

APPENDIX B

ANNUAL REPORT FORM For Phase I MS4s – Due September 30th Each Year

Part 1: General Information

- A. Name of Permittee: _____
- B. Permit Number: _____
- C. Reporting Period: July 1, _____ – June 30, _____
- D. Name of Stormwater Mgt. Program Contact: _____
Title: _____
Mailing Address: _____
City: _____ Zip: _____ Phone: _____
Fax Number: _____ Email Address: _____
- E. Name of Certifying Official: _____
(Sections 9.2 and 9.12 of the permit)
Title: _____
Mailing Address: _____
City: _____ Zip: _____ Phone: _____
Fax Number: _____ Email Address: _____

Part 2: Annual Report Certification

The Annual Report Form (ARF) must be signed and certified by either a principal executive officer or ranking elected official; or by a "duly authorized representative" of that person in accordance with Sections 9.2 and 9.12 of the permit.

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 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 of Certifying Official

Date

Part 3: Narrative Summary of Stormwater Management Program Activities

Attach a status summary addressing each of the following in the approximate order referenced below. Briefly describe implementation, progress, and challenges in each area during the reporting year. Also, explain any significant developments or changes to the number or type of activities, frequency or schedule of activities, or the priorities or procedures for specific management practices.

- A. Summarize public awareness activities including outreach
 - Report outreach events, topics, number of people reached, number and type of materials distributed and the target groups.

- B. Summarize public involvement activities including outreach
 - Identify activities, number of people involved, number and type of materials distributed if applicable.
 - Describe MS4 system for public reporting of spills, dumping, discharges, and related stormwater issues.

- C. Summarize Illicit Discharge, Detection and Elimination (IDDE) program activities. Include:
 - Illicit discharge prevention activities.
 - Training dates and topics.
 - IDDE screening program and investigations - including an overview of industrial facility inspections, identified sources, and any significant corrective or enforcement actions.

- D. Municipal Facilities
 - Status of identification and inventory of these facilities.
 - Overview of inspection findings (i.e., number inspected, number with follow-up actions needed, significant findings).
 - Activities needed and performed in response to inspections (control measures implemented).
 - Identification and tracking of municipally-owned and operated facilities subject to permitting under the Multi-Sector General Permit (MSGP).
 - Status of all inventories, maps, and map studies required by the permit to be developed including completion dates.
 - For the outfall inspection program; describe the status of
 - Staff training
 - Outfall inventory
 - Inspection tracking system
 - Overview of inspection and screening procedures, and any significant findings

- E. Industrial Facilities
 - Status of identification and inventory of these facilities.
 - An overview of inspection findings and note significant findings.
 - Corrective and enforcement actions needed and taken in response to inspections.

F. Construction Program Activities

- Status of inventory/plan review of these facilities.
- An overview of inspection findings and significant findings.
- Corrective and enforcement actions needed and taken in response to inspections.

G. Post-Construction Controls

- Summary of any new post-construction controls for municipal projects.
- An overview of the city's post-construction inspection program.
- Corrective and enforcement actions needed and taken in response to post-construction inspections.
- Summary of any new or revised post-construction requirements related to permits the city issues.

H. Outfall inspection program; describe the status of

- Staff training
- Outfall inventory
- Inspection tracking system
- Inspection and screening procedures and significant findings

I. Description of any new or revised ordinances, rules or policies related to stormwater management or control, if applicable.

J. Fiscal Expenditures; provide a brief report on expenditures related to implementation of the city's stormwater program for the previous fiscal year.

Part 4: Numeric Summary of Stormwater Management Program Activities
 Provide a summary of stormwater management practices and activities performed each year as indicated in the table below.

STORMWATER MANAGEMENT PRACTICE OR ACTIVITY	ANNUAL REPORTING YEAR (July 1 – June 30)				
	2010 – 2011	2011 – 2012	2012 – 2013	2013 – 2014	2014 – 2015
 illicit Discharge Detection and Elimination Program					
1. Municipal Employee Training					
Number of training sessions (on non-stormwater discharges and the IDDE program)					
Number of employees attending training					
2. Spill Prevention					
Number of municipal facilities identified with hazardous materials in any single container exceeding five (5) gallons, with potential to impact stormwater					
Number of spills at municipal facilities identified above with hazardous materials, that occurred in outside areas					
Number of facility assessments completed <i>(identify any issues found requiring follow-up in narrative and summarize new practices to minimize exposure)</i>					
Date of last review of site-specific materials handling and spill response procedures <i>(identify committee/participant with stormwater expertise in narrative)</i>					
3. Outfall Inspections					
Total number inspected <i>(attach or forward electronic copy of inventory or map of major outfalls and priority outfalls)</i>					
Number of 'priority outfalls' identified to date <i>(summarize findings and follow-up actions in narrative)</i>					
Number of 'priority outfalls' inspected <i>(summarize findings and follow-up actions in narrative)</i>					
Number of dry weather flows detected					

Number of dry weather flows investigated					
Number of major outfalls sampled					
Number of illicit discharges identified					
Number of illicit discharges eliminated					
Amount of storm drain inspected (length)					
Number of storm drain cross connection investigations					
Number of illicit connections detected					
Number of illicit connections eliminated					
Number of corrective or enforcement actions initiated within 60 days of identification					
Percent of cases resolved within one (1) calendar year of enforcement action					
Number of illicit discharge reports received from public					
Percent of illicit discharge reports responded to					
Percent of responses initiated within three (3) business days of receipt					
Municipal Facilities					
1. Employee Training					
Number of training events <i>(dates and topics to be included in narrative)</i>					
Number of staff trained					
2. Inventory, Map, or Database of MS4 Owned and Operated Facilities					
Total number of facilities on inventory					
Date identification of 'higher risk' facilities completed					
Date prioritization of municipal facilities completed					
3. Inspections					
Miles of MS4 drainage system prioritized for inspection					
Miles visually inspected					
Number of 'higher risk' municipal facilities inspected					

Number of 'higher risk' municipal facilities found needing improved stormwater controls					
4. Infrastructure Maintenance					
Linear miles of drainage system cleaned each year <i>(city to maintain records documenting specific street cleaning events)</i>					
Record amount of waste collected from street and lot sweeping <i>(reported in pounds, gallons, etc.)</i>					
Total number of catch basins					
Number of catch basins cleaned					
Industrial and Commercial Sites Not Owned by the MS4					
Number of training events for MS4 staff					
Number of municipal staff trained					
Number of industrial facilities inventory inspected <i>(see Appendix A, Part V.B)</i>					
Number of corrective or enforcement actions initiated on industrial facilities					
Percent of cases resolved within one (1) calendar year of original corrective/enforcement action					
Construction Program Activities					
Number of training events for MS4 staff <i>(include topics in narrative summary)</i>					
Number of municipal staff trained					
Number of construction/grading plans submitted for review					
Number of construction/grading plans reviewed					
Number of construction sites inspected					
Number of corrective or enforcement actions initiated on construction facilities <i>(identify the type of actions in narrative summary)</i>					
Post Construction Program Activities					
Number of post-construction inspections completed					
Number of corrective or enforcement actions initiated for post-construction activities <i>(identify the type of actions in narrative summary)</i>					

Part 5: Evaluation of the Stormwater Management Program

In accordance with Section 5.4 of the permit, provide an evaluation of the progress and success of the stormwater management program each year, including an assessment of the effectiveness of stormwater management practices in reducing the discharge of pollutants to and from the municipal storm sewer system.

Part 6: Stormwater Management Program Modifications

In accordance with Section 5.5 of the permit, provide a description of modifications, if applicable, to the stormwater management program each year as follows:

1. Addition of New Control Measures: Summarize the development and implementation of any new stormwater management practices or pollution controls each year.
2. Addition of Temporary Control Measures: Specify the occasions when these controls were initiated and terminated, and the perceived success of these temporary control measures.
3. Increase of Existing Control Measures: Summarize modifications to existing stormwater management practices that increase the number of activities, increase the frequency of activities, or other increases in the level of implementation.
4. Replacement of Existing Control Measures: Briefly summarize any replacements made with prior approval of ADEQ per section 5.5(4) of the permit.

Note: Modifications to reduce the number of stormwater management practices or activities, frequencies, time frames, level of implementation, or any other program standard specified in Appendix A of the permit require permit modification (refer to Section 5.6 of the permit).

Part 7: Monitoring Locations

For the year one (1) annual report, provide a brief description of each stormwater monitoring location (outfall), including the following information. For subsequent annual reports, advise if any of the information has changed or is updated.

1. Name and description of receiving water
2. Outfall identification number
3. Address or physical location of the site
4. Latitude and longitude
5. Size (acres) of the drainage area
6. Land uses within the drainage area with an estimated percentage of each use
7. Type of monitoring equipment

Note: Modifications to monitoring locations shall not be implemented without permit modification.

Part 8: Storm Event Records

For each outfall identified in Section 7.0, Table 1.0 of the permit, summarize all measurable storm events (0.2 inches or greater) occurring in the drainage area of each outfall within the winter and summer wet seasons, respectively, until samples have been collected for the outfall. Include the date of each event, the amount of precipitation (inches) for each event, and whether a sample was collected, or if not collected, information on the conditions that prevented sampling. (Note: If unable to collect stormwater samples due to adverse climatic conditions, provide, in lieu of sampling data, a description of the conditions that prevented sampling. Adverse climatic conditions which may prevent the collection of samples include weather conditions that create dangerous conditions for personnel, such as local flooding, high winds, electrical storms, etc.)

Pesticides (ug/L) ²	SWQS		Winter 2010-11	Summer 2011	Winter 2011-12	Summer 2012	Winter 2012-13	Summer 2013	Winter 2013-14	Summer 2014	Winter 2014-15	Summer 2015
	Aldrin											
Alpha-BHC												
Beta-BHC												
Gamma-BHC												
Delta-BHC												
Chlordane												
4,4'-DDT												
4,4'-DDE												
4,4'-DDD												
Dieldrin												
Alpha-endosulfan												
Beta-endosulfan												
Endosulfan sulfate												
Endrin												
Endrin aldehyde												
Heptachlor												
Heptachlor epoxide												
PCB-1242												
PCB-1254												
PCB-1221												
PCB-1232												
PCB-1248												
PCB-1260												
PCB-1016												
Toxaphene												

Footnotes follow

- 1 The permittee shall report on any additional parameters that were monitored for seasonal stormwater sampling as required by Section 6.0 of this permit (Special Conditions).
- 2 Analytical results shall be reported in the units specified for each category or parameter.
- 3 Report the average flow rate for the sampling period (no more than 6 hours).

Part 10: Assessment of Monitoring Data

- A. Stormwater Quality: Provide an evaluation of the sampling results for each outfall monitoring location, including an assessment of any improvements or degradation of stormwater quality from each drainage area. In the year four (4) annual report, discuss possible explanations for stormwater quality trends, including the implementation of stormwater management practices to reduce the discharge of pollutants to and from the storm sewer system.
- B. Water Quality Standards (WQS): Compare the sampling results for each outfall monitoring location with the applicable SWQS for the receiving water.
- C. Exceeding a WQS: Note any exceedance of a surface water quality standard (as measured at the outfall) during the reporting year, including, at a minimum, the following information:
 1. Sampling date
 2. Monitoring location (outfall identification number)
 3. Receiving water and water quality standard which was exceeded
 4. Outfall monitoring results (laboratory reports)
 5. A description of the circumstances that may have caused or contributed to the exceedance of an applicable water quality standard
 6. If a pollutant is noted at levels above the WQS at a particular outfall, more than 1X ('reoccurs'), describe actions taken to determine the source(s) of the pollutant per Sections 4.3 and 4.4 of the permit. Also state any proposed follow-up actions or additional and/or revised management practices or pollution controls to prevent the discharge from causing or contributing to an exceedance of a water quality standard in the future
 7. A schedule for implementing the proposed follow-up, stormwater or non-stormwater management practices or pollution controls

Part 11: Estimate of Annual Pollutant Loadings

Provide an estimate of the pollutant loadings each year from the municipal storm sewer system to waters of the U.S. for each constituent listed in Section 7.4 of the permit detected by stormwater monitoring within the permit term. Pollutant loadings and event mean concentrations may be estimated from sampling data collected at the representative monitoring locations, taking into consideration land uses and drainage areas for the outfall. Include a description of the procedures for estimating pollutant loads and concentrations, including any modeling, data analysis, and calculation methods. Compare the pollutant loadings estimated each year to previous estimates of pollutant loadings.

Part 12: Annual Expenditures

Provide a brief statement of the expenditures incurred each reporting period (July 1 – June 30) to implement and maintain the stormwater management program, including associated monitoring and reporting activities. This figure should include funds related exclusively to implementation of the stormwater program. Provide the estimated budget for implementing and maintaining the stormwater program in the subsequent reporting period. Include a statement of the funding sources used to support program expenditures.

Part 13: Attachments

Attach a copy of each of the following documents for the first year annual report, and each subsequent year if changes are made. If no changes are made to these during a reporting period, indicate, *no changes were made this period, the 20XX submittal is current.*

- Drainage system maps
- List of major outfalls
- List of changes to the major outfall inventory (new outfalls, outfalls out of service), including drainage area and coordinates for the outfalls listed in Table 1 of the permit (4th year report)
- Laboratory reports for stormwater monitoring performed in the reporting period
- New or revised ordinances associated with stormwater management
- New or revised public outreach documents