

Draft Appendix 3 - Annual Report for Cities, Towns and Counties

Ecology presents the draft annual report questions for public review and comment. The following questions are proposed to fully replace Sections VI and VIIIA-D of the existing Annual Report form. When the final 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. The format will include instructions and a signatory page similar to the format used in the current permit cycle.

1.	Attach updated annual Stormwater Management Program Report (SWMPR)? (S5.A.2)
2.	Attach a copy of any annexations, incorporations or boundary changes resulting in an increase or decrease in the Permittee’s geographic area of permit coverage during the reporting period per S9.E.3?
3.	Continued to implement any Stormwater Management Program components that had been previously implemented. Examples include local requirements to prohibit non-stormwater discharges and for regulating new, redevelopment, or construction sites? (S5.A.4)
4.	Coordinated among departments to eliminate barriers to permit compliance? (S5.A.5.b)
4b.	Attach documentation identifying all departments conducting stormwater-related activities, their roles and responsibilities and organizational chart? (<i>Required to be submitted</i> by March 31, 2014, S5.A.5.b)
5.	Implemented an ongoing program to gather, track, and maintain information per S5.A.3, including costs or estimated costs of developing and implementing the SWMP?
6.	Attach description of public education and outreach programs and stewardship activities conducted per S5.C.1.a. i-v?

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7.	Measured the understanding and adoption of the targeted behaviors among at least one new audience in at least one subject area? (<i>Required to begin</i> by February 2, 2015 S5.C.1.b)
7b.	Attach description of how results of the above analysis (S5.C.1.b) are being used to direct education and outreach resources and evaluate changes in adoption of targeted behaviors? (<i>Required</i> by February 2, 2016)
8.	Describe in <i>Comments</i> field opportunities created for the public to participate in the decision making processes involving the development, implementation and updates of the Permittee's SWMP? (S5.C.2.a)
9.	Posted the updated SWMPR and latest annual report on your website no later than May 31? (S5.C.2.b)
9b.	NOTE website address in <i>Comments</i> field.
10.	Maintained a map of the MS4 including the requirements listed in S5.C.3.a.i.-vi?
11.	Implemented a regulatory mechanism to effectively prohibit illicit discharges per the requirements in S5.C.3.b.i.-iv?
11b.	Cite regulatory mechanism to meet this requirement in <i>Comments</i> field. (S5.C.3.b)
12.	Implemented a compliance strategy, including informal compliance actions as well as enforcement provisions of the ordinance? (S5.C.3.b.v)
13.	Revised, if necessary, the regulatory mechanism to effectively prohibit illicit discharges into the MS4 per S5.C.3.b.vi? (<i>Required</i> by February 2, 2018) If Yes, cite code in <i>Comments</i> field.
14.	Implemented procedures for conducting illicit discharge investigations in accordance with S5.C.3.c.i? Cite methodology used in the <i>Comments</i> field.

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15.	Provide the percentage of MS4 coverage area screened in reporting year per S5.C.3.c.i? (<i>Required to screen 40% of MS4 by August 1, 2016; 20% each year thereafter, S5.C.3.c.i</i>)
16.	Provide the hotline for public reporting of spills and other illicit discharges in the <i>Comments</i> field. (S5.C.3.c.ii)
16b.	Number of hotline calls received?
17.	Implemented an ongoing illicit discharge training program for all municipal field staff per S5.C.3.c.iii.?
17b.	Number of staff trained? Describe key training topic areas in <i>Comments</i> field. (S5.C.3.c.iii)
18.	Informed public employees, businesses, and the general public of hazards associated with illicit discharges and improper disposal of waste? Describe efforts and actions in <i>Comments</i> field. (S5.C.3.c.iv)
19.	Implemented an ongoing program to characterize, trace, and eliminate illicit discharges into the MS4 per S5.C.3.d?
20.	Number of illicit discharges, including illicit connections, eliminated during the reporting year? (S5.C.3.d.iii and iv)
21.	Attach a summary of actions taken to characterize, trace and eliminate any illicit discharges found by or reported to the permittee. Include a description of actions according to required timeline per S5.C.3.d.iv. NOTE: Permittees that have opted to submit quarterly source identification reports per S8.E.2 may use those to meet this requirement.
22.	Municipal illicit discharge detection staff are trained to conduct illicit discharge detection and elimination activities referenced in S5.C.3.e?
23.	Number of staff trained? Describe key training topic areas in <i>Comments</i> field. (S5.C.3.e)

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24.	Implemented a regulatory mechanism to address runoff from new development, redevelopment and construction sites per the requirements of S5.C.4.a.?
25.	Revised enforceable mechanism to effectively address runoff from new development, redevelopment and construction sites per the requirements of S5.C.4.a.i-iii? (<i>Required</i> by December 31, 2015) Cite in <i>Comments</i> field.
26.	Number of exceptions granted to the minimum requirements in Appendix 1? (S5.C.4.a.i., and Section 6 of Appendix 1)
27.	Number of variances granted to the minimum requirements in Appendix 1? (S5.C.4.a.i., and Section 6 of Appendix 1)
28.	Reviewed Stormwater Site Plans for all proposed development activities that meet the thresholds in S5.C.4.a? (S5.C.4.b.i)
28b.	Number of site plans reviewed during the reporting period?
29.	Inspected, prior to clearing and construction, permitted development sites that have a high potential for sediment transport as determined through plan review based on definitions and requirements in Appendix 7 Determining Construction Site Sediment Damage Potential ? (S5.C.4.b.ii)
30.	Inspected permitted development sites during construction to verify proper installation and maintenance of required erosion and sediment controls? (S5.C.4.b.iii)
31.	Number of construction sites inspected per S5.C.4.b.ii <u>and</u> iii?
32.	Number of enforcement actions taken during the reporting period (based on construction phase inspections at new development and redevelopment projects)? (S5.C.4.b.ii,iii and v)
33.	Inspected permitted development sites that meet the thresholds in S5.C.4.a.i upon completion of construction and prior to final approval or occupancy to ensure proper installation of stormwater facilities? (S5.C.4.b.iv and v)
34.	Verified a maintenance plan is completed and responsibility for maintenance is assigned for projects? (S5.C.4.b.iv)

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35.	Achieved at least 80% of required construction-related inspections? (S5.C.4.b.ii-iv)
36.	Implemented provisions to verify adequate long-term operation and maintenance (O&M) of stormwater treatment and flow control BMPs/facilities that are permitted and constructed pursuant to (b) above? (<i>Required to be updated</i> by December 31, 2015, S5.C.4.c)
37.	Annually inspected stormwater treatment and flow control BMPs/facilities per S5.C.4.c.i?
37b.	If using reduced inspection frequency for the first time during this permit cycle, attach documentation per S5.C.4.c.i?
38.	Inspected new residential stormwater treatment and flow control BMPs/facilities and catch basins every 6 months per S5.C.4.c.ii to identify maintenance needs and enforce compliance with maintenance standards?
39.	Achieved at least 80% of required inspections to verify adequate long-term O&M? (S5.C.4.c.i. and ii.)
40.	Verified that maintenance was performed per the schedule in S5.C.4.c.iii when an inspection identified an exceedence of the maintenance standard?
40b.	Attach documentation of any maintenance delays? (S5.C.4.c.iii)
41.	Provided copies of the Notice of Intent for Construction Activity and Notice of Intent for Industrial Activity to representatives of proposed new development and redevelopment? (S5.C.4.e)
42.	All staff responsible for implementing the program to control stormwater runoff from new development, redevelopment, and construction sites, including permitting, plan review, construction site inspections, and enforcement are trained to conduct these activities? (S5.C.4.f)

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43.	Number of staff trained? Describe key training topic areas in <i>Comments</i> field. (S5.C.4.f)
44.	Reviewed and revised the low impact development-related enforceable documents per S5.C.4.g.i? (<i>Required</i> by December 31, 2016)
44b.	Attach a summary of the LID review and revision process that includes the requirements listed in S5.C.4.g.ii? (<i>Required</i> by December 31, 2016)
45.	Where applicable, participated and cooperated with the watershed-scale stormwater planning process led by a Phase I county? (S5.C.4.h)
46.	Adopted and implemented maintenance standards as protective, or more protective, of facility function as those specified in Chapter 4 of Volume V of the 2012 <i>Stormwater Management Manual for Western Washington</i> ? (<i>Required</i> by December 31, 2015, S5.C.5.a)
47.	Applied a maintenance standard that is not specified in the 2012 Stormwater Management Manual for Western Washington ? If so, please note in the <i>Comments</i> field what kinds of facilities are covered by this alternative maintenance standard. (S5.C.5.a)
48.	Performed timely maintenance per S5.C.5.a.ii?
48b.	Attach documentation of any maintenance delays? (S5.C.5.a.ii)
49.	Number of known municipally owned or operated stormwater treatment and flow control BMPs/facilities (S5.C.5.b)?
49b.	Number of facilities inspected during the reporting period (S5.C.5.b)?
49c.	Number of facilities for which maintenance was performed during the reporting period (S5.C.5.b)?
50.	If using reduced inspection frequency for the first time during this permit cycle, attach documentation per S5.C.5.b?

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51.	Conducted spot checks and inspections (if necessary) of potentially damaged stormwater facilities after major storms? (S5.C.5.c)
52.	Inspected municipally owned or operated catch basins and inlets every two years or used an alternative approach. Cleaned as needed? (<i>Required</i> by December 31, 2015, S5.C.5.d)
52b.	Number of known catch basins?
52c.	Number of catch basins inspected?
52d.	Number of catch basins cleaned?
53.	Attach documentation of alternative catch basin cleaning approach, if used? (S5.C.5.d.i or ii)
54.	Implemented practices, policies and procedures to reduce stormwater impacts associated with runoff from all lands owned or maintained by the Permittee, and road maintenance activities under the functional control of the Permittee? (S5.C.5.f)
55.	Implemented an ongoing training program for Permittee employees whose construction, operations or maintenance job functions may impact stormwater quality? (S5.C.5.g.)
55b.	Number of staff trained? Describe key training topic areas covered in <i>Comments</i> field.
56.	Implemented a Stormwater Pollution Prevention Plan for all heavy equipment maintenance or storage yards, and material storage facilities owned or operated by the Permittee in areas subject to this Permit that are not required to have coverage under an NPDES permit that covers stormwater discharges associated with the activity? (S5.C.5.h)
57.	Complied with the Total Maximum Daily Load (TMDL)-specific requirements identified in Appendix 2? (S7.A)
58.	For TMDLs listed in Appendix 2: Attach a summary of relevant SWMP and Appendix 2 activities to address the applicable TMDL parameter? (S7.A)
59.	Attach a description of any stormwater monitoring or stormwater-related studies as described in S8.B?

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60.	Participated in cost-sharing for the regional stormwater monitoring program (RSMP) for status and trends monitoring? (S8.C.1)
60b.	If choosing to conduct monitoring in accordance with S8.C.2, attach a data report in accordance with the approved QAPP? (<i>Required to begin monitoring by July 1, 2014</i>)
61.	Participated in cost-sharing for the regional stormwater monitoring program (RSMP) for effectiveness studies (S8.D.1)?
61b.	If choosing to conduct stormwater discharge monitoring in accordance with S8.D.2, submitted a QAPP to Ecology by February 2, 2014?
61c.	If choosing to conduct discharge monitoring, attach an annual stormwater monitoring report in accordance with S8.D.2 and Appendix 9? (<i>Required to submit reports beginning March 31, 2016</i>).
62.	Contributed to the RSMP for source identification and diagnostic monitoring information repository?
62b.	If No, submitted all quarterly source identification reports per S8.E.2 beginning May 1, 2014?
63.	Notified Ecology in accordance with G3 of any discharge into or from the Permittees MS4 which could constitute a threat to human health, welfare or the environment? (G3)
64.	Number of G3 notifications provided to Ecology?
65.	Took appropriate action to correct or minimize the threat to human health, welfare, and/or the environment per G3.A.?
66.	Notified Ecology within 30 days of becoming aware that a discharge from the Permittee's MS4 caused or contributed to a known or likely violation of water quality standards in the receiving water? (S4.F.1)

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67.	If requested, submitted an Adaptive Management Response report in accordance with S4.F.3.a?
68.	Attach a summary of the status of implementation of any actions taken pursuant to S4.F.3 and the status of any monitoring, assessment, or evaluation efforts conducted during the reporting period? (S4.F.3.d)
69.	Notified Ecology of the failure to comply with the permit terms and conditions within 30 days of becoming aware of the non-compliance? (G20)
70.	Number of non-compliance notifications provided in reporting year. List permit conditions described in non-compliance notification(s) in <i>Comments</i> field?