

APPENDIX 8 – Annual Report for New Permittees

Ecology presents the draft annual report questions for public review and comment. 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.	Attached updated annual Stormwater Management Program Report (SWMPR). (S5.A.2)
2.	Attached 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)
4.b.	Attach documentation identifying all departments conducting stormwater –related activities, their roles and responsibilities and organizational chart. (<i>Required</i> to be submitted 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). (<i>Required to begin by August 1, 2015</i>)
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 by February August 1, 2016</i> S5.C.1.b)
7b.	Attach description of how results of above analysis (S5.C.1.b)

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	are being used to direct education and outreach resources and evaluate changes in adoption of targeted behaviors. <i>(Required to begin analysis by August 1, 2017)</i>
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) <i>(Required to begin by August 1, 2014)</i>
9.	Posted the updated SWMPR and latest annual report on your website no later than May 31. (S5.C.2.b) <i>(Required to begin by May 31, 2014)</i>
9b.	NOTE website address in <i>Comments</i> field:
10.	Developed a map of the MS4 including the requirements listed in (S5.C.3.a.i.-vi). <i>(Required by August 1, 2017)</i>
11.	Mapped all connections to the MS4 authorized or allowed by the Permittee. <i>(Required to begin after August 1, 2013, S5.C.3.a.v)</i>
12.	Adopted and implemented an ordinance or other regulatory mechanism to effectively prohibit illicit discharges per the requirements in (S5.C.3.b.i.-iv). <i>(Required by February 2, 2016)</i>
12b.	Cite municipal code reference for ordinance or other regulatory mechanism to meet this requirement in <i>Comments</i> field: (S5.C.3.b)
13.	Developed and implemented a compliance strategy, including informal compliance actions as well as enforcement provisions of the ordinance (S5.C.3.b.v) <i>(Required by February 2, 2016)</i>
14.	Developed and implemented procedures for conducting illicit discharge investigations in accordance with (S5.C.3.c.i). Cite methodology used in the <i>Comments</i> sections. <i>(Required to be fully implemented by February 2, 2018)</i>
15.	Screened 20% of MS4 coverage area in accordance with S5.C.3.c.i in reporting year, and 20% each year thereafter. <i>(Required to screen 20% by August 1, 2016; 20% each year thereafter, S5.C.3.c.i)</i>

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16.	Provide the hotline for public reporting of spills and other illicit discharges in the <i>Comments</i> field. (<i>Required to begin by August 1, 2015, S5.C.3.c.ii</i>)
16.b.	Number of hotline calls received:
17.	Developed and implemented an ongoing illicit discharge training program for all municipal field staff per (S5.C.3.c.iii). (<i>Required to begin by February 2, 2016</i>)
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? (<i>Required to begin by February 2, 2016 S5.C.3.c.iv</i>) Describe efforts and actions in <i>Comments</i> field.
19.	Developed and implemented a program to characterize, trace, and eliminate illicit discharges into the MS4. (<i>Required to begin by February 2, 2016 S5.C.3.d.i</i>)
20.	Number of illicit discharges, including illicit connections, eliminated during the reporting year. (S5.C.3.d.iii and iv) (<i>Required after February 2, 2016</i>)
21.	Attach a summary of actions taken to characterize, trace and eliminate any ID's found by or reported to the permittee. Include a description of required timeline per (S5.C.3.d.iv). (<i>Required to begin by February 2, 2016</i>)
22.	Municipal illicit discharge detection staff are trained to conduct illicit discharge detection and elimination activities referenced in (S5.C.3.e). (<i>Required to begin by February 2, 2016</i>)
23.	Number of staff trained: Describe key training topic areas in <i>Comments</i> field.(S5.C.3.e)
24.	Developed and implemented a program to reduce pollutants in stormwater runoff to a regulated small MS4 from new public or private development, redevelopment and construction site activities? (<i>Required by August 1, 2016, S5.C.4</i>)

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25.	Adopted and implemented an ordinance or other regulatory mechanism to address runoff from new development, redevelopment and construction sites per the requirements of (S5.C.4.a). <i>(Required by August 1, 2016)</i>
25b.	Cite ordinance/enforceable mechanism used to meet this requirement in <i>Comments</i> field:
26.	Number of exceptions granted to the minimum requirements in Appendix 1 granted. (S5.C.4.a.i., and Section 6 of Appendix 1) <i>(Required after August 1, 2016)</i>
27.	Number of variances granted to the minimum requirements in Appendix 1 granted. (S5.C.4.a.i., and Section 6 of Appendix 1) <i>(required after August 1, 2016)</i>
28.	Reviewed Stormwater Site Plans for all proposed development activities that meet the thresholds in S5.C.4.a? (S5.C.4.b.i) <i>(Required after August 1, 2016)</i>
28b.	Number of site plans reviewed during the reporting period:
29.	Inspected, prior to clearing and construction, all permitted development sites that have a high potential for sediment transport as determined through plan review based on definitions and requirements in Appendix 7 <i>Determining Construction Site Sediment Damage Potential</i> . <i>(Required to begin by August 1, 2016, S5.C.4.b.ii)</i>
30.	Inspected all permitted development sites during construction to verify proper installation and maintenance of required erosion and sediment controls? <i>(Required to begin by August 1, 2016, S5.C.4.b.iii)</i>
31.	Number of construction sites inspected per S5.C.4.b.ii and iii. <i>(Required after August 1, 2016)</i>
32.	Number of enforcement actions taken during the reporting period (based on construction phase inspections at new development and redevelopment projects). <i>(Required after August 1, 2016, S5.C.4.b.ii.,iii and v)</i>
33.	Inspected all 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. <i>(Required after August 1, 2016, S5.C.4.b.iv and v)</i>

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34.	Verified a maintenance plan is completed and responsibility for maintenance is assigned for projects. <i>(Required after August 1, 2016, S5.C.4.b.iv)</i>
35	Achieved at least 80% of required construction-related inspections. <i>(Required after August 1, 2016, S5.C.4.b.ii-iv)</i>
36.	Developed and implemented a program to verify adequate long-term operation and maintenance (O&M) of stormwater flow control and treatment BMPs/facilities that are permitted and constructed pursuant to (b) above. <i>(Required after August 1, 2016, S5.C.4.c)</i>
37.	Annually inspected stormwater treatment and flow control facilities per S5.C.4.c.i. <i>(Required after August 1, 2016)</i>
37b.	If using reduced inspection frequency for the first time during this permit term, attach documentation as per S5.C.4.c.i. <i>(Required if applicable after August 1, 2016)</i>
38.	Inspected new stormwater treatment and flow control BMPs/facilities and catch basins for new developments every 6 months until 90% of the lots are constructed to identify maintenance needs and enforce compliance with maintenance standards as needed? <i>(Required after August 1, 2016, S5.C4.c.ii)</i>
39.	Achieved at least 80% of required inspections to verify adequate long-term O&M. <i>(Required by February 2, 2018, S5.C4.c.i. and ii.)</i>
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. <i>(Required to begin by August 1, 2016)</i>
40b.	Attach documentation of any maintenance delays.(S5.C.4.c.iii)
41.	Provided copies of the <i>Notice of Intent for Construction Activity</i> and <i>Notice of Intent for Industrial Activity</i> to representatives of proposed new development and redevelopment. <i>(Required after August 1, 2013, S5.C.4.e)</i>

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42.	Trained all staff responsible for implementing the program to control stormwater runoff from new development, redevelopment, and construction sites as per S5.C.4.f. <i>(Required to begin by August 1, 2016)</i>
43.	Number of staff trained: Describe key training topic areas in <i>Comments</i> field. <i>(Required to begin by August 1, 2016, S5.C.4.f)</i>
44.	Reviewed and revised the low impact development-related enforceable documents per (S5.C.4.g.i)? <i>(Required by December 31, 2017)</i>
44b.	Attach a summary of the LID review and revision process that includes the requirements listed in (S5.C.4.g.ii). <i>(Required by March 31, 2018)</i>
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 by August 1, 2016, S5.C.5.a)</i>
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. <i>(Required to report if applicable after August 1, 2016, S5.C.5.a)</i>
48.	Performed timely maintenance as per S5.C.5.a.ii. <i>(Required to begin by August 1, 2016)</i>
48b.	Attach documentation of any maintenance delays. <i>(If applicable, required to begin by August 1, 2016, S5.C.5.a.ii)</i>
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):

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49c.	Number of facilities for which maintenance was performed during the reporting period (S5.C.5.b):
50.	If used reduced inspection frequency for the first time during this permit cycle, attach documentation as per S5.C.5.b (<i>Required, if applicable, after August 1, 2016</i>)
51.	Conducted spot checks and inspections (if necessary) of potentially damaged stormwater facilities after major storms? (<i>Required to begin by August 1, 2016, S5.C.5.c</i>)
52.	Inspected municipally owned or operated catch basins and inlets every two years or using an alternative approach. Cleaned as needed. (<i>Required by August 1, 2016, S5.C.5.d</i>)
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. (<i>Required, if applicable, to begin by August 1, 2016 S5.C.5.d.i or ii</i>)
54.	Developed and 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? (<i>Required by August 1, 2016, S5.C.5.f</i>)
55.	Implemented an ongoing training program for Permittee employees whose construction, operations or maintenance job functions may impact stormwater quality? (<i>Required to begin by August 1, 2016, S5.C.5.g.</i>)
55b.	Number of staff trained: Describe key training topic areas covered in <i>Comments</i> field.
56.	Implemented a Stormwater Pollution Prevention Plan (SWPPP) 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? (<i>Required by August 1, 2016, S5.C.5.h</i>)

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.
60.	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)
61.	Number of G3 notifications provided to Ecology:
62.	Took appropriate action to correct or minimize the threat to human health, welfare, and/or the environment per G3.A.
63.	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)
64.	If requested, submitted an Adaptive Management Response report in accordance with S4.F.3.a.
65.	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)
66.	Notified Ecology of the failure to comply with the permit terms and conditions within 30 days of becoming aware of the non-compliance? (G20)
67.	Number of G20 non-compliance notifications provided in reporting year. List permit conditions described in non-compliance notification(s) in <i>Comments</i> field.