

APPENDIX K
Co-Permittee Standardized Reporting Forms

ANNUAL REPORTING FORMS

SANTA ANA REGION NPDES MUNICIPAL STORMWATER PERMIT (NPDES No. CAS 618033)

FOR

FISCAL YEAR 2011-2012

1. Program Implementation and Evaluation
2. Fiscal Analysis
3. Legal Authority/Enforcement
4. Illegal Connection/Illicit Discharge; Litter, Debris and Trash Control
5. New Development/Significant Redevelopment - WQMP
6. Construction Activities
7. Industrial/Commercial Facilities
8. Residential
9. Public Education and Outreach
10. Permittee Facilities and Activities
11. Program Management Assessment/DAMP Review

**BOARD ORDER NO. R8-2010-0033
CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD
SANTA ANA REGION**

PROGRAM IMPLEMENTATION AND EVALUATION

2011-2012 Annual Progress Report

Santa Ana Region NPDES Municipal Stormwater Permit

Contact Person: _____

Telephone: _____

Prepared By: _____

Date: _____

Provision No. IV.C of the Santa Ana Region NPDES Municipal Stormwater Permit, Board Order No. R8-2010-0033 (Permit) requires the Permittees to evaluate the effectiveness of their Urban Runoff Management Programs to determine the need for revisions to its Local Implementation Plan (LIP).

1. Please provide a summary of the findings of your review and any needed revisions.

Provision Nos. VI.D.1.a.v-vii and VI.D.2.c require update of LIPs caused by changes to the DAMP, WQMP, Lake Elsinore/Canyon Lake and Middle Santa Ana River TMDL studies.

1. Please provide a summary of the revisions of your LIP resulting from these changes.

Attach additional information and/or supporting documents on separate sheet(s) as necessary.

FISCAL ANALYSIS

2011-2012 Annual Progress Report

Santa Ana Region NPDES Municipal Stormwater Permit

Contact Person: _____
Prepared By: _____

Telephone: _____
Date: _____

Provision No. XVIII.B of the Permit requires the Permittees to prepare and submit a Financial Summary with each Annual Report and Provision IV.B.2.i of the Monitoring and Reporting Program requires the Permittees to provide a fiscal resources analysis progress report.

1. In the following table, please provide a summary of your Permittee's:
 - A. Sources of funds to implement the MS4 Permit compliance program;
 - B. Compliance expenditures for the current fiscal year;
 - C. MS4 Permit compliance program budget for the current fiscal year; and
 - D. Estimated budget to implement the MS4 Permit compliance program for the next fiscal year.

The table below is a suggested format for the financial summary.

Financial Summary

Program Element	Funding Source	FY 2011-2012 Expenditures	FY 2011-2012 Budget	FY 2012-2013 Budget
Program Management and Reporting				
Annual Fee for MS4 NPDES Permit				
Implementation Agreement Shared Cost				
Elimination of Illicit Connections & Illegal Discharges				
Municipal Facilities and Activities				
Development Planning				
Private Development Construction (Inspections)				
Industrial and Commercial Sources (Inspections)				
Public Education & Outreach				
Other				
Total				

2. Describe fiscal developments that may impact availability of funding for MS4 Permit compliance program implementation and to achieve the required compliance schedule:

Attach additional information and/or supporting documents on separate sheet(s) as necessary.

LEGAL AUTHORITY/ENFORCEMENT

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Santa Ana Region NPDES Municipal Stormwater Permit

Contact Person: _____
Prepared By: _____

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Date: _____

Provision Nos. VIII.B, XI.A.2, and XVI.F requires the Permittees to annually provide a summary of enforcement actions against violators of their stormwater codes and ordinances.

Please complete the following table summarizing the enforcement actions taken by your agency:

Enforcement Summary

Incident Date	Violation	Pollutants/ Quantity	Enforcement Action(s)	Disposition

Provision No. VIII.G of the MS4 Permit requires each Permittee to submit a certification statement, signed by its legal counsel, that the Permittee has obtained all necessary legal authority in accordance with 40 CFR Part 122.26(d)(2)(i)(A-F) and to comply with the MS4 Permit through adoption of ordinances and/or municipal code modifications by January 29, 2012.

- (i) *Adequate legal authority. A demonstration that the applicant can operate pursuant to legal authority established by statute, ordinance or series of contracts which authorizes or enables the applicant at a minimum to:*
 - (A) *Control, through ordinance, permit, contract, order or similar means, the contribution of pollutants to the municipal storm sewer by stormwater discharges associated with industrial activity and the quality of stormwater discharged from sites of industrial activity;*
 - (B) *Prohibit through ordinance, order or similar means, illicit discharges to the municipal separate storm sewer;*
 - (C) *Control through ordinance, order or similar means the discharge to a municipal separate storm sewer of spills, dumping or disposal of materials other than stormwater;*
 - (D) *Control through interagency agreements among co-applicants the contribution of pollutants from one portion of the municipal's system to another portion of the municipal system;*
 - (E) *Require compliance with conditions in ordinances, permits, contracts or orders; and*

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(F) Carry out all inspection, surveillance and monitoring procedures necessary to determine compliance and noncompliance with permit conditions including the prohibition on illicit discharges to the municipal separate storm sewer.

1. Attach a copy of the certification.
2. Have your Permittee's stormwater ordinances, or other legal authorities for implementing the NPDES Permit changed during the reporting period? Yes No

If so, please provide a summary of the changes.

Provision No. VIII.F requires the Permittees to annually provide a report containing a review of their Stormwater Ordinances and their ordinance enforcement programs in prohibiting the following types of discharges to the MS4.

Does your Permittee's Stormwater Ordinance prohibit:

1. Sewage, where a Co-Permittee operates a sewage collection system? Yes No
2. Wash water resulting from hosing or cleaning of gas stations, auto repair garages and other types of automobile service stations? Yes No
3. Discharges resulting from the cleaning, repair, or maintenance of equipment, machinery or facility, including motor vehicles, concrete mixing equipment, portable toilet servicing, etc.? Yes No
4. Wash water from mobile auto detailing and washing, steam and pressure cleaning, carpet/upholstery cleaning, pool cleaning, and other mobile commercial/industrial activities? Yes No
5. Water from cleaning of municipal, industrial, and commercial sites including parking lots, streets, sidewalks, driveways, patios, plazas, work yards and outdoor eating or drinking areas, etc.? Yes No
6. Runoff from material storage areas or uncovered receptacles that contain chemicals, fuels, grease, oil, or other hazardous materials? Yes No
7. Discharges of runoff from the washing of hazardous materials from paved or unpaved areas? Yes No

Attach additional information and/or supporting documents on separate sheet(s) as necessary.

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8. Discharges of pool or fountain water containing chlorine, biocides, or other chemicals; pool filter backwash containing debris and chlorine? Yes No
9. Pet waste, yard waste, debris, sediment, etc.? Yes No
10. Restaurant or food processing facility wastes such as grease, floor mat and trash bin wash water, food waste? Yes No
11. If any of the above points have not been met, please describe what actions are being taken to satisfy these requirements.

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12. Please summarize the effectiveness evaluation of your ordinance, ordinance enforcement practices with regard to prohibiting non-exempt, non-stormwater discharges to the MS4.

Provision No. VIII.H of the MS4 Permit requires the Permittees to annually provide a report containing an evaluation of their implementation and enforcement response procedures in controlling IC/IDs.

1. Please provide a summary of the findings of your evaluation and recommended corrective actions and schedules for implementation.

Provision No. XII.E.4 of the MS4 Permit requires the Permittees to revise, where feasible, their ordinances, codes, building and landscape design standards to promote green infrastructure/LID techniques by July 29, 2011. Please attach documentation of how each of the green infrastructure/LID techniques identified in XII.E.4 a – 1 have been addressed or describe why it was not feasible to make the revision.

Provision No. XII.E.5 of the MS4 Permit requires the Permittees to adopt the State Model Water Efficient Landscape Ordinance, or to prepare one that is "at least as effective" as the State Model by January 2010.

1. Please attach copy of the Permittee's report to the Department of Water Resources.

Attach additional information and/or supporting documents on separate sheet(s) as necessary.

ILLEGAL CONNECTION/ILLICIT DISCHARGE; LITTER, DEBRIS
AND TRASH CONTROL

2011-2012 Annual Progress Report
Santa Ana Region NPDES Municipal Stormwater Permit

Contact Person: _____ Telephone: _____
Prepared By: _____ Date: _____

Please provide the following metrics for assessment of the effectiveness of the IC/ID program:

1. Number of IC/ID reports received: _____
2. Percent/number of IC/IDs sampled that exceeded criteria and required follow-up: ____
3. Percent/number of enforcement actions that reached each level of enforcement: ____

Provision No. IX.D of the MS4 Permit requires the Permittees to review and revise their IC/ID program to include a pro-active IDDE using the Guidance Manual for Illicit Discharge, Detection, and Elimination by the Center for Watershed Protection or any other equivalent program by July 29, 2011.

Please provide the result from this review and a description of your agency's revised pro-active program, procedures, and schedules.

Provision No. IX.G of the MS4 Permit requires the Permittees to review and evaluate their IC/ID program, including litter/trash BMPs, to determine if the program needs to be adjusted.

1. Please provide the findings of your review and evaluation.

ILLEGAL CONNECTION/ILLICIT DISCHARGE; LITTER, DEBRIS

AND TRASH CONTROL

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Provision No. IX.H of the MS4 Permit requires the Permittees to maintain and update a database summarizing IC/ID incident response (including IC/IDs detected as part of field monitoring activities).

1. Please attach your updated database summarizing IC/ID incident response.

Provision No. IX.J of the MS4 Permit requires the Permittees to assess their programs to eliminate the discharge of trash and debris to Waters of the U.S. to the MEP.

1. Please provide the estimated tons of Waste removed from your agency's MS4 facilities (Note: This data will also be used in the assessment of the effectiveness of this program element): _____

Provision No. XVI.D of the MS4 Permit requires the Permittees to summarize all spill incidents involving reportable quantities of Hazardous Waste per 40CFR 117 and 302.

1. Please provide a summary of all spill incidents involving reportable quantities of Hazardous Waste per 40CFR 117 and 302:

Attach additional information and/or supporting documents on separate sheet(s) as necessary.

**NEW DEVELOPMENT/
SIGNIFICANT REDEVELOPMENT – WATER QUALITY MANAGEMENT PLAN**

*2011-2012 Annual Progress Report
Santa Ana NPDES Municipal Stormwater Permit*

Contact Person: _____ Telephone: _____
Prepared By: _____ Date: _____

Please provide the following metrics for assessment of the effectiveness of the New Development/Significant Redevelopment – WQMP program:

1. Acres of Significant Redevelopment projects that incorporated LID-based BMPs that are built and completed: _____
2. Number of post-construction BMPs properly maintained and operated: _____
3. Number of applicable planning staff that attended WQMP training: _____

Provision No. XII.C.1 of the MS4 Permit requires each Co-Permittees to review its General Plan and related documents including, but not limited to its development standards, zoning codes, conditions of approval, and development project guidance to eliminate any barriers to implementation of the LID principles and HCOC.

1. Please provide the results of this review along with any proposed action plans and schedules to eliminate any barriers to implementation of the LID principles and HCOC.

Provision No. XII.G.6 of the MS4 Permit requires each Co-Permittee to provide a summary of waivers of LID (along with a short description of the Section XII.G.2 through XII.G.4 in-lieu program selected), Hydromodification and Treatment Control BMPs along with any water quality credit granted, in-lieu projects, or urban runoff fund contribution required.

1. Please provide a summary of waivers of LID, if any, as required by this provision.

**NEW DEVELOPMENT/SIGNIFICANT REDEVELOPMENT – WATER QUALITY
MANAGEMENT PLAN**

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Provision No. XII.H requires each Co-Permittees to develop and implement standard procedures and tools for implementing WQMP requirements for inclusion in its LIP.

1. Describe the mechanism for review and approval of WQMPs including a checklist that incorporates the minimum requirements of the WQMP:
2. Describe the database developed and maintained to track structural post-construction BMPs.
3. Describe how entities responsible for BMP maintenance and the mechanism for BMP funding are identified prior to WQMP approval.
4. Describe how those involved with WQMP reviews receive training in accordance with Section XV Training Requirements:

Provision No. XII.K.4 requires each Co-Permittees to maintain a database to track the operation and maintenance of the structural post-construction BMPs installed after the adoption of the Order. This database must include: Type of BMP, watershed where it is located; date of certification; party responsible for maintenance and any problems identified during inspection including any vector or nuisance problems.

1. Please provide the database of structural post-construction BMPs installed after the adoption of the Order.

Provision No. XII.K.6 requires each Co-Permittees to provide a list of all structural post-construction BMPs that have been approved and contained in the database required in Provision No. XII.K.4.

1. Please provide a list of all structural post-construction BMPs that have been approved and contained in the database required in Provision No. XII.K.4.

Attach additional information and/or supporting documents on separate sheet(s) as necessary.

CONSTRUCTION ACTIVITIES

2011-2012 Annual Progress Report

Santa Ana Region NPDES Municipal Stormwater Permit

Contact Person: _____

Telephone: _____

Prepared By: _____

Date: _____

Please provide the following metrics for assessment of the effectiveness of the Construction Activities program:

1. Number of illegal construction sites that are discovered (i.e., without building/grading permits): _____
2. Percent/number of active High/Medium priority sites subjected to enforcement beyond verbal/written warnings: _____
3. Percent of enforcement actions that reached each level of enforcement: _____
4. Percent/number of active construction sites subject to the Construction General Permit that are discovered without coverage: _____
5. Number of construction inspection staff that attended formal construction training:

Provision No. XI.A.1 of the Permit requires each Co-Permittee to maintain and update a database inventory of all active Construction Sites. Provision No. XI.A.2 of the Permit requires submittal of this database with each Annual Report.

1. Please provide an electronic copy of database inventory of all active Construction Sites within your Permittee's jurisdiction.

INDUSTRIAL/COMMERCIAL FACILITIES
2011-2012 Annual Progress Report
Santa Ana NPDES Municipal Stormwater Permit

Contact Person: _____ Telephone: _____
Prepared By: _____ Date: _____

Please provide the following metrics for assessment of the effectiveness of the Industrial/Commercial Facilities program:

1. Percent/number of active High/Medium priority sites subjected to enforcement beyond verbal/written warnings: _____
2. Percent/number of enforcement actions that reached each level of enforcement:

3. Percent/number of Industrial Facilities subject to the Industrial General Permit that are discovered without coverage: _____
4. Number of new/undocumented Industrial and Commercial facilities added to database: _____
5. Number of applicable Industrial/Commercial facility inspection staff that attended formal Industrial/Commercial training: _____

Provision No. XI.A.1 of the Permit requires each Co-Permittee to maintain and update a database inventory of all Industrial/Commercial Sites. Provision No. XI.A.2 of the Permit requires submittal of this database with each Annual Report.

1. Please provide an electronic copy of the database inventory of all Industrial and Commercial Sites within your Permittee's jurisdiction.

Provision No. XI.A.13 of the Permit requires each Permittee to monitor and annually evaluate and report adequacy of program coverage and enforcement response in complying with the Order where required inspections and/or enforcement is carried out on behalf of the Co-Permittee by other agencies or departments, such as the County Department of Environmental Health, county and local fire departments, hazardous materials programs, code enforcement, industrial pretreatment, and building and safety.

1. Please provide a report on the adequacy of program coverage and enforcement response in complying with the Order where required inspections and/or enforcement is carried out on behalf of the Co-Permittee by other agencies or departments.
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INDUSTRIAL/COMMERCIAL FACILITIES

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Santa Ana NPDES Municipal Stormwater Permit

Provision No. XI.D.6 of the Permit requires each Permittee to notify all mobile businesses based or operating within their jurisdiction concerning the minimum Source Control and Pollution Prevention BMPs that they must develop and implement.

1. Please describe the efforts made to provide these notifications:

Attach additional information and/or supporting documents on separate sheet(s) as necessary.

RESIDENTIAL
2011-2012 Annual Progress Report
Santa Ana NPDES Municipal Stormwater Permit

Contact Person: _____ Telephone: _____
Prepared By: _____ Date: _____

Please provide the following metrics for assessment of the effectiveness of the Residential program:

1. Gallons of used oil collected at collection events: _____
2. Total pounds collected at HHW/ABOP events: _____
3. Total number of participants at HHW/ABOP events: _____
4. Percent/number of residences in Permittee jurisdiction subjected to enforcement beyond verbal/written warnings: _____
5. Number of residences in Permittee jurisdiction subjected to enforcement beyond verbal/written warnings: _____

Provision No. XI.E.1 of the Permit requires each Permittee to develop and implement a Residential program to reduce the discharge of Pollutants from residential activities to the MS4, consistent with the MEP standard, by July 29, 2011.

1. Please provide documentation of the Residential program to reduce the discharge of Pollutants from residential activities to the MS4.

Provision No. XI.E.6 of the Permit requires each Permittee to evaluate its Residential program.

1. Please provide documentation of the evaluation of the Residential program.

PUBLIC EDUCATION AND OUTREACH

2011-2012 Annual Progress Report

Santa Ana NPDES Municipal Stormwater Permit

Contact Person: _____

Telephone: _____

Prepared By: _____

Date: _____

Provision No. XIII.J requires each Permittee to sponsor or staff an Urban Runoff table or booth at community, regional, and/or countywide events to distribute public information materials to the public.

1. Please describe your Permittee's participation in sponsoring or staffing an Urban Runoff table or booth at community, regional, and/or countywide events to distribute public information materials to the public.

PERMITTEE FACILITIES AND ACTIVITIES

2011-2012 Annual Progress Report

Santa Ana NPDES Municipal Stormwater Permit

Contact Person: _____

Telephone: _____

Prepared By: _____

Date: _____

Please provide the following metrics for assessment of the effectiveness of the Permittee Facilities and Activities program:

1. Percent/number of Permittee facilities with appropriate BMPs identified: _____
2. Percent/number of annual facility inspections that require follow-up actions: _____
3. Average percentage/number of follow-up actions identified in the previous year's Permittee facility inspections that were addressed: _____
4. Estimated tons of Waste removed by Permittee street sweeping: _____
5. Estimated tons of Waste removed from Permittee open channels: _____
6. Estimated tons of Waste removed from Permittee storm drain inlets: _____

Provision No. III.B.2.g of the Permit requires each Permittee to update their MS4 facility maps annually.

1. Please provide up-to-date MS4 facility maps.

Provision No. XIV.A of the Permit requires each Permittee to annually review their activities and facilities to determine the need for revisions to Section 5 of the DAMP and their LIP.

1. Please provide the findings of this review and a schedule for any needed revisions to the LIP.

Provision No. XIV.B of the Permit requires each Permittee to review its inventory of fixed facilities listed in the DAMP, its field operations and MS4 facilities to ensure that Permittee facilities and activities are addressed by Facility Pollution Prevention Plans consistent with Chapter 5 of the DAMP and do not cause or contribute to a Pollution or Nuisance in Receiving Waters. Existing FPPPs must also be reviewed to ensure proper BMPs for these facilities. The findings of this review are to be provided in the 2011/2012 Annual Report.

1. Please provide the findings of this review.

PERMITTEE FACILITIES AND ACTIVITIES

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Provision No. XIV.C of the Permit requires each Permittee to annually conduct inspections of its fixed facilities and field operations identified in Chapter 5 of the DAMP to ensure that they do not contribute Pollutants to receiving waters.

1. Please provide the findings of these inspections.

Provision No. XIV.D of the Permit requires each Permittee to annually review, update, and implement the individual clean out schedules and frequency for its MS4 facilities.

1. Please provide the findings of the review and any updates of the MS4 facility clean out schedule.

Provision No. XIV.E of the Permit requires each Permittee to include the MS4 clean out schedule in the Annual Report.

1. Please provide MS4 facility clean out schedule.

Provision No. XV.A of the MS4 Permit requires each Permittee to maintain a written and/or electronic record of stormwater training provided to its stormwater and related staff.

1. Please provide the number of Permittee facility and MS4 operators and maintenance staff that attended Municipal training.
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Attach additional information and/or supporting documents on separate sheet(s) as necessary.

PROGRAM MANAGEMENT ASSESSMENT/DAMP REVIEW

2011-2012 Annual Progress Report

Santa Ana NPDES Municipal Stormwater Permit

Contact Person: _____

Telephone: _____

Prepared By: _____

Date: _____

Section XVII.A of the Permit requires that the Permittees will evaluate the effectiveness of the Urban Runoff management program described in the DAMP to determine the need for any revisions in order to reduce Pollutants in MS4 discharges consistent with the MEP standard consistent with the reporting requirements in Appendix 3, Section IV.B. Section XVII.B requires that the findings of this review and a schedule to address necessary revisions be provided.

1. Please provide the findings of this review and a schedule to address necessary revisions.

Provision No. VI.D.1.a.vii of the Permit requires each Permittee to amend their LIP to be consistent with the revised DAMP and WQMPs within 90 days after said revisions are approved by the Regional Board.

1. Please provide a summary of the changes to the LIP that has been made during the current reporting period, if any.