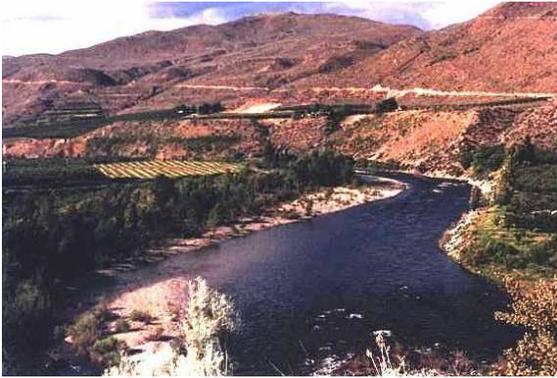

Guidance for City and County Annual Reports for Eastern Washington Phase II Municipal Stormwater General Permits



December 2007

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If you need this document in a format for the visually impaired, call the Water Quality Program at 360-407-6401. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

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 required by the Eastern Washington Phase II Municipal Stormwater Permit (effective September 1, 2012). You must submit your annual report to Ecology by March 31 for the previous calendar year.

Annual report submittals include three related components:

1. An updated written Stormwater Management Program (SWMP) document
 - The SWMP document (Reporting and Record keeping S9.E.1) that meets the description in permit section S5.A.3.
2. An Annual Report form
 - A completed Annual Report form: either Appendix 3 – Annual Report form for Cities and Counties OR the Annual Report form Excel file. Both forms are available in an updated version 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.E.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.

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 also describe 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 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 comply with permit requirements for a Stormwater Management Program as described in permit condition S5.A.3;
2. The public – Solicit input and build local support for your stormwater management program under Public Involvement and Participation requirements (S5.B.2); 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 program components as they are organized in the permit.
2. Indicate specific activities that are happening or planned under each program component. You may also identify activities that build program capacity (e.g., staffing, equipment procurement, departments involved, etc.). The written documentation of the SWMP for activities planned in 2013 and part of 2014 may be limited to ongoing program activities at a level commensurate with that of 2011-2012 activities. Keep your descriptions brief and to the point and clearly written for your public audience.
3. Reference other documents, policy statements, codes, 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.

As described in permit condition S5.A.3.b, you may identify additional activities that your community implements to support the focus of the specific program component (i.e., beyond the stated minimum measures for each section of S5.B for SWMP components in your permit). These additional activities may be incorporated into the program component section of your SWMP document, or you may locate them in separate chapters or appendices.

4. Point out where you are coordinating internally and with other regulated entities to implement any particular program component. Note specific coordination mechanisms, activities, program, policies, and projects. Clarify who is doing what.



Photo by Brian Walsh

Preparing the Annual Report Form

In addition to the two other components, Permittees must submit the Annual Report form to Ecology by March 31, 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 3 format in the permit.

The completed form, including certification and signature, constitutes compliance with Reporting and Recordkeeping requirements in permit condition S9.E.2. You must use this form (either version) to report compliance activities during the reporting period. Keep all records related to your permit and the SWMP for at least five years.

For the 2012 and 2013 Annual Reports, Ecology is providing on its website a revised version of Appendix 3 from the permit. The revised annual report form reflects the clarifications in the table at the beginning of the permit. The updated 2012 and 2013 Annual Report-Excel versions include the clarifications, as well. 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 2012 and 2013 Annual Reports in the Appendix 3 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 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. Answer all the questions in the 2012 Annual Report form. For questions in Section VI use the following guidance:

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, corrective steps taken and proposed, and expected dates that the deadline will be met." (See S9.E.2.d).

For questions that allow for a NA (Not applicable) response, if these questions do not apply to you, mark **NA** in the Y/N/NA field.

To complete the Excel file for your 2012 Annual Report, please refer to the INSTRUCTIONS tab of the Annual Report Excel file for directions on how to complete the form. Also see *10 Steps for Electronic Annual Report Submittal* which is available on the Ecology Annual Reports webpage at <http://www.ecy.wa.gov/programs/wq/stormwater/municipal/annualreports.html>

Preparing Annual Report Supplemental Documentation

The annual reporting requirement for Eastern Washington Phase II cities and counties requires additional documentation to supplement responses to questions on the 2012 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 (Certification and Signature) as required in S9.E.2.h (Reporting and Recordkeeping), if applicable.
2. Copies of interlocal agreement(s) that identify the other governmental entity/ies and the permit obligations they are implementing on your behalf (as required in S9.E.2.f), if applicable. [NOTE: Please 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 reporting period, and implications for the SWMP (S9.E.3), if applicable.
4. Documentation to address specific items in the Annual Report form, if applicable. For the 2012 Annual Report, this includes information related to questions 6 and 9 on your illicit discharge detection and elimination program.
5. A brief description of any stormwater monitoring studies for the MS4 conducted by the Permittee or another entity in accordance with S8.B.1 requirements, if applicable. Include location of the study, media and parameters studied, and study citation.
6. If required per S4.F (Compliance with Standards), the 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.

Contact the following Ecology staff for more information:

Benton, Chelan, Douglas, Kittitas, and Yakima Counties	Terry Wittmeier terry.wittmeier@ecy.wa.gov	509-574-3991
Asotin, Franklin, Grant, Spokane, Walla Walla, and Whitman Counties	Dave Duncan david.duncan@ecy.wa.gov	509-329-3554