checkbox"/>	
Roles and responsibilities for implementation	<input type="checkbox"/>	
Schedule for implementation	<input type="checkbox"/>	
Updated documents inserted into the PEOP	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/> Master Target Audience Group (TAG) list updated		
Marked master TAG list reviewed	<input type="checkbox"/>	
General TAG classifications confirmed	<input type="checkbox"/>	
Priority TAG classifications confirmed	<input type="checkbox"/>	
New TAG (generated from PEOP update) inserted	<input type="checkbox"/>	
Master TAG list updated and inserted into PEOP	<input type="checkbox"/>	<input type="checkbox"/>
Outreach matrix updated with TAGs	<input type="checkbox"/>	

<input type="checkbox"/> Outreach materials/methods selected		
Outreach method identified for each plan	<input type="checkbox"/>	
Outreach matrix finalized with methods for outreach	<input type="checkbox"/>	<input type="checkbox"/>

Outreach base materials selected	<input type="checkbox"/>
Outreach material content finalized	<input type="checkbox"/>
Minimum two methods selected	<input type="checkbox"/>
IDD&E-related information attached to at least 1 material	<input type="checkbox"/>
Schedule for production and distribution finalized	<input type="checkbox"/>
Measureable goals checked against outreach selection	<input type="checkbox"/>

<input type="checkbox"/> Outreach distribution/implementation		
Outreach materials produced/generated	<input type="checkbox"/>	<input type="checkbox"/>
Outreach materials distributed	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/> Website update		
Link to PADEP website	<input type="checkbox"/>	
Link to USEPA website	<input type="checkbox"/>	
Link to LCCWC/PCWA/LCCD websites	<input type="checkbox"/>	
General MS4 Permit information on requirements	<input type="checkbox"/>	
General pollution prevention information	<input type="checkbox"/>	
IDD&E reporting information/hotline	<input type="checkbox"/>	
Summary of SWMP goals	<input type="checkbox"/>	
Summary of focused efforts (pollution reduction information)	<input type="checkbox"/>	
Annual Report	<input type="checkbox"/>	
Annual public meeting date	<input type="checkbox"/>	
Public participation activities summary	<input type="checkbox"/>	
Summary of long-term progress	<input type="checkbox"/>	
Snapshot of website page	<input type="checkbox"/>	<input type="checkbox"/>