

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

Ecology presents the draft annual report questions for public review and comment. When the permit is issued, Ecology plans to provide permittees with an online annual report form, or an alternative format if requested, pursuant to draft permit condition S9.B.

1	Continued to implement Stormwater Management Program components that had been previously implemented? Examples include ordinances or local requirements to prohibit non-stormwater discharges and for regulating new, redevelopment, or construction sites. (S5.A.1)
2	<b>Attach</b> updated annual Stormwater Management Program Report (SWMPR). (S5.A.2) or website address in the <i>Comment</i> field where it can be found.
3	Tracked the estimated cost of implementation of each component of the SWMP? (S5.A.3.a.ii)
4	Coordinated among departments to eliminate barriers to permit compliance? (S5.A.4.b)
5	<b>Attach</b> documentation identifying all departments conducting stormwater related activities, their roles and responsibilities, and attach or add a current organizational chart in <i>Comments</i> field (S5.A.4.b)
6	<b>Attach</b> a map and copy of any annexations, incorporations or boundary changes resulting in an increase or decrease in a Permittee’s geographic area of coverage during the reporting period, as per S9.E.3.
	<b>S5.B.1 Public Education and Outreach</b>
7	<b>Attach</b> description of public education and outreach programs and stewardship activities. (S5.B.1.a-b)
8	Measured the understanding and adoption of the targeted behaviors among at least one targeted audience and began using information measured to improve program effectiveness. (Required to begin by August 1, 2016, S5.B.1.c)
	<b>S5.B.2 Public Involvement and Participation</b>
9	Provided opportunities for the public to participate in the decision making processes for implementing the SWMP? (S5.B.2.a)
10	<b>Attach</b> or describe in the “ <i>Comments</i> ” field opportunities for the public to participate in the decision making processes involving the implementation and updates of the Permittee’s SWMP.(S5.B.2.a)
11	Posted the latest SWMPR and latest annual report on your website no later than May 31 each year or made it available to the public upon request? (S5.B.2.b) Cite URL address in the <i>Comments</i> field.

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	<b>S5.B.3 Illicit Discharge Detection and Elimination</b>
12	Maintained a map of the MS4 including the requirements listed in S5.B.3.a.i-iii.
13	Implemented procedures for investigating illicit discharges and connections into the MS4. (S5.B.3.c)
14	<b>Attach</b> a summary of illicit connections identified, discharges to the MS4 investigated, complaints and spills responded to, and the outcomes for the reporting year. (S5.B.3.c)
15	Field assessed the conveyances and outfalls, or facilities serving high priority areas for at least 40% of the MS4 and 20% each year thereafter, to detect illicit discharges. (Required for 40% of the MS4 by February 2, 2016, and 20% annually thereafter, S5.B.3.c.iii)
16	<b>Attach</b> a summary of, the dry-weather field assessment for illicit discharges, discharges discovered, and actions taken to eliminate the illicit discharges. (S5.B.3.c.iii)
17	Publicized a hotline telephone number for public reporting of spills and other illicit discharges. (S5.B.3.c.iv) List the hotline number in the <i>Comments</i> field.
18	<b>Attach</b> a summary of all hotline reports received and follow-up actions taken during the reporting period. (S5.B.3.c.iv)
19	<b>Attach</b> a summary of the information distributed to public employees, businesses, and the general public of the hazards associated with illicit discharges and improper disposal of waste. (S5.B.3.c.vi)
20	Number of illicit discharges, including illicit connections, eliminated during the reporting period: (S5.B.3.d)
21	Implemented an ongoing illicit discharge training program for all municipal field staff responsible for implementing procedures and program? Enter number of staff trained and describe key training topic areas covered and dates of training in <i>Comments</i> field: (S5.B.3.e)
	<b>S5.B.4 Construction Site Stormwater Runoff Control</b>
22	Implemented the ordinance or other regulatory mechanism and enforcement procedures for construction site stormwater runoff control as described in (S5.B.4.a).
23	Reviewed <i>Stormwater Site Plans</i> , including construction SWPPPs for new development and redevelopment projects. (S5.B.4.b) Number of site plans reviewed during the reporting period: _____

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24	Implemented procedures for site inspection and enforcement of construction stormwater pollution control measures. (S5.B.4.c)
25	Number of permitted construction sites inspected during the reporting year? (S5.B.4.c.iii)
26	Number of projects of one acre or more or smaller if part of a common plan of development or sale, and described enforcement actions taken. (S5.B.4.c.i)
27	Number of enforcement actions taken during the reporting period based on construction phase inspections at new development and redevelopment projects(S5.B.4.c.i)
28	Trained the staff involved in permitting, plan review, field inspections and enforcement for construction site runoff control. (S5.B.4.b.ii and S5B.4.c.ii) Enter number of staff trained and describe key training topic areas covered, dates of training in “ <i>Comments</i> ” field
29	The number of construction sites that provided their intent to apply for the “Erosivity Waivers” (S5.B.4.e)
30	The number of complaints investigated about sites that have received an “Erosivity Waiver” and describe any enforcement actions taken as a result in the <i>Comments</i> field. (S5.B.4.e)
31	Provided information to construction site operators and design professionals about training available on how to comply with the requirements in Appendix 1 and the BMPs in the SWMMEW, or an equivalent document. (S5.B.4.e) Cite website address in <i>Comments</i> field, if located on your website.
	<b>S5.B.5 Post-construction Stormwater management for New Development and Redevelopment</b>
32	Implemented ordinance or other regulatory mechanism and enforcement procedures as described in? (S5.B.5.a)
33	Allowed non-structural preventive actions and source reduction approaches such as Low Impact Development techniques to be used? ( <i>Required by December 31, 2016</i> ) (S5.B.5.a.ii)
34	Required projects approved under S5.B.5 to retain the 10-year, 24-hour storm on site? ( <i>Required by December 31, 2016, S5.B.5.a.ii</i> )
35	<b>Attach</b> criteria developed and implemented to determine when it is infeasible to meet requirement for on-site retention, as per S5.B.5.a.ii, ( <i>Required to be submitted with Fourth Year Annual Report, by March 31, 2017</i> ).
36	Implemented procedures for post-construction site plan review? (S5.B.5.b)

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37	Inspected post-construction stormwater controls, including structural BMPs, at new development and redevelopment projects? Number of sites inspected during the reporting period? (S5.B.5.c.i)
38	Number of enforcement actions taken during the reporting period? (S5.B.5.c.i)
39	Inspected structural BMPs at least once during installation? Number of BMPs inspected during the reporting period? (S5.B.5.c.ii)
40	Trained the staff involved in permitting, plan review, inspection and enforcement for post-construction stormwater control? (S5.B.5.d) Enter number of staff trained, and describe key training topic areas covered, and dates of training in <i>Comments</i> field
<b>S5.B.6 Municipal Operations and Maintenance</b>	
41	Implemented a schedule of the Operation and Maintenance activities for municipal operations? (S5.B.6.a)
42	Have NPDES permit coverage for all applicable permittee construction projects and industrial facilities? (S5.B.6.a.i).
43	Inspected stormwater treatment and flow control facilities owned or operated by the Permittee at least once? Number of facilities inspected during the reporting period: ____ (S5.B.6.a.ii)
44	Conducted spot checks of stormwater facilities after major storms? (S5.B.6.a.ii)
45	Trained the staff with primary construction, operations, or maintenance job functions that are likely to impact stormwater quality? (S5.B.6.b) Enter number of staff trained and describe key training topic areas covered, and dates of training in “ <i>Comments</i> ” field.
<b>S7 Compliance With Total Maximum Daily Load Requirements</b>	
46	Complied with the TMDL-specific requirements identified in Appendix 2? (S7.A)
47	For TMDLs listed in Appendix 2: <b>Attach</b> a summary of relevant SWMP and Appendix 2 activities to address the applicable TMDL parameter(s).
<b>S8 Monitoring</b>	
48	<b>Attach</b> a description of any stormwater monitoring or stormwater related studies conducted by the Permittee or on behalf of the Permittee during the reporting year. (S8.B.)

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49	Participated in regional group to select, develop and conduct effectiveness studies as described in S5.C.1, <u>Or</u> If choosing to conduct monitoring in accordance with S8.C.2 <b>attach</b> a data report in accordance with the approved QAPP.
	<b>General Conditions</b>
50	Notified Ecology immediately in cases where the Permittee becomes aware of a discharge into or from the Permittees MS4 which could constitute a threat to human health, welfare, or the environment? (G3)
51	Took appropriate action to correct or minimize discharges into or from the MS4 which could constitute a threat to human health, welfare, or the environment. (G3.A)
52	Notified Ecology of the failure to comply with the permit terms and conditions within 30 days of becoming aware of the non-compliance? (G20) Number of non-compliance notifications provided in reporting year? List permit condition(s) that notifications were submitted for in the <i>Comment</i> field.
	<b>S4 Compliance with Standards</b>
53	Attach a summary of the status of implementation of any actions taken pursuant to S4.F.3, and the results of any monitoring, assessment and evaluation efforts conducted during the reporting period. (S4.F.3.d)