

## Small MS4 Annual Report Form AZPDES Permit AZG2002-002

### A. General Information

Name of Municipality or System: City of Flagstaff

Contact Name: Malcolm Alter

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Annual Report Year:  December 19, 2002 – June 30, 2004  July 1, 2004 – June 30, 2005  
 July 1, 2005 – June 30, 2006  July 1, 2006 – June 30, 2007

### B. Describe the SWMP status

1. Complete Table 1, as shown in Example 1. Use additional space if necessary.
2. Highlight any rows describing BMPs that will continue or commence during the next reporting period. Provide the proposed completion date.

**EXAMPLE 1**

BMP	Measurable Goal	New	Start Date	Implementation Status	Effectiveness in reducing pollutants is being measured by
Staff Training	Assess Pollutants	No	June 2003	Complete	Report on pollutants
Staff Training	Develop city operations SWPPP	No	September 2003	Complete	Training program for staff
Staff Training	Annual training for all public works and streets staff	No	January 2004	Ongoing. Actually began in March 2004 End Date: August 2006	Approx. 20 staff trained annually

**TABLE 1**

Row #	BMP	Measurable Goal	New	Start Date	Implementation Status	Effectiveness in reducing pollutants is being measured by
1	Public Education & Outreach	Collect brochures, fact sheets, and other educational materials from federal, state, and local agencies or other MS4 web sites.	Yes	April 2003	Ongoing  End date: Dec. 2007	<b>Status/Progress:</b> Brochures collected include U.S. EPA "After The Storm"; "Make Your Home the Solution to Stormwater Pollution"; "Stormwater and the Construction Industry"; "10 things You Can do to Prevent Stormwater Runoff Pollution". These materials were distributed to the Community via the City Library,

Row #	BMP	Measurable Goal	New	Start Date	Implementation Status	Effectiveness in reducing pollutants is being measured by
						<p>placed in brochure display areas at City Hall and at the City landfill as well as placed in retail bookstore outlets in town. Websites viewed and perused include: U.S. EPA, FEMA, The City of San Diego, CA; Think Blue, Lee County, Fla; City of Ft. Collins, CO; Orange County, CA; City of Aliso Viejo, CA; City of Seattle, WA; City of Portland, OR; Town of Goffstown, NH; New York State Stormwater Design; Town of Chapel Hill, NC; City of Knoxville, TN.</p> <p><b>Appropriateness:</b> The above materials were used in the research &amp; development of the City of Flagstaff stormwater webpages and will continue to be used as an on-going reference source for public education. By having this information available at the point of public contact we are able to inform the public in the most effective manner.</p> <p><b>Quantifying Reduction:</b> By informing the public of the hazards of stormwater pollution and increasing awareness we are able to reduce pollutants at the source.</p>
2	Public Education & Outreach	City staff will write articles for publication in <i>City Scape</i> (identified in Table 1.2) once during each permit year and place the information on the City's webpage	Yes	April 2003	Ongoing  End date: Dec. 2007	<p><b>Status/Progress:</b> An educational article was published in "Cityscape" magazine in June 2004. This article includes a general overview of the department, an explanation of NPDES requirements and provides our hotline contact information in addition to referencing the stormwater website contact us page.</p> <p><b>Appropriateness:</b> Callers have referred to the article and mentioned that they used the published material and contact information to determine whom to notify of a run-off or drainage problem.</p> <p><b>Quantifying Reduction:</b> There was an immediate increase in the volume of telephone inquiries and identification of run-off problems. Telephone contact increased by 10 calls per week.</p>
3	Staff Training	City staff with input from various departments will define goals and messages for the public employees' communication strategy.	Yes	April 2003	Complete, Actually began in Dec. 2003 Completion date Jan. 2004	<p><b>Status/Progress:</b> Staff solicited and reviewed input from various department heads in order to define departmental goals and messages for the public employees communication strategy. Particular emphasis was placed on the existing training program provided by Environmental Services. 12/8/03 presented draft to Stormwater staff for input</p>

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						<p>12/8/03 presented draft to city department heads for input  12/10/03 reviewed dept. head input with Stormwater staff prior to finalizing strategy</p> <p><b>Appropriateness:</b> By beginning and ending the evaluation process with the stormwater staff, we were able to present a united approach and then critically assess the input from all departments and incorporate shared ideas as key components.</p> <p><b>Quantifying Reduction:</b> This process resulted in an increased awareness among department heads of the presence and scope of the stormwater department. We were able to identify areas where departmental responsibilities overlap such as employee training, water quality monitoring, SCADA system requirements and develop cooperative inter-departmental working relationships.</p>
4	Staff Training	The City will train public employees on illicit connections, construction site management and good housekeeping practices within existing training sessions and in targeted training sessions as needed, annually updating training.	No	April 2004	Ongoing  End date: Dec. 2007	<p><b>Status/Progress:</b> 1/13/04 &amp; 1/15/04 Environmental Services provided SWPP training for all Streets, Maintenance &amp; Environmental Services personnel and included Stormwater personnel in this training. Topics covered include: a review of the SWPP, spill prevention, emergency response, release reporting &amp; monitoring. Approximately 96 staff trained annually.</p> <p><b>Appropriateness:</b> The employee education program, which was designed by the Environmental Services department, specifically targets employees who would be likely to have the most contact with pollutants, chemical agents and polluted run-off.</p> <p><b>Quantifying Reduction:</b> By increasing employee awareness and appropriate response to pollutant handling, spill prevention and hazardous mitigation surface pollutants at City facilities and job sites are reduced.</p>
5	Public Education	The City staff will print materials (brochure) on construction site management for general public and construction site operators' use.	Yes	Aug. 2004	Ongoing End date Dec. 2004	<p><b>Status/Progress:</b> At a 3/4/2004 presentation to local engineering contacts the City of Flagstaff stormwater department distributed an EPA poster entitled "Stormwater and the Construction Industry". This poster is also available at the Building permit counter brochure display area. A supply of these posters was given to the Northern Arizona Builders Association for distribution to</p>

Row #	BMP	Measurable Goal	New	Start Date	Implementation Status	Effectiveness in reducing pollutants is being measured by
						<p>their membership</p> <p><b>Appropriateness:</b> The brochure addresses construction site run-off and BMP's</p> <p><b>Quantifying Reduction:</b> By making the EPA recognized BMP's and construction site management recommendations available to area engineers and contractors we have made available the procedures that are needed to reduce pollutants, discharges and sediment run-off from construction sites. In addition, we have increased awareness of compliance that will be required in the near future.</p>
6	Public Education	City staff will collect PR materials on illicit discharge programs developed by Phase I communities and EPA and select materials for use in Flagstaff; place on website as appropriate.	Yes	March 2004	Complete June 2004	<p><b>Status/Progress:</b> Complete. The Stormwater website launched June of 2004 and can be found at <a href="http://flagstaff.az.gov/">http://flagstaff.az.gov/</a> under Community Development, Stormwater Department</p> <p><b>Appropriateness:</b> Websites viewed and perused include: U.S. EPA, FEMA, The City of San Diego, CA Think Blue; Lee County, Fla; City of Ft. Collins, CO; Orange County, CA; City of Alisa Viejo, CA; City of Seattle, WA; City of Portland, OR; Town of Goffstown, NH; New York State Stormwater Design; Town of Chapel Hill, NC; City of Knoxville, TN.</p> <p><b>Quantifying Reduction:</b> By providing a concise reference point for the stormwater program we have increased public awareness and provided easy and direct resources for ways to reduce pollutants. This includes providing partnering information for disposal of household chemical products at the City landfill as well as providing the resource for the Environmental Services "Drop &amp; Swap" program which is designed to reduce, reuse and recycle by providing, free of charge, unwanted household chemicals that have been dropped off at the landfill. Access to this site has also increased our citizen contact by approximately 10 phone calls per week.</p>
7	Public Education	City staff will incorporate water quality messages in existing household chemical management program.	No	July 2003	Ongoing End date: Dec. 2007	<p><b>Status/Progress:</b> 2/14/04 placed 50 EPA brochures "Make your home the Solution to Stormwater Pollution" at the City of Flagstaff Household Hazardous Products Collection Center (HHPCC) for distribution to the public. HHPCC webpage references the efforts to reduce contamination of groundwater.</p>

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						<p><b>Appropriateness:</b> By providing these details to the public and increasing public awareness of the HHPCC facility, more people are taking the opportunity to dispose of chemicals properly and use them appropriately.</p> <p><b>Quantifying Reduction:</b> During the first year of operation HHPCC personnel processed 58 tons of household hazardous waste that was kept from the landfill and ultimately from the groundwater. In addition, over 10 tons of usable products were redistributed to the public through the Drop &amp; Swap reuse program.</p>
8	Public Education	City staff will coordinate internally with Information Technologies staff and draft page layout, links and email capability.	Yes	April 2004	Complete June 2004	<p><b>Status/Progress:</b> Staff coordinated with the IT department to determine secure site access and interface capability with the City of Flagstaff homepage.</p> <p><b>Appropriateness:</b> In order to launch a fully integrated stormwater webpage that was operationally compatible with the City of Flagstaff homepage, this process with critical to the final success of the website launch.</p> <p><b>Quantifying Reduction:</b> The Stormwater webpages were successfully launched during June of 2004.</p>
9	Public Education	City staff will create a stormwater page on the City's website and track the number of hits to evaluate use.	Yes	June 2004	Complete June 2004	<p><b>Status/Progress:</b> The stormwater webpages were successfully launched in June of 2004. The website host is able to track the number of hits to the site and print a summary report.</p> <p><b>Appropriateness:</b> The net effect of making the SWMP, program details and a contact us page available on the website creates a concise, informative location for the public to access stormwater information.</p> <p><b>Quantifying Reduction:</b> Number of hits to the site are 1479. By providing easy access to the stormwater management plan and departmental resources we can assist citizens in reducing pollutants and understanding the overall stormwater program.</p>
10	Public Education	The City will provide public notice of meetings and opportunities for participation in the development and implementation of the permit program.	Yes	March 2004	Ongoing December 2007	<p><b>Status/Progress:</b> A Citizens Stormwater Advisory Committee (SWAC) was created by Council in the year 2000. This committee is actively involved in designing and drafting the Stormwater Management Plan and making recommendations to Staff and Council. There have been 9 SWAC meetings.</p> <p><b>Appropriateness:</b> The committee is made up of a diverse group of citizens that include representation</p>

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						from commercial interests, residential homeowners, homeowners associations, the building & development industry and the hotel industry. <b>Quantifying Reduction:</b> By soliciting public input from a representative sampling of the community we are able to design a program that is in the best interests of the entire community making compliance more successful.
11	Public Outreach	Provide public input into the SWMP throughout the permit period and during renewal of the permit in year 5.	Yes	Sept 2004	Ongoing September 2007	<b>Status/Progress:</b> Council created a Citizens Stormwater Advisory Committee (SWAC) in the year 2000. This committee is actively involved in designing and drafting the Stormwater Management Plan and making recommendations to Staff and Council as well as continuing to review the SWMP. There have been 9 SWAC meetings during this reporting period. <b>Appropriateness:</b> Feedback from a diverse group of citizens is critical to maintaining an effective stormwater program. <b>Quantifying Reduction:</b> On going input reflects the changing needs of the community and provides an opportunity to revise programs where necessary thereby serving the best interests of the community and providing the means to achieve reduction in pollutants and/or runoff.
12	Public Education & Outreach	City staff will research other communities' existing ordinances as well as model ordinances available through ADEQ and professional organizations to identify structure, content, enforcement procedures, etc. for the ordinance.	Yes	June 2003	Sept. 2003 Complete	<b>Status/Progress:</b> Model ordinances viewed and perused include: The City of Monterey, CA; The City of Knoxville, TN; The City of Scottsdale, AZ; as well as participation in ADEQ and municipal community workshops on ordinance writing. <b>Appropriateness:</b> By drafting ordinances that comply with ARS as well as ADEQ standards, this expedites the ordinance writing process and enables enforcement and acceptance that is specific to the needs of the community. <b>Quantifying Reduction:</b> Significant reduction to pollutant loading by reducing illicit discharge and increasing public awareness.
13	Public Participation & Involvement	City Council and staff will hold public meetings and a public hearing for input into the ordinance.	Yes	Oct. 2003	April 2004 Ongoing	<b>Status/Progress:</b> Two ordinances have been drafted. A third ordinance has been researched. There have been two meetings with internal legal staff. Staff participated in one ordinance writing workshop sponsored by the ADEQ.

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						<p><b>Appropriateness:</b> This measure provides the community with a specific template of what is required and what the enforcement process will be.</p> <p><b>Quantifying Reduction:</b> This will specifically identify the legal requirements and thereby reduce pollutants once the definitions of illicit connection and illegal discharge are established.</p>
14	Public Participation & Involvement	City Council will adopt and City staff will implement the ordinance.	Yes	June 2004	June 2004 Ongoing	<p><b>Status/Progress:</b> Two ordinances have been drafted. A third ordinance has been researched. There have been two meetings with internal legal staff. Staff participated in one ordinance writing workshop sponsored by the ADEQ.</p> <p><b>Appropriateness:</b> This measure provides staff and the community with a specific template of what is required and what the enforcement process will be.</p> <p><b>Quantifying Reduction:</b> This will specifically identify the legal requirements and thereby reduce pollutants once the definitions of illicit connection and illegal discharge are established.</p>
15	Pollution Prevention	The City will inventory and map the MS4 within 20% of the jurisdictional boundary in first year of activity.	Yes	Oct. 2003	July 2004 Ongoing	<p><b>Status/Progress:</b> The entire City has been flown in order to obtain current LIDAR data. This data is currently being quality checked.</p> <p><b>Appropriateness:</b> The flight data and concurrently run aerial photos will provide the platform on which we build all mapping, impervious area calculations and infrastructure identification.</p> <p><b>Quantifying Reduction:</b> By creating current mapping conditions we can identify washes and streams and isolate problem areas that may flow directly into adjacent washes.</p>
16	Illicit Discharge Detection & Elimination	The City staff will establish a direct phone line to the Stormwater Services Division for receipt of input from the public, 24 hours a day.	Yes	April 2004	Dec. 2007 Established – Complete Receive Input - Ongoing	<p><b>Status/Progress:</b> The Stormwater hotline was established in August of 2003. The phone number is printed on the back of the utility billing each month and is published on the Stormwater website. We also published the number in an article in “Cityscape” magazine. Initially this hotline was used for two purposes: 1) to provide public information &amp; education on the purpose and scope of the stormwater program as well as, 2) provide a reporting source for illicit discharges &amp; construction site run-off. Two different informational messages were used. The first</p>

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						<p>introductory message was on the hotline from Aug. 4, 2004 through March 7, 2004. Message two was on the hotline from March 8, 2004 through July 1, 2004. The third and current message is a simple statement requesting that callers leave a message regarding questions or concerns and indicating that they need not identify themselves.</p> <p><b>Appropriateness:</b> This measure provides a means for citizens to report concerns and illicit discharges as well as to request information about the stormwater program</p> <p><b>Quantifying Reduction:</b> We are receiving an additional 10 calls per week on this dedicated line.</p>
17	Illicit Discharge Detection & Elimination	The City staff will put an email contact on the webpage to receive information directly.	Yes	June 2004	Dec. 2007 Established – Complete  Receive Input - Ongoing	<p><b>Status/Progress:</b> In June 2004 the Stormwater website was launched. Among the many features that are available to the public on this website is a contact us page that has a direct e-mail link to each employee in the stormwater department as well as providing individual telephone numbers and our hotline number.</p> <p><b>Appropriateness:</b> We are able to build a stronger program by receiving public input and feedback. This site also provides details about our partnering arrangement with the U.S. Army Corps of Engineers on the Rio de Flag project as well as on our Rain &amp; Stage Gaging project that is co-funded through an ADEQ grant.</p> <p><b>Quantifying Reduction:</b> This informative website provides public education and outreach as well as allowing for feedback from the public. In addition staff is able to provide a concise summary of each individual persons role within the department to help channel specific questions by area of expertise.</p>
18	Public Participation & Involvement	City staff will research the policies and strategies that will be included in program process, enforcement strategies and inspection procedures, involving key stakeholders as appropriate.	Yes	August 2003	March 2004 Complete	<p><b>Status/Progress:</b> Complete. By ordinance a Stormwater Advisory Committee was formed. This committee is made up from a diverse segment of the population of the City.</p> <p><b>Appropriateness:</b> This key element provides public input in the development stage as well as throughout the life of the program. By utilizing an outside consultant staff was able to take advantage of their many resources for researching other communities programs and evaluating effectiveness of model programs.</p>

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						<b>Quantifying Reduction:</b> By having committee members that represent builders, developers, commercial interests, engineering and residential needs, we are able to ascertain that our program suits the needs of the community as well as to continue our public education platform.
19	Public Participation & Involvement	City Council will hold public hearing on program and ordinance.	Yes	April 2004	June 2004 Ongoing	<b>Status/Progress:</b> 2 months is not sufficient time to hold public hearings and schedule council action. This change will be reflected in a revision to the SWMP. <b>Appropriateness:</b> The public input for ordinance development will target the necessary ordinance language and identify areas that require immediate attention. <b>Quantifying Reduction:</b> By having public involvement in the ordinance development, we are likely to have greater compliance and public support for the ordinance directives.
20	Construction Site Runoff Control	City Council will adopt ordinance and City staff will implement plan review, site inspection and enforcement procedures.	Yes	June 2004	Dec 2007 Ongoing	<b>Status/Progress:</b> This is largely dependent on the ordinance writing activity referenced above in Row 19. <b>Appropriateness:</b> Construction site guidelines are vital to reducing construction site runoff. <b>Quantifying Reduction:</b> Reducing site runoff will reduce erosion, sediment and pollutants.
21	Construction Site Runoff Control	City staff and stakeholders will define plan review procedures in conjunction with ordinance development in BMP 1, above.	Yes	March 2004	June 2004 Ongoing	<b>Status/Progress:</b> As referenced in Row 19, more time is required to adequately address this aspect. <b>Appropriateness:</b> Construction site guidelines are vital to reducing construction site runoff. <b>Quantifying Reduction:</b> By having directly effected participants actively involved in the ordinance development, we are likely to have greater compliance and public support for the ordinance directives.
22	Construction Site Runoff Control	City staff will be trained on procedural changes.	Yes	June 2004	June 2004 Ongoing	<b>Status/Progress:</b> As referenced in Row 19, more time is required to adequately address this aspect. <b>Appropriateness:</b> Construction site guidelines are vital to reducing construction site runoff. <b>Quantifying Reduction:</b> By having directly effected participants actively involved in the ordinance development, we are likely to have greater compliance and public support for the ordinance directives.
23	Construction Site Runoff Control	City staff will research technical guidance materials from other	Yes	Aug 2003	March 2004	<b>Status/Progress:</b> Staff have collected materials from U.S. EPA, FEMA, The City of San Diego, CA; Think

Row #	BMP	Measurable Goal	New	Start Date	Implementation Status	Effectiveness in reducing pollutants is being measured by
		communities in semi-arid climates as part of the program development.			Complete	Blue, Lee County, Fla; City of Ft. Collins, CO; Orange County, CA; City of Alisa Viejo, CA; City of Seattle, WA; City of Portland, OR; Town of Goffstown, NH; New York State Stormwater Design; Town of Chapel Hill, NC; City of Knoxville, TN. The preceding as well as various other websites have been utilized. In addition staff have participated in Stormcon, Arizona Floodplain Managers Association (AFMA), Windswept, Arizona Department of Environmental Quality (ADEQ) workshop and Environmental Protection Agency (EPA) workshops and collected materials at each of these venues. <b>Appropriateness:</b> The effectiveness of proven material will minimize efforts and the time required to implement processes. <b>Quantifying Reduction:</b> by using existing program formats whenever possible, we will have proven methods available to us.
24	Construction Site Runoff Control	City staff will develop materials specific to Flagstaff construction environment.	Yes	April 2004	April 2004 Ongoing	<b>Status/Progress:</b> Contingent upon the completion of the ordinances specified in Row 19 above. <b>Appropriateness:</b> Suggestions and methods from the Regional EPA Phase II workshop will be utilized. <b>Quantifying Reduction:</b> By relying on proven methods of delivering the materials to contractors and developers we will realize the most effective means of reducing construction site runoff
25	Construction Site Runoff Control	City Council will adopt technical guidance materials in conjunction with new ordinance and distribute to development community and staff.	Yes	June 2004	June 2004 Ongoing	<b>Status/Progress:</b> Contingent upon the completion of the ordinances specified in Row 19 above. <b>Appropriateness:</b> This measure will help increase awareness at the job site of the required procedures and compliance issues. <b>Quantifying Reduction:</b> Educational materials in a concise format that will provide insight and effectiveness to the building industry will contribute to the efforts on site to reduce construction site runoff and improve good housekeeping.
26	Construction Site Runoff Control	City staff will research current practices internal and external to the City and identify potential practices for Flagstaff.	Yes	March 2004	March 2004 Complete	<b>Status/Progress:</b> Staff conducted departmental meetings, inter-departmental meetings and searched existing policies, procedures and ordinance language for appropriate subject material. <b>Appropriateness:</b> By utilizing existing policies and procedures we were able to expedite our process

Row #	BMP	Measurable Goal	New	Start Date	Implementation Status	Effectiveness in reducing pollutants is being measured by
						development by being able to quickly isolate the most effective means available and also to identify areas that need improvement. <b>Quantifying Reduction:</b> By informing the public of the hazards of stormwater pollution and increasing awareness we are able to reduce pollutants at the source.
27	Construction Site Runoff Control	Working with City Attorney, City staff will identify enforcement strategies for construction site management practices.	Yes	April 2004	May 2004	<b>Status/Progress:</b> In two meetings with the City Attorney, we have discussed reviewing and perusing current ordinance language anywhere possible as well as identifying other Arizona communities who have ordinance language in place that would be deemed appropriate under the ARS. <b>Appropriateness:</b> By following existing ordinance templates we are able to utilize proven legal requirements that have been beneficial to Arizona communities. <b>Quantifying Reduction:</b> In identifying and utilizing our existing policies and practices we were better suited to identify key areas that work well and also to isolate areas that have been successful in other Arizona communities.
28	Construction Site Runoff Control	City Council will adopt inspection practices at time of ordinance adoption.	Yes	June 2004	June 2004	<b>Status/Progress:</b> Contingent upon the completion of the ordinances specified in Row 19 above. <b>Appropriateness:</b> By clearly establishing the inspection check list items we will be ideally suited to enforce the ordinance requirements in a consistent and manner. <b>Quantifying Reduction:</b> BMP's and program elements provided at ADEQ and EPA workshops will be used to advantage in this assessment.
29	Construction Site Runoff Control	City staff will write procedures and provide education materials to the general public on overall construction site management program, explaining how the public can assist in providing input on concerns.	Yes	April 2004	August 2004 Ongoing	<b>Status/Progress:</b> : At a 3/4/2004 presentation to local engineering contacts the City of Flagstaff stormwater department distributed an EPA poster entitled "Stormwater and the Construction Industry". This poster is also available at the Building permit counter brochure display area. A supply of these posters was given to the Northern Arizona Builders Association for distribution to their membership. In addition, the information published in a Cityscape article of June 2004 provided our hotline number and an explanation of how to report construction

Row #	BMP	Measurable Goal	New	Start Date	Implementation Status	Effectiveness in reducing pollutants is being measured by
						<p>site runoff.</p> <p><b>Appropriateness:</b> By informing the public of the hazards of construction site runoff and the resulting stormwater pollution we are subsequently able to reduce pollutants at the source.</p> <p><b>Quantifying Reduction:</b> By informing the public of the hazards of stormwater pollution and increasing awareness we are able to reduce pollutants at the source.</p>
30	Pollution Prevention	The staff will meet to discuss current applicable documents and procedures as well as establishing the priorities for facilities assessment.	Yes	July 2003	Dec. 2003 Complete	<p><b>Status/Progress:</b> Staff conducted departmental meetings, inter-departmental meetings and searched existing policies, procedures and ordinance language for appropriate subject material.</p> <p><b>Appropriateness:</b> By utilizing existing policies and procedures we were able to expedite our process development by being able to quickly isolate the most effective means available and also to identify areas that need improvement.</p> <p><b>Quantifying Reduction:</b> By informing the public of the hazards of stormwater pollution and increasing awareness we are able to reduce pollutants at the source.</p>

**C. Check “yes” or “no” as it applies to your municipality. Provide a brief description as an addenda when you check ‘yes’ to any of the following statements. ADEQ would like the description to include the information in Part C of the instructions for this form.**

- Changes have been made to the SWMP. YES  NO
- A waterbody within 10 miles of the municipality’s jurisdiction has been indicated as an “impaired” water in Arizona’s current 303(d) list. YES  NO
- A TMDL has been approved by EPA for a receiving water within 10 miles of the municipality’s MS4 jurisdiction. YES  NO

4. The municipality annexed lands.

YES  NO

5. The municipality conducted analytical monitoring of stormwater quality.

YES  NO

#### D. Certification

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 gathered and evaluated 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 that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

\_\_\_\_\_  
Signature

September 8, 2004  
Date

Malcolm Alter  
Name (printed)

Stormwater Manager  
Title

### INSTRUCTIONS

The permittee must annually review the SWMP in conjunction with preparation of the annual report required under Part V.G. of the permit. The permittee must submit annual reports to ADEQ for each year of the permit term. Annual reports are due no later than September 30 of each year, beginning in 2004. This document is a suggested format for annual reporting that is meant to be completed electronically. Use of this form does not guarantee compliance with the General Permit's annual reporting requirements, nor does it in any way establish new regulatory requirements, or change existing regulatory requirements.

#### A. General Information

Provide the name of the municipality or owner/operator of the storm sewer system.

Provide the name, telephone number, and email address for the stormwater program contact person.

Place a check mark in the box corresponding to the current annual report year.

Reporting Periods

Annual Report Year 1: Covers activities from December 19, 2002 – June 30, 2004

Annual Report Year 2: Covers activities from July 1, 2004 – June 30, 2005

Annual Report Year 3: Covers activities from July 1, 2005 – June 30, 2006

Annual Report Year 4: Covers activities from July 1, 2006 – June 30, 2007

Submit one copy of your annual report to:

Water Quality Compliance Section

Compliance Data Unit

Arizona Department of Environmental Quality

1110 West Washington

Phoenix, AZ 85007

**B. Stormwater Management Program Status**

The annual report must include a description of the status of compliance with permit conditions, including an assessment of the appropriateness of the identified best management practices, progress towards achieving the statutory goal of reducing the discharge of pollutants to the Maximum Extent Practicable and protecting water quality, and the measurable goals for each of the minimum control measures. (Part V.G.a of the permit)

Highlight any rows indicating measurable goals that will either be completed in the next reporting period or that will be continued into the next reporting period. For example, if you plan to provide ongoing bi-annual training of employees lasting until January of the following year, you would highlight the row(s) showing measurable goals associated with that training.

There may be multiple measurable goals under each BMP and you are required to provide information on each measurable goal. Designate one row for the description of each separate measurable goal. See a description of the type of information to be entered in each column below:

1. **BMP:** List ALL BMPs last reported to ADEQ in a SWMP or annual report.
2. **Measurable Goals:** List ALL measurable goals last reported to ADEQ in a SWMP or annual report.
3. **New:** If BMPs, Measurable Goals or dates are new, please place a check mark in this column.

4. **Start Date:** Indicate the Start Date last reported to ADEQ in a SWMP or annual report.
5. **Implementation Status:** Report the implementation status of the measurable goal or BMP at the time of reporting. If there have been any changes to the BMP (such as replacement with another BMP, a new measurable goal, a revised start date, etc.) indicate this in the column labeled "Implementation Status". Other appropriate answers would be "ongoing", "complete", or "on-schedule". Also provide the expected implementation date.
6. **Effectiveness in reducing pollutants is being measured by:** Indicate how the municipality is quantifying reduction of pollutants to the Maximum Extent Practicable as a result of this management practice. Provide numbers or measures if available, but do not attach supporting documentation.

### C. SWMP Modifications and Additional Information

Modifications to the stormwater management program can be addressed in the annual report in accordance with Part V.E. and Part V.G. of the permit. The paperwork burden may be decreased if you supply this information in conjunction with the annual report as requested below.

Place a check mark in the appropriate box. If you check "yes" to any of these questions, you will need to provide additional details as an addenda.

1. **Changes have been made to the SWMP.** See Part V.E. of the permit. Consider changes that have been made in BMPs, measurable goals, dates, contacts, procedures or details that were not available at the time ADEQ last reviewed your SWMP (such as ordinance language). Be sure to provide the following information if you checked that the measurable goal or BMP is "new" in Part B of the annual report form:
  - a. If changes made include additions or substitutions of BMPs, please indicate this on a separate sheet of paper and include a written analysis explaining why the management practice is ineffective or infeasible (including cost prohibitive) and why the replacement management practice is expected to achieve the goals of the management practice to be replaced.
  - b. Summarize any changes made to the SWMP that have removed any controls (including measurable goals or BMPs) or components (including dates) that have been made to the SWMP.
2. **A waterbody is impaired.** See Part I.D.5.b of the permit. The 305(b) Water Quality Assessment Report describes the status of surface and ground water resources in Arizona in relation to state water quality standards. The report is so named because it fulfills requirements of Section 305(b) of the federal Clean Water Act. Accompanying the report is a list of Arizona's

impaired waters, as required by Section 303(d) of the Clean Water Act. As of the date of publication of this annual report guidance, the 303(d) list is located on ADEQ's website at: <http://www.adeq.state.az.us/environ/water/assessment/assess.html>

If a municipality locates a waterbody listed as impaired within 10 miles of its jurisdiction, you must identify the sources of impairment to that waterbody and evaluate the likelihood of your discharge contributing to that water's impairment.

If the impairment is considered by the municipality or by any documentation in the 305(b) report to be associated with the quality of stormwater runoff from your municipality, you must attach the following:

- a. a separate sheet describing the BMPs the municipality will use to control discharges to the impaired water
- b. a separate sheet describing the monitoring program associated with the pollutant(s) of concern and the effectiveness of the BMP(s) in reducing the pollutant.

If the impairment is either not identified in the 305(b) report as being associated with the municipality's discharge or if the municipality does not consider its discharge to be the cause of, or contribute to, the impairment, you must include a statement stating so together with supporting documentation.

3. **A TMDL (Total Maximum Daily Load) has been finalized.** See Part I.D.5.a of the permit. A Total Maximum Daily Load is the maximum amount (load) of a water quality parameter which can be carried by a surface waterbody, on a daily basis, without causing an exceedance of surface water quality standards. TMDL calculations are made for waters listed as impaired on the [state's 303\(d\) List](#). Every two years, states submit a list of impaired waters and a schedule to establish TMDLs to the EPA. The EPA reviews and approves the 303(d) Lists and schedules. As of the date of publication of this annual report guidance, a list of the TMDLs approved by EPA is located on ADEQ's website at: <http://www.adeq.state.az.us/environ/water/assessment/status.html>

If a TMDL has been approved by EPA for a waterbody within 10 miles of the municipality's jurisdiction, the municipality must review the TMDL to identify any water quality concerns, load allocations or waste load allocations that would be affected by the municipality's discharge of stormwater.

- a. If the TMDL indicated any load allocations or waste load allocations for the municipality, you must attach the following:
  - i. a separate sheet describing what BMPs the permittee will use to meet requirements
  - ii. a separate sheet describing the monitoring program associated with the pollutant of concern
- b. If the TMDL did not indicate load allocations, waste load allocations or any other requirements for the municipality, the permittee must include a statement stating so together with supporting documentation.

4. **The municipality has annexed lands.** See Part V.G. of the permit. On a separate sheet describe the area annexed (or provide a map indicating the annexed area) and a description of the BMPs to be implemented within new areas annexed over

the past year that are located within the regulated boundaries of the MS4. Any structural BMPs located within the annexed area must be indicated on the map or description.

5. **The municipality conducted analytical monitoring of stormwater quality.** See Part V.G of the permit. On a separate sheet, attach a summary of any monitoring data used to assess the success of the program at reducing pollutants to the maximum extent practicable. The summary should include a discussion of results and any actions they may have precipitated. Be sure that your data collection has followed the requirements of Part VI.K of the permit. It is not necessary to include DMRs unless ADEQ specifically asks for them.

#### **D. Certification**

Certification of each annual report must be made in accordance with the signatory requirements in Part VI.L of the permit.