

MS4 Phase 2 Annual Report Checklist

Permit Number:

Reporting Year:

Permittee(s):

<i>Check if Additional Information Is Required</i>	<i>Indicate Yes, No, or NA</i>	
		I. SWMP Overview
		A. Signature and Certification:
		1. Does the signature meet the requirements of 30 TAC Section 305.128? <i>For a municipality, state, federal, or other public agency, the report must be signed by either a principal executive officer or a ranking elected official, or by a person who has been properly authorized.</i>
		2. Does the report include the following certification statement? "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 gather and evaluate the information submitted. Based on 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 there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."
		3. For a shared SWMP, is this a system-wide annual report that includes all permittees?
		4. If yes, did all permittees sign the report and were all of the above signatory requirements were met?
		B. If applicable, does the report indicate that the permittee is relying on another entity/ies to satisfy some of its permit obligations?
		C. Did the permittee submit a copy of the annual report or cc: the TCEQ regional office?
		II. SWMP Implementation
		A. Did the permittee indicate that the SWMP was not yet implemented because the SWMP had not been approved by the end of Year 1? <i>If "yes," then skip items II.B. through II.J., and go directly to II.L.</i>
		B. Does the report include information on the status of compliance with permit conditions?
		C. Does the report include an assessment of the effectiveness of the identified BMPs?
		D. Does the report include information on progress towards reducing the discharge of pollutants to the maximum extent practicable (MEP)?
		E. Does the report include a summary of the results of any information (including monitoring data) that was collected and analyzed to assess the success of the SWMP at reducing the discharge of pollutants to the MEP?
		F. For MCM 1, Public Education and Outreach, does the report include

documentation of the activities conducted and materials used to fulfill the MCM?

G. For MCM 1, does the report document the amount of resources used to address each group (e.g., visitors, residents, etc.)?

H. For MCM 3, Illicit Discharge Detection and Elimination (IDDE), does the report include a list of allowable non-storm water discharges other than those listed in the general permit?

If yes, does the report describe any changes to the SWMP that are needed to address local controls and conditions for the non-storm water discharges?

I. Does the report list the measurable goals for each MCM?

If no, explain what is missing:

J. Does the report evaluate the success of implementing all of the measurable goals?

If no, explain what is missing:

K. If applicable, does the report include the status of any additional control measures implemented by the permittee?

L. **Construction:**

1. Does the report include the number of construction activities (other than those where the permittee was the operator) that occurred within the regulated area?

2. Does the permittee utilize the 7th MCM? If yes, answer a. and b. below:

a. Does the report include the number of municipal construction activities?

b. Does the report include the total number of acres disturbed?

III. **SWMP Revisions**

A. Does this report include any proposed changes to the SWMP in the coming reporting year?

If yes:

1. Does the annual report indicate that a notice of change (NOC) was submitted?

2. If no, was the SWMP approved before the date that the annual report was submitted?

3. If an NOC is not applicable, were the requested changes submitted to the permit writer who reviewed the SWMP?

4. **Is additional review required to determine if changes can be approved?**

IV. **Next Permit Year**

Does the annual report include a summary of the storm water activities that the permittee plans to undertake during the next permit year?

Additional Comments:

Reviewed by: