

APPENDIX 3 – Annual Report Form for Cities, Towns and Counties

This Annual Report covers the _____ calendar year.

Two printed copies and one electronic copy of this report are due to Ecology by March 31. Complete sections I through VIII. Do not leave any questions blank.

I. Contact Person

<i>Contact Name</i>	<i>Phone Number.</i>	
<i>Jurisdiction</i>		
<i>Mailing Address</i>		
<i>City</i>	<i>State</i>	<i>Zip + 4</i>
<i>Email Address:</i>		

II. Regulated Small MS4 Location

<i>Jurisdiction</i>
<i>Entity Type:</i> <i>County</i> <input type="checkbox"/> <i>City or Town</i> <input type="checkbox"/> <i>Other</i> _____ <input type="checkbox"/>
<i>Major receiving water(s):</i>

III. Stormwater Management Program Implementation Status

Complete the appropriate section a through f, below, for the report for the current year. Include the completed section(s) for any prior year(s) with each annual report.

a. First annual report

YES <input type="checkbox"/>	NO <input type="checkbox"/>	Have NPDES permit coverage for all applicable construction projects and industrial facilities? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Provided information to construction site operators and design professionals about training available on how to comply with the MTRs in Appendix 1 and the BMPs in the SWMMEW, or an equivalent document? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Adopted a program or policy directive to create opportunities for the public to participate in the decision making processes involving the development, implementation and updates of the Permittee’s SWMP, including development and adoption of all required ordinances? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Developed and implemented a process for consideration of public comments on the SWMP, including required ordinances? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Applied the MTRs in Appendix 1 to all new public projects? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Gathered information about your storm drainage infrastructure? <i>Attach estimated and verified numbers or miles (or feet) of open ditches, storm sewers, outfalls, catch basins, detention facilities, retention facilities, treatment facilities (and types), and regional facilities, if any.</i> <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Conducted spot checks of stormwater facilities after major storms? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Provided adequate training for staff to carry out the SWMP? <i>Comments:</i>

b. Second annual report

YES <input type="checkbox"/>	NO <input type="checkbox"/>	Made the most current version of the SWMP available to the public? <i>Attach a copy of the updated SWMP. If posted on website, list address.</i> <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Provided information to construction site operators and design professionals about training available on how to comply with the MTRs in Appendix 1 and the BMPs in the SWMMEW, or an equivalent document? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Implementing a program or policy with opportunities for the public to participate in the decision making processes involving the development, implementation and updates of the Permittee’s SWMP? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Publicized a hotline or other local telephone number for public reporting of spills and other illicit discharges? <i>Attach a summary of all reports received and follow-up actions taken during the reporting period.</i> <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Adopted an ordinance or other regulatory mechanism to prohibit illicit discharges and authorize enforcement actions, including on private property? <i>Attach a copy of the ordinance.</i> <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Applied the MTRs in Appendix 1 to all new public projects? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Have NPDES permit coverage for all applicable construction projects and industrial facilities? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Gathered information about your storm drainage infrastructure? <i>Attach estimated and verified numbers or miles (or feet) of open ditches, storm sewers, outfalls, catch basins, detention facilities, retention facilities, treatment facilities (and types), and regional facilities, if any.</i> <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Conducted spot checks of stormwater facilities after major storms? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Provided adequate training for staff to carry out the SWMP? <i>Comments:</i>

c. Third annual report

YES <input type="checkbox"/>	NO <input type="checkbox"/>	Made the most current version of the SWMP available to the public? <i>Attach a copy of the updated SWMP. If posted on website, list address.</i> Comments:
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Have NPDES permit coverage for all applicable construction projects and industrial facilities? Comments:
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Provided information to construction site operators and design professionals about training available on how to comply with the MTRs in Appendix 1 and the BMPs in the SWMMEW, or an equivalent document? Comments:
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Identified and characterized target audiences for public outreach efforts? <i>Attach description of the target audiences and best means to educate each.</i> Comments:
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Implementing a program or policy with opportunities for the public to participate in the decision making processes involving the development, implementation and updates of the Permittee’s SWMP? Comments:
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Publicized a hotline or other local telephone number for public reporting of spills and other illicit discharges? <i>Attach a summary of all reports received and follow-up actions taken during the reporting period.</i> Comments:
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Completed at least one third of the map of your MS4? <i>Attach a summary of the status of the mapping and updated storm drainage infrastructure information; include the map only if requested by Ecology.</i> Comments:
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Prioritized receiving waters for visual inspection? Comments:
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Adopted an ordinance or other regulatory mechanism to require erosion and sediment controls at new development and redevelopment projects? <i>Attach a copy of the ordinance.</i> Comments:
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Adopted an ordinance or other regulatory mechanism to require post-construction stormwater controls at new development and redevelopment projects? <i>Attach a copy of the ordinance.</i> Comments:

YES <input type="checkbox"/>	NO <input type="checkbox"/>	Inspected structural BMPs at least once during installation? Number of BMPs inspected during the reporting period: ____ <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Applied the MTRs in Appendix 1 to all new public projects? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Inspected 95% of all known stormwater treatment and flow control facilities owned or operated by the Permittee at least once? Number of facilities inspected during the reporting period: ____ <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Conducted spot checks of stormwater facilities after major storms? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Developed and implemented an O&M plan for municipal operations? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Began tracking the cost of development and implementation of the SWMP? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Began identifying sites in preparation for future, long-term monitoring? <i>Attach a summary of the status of site identification for long-term stormwater monitoring and for BMP effectiveness monitoring; proposed questions for SWMP effectiveness monitoring; and status of developing the SWMP effectiveness monitoring plans.</i> <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Provided adequate training for staff to carry out the SWMP? <i>Comments:</i>

d. Fourth annual report

YES <input type="checkbox"/>	NO <input type="checkbox"/>	Made the most current version of the SWMP available to the public? <i>Attach a copy of the updated SWMP. If posted on website, list address.</i> Comments:
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Have NPDES permit coverage for all applicable projects and facilities? Comments:
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Provided information to construction site operators and design professionals about training available on how to comply with the MTRs in Appendix 1 and the BMPs in the SWMMEW, or an equivalent document? Comments:
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Identified and characterized target audiences for public outreach efforts? <i>Attach a description of the target audiences.</i> Comments:
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Implementing a program or policy with opportunities for the public to participate in the decision making processes involving the development, implementation and updates of the Permittee’s SWMP? Comments:
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Publicized a hotline or other local telephone number for public reporting of spills and other illicit discharges? <i>Attach a summary of all reports received and follow-up actions taken during the reporting period.</i> Comments:
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Completed at least two thirds of the map of your MS4? <i>Attach a summary of the status of the mapping and updated storm drainage infrastructure information; include the map only if requested by Ecology.</i> Comments:
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Field assessed at least three water bodies? <i>Attach a summary of unknown outfalls and illicit discharges discovered, and actions taken to eliminate the illicit discharges.</i> Comments:
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Reviewed <i>Stormwater Site Plans</i> , including construction SWPPPs for new development and redevelopment projects? Number of site plans reviewed during the reporting period: ____ Number of SWPPPs reviewed during the reporting period: ____ Number of site plans approved during the reporting period: ____ Comments:
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Inspected construction-phase stormwater controls at new development and redevelopment projects? Number of sites inspected during the reporting period: ____

		Number of enforcement actions taken during the reporting period: ____ <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Inspected post-construction stormwater controls, including structural BMPs, at new development and redevelopment projects? Number of sites inspected during the reporting period: ____ Number of structural BMPs inspected during the reporting period: ____ Number of enforcement actions taken during the reporting period: ____ <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Inspected stormwater treatment and flow control facilities owned or operated by the Permittee? Number of facilities inspected during the reporting period: ____ <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Applied the MTRs in Appendix 1 to all new public projects? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Conducted spot checks of stormwater facilities after major storms? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Implementing a fully developed O&M plan for municipal operations? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Identified outfalls or conveyances for long-term stormwater monitoring? <i>Attach site maps and descriptions.</i>
	N/A <input type="checkbox"/>	<i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Identified at least two questions for SWMP effectiveness monitoring and developed monitoring plans? <i>Attach the proposed questions and monitoring plans for SWMP effectiveness monitoring.</i>
	N/A <input type="checkbox"/>	<i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Identified BMPs and sites for runoff treatment BMP effectiveness monitoring? <i>Attach site maps and descriptions.</i>
	N/A <input type="checkbox"/>	<i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Provided adequate training for staff to carry out the SWMP? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Tracked the cost of development and implementation of the SWMP? <i>Comments:</i>

e. Fifth annual report

YES <input type="checkbox"/>	NO <input type="checkbox"/>	Made the most current version of the SWMP available to the public? <i>Attach a copy of the updated SWMP. If posted on website, list address.</i> <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Have NPDES permit coverage for all applicable projects and facilities? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Provided information to construction site operators and design professionals about training available on how to comply with the MTRs in Appendix 1 and the BMPs in the SWMMEW, or an equivalent document? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Implementing a program or policy with opportunities for the public to participate in the decision making processes involving the development, implementation and updates of the Permittee’s SWMP? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Publicized a hotline or other local telephone number for public reporting of spills and other illicit discharges? <i>Attach a summary of all reports received and follow-up actions taken during the reporting period.</i> <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Completed the map of your MS4? <i>Attach a summary of the status of the mapping and updated storm drainage infrastructure information; include the map only if requested by Ecology.</i> <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Field assessed at least one water body? <i>Attach a summary of unknown outfalls and illicit discharges discovered, and actions taken to eliminate the illicit discharges.</i> <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Reviewed <i>Stormwater Site Plans</i> , including construction SWPPPs for new development and redevelopment projects? Number of site plans reviewed during the reporting period: ____ Number of SWPPPs reviewed during the reporting period: ____ Number of site plans approved during the reporting period: ____ <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Inspected construction-phase stormwater controls at new development and redevelopment projects? Number of sites inspected during the reporting period: ____ Number of enforcement actions taken during the reporting period: ____ <i>Comments:</i>

YES <input type="checkbox"/>	NO <input type="checkbox"/>	Inspected post-construction stormwater controls, including structural BMPs, at new development and redevelopment projects? Number of sites inspected during the reporting period: ____ Number of structural BMPs inspected during the reporting period: ____ Number of enforcement actions taken during the reporting period: ____ <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Inspected 95% of all known stormwater treatment and flow control facilities owned or operated by the Permittee at least twice? Number of facilities inspected during the reporting period: ____ <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Applied the MTRs in Appendix 1 to all new public projects? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Conducted spot checks of stormwater facilities after major storms? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Implementing a fully developed O&M plan for municipal operations? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Provided adequate training for staff to carry out the SWMP? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Tracked the cost of development and implementation of the SWMP? <i>Comments:</i>

f. Sixth and following annual reports (if needed)

YES <input type="checkbox"/>	NO <input type="checkbox"/>	Made the most current version of the SWMP available to the public? <i>Attach a copy of the updated SWMP. If posted on website, list address.</i> Comments:
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Have NPDES permit coverage for all construction projects and facilities? Comments:
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Provided information to construction site operators and design professionals about training available on how to comply with the MTRs in Appendix 1 and the BMPs in the SWMMEW, or an equivalent document? Comments:
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Implementing a program or policy with opportunities for the public to participate in the decision making processes involving the development, implementation and updates of the Permittee’s SWMP? Comments:
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Publicized a hotline or other local telephone number for public reporting of spills and other illicit discharges? <i>Attach a summary of all reports received and follow-up actions taken during the reporting period.</i> Comments:
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Updated the complete map of your MS4? <i>Attach a summary of the updates; include the map only if requested by Ecology.</i> Comments:
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Field assessed at least one water body? <i>Attach a summary of unknown outfalls and illicit discharges discovered, and actions taken to eliminate the illicit discharges.</i> Comments:
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Reviewed Stormwater Site Plans, including construction SWPPPs for new development and redevelopment projects? Number of site plans reviewed during the reporting period: ____ Number of SWPPPs reviewed during the reporting period: ____ Number of site plans approved during the reporting period: ____ Comments:
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Inspected construction-phase stormwater controls at new development and redevelopment projects? Number of sites inspected during the reporting period: ____ Number of enforcement actions taken during the reporting period: ____ Comments:

YES <input type="checkbox"/>	NO <input type="checkbox"/>	Inspected post-construction stormwater controls, including structural BMPs, at new development and redevelopment projects? Number of sites inspected during the reporting period: ____ Number of structural BMPs inspected during the reporting period: ____ Number of enforcement actions taken during the reporting period: ____ <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Applied the MTRs in Appendix 1 to all new public projects? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Inspected stormwater treatment and flow control facilities owned or operated by the Permittee? Number of facilities inspected during the reporting period: ____ <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Conducted spot checks of stormwater facilities after major storms? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Implementing a fully developed O&M plan for municipal operations? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Provided adequate training for staff to carry out the SWMP? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Tracked the cost of development and implementation of the SWMP? <i>Comments:</i>

IV. Information Collection

List below either the results of information collected and analyzed during the reporting period, including monitoring data (if any) and how to contact for additional information OR summarize the results of information collected and indicate how more complete information can be obtained.

V. Program Assessment (complete this section for the third and following annual reports)

a. Evaluation of your SWMP

You are required to assess the appropriateness of the BMPs you have selected to implement your SWMP. This evaluation is necessary to evaluate whether the MEP standard set by the permit is protective of water quality in your receiving water bodies. This assessment may be entirely qualitative. Select “N/A” if you are not yet implementing BMPs for a component of the SWMP.

YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>	Are the BMPs selected and implemented for Public Outreach appropriate to minimize pollutants in the MS4 to the MEP? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>	Are the BMPs selected and implemented for Public Involvement appropriate to minimize pollutants in the MS4 to the MEP? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>	Are the BMPs selected and implemented for Illicit Discharge Detection and Elimination appropriate to minimize pollutants in the MS4 to the MEP? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>	Are the BMPs selected and implemented for Construction Stormwater Pollution Prevention appropriate to minimize pollutants in the MS4 to the MEP? <i>Comments:</i>

YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>	Are the BMPs selected and implemented for Post-Construction Runoff Management appropriate to minimize pollutants in the MS4 to the MEP? <i>Comments:</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>	Are the BMPs selected and implemented for Good Housekeeping for Municipal Operations appropriate to minimize pollutants in the MS4 to the MEP? <i>Comments:</i>

b. Changes in BMPs or objectives

If any of the BMPs or objectives is being changed, list the old BMP and objective, the new BMP and objective, and a justification for the change below.	
Old BMP:	Old Objective:
New BMP:	New Objective:
Justification for change:	
Old BMP:	Old Objective:
New BMP:	New Objective:
Justification for change:	

VI. Relying on another Governmental Entity

If you are relying on another governmental entity to satisfy one or more of the permit obligations, list the entity and the permit obligation(s) they are implementing on your behalf below. *Attach a copy of your agreement with the other entity.*

VII. Certification

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.

Name: _____ Date _____

Title: _____

VIII. Submittal

Deliver two printed copies and one electronic copy (MS Word format or PDF, on CD ROM) of this report by March 31 to:

Department of Ecology
Water Quality Program
Municipal Stormwater Permits
P.O. Box 47696
Olympia, WA 98504-7696