



# NPDES Small MS4 General Permit (OHQ000002) Annual Reporting Form

**Instructions for completing this form:**

- OHQ000002 requires that this form be used when submitting annual reports. You may request approval to use your own reporting format.
- Annual Reports are due annually on or before April 1<sup>st</sup>.
- Complete the form and sign and date the certification statement below.
- If more space is needed than is provided, identify within the provided space that Attachment A, B, C, etc. has been attached.
- If an item of the form is not applicable for your program (such as street sweeping), fill in N/A in the space provided.
- Don't include attachments such as brochures, newspaper clips, sign-in sheets, etc. related to your program with this form. You only need to summarize these within this report. These records must be filed and will be needed during program audits.
- When complete, submit this Annual Report form to the following address:  
Ohio Environmental Protection Agency  
Division of Surface Water  
Storm Water Program – Small MS4  
P.O. Box 1049  
Columbus, Ohio 43216-1049

Small MS4 Annual Report for Year:		
Ohio EPA Facility Permit Number:		
Name of MS4:		
Primary Contact:		Title:
Mailing Address:		
City:	Zip Code:	County:
Telephone Number:	Email Address:	

Include or attach a Table of Organization. Indicate who (name and contact information) is responsible for overall management and implementation of your program, and if different, each minimum control measure of your program. Identify how development and implementation across multiple positions, agencies and departments occur. Also, identify any Memorandum of Understandings (MOUs) or other such agreements that exist.

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

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**PUBLIC EDUCATION & OUTREACH**

Estimate Your Permit Area's Total Population: \_\_\_\_\_

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached	Summary of Results	Effective (Yes or No)



**PUBLIC EDUCATION & OUTREACH**

- Summarize activities you plan to undertake during the next reporting cycle.

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience to be Reached	Summary of Planned Activities	Proposed Schedule



**PUBLIC INVOLVEMENT/PARTICIPATION**

BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People Participated	Summary of Results	Effective (Yes or No)



**PUBLIC INVOLVEMENT/PARTICIPATION**

- Summarize activities you plan to undertake during the next reporting cycle.

BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People to Participate	Summary of Planned Activities	Proposed Schedule



**ILLCIT DISCHARGE DETECTION & ELIMINATION (IDDE)**

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))		Summary of Results or Activities		Effective (Yes or No)
Ordinance or Other Regulatory Mechanism							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates				Effective (Yes or No)
Storm Sewer System Map							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates				Effective (Yes or No)
HSTS Mapping and List							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates				Effective (Yes or No)
IDDE Plan							
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Outfalls Screened	# of Dry-Weather Flows Identified	# Of Illicit Discharges:		Effective (Yes or No)
					Identified*	Eliminated	
Dry-Weather Screening of Outfalls Total # of Outfalls _____							

\*Include an attachment which provides schedules for elimination of illicit connections that have been identified but have yet to be eliminated.



**ILLICIT DISCHARGE DETECTION & ELIMINATION (IDDE)**

- Summarize activities you plan to undertake for the next reporting cycle.

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism			
Storm Sewer System Map			
HSTS Mapping and List			
IDDE Plan			
Dry-Weather Screening of Outfalls			



**CONSTRUCTION SITE RUNOFF CONTROL**

<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Completed (Yes or No)</b>	<b>Cite Local Code(s) Being Used (If available, web link for code(s))</b>		<b>Summary of Results or Activities</b>	<b>Effective (Yes or No)</b>	
Ordinance or Other Regulatory Mechanism							
<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Completed (Yes or No)</b>	<b>Standards Being Used</b>		<b>Summary of Results or Activities</b>	<b>Effective (Yes or No)</b>	
Sediment and Erosion Control Requirements							
<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Completed (Yes or No)</b>	<b>Complaints</b>		<b>Summary of Results or Activities</b>	<b>Effective (Yes or No)</b>	
			<b>Received</b>	<b>Followed-Up On</b>			
Complaint Process							
<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Completed (Yes or No)</b>	<b># of Applicable Sites Requiring Plans</b>	<b># of Plans Reviewed</b>	<b>Summary of Results or Activities</b>	<b>Effective (Yes or No)</b>	
Site Plan Review Procedures							
<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Completed (Yes or No)</b>	<b>Site Inspections Performed</b>			<b>Summary of Results or Activities</b>	<b>Effective (Yes or No)</b>
			<b># of Applicable Sites</b>	<b># Performed</b>	<b>Avg. Frequency</b>		
Site Inspection Procedures							
<b>BMP &amp; Responsible Party</b>	<b>Measurable Goal</b>	<b>Completed (Yes or No)</b>	<b>Violations</b>		<b>Summary of Results or Activities</b>	<b>Effective (Yes or No)</b>	
			<b># of Violation Letters</b>	<b># of Enforcement Actions</b>			
Enforcement Procedures							

\*Include an attachment which identifies applicable sites within your jurisdiction for this reporting period.





**CONSTRUCTION SITE RUNOFF CONTROL**

- Summarize activities you plan to undertake during the next reporting cycle.

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism			
Sediment and Erosion Control Requirements			
Complaint Process			
Site Plan Review Procedures			
Site Inspection Procedures			
Enforcement Procedures			



**POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT**

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))		Summary of Results or Activities	Effective (Yes or No)
Ordinance or Other Regulatory Mechanism						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Structural and/or Non-Structural Standards Being Used		Summary of Results or Activities	Effective (Yes or No)
Post-Construction Requirements						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Applicable Sites Requiring Post-Const. BMPs	# of Plans Reviewed	Summary of Results or Activities	Effective (Yes or No)
Site Plan Review Procedures						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Site Inspections Performed		Summary of Results or Activities	Effective (Yes or No)
			# Performed	Avg. Frequency		
Site Inspection Procedures						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Violations		Summary of Results or Activities	Effective (Yes or No)
			# of Violation Letters	# of Enforcement Actions		
Enforcement Procedures						
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Sites Requiring Plans/Agreements	# of Plans Developed/Agreements in Place	Summary of Results or Activities	Effective (Yes or No)
Long-Term O&M Plans/Agreements						



**POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT**

- Summarize activities you plan to undertake for the next reporting cycle.

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism			
Post-Construction Requirements			
Site Plan Review Procedures			
Site Inspection Procedures			
Enforcement Procedures			
Long-Term O&M Plans/Agreements			



**POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS**

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Topic(s)	Targeted Audience	# of Employees Attended	Summary of Activity	Effective (Yes or No)
Employee Training Program							
List of Municipal Facilities Subject to Program					O&M Procedures Developed for Facilities (Yes or No)	# of Facility Inspections Performed	Frequencies of Such Inspections
MS4 Maintenance	Summarize Maintenance Activities and Schedules			Summarize Activities Performed			
Disposal of Wastes	Procedures Developed (Yes or No)		Document Amounts of Wastes Properly Disposed				
Road Salt	Covered (Yes or No)		Tons Used	Summarize Measures Taken to Minimize Usage			
Pesticide & Herbicide Usage	Procedures Developed (Yes or No)		Gallons Used	Summarize Measures Taken to Minimize Usage			
Fertilizer Usage	Procedures Developed (Yes or No)		Pounds Used	Summarize Measures Taken to Minimize Usage			
Street Sweeping	Procedures Developed (Yes or No)		Document Amount of Material Collected and Properly Disposed				
Flood Management Projects	Summarize any New or Existing Flood Management Projects that were Assessed for Impacts on Water Quality						



**POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS**

- Summarize activities you plan to undertake for the next reporting cycle.

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Employee Training Program			
List of Facilities Subject to Program			
MS4 Maintenance			
Disposal of Wastes			
Road Salt			
Pesticide & Herbicide Usage			
Fertilizer Usage			
Street Sweeping			
Flood Management Projects			



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**PROPOSED CHANGES TO YOUR SWMP (IF ANY)**

- Summarize any proposed changes to your SWMP, including changes to any BMPs or any identified measurable goals that apply to the program elements. If you fail to satisfy measurable goals for the reporting year, please explain why.

**VARIANCES GRANTED (IF ANY)**

- Identify and summarize any variances granted under your storm water program.