
Guidance for Secondary Permittee Annual Reports Required by Municipal Stormwater General Permits



December 2007
Revised December 2008, November 2009, December 2010, December 2011

Publication Number 07-10-101



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I. Components of the Annual Report

The Department of Ecology (Ecology) developed and updated this guidance for municipal stormwater Secondary Permittees preparing annual report submittals. The Eastern or Western Washington Phase II Municipal Stormwater Permit or the Phase I Municipal Stormwater General Permit (issued January 17, 2007 and modified in June 2009), require you to submit your annual reports to Ecology by March 31 of each year.

Your Annual Report submittal package includes three components:

1. A written Stormwater Management Program (SWMP) document
 - The SWMP document (as required under Reporting requirements S9.F.1) that meets the description in permit section S6.A.5.
2. The Annual Report form
 - A completed Annual Report form to meet S9.F.1 Reporting requirements: either a hard copy of Appendix 4 – Annual Report form for Secondary Permittees OR the Annual Report form Excel file. Both formats are found at www.ecy.wa.gov/programs/wq/stormwater/municipal/annualreports.html
3. Supplemental documentation for the Annual Report form
 - Documentation necessary to respond to specific questions in the Annual Report form.

Ecology does not approve these documents. However, Ecology municipal stormwater staff will review them for completeness to evaluate permit compliance and to target technical assistance. The sections below describe the three components in further detail.

II. Preparing the SWMP Document

Ecology strongly suggests that you write the SWMP document as a planning and implementation document, not a detailed report of past activities. It should describe how your organization plans to meet permit requirements in the future. The SWMP document does not create an obligatory work plan or legal commitment beyond what is required by the permit. The SWMP document should generally describe your stormwater management program and how you intend to fulfill future municipal stormwater permit obligations.

The SWMP document has three audiences and purposes:

1. Ecology – Document how you intend to meet permit requirements for a Stormwater Management Program document as described in permit condition S6.A.5;
2. The public – Solicit input under Public Involvement requirements in S6.D.2.a; and
3. Your staff and officials—Build support for and understanding of your program.

General reminders for preparing a SWMP document:

1. The permit requires you to organize the SWMP document to follow the order of the program components as they appear in the permit. Indicate specific activities that are happening or planned for at least the upcoming year (and beyond, if known) under each program component. You may also identify activities that build program capacity (e.g., staffing,

equipment procurement, departments involved). Keep your descriptions brief and to the point and clear for your public audience.

2. Reference other documents, policy statements, local codes, and ordinances, etc. You need not repeat information in the SWMP document that is explained sufficiently in another publicly accessible document. For example, you do not need to restate permit language for each component. If you briefly summarize the permit requirements, your SWMP document will better meet the needs of the public audience.
3. Point out where you are coordinating internally and with other regulated entities to implement any particular program component (or additional activity). Note specific coordination mechanisms, activities, program, policies, and projects. Clarify who is doing what. Specifically identify which coordination activities are happening within your organization and within neighboring entities.

III. Preparing the Annual Report Form

Permittees must submit the Annual Report form to Ecology by March 31, 2011 in one of two formats:

- An Excel file format downloaded from Ecology's website at www.ecy.wa.gov/programs/wq/stormwater/municipal/annualreports.html

OR

- The Appendix 4 format found in the permit

The Secondary Permittee Annual Report forms for 2011, including both the Excel and the Appendix 4 versions, are on the Ecology website.

The completed form, including certification and signature, constitutes compliance with reporting under permit section S9.F.1. Use this form (either version) to report compliance activities during the reporting period — the previous calendar year.

In all cases, deadlines in the body of the permit are correct. In case of a discrepancy with a deadline noted in the Annual Report form, always report based on deadlines in the body of the permit itself.

Instructions for completing your Annual Report form in the Appendix 4 format:

1. The Contact Name in Permittee Information (Section I) refers to the staff contact, not the responsible official(s) identified under Certification (Section IV).
2. Limit the information you provide in the Comments section to approximately 50 words. For additional information, you may cross-reference with other annual reporting documents such as the attachment of documentation associated with S9.F.2 or your SWMP document (S6.A.5). You may also provide web links to online documents such as ordinances or reports. Please specify the section or pages of the referenced document where appropriate. We encourage you to use these options to avoid duplicating reporting information that is easily accessible elsewhere.

- Secondary permittee deadlines to meet specific requirements are based on your date of permit coverage or in a few cases under a schedule established by Ecology. For questions in Section VI use the following guidance:

If you met the permit requirement by the deadline in the permit.....	Mark YES . You may provide additional detail about activities from the previous year in the <i>Comments</i> field.
If you did not meet the permit requirement by the deadline in the permit....	Mark NO . In <i>Comments</i> field provide information on the status of implementation. (S9.F.1.a)
If the question does not apply to you or the requirement is not yet due.....	Mark NA . Note in the <i>Comments</i> field if the requirement is not yet due based on your date of permit coverage.

- Ecology added question 27 to the Word version of the Annual Report form provided online to correct an omission and for consistency with permit requirements.

Some Secondary Permittees with coverage dates later in the permit cycle have permit deadlines that vary from those listed with the requirement. If your permit deadlines as established by Ecology differ from those listed, you may note the difference in the Comments section.

To fill out the Annual Report Excel file for electronic submittal, please refer to the INSTRUCTIONS tab of the worksheet. Also see *10 Steps for Electronic Annual Report Submittal* which is available on the Ecology Annual Reports webpage www.ecy.wa.gov/programs/wq/stormwater/municipal/annualreports.html

Preparing annual reporting supplemental documentation

The Annual Report form for Secondary Permittees may require additional documentation to supplement responses to questions on the Annual Report Form. The Annual Report form identifies some of these supplemental submittals, while others are noted in the body of the permit. The table of contents below provides an outline of the information permittees may need to provide as supplemental documentation.

Table of Contents for supplemental documentation

- Notification of any changes to authorization pursuant to G19.C (S9.F.1.f), if applicable.
- Copies of interlocal agreement(s) that identify the other governmental entity/ies and the permit obligations they are implementing on your behalf (S9.E.2.f), if applicable. [NOTE: No need to resubmit each year if agreements are unchanged.]
- Notification of any annexations, incorporations or jurisdictional boundary changes in the geographic area of coverage during the reporting period, and implications for the SWMP (S9.F.2), if applicable

4. Documentation of TMDL implementation to address specific requirement (S7.A.).
5. A brief description of any stormwater monitoring studies involving the permittee's MS4 in accordance with S8.B.1, if applicable. Include location of the study, media and parameters studied, and study citation.
6. If required per S4.F, status of the implementation of required additional operational and/or structural BMPs and any information from a qualitative evaluation of those BMPs' effectiveness to prevent or reduce the pollutants of concern. NOTE: Not all permittees need to submit this information.

If you have any questions, please contact the following Ecology staff:

<i>Island, Skagit and Whatcom Counties</i>	Christina Maginnis christina.maginnis@ecy.wa.gov	360-715-5212
<i>Phase I Permittees (City of Seattle, King and Snohomish Counties), and Phase II Cities within Snohomish County</i>	Rachel McCrea rachel.mccrea@ecy.wa.gov	425-649-7223
<i>Kitsap County and Phase II Cities within King County</i>	Anne Dettelbach anne.dettelbach@ecy.wa.gov	425-649-7093
<i>Clallam and Pierce Counties</i>	Vince McGowan vince.mcgowan@ecy.wa.gov	360-407-7320
<i>Clark, Cowlitz, Grays Harbor, Lewis, and Thurston Counties</i>	Lisa Cox lisa.cox@ecy.wa.gov	360-902-7120
<i>Benton, Chelan, Douglas, Kittitas, and Yakima Counties</i>	Terry Wittmeier terry.wittmeier@ecy.wa.gov	509-574-3991
<i>Asotin, Franklin, Grant, Spokane, Walla Walla, and Whitman Counties</i>	Dave Duncan dave.duncan@ecy.wa.gov	509-329-3554