



# Water Quality Program

## Permit Submittal Electronic Certification

**Permittee:** City of Shelton SW

**Permit Number:** WAR308477

**Site Address:** 525 W Cota Street Shelton Washington  
98584  
Shelton, WA 98584

**Submittal Name:** MS4 Annual Report Phase II Western

**Version:** 1

**Due Date:** 3/31/2020

### Questionnaire

Number	Permit Section	Question	Answer
1	S5.A	Attach updated annual Stormwater Management Program Plan (SWMP Plan). (S5.A.2)	Shelton 2020 SWMP_1_03242020142427
2	S5.A	Attach a notification of any annexations, incorporations or boundary changes resulting in an increase or decrease in the Permittee's geographic area of permit coverage during the reporting period per S9.D.6.	Not Applicable
3	S5.A	Implemented an ongoing program to gather, track, and maintain information per S5.A.3, including costs or estimated costs of implementing the SWMP. (Required to begin no later than August 1, 2021)	Not Applicable
4	S5.A.5.b	Coordinated among departments within the jurisdiction to eliminate barriers to permit compliance. (S5.A.5.b).	Not Applicable
22	S5.C.3.d.iv	Developed a map of the MS4 that includes the requirements listed in S5.C.4.a.i-vi. (Required no later than February 2, 2024)	Not Applicable
23	S5.C.3.d.iv	Met the requirements of S5.C.4.a.vii for all connections to the MS4 authorized after August 1, 2019. (Required to begin no later than August 1, 2019)	Yes
24	S5.C.3.e	Informed public employees, businesses, and the general public of hazards associated with illicit discharges per S.5.C.5.b? (Required no later than August 1, 2021)	Not Applicable
25	S5.C.5	Adopted and implemented an ordinance or other regulatory mechanism to effectively prohibit illicit discharges per the requirements in S5.C.5.c.i-iv. (Required no later than August 1, 2021)	Not Applicable
26	S5.C.5.d	Developed and implemented procedures for conducting illicit discharge investigations in accordance with S5.C.5.d.i? Cite methodology used in the Comments sections. (Required no later than August 1, 2023)	Not Applicable

27	S5.C.5.c	Screened on average 12% of MS4 within coverage area each year in accordance with S5.C.5.d.i.(a) (Required to screen 12% no later than December 31, 2023; 12% on average each year thereafter)	Not Applicable
28	S5.C.5.c.	How are you publicizing your hotline? (S5.C.5.d.ii – Required to be available no later than August 1, 2021)	Not Applicable
29	S5.C.5	Developed and implemented an ongoing illicit discharge training program for all municipal field staff per S5.C.5.d.iii. (Required to begin no later than February 2, 2021)	Not Applicable
30	S5.C.4.b.i	Developed and implemented a program to characterize, trace, and eliminate illicit discharges into the MS4 found by or reported to the Permittee. (S5.C.5.e. – Required no later than August 1, 2023)	Not Applicable
31	S5.C.4.b.ii	Trained municipal illicit discharge detection staff to conduct illicit discharge detection and elimination activities referenced in S5.C.5.f. (Required no later than February 2, 2021)	Not Applicable
32	S5.C.5.	Attach a report with data describing the actions taken to characterize, trace, and eliminate each illicit discharge reported to, or investigated by, the Permittee as described in S5.C.5.g. The submittal must include all of the applicable information and must follow the instructions, timelines, and format described in Appendix 12.	Not Applicable Comment: Plan to use WQWebIDDE in 2020 and report efforts in 2021.
33	S5.C.6	Developed and implemented a program to reduce pollutants in stormwater runoff to the MS4 from new development, redevelopment and construction site activities. (S5.C.6 – Required no later than December 31, 2022)	Not Applicable
34	S5.C.6.a	Adopted and implemented an ordinance or other enforceable mechanism to address runoff from new development, redevelopment and construction sites per the requirements of S5.C.6.a. (Required no later than December 31, 2022)	Not Applicable
35	S5.C.6.b	Number of exceptions/variances granted to the minimum requirements in Appendix 1. (S5.C.6.b.i and Section 6 of Appendix 1– Required no later than December 31, 2022)	Not Applicable
36	S5.C.6.b.	Number of adjustments granted to the minimum requirements in Appendix 1. (S5.C.6.b.i and Section 6 of Appendix 1– Required no later than December 31, 2022)	Not Applicable

37	S5.C.6.c.	Reviewed Stormwater Site Plans for all proposed development activities that meet the thresholds adopted pursuant to S5.C.6.b.ii. (S5.C.6.c.i – Required no later than December 31, 2022)	Not Applicable Comment: Currently reviewing stormwater site plans for conformance with 2005 Western Washington Stormwater Manual adopted by Shelton Municipal Code 13.02.130.A. Expect to adopt 2019 version prior to the permit requirement of December 31, 2022.
37a	S5.C.6.c.	Number of site plans reviewed during the reporting period.	1
38	S5.C.6.c.	Inspected, prior to clearing and construction, all permitted development sites per S5.C.6.c.ii. (Required no later than December 31, 2022)	Not Applicable Comment: Inspected YMCA prior to clearing and grading.
39	S5.C.6.	Inspected all permitted development sites during construction to verify proper installation and maintenance of required erosion and sediment controls. (S5.C.6.c.iii – Required no later than December 31, 2022)	Not Applicable Comment: Inspected YMCA erosion and sediment control after rain events during the project(ongoing).
39a	S5.C.6.	Inspected new residential stormwater treatment and flow control BMPs/facilities and catch basins every 6 months per S5.C.6.c.iv to identify maintenance needs and enforce compliance with maintenance standards.	Not Applicable
40	S5.C.6.	Number of enforcement actions taken during the reporting period based on construction phase inspections at new development and redevelopment projects. (S5.C.6.c.ii-iv – Required no later than December 31, 2022)	Not Applicable
41	S5.C.6.	Inspected all permitted development sites upon completion of construction and prior to final approval or occupancy to ensure proper installation of permanent stormwater facilities. (S5.C.6.c.v – Required no later than December 31, 2022)	Not Applicable
42	S5.C.6.	Verified a maintenance plan is completed and responsibility for maintenance is assigned. (S5.C.6.c.v – Required no later than December 31, 2022)	Not Applicable
43	S5.C.6.	Achieved at least 80% of scheduled construction-related inspections. (S5.C.6.c.vi – Required no later than December 31, 2022)	Not Applicable

44	S5.C.6.	Made Ecology's Notice of Intent for Construction Activity and Notice of Intent for Industrial Activity available to representatives of proposed new development and redevelopment? (S.5.C.6.d Required no later than August 1, 2019)	Yes Comment: Updated fill and grade permit application directing applicants towards the Notice of Intent for a General Construction Stormwater Permit for sites greater than one acre. Will do the same for applicants whose use meet the requirements for the industrial permit.
45	S5.C.6.	All staff whose primary job duties are implementing the program to control stormwater runoff from new development, redevelopment, and construction sites including permitting, plan review, construction site inspections, and enforcement are trained to conduct these activities? (S5.C.6.e)	Not Applicable Comment: City Engineer attended "Plan Review for NPDES Compliance" held at the City of Kelso, peer to peer training developed by City of Tacoma in partnership with Washington Stormwater Center. Not all staff attended. We plan to train all staff by the permit deadline of December 31,2022.
46	S5.C.7.	Developed and implemented maintenance standards as protective, or more protective, of facility function as those specified in the Stormwater Management Manual for Western Washington. (S5.C.7.a – Required no later than December 31, 2022)	Not Applicable Comment: Preparing a Stormwater Pollution Prevention Plans for our Public Works Facilities in 2020 and using these standards in the 2019 manual to prepare this document.
47	S5.C.7.	Applied a maintenance standard for a facility or facilities which do not have maintenance standards specified in the Stormwater Management Manual for Western Washington. (S5.C.7.a – Required to report, if applicable, no later than December 31, 2022)	Not Applicable
48	S5.C.7.	Verified that maintenance was performed per the schedule in S5.C.7.a.ii when an inspection identified an exceedance of the maintenance standard. (December 31, 2022)	Not Applicable
49	S5.C.7.	Implemented an ordinance or other enforceable mechanisms to verify long-term operation and maintenance of stormwater treatment and flow control BMPs/facilities regulated by the permittee per (S5.C.7.b.i (a))?	Not Applicable
50	S5.C.7.	Annually inspected stormwater treatment and flow control BMPs/facilities regulated by the Permittee per S5.C.7.b.i(b)	Not Applicable
50a	S5.C.7.	If using reduced inspection frequency for the first time during this permit cycle, attach documentation per S5.C.7.b.i (b)	Not Applicable
51	S5.C.7.	Achieved at least 80% of scheduled inspections to verify adequate long-term O&M. (S5.C.7.b.ii)	Not Applicable

52	S5.C.7.	Annually inspected all municipally owned or operated permanent stormwater treatment and flow control BMPs/facilities. (S5.C.7.c.i)	Not Applicable
52a	S5.C.7.	Number of known municipally owned or operated stormwater treatment and flow control BMPs/facilities. (S5.C.7.c.i)	1 Comment: One described above is the water quality system installed next to the library. In 2020 will be meeting with long term staff and creating an inventory based on site inspection.
52b	S5.C.7.	Number of facilities inspected during the reporting period.	1
52c	S5.C.7.	Number of facilities for which maintenance was performed during the reporting period.	Not Applicable
53	S5.C.7.	If using reduced inspection frequency for the first time during this permit cycle, attach documentation per S5.C.7.c.i.	Not Applicable
54	S5.C.7.	Conducted spot checks and inspections (if necessary) of potentially damaged stormwater facilities after major storms. (S5.C.7.c.ii – Required no later than December 31, 2022)	Not Applicable
55	S5.C.7.	Inspected all municipally owned or operated all catch basins and inlets owned or operated by the Permittee at least once during the permit term, or used an alternative approach. (S5.C.7.c.iii – Required no later than February 2, 2024)	Not Applicable
55a	S5.C.7.	Number of known catch basins?	Not Applicable Comment: Goal is to inspect, clean and count our catch basin inventory by the permit requirement of February 2, 2024.
55b	S5.C.7.	Number of catch basins inspected during the reporting period?	Not Applicable
55c	S5.C.7.	Number of catch basins cleaned during the reporting period?	Not Applicable
56	S5.C.7.	Attach documentation of alternative catch basin cleaning approach, if used. (S5.C.7.c.iii – Required, if applicable, no later than February 2, 2024)	Not Applicable
57	S5.C.7.	Developed and implemented practices, policies, and procedures to reduce stormwater impacts associated with runoff from all lands owned or maintained by the Permittee, and road maintenance activities under the functional control of the Permittee. (S5.C.7.d – Required no later than December 31, 2022)	Not Applicable
58	S5.C.7.	Developed and implemented an ongoing training program for Permittee employees whose primary construction, operations or maintenance job functions may impact stormwater quality. (S5.C.7.e – Required no later than December 31, 2022)	Not Applicable

59	S5.C.7.	Developed and implemented a Stormwater Pollution Prevention Plan (SWPPP) for all heavy equipment maintenance or storage yards, and material storage facilities owned or operated by the Permittee in areas subject to this Permit as described in (S5.C.7.f. -Required no later than December 31, 2022)	Not Applicable
60	S5.C.8	Adopted an ordinance(s), or other enforceable documents, requiring the application of source control BMPs for pollutant generating sources associated with existing land uses and activities per S5.C.8.b.i. (Required by August 1, 2022.)	Not Applicable
61	S5.C.8	Established an inventory per S5.C.8.b.ii. (Required by August 1, 2022.)	Not Applicable
62	S5.C.8	Implemented an inspection program S5.C.8.b.iii (Required by January 1, 2023).	Not Applicable
63	S5.C.8	Implemented a progressive enforcement policy per S5.C.8.b.iv (Required by January 1, 2023).	Not Applicable
64	S5.C.8	Attach a summary of actions taken to implement the source control program per S5.C.8.b.iii and S5.C.8.b.iv.	Not Applicable
64a	S5.C.8	Attach a list of inspections, per S5.C.8.b.iii, organized by the business category, noting the amount of times each business was inspected, and if enforcement actions were taken.	Not Applicable
65	S5.C.8	Implemented an ongoing source control training program per S5.C.8.b.v?	Not Applicable
66	S7	Complied with the Total Maximum Daily Load (TMDL)-specific requirements identified in Appendix 2. (S7.A)	Yes
66a	S7	List any requirements that were not met.	Not Applicable
67	S7	For TMDLs listed in Appendix 2: Attach a summary of relevant SWMP and Appendix 2 activities to address the applicable TMDL parameter(s). (S7.A)	SWMP Summary of Appendix 2 act_67_0324202014195 9
68	G3	Notified Ecology in accordance with G3 of any discharge into or from the Permittees MS4 which could constitute a threat to human health, welfare or the environment. (G3)	Not Applicable
69	G3	Took appropriate action to correct or minimize the threat to human health, welfare, and/or the environment per G3.A.	Not Applicable
70	G3	Notified Ecology within 30 days of becoming aware that a discharge from the Permittee's MS4 caused or contributed to a known or likely violation of water quality standards in the receiving water. (S4.F.1)	Not Applicable
71	G3	If requested, submitted an Adaptive Management Response report in accordance with S4.F.3.a.	Not Applicable
72	G3	Attach a summary of the status of implementation of any actions taken pursuant to S4.F.3 and the status of any monitoring, assessment, or evaluation efforts conducted during the reporting period. (S4.F.3.d)	Not Applicable

73	G3	Notified Ecology of the failure to comply with the permit terms and conditions within 30 days of becoming aware of the non-compliance. (G20)	Not Applicable
74	G3	Number of non-compliance notifications (G20) provided in reporting year. List permit conditions described in non-compliance notification(s) in Comments field.	Not Applicable

*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 gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.*

Ken Gill

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Signature

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Date