

## **APPENDIX 4 – Draft Annual Report Form for Secondary Permittees**

*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.*

**VI. Status Report Covering Calendar Year \_\_\_\_\_**

---

1. YES  NO  **Attach** 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.4)*  
NA

*Comments:*

---

---

**S6.D Stormwater Management Program**

**S6.D.1 Public Education and Outreach**

2. 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 4 years from initial permit coverage date, S6.D.1.a)*

*Comments:*

- 
3. YES  NO  Re-labeled all storm drain inlets with labels when no longer clearly visible and/or easily readable within 90 days. *(Required after four years from initial permit coverage date, S6.D.1.a)*

*Comments:*

- 
4. YES  NO  (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 initial permit coverage date, S6.D.1.b)*  
NA

*Comments:*

---

**S6.D2 Public Involvement and Participation**

5. YES  NO  Made the annual report and SWMPR available on website. *(Required by May 31, annually, S6.D.2.a)*

*Comments:*

---

### S6.D.3 Illicit Discharge Detection and Elimination

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

*Comments:*

---

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

*Comments:*

---

8. YES  NO  Implemented an enforcement plan to ensure compliance with policies to prohibit illicit discharges. (*Required* 18 months from initial permit coverage date, S6.D.3.b)

*Comments:*

---

9. 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. (*Required* by four and one half years from initial permit coverage date, S6.D.3.c)

*Comments:*

---

10. YES  NO  Maintained a map of the MS4 showing all known storm drain outfalls, receiving waters, and areas contributing runoff to each outfall. Made map available on request to Ecology or others. (*Required* after four and one half years from initial permit coverage date, S6.D.3.c)

*Comments:*

---

11. YES  NO  Conducted field inspections and visually inspected for illicit discharges at approximately one third of all known MS4 discharge points and outfalls. (*Required* to begin by 2 years from initial permit coverage date, S6.D.3.d)

*Comments:*

---

12. YES  NO  Implemented procedures to identify and remove illicit discharges. (*Required* by 2 years from initial permit coverage date, S6.D.3.d)

*Comments:*

---

13. YES  NO  Number of illicit discharges, including illicit connections, eliminated during the reporting period: (S6.D.3.d)  
**Attach** a summary of illicit discharges discovered and actions taken to eliminate the discharges. (S6.D.3.d)

*Comments:*

---

14. YES  NO  Implemented a spill response plan that includes coordination with a qualified spill responder. (*Required by* four and one-half years from initial permit coverage date, S6.D.3.e)

*Comments:*

---

15. YES  NO  Provided staff training or coordinated with existing training to educate staff and, as appropriate, provide the opportunity for such training to tenants on proper BMPs for preventing illicit discharges, including spills as described in S6.D.3.f. (*Required by* 2 years from initial permit coverage date, S6.D.3.f)

*Comments:*

---

#### S6.D.4 Construction Site Stormwater Control

16. YES  NO   
NA  Complied with all relevant ordinances, rules, and regulations of the local jurisdiction(s) that govern construction phase stormwater pollution prevention activities, if applicable. (*Required after* initial permit coverage date, S6.D.4.a)

*Comments:*

---

17. YES  NO  Ensured that all applicable construction projects under the functional control of the Permittee obtained NPDES permit coverage. (*Required after* initial permit coverage date, S6.D.4.b)

*Comments:*

---

18. YES  NO   
NA  Coordinated with local jurisdictions on construction projects owned or operated by other entities that discharge into Permittee's MS4. (*Required after* initial permit coverage date, S6.D.4.c)

*Comments:*

- 
19. 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 after initial permit coverage date, S6.D.4.d)*

*Comments:*

- 
20. YES  NO   
NA  Provided access, as requested, for inspection of construction sites under the control of the Permittee during the land disturbing activity and/or construction period. *(Required after initial permit coverage date, S6.D.4.e)*

*Comments:*

---

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

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

*Comments:*

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

*Comments:*

---

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

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

*Comments:*

- 
24. YES  NO  Established and implemented maintenance standards for stormwater collection and conveyance systems as described in S6.D.6.a.i. *(Required by 3 years from initial permit coverage date, S6.D.6.a.i)*

*Comments:*

---

25. YES  NO  Conducted spot checks of potentially damaged permanent stormwater facilities after major storms.  
(Required to begin by 3 years from initial permit coverage date, S6.D.6.a.i)

Comments:

---

26. YES  NO  Developed and implemented a Stormwater Pollution Prevention Plan (SWPP) for material storage areas, heavy equipment maintenance or storage yards not covered by another NPDES permit that covers stormwater discharges associated with the activity. (Required by 3 years from initial permit coverage date, S6.D.6.a.vi)

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, or another NPDES permit that regulates surface water discharges associated with the activity. (Required after initial permit coverage date, S6.D.6.b)

Comments:

---

28. YES  NO  Implemented a program designed to train staff to carry out the Operations and Maintenance plan to minimize impacts to water quality.  
(Required to begin by 3 years from initial 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:

---

**General Conditions**

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

*Comments:*

---

33. YES  NO  Notified Ecology immediately in cases where the Permittee becomes  
NA  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:*

---

34. 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**

35. YES  NO  If applicable, attached a summary of the status of implementation of any  
NA  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.B)**

List below the results of information collected and analyzed by the MS4 during the reporting period, including monitoring data (if any) or monitoring-related studies and how to contact the MS4 for additional information. In addition, summarize the results of information collected by another entity and indicate how more complete information can be obtained.

--