

Changes to the Annual Report Template: The Streamlined Version

Changes to the Annual Report Template have been made with the intention of reducing / condensing the amount of information which must be reported. Municipalities and Institutions have the option to choose between using this new version of the Annual Report Template or to continue adding onto their original Annual Report, without any changes.

Overall:

- Comments within the word document template have been added. They contain the specific permit language for each requirement, as well as the corresponding permit page number
- Removal of all “Extra space for describing BMP activities” boxes

How to complete the MS4 Annual Report template

General Instructions

- Text highlighted yellow represents generic text to be updated.
- Example responses are provided in red text. Delete these if you don't use them.
- When viewing this template in Word, please click on the comment bubble icon to view the language from the permit for that requirement. For more detail on permit requirements, please see the corresponding page number in the general permit in each comment.

Dickson, David
Comments with required report language will appear here when you click on the comment bubble icon in Word.

Minimum Control Measure 1:

- Table 1.3 “Details of activities implemented to educate the community on stormwater” has been removed and combined with the BMP Summary Table, resulting in the following changes:
 - o Removal of the columns:
 - “Status”
 - “Date completed or projected completion date”
 - “Due”
 - o Addition of the columns:
 - “Sources Used (if applicable)”
 - “Method of Distribution”
 - “Audience (and number of people reached)”

Before:

1.1 BMP Summary

BMP	Status (Complete, Ongoing, In Progress, or Not started)	Activities in current reporting period (if needed, more space available after this table)	Measurable goal	Department / Person Responsible	Due	Date completed or projected completion date (include the start date for anything that is 'in-progress')	Additional details
1-1 Implement public education and outreach					Ongoing		
1-2 Address education/ outreach for pollutants of concern					Ongoing		
Example Additional BMP: 1-3 Integrate water quality into school curriculum	<i>In-progress</i>	• <i>See table below for details</i>	<i>Educate students on common stormwater topics</i>	<i>Conservation commission / D. Shute</i>	-	<i>Plan to implement program during 2019 school year</i>	<i>Reason for addition: Extend public education program to schools</i>

After:

1.1 BMP Summary

BMP	Activities in current reporting period	Sources Used (if applicable)	Method of Distribution	Audience (and number of people reached)	Measurable Goal	Department / Person Responsible	Additional details
1-1 Implement public education and outreach							
1-2 Address education/outreach for pollutants of concern							
<i>Example Additional BMP: 1-3 Integrate water quality into school curriculum</i>				<i>Students; 500</i>	<i>Educate students on common stormwater topics</i>	<i>Conservation commission / D. Strude</i>	<i>Reason for addition: Extend public education program to schools</i>

Minimum Control Measure 2:

- Table 2.3 “Public Involvement/Participation reporting metrics” has been removed and combined with the BMP Summary Table, resulting in the following changes:
 - o Removal of the columns:
 - “Due”- Any dates have been added to the description of the BMP
 - o Addition of the columns:
 - “Location Posted”

Before:

2.1 BMP Summary

BMP	Status (Complete, Ongoing, In Progress, or Not started)	Activities in current reporting period	Measurable goal	Department / Person Responsible	Due	Date completed or projected completion date (include the start date for anything that is 'in progress')	Additional details
2-1 Final Stormwater Management Plan publicly available					Annually by-Feb-15		
2-2 Comply with public notice requirements for Annual Reports					Annually by-Feb-15		
<i>Example additional BMP: 2-3 Establish stormwater committee</i>	<i>In progress</i>	<i>In process of identifying committee members</i>	<i>Provide forum to coordinate SWMP implementation across depts. and commissions</i>	<i>Inland Wetlands / P. Vance</i>	-	<i>Summer 2018</i>	<i>Reason for addition: Committee will represent town departments & commissions with stake in stormwater mgmt.</i>

After:

2.1 BMP Summary

BMP	Status (Complete, Ongoing, In Progress, or Not started)	Activities in current reporting period	Measurable Goal	Department / Person Responsible	Date completed or projected completion date (include the start date for anything that is 'in progress')	Posted	Additional details
2-1 Final Stormwater Management Plan publicly available						(Physical location / web address)	
2-2 Comply with public notice requirements for Annual Reports (annually by 2/15)						(Physical location / web address)	
<i>Example additional BMP: 2-3 Establish stormwater committee</i>	<i>In progress</i>	<i>In process of identifying committee members</i>	<i>Provide forum to coordinate SWMP implementation across depts. and commissions</i>	<i>Inland Wetlands / P. Vance</i>	<i>Summer 2018</i>		<i>Reason for addition: Committee will represent town departments & commissions with stake in stormwater mgmt.</i>

Minimum Control Measure 3:

- Within the BMP Summary Table, the following changes have been made:
 - o Removal of the columns:
 - “Due” - Any dates have been added to the description of the BMP

Before:

3.1 BMP Summary

BMP	Status (Complete, Ongoing, In Progress, or Not started)	Activities in current reporting period	Measurable goal	Department / Person Responsible	Due	Date completed or projected completion date (include the start date for anything that is 'in progress')	Additional details
3-1 Develop written IDDE program	In progress	Town is in process of completing written IDDE program using the CT IDDE program template	Develop written plan of IDDE program	Public works/ M. Scott	Jul-1, 2018	Anticipate completing by the deadline of July 1, 2018.	
3-2 Develop list and maps of all MS4 stormwater outfalls in priority areas					Jul-1, 2019		
3-3 Implement citizen reporting program					Ongoing		

After:

3.1 BMP Summary

BMP	Status (Complete, Ongoing, In Progress, or Not started)	Activities in current reporting period	Measurable Goal	Department / Person Responsible	Date completed or projected completion date (include the start date for anything that is 'in progress')	Additional details
3-1 Develop written IDDE program (Due 7/1/19)	In progress	Town is in process of completing written IDDE program using the CT IDDE program template	Develop written plan of IDDE program	Public works/ M. Scott	Anticipate completing by the deadline of July 1, 2019.	
3-2 Develop list and maps of all MS4 stormwater outfalls in priority areas (Due 7/1/20)						
3-3 Implement citizen reporting program (Ongoing)						

- Tables 3.3 “List of citizen reports...” and 3.4 “Provide a record of illicit discharges...” have been combined. Table 3.3 has been removed, and the title and instructions for Table 3.4 have been adjusted.

Before:

3.3 List of citizen reports of suspected illicit discharges received during this reporting period. Illicit discharges are any unpermitted discharge to waters of the state that do not consist entirely of stormwater or uncontaminated groundwater except those discharges identified in Section 3(a)(2) of the MS4 general permit when such non-stormwater discharges are not significant contributors of pollution to a discharge from an identified MS4.

Date of Report	Location / suspected source	Response taken

3.4 Provide a record of illicit discharges occurring during the reporting period and SSOs occurring July 2012 through end of reporting period using the following table.

Location (Lat long / street crossing /address and receiving water)	Date and duration of occurrence	Discharge to MS4 or surface water	Estimated volume discharged	Known or suspected cause / Responsible party	Corrective measures planned and completed (include dates)	Sampling data (if applicable)

After:

3.3 Provide a record of all citizen reports of suspected illicit discharges and other illicit discharges occurring during the reporting period and SSOs occurring July 2017 through end of reporting period using the following table. Illicit discharges are any unpermitted discharge to waters of the state that do not consist entirely of stormwater or uncontaminated groundwater except those discharges identified in Section 3(a)(2) of the MS4 general permit when such non-stormwater discharges are not significant contributors of pollution to a discharge from an identified MS4.

Location (Lat long/ street crossing /address and receiving water)	Date and duration of occurrence	Discharge to MS4 or surface water	Estimated volume discharged	Known or suspected cause / Responsible party	Corrective measures planned and completed (include dates)	Sampling data (if applicable)

- Tables 3.5 “Briefly describe the method used” and 3.6 “Provide a summary of actions taken” have been combined. The information asked for in Table 3.6 has been put into Table 3.5. Table 3.6 now asks for a description of the method and effectiveness of said method used to track illicit discharge reports

Before:

3.5 Briefly describe the method used to track illicit discharge reports, responses to those reports, and who was responsible for tracking this information.

3.6 Provide a summary of actions taken to address septic failures using the table below.

Location and nature of structure with failing septic systems	Actions taken to respond to and address the failures	Impacted waterbody or watershed, if known
Apartment complex on Oak Street		

After:

3.4 Provide a summary of actions taken to address septic failures using the table below.

Method used to track illicit discharge reports	Location and nature of structure with failing septic systems	Actions taken to respond to and address the failures	Impacted waterbody or watershed, if known	Dept. / Person responsible
	Apartment complex on Oak Street			

3.5 Briefly describe the method and effectiveness of said method used to track illicit discharge reports.

Minimum Control Measure 4:

- Within the BMP Summary Table, the following changes have been made:
 - o Removal of the columns:
 - “Due” - Any dates have been added to the description of the BMP

Before:

4.1 BMP Summary

BMP	Status (Complete, Ongoing, In Progress, or Not started)	Activities in current reporting period	Measurable goal	Department / Person Responsible	Due	Date completed or projected completion date (include the start date for anything that is 'in progress')	Additional details
4-1 Implement, upgrade, and enforce land use regulations or other legal authority to meet requirements of MS4 general permit					Jul-1, 2019		
4-2 Develop/Implement plan for interdepartmental coordination in site plan review and approval					Ongoing		
4-3 Review site plans for stormwater quality concerns					Ongoing		

After:

4.1 BMP Summary

BMP	Status (Complete, Ongoing, In Progress, or Not started)	Activities in current reporting period	Measurable Goal	Department / Person Responsible	Date completed or projected completion date (include the start date for anything that is 'in progress')	Additional details
4-1 Implement, upgrade, and enforce land use regulations or other legal authority to meet requirements of MS4 general permit (Due 7/1/20)						
4-2 Develop/Implement plan for interdepartmental coordination in site plan review and approval (Ongoing)						
4-3 Review site plans for stormwater quality concerns (Ongoing)						

Minimum Control Measure 5:

- Within the BMP Summary Table, the following changes have been made:
 - o Removal of the columns:
 - "Due" - Any dates have been added to the description of the BMP

Before:

5.1 BMP Summary

BMP	Status (Complete, Ongoing, In Progress, or Not started)	Activities in current reporting period	Measurable goal	Department / Person Responsible	Due	Date completed or projected completion date (include the start date for anything that is 'in progress')	Additional details
5-1 Establish and/or update legal authority and guidelines regarding LID and runoff reduction in site development planning					Jul-1, 2021		
5-2 Enforce LID/runoff reduction requirements for development and redevelopment projects					Ongoing beginning Jul-1, 2019		

After:

5.1 BMP Summary

BMP	Status (Complete, Ongoing, In Progress, or Not started)	Activities in current reporting period	Measurable Goal	Department / Person Responsible	Date completed or projected completion date (include the start date for anything that is 'in progress')	Additional details
5-1 Establish and/or update legal authority and guidelines regarding LID and runoff reduction in site development planning (Due 7/1/22)						
5-2 Enforce LID/runoff reduction requirements for development and redevelopment projects (Due 7/1/22)						

Minimum Control Measure 6:

- Within the BMP Summary Table, the following changes have been made:
 - o Removal of the columns:
 - “Due” - Any dates have been added to the description of the BMP
- Removed “Describe plans for continuing the Retrofit program beyond this permit with the goal to disconnect 1% DCIA annually over the next 5 years” portion of 6.5

Before:

6.1 BMP Summary

BMP	Status (Complete, Ongoing, In Progress, or Not started)	Activities in current reporting period	Measurable goal	Department / Person Responsible	Due	Date completed or projected completion date (include the start date for anything that is 'in progress')	Additional details
6-1 Develop/implement formal employee training program					Ongoing		
6-2 Implement MS4 property and operations maintenance					Ongoing beginning Jul-1, 2018		

After:

6.1 BMP Summary

BMP	Status (Complete, Ongoing, In Progress, or Not started)	Activities in current reporting period	Measurable Goal	Department / Person Responsible	Date completed or projected completion date (include the start date for anything that is 'in progress')	Additional details
6-1 Develop/implement formal employee training program (Ongoing)						
6-2 Implement MS4 property and operations maintenance (Ongoing)						