

**Stormwater Management Plan  
Phase II Permit for Western Washington**

The Evergreen State College  
Facilities Services  
Olympia, Washington 98505

In compliance with the requirements of the *National Pollutant Discharge Elimination System and State Water Discharge General Permit for Discharges in Western Washington.*

November 27, 2006

**Table Of Contents**

**ACRONYMS AND DEFINITIONS .....3**

**PERMIT TIMELINE .....5**

**SUMMARY OF PERMIT REPORT SUBMITTALS AND COMPLIANCE DATES .....6**

**S1. PERMIT DESCRIPTION AND SUMMARY .....7**

**S2. CAMPUS DESCRIPTION .....8**

**S3. PUBLIC EDUCATION AND OUTREACH .....8**

**S4. PUBLIC INVOLVEMENT AND PARTICIPATION .....11**

**S5. ILLICIT DISCHARGE DETECTION AND ELIMINATION .....11**

**S6. POLLUTION PREVENTION AND GOOD HOUSEKEEPING .....13**

**SOURCES .....16**

**APPENDIX 1- CONTACT LIST .....17**

**APPENDIX 2- ANNUAL REPORT FORM .....18**

**APPENDIX 4 .....24**

## Acronyms and Definitions

**Best Management Practices (BMP)** are the schedules of activities, prohibitions of practices, maintenance procedures, and structural and/or managerial practices approved by the Department that, when used singly or in combination, prevent or reduce the release of pollutants and other adverse impacts to waters of Washington State.

**CWA** means Clean Water Act (formerly referred to as the Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972)

**Ecology** means Washington State Department of Ecology

**EPA** means Environmental Protection Agency

**Illicit Discharge** means any discharge to a municipal separate storm sewer that is not composed entirely of storm water except discharges pursuant to a NPDES permit (other than the NPDES permit for discharges from the municipal separate storm sewer) and discharges resulting from fire fighting activities.

**Municipal Separate Storm Sewer System (MS4)** means a conveyance, or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains):

(i) owned or operated by a state, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to State Law) having jurisdiction over disposal of wastes, storm water, or other wastes, including special districts under State law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under section 208 of the CWA that discharges to waters of the United States.

(ii) designed or used for collecting or conveying stormwater.

(iii) which is not a combined sewer; and (iv) which is not part of a Publicly Owned Treatment Works (POTW) as defined at 40 CFR 122.2. The Evergreen State College stormwater system operates as an MS4

**National Pollutant Discharge Elimination System (NPDES)** means the national program for issuing, modifying, revoking, and reissuing, terminating, monitoring and enforcing permits, and imposing and enforcing pretreatment requirements, under sections 307, 402, 318, and 405 of the Federal Clean Water Act, for the discharge of pollutants to surface waters of the state from point sources. These permits are referred to as NPDES permits and, in Washington State, are administered by the Washington Department of Ecology.

**Point Source** means pollution that can be traced back to a single origin or source.

**Secondary Permittee** means an operator of a regulated small MS4 that is not a city, town or county. The Evergreen State College is a Secondary Permittee.

**Small Municipal Separate Storm Sewer System (Small MS4)** means an MS4 that is not defined as “large” or “medium” pursuant to 40 CFR 122.26(b)(4) & (7) or designated under 40 CFR 122.26 (a)(1)(v). Small MS4s include systems similar to separate storm sewer systems in municipalities such as: universities, large publicly owned hospitals, prison complexes, highways and other thoroughfares. The Evergreen State College is a small MS4.

**Tenants and Residents** for the purposes of this stormwater management plan; residents are individuals living at housing units operated by Residential and Dining Services. Tenants are entities who lease space from the college. Under the stormwater management plan, the only tenant is the Olympia Community School; their lease expires June 2008.

**TESC** means The Evergreen State College

**WSDA** means Washington State Department of Agriculture

---

## Permit Timeline

**Permit Effective Date February 16, 2007**  
**Permit Expiration Date February 15, 2012**

<i>Deadline</i>	<i>Task</i>
February 16, 2008	-prohibit illicit discharge and illegal dumping; -develop and implement an enforcement plan to ensure compliance.
February 16, 2009	-begin field inspections for illicit discharge. One third of known outfalls must be inspected annually.
February 16, 2010	-50% of stormwater inlets and oil-water separators shall be labeled. -Annual education program shall begin. -O&M Plan shall be developed and implemented.
August 19, 2011	-All stormwater inlets shall be labeled. -The latest updated version of the SWMP shall be made available to the public via public notice. -The SWMP shall be fully implemented. -A spill response plan shall be developed.

## Summary of Permit Report Submittals and Compliance Dates

<i>Submittal and/or Compliance Requirements</i>	<i>Purpose</i>	<i>Frequency</i>	<i>Beginning</i>	<i>Send To</i>
SWMP Annual Report  See Appendix 2 for Annual Report Forms	Determine compliance with the permit	Annually	March 31, 2008	Department of Ecology Water Quality Program Municipal Stormwater Permits PO Box 47696 Olympia, WA 98504-7696
Notification of Spill	Make Ecology aware of a spill into a municipal storm sewer system which could constitute a threat to human health, welfare, or the environment	As needed	Immediately when known	Dept. of Ecology (360) 407-6300 Dept. of Health, Shellfish Program (360) 236-3330
Reapplication	Renew coverage under the permit	Once	180 days prior to Permit expiration date	Dept. of Ecology Water Quality Program Municipal Stormwater Permits PO Box 47696 Olympia, WA 98504-7696

## S1. PERMIT DESCRIPTION AND SUMMARY

### A. Background

The purpose of this document is to delineate the process by which The Evergreen State College (TESC) shall comply with the *National Pollutant Discharge Elimination System (NPDES) and State Waste Discharge General Permit for Discharges from Small Separate Storm Sewers in Western Washington*. This permit authorizes the discharge of stormwater to the waters of the state of Washington from municipal separate storm sewer systems (MS4s). Permitted MS4s must effectively prohibit non-stormwater discharges into the storm sewers and must apply stormwater management controls to the maximum extent practicable.

### B. Requirements

TESC is classified under the NPDES as a Secondary Permittee, which is an MS4 operator that is not a city, town or county. TESC is required to apply for and obtain coverage under the Western Washington NPDES permit. In order to qualify for that coverage, TESC shall implement the following actions and activities:

1. Public Education and Outreach- Educate tenants and residents on stormwater issues, through a variety of media including labeling storm drain inlets, to increase awareness on the public's role in water stewardship.
2. Public Involvement and Participation- Make the public aware of the program content and status of implementation via public notice.
3. Illicit Discharge Detection and Elimination- Establish and enforce a policy that prevents illicit discharge to the maximum extent practicable.
4. Construction Site Stormwater Runoff Control- Ensure that all construction projects comply with the NPDES and local ordinances, rules, and regulations.
5. Post-Construction Stormwater Management for New Development and Redevelopment- Ensure that completed projects comply with the NPDES and local ordinances, rules, and regulations.
6. Pollution Prevention and Good Housekeeping for Municipal Operations- Develop and implement an operation and maintenance (O&M) plan to minimize stormwater pollution.

### C. Execution

The above actions and activities shall be carried out in accordance with stated deadlines, and they shall be fully implemented no later than 180 days prior to the expiration date of the permit (August 19, 2011). Further information can be accessed at the EPA NPDES National Menu of Stormwater Best Management Practices website (<http://cfpub.epa.gov/npdes/stormwater/menuofbmps>).

## **S2. CAMPUS DESCRIPTION**

The issue of surface water is particularly relevant to TESC, because it is located on the Cooper Point Peninsula, with extensive waterfront on the Eld Inlet. The college focuses on many environmental issues, not least of all clean water, and it has set a good example in minimizing its impact on the inlet by maintaining a largely undeveloped, heavily forested campus. The reasoning behind this choice, apart from minimizing TESC's ecological footprint, is that a relatively natural and undisturbed campus fosters well being, supports environmental education, and allows for outdoor recreation.

The undeveloped portions of TESC property have been set aside as "Reserves." The five campus Reserves—North, South, East, West, and Shoreline—are key to the health of the campus watershed. The Shoreline Reserve is both the most ecologically important and heavily visited. The 3300 foot waterfront is home to a wide variety of shellfish, and because it has been protected, it is a valuable resource for education on marine ecology. However, it faces some issues: it is a popular destination for students and community members, and it is bounded on its eastern end by the mouth of Snyder Creek, the primary outlet for campus runoff.

The majority of this runoff is channeled from the campus core, where most of TESC's buildings are concentrated. Thus, the campus core is also the location of the highest number of impervious surfaces on TESC property. These include the roofs of the Lab buildings, Arts Annex, Rotunda, Daniel J. Evans Library, Seminar I, Seminar II, Communication, College Activities Building, Campus Recreation Center, residential housing, etc.; the pavement in Red Square; and the walkways among the buildings. Green strips, small gardens, green roofs, pervious paving, and native trees mitigate the effects of impervious surfaces.

Other impervious surfaces include campus parking lots; there are three primary lots on campus: B, C and F. B-lot and C-lot are located to the south and southeast of the Daniel J. Evans Library complex, and F is located north of the Residence Halls. There is a joint oil-water separator for B and C lots to the west of C-lot, from which stormwater passes through a Red Alder grove and travels south and west before entering Eld Inlet. The oil-water separator for F is located at its north-east corner, and water from it passes into a drainage ditch that runs along Overhulse Rd. NW before cutting north-westward into the woods to join Snyder Creek.

Snyder Creek receives a large volume of campus stormwater runoff, as does the Red Alder grove west of C-lot, but illicit discharge to that system is reduced through the use of pervious pavement, oil-water separators, bio-swales and dense vegetation. These measures serve to filter many of the potential pollutants out before they reach the Eld Inlet, and in this way TESC works constantly to preserve water quality in the Puget Sound.

## **S3. PUBLIC EDUCATION AND OUTREACH**

### **A. Content**

This section outlines the process whereby TESC shall educate tenants and residents on

stormwater issues. Some elements must be initiated, while others are already in place and shall be maintained. The goal throughout shall be to increase awareness of the link between on-campus activities and the water quality of the south Puget Sound. Tenants and residents shall be provided with guidance on steps and specific actions that they can take to reduce their stormwater pollution potential. (<http://cfpub.epa.gov/npdes/stormwater/menuofbmps>).

## B. Authority

This process shall be carried out through the Office of Environmental Health and Safety, which shall design and implement specific means of carrying out each of the elements, delegating as necessary. The required educational topics shall be covered through a variety of media and employ the following strategies:

### 1. Label Stormwater Drains.

Storm drain inlets that are located in maintenance yards, in parking lots, along sidewalks and walkways shall be clearly and permanently labeled with the message “Dump no waste Drains to Eld Inlet”. The specific location of these storm drain inlets is indicated on the stormwater drainage map Appendix 3.

At least half of these inlets shall be labeled by February 16, 2010; and all of the inlets shall be labeled by August 19, 2011. Any inlet having a label that is no longer clearly visible and/or easily readable shall be re-labeled within 90 days.

### 2. Educate tenants and residents on stormwater issues.

Each year, beginning no later than February 16, 2010, the Office of Environmental Health and Safety shall distribute information on the impact of stormwater discharges on receiving waters and the steps that can be taken to reduce pollutants in stormwater runoff. This information shall be distributed through a variety of media: handouts, webpages, and/or lectures. Different combinations of topics shall be addressed each year, and by August 19, 2011, all of the following topics will have been covered:

#### a. How stormwater runoff affects surface water.

TESC tenants and residents shall be educated on common pollutants, particularly those associated with commuting to and living on campus. They shall also be educated on the potential impact of those pollutants on surface water. An emphasis shall be placed on the impact of everyday activities on water quality, and ways in which TESC community members can minimize their impact on surface water shall be recommended.

#### b. Proper use and application of pesticides and fertilizers.

TESC maintains a strict policy against herbicides and non-organic fertilizers. Tenants and residents shall be educated on the reasoning behind this policy, and they shall be encouraged to carry this ideology into their own homes.

#### c. Benefits of using native and well-adapted vegetation.

Tenants and residents shall be educated on the reasoning behind the Arboretum Plan and the ways in which it can support the effort to phase out non-native vegetation on campus. The aim of this session shall be to spread information about the plan, encourage further student participation in garden development, and secure support for possible expansion in the future. See <http://academic.evergreen.edu/projects/arboretum/home.html> for more information.

d. Alternative equipment washing practices including cars and trucks that minimize pollutants in stormwater.

Tenants and residents shall be educated on equipment and vehicle washing practices that minimize discharge to the MS4, which include: using a commercial car wash, using biodegradable soaps, using nozzles that shut off automatically, limiting wastewater to the greatest extent practicable; washing in a designated pervious area, diverting wash water into the sanitary sewer system; and covering storm drains while washing vehicles.

e. Benefits of proper vehicle maintenance and alternative transportations choices.

Tenants and residents shall be educated on available alternative transportation programs: the Bus Pass System, which allows current TESC students to ride Intercity Transit for free by showing their student id; and CTR (Commute Trip Reduction), which is a state mandated program aimed to reduce the number of people who drive to campus alone. Educate employees on the Employee Benefits Program, which rewards employees who use alternative commute methods with free Intercity Transit passes, on campus lockers and showers, limited free on campus parking and other benefits.

Commute Trip Reduction Program shall spread information on the nature of these programs, and it shall encourage participation in them. The goal shall be to sustain high participation in the programs, thereby reducing campus traffic and the resulting pollution.

f. Proper handling and disposal of wastes, including the location of hazardous waste collection facilities in the area.

Tenants and residents shall be educated on proper identification and disposal of household hazardous waste, including locations of local used oil recyclers, used battery collection sites and household hazardous waste drop off sites. See Appendix 4 for locations.

g. Benefits of litter control and proper disposal of pet waste.

Littering on TESC property occurs most noticeably in the North Campus Reserve, where informal gatherings are held and campers are known to reside periodically. Police Services conducts regular patrols of this area to remove campers, and an outside contractor is hired to remove any remaining debris. EHS will work with the Communications Manager to inform the campus community of the impact of littering.

Pets are not permitted in the residence halls, but the North Campus Reserve and Shoreline Reserve are heavily visited by dog walkers. This audience shall be addressed by posting a sign at the head of the trail into the North Campus Reserve, which bears information on the environmental hazards associated with canine fecal coliforms. The EPA identifies non-human waste as a significant source of nonpoint source pollution.

#### **S4. PUBLIC INVOLVEMENT AND PARTICIPATION**

By August 19, 2011, the Director of Facilities shall publish a public notice in local newspaper soliciting public review of the SWMP. The latest updated version of the SWMP shall be made available to the public via posting to the TESC website.

#### **S5. ILLICIT DISCHARGE DETECTION AND ELIMINATION**

TESC shall comply with local ordinances, rules, and regulations that govern non-stormwater discharges. By February 16, 2008, TESC shall develop, adopt and enforce appropriate procedures prohibiting illicit discharges and illegal dumping. These procedures shall address, at the minimum: illicit connections, non-stormwater discharges and spilling, dumping, or otherwise improperly disposing of hazardous materials, pet waste, and litter.

A. The following sources may be discharged to the stormwater system:

1. Non-stormwater discharges covered by another NPDES permit
2. Discharges from emergency fire fighting activities
3. Diverted stream flows
4. Rising ground waters
5. Uncontaminated ground water infiltration
6. Foundation drains
7. Air conditioning condensation
8. Irrigation water from agricultural sources that is commingled with urban stormwater
9. Springs
10. Water from crawl space pumps
11. Footing drains
12. Flows from riparian habitats and wetlands.

B. The following sources are not allowed to discharge to the stormwater system, unless stated conditions are met:

1. *Discharges from potable water sources*, including water line flushing, hyperchlorinated water line flushing, fire hydrant system flushing, and pipeline hydrostatic test water, unless the water is dechlorinated to 0.1 ppm or less, pH-adjusted if necessary, and controlled to prevent resuspension of sediments in the stormwater system. TESC uses DeChlor Demon by Hose Monster to dechlorinate potable water sources.

2. *Discharges from lawn watering and other landscape irrigation runoff.* These discharges are reduced through limited irrigation only during the summer months. Underground reservoirs in the upper fields and underground drainage pipes in the lower fields further reduce runoff. Irrigation schedules and sprinkler patterns are monitored frequently to ensure landscaped areas are not overwatered.
3. *Dechlorinated swimming pool discharges.* Limit swimming pool power-outage related discharges to the MS4 to the greatest extent practicable.
4. *Street and sidewalk wash water, water used to control dust, and routine external building wash down that does not use detergents.* Where moss accumulates, buildings and sidewalks are cleaned with a high pressure washer annually. A street sweeper is used to clean roadways and walkways. Water is conserved to the maximum extent practicable, and no chemicals are used.

The Grounds group shall conduct field inspections and visually inspect for illicit discharges at all known outfalls that discharge to surface waters. Illicit discharge is wastewater that enters the stormwater system without being treated, and it occurs as a result of improper connections in the wastewater system. The wastewater system shall be regularly inspected for integrity. At least one third (on average) of stormwater outfalls shall be inspected each year beginning no later than two years from the date of permit coverage. Inspections shall examine chemical and fecal coliform levels, and records shall be kept of inspections and follow-up activities.

- C. No later than 180 days prior to the expiration date of the Permit, develop and implement a spill response plan that includes coordination with a qualified spill responder.
- D. Motor Pool, the Grounds group, and the Maintenance Services group shall be trained in the prevention of spills and illicit discharges. They shall be oriented in the proper handling of wastewater and the means for detecting—through visual inspection and testing—illicit discharges.

## S6. POLLUTION PREVENTION AND GOOD HOUSEKEEPING

Pollution prevention and good housekeeping require the development and implementation of a solid plan, and employees must be trained to follow that plan. The goal of the plan is to lessen our contribution of pollutants to the Eld Inlet the maximum extent practicable, by identifying and targeting everyday activities that may affect stormwater.

### A. O&M Plan

No later than three years from the date of permit coverage, the Grounds and Maintenance groups shall develop and implement an operation and maintenance (O&M) plan to minimize stormwater pollution. The O&M plan must include appropriate pollution prevention and good housekeeping procedures for all of the following operations, activities, and/or types of facilities. Grounds and Maintenance shall keep records in order to track 1) performance of operational source control activities, 2) performance of scheduled inspections, 3) responses to spills and 4) other potential pollution incidents. Operations, activities and/or types of facilities include:

1. *Stormwater collection and conveyance systems, including catch basins, stormwater sewer pipes, open channels, culverts, structural stormwater controls, and structural runoff treatment and/or flow control facilities.*

The bulk of these systems is in the campus core, and it can be divided into two sub-systems with different outlets: The B&C lot drainage system, and the campus core drainage system. Drainage from B&C lots runs through the oil-water separator west of C lot and passes south and west before entering the Eld Inlet. The campus core—which includes roof drains, underground drains, open ditches, and oil-water separators—drains north into Snyder Creek, which then enters into the Eld Inlet. See the Stormwater Drainage map for the precise location of these systems.

The O&M Plan shall establish a formal procedure for monitoring, maintaining, and repairing these systems. The O&M Plan shall include a timeline for inspection, a protocol for addressing maintenance issues, and a plan for record keeping. Further, it shall delegate these responsibilities to specific parties. These inspections shall be done at regular intervals, with records kept of all observations and actions.

The O&M Plan's emphasis shall be on prevention. It shall identify and implement means of minimizing the influx of debris into the MS4. Open ditches shall be visually inspected and cleared of debris as necessary. The waste from oil-water separators shall be removed regularly and disposed of properly. TESC shall conduct spot checks of stormwater treatment and flow control facilities following a 24 hour storm event with a 10-year or greater recurrence interval.

The plan shall establish maintenance standards that are as protective or more protective of facility function as those specified in Chapter 4 Volume V of the 2005 Stormwater Management Manual for Western Washington. A printed copy of this can be ordered at (<https://wws2.wa.gov/prt/printwa/wsprt/default.asp>), or an electronic version can be

accessed at (<http://www.ecy.wa.gov/programs/wq/stormwater/index.html>).

## 2. *Roads and parking lots.*

The primary routes of access to TESC property are The Evergreen Parkway, and Driftwood Lane; and there are several parking lots. The O&M Plan must address procedure for de-icing these paved areas, which is carried out by the Grounds group. The current practice is to apply sand, which is not often necessary, as ice is uncommon on campus. The O&M Plan establish a formal procedure for applying sand, including efforts to limit the amount of sand that is used. Further, it shall address the storage of sand and other materials, including salt and chemicals, which are currently stored in a closed building in the Facilities Maintenance Yard. The O&M plan shall address the proper storage of materials within that building.

The O&M Plan shall also include and all-season BMPs to reduce road and parking lot debris and other pollutants from entering the MS4, such as street sweeping on a regular basis. It shall include a schedule for the frequency of street and parking lot cleaning, and a protocol for appropriate disposal of waste collected during this process.

## 3. *Vehicle fleets.*

Motor Pool maintains TESC's fleet of official vehicles, and they are stored, washed, and maintained in the Facilities Maintenance Yard. The O&M Plan shall establish a procedure for these activities, including measures for pollution prevention and runoff reduction. The Plan shall ensure that vehicles are washed in a designated area, that runoff from vehicle washing is conveyed into the wastewater system, and that maintenance is always performed in the closed maintenance building. The plan shall seek consistency of practices, to reduce the discharge of pollutants to the MS4 to the maximum extent practicable.

## 4. *External building maintenance.*

The Maintenance group performs external building maintenance by annually power washing the buildings and sidewalks as needed. The O&M Plan shall establish a formal protocol for cleaning and any other external building maintenance that may be required.

## 5. *Parks and open spaces.*

The O&M Plan shall address the application of organic fertilizers and BMPs for landscape maintenance and vegetation disposal; and trash management.

## 6. *Material storage areas, heavy equipment storage areas, and maintenance areas.*

These areas are centralized in the Facilities Maintenance Yard. TESC shall develop and implement a Stormwater Pollution Prevention Plan to protect water quality at this location.

## B. *Employee Training*

All employees whose construction, operations, or maintenance job functions may impact

stormwater quality shall be educated in the following areas:

1. *The importance of protecting water quality*- Employees shall be trained on the recreational, educational, and ecological value of TESC's waterfront and the Eld Inlet in general.
2. *The requirements of the Permittee*- Employees shall be trained on the contents of the SWMP and the steps that TESC must follow to comply with the permitting process.
3. *Operation and maintenance requirements*- Employees shall be trained on the contents of the O&M Plan and on steps for compliance with that plan.
4. *Inspection Procedures*- Employees shall be trained on the frequency and manner of inspections. They shall be given proper equipment to do their jobs, and they shall be trained in its use. Employees shall be trained to follow the schedules contained in the O&M Plan.
5. *Ways to perform their job activities to prevent or minimize impacts to water quality*- Employees shall be trained in the impact of everyday activities on water quality and provided with alternatives that reduce impact.
6. *Procedures for reporting water quality concerns, including potential illicit discharges*- Employees shall be given information on who they can contact to report illicit discharges and other water quality concerns. They may contact Grounds and maintenance to do inspections, and they may contact Environmental Health and Safety to find out more information.

## Sources

Environmental Protection Agency National Pollutants Discharge Elimination System Office of Wastewater Management. (<http://cfpub.epa.gov/npdes/>)

Washington State Department of Agriculture. (<http://agr.wa.gov/>)

Washington State Department of Ecology. (<http://www.ecy.wa.gov/>)

## **Appendix 1- Contact List**

### Facilities Services

Location: Lab II Building, Room 1254

Fax: (360) 867-6791

### Sign Shop

Contact: Ahoi Mench, Sign Maker

3540 Driftwood Road NW

Phone: (360) 867-6378

### Environmental Health and Safety

Contact: Robyn Herring

Lab II 1265

2700 Evergreen Parkway

Olympia, Wa. 98505

Phone: (360) 867-6111

Email: [herringr@evergreen.edu](mailto:herringr@evergreen.edu)

### Commute Trip Reduction

Parking Services, Seminar 2150

2700 Evergreen Parkway NW

Olympia, WA 98505

Phone:

(360) 867-6352    General Info

(360) 867-6131    Employee Transportation Coordinator

## Appendix 2- Annual Report Form

### Cover Page for Municipal Stormwater Permit Annual Report

Send to:

Municipal Unit, Western WA Stormwater Permit  
Water Quality Program  
Washington State Department of Ecology  
PO Box 47600  
Olympia, WA 98504-7600

Permittee Name: \_\_\_\_\_  
Western WA Phase II Municipal Stormwater Permit Coverage # \_\_\_\_\_  
Reporting Year: \_\_\_\_\_

Permittee contact person: \_\_\_\_\_  
Title:  
Address:

Phone:  
E-mail:

Permittee responsible official: \_\_\_\_\_  
Title:  
Address:

Phone:  
E-mail:

Are you relying on another governmental entity to satisfy some of your permit obligations? (As defined at 40 CFR 122.34(g)(3)(v)). If so, please provide the name and address of the agency, and attach a statement in accordance with S3.B:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

"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."

\_\_\_\_\_  
Signature of Responsible Official      Date

Form 2: Annual Report Form for Western WA Phase II Secondary Permittees									
Reporting Period:									
Reporting Condition #	Program Component	Requirement	Deadline - years after date of coverage	Compliance Reporting Date	On-going reporting required?	Status	Status Report Attached	Content of Status Report Summary	
S6. & S9	Stormwater Management Program (SWMP)	Annual written update of SWMP implementation (see column 9)	1 180 days before expiration date	3/31/2008	yes	C NC	yes no	Written documentation of SWMP as described in S9	
S6.	SWMP	Fully develop and implement SWMP	180 days before expiration date	3/31/2008	yes	C NC	yes no	Written documentation of SWMP as described in S9	
S6.A	SWMP	Include coordination mechanisms in the SWMP	180 days before expiration date	3/31/2008	yes	C NC	yes no	Summarize coordination mechanisms	
S6.B	SWMP	Demonstrate legal authority for operations to control discharges	180 days before expiration date	3/31/2008	yes	C NC	yes no	Summarize legal authorities	
S6.C.1.a	Public Education and Outreach	Label and maintain 50% of storm drains owned or operated	3 180 days before expiration date	3/31/2009	yes	C NC	yes no	Summary of storm drain labeling activities	
S6.C.1.a	Public Education and Outreach	Label and maintain all storm drains owned or operated		3/31/2011	yes	C NC	yes no	Summary of storm drain labeling activities	

## Form 2: Annual Report Form for Western WA Phase II Secondary Permittees

Reporting Period:		Requirement	Deadline - years after date of coverage	Compliance Reporting Date	On-going reporting required?	Status	Status Report Attached	Content of Status Report Summary
Reporting Condition #	Program Component							
S6.C.1.b	Public Education and Outreach	Distribute educational information on impacts of stormwater	3 180 days before expiration date	3/31/2010	yes	C NC NA	yes no	Summary of public education activities
S6.C.1.b.i-viii	Public Education and Outreach	Distribute educational information on i. - viii. as relevant	180 days before expiration date	3/31/2011	yes	C NC	yes no	Summary of public education activities
S6.C.2.a	Public Involvement	Publish public notice for comments on SWMP	180 days before expiration date	3/31/2011	yes	C NC	yes no	Summary of notice content, dates published and the name of the publication
S6.C.2.b	Public Involvement	Make SWMP and submittals available to public Comply with all relevant ordinances, rules and regs of local jurisdiction	before expiration date	3/31/2011	yes	C NC NA	yes no	Confirm Annual Report and SWMP posted on website
S6.C.3.a	IDD&E	Develop and adopt policies prohibiting illegal discharges and dumping	0	3/31/2008	yes	C NC	yes no	Status report of compliance with relevant ordinances
S6.C.3.b	IDD&E	Identify enforcement mechanisms to ensure compliance with illicit discharge policies	1	3/31/2008	yes	C NC	yes no	Status report of policy development and adoption
S6.C.3.b	IDD&E	Identify enforcement mechanisms to ensure compliance with illicit discharge policies	1	3/31/2008	yes	C NC	yes no	Status report of development and adoption of enforcement mechanisms

Form 2: Annual Report Form for Western WA Phase II Secondary Permittees									
Reporting Period:									
Condition #	Program Component	Requirement	Deadline - years after date of coverage	Compliance Reporting Date	On-going reporting required?	Status	Status Report Attached	Content of Status Report Summary	
S6.C.3.b	ID&E	Develop and implement an enforcement plan	1.5 years before expiration date	3/31/2008	yes	C	yes	Status report of enforcement plan	
S6.C.3.c	ID&E	Map of MS4		3/31/2008	no	C	yes	Report on status, submit map only if requested	
S6.C.3.d	ID&E	Conduct annual field inspections on 1/3 of outfalls and visually inspect for illicit discharges	2 years before expiration date	3/31/2008	yes	C	yes	Summary report on inspections	
S6.C.3.e	ID&E	Develop and implement a spill response plan	180 days before expiration date	3/31/2008	yes	C	yes	Summary report on plan and responses	
S6.C.3.f	ID&E	Ensure responsible staff are trained	180 days before expiration date	3/31/2008	yes	C	yes	Identify staff, name of training provided and dates	
S6.C.4.a	Construction Site Runoff Control	Comply with all relevant ordinances, rules and regs of local jurisdiction	0	3/31/2008	yes	C	yes	Status report of compliance with relevant ordinances	
S6.C.4.b	Construction Site Runoff Control	Obtain necessary permits for construction or industrial activities	0	3/31/2008	yes	C	yes	Summary of permits obtained	

Form 2: Annual Report Form for Western WA Phase II Secondary Permittees									
Reporting Period:									
Condition #	Program Component	Requirement	Deadline - years after date of coverage	Compliance Reporting Date	On-going reporting required?	Status	Status Report Attached	Content of Status Report Summary	
S6.C.4.c	Construction Site Runoff Control	Coordinate with local jurisdictions on projects owned or operated which discharge to permittee's MS4	0	3/31/2008	yes	C NC	yes no	Status report of coordination efforts	
S6.C.4.d	Construction Site Runoff Control	Provide staff training in erosion and sediment control BMPs or hire trained contractors	0	3/31/2008	yes	C NC NA	yes no	Identify staff, name of training provided and dates	
S6.C.4.e	Construction Site Runoff Control	Coordinate as requested to provide access for inspections	0	3/31/2008	yes	C NC NA	yes no	Summary of coordinated inspections	
S6.C.5.a	Post-Construction Stormwater Management	Comply with all relevant ordinances, rules and regs of local jurisdiction	0	3/31/2008	yes	C NC	yes no	Status report of compliance with relevant ordinances	
S6.C.5.b	Post-Construction Stormwater Management	Coordinate with local jurisdictions on projects owned or operated which discharge to permittee's MS4	0	3/31/2008	yes	C NC	yes no	Status report of coordination efforts	
S6.C.5.c	Post-Construction Stormwater Management	Comply with Minimum Technical Requirements in Appendix 1	1	3/31/2008	yes	C NC	yes no	Status report of compliance with Minimum Technical Requirements	

## Form 2: Annual Report Form for Western WA Phase II Secondary Permittees

Reporting Period:									
Condition #	Program Component	Requirement	Deadline - years after date of coverage	Compliance Reporting Date	On-going reporting required?	Status	Status Report Attached	Content of Status Report Summary	
S6.6.a	Pollution Prevention	Develop and implement an O&M program that includes record keeping Obtain industrial stormwater permit coverage for facilities owned or operated as needed	3	3/31/2008	yes	C NC NA	yes no	Report summary of source control, inspection and maintenance activities, responses to spills and other incidents for all facilities	
S6.6.b	Pollution Prevention	Provide training for staff working on stormwater operations	0	3/31/2008	yes	C NC NA	yes no	Report summary of coverages obtained.	
S6.6.b	Pollution Prevention	Provide training for staff working on stormwater operations	0	3/31/2008	yes	C NC NA	yes no	Identify staff, name of training provided and dates	

## **Appendix 4**

[http://www.co.thurston.wa.us/health/ehrp/pdf/pet\\_waste\\_bro\\_805.pdf](http://www.co.thurston.wa.us/health/ehrp/pdf/pet_waste_bro_805.pdf)