

Instructions for Completing MSGP Annual Certification Report

Every year, all facilities covered under the Multi-Sector General Permit (MSGP) for Stormwater Discharges Associated with Industrial Activity (GP-0-12-001) must complete and submit an Annual Certification Report. The report asks for information about the results of monitoring and the status of compliance with various permit requirements. The Annual Certification Report for each calendar year is due by February 28th of the following year. For instance, reports for calendar year 2013 are due by February 28, 2014.

Section I: Facility Information

Section I asks for basic facility information. The facility name entered in Section I must be consistent with the name given in the Notice of Intent (NOI) submitted to obtain MSGP coverage for the facility. The SPDES ID must match the ID the Department assigned the facility. This information is also provided in the letter the Department sent to acknowledge receipt of a complete NOI.

Section II: General Information

1. Enter the number of outfalls authorized to discharge stormwater associated with industrial activity under the MSGP. The information entered in this section should match the information provided in the NOI.
2. Indicate whether your facility is claiming any monitoring waivers. If so, fill in the appropriate circle and submit required documentation with the report. Read about monitoring waivers in the permit, beginning on page 53 of the MSGP. Waiver request forms are located on the Department website at the following link: <http://www.dec.ny.gov/chemical/9009.html>
3. If there are changes to the information provided in the NOI, answer the question accordingly. If information has changed, the facility must submit an updated NOI to the Department. Examples of changes that might occur are:
 - Changes in the number of outfalls
 - Changes to SIC codes because activities at the facility have changed
4. Indicate whether a comprehensive site plan evaluation has been performed during the calendar year. A comprehensive site plan evaluation is a self-review, completed by the permittee. See page 37 of the MSGP for details.
5. Indicate whether the Stormwater Pollution Prevention Plan (SWPPP) has been kept up to date. Facilities are required to keep their SWPPP on site and update it as problems are found;

Section III: Quarterly Visual Monitoring

1. Indicate whether quarterly visual examinations have been performed. Quarterly Visual Monitoring forms are found on the Department's website at <http://www.dec.ny.gov/chemical/9009.html> . Do not submit these forms

with the Annual Certification Report. The completed forms must be kept on site with the SWPPP. Read about quarterly visual monitoring on page 40 of the MSGP. Information on when and how to sample is located on page 52 of the MSGP.

2. The answer to this question must be based on the results of quarterly visual examinations. Answer parts a, b and c if the answer to question 2 was “yes”.

Section III: Annual Dry Weather Flow Monitoring

1. Indicate whether an annual dry weather flow inspection was performed during the calendar year. Read about dry weather flow inspections on page 42 of the MSGP.
2. The answer to this question must be based on the results of the dry weather flow inspections. If unauthorized discharges are found, they must be eliminated or authorization for these discharges must be obtained a SPDES permit. If this question is answered with “no”, proceed to Section IV, otherwise continue answering the questions in this section.
3. Indicate whether the source of the non-stormwater discharge was identified. If the answer is no, skip to question 5.
4. If the source is identified and allowable, then answer questions 4 and 4A, if no go to question 5. To determine if the source is allowable, look at pages 13-15 of the MSGP.
 - a. Identify if the SWPPP has been updated.
5. Indicate if you took actions to end the non-allowable discharge.
6. Indicate the success of the actions to end the non-allowable discharge.

Section IV: Stormwater Monitoring - Benchmark Parameters

1. Some SIC codes are included in sectors that are required to do benchmark monitoring and sample analysis. Facilities with benchmark monitoring requirements need to collect one stormwater sample per year from each outfall and have the sample(s) analyzed at an approved lab for the pollutants of concern included in the applicable section of Part VIII of the MSGP. The owner/operator of a facility must know the monitoring requirements associated with the Standard Industrial Classification (SIC) code(s) provided in the NOI.

Indicate whether the facility is required to complete benchmark monitoring. If benchmark monitoring is not required, answer “no”, and proceed to Section V.

2. If a sample was collected during a storm event that did not meet the qualifying storm event criteria, the sample was collected incorrectly, and/or the lab had problems with the sample analysis, answer “yes” to this question.
3. Compare the results from the lab to the cutoff limitations for the parameter(s). These benchmark cut-offs are found in Part VIII of the MSGP and may also be found in the Permit Requirement row, in the Value column of the preprinted DMR. If the results are higher than

the benchmark cutoff concentrations in the permit, answer question 3 “yes” and answer parts A and B of this question.

- a. Indicate whether corrective actions were taken.
- b. The facility’s SWPPP needs to be improved to reduce the potential for stormwater contamination at the site. Indicate if you updated your SWPPP. Read about corrective actions on page 47 of the MSGP.

Section V: Stormwater Monitoring – Coal Pile Runoff

1. Answer this section only if you have discharges from coal pile(s). If “no” to this question then skip to Section VI.
2. If a sample was collected during a storm event that did not meet the qualifying storm event criteria, the sample was collected incorrectly, and/or the lab had problems with the sample analysis, answer “yes” to this question.
3. Compare the results from the lab to the effluent limitations for the parameter(s) sampled. These limits are in Table IV-1 of the MSGP and may also be found in the Permit Requirement row, in the Value column of the preprinted DMR. If the results are higher than the effluent limit concentrations in the permit answer question 3 “yes” and answer parts A and B of this question.
 - a. Indicate whether corrective actions were taken.
 - b. The facility’s SWPPP needs to be improved to reduce the potential for stormwater contamination at the site. Indicate if you updated your SWPPP. Read about corrective actions on page 47 of the MSGP.

Section VI. Stormwater Monitoring - Compliance Monitoring

1. Some SIC codes/activities require annual sample collection and analysis of stormwater/mine dewatering discharges that have Numeric Effluent Limitations. The owner/operator of a facility must know the monitoring requirements associated with the Standard Industrial Classification (SIC) codes/activities provided in the NOI.

Indicate whether the facility is required to complete compliance monitoring and analysis for pollutants of concern with Numeric Effluent Limitations. If compliance monitoring is not required, answer “no”, and proceed to Section VII.

2. If a sample was collected during a storm event that did not meet the qualifying storm event criteria, the sample was collected incorrectly, and/or the lab had problems with the sample analysis, answer “yes” to this question.
3. Compare the results from the lab to the Numeric Effluent Limitations for the parameter(s). These Numeric Effluent Limitations are found in Part VIII of the MSGP and may also be found in the Permit Requirement row, in the Value column of the preprinted DMR. If the results are higher than the Numeric Effluent Limitations in the permit, answer question 3 “yes” and answer parts A and B of this question.
 - a. Indicate whether corrective actions were taken.
 - b. The facility’s SWPPP needs to be improved to reduce the potential for stormwater contamination at the site. Indicate if you updated your SWPPP. Read about corrective actions on page 47 of the MSGP.

Section VII: Stormwater Monitoring – Discharges To Impaired Waterbodies

1. Some facilities discharge to an impaired waterbody and have additional monitoring requirements. More information on discharges to impaired waterbodies can be found on page 49 of the permit and Appendix G. The owner/operator of a facility must know the monitoring requirements associated with the Standard Industrial Classification (SIC) code(s) and the impaired waterbody provided in the NOI.

Indicate whether the facility is required to complete monitoring for discharges to impaired waterbodies. If this additional monitoring is not required, answer "no", and proceed to Section VIII.

2. If a sample was collected during a storm event that did not meet the qualifying storm event criteria, the sample was collected incorrectly, and/or the lab had problems with the sample analysis, answer "yes" to this question.
3. Compare the results from the lab to the cutoff limitations and/or effluent limitations for the parameter(s). These benchmark cut-offs and/or effluent limitations are found in Part VIII of the MSGP and may also be found in the Permit Requirement row, in the Value column of the preprinted DMR. If the results are higher than the benchmark cutoff concentrations and/or effluent limitations in the permit, answer question 3 "yes" and answer parts A and B of this question.
 - a. Indicate whether corrective actions were taken.
 - b. The facility's SWPPP needs to be improved to reduce the potential for stormwater contamination at the site. Indicate if you updated your SWPPP. Read about corrective actions on page 47 of the MSGP.

Section VIII: Summary

Briefly describe any facility changes, problems discovered during inspections or SWPPP review, problems with sampling or analysis, and actions taken to improve the SWPPP.

Certification

Print or type the name of the owner/operator or person with signatory authority per Part V.H of the MSGP. This person must sign and date the completed form.

The completed form must be submitted with an original signature to the address on the Annual Certification Report:

MSGP Permit Coordinator
NYSDEC, Bureau of Water Compliance
625 Broadway
Albany, NY, 12233-3506