

Preparing & Submitting Your MS4 Annual Progress Report Using the Year 3 Template

August 3rd & September 14th, 2021

EPA Region 1 (New England)

2016 Massachusetts Small MS4 General Permit

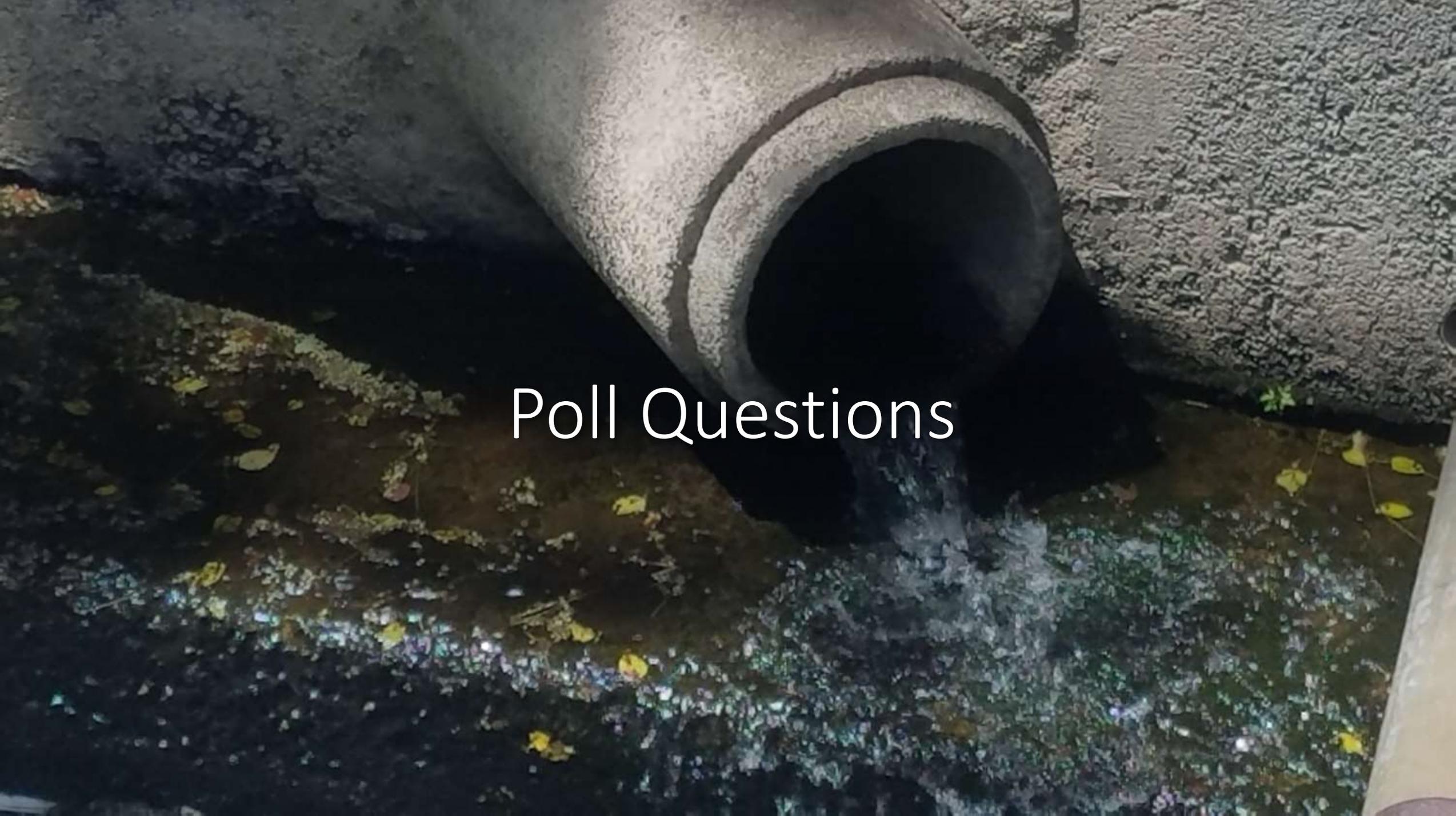
2017 New Hampshire Small MS4 General Permit

Disclaimer

The information presented in this webinar is intended solely to help parties understand the obligations and requirements imposed by MS4 permits. This webinar is not intended, and cannot be relied upon, to create any rights, substantive or procedural, enforceable by any party in litigation with the United States. EPA reserves the right to act at variance with the information presented in this webinar at any time without public notice.

Zoom Webinar Logistics

- All participants will be muted throughout the presentation
- Use computer audio or listen in by phone
 - +16468287666,,1606272150# US
- Please ask questions any time in the Q&A box
- Slides will be sent out via email after the event
- A post-webinar evaluation will pop up when you leave



Poll Questions

Annual Reports: When & Where?

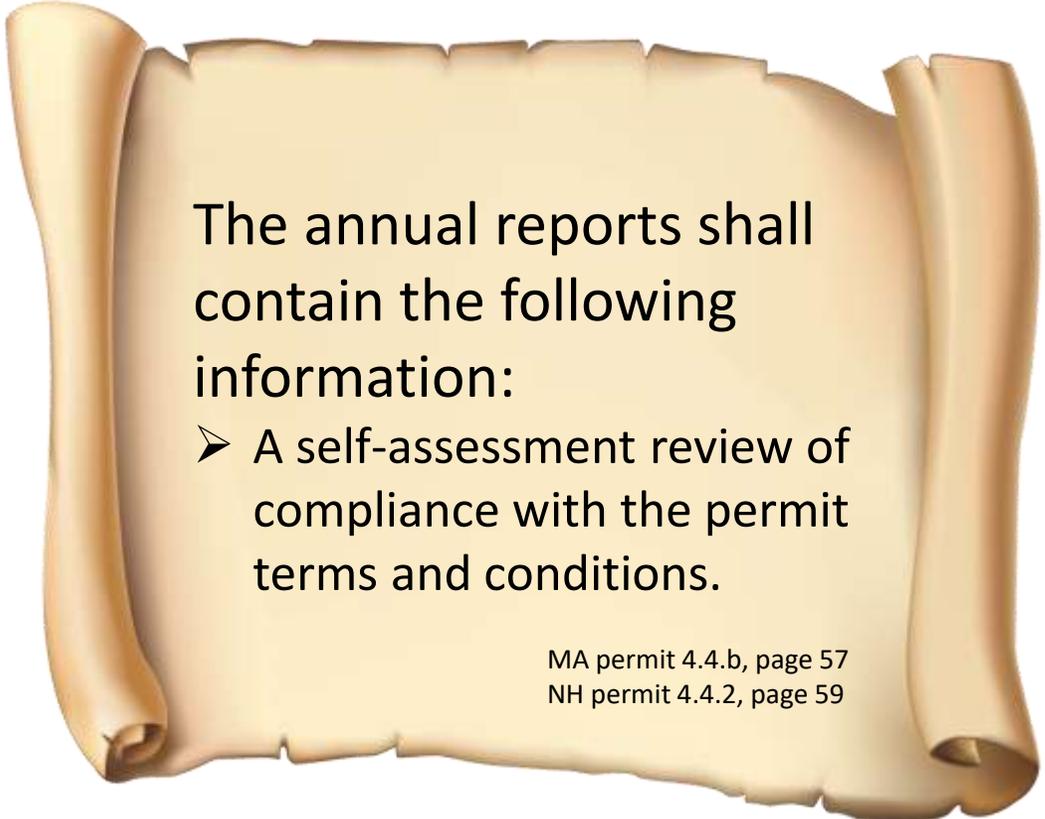
- Reporting period: July 1, 2020 to June 30, 2021
- The deadline for Year 3 Annual Reports is Tuesday, September 28th, 2021

Massachusetts: Required to submit an Annual Report to EPA and MassDEP each year of the permit term

New Hampshire: Required to submit an Annual Report to EPA and are not required to send it to NH DES

Annual Reports: Why?

- Spots trends and problems
- Captures institutional knowledge from various departments and staff members
- Resource during staffing transitions
 - e.g. training for new employees
- Tool to inform decision-makers.
 - Can be used to track expenditures, actions taken and future needs for managing resources

A scroll of parchment with a light beige color and a slightly textured appearance. The scroll is unrolled in the center, with the edges curled up. The text is written in a black, sans-serif font.

The annual reports shall contain the following information:

- A self-assessment review of compliance with the permit terms and conditions.

MA permit 4.4.b, page 57
NH permit 4.4.2, page 59

About EPA's Template

- **Two templates per state**: new permittees and permittees covered under the 2003 permit
- Permittees are not required to include metrics labeled as “optional” unless that information is available for their system
- The template includes the option for electronic signature prior to submittal. A button is included to print a signature page for those permittees that do not have the ability to sign the Annual Report electronically
- Electronic submittals are preferred. Attach all required documents to your email submission as separate files



Template, continued

- Each section of the Annual Report template needs to be completed
- You can use the text boxes in each section of the template to explain any deficiencies
- If any checkbox or metric is left blank in the Annual Report template, it will be assumed that the associated permit requirement is **incomplete**



Some tips

- Start early!
- Use an EPA Annual Report template
- Stay organized
- Keep your SWMP up to date



Some tips, continued

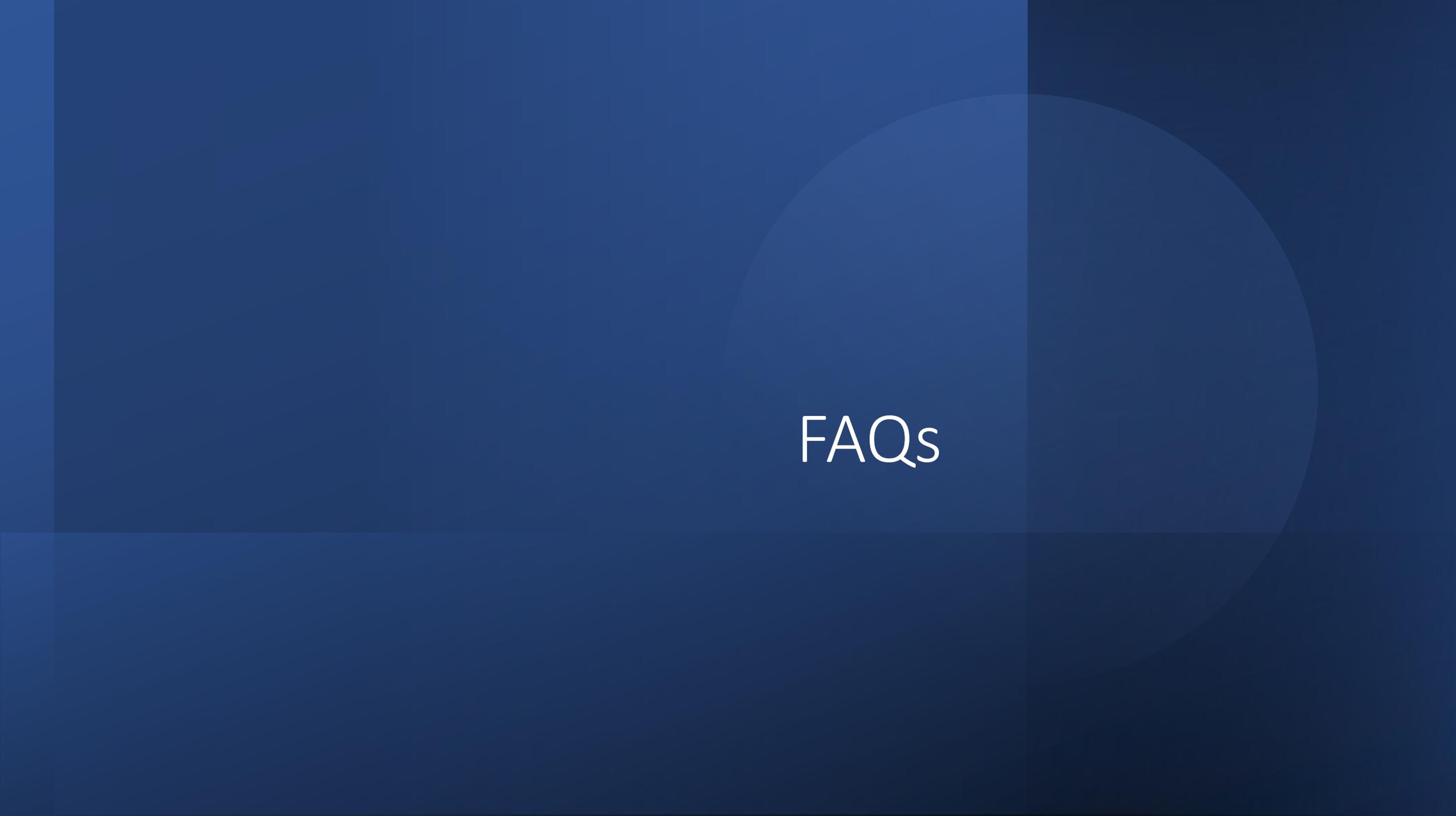
- Use information from past submittals
- Share your draft report
- Double check!



And a few reminders

- Use the correct reporting period
- Don't forget to specify units
- Take credit for all the work you've done
- Attach all supporting documentation to your email submittal
- Explain any work that was negatively impacted by the COVID-19 pandemic

Template walkthrough

The image features a dark blue background with a large, semi-transparent circle on the right side and a vertical line of a slightly lighter shade of blue running through the center. The text 'FAQs' is centered in the lower half of the circle.

FAQs

Who can sign the Annual Report?

- The Annual Report must be signed and certified by your principal executive officer or a ranking elected official (e.g., mayor, city manager).
- Annual Reports can also be signed by a “duly authorized representative,” as set out in Appendix B, Subsection B.11(B) of the permit.
- A template delegation of authority form is available on our website:
 - <https://www.epa.gov/npdes-permits/stormwater-tools-new-england#swmp>.



How do we report a
BMP if it was
ineffective, or we
need to change it?

If a BMP is found to be ineffective, it must be changed. Replacing an ineffective or infeasible BMP that is specifically identified in your Stormwater Management Plan (SWMP) with an alternative BMP may be done as long as the basis for the change is documented in the SWMP as required by the permit. You must also indicate BMP modifications, including changes in measurable goals, along with a brief explanation of the modifications in each Annual Report.

If a certain requirement is listed in the annual report but it is not due until year 4 or beyond, do you need to note that it will be conducted in year 4 or do you just leave it blank because it is clear that the reporting is beyond year 3?

Where an action or deliverable in the annual report is due beyond Year 3, we are looking for you to provide a status update on any work done towards that requirement. It is acceptable to report that you haven't begun work on these requirements or that you will begin working on them in the next reporting year.

If a task, such as a complete inspection of stormwater treatment structures, is a work in progress, is there a place to indicate that?

Yes, that would be in your self-assessment. If you didn't get to all your treatment structures, you would not check the box that you've completed it. You would describe progress made on this requirement in the expandable textbox below the checkboxes.

Q&A session



Links to Additional Resources

MS4 Annual Reporting Templates & FAQ Sheet

- <https://www.epa.gov/npdes-permits/stormwater-tools-new-england#arr>

Template Delegation of Authority Memo

- <https://www.epa.gov/npdes-permits/stormwater-tools-new-england#swmp>

Stormwater News: *Preparing and Submitting your MS4 Annual Progress Report*, August 2019

- <https://www3.epa.gov/region1/npdes/stormwater/ma/ma-stormwater-news-aug-2019.pdf>

Stormwater News: *Tips and Techniques for Submitting your MS4 Annual Progress Report (2003 permit)*, February 2018

- <https://www3.epa.gov/region1/npdes/stormwater/ma/ma-stormwater-news-feb-2018.pdf>

2016 MS4 Permit Archive: Access NOIs and Annual Reports submitted under the 2016 permit.

- **MA:** <https://www.epa.gov/npdes-permits/regulated-ms4-massachusetts-communities>
- **NH:** <https://www.epa.gov/npdes-permits/regulated-ms4-new-hampshire-communities>

2003 MS4 Permit Archive: Access NOIs and Annual Reports submitted under the 2003 permit.

- **MA & NH:** <https://www.epa.gov/npdes-permits/2003-small-ms4-general-permit-archives-massachusetts-new-hampshire#2003-ms4-docs-annual-report-info>

To be added to **EPA New England's bimonthly stormwater newsletter**, email wong.martine@epa.gov.

Thank you!

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