

Small MS4 Annual Report Form

Please refer to the attached instructions as you prepare your annual report.

A. General Information

Name of MS4: _____

Contact Name: _____

Telephone Number: _____ Email Address: _____

Annual Report Period: July 1, 20____ through June 30, 20____

B. SWMP Modifications and Additional Information. Attach a brief explanation if you check "yes" to any of the following statements.

- | | | |
|---|------------------------------|-----------------------------|
| 1. Changes have been made or are proposed to the SWMP since the last annual report, including changes in response to ADEQ's review. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 2. The MS4 has annexed lands. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 3a. The MS4 discharges directly to an impaired water. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 3b. A water within 10 miles of the MS4's jurisdiction has been identified as impaired. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 4a. The MS4 discharges directly to water for which a TMDL has been established. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 4b. A TMDL has been established for a water within 10 miles of the MS4's jurisdiction. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 5. The MS4 has conducted analytical monitoring of stormwater quality. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 6. The MS4 is relying on another government entity to satisfy some permit obligations. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

C. Stormwater Management Program Status. Provide the status of every BMP and measurable goal in your SWMP as described in the instructions.

TABLE 1

| Minimum Control Measure(s) | BMP | Measurable Goal (steps to measure progress) | New or Revised | Start Date | Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started) |
|----------------------------|-----|---|----------------|------------|--|
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Note: If you have developed a stormwater ordinance during the last reporting period, include a description or citation of the ordinance, or simply attach a copy of the ordinance.

D. Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature

Date

Name (printed)

Title

INSTRUCTIONS

Regulated Municipal Separate Storm Sewer Systems (MS4s) must submit annual reports to Arizona Department of Environmental Quality (ADEQ) for each year of the permit term. In compliance with the MS4 General Permit, an MS4 must annually review its Stormwater Management Program (SWMP) in conjunction with the preparation of the annual report. This document is a suggested format for annual reporting.

Submit a signed copy of your annual report no later than September 30 of each year to:

Arizona Department of Environmental Quality
Surface Water Section/ Stormwater & General Permits Unit (5415A-1)
1110 West Washington Street
Phoenix, AZ 85007

A. General Information

Provide the name of the municipality or owner/operator of the storm sewer system.
Provide the name, telephone number, and email address for the stormwater program contact person.

Place a check mark in the box corresponding to the current annual report year.

B. SWMP Modifications and Additional Information

1. **Changes have been made or are proposed to the SWMP.** Modifications to the SWMP must be addressed in the annual report in accordance with Part V.E. and Part V.G. of the Permit. If ADEQ notified you during this reporting period that changes to your SWMP were necessary, you must check "yes" to this question.

Be sure to provide the following information in the attached explanation:

- a. Describe changes made to best management practices (BMPs), measurable goals, dates, contacts, procedures or details during the last reporting period.
 - b. If changes include additions or substitutions of BMPs, please indicate this. Include a written analysis explaining why the original BMP is ineffective or infeasible and why the replacement BMP is expected to achieve the goals of the original BMP.
2. **The MS4 has annexed lands.** Attach a description (or map) indicating the annexed area, the BMPs to be implemented, and any resulting updates to the SWMP.
 3. **A water is listed as impaired.** ADEQ has completed Arizona's 2006/2008 List of Impaired Waters. Since the list has been updated, you may discover that your MS4's receiving water(s) is now listed as impaired. Please determine if your

receiving water(s) has been assessed as impaired. The 2006/2008 List of Impaired Waters has been posted on ADEQ's web site at <http://www.azdeq.gov/environ/water/assessment/assess.html>

- a. If your MS4 discharges directly to an impaired water, you must amend your SWMP to control the discharge of listed pollutants and ensure to the maximum extent practicable that discharges from the MS4 will not cause or contribute to exceedances of surface water quality standards. The SWMP must also identify BMPs to control discharges and include monitoring of their effectiveness (Permit Part I.D.5.b and Permit Part V.F.1). Attach a copy of this section of the SWMP to the annual report.
 - b. If you locate an impaired water within 10 miles of your jurisdiction, you must identify the sources of pollutants of concern to that water and evaluate the likelihood of your MS4's discharge contributing to the water's impairment. Attach a brief explanation to the annual report.
4. **A TMDL has been established.** A Total Maximum Daily Load (TMDL) is the maximum amount (load) of a water quality parameter which can be carried by a surface water, on a daily basis, without causing an exceedance of surface water quality standards. A list of the established TMDLs for impaired waters is located on ADEQ's web site at: <http://www.azdeq.gov/environ/water/assessment/status.html>.
- a. If your MS4 discharges directly to water for which a TMDL has been established:
 - i. and the TMDL includes a wasteload allocation or load allocation for your MS4, you must amend your SWMP to describe what BMPs you will use to meet the allocation(s) and to describe the monitoring program associated with the pollutant of concern. Include a description and schedule for implementation of additional BMPs to ensure compliance with the TMDL. You must also attach to a description of the SWMP amendment to the annual report.
 - ii. but the TMDL did not allocate a load or wasteload to the MS4, attach a statement stating so to your annual report.
 - b. If a TMDL has been established within 10 miles of your jurisdiction and does not include an allocation for your MS4, you must evaluate the likelihood of your discharge contributing to that water's impairment. Attach a brief explanation to your annual report.
5. **The MS4 conducted analytical monitoring of stormwater quality.** Attach to the annual report any monitoring data used to evaluate the success of the SWMP to reducing pollutants to the maximum extent practicable. The summary should include a discussion of results. Data collection must follow the requirements of Permit Part V.F and Part VI.K.
6. **The MS4 is relying on another government entity to satisfy some of the permit obligations.** If you are relying on another entity to satisfy permit obligations, attach a statement to the annual report identifying the entity and the elements the entity will be implementing. A description of the agreement or written documentation of the agreement must be included in the SWMP.

C. Stormwater Management Program Status

Each MS4 is required to evaluate compliance with permit requirements and assess the appropriateness of the BMPs in reducing the discharge of pollutants to the maximum extent practicable. The purpose of the annual report is to report the status of compliance with permit conditions, specifically the implementation of selected BMPs and the progress towards achieving the measurable goals for each BMP.

Using the table format provided on page 2 and following the example on page 6 of this document, summarize the status of all BMPs specified in your SWMP, as follows:

Minimum Control Measure(s): Specify the minimum control measure (MCM) addressed by each BMP. The six MCMs are listed in Part V.B. of the permit. Some BMPs may address more than one MCM.

BMP: List ALL of the BMPs specified in your SWMP, including any new BMPs. BMPs are the specific, long-term activities and practices that will be implemented to prevent or reduce stormwater pollution from the MS4. Examples include stormwater public service announcements, MS4 outfall inspections, and construction site plan review.

Note: If you have developed a stormwater ordinance during the last reporting period, include a description or citation of the ordinance, or simply attach a copy of the ordinance.

Measurable Goals: List ALL measurable goals in your SWMP, including any new measurable goals. Measurable goals are the ongoing tasks and interim steps that demonstrate progress toward implementing a specific BMP. They are used to measure the effectiveness of your SWMP and compliance with the permit. Each BMP must include specific measurable goals. For instance, the measurable goals for the BMP “establishing a stormwater web page” might include “researching stormwater pollution prevention materials”, “drafting web page text”, “designing web page layout”, and “distributing final draft for approval”. Upon implementation, additional measurable goals that track progress of the BMP may include “annual review and update of the web page” and “tracking the number of “hits” to the web site”.

New or Revised: Place an X in this column if the BMP or measurable goal is new or revised, such as replacement with another BMP, addition of a new measurable goal, or revision of a start date, etc. Briefly explain the change to the SWMP in the “Implementation Status” column.

Start Date: Specify the scheduled start date (month and year) for each measurable goal.

Implementation Status: Indicate the implementation status (such as completed, in progress, or not started) of each measurable goal as of June 30 of this reporting cycle. If an activity is completed, indicate the achievement date. If an activity is in progress, provide the expected achievement date. If an activity has not yet been started, indicate the expected achievement dates. In addition, use this column to briefly explain the frequency of on-going BMPs.

The following table is an example of the type of information to be provided in the annual report:

EXAMPLE

| Minimum Control Measure(s) | BMP | Measurable Goal (steps to measure progress) | New or Revised | Start Date | Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started) |
|--|--|--|-----------------------|-------------------|---|
| Pollution Prevention/Good Housekeeping for Municipal Oper. | Train all public works and streets staff | Approx. 20 staff trained annually. Staff educated on good housekeeping/ pollution prevention and upcoming stormwater ordinance | | April 2004 | In progress, annual training every April. |
| Illicit Discharge Detection and Elimination | Perform field screening of outfalls | Completed storm sewer system map includes all outfalls and names and locations of all waters of the U.S. | | January 2005 | Completed June 2005. |
| Construction Site Control and Post-Construction Site Control | Implement stormwater ordinance for construction and post-construction runoff control | Researched other municipalities' ordinances | X | July 2004 | Completed. Revised start date from March 2004 to July 2004. |
| Construction Site Control and Post-Construction Site Control | Implement stormwater ordinance for construction and post-construction runoff control | Integrated language from model ordinance | | September 2004 | Completed December 2004. |
| Construction Site Control and Post-Construction Site Control | Implement stormwater ordinance for construction and post-construction runoff control | Stormwater ordinance has been drafted | | March 2005 | In progress. Draft ordinance presented to City Council June 2005. Approval pending, expected completion date July 2005. |

D. Certification

The annual report must be signed by either a principal executive officer or ranking elected official, or by a duly authorized representative (refer to Permit Part VI.L).