

APPENDIX 3 – Annual Report Questions for Cities, Towns, and Counties

Permittees are required to submit the following information in an online annual report form, or an alternative format provided by Ecology upon request, pursuant to Special Condition S9.A.

Reporting Requirements and SWMP

1. **Attach** updated annual Stormwater Management Program Plan (SWMP Plan) or website address in the *Comment* field where it can be found. (S5.A.4)
2. **Attach** a map and copy 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.C.6.
3. Tracked the estimated costs of implementation of each component of the SWMP. (S5.A.5.a.ii)
4. Coordinated among departments within the jurisdiction to eliminate barriers to permit compliance. (S5.A.6.b)
 - 4a. **Attach** a written description of internal coordination mechanisms among departments within the jurisdiction to eliminate barriers to permit compliance. (Required to be submitted no later than March 31, 2021, S5.A.6.b)

Public Education and Outreach

5. Were elements of a regional program implemented to complete any part of your education and outreach program? (S5.B.1)
 - 5a. If yes, list the elements, and the regional program
6. **Attach** description of public education and outreach program activities, including your target audiences and subject areas conducted per S5.B.1.a.i.-iii.
7. Which types of businesses were targeted per S.5.B.1.a.ii?
8. 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 December 31, 2021, S5.B.1.b)

Public Involvement and Participation

9. Describe in *Comments* field the opportunities created for the public, including overburdened communities, to participate in the decision making processes involving the development, implementation, and updates of the Permittee’s SWMP. (S5.B.2.a)

10. Posted the updated SWMP Plan and latest annual report on your website no later than May 31. (S5.B.2.b) List the website address in *Comments* field.

Illicit Discharges Detection and Elimination

11. Maintained a map of the MS4 that includes the requirements listed in S5.B.3.a (Updated maps required no later than August 1, 2023)
12. **Attach** a spreadsheet that lists the known outfalls' size and material(s). (Required no later than August 1, 2023, S5.B.3.a.i(a))
13. Developed an electronic format for map, with fully described mapping standards in accordance with S5.B.3.a.ix. (Required no later than August 1, 2021)
14. Implemented an ordinance or other regulatory mechanism to effectively prohibit non-stormwater, illicit discharges as described in S5.B.3.b.
15. Updated ordinance or regulatory mechanism to meet the requirements of this Permit, if necessary. (Required no later than February 2, 2023, S5.B.3.b.vii)
- 15a. If Yes, cite the code reference in *Comments* field.
16. Implemented a compliance strategy, including informal compliance actions and enforcement provisions of the regulatory mechanism described in S5.B.3.b. (S5.B.3.b.vi)
17. Implemented procedures for conducting illicit discharge investigations in accordance with S5.B.3.c.
18. Percentage of MS4 coverage area screened in reporting year per S5.C.3.c. (Required to screen 12% on average each year, S5.B.3.c.iv)
- 18a. Cite field screening techniques used to determine percent of MS4 screened.
- 18b. Percentage of total MS4 screened from permit issuance through end of the reporting year.
19. Describe how you publicized a hotline telephone number for public reporting of spills and other illicit discharges in the *Comments* field. (S5.B.3.c.v)
20. Implemented an ongoing illicit discharge training program for all municipal field staff per S5.B.3.c.vi.
21. Informed public employees, businesses, and the general public of hazards associated with illicit discharges and improper disposal of waste. Describe actions in *Comments* field. (S5.B.3.c.vii)
22. Implemented an ongoing program designed to address illicit discharges, including spills, and illicit connections into the MS4, per S5.B.3.d.
23. Implemented an ongoing illicit discharge training program for all staff responsible for implementing the procedures and program, as described in S5.B.3.e.
24. **Attach** a report with data describing the actions taken to investigate, characterize, trace and eliminate each illicit discharge found by or reported to the Permittee. The submittal must include all

of the applicable information and must follow the instructions, format, and timelines described in Appendix 7. (S5.B.3.f)

Construction Site Stormwater Runoff Control

25. Implemented an ordinance or other regulatory mechanism and enforcement procedures for construction site stormwater runoff control as described in S5.B.4.
26. Adopted ordinance or other regulatory mechanism and enforcement procedures for construction site stormwater runoff control as described in S5.B.4.a.i-v. Cite code reference in *Comments* field. (Required no later than December 31, 2022)
27. Reviewed site plans for all new development and redevelopment projects as described in S5.B.4.b.
 - 27a. Number of site plans reviewed during the reporting period. (S5.B.4.b.i)
 - 27b. The number of construction sites that provided their intent to apply for the “Erosivity Waiver” during the reporting period, as described in S5.B.4.b.i.
 - 27c. The number of complaints investigated about sites that have received an “Erosivity Waiver,” and describe any enforcement actions taken as a result in the *Comments* field. (S5.B.4.b.i)
28. Implemented procedures for site inspection and enforcement of construction stormwater pollution control measures. (S5.B.4.c)
 - 28a. Number of permitted construction sites inspected during the reporting period. (S5.B.4.c.i)
 - 28b. Number of enforcement actions taken during the reporting period based on construction phase inspections at new development and redevelopment projects. (S5.B.4.f.)
29. Trained the staff involved in permitting, plan review, field inspections, and enforcement for construction site runoff control. (S5.B.4.d)
30. Provided information to construction site operators and design professionals about training available on how to comply with the requirements in Appendix 1 and apply the BMPs in the SWMMEW, or an equivalent document. Describe information provided in the *Comments* field. (S5.B.4.e)

Post-Construction Stormwater Management from New Development and Redevelopment

31. Implemented ordinance or other regulatory mechanism and enforcement procedures to address post-construction stormwater controls runoff to the MS4 from new development and redevelopment, as described in S5.B.5.a.
32. Revised ordinance or other regulatory mechanism and enforcement procedures to address post-construction stormwater controls runoff to the MS4 from new development and redevelopment, as described in S5.B.5.a. (Adopted no later than December 31, 2022). Cite code reference in *Comments* field.

- 33. Allowed non-structural preventive actions and source reduction approaches such as Low Impact Development (LID) techniques to be used. (S5.B.5.b.ii(a))
- 34. Required projects approved under S5.B.5 to retain runoff generate on-site for, at a minimum, the 10-year, 24-hour rainfall event or a local equivalent, using either on-site or regional stormwater facilities. (S5.B.5.b.ii(b)(2))
- 35. Inspected post-construction controls, including structural BMPs, at new development and redevelopment projects. (S5.B.5.d)
 - 35a. Number of new and redeveloped sites inspected during installation of structural BMPs during the reporting period. (S5.B.5.d.i)
 - 35b. Number of new and redeveloped sites inspected upon final installation of structural BMPs or completion of the project during the reporting period. (S5.B.5.d.i)
- 36. Inspected post-construction structural BMPs at least once every five years after final installation. (S5.B.5.d.ii)
 - 36a. Number of BMPs inspected during the reporting period.
- 37. Number of enforcement actions taken as the result of these inspections during the reporting period? (S5.B.5.d)
- 38. Trained staff involved in permitting, plan review, inspection, and enforcement for post-construction stormwater control. (S5.B.5.e)
- 39. Provided information to design professionals about training available on how to comply with the requirements of Appendix 1 and apply the BMPs described in the *Stormwater Management Manual for Eastern Washington*, or another technical stormwater manual approved by Ecology? Describe information provided, and cite the manual used, in the *Comments* field. (S5.B.5.f)

Municipal Operations and Maintenance

- 40. Reviewed and, if needed, updated Operations and Maintenance Plan. (Required no later than December 31, 2022, S5.B.6.a)
- 41. Implemented the schedule of Operation and Maintenance activities for municipal operations. (S5.B.6.a)
- 42. Have NPDES permit coverage for all applicable Permittee construction projects and industrial facilities. (S5.B.6.a.i.(f) and (g)).
- 43. Implemented a Stormwater Pollution Prevention Plan for all heavy equipment maintenance or storage yards, and material storage facilities owned or operated by the Permittee in areas subject to this Permit that are not required to have coverage under an NPDES permit that covers stormwater discharges associated with the activity. (S5.B.6.a.i.(h))

44. Inspected stormwater treatment and flow control facilities (except catch basins) owned or operated by the Permittee at least once every two years. (S5.B.6.a.ii.(a))
- 44a. Number of facilities inspected during the reporting period.
45. Inspected municipally owned or operated catch basins and inlets every two years or used an alternative approach? (Required at least once every two years, S5.B.6.a.ii.(b))
- 45a. Number of known catch basins.
- 45b. Number of catch basins inspected during the reporting period.
- 45c. Number of known catch basins cleaned during the reporting period.
46. If used an alternative to standard schedule for catch basin inspections for all, or a portion of the MS4, **attach** description of the method used. (S5.B.6.a.ii(b))
47. Conducted spot checks of stormwater facilities after major storms. (S5.B.6.a.ii(c))
48. Trained the staff with primary construction, operations, or maintenance job functions that are likely to impact stormwater quality. (S5.B.6.b)

Compliance with Total Maximum Daily Load Requirements

49. Complied with the Total Maximum Daily Load (TMDL)-specific requirements identified in Appendix 2? (S7.A)
50. For TMDLs listed in Appendix 2: **Attach** a summary of relevant SWMP and Appendix 2 activities to address the applicable TMDL parameter(s). (S7.A)

Monitoring

51. **Attach** a summary of your participation in effectiveness study development and implementation during the reporting year. (S8.A.1 and S8.A.2.a)
52. Did you submit a list of project participants and their associated roles to Ecology. (Required to submit by June 30, 2021, S8.A.2.b)
53. Was a detailed study design proposal submitted? (Required to submit by September 30, 2022, S8.A.2.c)
54. Was a completed QAPP submitted? (Required to submit by July 31, 2023, S8.A.2.d)
55. Did you begin to conduct the study? (Required to begin no later than December 1, 2023, S8.A.2.e)
56. Was the SWMP updated to include effectiveness study activities? (S8.A.2.f)

General Conditions and Compliance with Standards

- 57. Notified Ecology in accordance with G3, of any discharge into or from the Permittees MS4 which could constitute a threat to human health, welfare, or the environment. (G3)
- 58. Took appropriate action to correct or minimize the threat to human health, welfare, and/or the environment, per G3.A.
 - 58a. If yes, describe in *Comments* field.
- 59. Notified Ecology of failure to comply with the permit terms and conditions within 30 days of becoming aware of the non-compliance. (G20)
- 60. Number of non-compliance notifications provided in reporting year. List permit conditions described in non-compliance notification(s) in *Comments* field. (G20)
- 61. 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)
- 62. If requested, submitted an Adaptive Management Response report, in accordance with S4.F.3.a.
- 63. **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)