

## **APPENDIX 3 – Annual Report Form for the Port of Seattle and the Port of Tacoma**

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**Annual Report for Calendar Year \_\_\_\_\_.**

Two printed copies and one electronic copy of this report are due to Ecology by March 31 of the following calendar year. For all annual reports complete sections I through VI. For the third and all following annual reports also complete section VII. 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>Jurisdiction</i>
<i>Major receiving water(s)</i>



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

Note: Items that have future compliance dates must still be checked to indicate status.

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1. YES  NO  **Attached** a copy of the Permittee's Stormwater Management Program (SWMP) as per S6.A.5 and S9.G?

*Comments:*

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2. YES  NO  **Attached** a copy of any boundary changes to the Permittee's SWMP as per S9.G.5?

*Comments:*

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3. YES  NO  Included an education program aimed at tenants and Port employees in your SWMP? (*Required* within 3 years of permit coverage, S6.E)

*Comments:*

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4. YES  NO  Distributed educational information to Port employees, 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* 18 months after permit coverage, S6.E.1.a)

*Comments:*

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5. YES  NO  Published a public notice in the local newspaper and solicit public review of their SWMP? (*Required* by August 19, 2011, S6.E.2.a)

*Comments:*

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6. YES  NO  Made the latest updated version of the SWMP available to the public? (*Required* by August 19, 2011, S6.E.2.b)

*Comments:*

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7. YES  NO  Posted the SWMP on the Port's website? (*Required* by August 19, 2011, S6.E.2.b)

*Comments:*

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8. YES  NO  Developed and adopted a program to detect, remove and prevent illicit connections and illicit discharges, including spills, into the municipal separate storm sewers owned or operated by the Port? (*Required* within 3 years of permit coverage, S6.E.3)

*Comments:*

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9. YES  NO  Complied with all relevant ordinances, rules, and regulations of the local jurisdiction(s) that govern non-stormwater discharges where the Port district's separate storm sewer system is located? (S6.E.3.a)

*Comments:*

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10. YES  NO  Developed and adopted policies prohibiting illicit discharges? (*Required* 1 year from date of permit coverage, S6.E.3.b.)

*Comments:*

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11. YES  NO  Identified an enforcement mechanism for illicit discharges? (*Required* 1 year from date of permit coverage, S6.E.3.b.)

*Comments:*

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

*Comments:*

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13. YES  NO  Attached a copy of the policies and enforcement plan and a summary of illicit discharges discovered and actions taken to eliminate the discharges and other applicable requirements under S6.E.3.b. and S9?

*Comments:*

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14. YES  NO  SWMP includes an ongoing program for gathering, maintaining, and using adequate information to conduct planning, priority setting, and program evaluation activities for Port-owned properties? (S6.E.3.c)

*Comments:*

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**15. YES**  **NO**  Mapped all known municipal separate storm sewer outfalls, depicting land use for property owned by the Port, and all other properties served by municipal separate storm sewers known to and owned or operated by the Port? (*Required* within 2 years of permit coverage, S6.E.3.c.i)

*Comments:*

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**16. YES**  **NO**  Mapped tributary conveyances and the associated drainage areas of municipal separate storm sewer outfalls owned or operated by the Port with a 24 inch nominal diameter or larger, or an equivalent cross-sectional area for non-pipe systems? (*Required* within 2 years of permit coverage, S6.E.3.c.ii)

*Comments:*

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**17. YES**  **NO**  Developed and implemented a program to document operation and maintenance records for stormwater facilities covered under this permit? (*Required* within 2 years of permit coverage, S6.E.3.c.iv)

*Comments:*

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**18. YES**  **NO**  Conducted field inspections and visually inspected for illicit discharges at approximately one third of all known outfalls? (*Required* within 3 years of permit coverage, S6.E.3.d)  
Number of known outfalls? \_\_\_\_\_  
Number of outfalls inspected: \_\_\_\_\_

*Comments:*

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**19. YES**  **NO**  Developed and implemented procedures to identify and remove any illicit discharges? (*Required* within 3 years of permit coverage, S6.E.3.d)  
Number of illicit discharges identified? \_\_\_\_\_  
Number of illicit discharges removed? \_\_\_\_\_

*Comments:*

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**20. YES**  **NO**  Developed and implemented a spill response plan in coordination with a qualified spill responder? (*Required* by August 19, 2011, S6.E.3.e)

*Comments:*

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**21. YES**  **NO**  Provided training for staff on proper best management practices for preventing spills and illicit discharge? (S6.E.3.f)

Phase I Municipal Stormwater Permit

Comments:

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22. YES  NO  SWMP includes a program to address post-construction stormwater runoff from new development and redevelopment projects under the functional control of the Permittee? (Required within 3 years of permit coverage, S6.E.4.a)

Comments:

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23. YES  NO  Complied with all relevant ordinances, rules, and regulations of the local jurisdiction(s) in which the Port is located that govern construction phase stormwater pollution prevention measures? (Required within 1 year of permit coverage, 6.E.4.a)

Comments:

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24. YES  NO  To the extent allowed by local ordinances, rules and regulations, complied with applicable minimum technical requirements for new development and redevelopment found in Appendix 1? (Required within 1 year of permit coverage S6.E.4.a)

Comments:

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25. YES  NO  Obtained NPDES permit coverage for all applicable construction projects owned or operated by the Permittee? (S6.E.4.b)

Comments:

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26. YES  NO  Coordinated with local jurisdictions on projects owned or operated that discharge into Permittee's MS4? (S6.E.4.c)

Comments:

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27. YES  NO  Provided training for relevant staff in erosion and sediment control BMPs and requirements, or hired trained contractors to perform the work? (S6.E.4.d)

Comments:

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28. YES  NO  Provided access, as requested, for inspection of construction sites or other land disturbances that are under the control of the Port during the active grading and/or construction period? (S6.E.4.e)

Comments:

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**29. YES  NO**  SWMP includes a program that addresses post-construction stormwater runoff from new development and redevelopment projects and establishes controls to prevent or minimize water quality impacts? (*Required* within 3 years of permit coverage, S6.E.5)

*Comments:*

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**30. YES  NO**  Complied with all relevant ordinances, rules, and regulations of the local jurisdiction(s) that govern post-construction stormwater pollution prevention measures, including proper operation and maintenance of the MS4? (S6.E.5.a)

*Comments:*

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**31. YES  NO**  Complied, to the extent allowed by local ordinances, rules, and regulations with the applicable the minimum technical requirements for new development and redevelopment contained in Appendix 1? (*Required* within 1 year of permit coverage, S6.E.5.a)

*Comments:*

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**32. YES  NO**  Coordinated with local jurisdictions on projects owned or operated that discharge into Permittee's storm sewer system, to assist the local jurisdiction achieve compliance with relevant ordinances, rules, and regulations of the local jurisdiction(s)? (S6.E.5.b)

*Comments:*

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**33. YES  NO**  SWMP includes an operation and maintenance program for all stormwater treatment and flow control facilities and catch basins to ensure that BMPs continue to function properly? (*Required* within 3 years of permit coverage, S6.E.6)

*Comments:*

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**34. YES  NO**  Prepared an operation and maintenance manual for all stormwater BMPs under the functional control of the Permittee? (*Required* within 2 years of permit coverage, S6.E.6)

*Comments:*

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35. YES  NO  Developed and implemented an O&M manual with maintenance standards that are as protective, or more protective, of facility function as those specified in Chapter 4 of Volume V of the 2005 *Stormwater Management Manual for Western Washington*?? (S6.E.6.a)

Comments:

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36. YES  NO  Inspected stormwater BMPs listed in the O&M manual and took appropriate maintenance action? (S6.E.6.b)  
Number of BMPs inspected during the reporting period: \_\_\_\_.  
Number of maintenance actions taken during the reporting period: \_\_\_\_.

Comments:

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37. YES  NO  Provided appropriate training for Port maintenance staff ? (S6.E.6.c)

Comments:

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38. YES  NO  Maintained records of inspections and maintenance activities? (S6.E.6.a)

Comments:

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39. YES  NO  SWMP includes the development and implementation of one or more Stormwater Pollution Prevention Plans (SWPPPs)? (*Required* within 3 years of permit coverage, S6.E.7)

Comments:

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40. YES  NO  Developed and implemented Stormwater Pollution Prevention Plans (SWPPPs) that included a site plan, identification of pollutant sources and description of the drainage system? (*Required* within 2 years of permit coverage S6.E.7.a)

Comments:

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41. YES  NO  SWPPPS included stormwater BMPs selected from the 2005 *Stormwater Management Manual for Western Washington* (or an equivalent approved by Ecology) or a schedule for implementation of structural BMPs? (S6.E.7.c)  
Number of non-structural BMPs implemented:\_\_\_\_\_.

Comments:

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42. YES  NO  Maintained list of all sites covered under required Stormwater Pollution Prevention Plans (SWPPPs)? (15% of listed sites must be inspected annually and 80% of total sites must be inspected by August 19, 2011, S6.E.7.d.)

Number of sites covered under SWPPPs: \_\_\_\_\_  
Number of sites inspected: \_\_\_\_\_

*Comments:*

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43. YES  NO  SWPPP(s) include policies and procedures to reduce pollutants associated with the application of pesticides, herbicides and fertilizer? (S6.E.7.e.)

*Comments:*

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44. YES  NO  SWPPP(s) include measures to prevent, identify and respond to illicit discharges, including illicit connections, spills and improper disposal? (S6.E.7.f)

*Comments:*

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45. YES  NO  SWPPP(s) include a component related to inspection and maintenance of stormwater facilities and catch basins that is consistent with the Port's Operation and Maintenance Program? (S6.E.7.g)

*Comments:*

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46. YES  NO  Is there an approved Total Maximum Daily Load (TMDL) applicable to stormwater discharges from a MS4s owned or operated by the Permittee? (S7)

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

*Comments:*

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48. YES  NO   
NA  **Attached** status report of TMDL implementation? (S7.A)

*Comments:*

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49. YES  NO   
NA  Where monitoring was required in Appendix 2, did you conduct the monitoring according to a Quality Assurance Project Plan? (S7.A)

*Comments:*

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50. YES  NO  Developed and implemented a comprehensive long-term monitoring program as per S8.C?

*Comments:*

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51. YES  NO  Took appropriate action to correct or minimize discharges from or into the Permittee's MS4 which could constitute a threat to human health, welfare, or the environment? (G3)

*Comments:*

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

*Comments:*

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53. YES  NO   
NA  Notified Ecology immediately in cases where the Permittee becomes aware of a discharge into or from the Permittees MS4 which could constitute a threat to human health, welfare, or the environment? (G3)

*Comments:*

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54. YES  NO  **Attached** a summary of the status of implementation of any actions taken NA  pursuant to S4.F and the status of any monitoring, assessment, or evaluation efforts conducted during the reporting period. (S4.F.3.d)

*Comments:*

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## VII. Information Collection and BMP Evaluation

Complete sections A, B, and C for the Third and all following annual reports (S8.A, S8.B and S9)

### A. Information Collection

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. SWMP Evaluation (S8.B & S9)**

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 “N/A” if you are not yet fully implementing the entire program of BMPs for a component of the SWMP.

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1. YES  NO  Are the BMPs selected and implemented for Public Outreach appropriate  
N/A  to minimize pollutants in the MS4 to the MEP?

*Comments:*

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2. YES  NO  Are the BMPs selected and implemented for Public Involvement  
N/A  appropriate to minimize pollutants in the MS4 to the MEP?

*Comments:*

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3. YES  NO  Are the BMPs selected and implemented for Illicit Discharge Detection  
N/A  and Elimination appropriate to minimize pollutants in the MS4 to the  
MEP?

*Comments:*

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4. YES  NO  Are the BMPs selected and implemented for Construction Stormwater  
N/A  Pollution Prevention appropriate to minimize pollutants in the MS4 to the  
MEP?

*Comments:*

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5. YES  NO  Are the BMPs selected and implemented for Post-Construction Runoff  
N/A  Management appropriate to minimize pollutants in the MS4 to the MEP?

*Comments:*

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6. YES  NO  Are the BMPs selected and implemented for Good Housekeeping  
N/A  for Municipal Operations appropriate to minimize pollutants in the MS4 to  
the MEP?

*Comments:*

**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:	