Industrial Stormwater Annual Report (AR) Submittal Tips

Below are common instances where the AR form will be returned to the responsible official (RO) on amendment for revisions. To ensure a successful review, please review the following tips:

- System Facility Name: Begin by selecting your industrial Facility from the dropdown. If the Facility is already selected and the form is not populating correctly, try unselecting the Facility and then reselecting it. After selecting the correct Facility, click the "Get NOI Information" button. If the Sector does not populate, then it is possible the Notice of Intent (NOI) has not been approved. **If your NOI has not been approved yet, stop here and contact someone on the Industrial Stormwater team for assistance.** If you are not seeing the Facility in the drop down, ensure you have correctly associated the Facility to the GEOS account.

- Question #1: Ensure you have included the proper reporting year. The Annual Reports for **reporting year 2021** are due January 31, 2022.

- Question #3: "Does the facility have a current Storm Water Pollution Prevention Plan (SWPPP) that includes all elements required by the 2017 IGP?"
    - If you select NO, please provide an explanation of why it is not updated and a schedule for completing the update in Question #12 of the form.

- Question #5: "Are all elements of the SWPPP presently in place, in good repair and functioning properly, including all Best Management Practices (BMP) and any spill response equipment?"
    - If you select NO, please review Part 5.1 of the permit regarding the required elements of the SWPPP and explain which elements need to be addressed and when they will be addressed in Question #12 of the form.

- Question #6: "Were the Quarterly Inspections and the Annual Comprehensive Site Evaluation conducted?"
    - If you select NO, please review Parts 4.2 and 4.3 of the Permit regarding the required inspections and explain why they were not conducted in Question #12 of the form.

- Question #7: "Based on inspection results, was the SWPPP adequate to meet applicable 2017 IGP requirements?"
    - If you select NO, you must either answer YES or NO for Question #8.

- Question #8: "If SWPPP revisions were necessary, were they implemented at the facility?"
    - If you answer YES, please briefly list SWPPP revisions completed in Question #12 of the form.

  - If you answer NO, briefly list planned SWPPP revisions and a schedule for completing them in Question #12 of the form.
  - Otherwise select N/A if you answered YES in Question #7.

- Question #9: "Did the facility inspect and certify that only allowable non-stormwater discharges are present, and document findings in the SWPPP?"
  - If you select NO, please review Part 4.3.3.g of the Permit regarding certifying the presence of non-stormwater discharges and document in Question #12 when you will comply with this section of the Permit and describe the corrective actions you will take to ensure this requirement is met in the future.

- Question #10: "Has the facility performed a smoke, dye, or equivalent test?"
  - If you select YES, provide the date of the last test in the box found at Question #10.
  - If you select NO, provide an approximate date for completing the test in Question #12 of the form.
  - If you select N/A, document in the SWPPP that the test does not apply to your facility and explain why it does not apply in Question #12 of the form.

- Question #11: "Has the facility documented corrective actions (required by Part 3 of 2017 IGP) in the SWPPP?"
  - If you select YES, briefly list Corrective Actions completed or planned in Question #12 of the form.
  - If you select NO, explain in Question #12 of the form why they were not documented.
  - If no corrective actions were needed, please select N/A for this question.

- Question #12: "Explain any items you failed to perform above and describe any BMP additions or modifications planned, and those completed during the prior calendar year (attach additional sheets if necessary)."

- Question #13: "Is the Facility required to conduct sector specific benchmark annual sampling of the 2017 IGP?"
  - If you select YES, enter the sampling data in the table. The outfalls will be in the order they are listed on the NOI. Please be aware that the table may not fill properly if the number of entries fills more than one page. You can refresh the table by de-selecting then reselecting the table. You may need to do so each time you edit the application.

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- Questions #16, and #17: Each outfall may have either sector specific "Benchmark(s)" (Table in Q13), Impaired Waters Benchmark sampling (Table in Q16), and/or Effluent Limit sampling (Table in Q17). The tables do not label multiple outfall identification numbers. You will have to distinguish the outfalls by observing the grouping of the contaminants listed for each outfall. The sampling requirements and the number of outfalls can be found on the facility's NOI.
    - If any benchmark is exceeded, please provide a plan to correct the exceedance in Question #12 or the Comment Section of the form.
    - If you have issues adding your sampling results, first re-select the "Get NOI Information" button, and do not edit any of the auto-filled boxes below the button. Cycle the "Yes/No" selection for Questions #13, #16 and #17, as applicable, to reveal the proper table for sample results.
    - If you are unable to use the tables for any reason, please contact one of the Industrial Stormwater Unit staff members listed at the end of this guide.

- Question #14: "Has the facility determined that no further pollutant reductions are technologically available and economically practicable and achievable in light of best industry practice to meet the technology-based effluent limits?"
    - Marking YES implies that you have exceeded the benchmark for one or more contaminants of concern and that you have performed a detailed engineering and cost analysis to make this determination. Please summarize the results of your analysis in Question #12.
    - If you have not performed the engineering and cost analysis, and believe you can meet the benchmark by improving your pollution prevention management practices, then mark this NO.

- Question #15: Has the facility reviewed EPD's most current USEPA approved Integrated 305(b)/303(d) List and list of approved TMDLs for the current year?
    - If you have not reviewed the list at the time of AR completion, please save your progress, and take a moment to review the current 305(b)/303(d) list. Make sure to check the list of impaired streams for any potential impaired stream sampling requirements.

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