

10 Steps for Annual Report Electronic Submittal

Municipal Stormwater General Permits

1. Download a copy of the Excel worksheet file for your permit from Ecology's website at www.ecy.wa.gov/programs/wq/stormwater/municipal/annualreports.html
2. Save the Excel worksheet to your computer, changing the file name to identify your jurisdiction. Ecology suggests using your jurisdiction name and the year 2008, for example "Sedro Woolley 2008 Annual Report.xls"
3. Go to the INSTRUCTIONS (first) tab in the file and read the instructions.
4. Fill out the Permittee Information (second) tab.
5. Fill out the Annual Report (Section VI) tab and other tabs as instructed.
6. Do not leave questions blank. Check your answers for accuracy and check the report for completeness. Remember to use "Y" instead of "Yes" and in the number field use "0" (zero) if there is not a number to report.
7. Certification (third) tab: Print out two (2) hard copies and have your responsible official sign the certification statement. Send the hard copies of the entire report with the original signature to Ecology as instructed in the worksheet. Your annual report submittal is not complete until we receive the signed hard copies.
8. Prepare and send an email to the address in the instructions. Attach to the email:
 - The Excel file (please do NOT send as a pdf)
 - The SWMP document (send as pdf unless you are unable to do so)
 - Supplemental documentation for the annual report (send as pdf unless you are unable to do so)
9. You will receive an electronic reply that Ecology has received the email. Your permit manager will review your submittal for completeness.
10. Your Ecology permit manager will notify you after reviewing the report for completeness to let you know either: 1) it is complete or 2) it is incomplete and the information needed to complete it. If you must re-submit your revised report to Ecology, send the revised report both electronically and as a hard copy with a certification signature as above in steps 7 and 8.