APPENDIX 8 – Annual Report Questions for New Permittees

New Permittees that are Cities, Towns or Counties are required to submit the following information in an online annual report form, or an alternative format provided by Ecology if requested, pursuant to Special Condition S9.A.

1.	**Attach** updated annual Stormwater Management Program Plan (SWMP Plan). (S5.A.2)
2.	**Attach** a notification of any annexations, incorporations or boundary changes resulting in an increase or decrease in the Permittee's geographic area of permit coverage during the reporting period per S9.D.5.
3.	Implemented an ongoing program to gather, track, and maintain information per S5.A.3, including costs or estimated costs of developing and implementing the SWMP. (*Required* to begin no later than August 1, 2015*)*
4.	Coordinated among departments within the jurisdiction to eliminate barriers to permit compliance? (S5.A.5.b)
4b.	**Attach** a written description of internal coordination mechanisms. (*Required* to be submitted no later than March 31, 2015, S5.A.5.b)
5.	**Attach** description of public education and outreach efforts conducted per S5.C.1.a. i-ii. *(Required* to begin no later than August 1, 2015)
6.	Provided stewardship opportunities (or partnered with others) to encourage resident participation. (*Required* to begin no later than August 1, 2015, S5.C.1.b)
7.	Used results of measuring the understanding and adoption of targeted behaviors among at least one audience in at least one subject area to direct education and outreach resources and evaluate changes in adoption of targeted behaviors. (*Required* no later than August 1, 2017, S5.C.1.c) ~~**Attach** description of how this requirement was met.~~

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7b.	**Attach** description of how this requirement was met.
8.	Describe in *Comments* field the opportunities created for the public to participate in the decision making processes involving the development, implementation and updates of the Permittee's SWMP. *(Required* to begin no later than August 1, 2014, S5.C.2.a)
9.	Posted the updated SWMP Plan and latest annual report on your website no later than May 31. *(Required* to begin posting no later than May 31, 2015, S5.C.2.b) ~~NOTE website address in *Comments* field.~~
9b.	List the website address in *Comments* field.
10.	Developed a map of the MS4 that includes the requirements listed in S5.C.3.a.i.-vi. *(Required* no later than August 1, 2017)
11.	Mapped all connections to the MS4 authorized or allowed by the Permittee. *(Required* to begin no later than August 1, 2013, S5.C.3.a.v)
12.	Adopted and implemented an ordinance or other regulatory mechanism to effectively prohibit illicit discharges per the requirements in S5.C.3.b.i.-iv. *(Required* no later than February 2, 2016) ~~Cite reference for ordinance or other regulatory mechanism to meet this requirement in *Comments* field.~~
12b.	Cite reference for ordinance or other regulatory mechanism to meet this requirement in *Comments* field.
13.	Developed and implemented a compliance strategy, including informal compliance actions as well as enforcement provisions of the ordinance (S5.C.3.b.v) *(Required* no later than February 2, 2016)
14.	Developed and implemented procedures for conducting illicit discharge investigations in accordance with S5.C.3.c.i. *(Required* no later than February 2, 2018) ~~Cite methodology used in the *Comments* sections.~~

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14b.	Cite methodology used in the *Comments* sections.

15.	Screened on average 12% of MS4 within coverage area each year in accordance with S5.C.3.c.i. (*Required* to screen 12% no later than December 31, 2017; 20% on average each year thereafter, S5.C.3.c.i)
16.	Publicized a hotline telephone number for public reporting of spills and other illicit discharges. ~~Provide telephone number in the *Comments* field.~~ (*Required* to begin no later than August 1, 2015, S5.C.3.c.ii)
16b.	Number of hotline calls received during the reporting period.
16c.	Provide telephone number in the *Comments* field.
17.	Developed and implemented an ongoing illicit discharge training program for all municipal field staff per S5.C.3.c.iii. *(Required* to begin no later than February 2, 2016)
18.	Informed public employees, businesses, and the general public of hazards associated with illicit discharges and improper disposal of waste? (*Required* to begin no later than February 2, 2017, S5.C.3.c.iv) ~~Describe activities in *Comments* field.~~
18b.	Describe activities in *Comments* field.
19.	Developed and implemented a program to characterize, trace, and eliminate illicit discharges into the MS4 found by or reported to the Permittee. (*Required* to begin no later than February 2, 2018, S5.C.3.d.i)
20.	Number of illicit discharges, including illicit connections, eliminated during the reporting year. *(Required* no later than February 2, 2018, S5.C.3.d.iii and iv)
21.	**Attach** a summary of actions taken to characterize, trace and eliminate each illicit discharge found by or reported to the permittee. For each illicit discharge, include a description of actions according to required timeline per S5.C.3.d.iv. *(Required*

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	no later than February 2, 2018)
22.	Trained municipal illicit discharge detection staff to conduct illicit discharge detection and elimination activities referenced in S5.C.3.e. *(Required* no later than February 2, 2016)
23.	Developed and implemented a program to reduce pollutants in stormwater runoff to the MS4 from new public or private development, redevelopment and construction site activities. *(Required* no later than December 31, 2017, S5.C.4)
24.	Adopted and implemented an ordinance or other enforceable mechanism to address runoff from new development, redevelopment and construction sites per the requirements of S5.C.4.a. *(Required* no later than December 31,2017) ~~Cite the jurisdiction code reference used to meet this requirement in *Comments* field.~~
24b.	Cite the jurisdiction code reference used to meet this requirement in *Comments* field.
25.	Number of exceptions granted to the minimum requirements in Appendix 1. *(Required* no later than December 31, 2017, S5.C.4.a.i and Section 6 of Appendix 1)
26.	Number of variances granted to the minimum requirements in Appendix 1. *(Required* no later than December 31, 2017, S5.C.4.a.i and Section 6 of Appendix 1)
27.	Reviewed *Stormwater Site Plans* for all proposed development activities that meet the thresholds adopted pursuant to S5.C.4.a.i. *(Required* no later than December 31, 2017, S5.C.4.b.i)
27b.	Number of site plans reviewed during the reporting period.
28.	Inspected, prior to clearing and construction, all permitted development sites that have a high potential for sediment transport as determined through plan review based on definitions and requirements in Appendix 7 *Determining Construction Site Sediment Damage Potential*, or alternatively, inspected all construction sites meeting the minimum thresholds adopted pursuant to S5.C.4.a.i. (*Required* no later than December 31,

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	2017, S5.C.4.b.ii)
28b.	Number of construction sites inspected per S5.C.4.b.ii.
29.	Inspected all permitted development sites during construction to verify proper installation and maintenance of required erosion and sediment controls. (*Required* no later than December 31, 2017, S5.C.4.b.iii)
29b.	Number of construction sites inspected per S5.C.4.b.iii.
30.	Number of enforcement actions taken during the reporting period based on construction phase inspections at new development and redevelopment projects. (*Required* no later than December 31, 2017, S5.C.4.b.ii, iii and v)
31.	Inspected all permitted development sites that meet the thresholds in S5.C.4.a.i upon completion of construction and prior to final approval or occupancy to ensure proper installation of stormwater facilities. (*Required* no later than December 31, 2017, S5.C.4.b.iv and v)
32.	Verified a maintenance plan is completed and responsibility for maintenance is assigned for projects. (*Required* no later than December 31, 2017, S5.C.4.b.iv)
33	Achieved at least 80% of scheduled construction-related inspections. (*Required* no later than December 31, 2017, S5.C.4.b.ii-iv)
34.	Developed and implemented a program to verify adequate long-term operation and maintenance (O&M) of stormwater flow control and treatment BMPs/facilities that are permitted and constructed pursuant to S5.C.4(b). (*Required* no later than December 31, 2017, S5.C.4.c)
35.	Adopted and implemented an ordinance or other enforceable mechanism that clearly identifies the party responsible for

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	maintenance, requires inspection and establishes enforcement procedures. (*Required* no later than December 31, 2017, S5.C.5.c.i)
36.	Established maintenance standards as described in S5.C.4.c.ii. (*Required* no later than December 31, 2017)
37.	Annually inspected stormwater treatment and flow control BMPs/facilities per S5.C.4.c.iii.*(Required* no later than December 31, 2017)
37b.	If using reduced inspection frequency for the first time during this permit term, **attach** documentation as per S5.C.4.c.iii. *(Required if applicable* no later than December 31, 2017)
38.	Inspected new stormwater treatment and flow control BMPs/facilities and catch basins for new developments every 6 months until 90% of the lots are constructed (or until construction has stopped and the site is fully stabilized) to identify maintenance needs and enforce compliance with maintenance standards as needed? (*Required* no later than December 31, 2017, S5.C4.c.ii)
39.	Achieved at least 80% of scheduled inspections to verify adequate long-term O&M. (*Required* no later than December 31, 2017, S5.C4.c.v)
40.	Verified that maintenance was performed per the schedule in S5.C.4.c.vi when an inspection identified an exceedance of the maintenance standard. *(Required* no later than December 31, 2017) ~~**Attach** documentation of any maintenance delays.(S5.C.4.c.vi)~~
40b.	**Attach** documentation of any maintenance delays.(S5.C.4.c.vi)
41.	Provided copies of the *Notice of Intent for Construction Activity* and *Notice of Intent for Industrial Activity* to representatives of proposed new development and redevelopment. (*Required* no later than August 1, 2013, S5.C.4.d)

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42.	Ensured that all staff responsible for implementing the program to control stormwater runoff from new development, redevelopment, and construction sites are trained to conduct these activities, as per S5.C.4.e. *(Required* to begin no later than December 31, 2017)
43.	Reviewed, revised and made effective the low impact development-related codes, rules, standards and other enforceable documents as per S5.C.4.f.i. (*Required* no later than December 31, 2017)
43b.	**Attach** a summary of the LID review and revision process that includes the requirements listed in S5.C.4.f.ii. (*Required* to be submitted no later than March 31, 2018)
44.	Where applicable, participated and cooperated with the watershed-scale stormwater planning process led by a Phase I county. (S5.C.4.g)
45.	Developed and implemented maintenance standards as protective, or more protective, of facility function as those specified in Chapter 4 of Volume V of the ~~2012~~ *Stormwater Management Manual for Western Washington.* (*Required* no later than December 31, 2017, S5.C.5.a)
46.	Applied a maintenance standard that is not specified in the ~~*2012*~~ *Stormwater Management Manual for Western Washington.* ~~If so, please note in the *Comments* field what kinds of facilities are covered by this alternative maintenance standard.~~ (*Required to report, if applicable,* no later than December 31, 2017, S5.C.5.a)
46b.	Please note in the *Comments* field what kinds of facilities are covered by this alternative maintenance standard.
47.	Performed timely maintenance as per S5.C.5.a.ii. *(Required* no later than December 31, 2017)
47b.	**Attach** documentation of any maintenance delays. *(Required, if applicable,* no later than December 31, 2017, S5.C.5.a.ii)
48.	Annually inspected all municipally owned or operated permanent stormwater treatment and flow control BMPs/facilities. (*Required* no later than December 31, 2017, S5.C.5.b)

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48a.	Number of known municipally owned or operated stormwater treatment and flow control BMPs/facilities.
48b.	Number of facilities inspected during the reporting period.
48c.	Number of facilities for which maintenance was performed during the reporting period.
49.	If used a reduced inspection frequency, **attach** documentation as per S5.C.5.b *(Required, if applicable,* no later than December 31, 2017)
50.	Conducted spot checks and inspections (if necessary) of potentially damaged stormwater facilities after major storms. (*Required* no later than December 31, 2017, S5.C.5.c)
51.	Inspected all municipally owned or operated all catch basins and inlets owned or operated by the Permittee at least once during the permit term, or used an alternative approach. (*Required* no later than February 2, 2018, S5.C.5.d)
51b.	Number of known catch basins.
51c.	Number of catch basins inspected.
51d.	Number of catch basins cleaned.
52.	**Attach** documentation of alternative catch basin cleaning approach, if used. (*Required, if applicable,* no later than February 2, 2018, S5.C.5.d.i- iii)
53.	Developed and implemented practices, policies and procedures to reduce stormwater impacts associated with runoff from all lands owned or maintained by the Permittee, and road maintenance activities under the functional control of the Permittee. *(Required* no later than December 31, 2017, S5.C.5.f)

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54.	Developed and implemented an ongoing training program for Permittee employees whose primary construction, operations or maintenance job functions may impact stormwater quality. (*Required* no later than December 31, 2017, S5.C.5.g.)
55.	Developed and implemented a Stormwater Pollution Prevention Plan (SWPPP) for all heavy equipment maintenance or storage yards, and material storage facilities owned or operated by the Permittee in areas subject to this Permit as described in S5.C.6.h. *(Required* no later than December 31, 2017, S5.C.6.h)
56.	Complied with the Total Maximum Daily Load (TMDL) specific requirements identified in Appendix 2, if applicable. (S7.A)
57.	If applicable, for TMDLs listed in Appendix 2 **attach** a summary of relevant SWMP and Appendix 2 activities to address the applicable TMDL parameter. (S7.A)
58.	**Attach** a description of any stormwater monitoring or stormwater-related studies as described in S8.~~B.~~A.
59.	Notified Ecology in accordance with G3 of any discharge into or from the Permittee's MS4 which could constitute a threat to human health, welfare or the environment. (G3)
60.	Number of G3 notifications provided to Ecology.
61.	Took appropriate action to correct or minimize the threat to human health, welfare, and/or the environment per G3.A.
62.	Notified Ecology within 30 days of becoming aware that a discharge from the Permittee's MS4 caused or contributed to a known or likely violation of water quality standards in the receiving water. (S4.F.1)
63.	If requested, submitted an Adaptive Management Response report in accordance with S4.F.3.a.
64.	**Attach** a summary of the status of implementation of any actions taken pursuant to S4.F.3 and the status of any monitoring, assessment, or evaluation efforts conducted during the reporting period? (S4.F.3.d)

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65.	Notified Ecology of the failure to comply with the permit terms and conditions within 30 days of becoming aware of the non-compliance? (G20)
66.	Number of non-compliance notifications (G20) provided in reporting year.
~~66~~66b.	~~Number of non-compliance notifications (G20) provided in reporting year.~~ List permit conditions described in non-compliance notification(s) in *Comments* field.

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