



STATE OF WEST VIRGINIA DEPARTMENT OF
ENVIRONMENTAL PROTECTION DIVISION OF
WATER AND WASTE MANAGEMENT

MS4 ANNUAL REPORT FORM

For Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

Please see instructions before completing this form. If you need more space than allowed, please attach a document.

Abbreviations

BMP = Best Management Practice

IDDE = Illicit Discharge Detection and Elimination

MCM = Minimum Control Measure

SWMP = Storm Water Management Program

TMDL = Total Maximum Daily Load

WV = West Virginia

I. Small MS4 Operator Information		
1. Annual report reporting period:		
2. Name of MS4:	3. Registration number:	
4. Primary contact:	5. Title:	
6. Mailing address:		
7. City:	8. Zip code:	9. County:
10. Telephone number:		
11. Email:		

II. Impaired Waters Information		
12. Does the MS4 discharge into impaired water bodies?	Yes	No
13. Please provide a description of specific BMPs that were implemented to reduce pollutants of concern in impaired receiving waters and waters in which a TMDL has been developed. (WV MS4 2014 General Permit-p. 46, #12)		
<ul style="list-style-type: none"> - Dry weather outfall inspections (Kanawha Twomile) - ID Tagged inspected outfalls (Kanawha Twomile) - Drain to River Markers on Inlets - Drain to River stenciling on Inlets - Construction site inspections - Ongoing GIS Mapping - Street Sweepers (street cleaning) - Vactor Trucks (inlet trash and debris removal) - Municipal Training 		
14. Has a TMDL been developed since your plan was approved?	Yes	No

III. Fiscal Reporting	
15. Include or attach a fiscal analysis of capital and operating expenditures to implement the MCMs. The fiscal analysis shall include only those expenditures by the locality seeking coverage under the WV MS4 2014 General Permit and not those for MCMs implemented by other entities. (WV MS4 2014 General Permit, p. 46, #13)	
16. Please provide total capital expenditures for this reporting period.	\$
17. Please provide total operating expenditures for this reporting period.	\$

IV. Coordination Efforts and Organization

18. Please provide a description of the coordination efforts with other MS4s, county governments, transportation agencies, colleges, universities, correctional facilities, prisons, and any other entities regarding the implementation of the MCMs, including the status of any memoranda of understanding or other agreements executed between the permittee(s) and any other entity. (WV MS4 2014 General Permit, p. 46, #9)

19. Please provide name and contact information for individual with overall program management and implementation responsibility, and if different, name and contact information of individuals responsible for each minimum control measure. Please attach a table of organization.

V. Changes to SWMP

20. Did any of your activities, BMPs, or measurable goals as outlined in your SWMP change during the reporting period?	Yes	No
21. Do you anticipate any planned activities, BMPs, or goals as outlined in your SWMP to change in the upcoming reporting period?	Yes	No
22. If anything has changed, please indicate the MCM and performance measure and provide a brief description below, and attach detailed documentation of the changes, schedule of implementation, measurable goals, and overall effect on your program. (WV MS4 2014 General Permit, p. 24, #6 and #7)		
23. Is additional documentation attached?	Yes	No

VI. MCM 1: Public Education and Outreach (WV MS4 2014 General Permit,)

24. Did you complete all the proposed activities and performance measures for this MCM for this reporting period?	Yes	No
25. Contact:	26. Phone:	

Performance Measure 1a: Program implementation

27. Were the proposed activities for developing a public education and outreach program implemented?	Yes	Partially	No
28. List and briefly describe each of the public education and outreach program development activities undertaken during this reporting period. (WV MS4 2014 General Permit, p. 46, #1)			
29. Did you achieve all the goals that you identified in your SWMP related to developing the education and outreach program for this reporting period? (WV MS4 2014 General Permit, p. 46, #3)	Yes	No	
30. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2014 General Permit, p. 46, #4)			

Performance Measure 1b: Evaluation of effectiveness of public education and outreach efforts			
31. Did you evaluate the effectiveness of the public education and outreach program?	Yes	Partially	No
32. How did you evaluate the effectiveness of the public education and outreach program in this reporting period? (WV MS4 2014 General Permit, p. 46, #2)			
1) Brochures – The number of brochures taken from kiosk locations. Record of replacement numbers and dates. 2) Social Media - Website: (www.charlestonstormwater.org) Using giveaways and voting, commenting, we direct citizens to our website via signage and/or facebook. The number of people who comment or vote is how we measure effectiveness. Facebook: (http://www.facebook.com/charlestonstormwaterprogram) The number of ‘reaches’, ‘likes’, ‘shares’, and ‘post clicks.’ 3) Stormwater marking and stenciling program. Measure effectiveness by number of IDDE calls we get. 4) Public/Municipal comments/IDDE reporting boxes are evaluated by participation, number of comments that are left. This seems to be getting lower, as other forms of communication become more mainstream such as facebook, website, and e-mail. We do not feel it is as effective as it was in the past. 5) Community Meetings – Participation in the class is one of the ways we measured interest/effectiveness, but number of questions asked during class. 6) IDDE reporting – We document calls on IDDE, we also post the Stormwater Hotline on FB, and keep track of all reports. 7) Public Exhibits – We use giveaways to measure effectiveness by asking public to answer a question & drawing weekly prizes. Also measure the number of reaches, likes, shares, etc. on FB. 8) Community Events - We spoke face to face with a lot of people. Effectiveness was very high, and we measured reactions on FB.			
33. Regardless of your answer to the previous question, have you identified new or better ways to evaluate the public’s understanding of your program and water quality issues?	Yes	No	
34. If yes, please describe any changes you would like to consider to improve your evaluation of effectiveness of outreach.			

Performance Measure 1c: Documentation and tracking of public education and outreach efforts			
35. Did you track and keep records of your outreach activities?	Yes X	Partially	No
36. For print, radio, and television media activities, did you keep records that include i) a description of the content or theme; ii) the date of completion of the materials; iii) the date of release or distribution, and iv) the duration of air time or publication? (WV MS4 2014 General Permit, p. 46, #1)	Yes	No	NA
37. Are your records available upon request?	Yes	No	NA
38. For pamphlets, brochures, and other finite printed products, did you keep records that include: i) a description of the content or theme; ii) the date of completion of the materials; iii) the date of release or distribution; iv) the location or placement of the materials; and v) date of follow up visits to replenish or transition to the next outreach product? (WV MS4 2014 General Permit, p. 46, #1)	Yes	No	NA
39. Please describe any additional or alternative documentation and tracking of public education and outreach activities you are implementing.			

VII. MCM 2: Public Involvement and Participation (WV MS4 2014 General Permit)

40. Did you complete all the proposed activities and performance measures for this MCM for this reporting period?	Yes	No
41. Contact:	42. Phone:	

Performance Measure 2a: Opportunities for ongoing public involvement and participation in the SWMP

43. Did you create, or are you in the process of creating, ongoing opportunities for the public to participate in the development, implementation, and updating of your SWMP?	Yes	No
44. Did you achieve all the goals that you identified in your SWMP related to creating and maintaining ongoing opportunities for public involvement and participation for this reporting period? (WV MS4 2014 General Permit, p. 46, #3)	Yes	No
45. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2014 General Permit, p. 46, #4)		
46. List and briefly describe each of the activities undertaken during the reporting period to create ongoing opportunities for the public to participate in your SWMP. (WV MS4 2014 General Permit, p. 46, #1)		
47. Describe how you evaluated the effectiveness of your public participation efforts (citizen attendance at public hearings, requests for information on your SWMP, hotline activity, etc.). (WV MS4 2014 General Permit, p. 46, #2)		
48. Describe the steps taken to ensure that public participation opportunities are ongoing and, if necessary, additional program maintenance activities in future reporting periods to ensure continued participation opportunities. (WV MS4 2014 General Permit, p. 46, #4)		

Performance Measure 2b: Communications with community, watershed, and environmental organizations			
49. Did you establish a program for routine communications with community based watershed groups or other organizations?	Yes	Partially	No
50. Describe the steps taken to ensure that your programs for routine communications with community-based watershed groups or other organizations are ongoing, or any additional program activities that you believe may be required to ensure continued communications. (WV MS4 2014 General Permit, p. 46, #4)			
51. Did you achieve all the goals that you identified in your SWMP related to creating and maintaining ongoing communications with community based watershed groups or other organizations for this reporting period? (WV MS4 2014 General Permit, p. 46, #3)	Yes	Partially	No
52. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2014 General Permit, p. 46, #4)			

Performance Measure 2c: Public availability of SWMP and annual report		
53. Did you make your SWMP and annual report available to the public?	Yes	No
54. If yes, please indicate the web address, or if a physical location, please indicate where it is and the process, if any, required for the public to access it.		


VIII. MCM 3: Illicit Discharge Detection and Elimination (WV MS4 2014 General Permit)

55. Did you complete all the proposed activities and performance measures for this MCM for this reporting period?	Yes	No
56. Contact:	57. Phone:	

Performance Measure 3a: MS4 map

58. Were your proposed activities for creating and annually updating your MS4 map for the reporting period implemented?	Yes	Partially	No
59. List and briefly describe the activities undertaken to either develop or update your MS4 map. (WV MS4 2014 General Permit, p. 46, #1)			

Performance Measure 3b: Illicit Discharge Detection and Elimination (IDDE) ordinance development		
60. Has your municipality adopted an IDDE ordinance in accordance with the requirements of the WV MS4 2014 General Permit (Part II Section C.7.c.10 &11)?	Yes	No
61. If not, please describe the activities or progress made in adopting or updating an existing ordinance and provide an estimated date for adoption. (WV MS4 2014 General Permit, p. 46, #1)		

Performance Measures 3c and 3e: IDDE program implementation and assessment, and program tracking		
62. Is your IDDE program fully implemented, including visual inspections based on a system of prioritizing outfalls and procedures for characterizing discharges?	Yes	No
63. If no, please describe obstacles, if any, to implementation, and an estimate of when your program will be fully implemented.		
64. Were all your measurable goals met for implementing and evaluating an IDDE program during this reporting period? (WV MS4 2014 General Permit, p. 46, #3)	Yes	No
65. How many field assessments were conducted during the reporting period?		
66. How many illicit discharges were identified during the reporting period?		
67. How would you characterize the type of illicit discharges found (sewer cross connections, spills, illegal dumping, unaware residents, etc.)? 		
68. How would you characterize the type of pollutants discovered in illicit discharges (oil and grease, fecal coliform, chlorine, paints, etc.)? Name the top five pollutants discovered or uncovered by your IDDE program.		
69. How many corrective actions were taken to remove illicit discharges?		
70. How many enforcement actions were initiated to eliminate illicit discharges into the storm sewer system?		
71. Have you attached additional documentation to better identify the nature and extent of the program activities and accomplishments?	Yes	No

Performance Measure 3d: Public education on hazards of illegal discharges and improper disposal of waste			
72. Did you conduct any activities for educating the public on hazards of illegal discharges for this reporting period? (WV MS4 2014 General Permit, p. 46, #3)	Yes	Partially	No
73. List and briefly describe each of the education and outreach activities undertaken during this reporting period. (WV MS4 2014 General Permit, p. 46, #1)			
74. Were any of these activities included in the public education and outreach efforts described in MCM 1?	Yes	No	
75. How did you evaluate the effectiveness of the activities described in the list above? (WV MS4 2014 General Permit, p. 46, #2)			
76. Did you achieve all the goals that you identified in your SWMP related to educating the public on hazards of illegal discharges for this reporting period? (WV MS4 2014 General Permit, p. 46, #3)	Yes	No	
77. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2014 General Permit, p. 46, #4)			

Performance Measure 3f: Training for municipal staff on identification, reporting, and elimination of illicit discharges			
78. Have you developed a program to train municipal employees on illicit discharges?	Yes	Partially	No
79. Did you conduct any municipal employee training during this reporting period?	Yes		No
80. List and briefly describe the training activities conducted during the reporting period. (WV MS4 2014 General Permit, p. 46, #1)			
81. How did you evaluate the effectiveness of the training activities? (WV MS4 2014 General Permit, p. 46, #2)			
82. How many municipal employees were trained to identify and report illicit discharges? (WV MS4 2014 General Permit, p. 46, #2)			
83. Did you achieve all the goals that you identified in your SWMP related to training municipal employees on IDDE procedures for this reporting period? (WV MS4 2014 General Permit, p. 46, #3)	Yes	No	
84. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2014 General Permit, p. 46 #4)			

IX. MCM 4: Construction Site Runoff Control (WV MS4 2014 General Permit , p. 19-22)

85. Did you complete all proposed activities and performance measures for this MCM for this reporting period?	Yes	No
86. Contact:	87. Phone:	

Performance Measures 4a and 4b: Develop and implement an ordinance to address stormwater runoff from construction sites one acre or greater

88. Has your municipality adopted a construction site runoff control ordinance in accordance with the requirements of the WV MS4 2014 General Permit (Part II Section C.7.d.2 and 4)	Yes	Partially	No
89. If a program ordinance has not been adopted, have the proposed activities for developing and implementing an ordinance to address stormwater runoff from construction sites been implemented?	Yes	Partially	No
90. Please indicate the anticipated ordinance adoption schedule. (WV MS4 2014 General Permit, p. 46, 4.a)1)			
91. Has your construction site ordinance been reviewed and/or updated to include any new criteria during the reporting period?	Yes	Partially	No
92. Is your construction site program being fully implemented to include provisions for: i) plan review, ii) routine site inspections, iii) enforcement, and iv) record keeping and reporting?	Yes	Partially	No
93. Please indicate the number of plan approvals during the reporting period.			
94. Please indicate the number of construction site inspections during the reporting period.			
95. Please indicate the number of enforcement actions during the reporting period (can attach document).			
96. Are enforcement records maintained and available upon request?	Yes	Partially	No
97. Is there adequate funding to fulfill the program implementation requirements required by the WV MS4 2014 General Permit?	Yes	Partially	No
98. Briefly list and describe any activities outlined in your SWMP completed during the past permit year related to construction site operator and/or permittee site inspector training. (WV MS4 2014 General Permit, p. 46, 4.a)1)			
99. Did you achieve all the goals that you identified in your SWMP related to developing or implementation and assessment of a construction site runoff control program for this reporting period? (WV MS4 2014 General Permit, p. 46, #3)	Yes	No	
100. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2014 General Permit, p. 46, #4)			

X. MCM 5: Controlling Runoff from New Development and Redevelopment (WV MS4 2014 General Permit, p. 22-33)

101. Did you complete all proposed activities and performance measures for this MCM for this reporting period?	Yes	No
102. Contact:	103. Phone:	

Performance Measure 5a: Develop, implement, and enforce a program to protect water resources by addressing stormwater discharges from regulated new and redevelopment projects

104. Has your municipality adopted a stormwater management ordinance in accordance with WV MS4 2014 General Permit (Part II Section C.7.e.8, 11(a))	Yes	Partially	No
105. If your ordinance has not been adopted, please describe the progress made towards final ordinance adoption during this reporting period, and expected date of final adoption. (WV MS4 2014 General Permit, p. 46, 4.a)1)			
106. Does your (proposed) ordinance include language incorporating the development incentives described in the WV MS4 2014 General Permit (Part II Section C.7.e.13)?	Yes	No	
107. Does your (proposed) ordinance include language incorporating the off-site mitigation or fee-in lieu alternatives to on-site BMP implementation as described in the WV MS4 2014 General Permit (Part II Section C.7.e.16)	Yes	No	
108. Have you developed a process for reviewing and updating your ordinance and program implementation to address the adequacy of provisions for: i) requiring runoff volume reduction on new and redevelopment sites, ii) plan review, iii) BMP construction and maintenance inspections, iv) enforcement, v) inventory and tracking, and vi) record keeping and reporting?	Yes	No	
109. How many projects were reviewed during the reporting period?			
110. What types of projects were reviewed (residential, commercial, industrial, etc.)? (WV MS4 2014 General Permit, p. 32, (u)(ii))			
111. Provide a summary of the number and types of stormwater BMPs approved in new and redevelopment projects during the reporting period. Please list the BMPs according to the BMP specification number from the WV Stormwater Management Manual (2012). (WV MS4 2014 General Permit, p. 32, (u)(iii))			

112. Provide a summary of the number and type of projects that qualified for each of the development incentives described in the WV MS4 2014 General Permit (Part II Section C.7.e.16.(u)(iii)) during the reporting period. Please indicate if you have attached additional documentation.



113. Provide a summary of the number of projects that qualified for any offsite mitigation or payment in lieu options described in the WV MS4 2014 General Permit (Part II, Section C.7.e.16(u)(iii)) during the reporting period. Please indicate if you attach additional documentation.

114. How many maintenance agreements were approved during the reporting period?
(WV MS4 2014 General Permit, p. 32, (u)(iv))

115. Were any maintenance agreements recorded at the county courthouse?

Yes

No

116. Provide a summary of the number and type of stormwater BMP inspections conducted by MS4 personnel or contracted agents (construction as-built, ongoing operation and maintenance audits, complaint driven, etc.). Include (or attach) a summary of: i) the type and number of BMPs requiring maintenance or repair, ii) the number brought into compliance, and iii) the number of enforcement actions taken.
(WV MS4 2014 General Permit, p. 32, (u)(v))

117. Did you achieve all the goals that you identified in your SWMP related to developing and/or implementing and assessing a stormwater management program for this reporting period?
(WV MS4 2014 General Permit, p. 46, #3)

Yes

No

118. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above.
(WV MS4 2014 General Permit, p. 46, #4)

Performance Measure 5b: Long-term watershed protection elements			
119. Does a local ordinance or equivalent document incorporate the watershed protection elements described in WV MS4 2014 General Permit (Part II Section C.7.e.8))	Yes	Partially	No
120. If yes, please describe how the permittee's legal authority addresses the following watershed protection elements: (WV MS4 2014 General Permit, p. 32,(u)(i))			
121. Minimize impervious cover.			
122. Preserve, protect, create, and restore ecologically sensitive areas.			
123. Implement practices that prevent or reduce thermal impacts to streams.			
124. Seek to avoid or prevent hydromodification of water bodies caused by development.			
125. Minimize impacts to existing vegetation (especially trees).			
126. Minimize impacts to native undisturbed soils.			
127. If the watershed protection elements have not yet been incorporated into a planning document or ordinance, please describe the actions to be taken to incorporate these elements. (WV MS4 2014 General Permit, p. 23, # 10)			

Performance Measure 5c: Street and parking design assessments		
128. Were the proposed activities for assessing the current street design guidelines and parking requirements implemented (WV MS4 2014 General Permit, page 33 (v))?	Yes	No
129. If this is your third-year report, please attach your report assessing the current street and parking design requirements, and recommendations and proposed schedules for incorporating policies and standards to maximize vegetation and minimize impervious cover where possible. (WV MS4 2014 General Permit, p. 46, #8)		

Reference:

Stormwater Guidance Manual, Chapter 3, "Site Planning and Low Impact Development".

www.charlestonstormwater.org

XI. MCM 6: Pollution Prevention & Good Housekeeping for Municipal Operations (WV MS4 2014 General Permit, p. 33-38)

130. Did you complete all the required performance measures for this MCM for this reporting period?	Yes	No
131. Contact:	132. Phone:	

Performance Measures 6a and 6b: Develop and implement an operation and maintenance program for all municipal facilities that includes prevents or reduces the discharge of polluted runoff

133. Were the proposed activities for developing a pollution prevention and good housekeeping program for municipal operations implemented?	Yes	Partially	No
134. List and briefly describe the activities outlined in your SWMP for the development of a pollution prevention and good housekeeping program for municipal operations undertaken during this reporting period.			
135. Do you have a pollution prevention plan for each of your municipal facilities as required by the WV MS4 2014 General Permit (Part II Section C.7.f)1)?	Yes	No	
136. Do you have an inspection schedule for conducting inspections at your municipal facilities as required by the WV MS4 2014 General Permit (Part II Section C.7.f)5)?	Yes	No	
137. Are you tracking and maintaining records of inspection and maintenance activities for each municipal facility as required by the WV MS4 2014 General Permit (Part II Section C.7.f)6)?	Yes	No	
138. If you answered no to any of the previous three questions, please indicate your proposed schedule for implementing the requirements of the WV MS4 2014 General Permit (page 46, 4.a)1).			
139. How many inspections were conducted at each municipal facility during the reporting period?			
140. List the top three problems that you have found while conducting inspections at municipal facilities.			
141. Were these problems corrected? (WV MS4 2014 General Permit, p. 46, 4.a)1)?	Yes	No	

142. Did you achieve all the goals that you identified in your SWMP related to developing a pollution prevention and good housekeeping program for municipal operations for this reporting period? (WV MS4 2014 General Permit, p. 46, 4.a)3)?	Yes	No
143. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2014 General Permit, p. 46, 4.a)4)		

Performance Measure 6c: Municipal employee good housekeeping training			
144. Were the proposed activities for developing a pollution prevention and good housekeeping training program for municipal employees implemented as described in the WV MS4 2014 General Permit (Part II, Section C.7.f.8)10)?	Yes	Partially	No
145. Were the proposed activities for implementing a pollution prevention and good housekeeping training program for municipal employees implemented as described in the WV MS4 2014 General Permit (Part II, Section C.7.f.8)9)10)?	Yes	Partially	No
146. Did municipal employees receive training in accordance with the guidelines described in the WV MS4 2014 General Permit (Part II, Section C.7.f.8)?	Yes	Partially	No
147. How many employees received training during the reporting period? (WV MS4 2014 General Permit, p. 46, 4.a)1)?			
148. Are you maintaining records of all municipal training activities (including training agendas, learning objectives, instructor qualifications, sign in sheets, etc.)?	Yes	No	
149. Explain how the effectiveness of the training activities was evaluated (number of employees trained and/or certified in specific good housekeeping skills, measurable improvements in cost or performance of facility maintenance activities, or as outlined in your SWMP). (WV MS4 2014 General Permit, p. 46, 4.a)4)			
150. Did you achieve all the goals that you identified in your SWMP related to training municipal employees on pollution prevention and good housekeeping for this reporting period? (WV MS4 2014 General Permit, p. 46, 4.a)3)?	Yes	No	
151. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 20149 General Permit, p. 46, 4.a)4)			