

## Instructions on Filling out the Phase I Permit Annual Report Form for Cities and Counties - Excel worksheet version

1. Complete all 5 TABS in the worksheet: (1) Permittee Information; (2) Certification; (3) ANNUAL REPORT (Section VI); (4) Attachments (Section VII); and (5) Monitoring (Section VIII).
2. The Certification form/TAB must be signed and certified by the responsible official(s). All TABs (except the INSTRUCTIONS) must be printed out and mailed to Ecology.
3. Answer every question. Use the *Comments* and *Attachment* fields only when necessary to provide additional information.
4. Type in a 0 (zero) in the # field of the ANNUAL REPORT tab if no activity has occurred. Do not leave the field blank. Do not type in NA (not applicable).
5. Do not add text to shaded fields.
6. Use the following tables to guide filling out the Y/N/NA field. See below.
7. Save your completed Annual Report and email the Excel worksheet PLUS attachments to: [PH1\\_AnnRpt@ecy.wa.gov](mailto:PH1_AnnRpt@ecy.wa.gov) along with hard copies as described in the Certification tab under Section V. **Ecology cannot accept incomplete or partially completed Annual Report forms.**

For questions in the ANNUAL REPORT and INFO COLLECTION tabs, select the category below that best describes your program's implementation status for the reporting year.	If your answer is "YES"...	If your answer is "NO"...
Did you <u>fully</u> meet the permit requirement <u>by</u> the deadline noted in the permit?	Mark <u>Y</u> in the Y/N/NA field.  You may choose to provide additional detail about activities from the previous year in the <i>Comments</i> field.	Mark <u>N</u> in the Y/N/NA field.  Provide following information in <i>Comments</i> field: "reasons why, corrective steps taken and proposed, and expected dates that the deadline will be met." [See S9.E.2.a for full description of required additional information.]
Did you <u>fully</u> meet the permit requirement <u>in advance of</u> the	Mark <u>Y</u> in the Y/N/NA field.	Mark <u>NA</u> in the Y/N/NA field if you have not fully met this requirement and

permit deadline?	You may choose to note in <i>Comments</i> that this requirement has been met ahead of the permit deadline.	note in <i>Comments</i> that the requirement is not yet due.
------------------	--	--

For those questions that do not apply to you...

<i>For questions 58-59, 85 and 87-88 in Section VI:</i>	Mark <b>NA</b> in the Y/N/NA field.
If this question does not apply to you...	Note in the <i>Comments</i> field that the requirement does not apply.

**REMINDER: Proceed to the **Permittee Information (I-III)** tab next.**

<b>I. Permittee Information</b>	
<b>Permittee Name</b> City of Seattle	<b>Permittee Coverage Number</b> WAR04-4503
<b>Contact Name</b> Kevin Buckley	<b>Phone Number</b> 206-733-9195
<b>Mailing Address</b> 700 5th Ave, Suite 4900, P.O. Box 34018	
<b>City</b> Seattle	<b>State</b> <b>Zip + 4</b> WA              98124-4018
<b>Email Address</b> kevin.buckley@seattle.gov	

<b>II. Regulated Medium or Large MS4 Location</b>		
<b>Jurisdiction</b> City of Seattle	<b>Entity Type: Check the box that applies</b>	
	<b>County</b>	<b>City/Town</b>
		X
<b>Major Receiving Water(s)</b> Duwamish River, Lake Union, Lake Washington, Puget Sound		

<b>III. Relying on another Governmental Entity</b>	
<p>If you are relying on another governmental entity to satisfy one or more of the permit obligations, list the entity and briefly describe the permit obligation(s) they are implementing on your behalf below. <i>Attach a copy of your agreement with the other entity to provide additional detail.</i></p>	
<b>Name of Entity:</b> None	<b>Permit Obligation(s):</b> None

**REMINDER:** Save this Excel worksheet under a new name. Did you

**REMINDEUR:** Save the Excel worksheet under a new name. Did you remember to include your permit coverage number? This can be found on the Subject line of the coverage letter Ecology sent you. Proceed to the **Certification** tab.

## IV. Certification

All annual reports must be signed and certified by the responsible official(s) of permittee or co-permittees. Please print and sign this page of the reporting form and mail it (with an original signature) to Ecology at the address noted below. An electronic signature will not suffice.

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 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 willful violations.

Name <u><i>Yancy Ahe</i></u>	Title <u>Deputy Director, Utility Systems Management</u>	Date <u>3/26/09</u>
Name _____	Title _____	Date _____
Name _____	Title _____	Date _____
Name _____	Title _____	Date _____
Name _____	Title _____	Date _____

PLEASE label any information in attachments with corresponding question numbers.

NOTE: Items that have future compliance dates must still be answered to indicate status.

PLEASE indicate reporting year and your jurisdiction in Line 1, above.

PLEASE refer to the INSTRUCTIONS tab for assistance filling out this table.

PLEASE review your work for completeness and accuracy. Save this worksheet as you go!

Question	Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
1	N		There have been no such changes at the City of Seattle in 2008.	Attachment B, Section 1, page 1.
<b>S4. Compliance with Standards</b>				
2	Y		Took action pursuant to S4.F during the reporting period. Attached (as part of the Program Evaluation and Other Activities narrative in Section VII.B) a summary of the status of implementation and any information from assessment and evaluation procedures collected during the reporting period, pursuant to S4.F.2.d.	Attachment B, Section 1, pages 1-6.
<b>S5 Stormwater Management Program</b>				
<b>S5.C.1 Legal Authority</b>				
3	Y		Operated pursuant to legal authority as required under S5.C.1.	
<b>S5.C.2 MS4 Mapping and Documentation</b>				
4	NA		The location of all known municipal separate storm sewer outfalls, receiving waters and structural stormwater BMPs you own, operate, or maintain are mapped. (Required by February 15, 2009, S5.C.2.b.i)	This requirement not yet due.

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
5	A program is in place to map the location of all known connection points between municipal separate storm sewers you own or operate and other municipalities or other public entities. (Required by February 15, 2009, S5.C.2.b.i)	NA		This requirement not yet due.	
6	<u>Cities:</u> All storm sewer outfalls with a 24 inch nominal diameter or larger, or an equivalent cross-sectional area for non-pipe systems, and including tributary conveyances (type, material and size where known), associated drainage areas and land use throughout the city, are mapped. (Required by February 15, 2011, S5.C.2.b.ii) <u>Counties:</u> All storm sewer outfalls with a 24 inch nominal diameter or larger, or an equivalent cross-sectional area for non-pipe systems, and including tributary conveyances (type, material and size where known), associated drainage areas and land use in urban/higher density rural sub-basins, are mapped. (Required by February 15, 2011, S5.C.2.b.ii)	NA		This requirement not yet due.	
7	A program is in place to maintain a map of all connections to the MS4 that have been authorized or allowed after the effective date of the permit. (S5.C.2.b.iii)	Y			

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
<p>8 <u>Cities:</u> All existing, known connections over 8 inches to municipal separate storm sewers tributary to all storm sewer outfalls with a 24 inch nominal diameter or larger, or an equivalent cross-sectional area for non-pipe systems, are mapped. (<i>Required</i> by February 15, 2009, S5.C.2.b.iv)</p> <p><u>Counties:</u> All existing, known connections over 8 inches to municipal separate storm sewers tributary to all storm sewer outfalls with a 24 inch nominal diameter or larger, or an equivalent cross-sectional area for non-pipe systems, located in one-half the area of the County within urban/higher density rural sub-basins are mapped. (<i>Required</i> by February 15, 2011, S5.C.2.b.iv)</p>	NA		This requirement not yet due.	
<p>9 Geographic areas served by the MS4 that do not discharge stormwater to surface waters are mapped. (<i>Required</i> by February 15, 2011, S5.C.2.b.v)</p>	NA		This requirement not yet due.	
<p>10 Municipal storm sewer system GIS data layers that you have updated are listed in <i>Comments</i> field. (S5.C.2.b.vi)</p>	Y		Junction Point, DWW Side Sewer & Laterals, DWW Polygons(stormwater facilities), DWW Mainlines, DWW Ditches	
<p>11 Mapping information has been made available to Ecology, Co-Permittees and Secondary Permittees upon request to the extent appropriate. (S5.C.2.b.vi and vii)</p>	Y			



Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable	
<b>S5.C.3 Coordination</b>					
12	Established and are implementing written internal coordination agreement(s) or directives to facilitate compliance with the permit. <i>(Required by February 15, 2008, S5.C.3.b.i)</i>	Y			
13	Established coordination mechanisms clarifying roles and responsibilities for control of pollutants between any other municipal stormwater Permittee's physically interconnected municipal storm sewers. <i>(Required by February 15, 2009 or within 2 years following the addition of a new Secondary Permittee, S5.C.3.b.ii)</i>	NA		This requirement not yet due.	
14	Established coordination activities for shared waterbodies among Permittees including Secondary Permittees. <i>(Required by February 15, 2009, S5.C.3.b.ii)</i>	NA		This requirement not yet due.	
<b>S5.C.4 Public Involvement and Participation Program</b>					
15	Implemented a process to create opportunities for the public to participate in processes for development, implementation and updates of the SWMP, including consideration of public comments on the SWMP. <i>(Required by August 15, 2007, S5.C.4.b.i)</i>	Y			See Attachment B, Section 3.1, Page 6.
16	Made the SWMP and all submittals required by the permit available to the public on the Permittee's website listed below, or provided all submittals to Ecology in electronic format for posting on Ecology's website. <i>(Required by March 31, 2008, S5.C.4.b.ii)</i> List Permittee's website address in <i>Comments</i> field.	Y		<a href="http://www.seattle.gov/util/About_SPU/Drainage_&amp;_Sewer_System/Plans/StormwaterManagementProgram/StormwaterManagementPlan/index.htm">http://www.seattle.gov/util/About_SPU/Drainage_&amp;_Sewer_System/Plans/StormwaterManagementProgram/StormwaterManagementPlan/index.htm</a>	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
<b>S5.C.5 Controlling Runoff from New Development, Redevelopment and Construction Sites</b>				
17 Submitted draft enforceable requirements, technical standards and manual, that address requirements to prevent and control runoff from new development, redevelopment and construction site activities in S5.C.5.b.i through S5.C.5.b.iii, to Ecology for review and approval on the date provided in <i>Comments</i> field. (Required by February 15, 2008, S5.C.5.b.iv)	Y			
18 Adopted the final enforceable requirements, technical standards and manual to prevent and control runoff from new development, redevelopment and construction site activities on the date provided in <i>Comments</i> field. (Required by August 15, 2008, or 60 days following Ecology's written response)	N		In July 2008, the City submitted a G20 notice stating it would be unable to fully meet this permit condition on time due to necessary revisions required by Ecology. Ecology deemed Seattle's March 16 version "equivalent" and will amend the permit. Seattle anticipates 2009 adoption by City Council and departments.	
19 Were exceptions or variances to the minimum requirements in Appendix 1 granted? (Required by August 15, 2008, S5.C.5.b.ii, and Section 6 of Appendix 1)	N		In July 2008, the City submitted a G20 notice stating it would be unable to fully meet this permit condition on time due to necessary revisions required by Ecology. Ecology deemed Seattle's March 16 version "equivalent" and will amend the permit. Seattle anticipates 2009 adoption by City Council and departments.	
19a Number of variances granted:		0		
20 To the extent allowable under state and federal law, established legal authority to inspect private stormwater facilities and enforce maintenance standards for all new development and redevelopment approved under the provisions of S5.C.5.b. (Required by August 15, 2008, S5.C.5.b.v)	Y			

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
21	Developed and implemented a process of permits, plan review, inspections, and enforcement capability to meet the requirements of S5.C.5.b.vi, including maintenance plans for permanent stormwater facilities/BMPs, recordkeeping and an enforcement strategy. (Required to begin by August 15, 2008, S5.C.5.b.vi)	N		Because the revised code is not adopted, the City has not implemented this requirement under the revised Code. However, the City has an existing program in place for review of plans, issuing permits, conducting inspections, enforcement and record keeping that was continued during 2008.	
22	Reviewed stormwater site plans submitted for proposed development involving land disturbing activities that meet the thresholds in S5.C.5.b.i. (Required beginning August 15, 2008, S5.C.5.b.vi)	N		Because the revised code is not adopted, the City has not implemented this requirement under the revised Code. However, the City has an existing program in place for review of site plans that meet the thresholds established by the existing code that was continued during 2008.	
22a	Number of site plans submitted:		493	See above; Site plans were submitted under existing code, though not under code with revised thresholds.	
22b	Number of site plans reviewed:		462	See above; Site plans were reviewed under existing code, though not under code with revised thresholds.	
23	Inspected, prior to clearing and construction, permitted development sites that meet the thresholds in S5.C.5.b.i and that have a high potential for sediment transport as determined through plan review based on definitions and requirements in Appendix 7 <i>Identifying Construction Site Sediment Transport Potential</i> . (Required to begin by August 15, 2008, S5.C.5.b.vi)	N		The revised code is not adopted and the City has not implemented this requirement under the revised Code. However, DPD policy is that all sites that have ground disturbance require a Pre-Application Site Visit (PASV) Inspection prior to permit application acceptance.	
23a	Number of sites determined to have high sediment transport potential:		6,296	See above; Sites were determined under existing code, though not under a code with revised thresholds. Numbers represent number of sites inspected that had greater than 1 cubic yard of ground disturbance.	
23b	Number of sites inspected:		5,072	See above; Sites were inspected under existing code, though not under a code with revised thresholds. Numbers represent number of sites inspected that had greater than 1 cubic yard of ground disturbance.	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, <u>if applicable</u>
24	Inspected construction-phase stormwater controls at permitted development sites that meet the thresholds in S5.C.5.b.i during construction to verify proper installation and maintenance of required erosion and sediment controls. ( <i>Required</i> to begin by August 15, 2008, S5.C.5.b.vi)	N		The revised code is not adopted and the City has not implemented this requirement under the revised Code. However, DPD has policy in place to require inspection of ground disturbance and TESC. DPD is dependent on the applicant contacting DPD to schedule the inspection.	

Question		Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
24a	Number of qualifying permitted development sites:		4,239	See above; Construction sites were permitted under existing code, though not under a code with revised thresholds.	
24b	Number of sites inspected:		2,867	See above; Construction sites were inspected under existing code, when applicant contacted DPD to schedule, though not under a code with revised thresholds.	
25	Enforced as necessary based on the construction-phase inspection at new development and redevelopment projects. (Required to begin by August 15, 2008, S5.C.5.b.vi) List nature of enforcement actions in <i>Comments</i> field.	N		Because the revised code is not adopted, the City has not implemented this requirement under the revised Code. However, through monitoring of construction sites and customer complaints, DPD staff addresses compliance issues and enforces the existing code as necessary.	
25a	Number of enforcement actions taken:		87	See above; thought the code has not yet been revised, DPD staff enforced as necessary under the existing code.	
26	Inspected permitted development sites that meet the thresholds in S5.C.5.b.i upon completion of construction and prior to final approval or occupancy to verify proper installation of permanent erosion controls and stormwater facilities / BMPs. (Required to begin by August 15, 2008, S5.C.5.b.vi)	N		In July 2008, the City submitted a G20 notice stating it would be unable to fully meet this permit condition on time due to necessary revisions required by Ecology. Ecology deemed Seattle's March 16 version "equivalent" and will amend the permit. Seattle anticipates 2009 adoption by City Council and departments.	
26a	Number of qualifying permitted development sites that completed construction:		0		
26b	Number of sites inspected:		0		
27	Verified that a maintenance plan for sites that meet the thresholds in S5.C.5.b.i is completed and responsibility for maintenance is assigned. (Required to begin by August 15, 2008, S5.C.5.b.vi)	N		Because the revised code is not adopted, the City has not implemented this requirement under the revised Code. However, DPD performs drainage review for private property projects. Prior to side sewer permit issuance, a Memorandum of Drainage Control is obtained from the applicant that meets the existing code.	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, <u>if applicable</u>
28	Enforced as necessary based on the post-construction inspection. ( <i>Required</i> to begin by August 15, 2008, S5.C.5.b.vi) List the nature of enforcement actions in the <i>Comments</i> field.	N		In July 2008, the City submitted a G20 notice stating it would be unable to fully meet this permit condition on time due to necessary revisions required by Ecology. Ecology deemed Seattle's March 16 version "equivalent" and will amend the permit. Seattle anticipates 2009 adoption by City Council and departments.	
28a	Number of enforcement actions taken:		0		

Question		Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
29	Developed and implemented an enforcement strategy to respond to issues of non-compliance. ( <i>Required</i> to begin by August 15, 2008, S5.C.5.b.vi)	N		Because the revised code is not adopted, the City has not implemented this requirement under the revised Code. However, DPD has developed and implemented an enforcement strategy to respond to issues of non-compliance with the existing code.	
30	Developed and implemented a recordkeeping process for inspections and enforcement actions by staff, including inspection reports, warning letters, notices of violations, other enforcement records, maintenance inspections and maintenance activities. ( <i>Required</i> by August 15, 2008, S5.C.5.b.vi)	N		Because the revised code is not adopted, the City has not implemented this requirement under the revised Code. However, DPD has maintained an existing recordkeeping process for inspections and enforcement actions by staff, including inspection reports, warning letters, notices of violations, and other enforcement records for the existing code.	
31	Made Ecology's <i>Notice of Intent for Construction Activity</i> and <i>Notice of Intent for Industrial Activity</i> available to representatives of proposed new development and redevelopment. (S5.C.5.b.vii)	Y			See Attachment B, Section 3.2, Pages 6-7.
32	All staff whose primary job duties are implementing the program to control stormwater runoff from new development, redevelopment, and construction sites, including permitting, plan review, construction site inspections, and enforcement, are trained to conduct these activities. ( <i>Required</i> by August 15, 2008, S5.C.5.b.viii)	Y		All staff whose primary job duties are implementing the program to control stormwater runoff from new development, redevelopment, and construction sites, including permitting, plan review, construction site inspections, and enforcement are trained to conduct these activities. DPD's drainage reviewers and site development inspectors are responsible for these activities.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
<b>S5.C.6 Structural Stormwater Controls</b>				
33	Y			See Attachment B, Section 3.3, Page 7-8.
34	Y			Attachment A, City of Seattle SWMP, Pages III.6-1 to III.6-6
35	Y			Attachment A, City of Seattle SWMP, Pages III.6-1 to III.6-7



Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
<b>S5.C.7 Source Control Program for Existing Development</b>					
36	Submitted draft enforceable document(s), such as an ordinance, and proposed Source Control Program, which address requirements in S5.C.7.a and S5.C.7.b, to Ecology for review and approval on the date listed in the <i>Comments</i> field. (Required February 15, 2008, S5.C.7.b.i)	Y			
37	Adopted the enforceable document(s), such as an ordinance, on the date listed in the <i>Comments</i> field. (Required August 15, 2008, S5.C.7.b.i)	N		In July 2008, the City submitted a G20 notice stating it would be unable to fully meet this permit condition on time due to necessary revisions required by Ecology. Ecology deemed Seattle's March 16 version "equivalent" and will amend the permit. Seattle anticipates 2009 adoption by City Council and departments.	
37a	Began enforcing Source Control Program on the date listed in the <i>Comments</i> field. (Required August 15, 2008, S5.C.7.b.i)	N		Because the revised code is not adopted, the City has not implemented this requirement under the revised Code. However, the City has continued to implement the source control program for the existing code.	
38	Established an inventory or listing of land uses/businesses using the categories in Appendix 8 to identify sites that are potentially pollution generating. (Required August 15, 2008, S5.C.7.b.ii)	Y			See Attachment B, Section 3.4, Page 8-10.
39	Periodically updated the inventory or listing of land uses/businesses using the categories in Appendix 8, as required in S5.C.7.b.ii.	Y			See Attachment B, Section 3.4, Page 8-10.
40	Implemented a program to respond to complaints and to identify other pollutant generating sources, such as mobile or home-based businesses. (Required August 15, 2008, S5.C.7.b.ii)	Y			See Attachment B, Section 3.4, Pages 8-10.
41	Began implementing an audit/inspection program for sites identified pursuant to S5.C.7.b.ii. (Required February 15, 2009, S5.C.7.b.iii)	NA		This requirement not yet due.	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
41a	Number of sites that were provided with information about activities that may generate pollutants and associated source control requirements:		NA		
42	During the reporting period, inspected 20% of identified sites in the audit/inspection program established in S5.C.7.b.ii. ( <i>Required</i> to begin by February 15, 2009, report beginning with the third year Annual Report for 2009, S5.C.7.b.iii)	NA		This requirement not yet due.	
43	During the reporting period, inspected 100% of sites identified through legitimate complaints. ( <i>Required</i> to begin by February 15, 2009, report beginning with the third year Annual Report for 2009, S5.C.7.b.iii)	NA		This requirement not yet due.	
43a	Number of sites identified through legitimate complaints:		NA		
43b	Number of sites inspected:		NA		
44	Began implementing a progressive enforcement policy to require sites to come into compliance with stormwater requirements. (Required beginning February 15, 2009, S5.C.7.b.iv) List nature of enforcement actions in <i>Comments</i> field. (S9.E.2.d)	NA		This requirement not yet due.	
44a	Number of follow-up actions taken:		NA		
44b	Number of further enforcement actions taken:		NA		
45	Contacted Ecology immediately upon discovering a source control violation that presented a severe threat to human health or the environment. (S5.C.7.b.iv and/or G3.)	Y		SPU reports to Ecology any pollutant that reaches the MS4 and does not distinguish whether it is a severe threat to human health or the environment.	
45a	Number of violations reported to Ecology:		65		

Question		Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
46	Referred to Ecology non-emergency violation(s) of local ordinances after making a documented effort of progressive enforcement to bring them into compliance. (S5.C.7.b.iv)	Y		A mechanism is in place to contact Ecology, however no referrals to Ecology were deemed necessary.	
46a	Number of referrals to Ecology:		0		
47	All staff whose primary duties are implementing the Source Control Program are trained to conduct these activities in accordance with S5.C.7.b.v. (Required February 15, 2009, S5.C.7.b.v)	NA		This requirement not yet due.	
<b>S5.C.8 Illicit Connections and Illicit Discharge Detection and Elimination (IDDE) Program</b>					
48	The SWMP includes an ongoing program to detect and remove illicit connections and illicit discharges into the MS4 owned or operated by the Permittee, including the provisions in S5.C.8.a and S5.C.8.b.i through S5.C.8.b.ii. (S5.C.8.b.i)	Y			See Attachment B, Section 3.5, Page 10-12.
49	Procedures have been developed for addressing pollutants entering the MS4 from an interconnected, adjoining MS4. (Required by February 15, 2009, S5.C.8.b.i)	NA		This requirement not yet due.	
50	Evaluated and, if necessary updated, existing ordinances or other regulatory mechanisms to effectively prohibit non-stormwater, illicit discharges, and/or dumping into the MS4. (Required by August 15, 2008, S5.C.8.b.ii)	Y			

Question		Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
51	All municipal field staff responsible for identification, investigation, termination, cleanup, and reporting of illicit discharges, improper disposal and illicit connections are trained to conduct these activities. <i>(Required by August 15, 2008, S5.C.8.b.iii)</i>	Y			See Attachment B, Section 3.5, Page 10-12.
52	All municipal field staff which, as part of their normal job responsibilities might come in contact with or otherwise observe illicit connections or discharges are trained to identify illicit connections and discharges and the proper procedures for reporting and response. <i>(Required by February 15, 2009, S5.C.8.b.iv)</i>	Y		This element was completed early, during 2008.	See Attachment B, Section 3.5, Page 10-12.
53	Provided a publicly-listed hotline or other local telephone number for water quality citizen complaints/reports. (For all except Clark County, <i>required</i> by February 15, 2007; for Clark County <i>required</i> by August 15, 2007, S5.C.8.b.v)	Y			See Attachment B, Section 3.5, Page 10-12.
54	<u>Cities:</u> Conveyances and outfalls within the incorporated area are prioritized for field screening and source tracing as part of the ongoing program to detect and remove illicit connections and illicit discharges. <u>Counties:</u> Conveyances and outfalls in the urban/higher density rural sub-basins are prioritized, and one rural sub-basin has been selected, for field screening and source tracing as part of the ongoing program to detect and remove illicit connections and illicit discharges. (In preparation for the 2011 deadline, S5.C.8.b.vi)	NA		This requirement not yet due.	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
55	<p><u>Cities</u>: Completed field screening of 60% of the conveyance systems within the incorporated area.</p> <p><u>Counties</u>: Completed field screening of 50% of the conveyance systems in urban/higher density rural sub-basins and at least 1 rural sub-basin. (Required by February 15, 2011, S5.C.8.b.vi)</p>	NA		This requirement not yet due.	
56	Upon discovery or upon receiving a report of a suspected illicit connection, initiated an investigation within 21 days. (S5.C.8.b.vii(1))	Y			
56a	Number of investigations:		3		
57	<p>Upon confirmation of the illicit connection, used enforcement authority to eliminate the illicit connection within 6 months. (S5.C.8.b.vii(2))</p> <p>List nature of enforcement actions in <i>Comments</i> field.</p>	Y			
57a	Number of enforcement actions:		3		
57b	Number of illicit connections eliminated:		3		
58	Contacted Ecology immediately upon discovering an illicit connection presented a severe threat to human health or the environment. (S5.C.8.b.vii(3). See also question 7 of this report.)	NA		A mechanism is in place to contact Ecology, however no referrals to Ecology were deemed necessary.	See Attachment B, Section 3.5, Page 10-12.
58a	Number of illicit connections identified as presenting severe threat to human health or the environment:		0		

Question		Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
59	Referred to Ecology illicit connection(s) after making a good faith and documented effort of progressive enforcement to terminate the violation(s). (S5.C.8.b.vii(3))	NA		A mechanism is in place to contact Ecology, however no referrals to Ecology were deemed necessary.	See Attachment B, Section 3.5, Page 10-12.
59a	Number of referrals to Ecology:		0		
60	Participated in a regional emergency response program or developed and implemented procedures to investigate and response to spills and improper disposal into the MS4. (Required by August 15, 2007, S5.C.8.b.vii)	Y		Reports of spills are dispatched immediately to an 24/7 on call Spill Responder by the Operations Response Center. SPU procedures require a Spill Responder to be onsite within 1.5 hrs.	See Attachment B, Section 3.5, Page 10-12.
61	Developed a program to prioritize and investigate complaints/reports or monitoring information that indicate potential illicit discharges, including spills. (Required by August 15, 2007, S5.C.8.b.viii)	Y			See Attachment B, Section 3.5, Page 10-12.
<b>S5.C.9 Operation and Maintenance Program</b>					
62	Established maintenance standards as protective, or more protective, of facility function than those specified in Chapter 4 of Volume V of the 2005 <i>Stormwater Management Manual for Western Washington</i> , and in accordance with the provisions in S5.C.9.b.i. (Required by August 15, 2008, S5.C.9.b.i)	Y			See Attachment B, Section 3.6, Page 12-13.

Question		Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
63	Evaluated and, if necessary, updated existing ordinances or enforceable documents requiring maintenance of all permanent stormwater treatment and flow control facilities, including catch basins, regulated by the Permittee, in accordance with maintenance standards established under S5.C.9.b.i. ( <i>Required</i> by August 15, 2008, S5.C.9.b.ii(1))	Y			See Attachment B, Section 3.6, Page 12-13.
64	Developed and implemented an initial inspection schedule for all known, permanent stormwater treatment and flow control facilities (other than catch basins) regulated by the Permittee that involves an inspection of each facility at least once during this permit term. ( <i>Required</i> by August 15, 2008, S5.C.9.b.ii(2))	Y			See Attachment B, Section 3.6, Page 12-13.
65	Developed and implemented an ongoing inspection schedule to annually inspect all stormwater treatment and flow control facilities (other than catch basins) regulated by the Permittee. ( <i>Required</i> to begin by February 15, 2011, S5.C.9.b.ii(3))	NA		This requirement not yet due.	
66	Reduced the frequency of inspections to less than annually for stormwater treatment and flow control facilities (other than catch basins) regulated by the Permittee. Indicate in comments below if reduction is based on maintenance records or certification pursuant to S5.C.9.b.ii(3)).	N		The City will conduct the inspections on an annual basis and will not change the inspection schedule to less frequently than annually in 2009.	See Attachment B, Section 7.1, Page 24.

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
67	Managing maintenance activities to inspect new permanent stormwater treatment and flow control facilities, including catch basins, in new residential developments every 6 months during period of heaviest construction to identify maintenance needs and enforce compliance. (Required to begin by February 15, 2009, S5.C.9.b.ii(4))	NA		This requirement not yet due.	
68	Required cleaning of catch basins found to be out of compliance with maintenance standards under the requirements of S5.C.7 (Source Control Program) and S5.C.8 (Illicit Discharges Detection and Elimination) or as part of facilities you regulate and inspected under S5.C.9 (Operation and Maintenance Program). (S5.C.9.b.ii(6))	Y			
69	Developed and implemented a program to annually inspect all permanent stormwater treatment and flow control facilities (other than catch basins) owned or operated by the Permittee and to implement appropriate maintenance action in accordance with established maintenance standards. (Implementation required to begin by February 15, 2009, S5.C.9.b.iii(1))	NA		This requirement not yet due.	



Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
70	Changed the frequency of inspection schedule to less than annually for permanent stormwater treatment and flow control facilities (other than catch basins) owned or operated by the Permittee. Indicate in comments below if reduction is based on maintenance records or certification pursuant to S5.C.9.b.iii(1).	N		The City will conduct the inspections on an annual basis and will not change the inspection schedule to less frequently than annually in 2009.	See Attachment B, Section 7.2, Page 24.
71	Implemented a program to conduct spot checks of stormwater facilities owned or operated by Permittee (other than catch basins) after major storm events, and to respond to findings, in accordance with S5.C.9.b.iii(2). ( <i>Required</i> to begin by February 15, 2009, S5.C.9.b.iii(2))	NA		This requirement not yet due.	
72	Implemented program to annually inspect catch basins and inlets owned or operated by the Permittee in accordance with the provisions in S5.C.9.b.iv(1). ( <i>Required</i> to begin by February 15, 2009, S5.C.9.b.iv(1))	NA		This requirement not yet due.	
73	Changed the frequency of inspection schedule to less than annually for catch basins owned or operated by the Permittee. Indicate in comments below if reduction is based on maintenance records or certification pursuant to S5.C.9.b.iv(2)).	N		The City will conduct the inspections on an annual basis and will not change the inspection schedule to less frequently than annually in 2009.	See Attachment B, Section 7.1, Page 24.

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
74	Decant water from catch basin cleaning activities is disposed of in accordance with the requirements in Appendix 6. <i>(Required by February 15, 2009, S5.C.9.b.iv(3))</i>	NA		This requirement not yet due.	
75	<b>Attached</b> (as part of the Program Evaluation and Other Activities narrative in Section VII.B) a summary of maintenance or repair activities conducted by the Permittee requiring capital construction of \$25,000 or more. <i>(Required annually beginning with third annual report/for calendar year 2009, S5.C.9.b.v)</i>	N		There were no maintenance or repair activities conducted by the City of Seattle that required capital construction of \$25,000 or more.	See Attachment B, Section 7.2, Page 24.
76	Established practices to reduce stormwater impacts associated with runoff from streets, parking lots, roads or highways owned or operated by the Permittee, and road maintenance activities listed in S5.C.9.b.vi conducted by the Permittee. <i>(Required by February 15, 2008, S5.C.9.b.vi)</i>	Y			See Attachment B, Section 3.6, Page 12-13.
77	Implemented the established practices to reduce stormwater impacts associated with runoff from streets, parking lots, roads or highways owned or operated by the Permittee, and road maintenance activities listed in S5.C.9.b.vi conducted by the Permittee. <i>(Required by August 15, 2008, S5.C.9.b.vi)</i>	Y			See Attachment B, Section 3.6, Page 12-13.

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
78	Established and implemented policies and procedures, which address activities and lands listed in S5.C.9.b.vii, to reduce pollutants in discharges from lands owned or maintained by the Permittee. (Required by August 15, 2008, S5.C.9.b.vii)	Y			See Attachment B, Section 3.6, Page 12-13.
79	Developed and implemented an ongoing training program for Permittee employees with primary construction, operations or maintenance job functions that could impact stormwater quality (Required by February 15, 2009, S5.C.9.b.viii.)	Y		This element was completed early, during 2008.	See Attachment B, Section 3.6, Page 12-13.
80	Developed and implemented Stormwater Pollution Prevention Plan(s) for all heavy equipment maintenance or storage yards, and material storage facilities owned or operated by the Permittee in areas subject to this Permit that are not covered under another Ecology-issued stormwater discharge permit. (Required by February 15, 2009, S5.C.9.b.xi)	NA		This requirement not yet due.	

Question		Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
<b>S5.C.10 Education and Outreach Program</b>					
81	Implemented or participated in an education and outreach program designed to achieve measurable improvements in understanding of the problem and associated solutions for the target audiences listed in S5.C.10.b. ( <i>Required</i> by February 15, 2008, S5.C.10.b.i)	Y			See Attachment B, Section 3.7, Page 13-22.
82	Implemented or participated in an effort to measure understanding and adoption of the targeted behaviors by the target audiences listed in S5.C.10.b.i. ( <i>Required</i> to begin February 15, 2008, S5.C.10.b.ii)	Y			See Attachment B, Section 3.7, Page 13-22.

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
<b>S7. Compliance with Total Maximum Daily Load Requirements</b>				
83 Is there a Total Maximum Daily Load (TMDL) listed in Appendix 2 applicable to you? (S7)	N		There are no TMDLs listed in Appendix 2 for the City of Seattle. Therefore, no additional action is required	See Attachment B, Section 5, Page 24.
84 <b>Attached</b> (as part of the Program Evaluation and Other Activities narrative in Section VII.B) a summary of the status of TMDL implementation activities conducted by the Permittee, and/or on behalf of the Permittee, including as applicable: <ul style="list-style-type: none"> <li>• How TMDL-related activities are incorporated into the SWMP or other permit requirements, such as monitoring</li> <li>• Any lists or inventories required</li> <li>• Description of inspections, including total number of sites targeted and number of inspections conducted</li> <li>• Any specific deadlines or milestones reached in the reporting term and associated dates</li> <li>• Selected monitoring and implementation approaches, where options are described in Appendix 2</li> <li>• Other information necessary to provide a summary of the TMDL implementation status</li> </ul>	N		There are no TMDLs listed in Appendix 2 for the City of Seattle. Therefore, no additional action is required	See Attachment B, Section 5, Page 24.

Question		Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
85	If applicable, complied with the specific requirements identified in Appendix 2. (S7.A)	NA		There are no TMDLs listed in Appendix 2 for the City of Seattle. Therefore, no additional action is required	
<b>S8. Monitoring</b>					
86	During the reporting period, stormwater monitoring studies involving the Permittee's MS4 were conducted by the Permittee, on behalf of the Permittee, or were reported to the Permittee and <b>attached</b> (as part of the Program Evaluation and Other Activities narrative in Section VII.B) is a brief description of the type of information gathered or received. (S8.B.1)	Y			See Attachment B, Section 6, Page 23-24.
<b>General Conditions</b>					
87	Notified Ecology of the failure to comply with the permit terms and conditions within 30 days of becoming aware of the non-compliance. (G20)	Y		The City submitted G20 notices: July 2008, stating its inability to fully meet permit condition S5.C.5.b.i, S5.C.5.7.b.i and S5.C.9.b.ii; August 2008, stating its inability to fully meet permit condition S5.C.G.2.b; and December 2008, stating its inability to fully meet permit condition S5.C.7.b.iii.	
88	Notified Ecology immediately in cases where the Permittee becomes aware of a discharge from the MS4 which may cause or contribute to an imminent threat to human health or the environment? (G3 and G20)	Y		The City's practice is to report to the Environmental Response Tracking System for all IDDE/Complaint Response/Spills to the MS4 of which the City becomes aware. The City reported 86 to Ecology in 2008. Not all reports represented events that may have caused or contributed to an imminent threat.	

**REMINDER:** Save your work as you go. Did you answer each question, provide necessary background information in the # and/or *Comments* field, and attach and/or note the filename and page number of all required documentation in the *Attachment* field? Proceed to the Attachments (**Section VII**) tab next.

## **VII. Annual Report Attachments**

### **A. Annual Update of Stormwater Management Program Document (S5.A.1 and S9.E)**

Attach your annual update of your Stormwater Management Program (SWMP) document to the email in which you transmit this Annual Report form to Ecology. Label each file clearly. If only parts of the SWMP document have changed, you may attach only those updated sections or pages provided you clearly describe that the provided attachments represent replacement pages.

### **B. Program Evaluation and Other Activities Narrative**

Attach a document that includes your narrative program assessment and other required information as follows. The Table of Contents below identifies seven chapters.

#### **Table of Contents**

1. If applicable, notification of any changes to authorization pursuant to G19.C (S9.E.9).
2. If applicable, a summary of any actions taken pursuant to S4.F (S9.E.3).
3. Assessment of the appropriateness of your program design and/or specific BMPs identified for each component of the SWMP, including any changes made or anticipated to be made, and why (S9.E.6 and S8.B.2).
  - 3.1 Public Involvement and Participation
  - 3.2 Controlling Runoff from New Development, Redevelopment and Construction Sites
  - 3.3 Structural Stormwater Controls
  - 3.4 Source Control Program for Existing Development
  - 3.5 Illicit Connections and Illicit Discharges Detection and Elimination
  - 3.6 Operation and Maintenance Program
  - 3.7 Education and Outreach Program

4. Updated information required under S5.C.6.b about the Structural Stormwater Control Program (if not provided in the annual SWMP update in Section VII.A)
5. Summary of actions taken to comply with applicable TMDL requirements (S9.E.4).
6. Brief description of any stormwater monitoring studies not part of your Annual Stormwater Monitoring Report involving your MS4 in accordance with S8.B.1 (S9.E.6).
7. Operations and Maintenance Records, if applicable
  - 7.1 Justification of reduced inspection frequency, including records if applicable, pursuant to S5.C.9.b.ii(3), S5.C.9.b.iii(1) and S5.C.9.b.iv(2).
  - 7.2 Information pertaining to stormwater facility maintenance or repair requiring capital construction of \$25,000 or more (S5.C.9.b.v). This information may be presented in a summary table and, when the maintenance or repair has not yet been completed, should include an estimated cost and an estimated completion date
8. Notification of any annexations, incorporations or jurisdictional boundary changes in the geographic area of coverage during the reporting period, and implications for the SWMP (S9.E.8), if applicable.

**REMINDER:** Send electronic and hard copies of these attachments to Ecology according to directions in the Certification tab under Section V. Proceed to the **Monitoring (Section VII)** tab next.



## **VIII. Annual Stormwater Monitoring Report (S8.H and S9.E.5)**

Refer to the Annual Stormwater Monitoring Report contents guidance for additional information regarding Ecology's expectations for this report.