

Appendix 3 – Phase I Municipal Stormwater General Permit

Annual Report Form for Permittees

The purpose of the annual report is to determine compliance with this permit. Additional goals of the Annual Report are to 1) Document implementation of the Stormwater Management Program; 2) Evaluate program results for continuous improvement; 3) Determine audit candidates from the poll of permittees; and 4) Share information with other permittees, municipal decision makers, and the public.

Instructions

Form 3-1. Annual Report Form summarizes and tracks compliance requirements for the five-year term of the Permit.

Fill in the reporting period. The first annual report will cover the period from the effective date through the end of calendar year 2007. Each subsequent report will cover the calendar year.

Columns 1, 2 and 3:

Condition #

Program Component

Requirement

These columns summarize information directly from the permit. Refer to the required condition in the Permit and Fact Sheet for additional clarification of the requirement.

Columns 4 and 5:

Deadline for completion (years)

Compliance Reporting Date

These columns list the deadline as stated in the permit, and list the first annual report after the deadline that should be when completion is reported.

Column 6:

On-going reporting required?

If **yes**, then on-going status reports on implementation of this item are required every year, until the permit is reissued.

If **no**, then status reports on implementation are required until the completion deadline, and no further reports on that item are required after the deadline.

Column 7:

Status

Indicates the status of each permit condition. Check the appropriate answer for every permit condition. **Do not leave any sections blank.**

“C” – Complete

“NC” – Not complete as of the deadline in the permit

“NA” – Specific condition does not apply to you as a permittee, for example a few conditions list different deadlines for cities and counties.

OR – completion/implementation is not yet required, for example an item with a deadline 4 years after the effective date should be marked NA in the first annual report. (A report on status of implementation is required, however.)

“I” – The permit requirement is being implemented.

“NI” – Not being implemented as of the deadline in the permit

Column 8:

Status Report Attached

In this column indicate whether or not you have attached any required submittal information. The purpose of this column is to maintain a data base recording all annual report submittals to Ecology.

A status report summarizing the status of implementation of each permit condition is required up until the completion deadline. After the completion deadline, only conditions that require on-going report must have a status report.

Status report content

- Indicate the specific condition or conditions that are the subject of the report.
- For actions in progress towards completion, report on activities performed during the reporting period.
- For actions completed, provide the names of maps, documents, ordinances, administrative offices, training courses, or other activities or products that form the basis for compliance. Briefly explain how the action/process/product meets the permit requirement. Provide contact information for responsible staff, and information on how to acquire available documents, such as webpage addresses.
- If permit deadlines are not met, report the reasons why the requirement was not met and how the requirement will be met in the future, including projected implementation dates.

Column 9:

Additional Submittal?

Certain permit conditions require submittals to Ecology in addition to the annual report. These additional submittals are listed in this column. Refer to the required condition in the Permit and Fact Sheet for additional clarification of the requirement.

Form 3-2 – Expenditure Report Form tracks program expenditures for Phase I permittees.

Cost data are needed to make determinations of practicability, compare effectiveness of programs and gauge budget and assistance needs.

General instructions for cost reporting:

- The cost for labor of stormwater staff and benefits should be tracked for each program component or allocated to each component on a reasonable basis. (A program component (or component) is a section of the SWMP as listed in the permit and Form 3-2.)
- Direct costs (e.g. phone, field and office supplies, etc.) and depreciation costs (e.g. vehicles and equipment) should also be included for each component.
- Overhead allocation for the entire stormwater program should be distributed to each cost category. Overhead allocation is often estimated as a straight percentage of labor cost and includes building fees, payroll, human resources, legal, administration, and other costs that provide ancillary support for stormwater activities.
- Include applicable costs from all departments that are responsible for actions required under the permit.
- If you are relying on another entity to meet certain permit requirements, include the costs from that entity as well.
- Do not include stormwater conveyance costs, only include permit compliance costs.
- Do not double count costs. If some compliance actions are combined so that it is not possible to split out one from another, only count the costs once and provide an explanation. For example, if training for O&M is combined with training for IDDE, count the cost once under either IDDE or O&M and provide an explanation.
- Provide information about assumptions and data limitations as necessary.

Instructions for cost reporting for specific program components:

Mapping and Documentation

The cost of developing required maps, both field surveys and producing maps should be reported.

Controlling Runoff from New Development and Redevelopment

Cost of stormwater inspections at construction sites, the number of inspections performed, and the number of active construction sites should be tracked. Only inspections should be tracked when stormwater issues are being addressed by a part of the inspection. It is suspected that some building inspectors still count inspections toward stormwater for latter phases of projects, such as interior building work, that has little impact on stormwater. This should be avoided.

Cost of training provided to inspectors and contractors should be tracked, including the cost for the participating inspectors to attend the training. The number of person-hours trained should be tracked for stormwater staff inspectors because the city must pay for each city staff member attending training. For contractor training, the number of training hours provided (regardless of group size) should be reported because the cities do not pay for the contractors to attend as they do for city staff.

Structural Control Program

The cost of planning, design and construction of structural controls should be reported.

Source Control

For the source control program, the cost of inspections should be tracked as well as the number of industrial and commercial facilities. Also, the cost of training provided to inspectors should be tracked, including the cost for the participating inspectors to attend the training. The number of person-hours trained should be tracked for stormwater staff inspectors.

Illicit Discharge Detection and Elimination

For the IDDE program, the cost of inspections for illicit connections and discharges to the stormwater drainage system and the number of inspections should be tracked. Like construction, it is difficult to account for stormwater costs because many activities performed by inspectors serve other purposes, such as inspection of the sanitary sewer system. The cost of responding to illicit discharges, both illicit connections and spills, should be included.

Cost of training provided to inspectors should be tracked, including the cost for the participating inspectors to attend the training. The number of person-hours trained should be tracked for stormwater staff inspectors in order to effectively allocate overhead cost.

Operation and Maintenance

For this program, the cost for inspecting and cleaning stormwater treatment and flow control BMPS owned or operated by the permittee along with their associated activity

statistics (e.g. lbs. of debris removed) should be tracked. Also, the cost for drain line and channel cleaning, pump station cleaning, and similar activities should be tracked.

The cost of inspections of stormwater treatment and flow control BMPs regulated by the permittee and the number of inspections should be tracked.

This program also includes permittees costs for source control activities relating to pet waste collection, automobile maintenance, vehicle washing, illegal dumping control, landscaping and lawn care, pest control, parking lot and street cleaning, roadway and bridge maintenance, storm drain system cleaning, and alternative discharge options for chlorinated water.

Costs for materials management would include alternative products, hazardous materials storage, road salt application and storage, used oil recycling, and materials management.

Education and Outreach

The cost of developing and disseminating public education and outreach materials should be tracked, including staff time, contracts, printing, television, radio or other advertising costs.

Overall Stormwater Program Management

The costs in this category are for stormwater staff costs that could not be allocated to the other cost categories. It includes costs associated with development and oversight of the entire stormwater program. Also, costs for management plans, NPDES fees, reporting, mail, legal support, travel, conferences, printing, producing manuals and handbooks, and other non-labor costs are included that could not be allocated. Normalization for this category is not practical because of the wide variety of activities, and because very few of these activities can be numerically quantified.

Upon completion, submit two hard copies, with signed cover pages and an electronic copy, in PDF format if available, to Ecology. Attachments should be included where necessary to provide sufficient information on program implementation.

Please refer to General Condition G19, "Certification and Signature" for information on acceptable signatory authority and General Condition G20 to report non-compliance.

Cover Page for Municipal Stormwater Permit Annual Report

Send to:

Municipal Unit, Western WA Stormwater Permit
Water Quality Program
Washington State Department of Ecology
PO Box 47600
Olympia, WA 98504-7600

Permittee Name: _____
Western WA Phase II Municipal Stormwater Permit Coverage # _____
Reporting Period: _____

Permittee contact person: _____

Title:
Address:

Phone:
E-mail:

Permittee responsible official: _____

Title:
Address:

Phone:
E-mail:

Are you relying on another governmental entity to satisfy some of your permit obligations? (As defined at 40 CFR 122.34(g)(3)(v)). If so, please provide the name and address of the agency, and attach a statement in accordance with S3.B:

"I certify under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for willful violations."

Signature of Responsible Official

Appendix 3, Form 3-1: Annual Report Form for Permittees								
Reporting Period: _____								
Condition #	Program Component	Requirement	Deadline for completion (years)	Compliance Reporting Date	On-going reporting required?	Status C _____ NC _____	Status Report Attached yes _____ no _____	Additional Submittal?
S5.A.1.	Stormwater Management Program	Written documentation of SWMP		3/31/2008	yes	C _____ NC _____	yes _____ no _____	Written documentation of SWMP
S.5.C.1.a	Legal Authority	Legal authority	0	3/31/2008	no	C _____ NC _____	yes _____ no _____	
S.5.C.2.b.i	Mapping and documentation	Map of outfalls	2	3/31/2009	no	C _____ NC _____ NA _____	yes _____ no _____	Only if requested
S.5.C.2.b.ii	Mapping and documentation	Map of conveyances/drainage area	4	3/31/2011	no	C _____ NC _____ NA _____	yes _____ no _____	Only if requested
S.5.C.2.b.iii	Mapping and documentation	Map connections to MS3		3/31/2008	yes	I _____ NI _____ NA _____	yes _____ no _____	Only if requested
S.5.C.2.b.iv	Mapping and documentation	Map of connections - Seattle and Tacoma	2	3/31/2009	no	C _____ NC _____ NA _____	yes _____ no _____	Only if requested
S.5.C.2.b.iv	Mapping and documentation	Map of connections - Counties	4	3/31/2011	no	C _____ NC _____ NA _____	yes _____ no _____	Only if requested
S.5.C.2.b.v	Mapping and documentation	Map area not discharging to surface water	4	3/31/2011	no	C _____ NC _____ NA _____	yes _____ no _____	Only if requested
S.5.C.2.b.vii	Mapping and documentation	Provide maps to co-permittees/secondary permittees		3/31/2008	as needed	I _____ NI _____ NA _____	yes _____ no _____	
S.5.C.3.b.i	Coordination	Internal coordination agreement	1	3/31/2008	no	C _____ NC _____	yes _____ no _____	
S.5.C.3.b.ii	Coordination	Intergovernmental coordination procedures	1	3/31/2008	yes	C _____ NC _____	yes _____ no _____	
S.5.C.4.b.i	Public involvement	Begin implementing public involvement	0.5	3/31/2008	yes	C _____ NC _____	yes _____ no _____	
S.5.C.4.b.ii	Public involvement	Make SWMP and submittals available to public		3/31/2008	yes	I _____ NI _____ NA _____	yes _____ no _____	

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Condition #	Program Component	Requirement	Deadline for completion (years)	Compliance Reporting Date	On-going reporting required?	Status	Status Report Attached	Additional Submittal?
S.5.C.5.b.i, ii, iii and iv	New Development	Adopt stormwater manual/allow LID	1	3/31/2008	no	C _____ NC _____	yes _____ no _____	Requirements, standards and manual to Ecology for review and approval
S.5.C.5.b.v	New Development	Establish authority for inspecting private facilities	1	3/31/2008	no	C _____ NC _____	yes _____ no _____	
S.5.C.5.b.vi	New Development	Permits, plan review, inspection and enforcement	1.5	3/31/2009	yes	C _____ NC _____ NA _____	yes _____ no _____	Summary of compliance activities, including inspections and enforcement actions
S.5.C.5.b.vii	New Development	Make NOIs available	0	3/31/2008	no	I _____ NI _____	yes _____ no _____	
S.5.C.5.b.viii	New Development	Ensure responsible staff are trained	1.5	3/31/2009	Yes	C _____ NC _____ NA _____	yes _____ no _____	
S.5.C.6.b.i	Structural control program	Develop structural stormwater control program	1	3/31/2008	Yes	C _____ NC _____	yes _____ no _____	
S.5.C.6.b.ii, iii, and iv	Structural control program	Description of structural stormwater control program	1	3/31/2008	Yes	C _____ NC _____	yes _____ no _____	Description of structural stormwater control program
S.5.C.7.b.i	Source control	Submit source control program to Ecology for review	0.75	3/31/2008	no	C _____ NC _____	yes _____ no _____	Prior to annual report, submit source control program to Ecology for review and approval
S.5.C.7.b.i	Source control	Adopt source control ordinance	1	3/31/2008	no	C _____ NC _____	yes _____ no _____	
S.5.C.7.b.ii	Source control	Program to identify pollutant generating sites	1	3/31/2008	yes	C _____ NC _____	yes _____ no _____	
S.5.C.7.b.iii	Source control	Implement source control self audit/inspection program	2	3/31/2009	Yes	I _____ NI _____ NA _____	yes _____ no _____	
S.5.C.7.b.iv	Source control	Implement progressive enforcement policy	2	3/31/2009	Yes	I _____ NI _____ NA _____	yes _____ no _____	Summary of compliance activities, including inspections and enforcement actions
S.5.C.7.b.v	Source control	Provide training	2	3/31/2009	yes	C _____ NC _____ NA _____	yes _____ no _____	
S.5.C.8.b.i	IDDE	On-going IDDE program	0	3/31/2008	yes	I _____ NI _____	yes _____ no _____	
S.5.C.8.b.ii	IDDE	Evaluate and update ordinances	1	3/31/2008	no	C _____ NC _____	yes _____ no _____	

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Condition #	Program Component	Requirement	Deadline for completion (years)	Compliance Reporting Date	On-going reporting required?	Status	Status Report Attached	Additional Submittal?
S.5.C.8.b.iii	IDDE	Ensure responsible staff are trained	1.5	3/31/2009	yes	C _____ NC _____ NA _____	yes _____ no _____	
S.5.C.8.b.iv	IDDE	On-going training for all municipal field staff	2	3/31/2009	yes	C _____ NC _____ NA _____	yes _____ no _____	
S.5.C.8.b.v	IDDE	Complaint/reports telephone number	0	3/31/2008	yes	C _____ NC _____	yes _____ no _____	
S.5.C.8.b.vi	IDDE	Outfall reconnaissance - Cities, all streams/shorelines	180 days prior to permit expiration	Report with reapplicatoin	yes	C _____ NC _____ NA _____	yes _____ no _____	
S.5.C.8.b.vi	IDDE	Outfall reconnaissance - Counties, 1/2 streams/shorelines in basins	180 days prior to permit expiration	Report with reapplicatoin	yes	C _____ NC _____ NA _____	yes _____ no _____	
S.5.C.8.b.viii	IDDE	Response to illicit connections		3/31/2008	yes	I _____ NI _____	yes _____ no _____	
S.5.C.8.b.viii	IDDE	Spills and improper disposal response procedures	0.5	3/31/2008	yes	I _____ NI _____	yes _____ no _____	
S.5.C.8.b.ix	IDDE	Track and maintain records of inspections and enforcement		3/31/2008	yes	I _____ NI _____	yes _____ no _____	Summary of compliance activities, including inspections and enforcement actions
S.5.C.9.b.i	Operation and Maintenance	Establish maintenance standards	1	3/31/2008	no	C _____ NC _____	yes _____ no _____	
S.5.C.9.b.ii.(1)	Operation and Maintenance	Update ordinance for facilities regulated by the permittee	1	3/31/2008	no	C _____ NC _____	yes _____ no _____	
S.5.C.9.b.ii.(2)	Operation and Maintenance	Implement initial inspection schedule	1	3/31/2008	yes	C _____ NC _____	yes _____ no _____	Summary of compliance activities, including inspections and enforcement actions
S.5.C.9.b.ii.(3)	Operation and Maintenance	Develop on-going inspection schedule	4	3/31/2011	yes	C _____ NC _____ NA _____	yes _____ no _____	
S.5.C.9.b.ii.(4)	Operation and Maintenance	Inspect all new residential developments during heaviest const.	2	3/31/2009	yes	C _____ NC _____ NA _____	yes _____ no _____	Summary of compliance activities, including inspections and enforcement actions

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Condition #	Program Component	Requirement	Deadline for completion (years)	Compliance Reporting Date	On-going reporting required?	Status	Status Report Attached	Additional Submittal?
S.5.C.9.b.ii.(5)	Operation and Maintenance	Achieve inspection of 95% of sites		varies	yes	I _____ NI _____ NA _____	yes _____ no _____	Summary of compliance activities, including inspections and enforcement actions
S.5.C.9.b.ii.(6)	Operation and Maintenance	Require cleaning of catch basins		3/31/2008	yes	I _____ NI _____ NA _____	yes _____ no _____	
S.5.C.9.b.iii.(1)	Operation and Maintenance	Begin annual inspection of all facilities owned by the permittee	2	3/31/2009	yes	C _____ NC _____ NA _____	yes _____ no _____	Summary of inspections
S.5.C.9.b.iii.(2)	Operation and Maintenance	Begin spot checks after storms	2	3/31/2009	yes	C _____ NC _____ NA _____	yes _____ no _____	Summary of inspections
S.5.C.9.b.iii.(3)	Operation and Maintenance	Achieve inspection of 95% of sites	5*		yes	I _____ NI _____ NA _____	yes _____ no _____	Summary of inspections
S.5.C.9.b.iv(1)	Operation and Maintenance	Begin annual inspection of catchbasins owned by the permittee	2	3/31/2009	yes	C _____ NC _____ NA _____	yes _____ no _____	Summary of inspections
S.5.C.9.b.iv(2)	Operation and Maintenance	Annual inspection schedule may be changed		3/31/2011 [#]	as needed	I _____ NI _____ NA _____	yes _____ no _____	Summary of inspections
S.5.C.9.b.iv(3)	Operation and Maintenance	Dispsal of decant water in accordance with Appendix 7		3/31/2008	yes	I _____ NI _____ NA _____	yes _____ no _____	
S.5.C.9.b.v	Operation and Maintenance	Track and maintain records of inspections and maintenance or repair activities		3/31/2008	yes	I _____ NI _____ NA _____	yes _____ no _____	Summary of inspections
S.5.C.9.b.vi	Operation and Maintenance	Establish road and parking lot O&M practices	1	3/31/2008	no	C _____ NC _____	yes _____ no _____	
S.5.C.9.b.vi	Operation and Maintenance	Begin implementing road and parking lot O&M practices	1.5	3/31/2009	yes	C _____ NC _____ NA _____	yes _____ no _____	
S.5.C.9.b.vii	Operation and Maintenance	Establish and implement practices for lands owned by permittee	1	3/31/2008	yes	C _____ NC _____	yes _____ no _____	

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Reporting Period: _____								
Condition #	Program Component	Requirement	Deadline for completion (years)	Compliance Reporting Date	On-going reporting required?	Status C _____ NC _____ NA _____	Status Report Attached yes _____ no _____	Additional Submittal?
S.5.C.9.b.viii	Operation and Maintenance	Implement on-going training program for O&M	2	3/31/2009	yes	C _____ NC _____ NA _____	yes _____ no _____	
S.5.C.9.b.ix	Operation and Maintenance	Develop SWPPPs for yards and storage facilities	1.5	3/31/2009	yes	C _____ NC _____ NA _____	yes _____ no _____	
S.5.C.10.b.i	Education and Outreach	Implement or participate in education and outreach program	1	3/31/2008	yes	C _____ NC _____	yes _____ no _____	
S.5.C.10.b.ii	Education and Outreach	Increase regular adoption of specific behaviors	5*	3/31/2011	yes	C _____ NC _____	yes _____ no _____	
S.5.C.10.b.ii	Education and Outreach	Measure understanding and adoption of targeted behavior	5*	3/31/2011	yes	C _____ NC _____	yes _____ no _____	
S.5.C.10.b.ii	Education and Outreach	Track and maintain records of public education activities		3/31/2008	yes	I _____ NI _____	yes _____ no _____	Summary of types of public education activities
S7.A.	TMDLs	Implementation of TMDLs in Appendix 2	varies	varies	yes	I _____ NI _____	yes _____ no _____	
S9.B.2.	Reporting requirements	Annexations or incorporations					yes _____ no _____	Submit notification in accordance with permit requirements
S9.B.5.	Reporting requirements	Known water quality improvements or degradation					yes _____ no _____	Submit report on known water quality improvements or degradation

Appendix 3 – Phase I Municipal Stormwater General Permit

Form 3-2 – Expenditure Report Form

Reporting Period: _____

Program Component	Provide direct and indirect cost assumptions, or describe data limitations	Expenditures in previous reporting period
S5.C.2 Mapping and Documentation		
S5.C.5. Controlling Runoff from New Development and Redevelopment <ul style="list-style-type: none"> a. plan review and permitting b. inspections and enforcement 		
S5.C.6. Structural Control Program		
S5.C.7. Source Control Program <ul style="list-style-type: none"> a. inspection program b. pesticide reduction 		
S5.C.8 Illicit Discharge Detection and Elimination		
S5.C.9. Operation and Maintenance program <ul style="list-style-type: none"> a. Inspection program for privately owned stormwater facilities b. Maintenance of permittee’s stormwater facilities c. Catch basin maintenance d. Roads maintenance practices, and related programs 		
S5.C.10. Public Education and Outreach		
Overall Stormwater Program Management		
Total		