Annual Report Form
Phase I Municipal Separate Storm Sewer System
[DRAFT]

SECTION I: BACKGROUND INFORMATION	
Permittee Name:	
Permit Name:	
Permit Number:	
Annual Report Year (indicate year):	
Reporting Period beginning month/year:	
Reporting Period ending month/year:	
Responsible Authority Name:	
Responsible Authority Title:	
Mailing Address:	
City:	Zip Code:
Telephone Number:	
E-mail Address:	
Program Contact Name:	
Program Contact Title:	
Mailing Address:	
City:	Zip Code:
Telephone Number:	
E-mail Address:	
Additional Contact Name:	
Additional Contact Title:	
Department/Association:	
Telephone Number:	
E-mail Address:	

**Duplicate rows as needed for additional contacts*

SECTION II: CERTIFICATION STATEMENT AND SIGNATURE	
The Responsible Authority listed in Section I.F above must sign the following certification statement, as per Rule 62-620.305, F.A.C.: 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 upon 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. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.	
Signature:	Date:

SECTION III: SWMP REPORTING

III.A.1.a - Major Outfall Mapping

Maintain an up-to-date map / GIS dataset that depicts all known major outfalls.

Responsible department(s):

Source document(s):

List any major outfalls added to the map:

Object ID	Latitude	Longitude	Notes

List major outfalls removed from the map. Indicate reason for removal, including transfer of ownership to another entity, lands vacated, reclassification, etc.

Object ID	Latitude	Longitude	Notes

III.A.1.b - Non-major Outfall Mapping

Maintain an up-to-date map / GIS dataset that depicts all known non-major outfalls.

List non-major outfalls added to the map:

Object ID	Latitude	Longitude	Notes

List non-major outfalls removed from the map. Indicate reason for removal, including transfer of ownership to another entity, lands vacated, reclassification, etc.

Object ID	Latitude	Longitude	Notes

**Add additional lines as needed, or attach as a separate file.*

III.A.1.c - MS4 Inspection & Maintenance

Conduct inspections and maintenance to ensure MS4 components operate as designed and to reduce the discharge of pollutants from the MS4.

Responsible department(s):	
Source document(s):	
Date SOP reviewed:	
SWMP/SOP revisions, if applicable:	

Report the current known inventory (number/area/distance), number/area/distance of inspections and percent inspected for each, and number/area/distance maintained.

MS4 Component	Number in Inventory	Number of Inspections	Percent Inspected	Number Maintained	Notes
Alum Injection Systems					
Pollution Control Boxes					
Stormwater Pump Stations					
Major Outfalls					
Non-major Outfalls					
Canals and Channels					
Dry Retention Systems					
Dry Detention Systems					
Detention with Filtration Systems					
Grass Treatment Swales					
Underdrain Filter Systems					
Wet Detention Systems					
Exfiltration Trenches / French Drains / Slab Covered Trenches					
Catch basins / inlets / grates					
Ditches					
Conveyance Swales					
Other Conveyances					
Pipes / Culverts					
Permeable Pavement					
Weirs / Channel Control Structures / Other appurtences					

**Add structures as needed*

III.A.1.d - Catch Basin, Inlet, and Grate Management

Evaluate catch basins, inlets, and grates to determine the appropriate inspection and/or maintenance frequency to reduce the amount of trash, sediment, and other debris collected within, and discharged from, the MS4.

Responsible department(s):	
Source document(s):	

Report the number of catch basins, inlets, and grates upgraded or retrofitted.

# upgraded or retrofitted:	
Notes:	

III.A.2.a - Street Sweeping Program	
Conduct street sweeping on permittee-operated streets, highways, and other rights-of-way that have curb and gutter.	
Responsible department(s):	
Source document(s):	
Date SOP reviewed:	
SWMP/SOP revisions, if applicable:	
Report the current known miles of roadways/rights-of-way to be swept, total miles swept, and estimated quantity of sweeping material collected.	
Known miles roadways/rights-of-way:	
Miles swept:	
Quantity of material collected:	
Notes:	

III.A.2.b - Litter Control Program	
Conduct litter control on permittee-operated rights-of-way, as well as parks and other public use areas that have the potential to impact the MS4.	
Responsible department(s):	
Source document(s):	
Date SOP reviewed:	
SWMP/SOP revisions, if applicable:	
Report the estimated areas/linear distance cleaned and an estimate of quantity of litter collected.	
Linear distance/area cleaned:	
Quantity of litter collected:	
Notes:	

III.A.3.a - Comprehensive Planning and Development	
Maintain a list of stormwater capital improvement projects or flood control projects being considered by the permittee.	
List maintained? (indicate yes, no, N/A):	

III.A.3.b - Post-construction Stormwater Management	
Review new development and significant redevelopment project applications for compliance with codes, land development regulations, and other regulatory mechanisms that require stormwater controls after construction is completed.	
Responsible department(s):	
Source document(s):	
Date SOP reviewed:	
SWMP/SOP revisions, if applicable:	
Report the number of applications (FDOT: DCP) reviewed, number approved, number of applicants notified of ERP requirements, number of applicable projects confirmed for ERP coverage, and number of referrals completed.	
Number of applications reviewed:	
Number of applications approved:	
Number of ERP notifications:	
Number of ERP confirmations:	
Number of referrals:	
Notes:	

III.A.4.b - Pesticide, Herbicide, and Fertilizer Application	
Properly store, mix, and apply pesticides, herbicides, and fertilizers on permittee-owned property, including parks and recreation areas, and minimize their use.	
Responsible department(s):	
Source document(s):	
Date SOP reviewed:	
SWMP/SOP revisions, if applicable:	

III.A.4.c - Certification, Licensing, and Training	
Maintain an up-to-date roster of permittee personnel and contractors that apply pesticides, herbicides, and fertilizer on permittee-owned property or copies of applicable licenses/certifications for each applicator.	
Roster/copies maintained? (indicate yes, no, N/A):	
Notes:	

III.A.5.b - Illicit Discharge Detection and Elimination	
Detect and eliminate illicit discharges/connections to the MS4 through proactive inspections and investigations of reported illicit discharges, connections, or dumping.	
Responsible department(s):	
Source document(s):	
Public reporting mechanism:	
Date SOP reviewed:	
SWMP/SOP revisions, if applicable:	
Report the number of proactive inspections conducted, number of reports received, number of investigations conducted, number of illicit discharges/connections found and resolved, and number of enforcement actions or referrals completed.	
Number of proactive inspections:	
Number of reports received:	
Number of investigations:	
Number of illicit discharges found:	
Number of ilicit discharges resolved:	
Number of enforcement actions:	
Number of referrals:	
Notes:	

III.A.5.c - Spill Prevention & Response	
Prevent, respond to and safely contain spills that discharge, or have the potential to discharge, to the MS4, including roadways.	
Responsible department(s):	
Source document(s):	
Date SOP reviewed:	
SWMP/SOP revisions, if applicable:	
Report the number of spills that impacted the MS4, number of spills that were SSOs, number of spills cleaned/SSOs resolved, number of notifications to the appropriate utility owner if wastewater contamination was suspected.	
Number of spills to the MS4:	
Number of spills that were SSOs:	
Number of spills cleaned/resolved:	
Number of notifications:	
Notes:	

III.A.5.d - Limitation of Sanitary Sewer Contamination	
For permittees that are the owner/operator of the sanitary sewer system, implement a program to reduce or eliminate sanitary wastewater contamination into the MS4, including discharges from SSOs and incidents related to I&I from sanitary sewer collection and transmission systems.	
Owner of sanitary sewer system:	
Responsible department(s):	
Source document(s):	
Date SOP reviewed:	
SWMP/SOP revisions, if applicable:	

Report the type and number of activities undertaken to reduce SSOs and I&I.

Activity	Quantity/Distance	Notes

**Add additional lines as needed, or attach as separate file*

Report the number of I&Is discovered and the number of I&Is repaired.

Number of I&Is discovered:	
Number of I&Is resolved:	
Notes:	

III.A.6.a - Municipal Facilities	
Identify applicable permittee-owned facilities, determine the necessary stormwater pollution control measures and procedures to be employed at each facility, and conduct inspections.	
Responsible department(s):	
Source document(s):	
Date SOP reviewed:	
SWMP/SOP revisions, if applicable:	

Identify applicable facilities, number of inspections for each, and number of inspections resulting in deficiencies / corrective actions at each.

Facility Name	Number of Inspections	Number with deficiencies / corrective actions

**Add additional lines as needed, or attach as separate file*

III.A.6.b - High-Risk Facilities	
Identify and inspect facilities that have the potential to contribute substantial pollutant loadings to the MS4.	
Responsible department(s):	
Source document(s):	
Date SOP reviewed:	
SWMP/SOP revisions, if applicable:	

Report the number of high-risk facilities in the inventory, the number of inspections conducted, and the number of enforcement actions or referrals completed.

Number of facilities in inventory:	
Number of inspections conducted:	
Number of enforcement/referrals:	
Facility name(s), if added to or removed from the inventory:	

**Add additional lines as needed, or attach as separate file*

III.A.6.c - Monitoring of High-Risk Facilities	
(except FDOT) Evaluate high-risk industrial facilities to determine if the discharge is contributing a substantial pollutant load to the MS4.	
Responsible department(s):	
Source document(s):	
Date SOP reviewed:	
SWMP/SOP revisions, if applicable:	
Notes:	

III.A.7.a - Construction Site Plan Review	
Review construction site applications for compliance with regulatory mechanisms that require the use and maintenance of appropriate structural and non-structural stormwater erosion, sedimentation, and construction site waste controls, prior to commencement.	
Responsible department(s):	
Source document(s):	
Date SOP reviewed:	
SWMP/SOP revisions, if applicable:	
Report the number of permittee and non-permittee site plans reviewed and approved, number of applicants notified of CGP requirements, number of CGP coverages confirmed, and number of referrals completed. *FDOT is not required to report on non-permittee review/approval	
Number pmte site plans reviewed:	
Number of pmte site plans approved:	
*Number of non-pmte plans reviewed:	
*Number of non-pmte plans approved:	
Number notified of CGP requirements:	
Number of CGP confirmations:	
Number of referrals:	
Notes:	

III.A.7.b - Construction Site Inspection & Enforcement -	
Conduct inspections for stormwater erosion, sedimentation, and waste controls at construction sites that have the potential to impact the MS4.	
Responsible department(s):	
Source document(s):	
Date SOP reviewed:	
SWMP/SOP revisions, if applicable:	
Report the number of active permittee and non-permittee sites, the number of inspections, the percent of sites inspected, and the number of enforcement actions or referrals completed.	
Number of active permittee sites:	
Number of pmte site inspections:	
Percent of pmte sites inspected:	
Number of active non-pmte sites:	
Number of non-pmte site inspections:	
Percent of non-pmte sites inspected:	
Number of enforcement/referrals:	
Notes:	

III.A.8.a - MS4 Inspector Training	
Conduct training for personnel that conduct inspections and maintenance of the MS4 to identify and report conditions that trigger maintenance for stormwater components.	
Responsible department(s):	
Source document(s):	
Date SOP developed/reviewed:	
SWMP/SOP revisions, if applicable:	

III.A.8.b - IDDE Training	
Conduct training to ensure that personnel are trained to identify and report pollutant impacts on the MS4.	
Responsible department(s):	
Source document(s):	
Date SOP reviewed:	
SWMP/SOP revisions, if applicable:	
Report the number of personnel trained in IDDE.	
Number of personnel trained in IDDE:	
Notes:	

III.A.8.c - Spill Response Training	
Conduct training to ensure that personnel and permittee contractors are trained to identify, prevent, and respond to potential pollutant impacts on the MS4.	
Responsible department(s):	
Source document(s):	
Date SOP reviewed:	
SWMP/SOP revisions, if applicable:	
Report the number of personnel trained in spill prevention and response.	
Number of personnel trained in spills:	
Notes:	

III.A.8.d - Construction Training	
Conduct training for permittee personnel and contractors involved in the site plan review, site operation, and inspection of construction site stormwater erosion, sedimentation, and waste controls.	
Responsible department(s):	
Source document(s):	
Date SOP reviewed:	
SWMP/SOP revisions, if applicable:	
Report the total number of active qualified inspectors, and the total number of site plan reviewers, construction site inspectors, and permittee operators that received annual training.	
Total number of qualified inspectors:	
Number of site plan reviewers trained:	
Number of inspectors trained:	
Number of permittee operators trained:	
Notes:	

III.A.9 - Public Education & Outreach		
Educate the community on the impacts of stormwater discharges to the MS4 and on downstream waterbodies and promote ways to reduce pollutants in stormwater runoff.		
Responsible department(s):		
Source document(s):		
Date SOP reviewed:		
SWMP/SOP revisions, if applicable:		
Report the type and number of activities/materials distributed for the following topics:		
Impacts associated with illicit discharges, illegal connections, illegal dumping		
Activity/Material Description	Number	Notes
Promoting & publicizing public reporting mechanism		
Activity/Material Description	Number	Notes
Impacts associated with trash/litter		
Activity/Material Description	Number	Notes
(except FDOT) Impacts associated with pesticide, herbicide, fertilizer		
Activity/Material Description	Number	Notes
(except FDOT) Proper maintenance of private stormwater systems and/ or promotion of LID/GSI		
Activity/Material Description	Number	Notes
(except FDOT) Proper use and disposal of HHW		
Activity/Material Description	Number	Notes
(except FDOT) Advertising of HHW collection events/locations		
Activity/Material Description	Number	Notes

**Add additional lines as needed, or attach as separate file*

SECTION IV: TOTAL MAXIMUM DAILY LOAD REPORTING	
V.A - TMDL Prioritization Plan	
Date plan submitted:	Date plan approved by DEP:
Waterbody name:	WBID:
Partners:	Pollutant of concern:
V.B.1 - MS4 Pollutant Loading Evaluation Plan (For prioritized non-bacteria TMDL)	
Date plan submitted:	Date plan approved by DEP:
V.B.2 - TMDL Implementation Plan (For prioritized non-bacteria TMDL)	
Date plan submitted:	Date plan approved by DEP:
V.C.1 - Bacteria Source Identification Plan (For prioritized bacteria TMDL)	
Date plan submitted:	Date plan approved by DEP:
V.C.2 - Bacteria Pollution Control Plan (For prioritized bacteria TMDL)	
Date plan submitted:	Date plan approved by DEP:
V.E.4 - TMDL Annual Reporting	
Permit Cycle 3 Date plan submitted:	Date plan approved by DEP:
Waterbody name:	WBID:
Partners:	Pollutant of concern:
Summary analysis of water quality and/or pollutant loading data:	
Description of any pollutant sources eliminated and/or reductions achieved:	
Identification of additional structural or non-structural BMPs and other activities implemented or revised:	

** add additional prioritized TMDLs as needed, or attach as a separate file*

Permit Cycle 4 Date plan submitted:	Date plan approved by DEP:
Waterbody name:	WBID:
Partners:	Pollutant of concern:
Summary analysis of water quality and/or pollutant loading data:	
Description of any pollutant sources eliminated and/or reductions achieved:	
Identification of additional structural or non-structural BMPs and other activities implemented or revised:	

** add additional prioritized TMDLs as needed, or attach as a separate file*

SECTION V: EVALUATION OF THE SWMP

VI.A - Assessment Program

Responsible department(s):	
Source document(s):	
Date program approved by DEP:	

VI.B.2 - Assessment Program Annual Reporting

VI.B.2.a. Provide the estimated pounds of total nitrogen (TN) and total phosphorous (TP) load reductions from street sweeping and, if applicable, catch basin cleaning.

	Street Sweeping	Catch Basins Cleanout	Notes
TN (lb)			
TP (lb)			

VI.B.2.b. Provide a summary of the Assessment Program results for the reporting year that includes an analysis of the water quality monitoring data and/or stormwater pollutant loading changes relative to the MS4 and SWMP activities.

VI.B.2.d. If financial resources decreased from the previous year, provide a discussion of any impacts on implementation of the SWMP.

Permit Part	Discussion of impacts

**Add additional lines as needed, or attach as a separate file*

SECTION VI: MATERIALS TO BE SUBMITTED WITH ANNUAL REPORTS

YEAR 1 Specific Submittals

III.A.1.d - Catch basin, inlet, and grate evaluation procedures

Attach description of procedures used to evaluate catch basins, inlets, and grates to determine the appropriate inspection and/or maintenance frequency to reduce the amount of trash, sediment and other debris collected within, and discharged from, the MS4; the procedures shall include:

- Categorization of catch basins, inlets, and grates based on permittee-identified criteria;
- Inspection frequency for each category as determined by the permittee to be necessary or appropriate; and
- Criteria to identify the need and feasibility of upgrading catch basins, inlets, and grates with appropriate upgrades or retrofits to reduce pollutants in stormwater discharges.

VI.B.1 - Assessment Program Updates

Review the existing Assessment Program for consistency with Parts VI.A.1-3 of the permit, and submit an updated Assessment Program, if revised. Date program reviewed:

YEAR 2 Specific Submittals

III.A.3.c - Land Development Regulations & Stormwater Ordinance Review

Attach a summary of the interdepartmental review of the permittee's current codes and land development regulations to identify potential changes that will further reduce impacts of stormwater discharges to the MS4; the summary shall include:

- All applicable local code and regulation citations reviewed, with a brief description of each;
- The identification of language that may be strengthened to improve private stormwater management system O&M;
- The identification of language that may be prohibitive of LID, GSI, or FFL practices;
- A description of proposed changes recommended for incorporation into codes or regulations; and
- A schedule for reviewing and/or adopting the recommended changes.

III.A.4.a - Pesticides, Herbicides, and Fertilizer Ordinances

Attach a summary of the interdepartmental review of the permittee's current local codes and ordinances to identify potential changes that will further reduce the impacts of pesticides, herbicides, and fertilizer; the summary shall include:

- A citation for the adopted Florida-Friendly Fertilizer, or similar, ordinance;
- A summary of the review activity that includes:
    - All applicable code and regulation citations reviewed, with a brief description of each;
    - A description of proposed changes identified; and
    - A schedule for reviewing/adopting recommended changes.

YEAR 3 Specific Submittals

VI.B.3 - Pollutant Loading Estimates

Compare the current cycle's average annual pollutant loadings to the previous cycle's Year 3 pollutant loadings. Indicate whether pollutant loadings are increasing or decreasing for each major outfall or major watershed.

Attach annual pollutant loadings and a comparison of the pollutant loadings for the previous permit cycle and the current permit cycle.

YEAR 4 Specific Submittals
VII.C.1 - Permit Reapplication
In accordance with subsection 62-624.420(2), F.A.C., provide or attach a statement clearly indicating that the Year 4 Annual Report is being used for permit reapplication purposes.

II.B - Legal Authority	
To the extent allowed by law, maintain legal authority to control discharges to and from the MS4. If existing regulatory mechanisms are not sufficient to meet these criteria, the permittee shall identify additional authorities necessary to meet the criteria and develop a schedule to seek such authority.	
Attach a copy or provide citations of the regulatory mechanisms:	Citation(s)
1. Prohibit illicit discharges and illicit connections to the MS4;	
2. Control the contribution of pollutants to the MS4 by stormwater discharges associated with industrial activities;	
3. Control the contribution of pollutants to the MS4 by stormwater discharges associated with new development or redevelopment projects;	
4. Control the contribution of pollutants to the MS4 by stormwater discharges associated with construction activities;	
5. Control the discharge of spills, illegal dumping, and improper disposal into the MS4;	
6. Control through interagency or inter-jurisdictional agreements between permittees the contribution of pollutants from one MS4 to another;	
7. Require compliance with conditions in permittee regulatory mechanisms; and	
8. Carry out inspection, surveillance, monitoring and enforcement procedures necessary to implement the conditions found in this permit.	
Notes:	

II.C - Stormwater Management Program Resources
Conduct a fiscal analysis of the necessary capital and operation and maintenance expenditures to ensure adequate financial resources to effectively implement the SWMP and comply with permit conditions.
Attach fiscal analysis.

VI.B.4 - Assessment Program Evaluation Results
Use data from Parts VI.A.1, VI.A.2, Part III, and other relevant information to evaluate the effectiveness of the SWMP, BMPs, and other activities implemented in accordance with Part III.A. Submit the results of the Assessment Program as a required component of the permit reapplication that includes:
A summary analysis of water quality and/or pollutant loading improvements or degradation over the permit period, or a statement indicating that the results are inconclusive. Indicate whether stormwater pollutant loadings have increased or decreased.
The results of the SWMP Evaluation that includes an evaluation of the effectiveness of the SWMP in reducing pollutant loading from the MS4, and accomplishments in the implementation of MS4 pollutant reduction activities.

The identification of recommended revisions or additions to SWMP activities implemented in Part III.A, as needed. This includes the identification of any portions of the MS4 service area where revised or additional BMPs and/or corrective action will be implemented to address increased pollutant loadings.
A determination of whether the Assessment Program is providing data that can be used to assess the effectiveness of the SWMP in reducing stormwater pollutant loadings; changes or updates to the Assessment Program shall be identified.