
Guidance for City and County Annual Reports for Western Washington Phase II Municipal Stormwater General Permits



December 2007

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I. Components of the Annual Report

At the request of several Phase II cities, towns, and counties, the Department of Ecology (Ecology) developed and updated this guidance for preparing annual report submittals. The Western Washington Phase II Municipal Stormwater Permit (effective September 1, 2012) requires you to send your annual report for the previous calendar year to Ecology by March 31 of each year.

The annual report submittal package includes three components:

1. An updated Stormwater Management Program (SWMP) document
 - The SWMP document (S9.E.1) must meet the description in permit section S5.A.2.
2. An Annual Report form
 - A completed Annual Report form Excel file available 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, including information associated with S9.3 requirements (changes in geographic boundaries and implications for the SWMP).

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

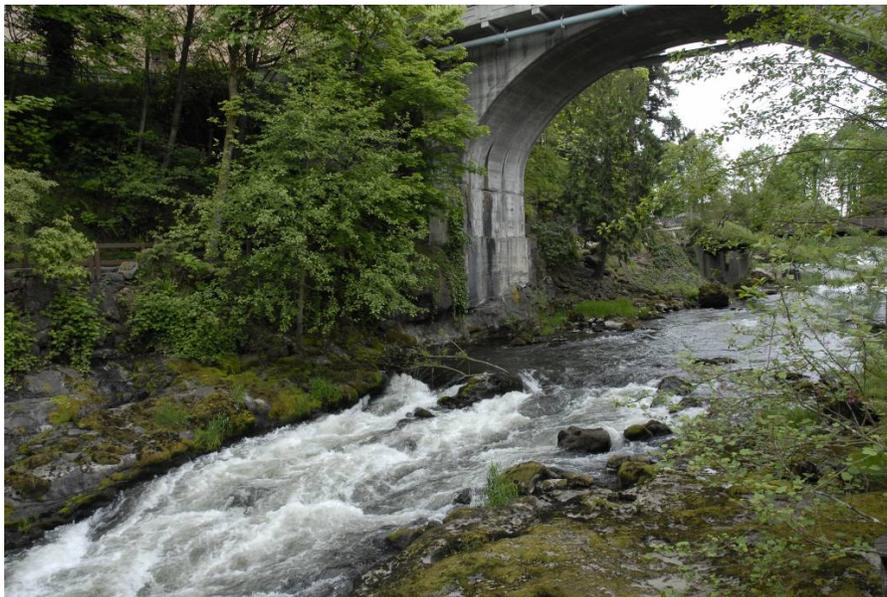


Photo by Brian Walsh

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 generally describe your stormwater

management program and how your jurisdiction plans to meet permit requirements in the future. The SWMP document does not create an obligatory work plan or legal commitment beyond what the permit requires.

The SWMP document has three separate audiences and purposes:

1. Ecology – Document how you intend to meet permit requirements for a Stormwater Management Program, as described in permit condition S5.A.2.
2. The public – Solicit input and build local support for your stormwater management program by posting it on your website as described in Public Involvement and Participation requirements (S5.C.2.b).
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 program components as they are organized in the permit.
2. Indicate specific activities that are happening or planned, at a minimum, under each program component. You may also identify activities that build program capacity (e.g. staffing, equipment procurement, departments involved). Keep your descriptions brief, to the point, and clear for your public audience. The written documentation of the SWMP for activities planned in 2013 may be limited to ongoing program activities at a level of effort commensurate with that of 2012 activities through July 2013. If you choose, you may include activities during the first five months of the next permit term (August-December 2013).
3. Reference other documents, policy statements, codes, ordinances, etc. You need not repeat information in the SWMP document that another publicly accessible document explains sufficiently. 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.
4. As described in Permit Condition S5.A.2.b, you may identify additional activities that your community implements to support the specific program component (i.e., beyond the stated minimum measures for each section of S5.C. in your permit). You may include these additional activities in the permit-required components of your Stormwater Management Program, or may present them in separate chapters or appendices of the SWMP document.
5. Describe where you are coordinating internally and with other regulated entities to implement any particular program component (or additional activity). Note specific coordination mechanisms, activities, programs, policies, and projects. Clarify who is doing what.

III. Preparing the Annual Report Form

Permittees must submit the Annual Report to Ecology by March 31 using Excel file format of the same document downloaded from Ecology's website at www.ecy.wa.gov/programs/wq/stormwater/municipal/annualreports.html

The completed form, including certification and signature, constitutes compliance with reporting under Reporting Requirements (S9.E.2). You must use this form to report compliance activities

during the reporting period—the entire previous calendar year. Keep all records related to your permit and the SWMP for at least five years. The 2012 Annual Report form (to be submitted in March 2013) has been updated to reflect the clarifications in the table at the beginning of the permit effective September 1, 2012. **In all cases, requirements in the permit are correct. In case of a discrepancy with a requirement noted in the Annual Report form, always report based on requirements in the permit.**

Instructions for completing your Annual Report:

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 supplemental documentation or your SWMP document. 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.
3. Clarifications for Section VII Information Collection, BMP Evaluation, and Monitoring
 - Sections A, B, and C - Complete each section tab in the annual report, as noted in S8.B.2 of the permit.
5. Answer questions in Annual Report Section VI accordingly. Select the answer that best describes your program's implementation status for the entire reporting period.

Answer Y (for “yes”) if you implemented the permit requirement over the entire reporting period or met the permit deadline.

Answer N (for “no”) if you did NOT implement the permit requirement over the entire reporting period OR if you missed the permit deadline. In *Comments* field provide: “reasons why [the deadline or permit performance measure was missed], corrective steps taken and proposed, and expected dates that the deadline will be met.” [See S9.E.2.d]

Answer NA (“not applicable”) if the question does not apply to you (e.g., asks about TMDLs and you have none). You may wish to explain why the question does not apply to you in the *Comments* field.

Please refer to the INSTRUCTIONS tab of the Annual Report Excel file for directions on how to fill out the answer fields. Also, see *10 Steps for Electronic Annual Report Submittal*, which is available on the Ecology Annual Reports webpage at www.ecy.wa.gov/programs/wq/stormwater/municipal/annualreports.html

This website also provides additional information on individual questions for the annual report in the link to Frequently Asked Questions about Annual Reporting for Municipal Stormwater Permittees. Please note that the Annual Report questions associated with the September 1, 2012 permit do not align with the numbers/questions asked in previous permit Annual Reports.

IV. Preparing Annual Report Supplemental Documentation

The annual reporting requirement for Western Washington Phase II cities and counties requires permittees to include additional documentation to supplement responses to questions in 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 key information permittees may need to provide as supplemental documentation.

Table of Contents for Supplemental Documentation

1. Notification of any changes to authorization pursuant to G19.C (S9.E.2.h), if applicable.
2. Copies of NEW or updated 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: Do NOT resubmit each year if agreements are unchanged.]
3. Notification of any annexations, incorporations, or jurisdictional boundary changes in the geographic area of coverage during the current reporting period, and implications for the SWMP (S9.E.3), if applicable.
4. Attached documentation to address specific items in the Annual Report form, including:
 - Description of public education and involvement activities as per S5.C.1.c and S9.E.2.c.
 - Documentation of maintenance delays as per S5.C.4.c.ii(2) and S5.C.5.a.ii, if applicable.
 - Justification for reduced inspection frequency, including records, pursuant to S5.C.4.c.iii and S5.C.5.b, if applicable.
 - Status report of TMDL implementation (S7.A), if applicable.
 - If required, status of the implementation of any actions taken pursuant to S4.F and the status of any monitoring, assessment, or evaluation efforts conducted during the reporting period
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 study, media, and parameters studied, and study citation.

Contact the following Ecology staff for more information

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Clallam and Pierce Counties	Deborah Cornett deborah.cornett@ecy.wa.gov	360-407-729
Clark, Cowlitz, Grays Harbor, Lewis, and Thurston Counties	Lisa Cox lisa.cox@ecy.wa.gov	360-690-7120