



<b>Agency Use</b>
MTR04 _____
Date Rec'd:
Amount Rec'd:
Check No.:
Rec'd By:

FORM  
**MS4-AR**

**MPDES Storm Water Small MS4 Annual Report Form**

Reporting period is for the calendar year, January 1st through December 31st.  
Check one. Annual Report is due by March 1st of the following year.

<input type="checkbox"/> 2017	<input type="checkbox"/> 2018	<input type="checkbox"/> 2019	<input type="checkbox"/> 2020	<input type="checkbox"/> 2021
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**Instructions: This Annual Report Form is to be completed by each permittee and co-permittee authorized to discharge storm water under the General Permit for Storm Water Discharges Associated with Small Municipal Separate Storm Water Sewer Systems (MS4s). All authorized permittees and co-permittees are required to complete this Annual Report Form for each calendar year reporting period. For co-permittees authorized under one permit authorization or for co-permittees with multiple authorizations, you are required to complete this form and submit separate required documents/information exclusively for your respective regulated Small MS4 area(s). This completed Annual Report Form must be electronically submitted to the Montana Department of Environmental Quality, Water Protection Bureau. Electronic submission is required through the web-based tool: NetDMR. Additional information is located on DEQ's website: <http://deg.mt.gov/Water/WQINFO/ctss/netdmr>.**

Small MS4 Authorization Number: MTR04 \_\_\_\_\_

Small MS4 Classification	<input type="checkbox"/> Traditional	<input type="checkbox"/> Non-Traditional
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Small MS4 Name:

Small MS4 Mailing Address:

City, State, and Zip Code:

Small MS4 Contact Person (and Title):

Mailing Address:

City, State, and Zip Code:

Phone Number: (    )	E-mail address:
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**Storm Water Management Team:** Attach an organizational chart identifying a primary SWMP coordinator and the positions responsible for implementing each minimum measure.

**Requested above chart:**

Attached **SWMP, Attach 2**  Not Attached

Has the permittee established and executed a formalized mechanism for regular communication between storm water management team members?

Yes  No

**Permittee's SWMP Resources:**

How many FTEs does the permittee designate to the MS4 permit? \_\_\_\_ If needed, provide an explanation.

If more space is needed, submit on an additional page with corresponding reference or on a data storage device.

**Answer the following five (5) questions on an additional page with corresponding reference or on a data storage device. **See Attachment 1****

- (1) What are the source(s) of funding for implementation of the MS4 permit and the estimated percentage of the total budget allocated from each source listed?
- (2) Specific to the annual reporting calendar year, how did the permittee justify commitment of resources or budget allocations to the implementation of the MS4 permit to decision-makers and the public? Provide a summary of meetings and outcomes held with decision-makers and the public.
- (3) Has the permittee demonstrated program effectiveness to obtain budget allocations for this annual reporting calendar year or previous years? Why or why not? If so, what program effectiveness metrics were presented?
- (4) How was this annual reporting calendar year's approach to allocate resources different than the previous year's approach?
- (5) Was the permittee successful in their request for budget allocations? Describe the outcome and factors that affected or resulted in that outcome.

**Illicit Discharge Detection & Elimination:**

Per the IDDE MCM requirement (Part II (3)(c.i)), has the permittee reviewed, and updated if needed, the storm sewer map during the calendar year?

Yes  No

Per the IDDE MCM requirement (Part II (3)(e.i)), has the permittee dry weather inspected and screened outfalls during the calendar year?

Yes  No

**Fill in the blanks with numbers.** The permittee has inspected \_\_\_\_ outfalls during this calendar year. Since authorization under the 2017 General Permit, the permittee has inspected \_\_\_\_ total outfalls out of the \_\_\_\_ total MS4 outfalls.

Per the Illicit Discharge Detection & Elimination MCM (Part II (3)(e.i)), the permittee will complete the requirement to inspect and screen all outfalls during dry weather by the end of the permit cycle.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Construction Site Storm Water Management:</b> During the calendar year, how many construction storm water management plan reviews were completed (Part II (4)(b))? _____		
During the calendar year, how many construction projects were inspected for their storm water management controls (Part II (4)(c))? _____		
<b>Pollution Prevention/Good Housekeeping for Permittee Operations:</b>		
Has the permittee reviewed, and updated if needed, the inventory of permittee-owned/operated facilities and activities (Part II (6)(a.i))?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the permittee reviewed, and updated if needed, the map that identifies the locations of facilities and known locations of activities (Part II (6)(a.ii))?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the permittee conducted annual storm water pollution prevention training for permittee staff during the next permit year after development of each standard operating procedure (Part II (6)(a.v))?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>*Not applicable during calendar year 2017, 2018, and 2019. Check "No" during these years.*</i>		
<b>Training:</b> According to Part II (B) Training requirements, has the permittee conducted applicable training during the 1 <sup>st</sup> and 4 <sup>th</sup> calendar years?		
<i>*Not required during calendar year 2018, 2019, and 2021. Check "No" during these years.*</i>		
According to Part II (B) Training requirements, has the permittee conducted applicable new employee training within 90 days of the hire date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Special Conditions: Per Pre-TMDL Approval (Part III.A) requirements,</b> attach the required information regarding identification of all outfalls that discharge to impaired waterbodies, the impaired waterbodies, and the associated pollutants of impairments. Summarize the BMPs implemented over the reporting period and a schedule of BMPs planned for the following year.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not Applicable
<b>Special Conditions: Approved TMDLs (Part III.B) requirements per calendar year below.</b>		
<b>Calendar Year 2017:</b> The permittee has attached a Sampling Plan that includes strategy rationale, monitoring frequency, monitoring parameters, and monitoring locations.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not Applicable

<b>Calendar Year 2017:</b> The permittee has attached all outfalls that discharge to impaired waterbodies and the associated pollutants of impairment.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not Applicable
<b>Calendar Year 2018:</b> The permittee has attached all outfalls that discharge to impaired waterbodies and the associated pollutants of impairment.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not Applicable
<b>Calendar Year 2019:</b> The permittee has attached all outfalls that discharge to impaired waterbodies and the associated pollutants of impairment.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not Applicable
<b>Calendar Year 2020:</b> The permittee has attached all outfalls that discharge to impaired waterbodies and the associated pollutants of impairment.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not Applicable
<b>Calendar Year 2020:</b> The permittee has attached the TMDL section of the SWMP that identifies the measures and BMPs it plans to implement, describes the MS4's impairment priorities and long term strategy, and outlines interim milestones for controlling the discharge of the pollutants of concern and making progress towards meeting the TMDL.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not Applicable
<b>Calendar Year 2021:</b> The permittee has attached all outfalls that discharge to impaired waterbodies and the associated pollutants of impairment.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not Applicable
<b>Calendar Year 2021:</b> The permittee has evaluated the TMDL section of the SWMP based on monitoring results. The section has been revised, if needed, and is attached.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not Applicable
<b>Monitoring:</b> Per requirements in Part IV (B), has the permittee attached monitoring results, calculations, and evaluations?		
<input type="checkbox"/> Attached	<input checked="" type="checkbox"/> <b>See Attachment 2</b>	<input type="checkbox"/> Not Attached
		<input type="checkbox"/> Not Applicable

**INSTRUCTIONS: The permittee will only fill out the Annual Report Attachments section below that corresponds to the calendar in which an Annual Report is being submitted for. Attach the requested documents/information.**

<b>2017 Annual Report Attachments (1<sup>st</sup> Calendar Year)</b>		
<b>Public Education and Outreach:</b>		
Per requirements a.i in the referenced MCM, attach the required information regarding key target audiences and associated pollutants.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
<b>Public Involvement and Participation:</b>		
Per requirements a.i in the referenced MCM, attach the required information regarding the public involvement approach and schedule of each key audience.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
<b>Illicit Discharge Detection &amp; Elimination:</b>		
Per requirements a.i in the referenced MCM, attach the required information regarding categories of non-storm water discharges or flows, associated pollutants, and local controls or conditions.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Per requirements b.i in the referenced MCM, attach the required information regarding occasional non-storm water discharges or flows, associated pollutants, and local controls or conditions.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Per requirements f.i in the referenced MCM, attach the required Illicit Discharge Investigation and Corrective Action Plan and any associated documents.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
<b>Construction Site Storm Water Management:</b>		
Per requirements a.iii in the referenced MCM, attach progress towards an Enforcement Response Plan and associated documents.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Specific to Traditional MS4s and per requirements b.i in the referenced MCM, attach the construction storm water management plan review checklist.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Specific to Non-Traditional MS4s and per requirements b.iii in the referenced MCM, attach the construction storm water management plan review checklist.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Specific to Traditional MS4s and per requirements c.i in the referenced MCM, attach the construction storm water management inspection form or checklist.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Specific to Non-Traditional MS4s and per requirements c.ii in the referenced MCM, attach the construction storm water management inspection form or checklist.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable

<b>Post-Construction Site Storm Water Management in New and Redevelopment</b>		
Specific to Traditional MS4s and per requirements b.i in the referenced MCM, attach the post-construction storm water management plan review checklist.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Specific to Non-Traditional MS4s and per requirements b.ii in the referenced MCM, attach the post-construction storm water management plan review checklist.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Per requirements in b.iii in the referenced MCM, attach the performance standards and associated documents.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	

<b>See Attachment 3</b>		
<b>2018 Annual Report Attachments (2<sup>nd</sup> Calendar Year)</b>		
<b>Public Education and Outreach:</b>		
Per requirements b.i in the referenced MCM, attach the required information regarding outreach messages.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Per requirements c.i in the referenced MCM, attach the required information regarding a description of formats, distribution channels and schedule for key target audiences.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
<b>Public Involvement and Participation:</b>		
Per requirements a.ii in the referenced MCM, attach the required information regarding participation and key target audience feedback on approaches.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
<b>Illicit Discharge Detection &amp; Elimination:</b>		
Per requirements a.i in the referenced MCM, attach the required information regarding categories of non-storm water discharges or flows, associated pollutants, and local controls or conditions.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Per requirements b.i in the referenced MCM, attach the required information regarding occasional non-storm water discharges or flows, associated pollutants, and local controls or conditions.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Specific to Traditional MS4s and per requirements d.i in the referenced MCM, attach the adopted ordinance or other regulatory mechanism to prohibit illicit discharges.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Specific to Non-Traditional MS4s and per requirements d.ii in the referenced MCM, attach the summary of legal authority to prohibit illicit discharges.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Per requirements d.iii in the referenced MCM, attach the required summary of the cooperative agreements.		

<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Per requirements d.iv in referenced MCM, attach the Enforcement Response Plan and associated documents.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Per requirements e.ii in referenced MCM, attach the list of high priority outfalls.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Specific to Traditional MS4s and per requirements f.iii in the referenced MCM, attach the summary of investigations conducted and corrective actions taken per the required Illicit Discharge Investigation and Corrective Action Plan and any associated documents.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Specific to Non-Traditional MS4s and per requirements f.iv in the referenced MCM, attach the summary of investigations conducted and corrective actions taken per the required Illicit Discharge Investigation and Corrective Action Plan and any associated documents.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
<b>Post-Construction Site Storm Water Management in New and Redevelopment</b>		
Specific to Traditional MS4s and per requirements c.i in the referenced MCM, attach the post-construction storm water management inspection form or checklist.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Specific to Non-Traditional MS4s and per requirements c.ii in the referenced MCM, attach the post-construction storm water management inspection form or checklist.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Per requirements in c.iii in the referenced MCM, attach the inventory of all new permittee-owned and private post-construction storm water management controls.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Per requirements in c.vi in the referenced MCM, attach an inspection frequency protocol.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Specific to Traditional MS4s and per requirements c.vii, attach the developed inspection program.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
<b>Pollution Prevention/Good Housekeeping for Permittee Operations</b>		
Per requirements in a.iii in the referenced MCM, attach completed Standard Operating Procedures.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	



**2019 Annual Report Attachments (3<sup>rd</sup> Calendar Year)**

**Public Education and Outreach:**

Per requirements c.ii in the referenced MCM, attach the required information regarding outreach materials distributions.

<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached
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**Public Involvement and Participation:**

Per requirements a.ii in the referenced MCM, attach the required information regarding participation and key target audience feedback on approaches.

<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached
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**Illicit Discharge Detection & Elimination:**

Per requirements a.i in the referenced MCM, attach the required information regarding categories of non-storm water discharges or flows, associated pollutants, and local controls or conditions.

<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached
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Per requirements b.i in the referenced MCM, attach the required information regarding occasional non-storm water discharges or flows, associated pollutants, and local controls or conditions.

<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached
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Per requirements e.ii in referenced MCM, attach the list of high priority outfalls.

<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached
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Per requirements e.iii in referenced MCM, attach the required summary of screening results.

<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached
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Specific to Traditional MS4s and per requirements f.iii in the referenced MCM, attach the summary of investigations conducted and corrective actions taken per the required Illicit Discharge Investigation and Corrective Action Plan and any associated documents.

<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
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Specific to Non-Traditional MS4s and per requirements f.iv in the referenced MCM, attach the summary of investigations conducted and corrective actions taken per the required Illicit Discharge Investigation and Corrective Action Plan and any associated documents.

<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
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**Construction Site Storm Water Management:**

Specific to Traditional MS4s and per requirements a.i in the referenced MCM, attach the adopted ordinance or other regulatory mechanism to require construction storm water controls.

<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
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Specific to Non-Traditional MS4s and per requirements a.ii in the referenced MCM, attach the legal authority summary.

<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
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Per requirements a.iii in the referenced MCM, attach the adopted Enforcement Response Plan and associated documents.

<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached
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**Post-Construction Site Storm Water Management in New and Redevelopment**



Per requirements in c.viii in the referenced MCM, attach findings and compliance actions regarding inspections of high priority post-construction storm water management controls.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Specific to Traditional MS4s and per requirements c.ix, attach the findings and resulting actions regarding inspections of high priority privately-owned post-construction storm water management controls.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
<b>Pollution Prevention/Good Housekeeping for Permittee Operations</b>		
Per requirements in a.iii in the referenced MCM, attach the completed Standard Operating Procedures.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	

<b>2020 Annual Report Attachments (4<sup>th</sup> Calendar Year)</b>		
<b>Public Education and Outreach:</b>		
Per requirements c.ii in the referenced MCM, attach the required information regarding outreach materials distributions.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
<b>Public Involvement and Participation:</b>		
Per requirements a.ii in the referenced MCM, attach the required information regarding participation and key target audience feedback on approaches.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
<b>Illicit Discharge Detection &amp; Elimination:</b>		
Per requirements a.i in the referenced MCM, attach the required information regarding categories of non-storm water discharges or flows, associated pollutants, and local controls or conditions.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Per requirements b.i in the referenced MCM, attach the required information regarding occasional non-storm water discharges or flows, associated pollutants, and local controls or conditions.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Per requirements e.ii in referenced MCM, attach the list of high priority outfalls.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Per requirements e.iii in referenced MCM, attach the required summary of screening results.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Specific to Traditional MS4s and per requirements f.iii in the referenced MCM, attach the summary of investigations conducted and corrective actions taken per the required Illicit Discharge Investigation and Corrective Action Plan and any associated documents.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Specific to Non-Traditional MS4s and per requirements f.iv in the referenced MCM, attach the summary of investigations conducted and corrective actions taken per the required Illicit Discharge		

Investigation and Corrective Action Plan and any associated documents.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
<b>Post-Construction Site Storm Water Management in New and Redevelopment</b>		
Specific to Traditional MS4s and per requirements a.i in the referenced MCM, attach the adopted ordinance or other regulatory mechanism to require post-construction storm water controls.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Specific to Non-Traditional MS4s and per requirements a.ii in the referenced MCM, attach the legal authority summary.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Per requirements in a.iii in the referenced MCM, attach the Enforcement Response Plan and associated documents.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Per requirements in c.viii in the referenced MCM, attach findings and compliance actions regarding inspections of high priority post-construction storm water management controls.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Specific to Traditional MS4s and per requirements c.ix, attach the findings and resulting actions regarding inspections of high priority privately-owned post-construction storm water management controls.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Per requirements in d.i in the referenced MCM, attach a summary of the discussion outcomes.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
<b>Pollution Prevention/Good Housekeeping for Permittee Operations</b>		
Per requirements in a.iii in the referenced MCM, attach the completed Standard Operating Procedures.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	

<b>2021 Annual Report Attachments (5<sup>th</sup> Calendar Year)</b>		
<b>Public Education and Outreach:</b>		
Per requirements c.ii in the referenced MCM, attach the required information regarding outreach materials distributions.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
<b>Public Involvement and Participation:</b>		
Per requirements a.ii in the referenced MCM, attach the required information regarding participation and key target audience feedback on approaches.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
<b>Illicit Discharge Detection &amp; Elimination:</b>		
Per requirements a.i in the referenced MCM, attach the required information regarding categories of non-storm water discharges or flows, associated pollutants, and local controls or conditions.		

<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Per requirements b.i in the referenced MCM, attach the required information regarding occasional non-storm water discharges or flows, associated pollutants, and local controls or conditions.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Per requirements e.ii in referenced MCM, attach the list of high priority outfalls.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Per requirements e.iii in referenced MCM, attach the required summary of screening results.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Specific to Traditional MS4s and per requirements f.iii in the referenced MCM, attach the summary of investigations conducted and corrective actions taken per the required Illicit Discharge Investigation and Corrective Action Plan and any associated documents.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Specific to Non-Traditional MS4s and per requirements f.iv in the referenced MCM, attach the summary of investigations conducted and corrective actions taken per the required Illicit Discharge Investigation and Corrective Action Plan and any associated documents.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
<b>Post-Construction Site Storm Water Management in New and Redevelopment</b>		
Per requirements in c.viii in the referenced MCM, attach findings and compliance actions regarding inspections of high priority post-construction storm water management controls.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Specific to Traditional MS4s and per requirements c.ix, attach the findings and resulting actions regarding inspections of high priority privately-owned post-construction storm water management controls.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
<b>Pollution Prevention/Good Housekeeping for Permittee Operations</b>		
Per requirements in a.iii in the referenced MCM, attach completed Standard Operating Procedures.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
<b>Attach any updates, changes, or improvements to the Small MS4 Storm Water Management Program per requirements in Part IV (E).</b>		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable

**Annual Report Form Signature**

**This Annual Report Form must be completed, signed, and certified as follows:**

- **For a corporation, by a principal officer of at least the level of vice president;**
- **For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or**

**For a municipality, state, federal, or other public facility, by either a principal executive officer or ranking elected official.**

**All Permittees Must Complete the Following Certification:**

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 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. [75-5-633, MCA].

*Certification of this form indicates conformance with the 2017 General Permit for Storm Water Discharge Associated with Small Municipal Separate Storm Sewer Systems and the required Annual Reporting upon receipt of permit coverage.*

**Name (Type or Print)**

**Title (Type or Print)**

**Phone Number**

**Signature**

**Date Signed**

## Attachment 1: Additional Questions

The following questions/answers are from the MS4 Annual Report Form regarding budget and resources.

(1) What are the source(s) of funding for implementation of the MS4 permit and the estimated percentage of the total budget allocated from each source listed?

*Answer: Funded through U.S. Congress; 100%*

(2) Specific to the annual reporting calendar year, how did the permittee justify commitment of resources or budget allocations to the implementation of the MS4 permit to decision-makers and the public? Provide a summary of meetings and outcomes held with decision-makers and the public.

*Answer: The program funding is justified through specific permit requirements and projected workload. If the storm water program needs support, the storm water manager can request funds through the Air Force Civil Engineer Center. No additional personnel or funds were added to the MS4 Program in 2018.*

(3) Has the permittee demonstrated program effectiveness to obtain budget allocations for this annual reporting calendar year or previous years? Why or why not? If so, what program effectiveness metrics were presented?

*Answer: Funding is based on requirements of the permit, not program effectiveness.*

(4) How was this annual reporting calendar year's approach to allocate resources different than the previous year's approach?

*Answer: The focus in 2018 was to include additional requirements into the Storm Water Management Plan and to implement sampling protocols.*

(5) Was the permittee successful in their request for budget allocations? Describe the outcome and factors that affected or resulted in that outcome.

*Answer: Yes. Malmstrom AFB successfully obtained funds for the new sampling requirement in 2018. Additional money is requested for Fiscal Year 2020 to include additional sampling. The program is fully funded.*

## Attachment 2: 2018 Sampling Results

Date	Outfall #	TSS (mg/L)	COD (mg/L)	Nitrogen, Nitrates (mg/L)	Nitrogen, Kjeldahl (mg/L)	Total Nitrogen (mg/L)	Total Phosphorus (mg/L)	Copper (mg/L)	Lead (mg/L)	Zinc (mg/L)	Oil/Grease (mg/L)	Flow Estimate (gpm)	Average pH	Water Temp (deg C)
11-May-18	2	11	33	0.16	0.5	0.7	0.095	0.004	0.0007	0.019	ND	2334	8.00	9.2
11-May-18	4	72	38	0.24	0.8	1.0	0.185	0.005	0.0022	0.014	ND	390	7.87	9.3
20-Aug-18	1	12	89	1.3	1.8	3.1	0.12	0.008	0.0007	0.075	ND	892	8.12	16.0
20-Aug-18	3	103	146	1.05	3.0	4.0	0.36	0.016	0.0068	0.110	ND	620	8.09	14.4

*\*\*Note: Only 4 samples were taken in 2018 due to a misinterpretation of the MS4 sampling requirements by Malmstrom AFB. This was identified by the DEQ inspection in December 2018. In 2019, each location will be sampled twice for a total of 8 samples.*

### Attachment 3: Requested Information

**Table 1: 2018 Annual Report Form Responses**

MS4 Section	Requirement	Discussion
<b>Part II.A.1.b.i</b>	Develop and utilize the permittee’s website for public outreach and involvement	Malmstrom utilizes the website for articles, basic information, and a phone number for questions regarding storm water. Website: <a href="https://www.malmstrom.af.mil/About-Us/Environmental-Resources/">https://www.malmstrom.af.mil/About-Us/Environmental-Resources/</a> . Article: <a href="https://www.malmstrom.af.mil/News/Article-Display/Article/1647131/storm-water-at-malmstrom/">https://www.malmstrom.af.mil/News/Article-Display/Article/1647131/storm-water-at-malmstrom/</a>
<b>Part II.A.1.c.i</b>	Develop a tailored outreach strategy for each target audience and specific storm water polluting behavior	Our primary target audience is housing residents. We publish articles, informational brochures, and mark inlets to raise storm water awareness. The brochures are given to each housing resident before they move in. For base activities, we use the training requirements set forth in the Industrial SWPPP to control pollutant runoff. Malmstrom monitors storm water pollution concerns throughout the year. If a shop or person causes or has potential to cause a storm water issue, that shop/person is trained on the importance of water quality and the proper procedures for preventing pollution. See SWMP, Table 2-2 for more details.
<b>Part II.A.2.a.ii</b>	Identify approaches for involving key target audiences in SWMP development and implementation	The Malmstrom Environmental Office marked storm water inlets in 2018. Malmstrom also participated in the annual MApril Clean-up event with the City of Great Falls. As for base shops, CEIE has seen improvement implementing the BMPs required by the Industrial SWPPP over the past year. Engagement from the shops appears to be improving as well. See SWMP, Table 2-2 for more details on outreach strategies.
<b>Part II.A.3.a.i</b>	Address more frequent categories of non-storm water discharge flows if they are determined to be significant contributors of pollutants	See SWMP, Table 4-2 for frequent and significant non-storm water discharges.
<b>Part II.A.3.b.i</b>	Evaluate and include a list of occasional incidental non-storm water discharges that the permittee has determined will not be addressed as illicit discharges.	See SWMP, Table 4-3 for occasional incidental non-storm water discharge
<b>Part II.A.3.d.ii</b>	Effectively prohibit, through ordinance or other regulatory mechanism, non-storm water discharges	Malmstrom does not have the ability to adopt an ordinance or regulatory mechanism to prevent non-storm water discharges. The base uses its authority to regulate anyone who enters the installation through contract specification enforcement and disciplinary action. Balfour-Beatty Communities (BBC) is the

		housing contractor at Malmstrom. They patrol the housing areas and enforce illicit discharges by talking to residents and reporting any problems to the base.
<b>Part II.A.3.d.iii</b>	Solicit assistance from neighboring MS4 to detect illicit discharges and formalize cooperative agreements	Malmstrom does not receive or discharge storm water to a neighboring MS4 entity.
<b>Part II.A.3.d.iv</b>	Develop a formal Enforcement Response Plan (ERP)	See SWMP, Attachment 5 for the ERP
<b>Part II.A.3.e.ii</b>	List high priority outfalls	Malmstrom has 6 outfalls total. The base has determined that Outfalls 1-4 are the highest priority because most of the housing, industrial, and other buildings are in these areas. Outfalls 5 and 6 drain flows from unlined swales and ditches. See SWMP, Section 1.
<b>Part II.A.3.f.iv</b>	Summarize investigations conducted and corrective actions taken per the Illicit Discharge Investigation and Corrective Action Plan	Summary include in Table 2 below.
<b>Part II.A.5.c.ii</b>	Develop and implement an inspection form or checklist to ensure consistent and thorough inspection of post-construction storm water management controls	See SWMP, Attachment 4, Form SW-105
<b>Part II.A.5.c.iii</b>	Develop and maintain/update an inventory of all new permittee-owned and private post-construction storm water management controls	See SWMP, Table 6-2
<b>Part II.A.5.c.vi</b>	Develop an inspection frequency determination protocol based upon the priority of the post-construction storm water management controls	Malmstrom will inspect all post-construction storm water controls annually. This language is included in Section 6.0 of the SWMP.
<b>Part II.A.6.a.iii</b>	Develop standard operating procedures (SOPs) for similar facilities and activities	Malmstrom operates under an Industrial Storm Water Discharge Permit from DEQ as well. This permit requires the base to create SOPs, assign inspectors, and perform corrective actions for certain activities and facilities. A copy of the SOPs/BMPs from the Industrial SWPPP are included in Figures 1 & 2.



**Table 2: 2018 Summary of Illicit Discharges and Corrective Actions**

<b>Date of Incident</b>	<b>Location</b>	<b>Incident Type</b>	<b>Pollutant(s)</b>	<b>Corrective Action</b>	<b>Impacted Storm Water?</b>
1/26/2018	Bldg 761	Vehicle Incident	Gasoline	Fire Department responded with absorbent and collected the spent material for disposal	No
2/5/2018	Perimeter Rd and 70th Street	Vehicle Accident	Coolant	Fire Department responded with absorbent and collected the spent material for disposal.	No
2/8/2018	Fitness Center	SSO	Raw Sewage	Closed outfall slide gate. Jetted the line to clear the blockage. Applied hydrated lime to affect area and water backed up at the outfall. Reported to DEQ.	Yes
4/17/2018	Bldg 500	Vehicle Incident	Gasoline	Fire Department responded with absorbent and collected the spent material for disposal. Vehicle taken to repair shop.	No
5/8/2018	WSA	Vehicle Accident	Diesel	Fire Department responded with absorbent and collected the spent material for disposal.	No
5/10/2018	Bldg 882	Vehicle Incident	Engine Oil	Fire Department and environmental personnel responded with absorbent and collected the spent material for disposal	No
5/24/2018	10th Ave N Gate	Equipment Failure	Mineral Oil	Environmental personnel responded and supplied the contractor with absorbents. Spent material collected and disposed of.	No
6/4/2018	Recycling Yard	Vehicle Incident	Transmission Fluid	Montana Waste placed absorbent on the spill and disposed of the material	No
7/26/2018	Bldg 82110	Equipment Failure	Engine Oil	PowerPro and Environmental personnel responded with absorbents. The spent material was collected and disposed of.	No
8/23/2018	Bldg 1248	Human Error	Car Wax/Soap Concentrate	Informed the individual to stop rinsing car soap/wax concentrate onto the pavement. Environmental personnel cleaned up the spill with assistance from the spiller. Environmental personnel trained the individual in the correct procedures.	Yes

<b>Date of Incident</b>	<b>Location</b>	<b>Incident Type</b>	<b>Pollutant(s)</b>	<b>Corrective Action</b>	<b>Impacted Storm Water?</b>
<b>8/29/2018</b>	Bldg 1460	Vehicle Incident	Diesel	Environmental personnel responded with absorbents and assisted the shop with clean up and disposal.	No
<b>12/4/2018</b>	74th Street and 4th Ave N	Vehicle Accident	Coolant, Transmission Fluid	Fire Department and environmental personnel responded with absorbent and collected the spent material for disposal	No
<b>12/17/2018</b>	10th Ave N Gate	Vehicle Accident	Engine Oil, Coolant	Fire Department and environmental personnel responded with absorbent and collected the spent material for disposal	No

**Figure 1: Standard Operating Procedure/Best Management Practices Master List**

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**APPENDIX D  
BEST MANAGEMENT PRACTICES**

Table D-1 lists the Best Management Practices (BMPs) which apply to MAFB industrial facilities. See the Appendix E inspection forms for individual BMPs at each facility.

<b>Table D-1. Industrial Facility BMP List</b>		
<b>BMP_ID</b>	<b>Description</b>	<b>Detailed Procedure</b>
F1	Inspect dumpsters, fencelines	Inspect dumpsters and shop boundary fencelines at least quarterly for over-filling, blowing trash, general housekeeping.
F2	Cover Dumpsters, Secure Trash	Install lids or covers on all dumpsters or waste containers where possible. Ensure all dumpster and waste container lids or covers are kept closed.
F3	Seal dumpster bungs, Prevent or control liquid discharge	Ensure dumpster drain plugs are in place and in good condition. Report any evidence of lea chant or other discharges to the SWPPPP Administrator.
F4	Petroleum, oil, lubricant (POL) spills, sediment, etc. cleaned from pavement	Inspect and sweep paved surfaces to remove sediment and prevent discharge. Ensure that wet or dry pavement, sidewalk, floor, and deck cleaning procedures include proper waste pickup and disposal. For wet cleanup procedures, use vacuum truck, street sweeper, or similar.
F5	Perform Wet Weather Inspections	Perform at least one routine inspection per year during wet-weather to observe MS4 curbs, gutters, pipelines, inlets, flow across paved areas, etc.
F6	Ensure personnel are trained	Verify that shop supervisor has received initial SWPPP implementation training. 341 CES/CEIEC will maintain training records.
F7	Perform timely quarterly and storm event inspections	Perform timely storm event and quarterly routine inspections.
O1	Control pollution during fueling, oiling, or other fluids management. Maintain SPCC training, spill prevention, timely reporting. Ensure no evidence of spills.	Follow procedures in the MAFB SPCC Plan during all fueling, fluid addition, or other equipment maintenance operations.
O2	Ensure no contamination from bulk fuels receipt, transfers, terminal operations	Follow procedures in the MAFB SPCC Plan during all bulk fuel receipts from vendors, fuel transfers between storage tanks, fuel truck operations, etc. Use active pollution prevention controls (multiple personnel, deadman switches, ullage measurements, storm sewer inlet covers, etc.) where required. Implement Technical Orders or checklists such as "South Storage (Jet-A System) LCL-01", "Service Station Transferred / Receipt SSTA LCL-03", etc.
O3	Perform monthly, annual bulk storage tank inspections	Ensure timely performance of monthly and annual bulk fuel storage tank inspections per SPCC Tables A-5 and A-6, respectively
O4	Outdoor materials storage on pallets, blocks, etc. only, not directly on the ground Minimal evidence of weather damage	Do not store palletized bulk materials outdoors unless the materials are weatherproof. Monitor loading and unloading processes for leakage, burst bags, etc. Clean up all spills, damaged goods, sawdust, swarf, etc. with wet or dry methods as needed.
O5	Implement effective construction storm water BMPs for all projects regardless of size	Implement construction storm water Best Management Practices for all outdoor projects, regardless of size. Implement permit coverage and maintain Storm Water Pollution Prevention Plans for all projects 1 acre or larger.
O6	No evidence of sawdust, paint chips, overspray, cuttings, or other discharges	Monitor all construction projects, repair sites, renovation projects, materials storage areas, facility grounds, etc. and remove sawdust, trash, spilled bulk materials, or other contaminants.
S1	Outdoor clean scrap storage on pallets, blocks, etc. only, not directly on the ground	Outside storage of scrap metal or other materials directly on the ground is prohibited. Store all uncontaminated material storage on pallets, blocking, in containers, etc. if outdoors.
S2	Contaminated scrap storage under cover or in containment. No signs of POL, other spills	Store all contaminated material (machine shop cuttings, lubricated metal, etc.) indoors where possible. Outdoors, store such material in a dumpster or container with a closed lid or within secondary containment. Monitor all outdoor storage containers for leakage, oil slicks, leachate, etc.
V1	All repairs, maintenance performed indoors	Perform all equipment maintenance or repair indoors or under cover.

Table D-1. Industrial Facility BMP List		
BMP_ID	Description	Detailed Procedure
V2	Maintain SPCC training, reporting.	Verify that the SPCC Plan is on site and employees are trained in its use. Implement the SPCC plan. Notify CES/CEIE (731-6155, 731-7148) (or call Malmstrom 911 if after hours) immediately regarding any POL spills. See §2.2.2 for more information.
V3	Implement effective SPCC procedures: drip pans, rags, spill kits. No signs of spills allowed	Use cleanup rags, drip mats, drip pans under portable or stationary engine-powered equipment (operable or inoperable) stored outdoors to control POL, antifreeze, fluid, or other leaks. Inspect drip pans at least quarterly and dispose of collected rainwater or snow melt according to the SPCC Plan.
V4	Install containment under leaking operable or inoperable machines, equipment stored outdoors	Install and maintain portable Petroleum, Oil, or Lubricant (POL) containment under generators or similar skid- or wheel-mounted engine-powered equipment stored outdoors.
V5	Ensure proper recordkeeping for drip pan or containment discharges	Maintain drip pan or portable secondary containment inspection and discharge logs for the current and previous 3 calendar years. Use the procedures outlined in the SPCC Plan.
V6	Follow detailed procedures to prevent hydraulic oil leaks	Use these procedures to prevent oil leaks while connecting, disconnecting, or storing hydraulic equipment outdoors: 1. For tractor implements, cylinders, motors, etc. equipped with male and female quick-connect fittings: <ul style="list-style-type: none"> <li>• Disconnect the implement from the tractor and connect the male and female fittings to each other.</li> <li>• If the fittings don't match, install a positive-seal, leak-proof cap or plug onto the quick-connect fitting. Monitor the fitting for drips or leakage.</li> </ul> 2. For hydraulic equipment, cylinders, motors, hoses, etc. without quick-connect fittings: <ul style="list-style-type: none"> <li>• Disconnect the fitting and drain the equipment, hose, etc. into a portable waste container. Dispose of the waste oil per the SPCC Plan.</li> <li>• Install a leak-proof cap, plug, etc. onto the equipment port(s), hose end(s), or other potential leakage points. Temporary measures such as duct tape are not acceptable.</li> <li>• Use rags, towels, floor dry, or other controls to pick up all drips and spills. Monitor all fittings for leaks or drips.</li> </ul> 3. For hydraulic equipment with broken fittings or hoses: <ul style="list-style-type: none"> <li>• Outdoor storage is prohibited.</li> <li>• Remove and dispose of the broken component or store it indoors.</li> <li>• Install leak-proof caps, plugs, etc. on the remaining parts, cylinder ports, etc. Monitor for leaks or drips.</li> </ul>
V7	Control equipment washdown water, sediment on pavements, etc.	All vehicle washing will occur at designated wash racks. The SWPPP Administrator may designate special equipment cleaning areas if effective pollution prevention and control measures are in place.  Suggestions for cleaning muddy earth-moving or other equipment: <ul style="list-style-type: none"> <li>• Prevent track-off from job sites. Manually remove mud or other debris from tractor treads, buckets, implements, etc. prior to leaving the site if possible.</li> <li>• Immediately perform street sweeping or other cleaning operations if trackoff occurs</li> <li>• Park the implement on pavement until the mud dries enough to remove it with spades, spud bars, etc. Move the equipment and clean the pavement with power sweepers or other means.</li> </ul>
V8	Zero evidence of new or aged leaks from junk vehicles or equipment	Inspect junk equipment stored outdoors at least quarterly and remove leaking components. Store leaking or contaminated components indoors. Promptly clean up all spills or contamination. Document all corrective actions on the Routine Facility Inspection form and maintain these records for 3 CY.

**Figure 2: Standard Operating Procedures/ Best Management Practices Facility Inspection Form Example**

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**Quarterly Facility Inspection - Industrial Storm Water Permit Authorization MTR000197**

<b>Facility</b>	SWPPP Administrator Master List	<b>Office Symbol</b>	341 CES/CEIE	<b>Location(s)</b>	Basewide
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*Form SW-220 (two pages)*

- Perform at least one routine inspection during each calendar quarter. Fill out the front and back of this form.
- IMPORTANT:** Perform at least 1 quarterly inspection per year during wet weather while storm water is flowing.
- Estimate current weather conditions and enter them in the table below.
- Evaluate the performance and effectiveness of EACH Best Management Practice (BMP) for your facility. Provide dates and descriptions for ALL corrective actions, BMP modifications, etc. For detailed BMP information, refer to the SWPPP, Appendix D.

Inspection Date (YYYY-MMM-DD):	Inspection Time (24-hour):	<input type="checkbox"/> Dry Weather
<input type="checkbox"/> 1 <sup>st</sup> Qtr (01 Jan - 31 Mar)	<input type="checkbox"/> 2 <sup>nd</sup> Qtr (01 Apr - 30 Jun)	<input type="checkbox"/> Wet Weather
<input type="checkbox"/> 3 <sup>rd</sup> Qtr (01 Jul - 30 Sep)	<input type="checkbox"/> 4 <sup>th</sup> Qtr (01 Oct - 31 Dec)	

Inspector Name (printed)	Signature
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Current Weather Conditions (estimated)					
Temperature, Degrees F		Wind Speed, MPH		Recent Precipitation, inches	
Clear, partly cloudy, mostly cloudy, overcast		Wind Direction, N / SE / NW / etc.		Snow melt? (Y / N)	
Obtain data from newspaper, smart phone, Great Falls National Weather Service [(406) 453-2081; < <a href="http://w2.weather.gov/climate/index.php?wfo=tx">http://w2.weather.gov/climate/index.php?wfo=tx</a> >], etc.					

Process ID	BMP ID	Description	Effective? (√)		Notes. Describe ALL corrective actions. Include dates.
			Yes	No	
Facilities1	F1	Inspect dumpsters, fenceclines			
	F2	Cover Dumpsters, Secure Trash			
	F3	Seal dumpster bungs, Prevent or control liquid discharge			
	F4	Petroleum, oil, lubricant (POL) spills, sediment, etc. cleaned from pavement			
	F5	Perform Wet Weather Inspections			
	F6	Ensure personnel are trained			
	F7	Perform timely quarterly and storm event inspections			
Ops1	O1	Control pollution during fueling, oiling, or other fluids management. Maintain SPCC training, spill prevention, timely reporting. Ensure no evidence of spills.			
Ops2	O2	Ensure no contamination from bulk fuels receipt, transfers, terminal operations			
	O3	Perform monthly, annual bulk storage tank inspections			
Ops3	O4	Outdoor materials storage on pallets, blocks, etc. Minimal evidence of weather damage			
Ops4	O5	Implement effective construction storm water BMPs for all projects regardless of size			
	O6	No evidence of sawdust, paint chips, overspray, cuttings, or other discharges			
Scrap1 Scrap2	S1	Outdoor clean scrap storage on pallets, blocks, etc.			

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Process ID	BMP ID	Description	Effective? (√)		Notes. Describe ALL corrective actions. Include dates.
			Yes	No	
	S2	Contaminated scrap storage under cover or in containment. No signs of POL, other spills			
VehEq1	V1	All repairs, maintenance performed indoors			
	V2	Maintain SPCC training, reporting.			
	V3	Implement effective SPCC procedures: drip pans, rags, spill kits. No signs of spills allowed			
	V4	Install containment under leaking operable or inoperable machines, equipment stored outdoors			
	V5	Ensure proper recordkeeping for drip pan or containment discharges			
	V6	Follow detailed procedures to prevent hydraulic oil leaks			
	V7	Control equipment washdown water, sediment on pavements, etc.			
	V8	Zero evidence of new or aged leaks from junk vehicles or equipment			

**Wet Weather Inspection, Additional Information**

1. Flow volume (check one):     LOW     MEDIUM     HIGH
2. Water quality (check one):     CLEAR     MILKY     MUDDY
3. Garbage, cigarette butts, etc. (check one)     PRESENT     ABSENT
4. Petroleum sheen (check one)     PRESENT     ABSENT
5. Any contact between storm water and potential pollutants?     YES     NO
6. Describe location(s) problems, responses, corrective actions, etc.

Notes:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_