

General Instructions for Completing the MS4 Annual Report

Required Forms

- > Municipal Compliance Certification
- > Minimum Measure 1
- > Minimum Measure 2
- > Minimum Measure 3
- > MS4s in impaired watersheds included in GP-0-10-002 Part IX must also complete the form *Additional Watershed Improvement Strategy Best Management Practices*.
- > Minimum Measure 4 and 5
- > Minimum Measure 5
- > Minimum Measure 6

Signatory Authority

Only a Principal Executive Officer, including (1) the chief executive officer of the municipal entity agency, or (2) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency; a Chief Elected Official such as a mayor, town supervisor or county executive may sign a Municipal Compliance Certification form without being duly authorized in writing (per GP-0-10-002 Part VI.J.2.).

Signatory authority may be delegated to either an individual or a *position having overall responsibility for environmental matters for the covered entity*. This authorization must be made in writing by a person described in Part VI.J.2. above and submitted to the *Department* and submitted to the Department with the Municipal Compliance Certification form.

- **Contact information for Duly Authorized Representatives must be provided in Section 2 of the Municipal Compliance Certification (MCC) form.**
- **A Signature Authorization form must be included with the MCC form if a new Duly Authorized Representative is signing the report.**

Positions that may be duly authorized include, but are not limited to, Environmental Directors, Deputy Supervisors, Safety and Environmental Managers, Assistant Directors, and Chief Health and Safety Officers. Duly Authorized Representatives must be employees of the municipality. Consultants and other non-employees do not meet Part VI.J.2.criteria.

“NT” Responses

Certain questions, which are not applicable to Non-Traditional MS4s* include the choice “NT” (Non-Traditional) among the possible responses. This alternative answer is intended as an option for Non-Traditional MS4s and must not be chosen as a response by Traditional MS4s.

***Non-Traditional MS4s** are state and federal prisons, office complexes, hospitals; state: transportation agencies; university campuses, public housing authorities, schools, other special districts.

Impaired Waters (Part III.C.1 of GP-0-10-002)

MS4s with Impaired Waters may use the *Evaluating Progress Toward Measurable Goals* form to summarize the progress toward fulfilling Part III.B.1 requirements (GP-0-10-002) including those for Minimum Control Measures 4 and 5 for storm sewershed areas that have undergone *non-negligible* changes.

Miscellaneous

1. The forms may be completed on the computer or by hand. If completing the forms by hand, make sure to completely fill in each circle chosen.
2. Work completed by partners on behalf of an individual permittee may be included in a report submitted by an individual MS4; however, tasks performed by partners that did not directly benefit the permittee may not be included.
3. Forms or SPDES IDs of other permittees should not be provided in an individual report, except in the Municipal Compliance Certification form Partnership Information Section.
4. Complete the heading of, and each page of the report, even if no information is provided.
5. Do not write in the margins.
6. Do not attach additional materials unless requested to do so.
7. Do not submit the report in a binder.
8. Complete and submit the form as provided.
 - Do not change the size or position of the report.
 - Do not include information on previous versions of forms.
 - Do not include typed lists.
9. Respond to all questions unless otherwise indicated.
10. The General Permit for Stormwater Discharges Associated with Municipal Separate Storm Sewer Systems (MS4s) requires that prior to submitting the final annual report to the Department, the draft annual report must be presented in a forum that is open to the public, where the public can ask questions about and make comments on the report. Questions MCM 2, 4, 5 and 6 cannot be answered until this requirement has been satisfied.

Instructions for submission of a report for a single MS4

1. Permittees submitting an annual report for an individual MS4 must complete and submit all required forms.
2. Permittees submitting an annual report for an individual MS4 may not include forms from partners or coalitions with their annual report. Individual report submissions may only include information about activities that directly benefitted the MS4 submitting the report.

Instructions for submission of joint reports

Permittees submitting joint reports must complete and submit all required forms in a way that is consistent with one of the Joint Reporting Options below:

Choose the option that most closely describes the activities of the coalition:

- A. Although the members of the coalition share responsibility for some of the tasks related to one or more program areas, there are variations in the members' accomplishments for each Minimum Control Measure. **See Joint Reporting Option 1.**
- B. Members complete all tasks as a collective according to internal agreements regarding distribution of work. At the end of the reporting period, the coalition has satisfied all the requirements for each permittee. **See Joint Reporting Option 2.**
- C. The members of the coalition have jointly completed tasks for some Minimum Control Measures and have completed tasks for other Minimum Control Measures independently. **See Joint Reporting Option 3.**
- D. Members of the coalition complete all tasks for some Minimum Control Measures as a collective. For the remaining program areas, the coalition may or may not act collectively, but in either case, for these Minimum Control Measures, there is variation in the information each permittee must report to the Department. **See Joint Reporting Option 3.**

Joint Reporting Options

Joint Reporting Option One:

The coalition collects information from each member, then completes forms for each MS4 and submits the forms under one cover.

- The coalition collects and compiles Municipal Compliance Certification Forms from each member, and
- For each MS4, prepares separate forms for each of the Six Minimum Control Measures, Water Quality Trends, and Additional Watershed Improvement Strategy Best Management Practices, then compiles the forms under one cover.

For example, a joint report from a coalition with three permittees would include:

- Three Municipal Compliance Certification Forms and
- Three forms for *each* of the Six Minimum Control Measures, Water Quality Trends, and Additional Watershed Improvement Strategy Best Management Practices sections.

Each form should include information that is unique to the individual permittee.

Tasks completed by the coalition may also be included on the form if the task(s) satisfied the permittee's requirements. For instance, publications written and distributed by the coalition at locations in all three municipalities, or places where residents of all three municipalities congregate should be included in each permittee's report form.

Activities performed by the coalition that did not satisfy the permittee's requirements should not be included. For example, if each member of the coalition contributed to maintenance of post-construction control practices, but maintenance was only performed in one of the three municipalities during the reporting period, only that MS4 may report that post-construction control practices were maintained.

Joint Reporting Option Two:

The requirements for all MS4s have been met through the efforts of the coalition, so all information can be reported jointly.

- The coalition collects and compiles Municipal Compliance Certification Form from each member, and
- The coalition prepares one form for each of the Six Minimum Control Measures, Water Quality Trends, and Additional Watershed Improvement Strategy Best Management Practices sections.

For example, a joint report from a coalition with three permittees would include:

- Three Municipal Compliance Certification Forms and
- One form for *each* of the Six Minimum Control Measures, Water Quality Trends, and Additional Watershed Improvement Strategy Best Management Practices sections.

Joint Reporting Option Three:

The coalition may submit *one form* on behalf of all members for any Minimum Control Measure *for which all tasks were completed jointly*, and *separate forms*, identifying the achievements of each MS4 in the remaining program areas.

- The coalition collects and compiles Municipal Compliance Certification Forms from each member, and
- The coalition prepares one form for any of the Six Minimum Control Measures, Water Quality Trends, and Additional Watershed Improvement Strategy Best Management Practices sections for which the requirements were met by the coalition, and
- For the remaining Minimum Control Measures or other program areas, the coalition compiles separate forms for each MS4.
- All of the above are compiled and submitted under one cover.

For example, a joint report from a coalition with three permittees might include:

- Three Municipal Compliance Certification Forms and

- One form for Minimum Control Measure One, reporting the accomplishments of the coalition, which met all the requirements of Minimum Control Measure One for all three members, and
- One form for Minimum Control Measure Two, reporting the accomplishments of the coalition, which met all the requirements of Minimum Control Measure One for the three members, and
- Three forms for each of the remaining program areas: Minimum Control Measures Three, Four, Five and Six; Water Quality Trends, and Additional Watershed Improvement Strategy Best Management Practices.

Important- Please read

For any single Minimum Control Measure, Water Quality Trends, or Additional Watershed Improvement Strategy Best Management Practices section, the coalition may not submit forms for individual members of the coalition in addition to the form submitted to report the shared activities of its members.

Every report must include Municipal Compliance Certification forms for each contributing MS4.