



ANNUAL MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) STATUS REPORT INSTRUCTIONS

This template should be used for Annual MS4 Status Reports submitted to DEP in accordance with the permit. For existing MS4s, the first annual report will be due on September 30, 2018 and will be required annually thereafter by September 30th. For new MS4s, the first annual report will be due by the first September 30th after the first year of permit coverage, and will be required annually thereafter by September 30th.

Identify the reporting period at the top of the form. The reporting period will normally run from July 1 – June 30. For existing MS4s, however, the first annual report will need to have a different reporting period to implement the transition from a variable reporting cycle to a standardized reporting cycle. To make this transition, all MS4s with existing permit coverage with any reporting period that extends beyond June 30, 2017 will now have a new reporting period end date of June 30, 2018, with the report due on September 30, 2018. For example, an existing MS4 permittee with annual reporting period of January 1 – December 31 would, for the first annual report following the transition, have a reporting period of January 1, 2017 – June 30, 2018 (due by September 30, 2018). Thereafter the annual reporting period will run from July 1 – June 30.

General Information

Record the name of the permittee, the permittee's full mailing address, the permittee's primary contact person for MS4 issues and this person's title, phone number and email address. Also record the NPDES permit number, the effective date of permit coverage, the expiration date of permit coverage (if applicable), the date by which an application or NOI is due for reissuance / renewal (if applicable) (i.e., 180 days prior to expiration date unless permission is granted by DEP for a later date), and the municipality and county where the MS4 is located. It is noted that MS4s with PAG-13 General Permit coverage will not report an expiration date or a renewal due date because coverage under PAG-13 generally does not expire.

If the permit was issued to co-permittees, list the name(s) of all other co-permittees, otherwise enter "N/A" in the space provided.

Check the appropriate box(es) to indicate the appendix or appendices that the permittee must comply with.

Water Quality Information

Check the box for Yes or No to indicate whether there are any stormwater discharges from the MS4 to waters within the Chesapeake Bay Watershed.

Identify all surface waters that receive stormwater discharges from storm sewers within the MS4 urbanized area (including discharges that drain to storm sewers not owned by the permittee) and provide the following information:

- **Receiving Water Name** – The name of the receiving water body as it exists in 25 Pa. Code Chapter 93 or as it is known locally. DEP's eMapPA application may also be used to determine this information (see www.emappa.dep.state.pa.us).
- **Chapter 93 Class. (Classification)** – This information may be obtained by using DEP's eMapPA application or by looking up the receiving waters in 25 Pa. Code Chapter 93 (see www.pacode.com, select Title 25 and select Chapter 93) (e.g., WWF, CWF, TSF, HQ-CWF, etc.).
- **Impaired?** (indicate Yes or No) – This information may be obtained by using DEP's eMapPA application or by reviewing the latest Integrated Water Quality Report (Lists 4 and/or 5) (visit www.dep.state.pa.us, select Water, select The Bureau of Point and Non-Point Source Management, select Water Quality Standards (on right), and select Integrated Water Quality Report).

- **Cause(s)** – This is the cause(s) for an impairment of a water body. If the receiving waters are not impaired, this section may remain blank. If the receiving waters are impaired, then identify the cause(s) listed for the impairment, using eMapPA or the latest Integrated Water Quality Report (Lists 4 and/or 5).
- **TMDL?** (indicate Yes or No) – Indicate whether a Total Maximum Daily Load (TMDL) has been approved for the receiving waters (visit www.dep.state.pa.us, select DEP Programs A-Z, select T, and select TMDL).
- **WLA?** (indicate Yes or No) – If the receiving waters have an approved TMDL, specify “Yes” if the MS4 has been assigned a specific (individual) or aggregate (bulk) wasteload allocation (WLA) in the TMDL, otherwise select “No”.

General Minimum Control Measure (MCM) Information

Indicate whether the permittee has completed all MCM activities required by the permit for this reporting period (Yes or No).

For each MCM, identify the entity responsible for MCM implementation, along with the name and phone number of the contact individual for the responsible entity.

MCM Detailed Information

This section of the report lists each BMP and measurable goal(s) from the permit for each MCM, followed by questions designed to verify that progress under the permit is being achieved. The questions are generally self-explanatory. Please complete all requested information and if a question is not applicable, enter “N/A.” Also note requirements for attachments to the report.

For **Table 1** (MCM #5, BMP #3), list all existing structural BMPs that were installed to satisfy post-construction stormwater management (PCSM) requirements for earth disturbance activities under Chapter 102 and that discharge to the permittee’s MS4.

- **BMP No.** – Provide a unique BMP ID number, starting with 1.
- **BMP Name** – Utilize BMP Names from the Chesapeake Bay Model. Documentation is available at <http://cast.chesapeakebay.net/Home/SourceData>.
- **DA (ac)** – If available, report the drainage area, in acres, treated by the BMP.
- **Entity Responsible for O&M** – List the name(s) of individuals or organizations that have responsibility for long-term operation and maintenance (O&M) of the BMP. Note that under 25 Pa. Code § 102.8(m), unless O&M responsibility is transferred to another party, the Chapter 102 permittee and the landowner remain jointly and severally responsible for O&M of BMPs.
- **Latitude / Longitude** – Provide the latitude and longitude coordinates of the BMP (i.e., center of BMP) in degrees, minutes and seconds.
- **Date Installed** – List the date, or approximate date, the BMP was installed / completed, if available.
- **O&M Requirements** – Report the O&M requirements for the BMP. For BMPs installed after 2010 the O&M requirements should have been recorded with the recorder of deeds. If unknown the O&M requirements from Pennsylvania’s Stormwater BMP Manual or other resources may be used.
- **NPDES Permit No.** – List the NPDES permit number under which the BMP was installed, if available.

Completion of Table 1 satisfies permit requirements relating to having an inventory of PCSM BMPs.

Pollutant Control Measures (PCMs)

If the permittee is required to implement Appendices A, B, and/or C of the MS4 NPDES permit, complete the table to indicate the status of implementing PCMs. Attach the relevant documentation in accordance with the permit.

Pollutant Reduction Plans (PRPs) and TMDL Plans

If the permittee is required to implement a PRP and/or TMDL Plan in accordance with Appendices D, E, and/or F of the MS4 NPDES permit, complete the tables and questions in this section regarding status of implementing these plans.

NOTE – If a joint PRP or TMDL Plan was developed in which the MS4s participating in the joint plan are not co-permittees, all MS4 participants will need to independently report progress in implementing the joint plan consistently.

Table 2 must be completed by permittees required to implement a PRP and/or TMDL Plan. Report all new structural BMPs installed and ongoing non-structural BMPs implemented during the reporting period that are being used toward achieving load reductions in the permittee's plan(s). The information that must be provided in this table is explained as follows:

- BMP No. – Provide each BMP with a unique ID number (considering BMPs in Table 1).
- BMP Name – Utilize BMP Names from the Chesapeake Bay Model.
- DA (ac) – The drainage area treated by the BMP, where applicable.
- % Imp. – The percentage of impervious surface within the drainage area treated by the BMP, where applicable.
- BMP Extent – A numeric value describing the extent of BMP implementation.
- Units – The unit of measure characterizing the BMP Extent. For example, if “20 miles” is reported, “20” is the BMP Extent and “miles” is the unit.
- Latitude / Longitude – The latitude and longitude coordinates of the BMP (i.e., center of BMP) in degrees, minutes and seconds.
- Date Installed or Implemented – For structural BMPs, report the date the BMP was installed or completed. For non-structural BMPs this field may remain blank or narrative dates such as “1/week” may be used.
- Planning Area? – Check the box if the BMP was installed or implemented within the Planning Area delineated for the PRP and/or TMDL Plan.
- Ch. 102? – Check the box if the BMP was installed or implemented as a requirement under a Chapter 102 permit for earth disturbance activities.
- Annual Sediment Load Reduction (lbs/yr) – Report the calculated annual sediment load reduction for the BMP. Note that this value must be documented in the final report for the PRP and/or TMDL Plan.

Table 3 must also be completed by permittees required to implement a PRP and/or TMDL Plan. The purpose of Table 3 is to maintain an ongoing inventory of structural BMPs installed by the permittee for the purpose of meeting pollutant load reduction requirements. For the first year this table may remain blank. If structural BMPs are reported in Table 2 for the first year, in the second year those BMPs would be reported in the Table 3 inventory. Table 3 contains similar information as Table 2, except:

- Planning Area and Chapter 102 boxes are omitted from Table 3.
- Table 3 includes columns for “Date of Latest Inspection” and “Satisfactory?” Enter the date of the most recent inspection. If the inspected BMP was found to be functioning properly, check the box in the Satisfactory column. This information may be used for the Chesapeake Bay model, where applicable.

Certification

The Certification section includes a statement specific to PAG-13 permittees and a statement that applies to all MS4 permittees. A responsible official of the permittee must sign and date the form and include the telephone number where the responsible official may be contacted.