



**Minnesota Pollution  
Control Agency**

520 Lafayette Road North  
St. Paul, MN 55155-4194

# MS4 Annual Report for 2013

Municipal Separate Storm Sewer Systems (MS4s)

Reporting period January 1, 2013 to December 31, 2013

Due June 30, 2014

**Doc Type: Permitting Annual Report**

**Instructions:** By completing this mandatory MS4 Annual Report form, you are providing the Minnesota Pollution Control Agency (MPCA) with a summary of your status of compliance with permit conditions, including an assessment of the appropriateness of your identified best management practices (BMPs) and progress towards achieving your identified measurable goals for each of the minimum control measures as required by the MS4 Permit (permit). If a permittee determines that program status or compliance with the permit can not be adequately reflected within the structure of this form additional explanation and/or information may be referenced in an attachment. This form has limitations and provides only a snap shot of your compliance with the conditions in the permit. After reviewing the information, MPCA staff may need to contact the permittee to clarify or seek additional information.

**Submittal:** This MS4 Annual Report must be submitted electronically to the MPCA using the submit button at the end of the form, from the person that is duly authorized to certify this form. All questions with an asterisk (\*) are required fields (these fields also have a red border), and must be completed before the form will send. A manual confirmation e-mail will be sent in response to electronic submissions. If you do not receive an e-mail confirmation within two business days, please contact the program staff below. (If the submit button does work for you, you can save a copy of the form to a location on your computer where you will easily be able to retrieve it. You will then have to attach the form separately to an e-mail once you are within your Internet mail.)

If you have further questions, please contact one of these MPCA staff members (toll-free 800-657-3864):

- |                     |              |  |
|---------------------|--------------|--|
| • Scott Fox         | 651-757-2368 | <a href="mailto:scott.fox@state.mn.us">scott.fox@state.mn.us</a>                 |
| • Claudia Hochstein | 651-757-2881 | <a href="mailto:claudia.hochstein@state.mn.us">claudia.hochstein@state.mn.us</a> |
| • Cole Landgraf     | 651-757-2880 | <a href="mailto:cole.landgraf@state.mn.us">cole.landgraf@state.mn.us</a>         |
| • Dan Miller        | 651-757-2246 | <a href="mailto:daniel.miller@state.mn.us">daniel.miller@state.mn.us</a>         |
| • Rachel Stangl     | 651-757-2879 | <a href="mailto:rachel.stangl@state.mn.us">rachel.stangl@state.mn.us</a>         |

## General Contact Information (\*Required fields)

\*Name of MS4: \_\_\_\_\_ \*Contact name: \_\_\_\_\_

\*Mailing address: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip code: \_\_\_\_\_

\*Phone (including area code): \_\_\_\_\_ \*E-mail: \_\_\_\_\_

## Minimum Control Measure 1: Public Education and Outreach [V.G.1] (\*Required fields)

- A. The permit requires each permittee to implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of stormwater discharges on water bodies and steps that the public can take to reduce pollutants in stormwater runoff. [Part V.G.1.a]

**Note:** Indicate which of the following distribution methods you used. Indicate the number distributed in the spaces provided (enter "0" if the method was not used or "NA" if the data does not exist):

Media type	Number of media	Number of times published	Circulation/ Audience
<i>Example: Brochures:</i>	<i>3 different brochures</i>	<i>published 5 times</i>	<i>about 10,000</i>
Brochures:			
Newsletter:			
Posters:			
Newspaper articles:			
Utility bill inserts:			
Radio ads:			
Television ads:			
Cable Access Channel:			
Other:			
Other:			
Other:			

- B. \*Do you use a website as a tool to distribute stormwater educational materials? ☐ Yes ☐ No  
What is the URL: \_\_\_\_\_
- C. If you answered yes in question B. above, do you track hits to the site? ☐ Yes ☐ No  
How many hits were to the stormwater page?: \_\_\_\_\_
- D. \*Did you hold stormwater related events, presentations to schools or other such activities? ☐ Yes ☐ No  
If yes, describe: \_\_\_\_\_
- E. \*Have specific messages been developed and distributed during this reporting year for Minimum Control Measure (MCM):  
MCM 1: ☐ Yes ☐ No      MCM 4: ☐ Yes ☐ No  
MCM 2: ☐ Yes ☐ No      MCM 5: ☐ Yes ☐ No  
MCM 3: ☐ Yes ☐ No      MCM 6: ☐ Yes ☐ No
- F. \*Have you developed partnerships with other MS4s, watershed districts, local or state governments, educational institutions, etc., to assist you in fulfilling the requirements for MCM 1? ☐ Yes ☐ No
- G. List those entities with which you have partnered to meet the requirements of this MCM and describe the nature of the agreement(s). Attach a separate sheet if necessary: \_\_\_\_\_
- H. \*Have you developed methods to assess the effectiveness of your public education/outreach program? ☐ Yes ☐ No  
If yes, describe: \_\_\_\_\_

## Minimum Control Measure 2: Public Participation/Involvement [V.G.2] (\*Required fields)

- A. The permit requires you to hold at least one public meeting per year addressing the Stormwater Pollution Prevention Program. You must hold the public meeting prior to submittal to the Commissioner of the annual report. [Part V.G.1.e.]
- B. \*Did you hold a public meeting to present accomplishments and to discuss your Stormwater Pollution Prevention Program (SWPPP)? ☐ Yes ☐ No  
If no, explain: \_\_\_\_\_
- C. \*What was the date of the public meeting: \_\_\_\_\_
- D. \*How many citizens attended specifically for stormwater (excluding board/council members and staff/hired consultants)? \_\_\_\_\_
- E. \*Was the public meeting a stand-alone meeting for stormwater or was it combined with some other function (City Council meeting, other public event, etc.)? ☐ Stand-alone ☐ Combined
- F. \*Each permittee must solicit and consider input from the public prior to submittal of the annual report. Did you receive written and/or oral input on your SWPPP? [Part V.G.2.b.1-3] ☐ Yes ☐ No
- G. \*Have you revised your SWPPP in response to written or oral comments received from the public since the last annual reporting cycle? [Part V.G.2.c] ☐ Yes ☐ No  
If yes, describe. Attach a separate sheet if necessary: \_\_\_\_\_

### Minimum Control Measure 3: Illicit Discharge Detection and Elimination [V.G.3] (\*Required fields)

The permit requires permittees to develop, implement, and enforce a program to detect and eliminate illicit discharges as defined in 40 CFR 122.26(b)(2). You must also select and implement a program of appropriate BMPs and measurable goals for this minimum control measure.

- A. \*Did you update your storm sewer system map? ☐ Yes ☐ No

If yes, please explain which components (ponds, pipes, outfalls, waterbodies, etc.) were updated/added:

**Note:** The storm sewer system map was to be completed by June 30, 2008. [Part V.G.3.a]

- B. \*Have you modified the format in which the map is available? ☐ Yes ☐ No

- C. If yes, indicate the new format: ☐ Hardcopy only ☐ GIS system ☐ CAD

☐ Other system: \_\_\_\_\_

- D. \*Did you inspect for illicit discharges during the reporting year? ☐ Yes ☐ No

- E. If you answered yes in question D. above, did you identify any illicit discharges? ☐ Yes ☐ No

- F. If you answered yes in question E. above, how many illicit discharges were detected during the reporting period? \_\_\_\_\_

- G. If you answered yes in question E. above, did the illicit discharge result in an enforcement action? ☐ Yes ☐ No

If yes, what type of enforcement action(s) was taken (check all that apply):

☐ Verbal warning ☐ Notice of violation ☐ Fines ☐ Criminal action ☐ Civil penalties

☐ Other (describe): \_\_\_\_\_

### Minimum Control Measure 4: Construction Site Stormwater Runoff [V.G.4] (\*Required fields)

The permit requires that each permittee develop, implement, and enforce a program to reduce pollutants in any stormwater runoff to your small MS4 from construction activities within your jurisdiction that result in a land disturbance of equal to or greater than one acre, including the disturbance of less than one acre of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb one or more acres. [Part V.G.4.]

- A. The permit requires an erosion and sediment control ordinance or regulatory mechanism that must include sanctions to ensure compliance and contains enforcement mechanisms [Part V.G.4.a]. Indicate which of the following enforcement mechanisms are contained in your ordinance or regulatory mechanism and the number of actions taken for each mechanism used during the reporting period (enter "0" if the method was not used or "NA" if the data does not exist).

**Check all that apply.**

Enforcement mechanism	Number of actions
<input type="checkbox"/> Verbal warnings	#
<input type="checkbox"/> Notice of violation	#
<input type="checkbox"/> Administrative orders	#
<input type="checkbox"/> Stop-work orders	#
<input type="checkbox"/> Fines	#
<input type="checkbox"/> Forfeit of security of bond money	#
<input type="checkbox"/> Withholding of certificate of occupancy	#
<input type="checkbox"/> Criminal actions	#
<input type="checkbox"/> Civil penalties	#
<input type="checkbox"/> Other:	#

- B. \*Have you developed written procedures for site inspections? ☐ Yes ☐ No

- C. \*Have you developed written procedures for site enforcement? ☐ Yes ☐ No

- D. \*Identify the number of active construction sites greater than an acre in your jurisdiction during the 2013 calendar year: \_\_\_\_\_
- E. \*On average, how frequently are construction sites inspected (e.g., weekly, monthly, etc.)? \_\_\_\_\_
- F. \*How many inspectors, at any time, did you have available to verify erosion and sediment control compliance at construction sites during the reporting period? \_\_\_\_\_

## Minimum Control Measure 5: Post-construction Stormwater Management in New Development and Redevelopment [V.G.5] (\*Required fields)

The permit requires each permittee to develop, implement, and enforce a program to address stormwater runoff from new development and redevelopment projects within your jurisdiction that disturb an area greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale that discharge into your small MS4. Your program must ensure that controls are in place that would prevent or reduce water quality impacts. You must also select and implement a program of appropriate BMPs and measurable goals for this minimum control measure.

**Note:** The MS4 permit requirements associated with this minimum control measure were required to be fully developed and implemented by June 30, 2008.

- A. \*Have you established design standards for stormwater treatment BMPs installed as a result of post-construction requirements? ☐ Yes ☐ No
- B. \*Have you developed procedures for site plan review which incorporate consideration of water quality impacts? ☐ Yes ☐ No
- C. \*How many projects have you reviewed during the reporting period to ensure adequate long-term operation and maintenance of permanent stormwater treatment BMPs installed as a result of post-construction requirements? [Part V.G.5.b. and Part V.G.5.c]. \_\_\_\_\_
- D. \*Do plan reviewers use a checklist when reviewing plans? ☐ Yes ☐ No
- E. \*How are you funding the long-term operation and maintenance of your stormwater management system? (Check all that apply)
- ☐ Grants ☐ Stormwater utility fee ☐ Taxes
- ☐ Other: \_\_\_\_\_

## Minimum Control Measure 6: Pollution Prevention/Good Housekeeping for Municipal Operations [V.G.6] (\*Required fields)

The permit requires each permittee to develop and implement an operation and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations. Your program must include employee training to prevent and reduce stormwater pollution from activities, such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and stormwater system maintenance.

- A. \*The permit requires each permittee to inspect annually all structural pollution control devices, such as trap manholes, grit chambers, sumps, floatable skimmers and traps, separators, and other small settling or filtering devices [Part V.G.6.b.2]
- B. \*Did you inspect all structural pollution control devices during the reporting period? ☐ Yes ☐ No
- C. \*Have you developed an alternate inspection frequency for any structural pollution control devices? [V.G.6.b.7] ☐ Yes ☐ No

*\*Indicate the total number of structural pollution control devices for which you have developed and alternative inspection frequency:* \_\_\_\_\_

- D. \*Indicate the total number of structural pollution control devices (for example-grit chambers, sumps, floatable skimmers, etc.) within your MS4, the total number that were inspected during the reporting period, and calculate the percent inspected. Enter "0" if your MS4 does not contain structural pollution control devices or none were inspected. Enter "NA" if the data does not exist:

	*Total number	*Number inspected	*Percentage
*Structural pollution control devices:			

- E. \*Did you repair, replace, or maintain any structural pollution control devices? ☐ Yes ☐ No

- F. \*For each BMP below, indicate the total number within your MS4, how many of each BMP type were inspected and the percent inspected during the reporting period. Enter "0" if your MS4 does not contain BMPs or none were inspected. Enter "NA" if the data does not exist:

Structure/Facility type	*Total number	*Number inspected	*Percentage
*Outfalls to receiving waters:			
*Sediment basins/ponds:			
<b>*Total</b>			

- G. Of the BMPs inspected in F.. above, did you include any privately owned BMPs in that number? ☐ Yes ☐ No

H. If yes in G.. above, how many: \_\_\_\_\_

## Section 7: Impaired Waters Review (\*Required fields)

The permit requires any permittee whose MS4 discharges to a Water of the State, which appears on the current U. S. Environmental Protection Agency (EPA) approved list of impaired waters under Section 303(d) of the Clean Water Act, review whether changes to the SWPPP may be warranted to reduce the impact of your discharge [Part IV.D].

- A. \*Does your MS4 discharge to any waters listed as impaired on the state 303 (d) list? ☐ Yes ☐ No
- B. \*Have you modified your SWPPP in response to an approved Total Maximum Daily Load (TMDL)? ☐ Yes ☐ No

If yes, indicate for which TMDL: \_\_\_\_\_

## Section 8: Additional SWPPP Issues (\*Required fields)

- A. \*Did you make a change to any BMPs or measurable goals in your SWPPP since your last report? [Part VI.D.3.] ☐ Yes ☐ No

- B. If yes, briefly list the BMPs or any measurable goals using their unique SWPPP identification numbers that were modified in your SWPPP, and why they were modified: *(Attach a separate sheet if necessary)*

- C. \*Did you rely on any other entities (MS4 permittees, consultants, or contractors) to implement any portion of your SWPPP? [Part VI.D.4.] ☐ Yes ☐ No

If yes, please identify them and list activities they assisted with:

## Owner or Operator Certification (\*Required fields)

The person with overall administrative responsibility for SWPPP implementation and permit compliance must certify this MS4 Annual Report. This person must be duly authorized and should be either a principal executive (i.e., Director of Public Works, City Administrator) or ranking elected official (i.e., Mayor, Township Supervisor).

- ☐ \*Yes - 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 (Minn. R. 7001.0070). I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment (Minn. R. 7001.0540).

\*Name of certifying official: \_\_\_\_\_

\*Title: \_\_\_\_\_ \*Date: \_\_\_\_\_  
(mm/dd/yyyy)