APPENDIX 4 – Annual Report Form for Secondary Permittees

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Annual Report for Calendar Year _____

Two printed copies and one electronic copy of this report are due to Ecology by March 31 following the reporting period (S9 *Reporting Requirements*). The reporting period is the previous calendar year. Complete sections I through VI. Do not leave any questions blank.

I. Permittee Information

Permittee Name	*Permit Coverage Number*	
Contact Name	*Phone Number*	
Mailing Address		
City	*State*	*Zip + 4*
Email Address:		

II. Regulated Small MS4 Location

Jurisdiction
Entity Type: ☐ Port ☐ Diking/drainage district ☐ Flood control district ☐ College/University ☐ Public school district ☐ Park district ☐ State agency_____ ☐ Other _____
Major receiving water(s):

III. 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 they are implementing on your behalf below. ***Attach a copy of your agreement with the other entity (unless previously submitted).***

IV. Certification

Must be signed by the responsible official(s) of permittee

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_____Title_____Date_____

Name_____Title_____Date_____

Name_____Title_____Date_____

V. Submittal

Deliver two printed and signed copies and one electronic copy (e-mail the report in Excel format from Ecology website or send CD ROM in MS Word format or PDF) of this report by March 31 to:

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

VI. Status Report Covering Calendar Year _____

Answer all the questions. If a requirement is not yet due based on your permit coverage date, answer "No" and note in *Comments* that the requirement is not yet due. The deadlines for specific requirements may vary from those shown as established by Ecology for individual permittees. For questions that allow for a NA (not applicable) answer, if the requirement does not apply to you, answer "NA." Please label any attachments with corresponding question numbers.

S6.D Stormwater Management Program

1. YES ☐ NO ☐ **Attached** a copy of the Permittee's Stormwater Management Program (SWMP) as per S6.A.5 (*Required* annually).

Comments:

2. YES ☐ NO ☐ NA ☐ **Attached** a notification of any jurisdictional boundary changes resulting in an increase or decrease in the Permittee's geographic area of coverage during the reporting period, and implications for the SWMP. (*Required annually,* S9.F.2)

Comments:

S6.D.1 Public Education and Outreach

3. YES ☐ NO ☐ Labeled at least 50% of all storm drain inlets owned or operated by the Permittee that are located in maintenance yards, in parking lots, along sidewalks, and at pedestrian access points? (*Required by* 3 years from permit coverage date, S6.D.1.a)
Number of inlets labeled: _____

Comments:

4. YES ☐ NO ☐ NA ☐ (Public ports, colleges, and universities) Distributed educational information to tenants and residents about the impact of stormwater discharges on receiving waters and steps that can be taken to reduce pollutants in stormwater runoff? (*Required by* 3 years from permit coverage date, S6.D.1.b)

Comments:

5. YES ☐ NO ☐ Labeled all storm drain inlets owned or operated by the Permittee that are located in maintenance yards, in parking lots, along sidewalks, and at pedestrian access points. (*Required by* August 15, 2011 or date established by Ecology, S6.D.1.a.ii)
Number of inlets labeled: _____

Comments:

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6. YES ☐ NO ☐ Re-labeled all storm drain inlets with labels when no longer clearly visible and/or easily readable within 90 days. (*Required after* deadline for S6.D.1.a.iii)
Number of inlets labeled: _____

Comments:

S6.D2 Public Involvement and Participation

7. YES ☐ NO ☐ Published a public notice or posted SWMP on website and solicited public review of the SWMP. (*Required by* August 15, 2011 or date established by Ecology, S6.D.2.a)

Comments:

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8. YES ☐ NO ☐ Made the latest version of the SWMP available to the public. If posted on website, list address. (*Required by* August 15, 2011 or date established by Ecology, S5.D.2.b)

Comments:

S6.D.3 Illicit Discharge Detection and Elimination

9. YES ☐ NO ☐ Complied with all relevant ordinances, rules, and regulations of the local jurisdiction(s) that govern non-stormwater discharges. (*Required* after permit coverage date, S6.D.3.a)

Comments:

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10. YES ☐ NO ☐ Developed and adopted policies to prohibit illicit discharges and identified enforcement mechanisms. (*Required by* 1 year from permit coverage date, S6.D.3.b)

Comments:

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11. YES ☐ NO ☐ Implemented policies to prohibit illicit discharges, including an enforcement plan. (*Required* 1 year from permit coverage date, S6.D.3.b)

Comments:

12. YES ☐ NO ☐	Developed a map of the storm sewer system showing all known storm drain outfalls, receiving waters, and areas contributing runoff to each outfall. Made map available on request to Ecology or others, if requested. (*Required by* August 15, 2011 or date established by Ecology, S6.D.3.c) *Comments:*
13. YES ☐ NO ☐	Conducted field inspections and visually inspected for illicit discharges at approximately one third of all known outfalls. (*Required to begin by* 2 years from permit coverage date, S6.D.3.d) Number of outfalls inspected: ____ *Comments:*
14. YES ☐ NO ☐	Developed and implemented procedures to identify and remove illicit discharges. (*Required by* 2 years from permit coverage date, S6.D.3.d) *Comments:*
15. YES ☐ NO ☐	**Attached** summary of illicit discharges discovered and actions taken to eliminate the discharges. (*Required* annually, S9) *Comments:*
16. YES ☐ NO ☐	Developed and implementing a spill response plan that includes coordination with a qualified spill responder. (*Required by* August 15, 2011 or date established by Ecology, S6.D.3.e) *Comments:*
17. YES ☐ NO ☐	Provided staff training or coordinated with existing training to educate relevant staff on proper BMPs for preventing illicit discharges, including spills. (*Required by* 2 years from permit coverage date, S6.D.3.f) *Comments:*

S6.D.4 Construction Site Stormwater Control

18. YES ☐ NO ☐ NA ☐	Complied with all relevant ordinances, rules, and regulations of the local jurisdiction(s) that govern construction phase stormwater pollution prevention measures, if applicable. (*Required after* permit coverage date, S6.D.4.a) *Comments:*
19. YES ☐ NO ☐ NA ☐	Obtained NPDES permit coverage for all applicable construction projects under the control of the Permittee. (*Required* after permit coverage date, S6.D.4.b) *Comments:*
20. YES ☐ NO ☐ NA ☐	Coordinated with local jurisdictions on construction projects owned or operated by other entities that discharge into Permittee's MS4. (*Required* after permit coverage date, S6.D.4.c) *Comments:*
21. YES ☐ NO ☐ NA ☐	Provided training for relevant staff in erosion and sediment control BMPs and requirements, or hired trained contractors to perform the work for all construction projects owned and operated by the Permittee. (*Required* S6.D.4.d) *Comments:*
22. YES ☐ NO ☐ NA ☐	Provided access, as requested, for inspection of construction sites under the control of the Permittee during the active grading and/or construction period. (*Required* after permit coverage date, S6.D.4.e) *Comments*:

S6D.5 Post-Construction Stormwater Management for New Development and Redevelopment

23. YES ☐ NO ☐	Complied with all relevant ordinances, rules, and regulations of the local jurisdiction(s) that govern post-construction stormwater pollution prevention measures, including proper operation and maintenance of the MS4. (*Required* after permit coverage date, S6.D.5.a) *Comments*:

24. YES ☐ NO ☐ NA ☐ Coordinated with local jurisdiction regarding projects owned and operated by other entities which discharge into the Permittee's MS4. (*Required* after permit coverage date, S6.D.5.b)

Comments:

S6.D.6 Pollution Prevention and Good Housekeeping for Municipal Operations

25. YES ☐ NO ☐ Developed and implemented an Operation and Maintenance program. (*Required by* 3 years from permit coverage date, S6.D.6.a)

Comments:

26. YES ☐ NO ☐ Conducted spot checks of stormwater facilities after major storms. (*Required to begin by* 3 years from permit coverage date, S6.D.6.a.i)

Comments:

27. YES ☐ NO ☐ NA ☐ Have NPDES permit coverage for *Stormwater Discharges Associated with Industrial Activities* for all applicable industrial facilities operated by the Permittee. (S6.D.6.b)

Comments:

28. YES ☐ NO ☐ Provided adequate training for staff to carry out the Operations and Maintenance plan to minimize impacts to water quality. (*Required to begin by* 3 years from permit coverage date, S6.D.6.d)

Comments:

S7. Compliance with Total Maximum Daily Load Requirements

29. YES ☐ NO ☐ Is there an approved Total Maximum Daily Load (TMDL) applicable to stormwater discharges from a MS4 owned or operated by the Permittee? (S7)

Comments:

30. YES ☐ NO ☐ NA ☐ Complied with the specific requirements identified in Appendix 2. (S7.A)

Comments:

31. YES ☐ NO ☐ NA ☐ Attached status report of TMDL implementation. (S7.A)

Comments:

32. YES ☐ NO ☐ NA ☐ Where monitoring was required in Appendix 2, conducted the monitoring according to a Quality Assurance Project Plan. (S7.A)

Comments:

General Conditions

33. YES ☐ NO ☐ NA ☐ Notified Ecology of the failure to comply with the permit terms and conditions within 30 days of becoming aware of the non-compliance. (G20)

Comments:

34. YES ☐ NO ☐ NA ☐ Notified Ecology immediately in cases where the Permittee becomes aware of a discharge into or from the Permittee's MS4 which may constitute a threat to human health, welfare, or the environment. (G3)

Comments:

35. YES ☐ NO ☐ 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)

Comments:

S4 Compliance with Standards

36. YES ☐ NO ☐ NA ☐ If applicable, attached a summary of the status of implementation of any actions taken pursuant to S4.F, and the status of any monitoring, assessment, or evaluation efforts conducted during the reporting period. (S4.F.3.d)

Comments:

A. Information Collection (S8.A, S8.B & S9)

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.

B. Evaluation of your SWMP (S8.B & S9) Complete for the third and following annual reports.

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 "NA" if you are not yet fully implementing the entire program of BMPs for a component of the SWMP.			
1. YES ☐	NO ☐	NA ☐	Are the BMPs selected and implemented for Public Outreach appropriate to minimize pollutants in the MS4 to the MEP? *Comments:*
2. YES ☐	NO ☐	NA ☐	Are the BMPs selected and implemented for Public Involvement appropriate to minimize pollutants in the MS4 to the MEP? *Comments:*
3. YES ☐	NO ☐	NA ☐	Are the BMPs selected and implemented for Illicit Discharge Detection and Elimination appropriate to minimize pollutants in the MS4 to the MEP? *Comments:*
4. YES ☐	NO ☐	NA ☐	Are the BMPs selected and implemented for Construction Stormwater Pollution Prevention appropriate to minimize pollutants in the MS4 to the MEP? *Comments:*

5. YES ☐	NO ☐	NA ☐	Are the BMPs selected and implemented for Post-Construction Runoff Management appropriate to minimize pollutants in the MS4 to the MEP? *Comments:*
6. YES ☐	NO ☐	NA ☐	Are the BMPs selected and implemented for Good Housekeeping for Municipal Operations appropriate to minimize pollutants in the MS4 to the MEP? *Comments:*

C. Changes in BMPs or objectives (S8.B)

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.	
1. Old BMP:	Old Objective:
2. New BMP:	New Objective:
Justification for change:	
1. Old BMP:	Old Objective:
2. New BMP:	New Objective:
Justification for change:	