

## **Steps for Annual Report Electronic Submittal**

### **Municipal Stormwater General Permits**

1. Download a copy of the applicable Excel worksheet file from Ecology's website at [www.ecy.wa.gov/programs/wq/stormwater/municipal/annual\\_reports.html](http://www.ecy.wa.gov/programs/wq/stormwater/municipal/annual_reports.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 2007, for example "Sedro Woolley 2007 Annual Report.xls"
3. Go to the INSTRUCTIONS (first/far-left) tab in the file and read the instructions.
4. Next, 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 zero (0) if there is not a number to report. Save as you go.
7. Certification (third) tab: Print out a hard copy of the Certification tab and have your responsible official sign the certification statement after reviewing the completed annual report submittal. Send this hard copy with the original signature along with a hard copy of the entire report submittal, including applicable attachments, to Ecology as instructed in the worksheet.
8. Prepare and send an email to the address in the instructions. Attach to the email:
  - The completed Excel file of the annual report (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. The email you send will trigger an automatic electronic reply that Ecology has received the email and your permit manager will review it for completeness.
10. Your Ecology permit manager will notify you after reviewing the annual report for completeness to let you know either: 1) the annual report appears complete or 2) it appears incomplete and the information needed to complete it. If you must re-submit your revised report to Ecology, send the entire revised report with a new hard copy with a new certification signature. Follow the process above in steps 7 and 8.

