

**INSTRUCTIONS – DEP FORM 62-624.600(2)  
ANNUAL REPORT FORM FOR INDIVIDUAL NPDES PERMITS FOR  
MUNICIPAL SEPARATE STORM SEWER SYSTEMS**

**Who Must Submit This Annual Report Form?**

Operators of municipal separate storm sewer systems (MS4s) that are covered by an individual NPDES stormwater permit pursuant to Rule 62-624, F.A.C. must submit this form. Each permitted operator must individually complete and submit this form, even if the operator is covered under a permit with multiple co-permittees or has established an interlocal agreement with one or more co-permittees.

**When to Submit This Annual Report Form?**

This form must be fully completed and submitted for each year of coverage under the NPDES stormwater permit term. The Year 1 Annual Report must cover the twelve-month period beginning on the effective date of the permit and is due six months after the first anniversary of the date of permit issuance. All subsequent annual reports are due six months after the anniversary of the effective date of the permit.

**Where To Submit This Annual Report Form?**

This form and any REQUIRED attachments must be sent by email to the NPDES Stormwater Program Administrator or to the MS4 coordinator. Their names and email addresses are available at: <http://www.dep.state.fl.us/water/stormwater/npdes/contacts.htm>. If files are larger than 10mb, materials may be placed on the NPDES Stormwater ftp site at: [ftp://ftp.dep.state.fl.us/pub/NPDES\\_Stormwater/](ftp://ftp.dep.state.fl.us/pub/NPDES_Stormwater/). After uploading the ANNUAL REPORT files, an email must be sent to the MS4 coordinator or the NPDES program administrator notifying them the report is ready for downloading. Do not submit any materials not specifically required to be submitted as per Section V of this form.

**Section I: BACKGROUND INFORMATION**

Row A — Provide the name of the governmental entity submitting this form. For example, “City of Lauderhill.”

Row B — Provide the name of the permit as it appears on the first page of your permit. For example, “Broward County MS4.” The permit name will not necessarily be the same name provided in Row A if the permit covers multiple co-permittees. If the name of the permit is the same name provided in Row A, repeat the name in Row B – do not leave the row blank.

Row C — Provide the last two digits of your permit number as it appears on the first page of your permit.

Row D — Indicate which permit year the annual report covers. If the permit year is beyond Year 5, check the last box and provide the appropriate permit year number.

Row E — Indicate the twelve-month period the annual report covers. Provide the month and year for the beginning of the period and the month and year for the end of the period. For example, “March/2003 through February/2004.” Do not provide the day.

Row F — Provide contact information for your Responsible Authority. The definition of a Responsible Authority can be found at Rule 62-620.305, F.A.C.

Row G — Provide contact information for the Designated Stormwater Management Program Contact if it isn't the same person as the Responsible Authority identified in Row F, otherwise leave this section blank. The Stormwater Management Program Contact is the technical person that oversees the stormwater program and is the primary contact for when the Department has questions about the annual report, is scheduling an annual inspection, or needs to discuss miscellaneous issues concerning implementation of the permit.

**Section II: MS4 MAJOR OUTFALL INVENTORY**

- This section is required to be completed in all permit years EXCEPT Year 1. In Year 1, you are required to provide an inventory and a map of all known major outfalls, in accordance with Rule 62-624.600(2)(a), F.A.C. In all subsequent permit years, you need to only provide any updates to the inventory by completing this section.
- The definition of a “major” outfall can be found at Rule 62-624.200(5), F.A.C.
- Row A — This row contains two separate questions. First, provide the number of outfalls ADDED to the outfall inventory in the current reporting year. If no outfalls were added, insert a “0” – do not leave it blank. Second, indicate whether the number of outfalls added includes any “non-major” outfalls by checking one of the following:
  - “Yes” if the number includes non-major outfalls
  - “No” if the number does not include non-major outfalls, or

- “Not Applicable” if no new outfalls were added to the inventory.
- **Row B** — Provide the number of outfalls REMOVED from the outfall inventory in the current reporting year. If no outfalls were removed, insert “0” – do not leave it blank. Then indicate whether the number of outfalls removed includes any “non-major” outfalls by checking one of the following:
  - “Yes” if the number includes non-major outfalls
  - “No” if the number does not include non-major outfalls, or
  - “Not Applicable” if no outfalls were removed from the inventory.
- **Row C** — Indicate whether the change in the total number of outfalls in the inventory is due to land being either annexed or vacated during the reporting year by checking one of the following:
  - “Yes” if the change is due to lands annexed, lands vacated, or lands both annexed and vacated.
  - “No” if the change is not due to lands annexed or vacated, or
  - “Not Applicable” if no outfalls were reported in Rows A or B as added or removed from the outfall inventory.

### **Section III: MONITORING PROGRAM**

**This is the ONLY section of this form that you may reference another permittee’s annual report to partially satisfy your reporting requirements**, but only if that permittee is fully reporting on the monitoring program as required by this form. In you choose to reference another permittee’s annual report, you must include the name of the permittee in Row A – do not leave this section blank.

**Row A** — Provide a brief summary of the status of monitoring plan implementation, including any problems encountered; or, if applicable, include the name of the permittee whose annual report you are referencing for the necessary monitoring information.

**Row B** — Each permittee must discuss the monitoring results as it relates to the implementation and effectiveness of their SWMP.

**Row C** — Attach to the form a summary of the monitoring data as required under Rule 62-624.600(2)(c), F.A.C. Do not provide the monitoring raw data.

### **Section IV: FISCAL ANALYSIS**

**Row A** — Provide a single figure that most accurately represents the total expenditures for the NPDES stormwater management program (SWMP) for the current reporting year. Be sure to include the costs of all departments involved (SWMP-related activities only) and of any contracts or interlocal agreements.

**Row B** — Provide a single figure that most accurately represents the total budget for the NPDES stormwater management program for the subsequent reporting year. Be sure to include the budgets of all the departments involved (SWMP-related activities only) and of any contracts or interlocal agreements.

### **Section V: MATERIALS TO BE SUBMITTED WITH THIS ANNUAL REPORT FORM**

Use the checklist in this section to determine what is required to be attached to this form. Do not submit any materials not required, such as records or logs of SWMP activities, monitoring raw data, public outreach materials, or pesticide and herbicide applicator certifications.

- For each item listed in the checklist, indicate whether it is “Attached” or “N/A” (Not Applicable). Do not leave any item unchecked.
- For the first item listed, carefully read Part III.A of your permit. In this section of your permit, certain annual reporting requirements are specified. The requirements include submitting certain quantifiable data (which are to be included in Section VII of this form) and may also include submitting non-quantifiable information, such as a copy of any stormwater-related updates to your local codes/ordinances.
- For the second item listed, indicate whether you attached the monitoring data summary requested in Section III.C of the form. If you referenced a co-permittee’s annual report for the monitoring information required in Section III, check the “N/A” box.
- For the third item listed, indicate whether you attached the major outfall inventory and a map of the major outfall locations in accordance with Rule 62-624.600(2)(a), F.A.C. This item is only applicable in Year 1. For all other reporting years, check the “N/A” box.
- For the fourth item listed, indicate whether you attached the estimates of pollutant loadings and event mean concentrations as required under Part V.A of your permit and in accordance with Rule 62-624.600(2)(b), F.A.C. This item is only applicable in Year 3. For all other reporting years, check the “N/A” box.

- For the fifth item listed, indicated whether you attached your permit re-application in accordance with the re-application requirements in Rule 62-624.420(2), F.A.C. This item is only applicable in Year 4. For all other reporting years, check the "N/A" box.

## **Section VI: CERTIFICATION STATEMENT AND SIGNATURE**

The Responsible Authority listed in Section I.F of this form must sign the certification statement provided in this section, in accordance with Rule 62-620.305, F.A.C. The annual report form will be returned to the permittee if the required signature is not included. If you choose to submit the annual report and attachments electronically, a signed paper copy of this section must also be submitted.

## **Section VII: STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE**

Column A — Columns B through F must be completed for each SWMP element indicated by the permit citation in Column A. No information is to be inserted by the permittee in this column.

Column B — Provide a summary of the permit requirements in Part III.A of your permit for each SWMP element and, underneath the summary, list the quantifiable SWMP activities related to the requirements. The particular quantifiable SWMP activities are specific to each permittee, but must include, at a minimum, the quantifiable activities that are required by the permit to be reported.

Column C — Provide a number representing the activities performed in the current reporting year for each of the quantifiable SWMP activities you listed in Column B. This column may not be left blank for any of the quantifiable SWMP activities listed in Column B.

Column D — Provide a title or description of the record that documents each number you provided in Column C. For example, "Daily Work Orders," "Illicit Complaint/Investigation Forms and Log," or "Construction Inspection Checklists and Log." If the activity is recorded entirely in an electronic database system, you may provide the name of the system, such as the "Hansen Model." This column may not be left blank for any of the numbers provided in Column C.

Column E — Provide the name of your department/division that is responsible for performing each of the SWMP activities listed in Column B, or provide the name of the co-permittee, private contractor, or other entity that is performing the activities on your behalf. Try to be as specific as possible by including, for example, the name of the employee responsible for a particular SWMP activity if only that employee can answer any questions concerning the activity. This column may not be left blank for any of the SWMP activities listed in Column B.

Column F — This column allows for any brief comments you determine are necessary to explain the information you provided in Columns C, D, and E.

## **Section VIII: EVALUATION OF THE STORMWATER MANAGEMENT PROGRAM**

For each section of your permit, discuss the strengths, weaknesses, and needed SWMP revisions to maximize the effectiveness of your SWMP in reducing stormwater pollutant loadings.

## **Section IX: CHANGES TO STORMWATER MANAGEMENT PROGRAM (SWMP) ACTIVITIES**

This section is to be completed, as applicable, in all permit years EXCEPT Year 4. In Year 4, any desired changes to your SWMP activities should be included in your permit re-application that is to be attached to the Year 4 Annual Report Form.

Row A — If applicable, include in this row any requested changes to your SWMP activities that are established as specific requirements under Part III.A of your permit. Provide the permit citation/SWMP element that corresponds to the

SWMP activity you want changed, describe the requested change, and provide a rationale for the change. Such changes cannot be implemented without prior approval from the Department and may require a permit revision in accordance with Rule 62-620.325, F.A.C.

Row B — If applicable, include in this row any changes to your SWMP activities that are NOT established as specific requirements under Part III.A of your permit but rather are activities at the discretion of the permittee. Provide the permit citation/SWMP element that corresponds to the SWMP activity you have changed, describe the change, and provide a rationale for the change.

**Checklist A: ATTACHMENTS TO BE SUBMITTED WITH ANNUAL REPORTS**

This checklist is provided to make it easier to remember what attachments must be submitted with each Annual Report. For each line, please check the appropriate box and insert the Attachment Number and Attachment Title in the appropriate boxes.

**Checklist B: REQUIRED ANNUAL REVIEW OF WRITTEN SOPs AND PLANS**

For each line, please check the appropriate boxes. If revisions are made to the Proactive Illicit Discharge Plan or the Construction Inspection Plan, please submit these with your Annual Report for review and approval by the Department.

**REMINDER LIST OF TMDL REPORTS TO BE SUBMITTED SEPARATELY FROM AN ANNUAL REPORT**

Please remember to submit the various reports required by Part VIII.B. for water bodies that have adopted TMDLs by their respective due dates.

**BASIN MANAGEMENT ACTION PLAN (BMAP) REPORTING**

If you have water bodies with adopted TMDLs and BMAPs that your MS4 discharges, please enter the title(s) of the applicable BMAP(s) and the date on which the last Annual Progress report was submitted to the Department's Watershed Planning and Coordination Section.



# ANNUAL REPORT FORM FOR INDIVIDUAL NPDES PERMITS FOR MUNICIPAL SEPARATE STORM SEWER SYSTEMS (RULE 62-624.600(2), F.A.C.)

- This Annual Report Form must be completed and submitted to the Department to satisfy the annual reporting requirements established in Rule 62-621.600, F.A.C.
- Submit this fully completed and signed form and any REQUIRED attachments by email to the NPDES Stormwater Program Administrator or to the MS4 coordinator. Their names and email addresses are available at: <http://www.dep.state.fl.us/water/stormwater/npdes/contacts.htm>. If files are larger than 10mb, materials may be placed on the NPDES Stormwater ftp site at: [ftp://ftp.dep.state.fl.us/pub/NPDES\\_Stormwater/](ftp://ftp.dep.state.fl.us/pub/NPDES_Stormwater/). After uploading the ANNUAL REPORT files, an email must be sent to the MS4 coordinator or the NPDES program administrator notifying them the report is ready for downloading
- Refer to the Form Instructions for guidance on completing each section.
- **Please print or type information in the appropriate areas below**

SECTION I. BACKGROUND INFORMATION		
<b>A.</b>	Permittee Name: City of Lakeland	
<b>B.</b>	Permit Name: Polk County Municipal Separate Storm Sewer System	
<b>C.</b>	Permit Number: FLS000015-003 (Cycle 3)	
<b>D.</b>	Annual Report Year: <input checked="" type="checkbox"/> Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Year 4 <input type="checkbox"/> Year 5 <input type="checkbox"/> Other, specify Year:	
<b>E.</b>	Reporting Time Period (month/year): October 2011 through September 2012	
<b>F.</b>	Name of the Responsible Authority: Rick E. Lilyquist, P.E.	
	Title: Director, Public Works Department	
	Mailing Address: 228 South Massachusetts Avenue	
	City: Lakeland	Zip Code: 33801-2467   County: Polk
	Telephone Number: 863-834-6001	Fax Number: 863-834-8040
E-mail Address: <a href="mailto:rick.lilyquist@lakelandgov.net">rick.lilyquist@lakelandgov.net</a>		
<b>G.</b>	Name of the Designated Stormwater Management Program Contact (if different from Section I.F above): Curtis Porterfield	
	Title: Manager, Lakes & Stormwater Division	
	Department: Public Works Department	
	Mailing Address: 407 Fairway Avenue	
	City: Lakeland	Zip Code: 33801-2467   County: Polk
Telephone Number: 863-834-8439		Fax Number: 863-834-3308
E-mail Address: <a href="mailto:curtis.porterfield@lakelandgov.net">curtis.porterfield@lakelandgov.net</a>		

SECTION II. MS4 MAJOR OUTFALL INVENTORY (Not Applicable In Year 1)	
<b>A.</b>	Number of outfalls ADDED to the outfall inventory in the current reporting year (insert "0" if none): 0 (Does this number include non-major outfalls? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable)
<b>B.</b>	Number of outfalls REMOVED from the outfall inventory in the current reporting year (insert "0" if none):0 (Does this number include non-major outfalls? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable)
<b>C.</b>	Is the change in the total number of outfalls due to lands annexed or vacated? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable

**SECTION III. MONITORING PROGRAM**

A.	An ambient monitoring program for this permit is established through an inter-local agreement with Polk County. Please see the Polk County Annual Report for the monitoring information. The County monitors the following lakes within the City of Lakeland's utility boundaries: Gibson, Parker, Hollingsworth, Hunter, Bonny, Little Bonny, Crystal, John, Somerset, Banana, and Deeson. The TMDL Prioritization report submitted last fiscal year to FDEP is the City of Lakeland's SWMP from this point forward. Data will be reported to FDEP on the timeline specified in the TMDL Prioritization report.
B.	The first TMDL monitoring and assessment plan, due August 2013, will include the latest updates to our SWMP. In the meantime, the County will provide the ambient monitoring data in those lakes noted above.
C.	Attach a monitoring data summary, as required by the permit. N/A

**SECTION IV. FISCAL ANALYSIS**

A.	Total expenditures for the NPDES stormwater management program for the current reporting year: \$7,682,190
B.	Total budget for the NPDES stormwater management program for the subsequent reporting year: \$7,771,640. This figure is the sum of monies paid to all other entities that provide supporting services plus the total City of Lakeland's Lakes and Stormwater operating budget.

**SECTION V. MATERIALS TO BE SUBMITTED WITH THIS ANNUAL REPORT FORM**

Only the following materials are to be submitted to the Department along with this fully completed and signed Annual Report Form (check the appropriate box to indicate whether the item is attached or is not applicable):

Attached	N/A	<b>***DEP Note: Please complete Checklists A &amp; B at the end of the tailored form.***</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any additional information required to be submitted in this current annual reporting year in accordance with Part III.A of your permit that is not otherwise included in Section VII below.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A monitoring data summary as directed in Section III.C above and in accordance with Rule 62-624.600(2)(c), F.A.C.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Year 1 ONLY: An inventory of all known major outfalls and a map depicting the location of the major outfalls (hard copy or CD-ROM) in accordance with Rule 62-624.600(2)(a), F.A.C.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Year 3 ONLY: The estimates of pollutant loadings and event mean concentrations for each major outfall or each major watershed in accordance with Rule 62-624.600(2)(b), F.A.C.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Year 4 ONLY: Permit re-application information in accordance with Rule 62-624.420(2), F.A.C.

**DO NOT SUBMIT ANY OTHER MATERIALS**  
(such as records and logs of activities, monitoring raw data, public outreach materials, etc.)

**SECTION VI. CERTIFICATION STATEMENT AND SIGNATURE**

*The Responsible Authority listed in Section I.F above must sign the following certification statement, as per Rule 62-620.305, F.A.C.:*

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 upon my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the 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 knowing violations.

Name of Responsible Authority (type or print): Rick E. Lilyquist, P.E.

Title: Director, Public Works Department

Signature: \_\_\_\_\_ Date:     /     /

**SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE**

Part III.A.1	Structural Controls and Stormwater Collection Systems Operation							
<i>The current MS4 inventory is robust and accurate. To ensure continued accuracy of data, the MS4 is undergoing GIS and field reviews by the City of Lakeland's Engineering and Lakes &amp; Stormwater Departments. Inspection and maintenance activities will likely be increased in certain watersheds pending the respective infrastructure inventory updates. MS4 infrastructure in all of our TMDL watersheds is currently under assessment and will be competed and updated as specified in the City of Lakeland's TMDL Prioritization Report.</i>								
Type of Structure	Number of Activities Performed					Documentation / Record	Entity Performing the Activity	Comments
	Total Number of Structures	Number of Inspections	Percentage Inspected	Number of Maintenance Activities	Percentage Maintained			
Dry retention systems	56	1,093	100	1,093	100	COL WORK ORDER SYSTEM DATABASE	Public Works Construction & Maintenance	
Exfiltration trench / French drains (linear feet)	14	48	100	33	100	COL WORK ORDER SYSTEM DATABASE	Public Works Construction & Maintenance	
Grass treatment swales (miles)	8	76	100	76	100	COL WORK ORDER SYSTEM DATABASE	Public Works Construction & Maintenance	
Dry detention systems	34	612	100	612	100	COL WORK ORDER SYSTEM DATABASE	Public Works Construction & Maintenance	
Wet detention systems	22	481	100	481	100	COL WORK ORDER SYSTEM DATABASE	Public Works Construction & Maintenance	
Pollution control boxes	12	75	100	75	100	COL WORK ORDER SYSTEM DATABASE	Public Works Construction & Maintenance	
Stormwater pump stations	2	2	100	2	100	COL WORK ORDER SYSTEM DATABASE	Public Works Construction & Maintenance	
Total (major & minor) stormwater outfalls	86	1,796	100	1,796	100	COL WORK ORDER SYSTEM DATABASE	Public Works Construction & Maintenance	
Weirs or other control structures	8	416	100	208	100	COL WORK ORDER SYSTEM DATABASE	Public Works Lakes & Stormwater	
MS4 pipes / culverts (LF)	1,422,833	34,214	2	34,214	2	COL WORK ORDER SYSTEM DATABASE	Public Works Construction & Maintenance	
Inlets / catch basins / grates	4,510	15,556	100	15,556	100	COL WORK ORDER SYSTEM DATABASE	Public Works Construction & Maintenance	INCLUDES CLEANINGS & INSPECTIONS,
Ditches / conveyance swales (SY)	93	7,644,780	100	7,644,780	100	COL WORK ORDER SYSTEM DATABASE	Public Works Construction & Maintenance	INCLUDES MOWING, SPRAYING, CLEANING & REPAIRS.

Part III.A.2 Areas of New Development and Significant Redevelopment					
	Permit Activity	Number of Activities	Documentation	Entity Performing the Activity	Comments
	Review of redevelopment projects	76	Engineering Spreadsheet for Project Review	Public Works Engineering Division	

Part III.A.3 Roadways					
	Permit Activity	Number of Activities	Documentation	Entity Performing the Activity	Comments
	PERMITTEE Litter Control Program: Frequency of litter collection	192	Maximo	COL P & R & FDOT Crews	
	PERMITTEE Litter Control Program: Estimated amount of area maintained (miles)	37.682	FDOT Contract	COL P & R & FDOT Crews	Contract # 412947-1-78-92
	PERMITTEE Litter Control Program: Estimated amount of litter collected (Tons)	27	Maximo	COL P & R & FDOT Crews	
	Trash Pick-up Events: Total miles cleaned	9.39	Litter Pick up Worksheet	COL L&S	
	Trash Pick-up Events: Estimated amount of litter collected (Bags collected)	128	Lakes Issues database	COL L&S	
	Adopt-A-Lake Program: Total miles cleaned	9.6	Adopt-A-Lake Worksheet	COL L&S	
	Adopt-A-Lake Program: Estimated amount of litter collected (Bags collected)	63	Lakes Issues database	COL L&S	
	Frequency of street sweeping	DAILY	Street Sweeper Log Work order database	PW C & M	Work week-Mon-Thurs 6:30am to 5pm
	Total miles swept (per year)	12,822	Street Sweeper Log Work order database	PW C & M	
	Estimated quantity of sweeping material collected (TONS)	2,795	Tonnage Spreadsheet	PW C & M	
	Total nitrogen loadings removed (pounds)	3044	Street Sweeper Load Reduction Spreadsheet	PW C & M	
	Total phosphorus loadings removed (pounds)	1947	Street Sweeper Load Reduction Spreadsheet	PW C & M	



Facility	Number of Inspections	Documentation	Entity Performing the Activity	Comments
Name of facility #1: Construction & Maintenance Yard & Transfer Station	12	Inspection reports	Public Works L & S & C & M	
Name of facility #2: Parks & Recs Repair Shop/Dumpster Facility	1	Inspection reports	Public Works L & S & Fleet	
Name of facility #3: Solid Waste Facility	1	Inspection Reports	Public Works L & S	

Part III.A.4	Flood Control Projects				
Permit Activity	Number of Activities	Documentation	Entity Performing the Activity	Comments	
Flood control projects completed during the reporting period	0	n/a	n/a	No flood control projects built during this permit cycle	
Flood control projects completed during the reporting period that did <b>not</b> include stormwater treatment	0	n/a	n/a	No flood control projects built during this permit cycle	
Stormwater retrofit projects planned	0	Lakes & Stormwater Lake Parker Project Files	Lakes & Stormwater	Stormwater retrofits will follow the schedule contained within the City's TMDL Prioritization Report.	
Stormwater retrofit projects under construction during the reporting period	3	Lakes & Stormwater Lake Parker Project Files	Lakes & Stormwater	Lake Parker Basin retention ponds	
Stormwater retrofit projects completed during the reporting period	3	Lakes & Stormwater Lake Parker Project Files	Lakes & Stormwater	Lake Parker Basin retention ponds	

Part III.A.5	Municipal Waste Treatment, Storage, and Disposal Facilities Not Covered by an NPDES Stormwater Permit				
Facility	Number of Inspections	Documentation	Entity Performing the Activity	Comments	
Name of facility #1: Construction & Maintenance Yard & Transfer Station	12	Inspection reports	Public Works L & S & C & M		
Name of facility #2: Fleet Maintenance Facility	12	Inspection reports	Public Works L & S & Fleet		
Name of facility #3: Parks & Recs Repair Shop/Dumpster Facility	1	Inspection report	Public Works L & S & Parks & Recs		

Part III.A.6	Pesticides, Herbicides, and Fertilizer Application				
	Permit Activity	Number of Activities	Documentation	Entity Performing the Activity	Comments
	PERSONNEL: Florida Department of Agriculture and Consumer Services (FDACS) certified applicators of pesticides and herbicides	15	Certificates	Parks & Recs, C & M, & Wastewater employees	
	PERSONNEL: Green Industry BMP Program training completed	6	Certificates	Parks & Recs	
	<b>FYN PROGRAM FUNDING: Permittee Provides Funding? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</b>				
	Estimated percentage of the population reached by the activities in total	25	L&S Educational Outreach Spreadsheet	COL L&S	For displays, distributions, web hits, and airings it's assumed the message is received by a new individual each quarter and that only 1 in 2 people receiving the message actively listen to it. Thus for these activities the total # of occurrences is first divided by 4 and then by 2. This number is added to the participant counts from the remaining outreach events. The total is then divided by COL's total current population.
	Brochures/Flyers/Fact sheets distributed	2269	Lakes Issues database	COL L&S	
	Neighborhood presentations: Number conducted	3	Lakes Issues database	COL L&S	
	Neighborhood presentations: Number of participants	74	Lakes Issues database	COL L&S	
	Newspapers & newsletters: Number of articles/notices published	7	Lakes Issues database	COL L&S	
	Newsletters: Number of newsletters distributed	123350	Lakes Issues database	COL L&S	
	Public displays (e.g., kiosks, storyboards, posters, etc.)	42	Lakes Issues database	COL L&S	
	Radio or television Public Service Announcements (PSAs)	37678	Lakes Issues database	COL L&S	
	School presentations: Number conducted	40	Lakes Issues database	COL L&S	
	School presentations: Number of participants	5104	Lakes Issues database	COL L&S	
	Seminars/Workshops: Number conducted	7	Lakes Issues database	COL L&S	
	Seminars/Workshops: Number of participants	134	Lakes Issues database	COL L&S	
	Special events: Number conducted	21	Lakes Issues database	COL L&S	
	Special events: Number of participants	3185	Lakes Issues database	COL L&S	
	Web Site: Number of hits / visitors to the stormwater-related pages	2,738	Website hits database	Engineering division	

<b>Part III.A.7.a</b>	<b>Illicit Discharges and Improper Disposal — Inspections, Ordinances, and Enforcement Measures</b>
	<i>No amendments made to the applicable legal authority.</i>

<b>Part III.A.7.c</b>	<b>Illicit Discharges and Improper Disposal — Investigation of Suspected Illicit Discharges and/or Improper Disposal</b>				
	<b>Permit Activity</b>	<b>Number of Activities</b>	<b>Documentation</b>	<b>Entity Performing the Activity</b>	<b>Comments</b>
	<b>Proactive inspections performed by Polk County on behalf of a permittee for suspected illicit discharges / connections / dumping</b>	213	Lakeland hazardous waste/used oil inspections excel file	Polk County – Andrea Stermer Proactive Inspections Database	Proactive inspections performed by Polk County occur within the utility boundaries of Lakeland.
	<b>Proactive inspections performed by the permittee for suspected illicit discharges / connections / dumping</b>	38	Access database & Inspection Reports/photos/map	COL & FDOT	
	<b>Illicit discharges / connections / dumping found during a proactive inspection</b>	27	Access database & Inspection Reports/photos/map	COL & FDOT	
	<b>Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a proactive inspection</b>	0	n/a	n/a	No violations issued
	<b>Fines issued for illicit discharges / connections / dumping found during a proactive inspection</b>	0	n/a	n/a	No fines issued
	<i>Written proactive inspection program plan</i>	-	-	-	<i>attached</i>
	<b>Reports received by Polk County of suspected illicit connections / discharges / dumping received</b>	0	n/a	n/a	Polk County reports not tracked; please see Polk County report
	<b>Reports received by the permittee of suspected illicit connections / discharges / dumping received</b>	93	Access database & Inspection Reports/photos	COL L & S	
	<b>Reactive investigations of reports of suspected illicit discharges/ connections / dumping</b>	105	Access database & Inspection Reports/photos	COL L & S	
	<b>Illicit discharges / connections / dumping found during a reactive investigation</b>	101	Access database & Inspection Reports/photos	COL L & S	
	<b>Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a reactive investigation</b>	3	Access database & Inspection Reports/photos	COL L & S	Notices of Deficiency were issued
	<b>Fines issued for illicit discharges / connections / dumping found during a reactive investigation</b>	0	n/a	n/a	No fines issued

Permit Activity	Number of Activities	Documentation	Entity Performing the Activity	Comments
Initial Illicit Discharge Training - Personnel	192	Lakes Issues database	COL L&S	
Initial Illicit Discharge Training – Contractors	16	Lakes Issues database	COL L&S	
Refresher Illicit Discharge Training - Personnel	176	Lakes Issues database	COL L&S	
Refresher Illicit Discharge Training - Contractors	0	Lakes Issues database	COL L&S	

Part III.A.7.d	Illicit Discharges and Improper Disposal — Spill Prevention and Response				
Permit Activity	Number of Activities	Documentation	Entity Performing the Activity	Comments	
Hazardous and non-hazardous material spills responded to	20	Response spreadsheet	COL Fire Department		
Initial Hazardous Spill Training - Personnel	6	Training sign-in sheets	COL Fire Department	HAZWOPER & Refresher training	
Initial Hazardous Spill Training - Contractors	0	n/a	n/a	All fire department personnel are City employees, no contractors are trained in-house.	
Refresher Hazardous Spill Training - Personnel	129	Training sign-in sheets	COL Fire Department	HAZWOPER & Refresher training	
Refresher Hazardous Spill Training - Contractors	0	n/a	n/a	All fire department personnel are City employees, no contractors are trained in-house.	

Part III.A.7.e	Illicit Discharges and Improper Disposal — Public Reporting				
Permit Activity	Number of Activities	Documentation	Entity Performing the Activity	Comments	
Estimated percentage of the population reached by the activities in total	13	-	-	For displays, distributions, web hits, and airings it's assumed the message is received by a new individual each quarter and that only 1 in 2 people receiving the message actively listen to it. Thus for these activities the total # of occurrences is first divided by 4 and then by 2. This number is added to the participant counts from the remaining outreach events. The total is then divided by COL's total current population.	
Publicize the Polk County or local Pollution Complaint Hotline	5	Lakes Issues database	COL L&S		
Brochures/Flyers/Fact sheets distributed	2,906	Lakes Issues database	COL L&S		
Neighborhood presentations: Number conducted	3	Lakes Issues database	COL L&S		

<b>Neighborhood presentations: Number of participants</b>	74	Lakes Issues database	COL L&S	
<b>Newspapers &amp; newsletters: Number of articles/notices published</b>	8	L&S backup folder	Lakeland Electric, Lakes Education/Action Drive	
<b>Newsletters: Number of newsletters distributed</b>	61,1350	LE/AD Annual Report	Lakeland Electric, Lakes Education/Action Drive	
<b>Public displays (e.g., kiosks, storyboards, posters, etc.)</b>	27	Z:\Lakes & Stormwater Education Programs	COL L&S	
<b>Radio or television Public Service Announcements (PSAs)</b>	37,678	Lakes Issues database & NCM Audit Report	COL L&S	
<b>School presentations: Number conducted</b>	40	Lakes Issues database	COL L&S	
<b>School presentations: Number of participants</b>	5,104	Lakes Issues database	COL L&S	
<b>Seminars/Workshops: Number conducted</b>	7	Lakes Issues database	COL L&S	
<b>Seminars/Workshops: Number of participants</b>	134	Lakes Issues database	COL L&S	
<b>Special events: Number conducted</b>	21	Lakes Issues database	COL L&S	
<b>Special events: Number of participants</b>	3,185	Lakes Issues database	COL L&S	
<b>Web Site: Number of visitors to the stormwater-related pages</b>	2,738	Website hits database	Engineering division	

<b>Part III.A.7.f</b>	<b>Illicit Discharges and Improper Disposal — Oils, Toxics, and Household Hazardous Waste Control</b>				
	<b>Permit Activity</b>	<b>Number of Activities</b>	<b>Documentation</b>	<b>Entity Performing the Activity</b>	<b>Comments</b>
	<b>Estimated percentage of the population reached by the activities in total</b>	45	-	-	% is based on the # of guides etc. distributed vs. # of households
	<b>Household Chemical Collection Center Program: Amount of waste collected / recycled / properly disposed (lbs &amp; gallons)</b>	1,536 gallons + 573 lbs of batteries	Material collected spreadsheet	COL & Polk County	Hazardous liquids in gallons
	<b>Household Chemical Collection Center Program: Events</b>	1	Newspaper & Access Lakeland document	COL Solid Waste division, Polk County Solid Waste	

Permit Activity	Number of Activities	Documentation	Entity Performing the Activity	Comments
Household Hazardous Waste Materials Guides distributed	16,151	Rehrig Penn Logistics Delivery Summary Report & informational letters spreadsheet, summary report file	COL Solid Waste	
Brochures/Flyers/Fact sheets distributed	2,906	Lakes Issues database	COL L&S	
Neighborhood presentations: Number conducted	10	Lakes Issues database & Public outreach spreadsheet SW	COL L&S & Solid Waste	
Neighborhood presentations: Number of participants	496	Lakes Issues database & Public outreach spreadsheet SW	COL L&S & Solid Waste	
Newspapers & newsletters: Number of articles/notices published	5	Lakes Issues database, Ledger advertisement, Access Lakeland ads, Insite time out ads	COL L&S & Solid Waste	
Newsletters: Number of newsletters distributed	395,800	Ledger, Access, & Insite ad docs, Utility bill insert distribution	COL Solid Waste, Lakeland Electric	
Public displays (e.g., kiosks, storyboards, posters, etc.)	29	Lakes Issues database & Access Lakeland	COL L&S & Solid Waste	
Radio or television Public Service Announcements (PSAs)	37,678	Lakes Issues database	COL L&S	
School presentations: Number conducted	41	Lakes Issues database & Solid waste database	COL L&S & Solid Waste	

Permit Activity	Number of Activities	Documentation	Entity Performing the Activity	Comments
School presentations: Number of participants	5,269	Lakes Issues database & Solid waste database	COL L&S & Solid Waste	
Seminars/Workshops: Number conducted	7	Lakes Issues database	COL L&S	
Seminars/Workshops: Number of participants	134	Lakes Issues database	COL L&S	
Special events: Number conducted	21	Lakes Issues database	COL L&S	
Special events: Number of participants	3,185	Lakes Issues database	COL L&S	
Storm sewer inlets newly marked/replaced	81	Lakes Issues database	COL L&S	
Web Site: Number of visitors to the stormwater-related pages	2,738	Website hits database	COL Engineering	

Part III.A.7.g	Illicit Discharges and Improper Disposal — Limitation of Sanitary Sewer Seepage				
Permit Activity	Number of Activities	Documentation	Entity Performing the Activity	Comments	
Activity to reduce/eliminate SSOs and inflow / infiltration: Sanitary sewer pipe inspected for infiltration (linear feet)	47,717	TV Main line work spreadsheet	COL Wastewater Department		
Activity to reduce/eliminate SSOs and inflow / infiltration: Sanitary sewer pipe sealed, lined, and / or replaced (linear feet)	10,475	Line work spreadsheet	COL Wastewater Department		
Activity to reduce/eliminate SSOs and inflow / infiltration: Sanitary sewer line breaks repaired	108	Point repair spreadsheet	COL Wastewater Department		
Activity to reduce/eliminate SSOs and inflow / infiltration: Septic systems removed	0	n/a	n/a		
Activity to reduce/eliminate SSOs and inflow / infiltration: Emergency generator added	0	n/a	n/a		
SSO incidents discovered	4	SSO Database	COL Wastewater		
SSO incidents resolved	4	SSO Database	COL Wastewater		
Inflow / infiltration incidents discovered	0	n/a	n/a	None recorded	
Inflow / infiltration incidents resolved	0	n/a	n/a	None recorded	
Name of owner of the sanitary sewer system	-	-	-	City of Lakeland	

Part III.A.8.a	Industrial and High-Risk Runoff — Identification of Priorities and Procedures for Inspections							
		Number of Facilities	Number of Inspections	For violations discovered during a high risk inspection				
				Fines issued	Notices of Violation (NOVs) / warning letters / citations issued			
	<b>Total high risk facilities</b>	15	-	-	-	COL High Risk Facilities Access Database	COL Lakes & Stormwater	
	<b>New high risk facilities added to the inventory during the current reporting period</b>	1	-	-	-	COL High Risk Facilities Access Database	COL Lakes & Stormwater	
	<b>Operating municipal landfills</b>	0	0	0	0	COL High Risk Facilities Access Database	COL Lakes & Stormwater	None in jurisdiction
	<b>Hazardous waste treatment, storage, disposal and recovery (HWTSDR) facilities</b>	0	0	0	0	COL High Risk Facilities Access Database	COL Lakes & Stormwater	None in jurisdiction
	<b>EPCRA Title III, Section 313 facilities (that are not landfills or HWTSDR facilities)</b>	7	1	0	0	COL High Risk Facilities Access Database	COL Lakes & Stormwater	No violations observed during inspections
	<b>Facilities determined as high risk by the permittee through the reactive inspections as per Part III.A.7.c</b>	2	2	0	2	Copies of warning letters	FDEP	Warning letters were issued by FDEP Tampa offices
	<b>Other facilities determined as high risk by the permittee (that are not facilities identified through the reactive inspections)</b>	6	3	0	0	COL High Risk Facilities Access Database	COL Lakes & Stormwater	No violations observed during inspections

Part III.A.8.b	Industrial and High-Risk Runoff — Monitoring for High Risk Industries							
	<b>High risk facilities sampled</b>	None sampled						



Part III.A.9.a	Construction Site Runoff — Site Planning and Non-Structural and Structural Best Management Practices				
	Permit Activity	Number of Activities	Documentation	Entity Performing the Activity	Comments
	PERMITTEE SITES: Construction site plans reviewed	7	Building Plans	Engineering division	
	PERMITTEE SITES: Construction site plans approved	5	Approved Plans	Engineering division	
	PRIVATE SITES: Construction site plans reviewed	76	Engineering Review spreadsheet	Engineering division	
	PRIVATE SITES: Construction site plans approved	46	Engineering Review spreadsheet	Engineering division	

*ERP and CGP review process undergoing refinements to be implemented in Yr 2*

	Permit Activity	Number of Activities	Documentation	Entity Performing the Activity	Comments
	Notified of ERP stormwater permit requirements	46	Stamped Plans	Engineering division	
	Confirmed ERP coverage	0	n/a	n/a	This element is not currently tracked by COL. Changes to COL's development review process in Year 2 will include signed confirmation of ERP and CGP coverage.
	Notified of CGP stormwater permit requirements	46	Stamped Plans	Engineering division	
	Confirmed CGP coverage	0	n/a	n/a	This element is not currently tracked by COL. Changes to COL's development review process in Year 2 will include signed confirmation of ERP and CGP coverage.

Part III.A.9.b	Construction Site Runoff — Inspection and Enforcement				
<i>COL's SOPs for stormwater, erosion, and sedimentation inspection program attached.</i>					
	Permit Activity	Number of Activities	Documentation	Entity Performing the Activity	Comments
	<b>PERMITTEE SITES: Active construction sites</b>	6	Public Works Engineering Construction Site Database	Public Works Engineering	
	<b>PERMITTEE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs</b>	658	Public Works Engineering Construction Site Database	Public Works Engineering	Includes the # of private sites
	<b>PERMITTEE SITES: Percentage of active construction sites inspected</b>	100	Public Works Engineering Construction Site Database	Public Works Engineering	
	<b>PRIVATE SITES: Active construction sites</b>	18	Public Works Engineering Construction Site Database	Public Works Engineering	
	<b>PRIVATE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs</b>	Included in total # above	Public Works Engineering Construction Site Database	Public Works Engineering	Database records & tracks the # of inspections for permittee AND private projects in total
	<b>PRIVATE SITES: Percentage of active construction sites inspected</b>	100	Public Works Engineering Construction Site Database	Public Works Engineering	
	<b>Red Tags issued</b>	0	n/a	n/a	None Issued
	<b>Notices of Violation (NOVs) issued</b>	0	n/a	n/a	None Issued
	<b>Stop Work Orders issued</b>	0	n/a	n/a	None Issued
	<b>Fines issued</b>	0	n/a	n/a	None Issued

Part III.A.9.c	Construction Site Runoff — Site Operator Training						
		Inspector Certification Training	Non-Inspector Initial Training (non-certification)	Refresher Training	Documentation	Entity Performing the Activity	Comments
	<b>Permittee construction site inspectors</b>	3	0	3	Certificates/Sign in Sheets	FDEP & COL	
	<b>Permittee construction site plan reviewers</b>	3	0	3	Certificates/Sign in sheets	FDEP & COL	Employees sent to FDEP Certified training
	<b>Permittee construction site operators</b>	12	0	12	Certificates & Sign in sheets	FDEP	Employees sent to FDEP Certified training
	<b>Private construction site operators</b>	0	12	0	Sign in sheets	COL	

**SECTION VIII. EVALUATION OF THE STORMWATER MANAGEMENT PROGRAM (SWMP)**

Permit Citation/ SWMP Element	SWMP EVALUATION
Part II.A.1 Structural control inspection and maintenance	<p><b>Strengths:</b> The City of Lakeland has experienced drainage personnel dedicated solely to the inspection and maintenance of the MS4 system. Additionally, the City is implementing a new work order database system to ensure extremely accurate documentation of all MS4 inspection and maintenance activities. Drainage personnel are in contact with Lakes &amp; Stormwater management on a daily basis and are directed according to the requirements of the NPDES permit. GIS and IT management staff is also partnering in this effort to ensure adequate up-to-date GIS documentation of the MS4 inventory. The overall inspection and maintenance program is supported by the Public Works Director, the City Manager, and the Board of City Commissioners. The City's stormwater utility fee continues to generate adequate monies for operating expenses plus a reserve of at least \$1,000,000.</p> <p><b>Weaknesses:</b> Prior to the Permit 3 YR 1 cycle, the city MS4 system was not adequately tracked such that reported percentages of completed inspections/maintenance activities were questionable in some cases .</p> <p><b>SWMP Revisions to address deficiencies:</b> The work order system is being modified to ensure more accurate tracking and reporting during YR 2 of this permit onwards.</p>
Part II.A.2 Significant redevelopment	<p><b>Strengths:</b> City ordinance requires new development to submit for a permit to construct. An engineering stormwater manual includes regulations required for new development in the City and are established in City ordinances and land development regulations. Land development regulations are tailored to compliment NPDES permit requirements.</p> <p><b>Weaknesses:</b> The notifications and verifications of FDEP NOI and SWFWMD permits is a stamp on the permit process at this time. Tracking is not established for this requirement.</p> <p><b>SWMP Revisions to address deficiencies:</b> The Lakes &amp; Stormwater Manager is currently in the process of becoming a member of the City's Development Review Committee such that pertinent permit conditions for all construction projects can be better tracked. This process improvement is to occur in YR 2 of this permit cycle.</p>
Part II.A.3 Roadways	<p><b>Strengths:</b> The City has a robust street sweeping program and litter control program. Street sweeping activities are directed according to the NPDES permit requirements and dumped loads are accurately tracked to ensure reliable calculations of TN/TP removal numbers.</p> <p><b>Weaknesses:</b> The sediment removal is not tracked by basins but in accordance with work zones.</p> <p><b>SWMP Revisions to address deficiencies:</b> This process will be modified in YR 2 of this permit cycle to ensure accurate load reduction numbers in TMDL priority WBIDs.</p>
Part II.A.4 Flood control	<p><b>Strengths:</b> No projects were built during this reporting period. However, when flood control projects are in the design phase, engineering staff always consult with Lakes &amp; Stormwater staff to ensure that these projects include the appropriate design criteria to maximize stormwater retention and treatment.</p> <p><b>Weaknesses:</b> No weaknesses known at this time.</p> <p><b>SWMP Revisions to address deficiencies:</b> No deficiencies at this time.</p>
Part II.A.5 Waste TSD Facilities	<p><b>Strengths:</b> All City TSD facilities are participants in the City Hot Spot inspection program. This program consists of annual inspections for stormwater regulations and compliance at each Public Works facility. The facilities are tracked with an annual summary inspection report.</p> <p><b>Weaknesses:</b> No weaknesses known at this time.</p> <p><b>SWMP Revisions to address deficiencies:</b> No deficiencies at this time.</p>
Part II. A. 6 Pesticide, herbicide, fertilizer application	<p><b>Strengths:</b> All of the City herbicide and fertilizer applicators are FDEP certified sprayers and are continually educated and supplied with refresher training if necessary. The City's fertilizer education program is robust and well-funded and includes signage, brochures, education events, PSA's, and advertisement wraps on our street sweepers.</p> <p><b>Weaknesses:</b> To date, a Fertilizer ordinance is not implemented in Polk County or in City ordinances. Implementation is scheduled for late 2013 and will be reported in Year 2 annual report.</p>

**SECTION VIII. EVALUATION OF THE STORMWATER MANAGEMENT PROGRAM (SWMP)**

	<p><b>SWMP Revisions to address deficiencies:</b> A fertilizer ordinance is being developed for implementation by the end of Yr 2 of this permit.</p>
<p><b>Part II.A.7 Illicit Discharge Detection and Elimination</b></p>	<p><b>Strengths:</b> A stormwater hotline is set up to handle pollutant concern phone calls from both residents &amp; City employees. An access database is designated specifically to track this program. Proactive and reactive programs are implemented by both City and County staff and the two agencies readily share information and partner in this effort.</p> <p><b>Weaknesses:</b> Currently, there are only five positions in the Lakes &amp; Stormwater division; limited staff prohibits expansion of this program.</p> <p><b>SWMP Revisions to address deficiencies:</b> The Lakes &amp; Stormwater staff is expected to be fully staffed sometime during YR 2 of this permit cycle thus allowing for increased proactive inspections.</p>
<p><b>Part II.A.8 High Risk Industry Runoff</b></p>	<p><b>Strengths:</b> Robust summary report &amp; private employee training program is in place for all high risk facilities located in Lakeland. An access database is designated specifically to track this program. All facilities in the inventory list hold a current industrial FDEP NOI permit.</p> <p><b>Weaknesses:</b> No weaknesses</p> <p><b>SWMP Revisions to address deficiencies:</b> No deficiencies at this time.</p>
<p><b>Part II.A.9 Construction Site Runoff</b></p>	<p><b>Strengths:</b> The City has three engineering inspectors certified and trained to conduct sediment &amp; erosion control inspections. A database is dedicated strictly for this type of inspection. Excellent tracking on S &amp; E construction inspections.</p> <p><b>Weaknesses:</b> No weaknesses</p> <p><b>SWMP Revisions to address deficiencies:</b> No deficiencies at this time.</p>

**SECTION IX. CHANGES TO THE STORMWATER MANAGEMENT PROGRAM (SWMP) ACTIVITIES (Not Applicable In Year 4)**

A.	Permit Citation/ SWMP Element	Proposed Changes to the Stormwater Management Program Activities Established as Specific Requirements Under Part III.A of the Permit (Including the Rationale for the Change) — REQUIRES DEP APPROVAL PRIOR TO CHANGE IF PROPOSING TO REPLACE OR DELETE AN ACTIVITY.
		<i>No changes. The City's TMDL prioritization report establishes the City's overall SWMP. Changes to this document are sent to FDEP for approval on an as needed basis.</i>
B.	Permit Citation/ SWMP Element	Changes to the Stormwater Management Program Activities NOT Established as Specific Requirements Under Part III.A of the Permit (Including the Rationale for the Change)
		<i>No changes. The City's TMDL prioritization report establishes the City's overall SWMP. Changes to this document are sent to FDEP for approval on an as needed basis.</i>

**CHECKLIST A: ATTACHMENTS TO BE SUBMITTED WITH THE ANNUAL REPORTS**

Below is a list of items required by the permit that may need to be attached to the annual report. Please check the appropriate box to indicate whether the item is attached or is not applicable for the current reporting period. Please provide the number and the title of the attachments in the blanks provided.

Attached	N/A	Rule / Permit Citation	Required Attachment	Attachment Number	Attachment Title/Comments
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part II.F	<b>EACH ANNUAL REPORT:</b> If program resources have decreased from the previous year, a discussion of the impacts on the implementation of the SWMP.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.1	<b>EACH ANNUAL REPORT:</b> An explanation of why the minimum inspection frequency in Table II.A.1.a was not met, if applicable.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.4	<b>EACH ANNUAL REPORT:</b> A list of the flood control projects that did <u>not</u> include stormwater treatment and an explanation for each of why it did not, if applicable.		No flood projects during this time period
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.7.a	<b>EACH ANNUAL REPORT:</b> A report on amendments / changes to the legal authority to control illicit discharges, connections, dumping, and spills, if applicable.		No amendments
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part V.B.9	<b>EACH ANNUAL REPORT:</b> Reporting and assessment of monitoring results. <b>[Also addressed in Section III of the Annual Report Form]</b>		TMDL monitoring plan will be submitted 08/13/13. No results will be attached at this time.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part VI.B.2	<b>EACH ANNUAL REPORT:</b> An evaluation of the effectiveness of the SWMP in reducing pollutant loads discharged from the MS4 that, <u>at a minimum</u> , must include responses to the questions listed in the permit.		The evaluation section VIII in this form satisfies this report requirement.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part VIII.B.3.e	<b>EACH ANNUAL REPORT:</b> A status report on the implementation of the requirements in this section of the permit and on the estimated load reductions that have occurred for the pollutant(s) of concern.		TMDL monitoring plan will be submitted 08/13/13. No results or status reports will be attached at this time.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part VIII.B.4.f	<b>EACH ANNUAL REPORT after approval of the BPCP:</b> The status of the implementation of the Bacterial Pollution Control Plan (BPCP).		No TMDLs for fecals in COL jurisdiction
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.1	<b>YEAR 1:</b> An inventory of all known major outfalls and a map depicting the location of the major outfalls (hard copy or CD-ROM).		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.3	<b>YEAR 1:</b> If have curbs and gutters but no street sweeping program, an explanation of why no street sweeping program and the alternate BMPs used or planned.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.6	<b>YEAR 1 or YEAR 2:</b> A copy of the adopted Florida-friendly Ordinance, if applicable.		Ordinance not implemented during this reporting period
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.c	<b>YEAR 1:</b> A proactive illicit discharge / connection / dumping inspection program plan.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.9.b	<b>YEAR 1:</b> A construction site inspection program plan. <b>[For approval by DEP]</b>		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.2	<b>YEAR 2:</b> A summary report of a review of codes and regulations to reduce the stormwater impact from new development / redevelopment.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part V.A.2	<b>YEAR 3:</b> Estimates of annual pollutant loadings and EMCs, and a table comparing the current calculated loadings with those from the previous two Year 3 ARs.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.2	<b>YEAR 4:</b> A follow-up report on plan implementation of changes to codes and regulations to reduce the stormwater impact from new development / redevelopment.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part V.A.3	<b>YEAR 4:</b> If the total annual pollutant loadings have not decreased over the past two permit cycles, revisions to the SWMP, as appropriate.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part V.B.3	<b>YEAR 4:</b> The monitoring plan (with revisions, if applicable).		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part VII.C	<b>YEAR 4:</b> An application to renew the permit.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part VIII.B.3.d	<b>YEAR 4:</b> A TMDL Implementation Plan / Supplemental SWMP.		

**CHECKLIST B: THE REQUIRED ANNUAL REVIEWS OF WRITTEN STANDARD OPERATING PROCEDURES (SOPs) & PLANS**

The permit requires annual review, and revision if needed, of written Standard Operating Procedures (SOPs) and plans (e.g., public education and outreach, training, inspections). Please indicate your review status below. **If you have made revisions that need DEP approval, you must complete Section VIII.A of the annual report.**

Did not complete review of existing SOP / Plan	Developed <u>new</u> written SOP / Plan	Reviewed & <u>no revision needed</u> to existing SOP / Plan	Reviewed & <u>revised</u> existing SOP / Plan	Permit Citation	Description of Required SOPs / Plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.1	SOP and/or schedule of inspections and maintenance activities of the structural controls and roadway stormwater collection system.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.2	SOP for development project review and permitting procedures and/or local codes and regulations for new development / areas of significant development.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.3	SOP for the litter control program.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.3	SOP for the street sweeping program.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.3	SOP for inspections of equipment yards and maintenance shops that support road maintenance activities.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.5	SOP for inspections of waste treatment, storage, and disposal facilities not covered by an NPDES stormwater permit.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.6	Plan for public education and outreach on reducing the use of pesticides, herbicides and fertilizer.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.6	SOP for reducing the use of pesticides, herbicides and fertilizer, and for the proper application, storage and mixing of these products.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Part III.A.7.c</b>	<b>Plan for proactive illicit discharge / connections / dumping inspections.*</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.c	SOP for reactive illicit discharge / connections / dumping investigations.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.c	Plan for illicit discharge training.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.d	SOP for spill prevention and response efforts.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.d	Plan for spill prevention and response training.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.e	Plan for public education and outreach on how to identify and report the illicit discharges and improper disposal to the MS4.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.f	Plan for public education and outreach on the proper use and disposal of oils, toxics and household hazardous waste.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.g	SOP to reduce / eliminate sanitary wastewater contamination of the MS4.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.8	SOP for inspections of high risk industrial facilities.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.9.a	SOP for construction site plan review for stormwater, erosion and sedimentation controls, and ERP and CGP coverage.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Part III.A.9.b</b>	<b>Plan for inspections of construction sites.*</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.9.c	Plan for stormwater, erosion and sedimentation BMPs training.

\* Revisions to these plans require DEP approval – please complete Section VIII.A of the annual report.

**REMINDER LIST OF THE TMDL / BMAP REPORTS TO BE SUBMITTED SEPARATELY FROM AN ANNUAL REPORT**

<b>Rule / Permit Citation</b>	<b>Report Title</b>	<b>Due Date</b>
Part VIII.B.3.a	<b>6 MONTHS from effective date of permit:</b> TMDL Prioritization Report.	3/12/12
Part VIII.B.3.b	<b>12 MONTHS from effective date of permit:</b> TMDL Monitoring and Assessment Plan.	08/13/2013
Part VIII.B.3.c	<b>6 MONTHS from receiving analyses from the lab:</b> TMDL Monitoring Report.	TBD
Part VIII.B.4	<b>30 MONTHS from start date per TMDL Prioritization Report:</b> A Bacterial Pollution Control Plan (BPCP).	TBD

### BMAP Reporting

MS4 permittees are NOT required to submit the annual report required by any BMAP that applies to them since the NPDES Stormwater Staff can obtain them from the department's Watershed Planning and Coordination staff. However, to assure that the stormwater staff are aware of which BMAPs apply to the MS4 permittees and when the latest BMAP annual report was submitted, please complete the information below, if applicable:

<b>Rule/Permit Citation</b>	<b>BMAP Title</b>	<b>Date BMAP Annual Report Submitted to DEP</b>
Part VIII.B.2	Poley Creek (ongoing)	Pending finalization

**END OF REVISED TAILORED MS4 AR FORM  
CYCLE 3 PERMIT**