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west virginia department of environmental protection

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Division of Water & Waste Management  
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Joe Manchin III, Governor  
Randy C. Huffman, Cabinet Secretary  
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## MS4 Annual Reporting Instructions

The 2009 WV Municipal Separate Storm Sewer System (MS4) General Permit was reissued in June of 2009. Permittees that have filed a Notice of Intent to discharge under this permit are now required to submit the following information in their annual reports. This information can be found on page 24 & 25 of the permit.

1. Please provide all the information requested.
  - a. A description of the activities undertaken and implemented for each of the minimum control measures;
  - b. An explanation of how the permittee measured the effectiveness of each of the activities implemented;
  - c. The status of compliance with each of the BMPs that were specified in the permittees stormwater management program;
  - d. An assessment of the progress toward achieving the identified measurable goals for each of the minimum control measures;
  - e. Results of information collected and analyzed, including monitoring data, during the annual reporting period;
  - f. A summary of the stormwater activities the permittee plans to undertake during the next annual reporting period;
  - g. A change in any identified measurable goals that apply to the minimum control measures;
  - h. A description of the status of the street and parking design assessment;
  - i. A description of the coordination efforts with other MS4's, County Governments, colleges, universities, correctional facilities, prisons, and any other entity regarding the implementation of the minimum control measures including the status of any

memorandum of understanding (MOU) or other agreement executed between the permittee/s and any other entity;

j. A summary of construction site inspections and enforcement activities as described in Part II, Section C.4.b.vi.;

k. A summary of post construction controls as described in Part II, Section C.5.a.ii.F., and Part II, Section C.5.a.i.C.,

l. A description of specific BMPs that were implemented in order to reduce pollutants of concern in impaired receiving waters and waters in which a TMDL has been developed, and

m. A fiscal analysis of capital and operating expenditures to implement the minimum control measures. The fiscal analysis shall include only those expenditures by the locality seeking coverage under this general permit and not those for minimum control measures implemented by other entities.

2. Use 12 point Times New Roman or Ariel font.
3. Paper must be 8.5” x 11”. Do not use legal or odd sized paper, unless it is a map. Generally, maps are only submitted when requested by DWWM.
4. Provide a footer on each page that contains the page number and name of your MS4, or MS4 entity. Open up the footer box and insert the name of your MS4. Doing this will cause the name to appear on every page. Be sure to include the annual reporting year.
5. Provide a cover letter with the **REGISTRATION NUMBER** for your MS4 entity, date and signature of chief official responsible for implementing the MS4 program. Registration numbers for the MS4 program begin with WVR03---. It is a unique number assigned to each MS4 to identify that particular MS4.
6. Provide specific dates when describing activities that have taken place, do not use ambiguous words such as; ‘Year 4’ or ‘last month’. All activities undertaken under the MS4 general permit should be well documented including dates. Maintaining thorough documentation of your activities will make it easier to write your annual report.
7. It is not necessary to include brochures, Ordinances, trinkets, posters, and other documents that you have developed or disseminated to the public. However, you do want to describe your outreach efforts and the activities that utilized these items. At times, DWWM may request that these items be submitted.
8. Do not include sign-in lists of training or other meetings; rather provide a summary of the training or meeting including a brief description of the purpose of the meeting, topic discussed, date, and the number of people that attended.
9. Do not include *lists* of individual work orders, work orders completed, daily work logs, or daily street sweeping logs. Rather provide an **annual** summary of this work. Take a paragraph or two and provide a brief description of these activities. Such as; annual total number of work orders completed pertaining to stormwater, annual tonnage amount of

street sweepings, annual number of citizen complaints related to stormwater and other pertinent data. However, there may be occasion when DWWM requests more detailed lists and information be submitted.

10. Do not place the annual report in a three ring, spiral, or coil type binder. DWWM removes these in order to scan the annual reports. A simple binder clip is all that is needed.