

APPENDIX 4 – Annual Report Form for Secondary Permittees

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Secondary Permittees Annual Report Form

Annual Report for Calendar Year _____ Permit Coverage Date _____

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

<i>Permittee Name</i>	<i>Permit Coverage Number</i>	
<i>Contact Name</i>	<i>Phone Number</i>	
<i>Mailing Address</i>		
<i>City</i>	<i>State</i>	<i>Zip + 4</i>
<i>Email Address:</i>		

II. Regulated Small MS4 Location

<i>City or County</i>
<i>Entity Type:</i> <input type="checkbox"/> Port <input type="checkbox"/> Diking/drainage district <input type="checkbox"/> Flood control district <input type="checkbox"/> College/University <input type="checkbox"/> Public school district <input type="checkbox"/> Park district <input type="checkbox"/> State agency _____ <input type="checkbox"/> Other _____
<i>Major receiving water(s):</i>

VI. Status Report Covering Calendar Year _____

Answer all the questions. If a requirement is not yet due based on your permit coverage date, answer "NA" 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 because of varying permit coverage dates. 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 document (SWMP) as per S6.A.5 (*Required* annually).

Comments:

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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
NA 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 date of permit coverage or date established by Ecology, S6.D.1.a)
Number of inlets labeled: _____

Comments:

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4. YES NO
NA (Public ports, colleges, and universities only) 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 date of permit coverage, S6.D.1.b)

Comments:

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5. YES NO
NA 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: _____

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Comments:

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

Comments:

S6.D2 Public Involvement and Participation

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

Comments:

-
8. YES NO Made the latest version of the SWMP available to the public. If posted on
NA website, list the address in *Comments*. (*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* from
date of permit coverage, S6.D.3.a)

Comments:

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

Comments:

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11. YES NO Developed and implemented an enforcement plan to ensure compliance
NA with illicit discharge policies. (*Required* 18 months from date of permit
coverage, S6.D.3.b)

Comments:

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12. YES NO
NA 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
NA Conducted annual field inspections and visually inspected for illicit discharges at approximately one third of all known outfalls. (Required to begin by 2 years from date of permit coverage, S6.D.3.d)
Number of outfalls inspected: _____

Comments:

14. YES NO
NA Developed and implemented procedures to identify and remove illicit discharges. (Required by 2 years from date of permit coverage, S6.D.3.e)

Comments:

15. YES NO
NA **Attached** a summary of illicit discharges discovered and actions taken to eliminate the discharges. (Required by 2 years from date of permit coverage, S9)

Comments:

16. YES NO
NA 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
NA Provided staff training or coordinated with existing training to educate relevant staff on proper BMPs for preventing spills and illicit discharges. (Required by 2 years from date of permit coverage, S6.D.3.f)

Comments:

S6.D.4 Construction Site Stormwater Control

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

Comments:

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19. YES NO Obtained NPDES permit coverage for all applicable construction projects
NA under the control of the Permittee. (*Required* after date of permit coverage
S6.D.4.b)

Comments:

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

Comments:

-
21. YES NO Provided training for relevant staff in erosion and sediment control BMPs
NA and requirements, or hired trained contractors to perform the work for all
construction projects owned and operated by the Permittee. (*Required*
from date of permit coverage, S6.D.4.d)

Comments:

-
22. YES NO Provided access, as requested, for inspection of construction sites
NA under the control of the Permittee during the active grading and/or
construction period. (*Required* from date of permit coverage, 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
NA jurisdiction(s) that govern post-construction stormwater pollution
prevention measures, including proper operation and maintenance of the
MS4. (*Required* from date of permit coverage, S6.D.5.a)

Comments:

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

Comments:

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

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

Comments:

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

Comments:

27. YES NO
NA Developed and implemented a Stormwater Pollution Prevention Plan (SWPP) for material storage areas, heavy equipment storage areas, and maintenance areas not covered by a NPDES industrial stormwater permit. (*Required by 3 years from date of permit coverage or date established by Ecology, S6.D.6.a.vi*)

Comments:

28. 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:

29. YES NO
NA 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 date of permit coverage, S6.D.6.d*)

Comments:

S7. Compliance with Total Maximum Daily Load Requirements

30. 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:

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

Comments:

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

Comments:

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

Comments:

General Conditions

34. 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.B)

Comments:

35. YES NO Notified Ecology immediately in cases where the Permittee becomes
NA aware of a discharge from the Permittee's MS4 which may cause or contribute to an imminent threat to human health or the environment. (G3 and G.20.C)

Comments:

S4 Compliance with Standards

36. YES NO If applicable, attached a summary of the status of implementation of any
NA actions taken pursuant to S4.F, and any information from an assessment and evaluation procedures collected during the reporting period. (S4.F.2.d)

Comments:

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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 implementing BMPs for a component of the SWMP.

- | | |
|---|--|
| 1. YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input type="checkbox"/> | Are the BMPs selected and implemented for Public Outreach appropriate to minimize pollutants in the MS4 to the MEP?
<i>Comments:</i> |
| 2. YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input type="checkbox"/> | Are the BMPs selected and implemented for Public Involvement appropriate to minimize pollutants in the MS4 to the MEP?
<i>Comments:</i> |
| 3. YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input type="checkbox"/> | Are the BMPs selected and implemented for Illicit Discharge Detection and Elimination appropriate to minimize pollutants in the MS4 to the MEP?
<i>Comments:</i> |
| 4. YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input type="checkbox"/> | Are the BMPs selected and implemented for Construction Stormwater Pollution Prevention appropriate to minimize pollutants in the MS4 to the MEP?
<i>Comments:</i> |

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5. YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input type="checkbox"/>	Are the BMPs selected and implemented for Post-Construction Runoff Management appropriate to minimize pollutants in the MS4 to the MEP? <i>Comments:</i>
6. YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input type="checkbox"/>	Are the BMPs selected and implemented for Good Housekeeping for Municipal Operations appropriate to minimize pollutants in the MS4 to the MEP? <i>Comments:</i>

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:	