

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.

1. **Attach** updated annual Stormwater Management Program Plan (SWMP Plan) or website address in the *Comment* field where it can be found. (S5.A.3)
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.D.5.
3. Tracked the estimated costs of implementation of each component of the SWMP. (S5.A.4.a.ii)
4. Coordinated among departments within the jurisdiction to eliminate barriers to permit compliance. (S5.A.5.b)
- 4b. **Attach** a written description of internal coordination mechanisms. (*Required* to be submitted no later than March 31, 2016, S5.A.5.b)
5. **Attach** description of public education and outreach programs and stewardship activities conducted per S5.B.1.a and b.
6. Describe in *Comments* field the opportunities created for the public to participate in the decision making processes involving the development, implementation and updates of the Permittee's SWMP. (S5.B.2.a)
7. 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.
8. Maintained a map of the MS4 that includes the requirements listed in S5.B.3.a.
9. Implemented a compliance strategy, including informal compliance actions as well as enforcement provisions of the regulatory mechanism described in S5.B.3.b. (S5.B.3.b.vi)
10. Updated, if necessary, the regulatory mechanism to effectively prohibit illicit discharges into the MS4 per S5.B.3.b.vii. (*Required, if applicable, no later than February 2, 2019*)

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11. Implemented procedures for conducting illicit discharge investigations in accordance with S5.B.3.c.
12. Percentage of MS4 coverage area screened in reporting year per S5.C.3.c.i. (*Required to screen 40% of MS4 no later than December 31, 2018 and 12% on average each year thereafter, S5.B.3.c.iii*)
13. Publicized a hotline telephone number for public reporting of spills and other illicit discharges in the *Comments* field. (S5.B.3.c.iv)
List the hotline number in the *Comments* field.
14. Implemented an ongoing illicit discharge training program for all municipal field staff per S5.B.3.c.v.
15. 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.vi)
16. Number of illicit discharges, including illicit connections, eliminated during the reporting period. (S5.B.3.d)
17. **Attach** a summary of actions taken to characterize, trace and eliminate each illicit discharge found by or reported to the permittee. For each illicit discharge, include a description of actions according to required timelines per S5.B.3.d.iv.
18. Implemented an ongoing illicit discharge training program for all staff responsible for implementing the procedures and program, as described in S5.B.3.e.
19. Implemented an ordinance or other regulatory mechanism and enforcement procedures for construction site stormwater runoff control as described in S5.B.4.a.
20. Reviewed *Stormwater Site Plans*, including construction SWPPPs for all new development and redevelopment projects. S5.B.4.b.
- 20b. Number of site plans reviewed during the reporting period.
21. Implemented procedures for site inspection and enforcement of construction stormwater pollution control measures. (S5.B.4.c)
- 21b. Number of permitted construction sites inspected during the reporting period, (S5.B.4.c.iii)
22. Number of enforcement actions taken during the reporting period based on construction phase inspections at new development and redevelopment projects. (S5.B.4.c)
23. Trained the staff involved in permitting, plan review, field inspections and enforcement for construction site runoff control. (S5.B.4.b.ii and S5.B.4.c.ii)

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24. Provided information to construction site operators and design professionals about training available on how to comply with the requirements in Appendix 1 and the BMPs in the SWMMEW, or an equivalent document. (S5.B.4.d)
Cite website address in *Comments* field, if located on your website.
25. The number of construction sites that provided their intent to apply for the “Erosivity Waiver” as described in (S5.B.4.e).
26. 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.e)
27. Implemented ordinance or other regulatory mechanism and enforcement procedures as described in S5.B.5.a.
28. Allowed non-structural preventive actions and source reduction approaches such as Low Impact Development techniques to be used. (*Required* no later than December 31, 2017, S5.B.5.a.ii(a))
29. 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. (*Required* no later than December 31, 2017, S5.B.5.a.ii(b)(2))
30. **Attach** criteria developed and implemented to determine when it is infeasible to meet requirement for on-site retention, or provide citation from existing ordinances or from LID Manual developed by eastern Washington permittees, as per S5.B.5.a.ii(b)(2), (*Required* to be submitted by March 31, 2018).
31. Implemented procedures for post-construction site plan review. (S5.B.5.b)
32. Inspected post-construction stormwater controls, including structural BMPs, during installation at new development and redevelopment projects. (S5.B.5.c.ii)
- 32b. Number of sites inspected during the reporting period. (S5.B.5.c.ii)
33. Number of enforcement actions taken during the reporting period? (S5.B.5.c)
34. Inspected structural BMPs at least once every five years after final installation. (S5.B.5.c.iii)
- 34b. Number of BMPs inspected during the reporting period. (S5.B.5.c.iii)

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35. Trained the staff involved in permitting, plan review, inspection and enforcement for post-construction stormwater control. (S5.B.5.d)
36. Reviewed and, if needed, updated Operations and Maintenance Plan. (*Required* no later than August 1, 2017, S5.B.6.a).
37. Implemented the schedule of Operation and Maintenance activities for municipal operations. (S5.B.6.a)
38. Have NPDES permit coverage for all applicable Permittee construction projects and industrial facilities. (S5.B.6.a.i (f) and (g))
39. 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))
- 39b. Number of facilities inspected during the reporting period. (S5.B.6.a.ii (a))
40. Inspected and, if needed, cleaned catch basins and inlets owned or operated by the Permittee, or used an alternative approach. (*Required* at least once no later than December 31, 2018 and every two years thereafter. (S5.B.6.a.ii (b))
41. 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))
42. Conducted spot checks of stormwater facilities after major storms. (S5.B.6.a.ii (c))
43. Trained the staff with primary construction, operations, or maintenance job functions that are likely to impact stormwater quality. (S5.B.6.b)
44. Complied with the Total Maximum Daily Load (TMDL)-specific requirements identified in Appendix 2? (S7.A)
45. 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)
46. **Attach** a description of any stormwater monitoring or stormwater-related studies as described in S8.A.
47. Participated in the regional group to select, develop and conduct effectiveness studies as described in S8.B.

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48. 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)
49. Took appropriate action to correct or minimize the threat to human health, welfare, and/or the environment per G3.A.
50. Notified Ecology of the failure to comply with the permit terms and conditions within 30 days of becoming aware of the non-compliance. (G20)
51. Number of non-compliance notifications (G20) provided in reporting year. List permit conditions described in non-compliance notification(s) in *Comments* field.
52. **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)