

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Appendix B – Program Evaluation Worksheets

These program evaluation worksheets are intended to guide an evaluator in conducting a detailed on-site evaluation. Each worksheet addresses a separate program component, and includes the key questions commonly covered during an evaluation. Evaluators should use these worksheets as a guide – additional questions are often necessary based on the specific requirements in the MS4 permit and the unique activities described in the SWMP.

These worksheets are also available, without formatting into tables, on EPA's stormwater Web site.

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Program Management Component Worksheet

Date of Evaluation
Evaluator Name, Title
MS4 Permittee

Instructions: Use this worksheet as a guide for questioning MS4 staff and reviewing applicable documents. Keep in mind that additional questions may be necessary based on local regulations, MS4 permit requirements, implementation strategies, or water quality issues. Remember to obtain copies of any applicable documents or files which may assist in writing the MS4 evaluation report.

Staff Interviewed		
Name	Department/Agency	Phone Number/Email

Comprehensive Stormwater Management Planning SWMP Planning		
Interview Questions	Response	
SWMP Plan developed?	YES	NO
If not, what is used to guide planning and implementation?		
If multiple co-permittees, does each have a SWMP document?	YES	NO
Is there an MS4-wide document if multiple co-permittees?	YES	NO
Were stakeholders included in the planning process?	YES	NO
Applicable Documents	Reviewed	Obtained
SWMP Plan		

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Comprehensive Stormwater Management Planning Intergovernmental, Agency, Departmental Coordination		
Interview Questions	Response	
Are roles and responsibilities for multiple co-permittees established?	YES	NO
If multiple co-permittees, is there an “umbrella group” to coordinate activities?	YES	NO
	Name of Group:	
Are the MOUs between co-permittees and outside agencies?	YES	NO
How are in-house departments coordinated?		
Is there a stormwater task force or committee in place?	YES	NO
Are outside groups used to implement the SWMP?	YES	NO
	Name of Group(s):	
Applicable Documents	Reviewed	Obtained
MOUs or other agreements		
Meeting schedules for in-house or inter-agency task forces or committees		

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Comprehensive Stormwater Management Planning Staff Inventory & Organization		
Interview Questions	Response	
Has an organizational chart been developed?	YES	NO
Have roles and responsibilities been assigned?	YES	NO
Applicable Documents	Reviewed	Obtained
Stormwater program staff lists, responsible parties, contact names, organizational charts		

Notes

Comprehensive Stormwater Management Planning Performance Standards or Goals		
Interview Questions	Response	
Have measurable goals or standards been developed for each SWMP program component?	YES	NO
Do the goals address water quality impact or effectiveness? How?	YES	NO
Applicable Documents	Reviewed	Obtained
Performance standards, measurable goals, schedule		

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Comprehensive Stormwater Management Planning Prioritization of Resources		
Interview Questions	Response	
Have pollutants of concern (POC) been established? If yes, based on what? <ul style="list-style-type: none"> • 303(d) list? • TMDLs? • Land uses of concern? • Existing watershed planning efforts? 	YES Basis:	NO
Have POC-specific strategies been developed in the SWMP?	YES	NO
How does the permittee decide program implementation priorities for resource allocation?		

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Assessment and Evaluation		
Interview Questions	Response	
Is the SWMP regularly measured against goals or standards?	YES	NO
Have load reduction goals been established or assessed?	YES	NO

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Assessment and Evaluation	
Interview Questions	Response
Have other types of improvements been assessed? <ul style="list-style-type: none"> • Riparian habitat? • Stream corridor? • Aquatic habitat? • Groundwater 	YES NO What types?

Notes

Data Collection and Reporting		
Interview Questions	Response	
Are reporting requirements in the MS4 permit for the following: <ul style="list-style-type: none"> • Co-permittees? • An umbrella organization/group? 	YES YES	NO NO
How are data or information from outside groups obtained?		
Have internal reporting deadlines been established?	YES	NO
Applicable Documents	Reviewed	Obtained
Reporting or assessment procedures		

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Public Education/Involvement Component Worksheet

Date of Evaluation
Evaluator Name, Title
MS4 Permittee

Instructions: Use this worksheet as a guide for questioning MS4 staff and reviewing applicable documents. Keep in mind that additional questions may be necessary based on local regulations, MS4 permit requirements, implementation strategies, or water quality issues. Remember to obtain copies of any applicable documents or files which may assist in writing the MS4 evaluation report.

Staff Interviewed		
Name	Department/Agency	Phone Number/Email

Goals and Objectives			
Interview Questions		Response	
Outreach strategy document developed?		YES	NO
Measurable goals included in the document?		YES	NO
Applicable Documents		Reviewed	Obtained
Outreach strategy			

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Message Development			
Interview Question	Response		
Specific stormwater messages been developed? Describe:	YES	NO	
Based on what?	Pollutants of concern	_____	
	Target audience	_____	
	Behavior of concern	_____	
	Other		
Illicit discharges being addressed?	YES	NO	
Pesticides, herbicide, and fertilizer education being conducted?	YES	NO	
Applicable Documents		Reviewed	Obtained
Materials containing central messages			

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Target Audience			
Interview Questions	Response		
Target audiences established?	YES	NO	
Based on what:	Behavior	_____	
	Location/neighborhood	_____	
	Business	_____	
	Age		
	Other		
Target audiences regularly reevaluated?	YES	NO	
Homeowners a target for pesticide, herbicide, and fertilizer education?	YES	NO	
Applicable Documents	Reviewed	Obtained	
Studies to establish target audiences			

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Message Packaging			
Interview Questions		Response	
Types of message “packaging”:			
Different language materials distributed?		YES	NO
Applicable Documents		Reviewed	Obtained
Bi-lingual materials			
Materials used and distributed			

Notes

Distribution Mechanisms			
Interview Questions		Response	
Methods and location of materials distribution:			
Distribution tracked?		YES	NO
Applicable Documents		Reviewed	Obtained
Tracking information			

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Public Involvement Activities			
Interview Questions	Response		
Public participation obtained during stormwater management program changes?	YES	NO	
Stormwater related volunteer activities sponsored or endorsed:	YES	NO	
Applicable Documents		Reviewed	Obtained
Evidence of public participation in planning			
Volunteer activities descriptions			

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Evaluation Methods				
Interview Questions	Response			
Public Education and Involvement assessment methods:				
Public awareness survey been performed?	YES	NO		
Describe most effective materials used:				
Applicable Documents			Reviewed	Obtained
Public awareness survey(s)				

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APPENDIX B – PROGRAM EVALUATION WORKSHEETS

MS4 Maintenance Component Worksheet

Date of Evaluation
Evaluator Name, Title
MS4 Permittee

Instructions: Use this worksheet as a guide for questioning MS4 staff and reviewing applicable documents. Keep in mind that additional questions may be necessary based on local regulations, MS4 permit requirements, implementation strategies, or water quality issues. Remember to obtain copies of any applicable documents or files which may assist in writing the MS4 evaluation report.

Staff Interviewed		
Name	Department/Agency	Phone Number/Email

MS4 Mapping			
Interview Questions	Response		
Outfalls and receiving waters mapped?	YES	NO	
Catch basins?	YES	NO	
Pipes, ditches, other conduits?	YES	NO	
Public stormwater facilities (BMPs)?	YES	NO	
Private stormwater facilities (BMPs)?	YES	NO	
How are maps used (i.e. tracking illicit discharges)?			
Applicable Documents	Reviewed	Obtained	
Map(s) of MS4 system			

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Catch Basin Cleaning		
Interview Question	Response	
Schedule established for inspections and cleaning?	YES	NO
Is cleaning and maintenance of catch basin tracked:	YES	NO
How are spoils materials disposed of?		
Are storm drain pipes inspected? Proactive or only in response to blockage event?	YES	NO
Applicable Documents	Reviewed	Obtained
List of active construction projects		
List of projects covered under a state/EPA general permit		

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Stormwater Management Facilities Operation and Maintenance			
Interview Questions		Response	
Public facilities inspected?		YES	NO
Frequency:			
Private facilities inspected?		YES	NO
Frequency:			
Checklist used for inspections?		YES	NO
Maintenance standards and procedures established?		YES	NO
Data evaluated to target maintenance resources?		YES	NO
Applicable Documents		Reviewed	Obtained
Inspection checklist			

Notes

Road Maintenance			
Interview Questions		Response	
Streets regularly swept?		YES	NO
Frequency:			

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Road Maintenance			
Interview Questions	Response		
Frequency based on water quality factors (e.g. proximity to streams)?	YES		NO
How are spoils disposed of?			
BMPs used during road maintenance activities? Describe	YES		NO
BMP guidance available to field staff?	YES		NO
Deicers used by MS4?	YES		NO
Type and amount of deicer tracked?	YES		NO
Sand/salt swept up after application? How soon?	YES		NO
Applicable Documents			Reviewed
BMP guidance			
Street sweeping records			

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Flood Management			
Interview Questions		Response	
Inventory of flood management structures completed?		YES	NO
Structures been assessed for stormwater retrofit?		YES	NO
New structures include water quality considerations?		YES	NO
Applicable Documents		Reviewed	Obtained
Inventory			

Notes	

Facilities Operation & Maintenance		
Interview Questions	Response	
Inventory of MS4 facilities complete (i.e. facilities owned and operated by the MS4)?	YES	NO
Types of facilities included:		

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Facilities Operation & Maintenance			
Interview Questions	Response		
Facilities inspected? Frequency:	YES	NO	
Checklist used?	YES	NO	
Staff which perform the inspections (department or agency):			
Facilities required to have stormwater pollution prevention plan (SWPPP)?	YES	NO	
Is there a designated stormwater contact person for each facility?	YES	NO	
Describe enforcement procedures used to address noncompliance on a MS4-owner facility:			
Parking lots owned/operated by the permittee swept?	YES	NO	
Sanitary sewer systems evaluated to determine storm sewer cross-connections or overflow locations?	YES	NO	
Extent of infiltration and inflow into storm sewer system:			
Sewer spill and cleanup procedures in place?	YES	NO	
Applicable Documents		Reviewed	Obtained
Facility inventory			
Facility SWPPP			

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Pesticides, Herbicides & Fertilizers			
Interview Questions	Response		
Certified applicators used?	YES	NO	
Integrated Pest Management (IPM) practices used?	YES	NO	
Storage location of pesticides, herbicides, and fertilizers:			
BMPs used during application:			
Fertilizer/pesticide application plan utilized?	YES	NO	
Applicable Documents	Reviewed	Obtained	
Fertilizer/pesticide application plan			

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Standards, BMPs, & Outreach				
Interview Questions	Response			
BMP technical guidance document available to maintenance staff?	YES	NO		
MS4 use contractual staff to complete MS4 maintenance activities?	YES	NO		
BMP guidance materials provided to contracted staff?	YES	NO		
Requirement to consider stormwater impacts and utilize appropriate BMPs in contracts?	YES	NO		
Materials used to educate the public regarding stormwater impacts on MS4 property (if applicable, i.e. public spaces):	Pet waste: Litter reduction:			
Applicable Documents			Reviewed	Obtained
BMP manual or guidance document				
Contract language for MS4 operation and maintenance activities				

Notes

Staff Education and Training		
Interview Questions	Response	
Staff trained to identify illicit discharges?	YES	NO

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Staff Education and Training			
Interview Questions		Response	
Frequency:			
Materials used to train staff:			
Applicable Documents		Reviewed	Obtained
Training materials			

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Construction Component Worksheet

Date of Evaluation
Evaluator Name, Title
MS4 Permittee

Instructions: Use this worksheet as a guide for questioning MS4 staff and reviewing applicable documents. Keep in mind that additional questions may be necessary based on local regulations, MS4 permit requirements, implementation strategies, or water quality issues. Remember to obtain copies of any applicable documents or files which may assist in writing the MS4 evaluation report.

Staff Interviewed		
Name	Department/Agency	Phone Number/Email

Ordinance/Legal Authority	
Interview Questions	Response
Ordinance used to require stormwater BMPs at construction sites? Name and/or code section(s).	YES NO
Threshold for coverage (e.g., 1 acre, 100 cubic yards, etc.)	
Exclusions from coverage allowed:	
Other pollutants regulated on construction sites (e.g., construction wastes, trash, chemicals, etc.):	
Permitting mechanism used to require appropriate BMPs (i.e. grading permit, building permit):	
Is a plan required (erosion control plan or SWPPP)?	YES NO

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Ordinance/Legal Authority			
Interview Questions	Response		
Are minimum construction site BMPs specified? What types?	YES	NO	
Types of enforcement mechanisms available:	Notices of Violations (NOV)	YES	NO
	Administrative fines	YES	NO
	Stop-work orders	YES	NO
	Civil penalties	YES	NO
	Criminal penalties	YES	NO
	Other:		
Official enforcement escalation plan or procedures in place?	YES	NO	
Applicable Documents		Reviewed	Obtained
Grading, Erosion and Sediment Control, Stormwater or other related Ordinance(s)			
Enforcement escalation plan or procedures			

Notes

Construction Project Inventory		
Interview Question	Response	
Construction projects tracked?	YES	NO
Projects <1 acre?	YES	NO

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Updated at what frequency?		
Information tracked:	Project status	YES NO
	Inspection Findings	YES NO
	Enforcement Actions	YES NO
	Complaints	YES NO
	NOI submittal	YES NO
	Other:	
Projects prioritized to determine inspection frequency?	YES	NO
Criteria used:	Proximity to waterbody	YES NO
	Waterbody impairment	YES NO
	Size of project	YES NO
	Slope of project site	YES NO
	Other:	
Number of active projects:		
Applicable Documents		Reviewed
List of active construction projects		Obtained
List of projects covered under a state/EPA general permit		

Notes

Construction Requirements and BMPs		
Interview Questions	Response	
Technical guidance provided or required?	YES	NO
Does guidance include selection criteria?	YES	NO

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Construction Requirements and BMPs			
Interview Questions		Response	
Does guidance include operation and maintenance requirements?		YES	NO
Does guidance have different requirements or standards for different times of the year (i.e. rainy vs. dry seasons)?		YES	NO
Applicable Documents			Reviewed
BMP guidance or technical document			Obtained

Notes

Plan Review Procedures			
Interview Questions		Response	
Who performs erosion and sediment control plan review (i.e. planning department, building department)?			
Training received and frequency:			
Size threshold for plan review (i.e. 1 acre, 10,000 square feet)?			
NOI submittal verified during review?		YES	NO
How (i.e. canceled permit fee check)?			
Pre-project meetings conducted with developer?		YES	NO
Standard conditions of approval include erosion and sediment control and/or general storm water		YES	NO

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Plan Review Procedures		
Interview Questions	Response	
requirements?		
Plan review criteria or checklist used?	YES	NO
Applicable Documents		Reviewed
Copy of standard conditions of approval		
Example of standard conditions applied to an approved project		
Checklist used by plan reviewers		

In addition to interviewing staff, select at least 2 to 3 approved projects with erosion and sediment control plans to review with the permittee. Try to choose different project types (residential, commercial) and sizes. Also review at least one public project plan to see if the permittee is applying adequate standards to municipal construction.

Private Project Name #1:		
BMPs adequately incorporated into the plan to address erosion control, sediment control, housekeeping?	YES	NO
Design specifications and details for all BMPs included on the plans?	YES	NO
Standards conditions include erosion and sediment control or stormwater provisions?	YES	NO
Maintenance requirements specified?	YES	NO
Notes:		

Private Project Name #2:		
BMPs adequately incorporated into the plan to address erosion control, sediment control, housekeeping?	YES	NO
Design specifications and details for all BMPs included on the plans?	YES	NO
Standards conditions include erosion and sediment control or stormwater provisions?	YES	NO
Maintenance requirements specified?	YES	NO

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Private Project Name #2:		
Notes:		

Private Project Name #3:		
BMPs adequately incorporated into the plan to address erosion control, sediment control, housekeeping?	YES	NO
Design specifications and details for all BMPs included on the plans?	YES	NO
Standards conditions include erosion and sediment control or stormwater provisions?	YES	NO
Maintenance requirements specified?	YES	NO
Notes:		

Notes

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Construction Project Inspections			
Interview Questions	Response		
Who performs construction storm water inspections (i.e. building inspector, dedicated stormwater inspector)? List all if different phases or areas of project are inspected by different staff. (i.e. public right-of-way, building footprint, grading phase, construction phase).			
Training received and frequency:			
How many inspectors for stormwater issues at construction projects? On average, number of projects each inspector is responsible for?			
How often are sites inspected? What determines frequency?			
Inspections triggered by rain events? What size rain event? How soon after the event?	YES	NO	
Standard inspection checklist used?	YES	NO	
Findings tracked in a database?	YES	NO	
Applicable Documents		Reviewed	Obtained
Most recent inspection staff training records			
Example of active construction project inspection checklist			
Records from inspection tracking database or filing system			

Notes

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Notes

Enforcement/Referrals	
Interview Questions	Response
<p>Can construction inspectors administer enforcement actions?</p> <p>If no, who can?</p> <p>If yes, what types of enforcement actions?</p>	<p>YES NO</p>
<p>Enforcement action is most commonly used:</p>	
<p>Enforcement actions tracked?</p> <p>How?</p>	
<p>Average number of enforcement actions (by type) issued in the previous year:</p>	<p>Notices of Violations (NOV) _____</p> <p>Administrative fines _____</p> <p>Stop-work orders _____</p> <p>Civil penalties _____</p> <p>Criminal penalties _____</p> <p>Other: _____</p>
<p>Most common compliance issue on construction projects (i.e. tracking on streets, litter, inadequate concrete washout BMPs)?</p>	
<p>Adequate legal authority and tools available to inspectors to enforce storm water requirements on construction projects?</p> <p>If no, how could the program be improved?</p>	
<p>Who does follow up on enforcement actions?</p>	

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Applicable Documents	Reviewed	Obtained
Enforcement cases files both active and closed		
Example of most typical enforcement action documentation (i.e. NOV)		
List of enforcement actions used in the last year		

Notes

Outreach and Education	
Interview Questions	Response
Type of training provided to construction operators:	
Attendance required?	
Training frequency?	
Number of operators trained:	
Training topics:	
Presentations given by MS4 staff to professional groups?	YES NO
Brochures or outreach materials targeted at operators:	

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

How/when is the information distributed?			
Web site used to educate operators? Web address:			
Applicable Documents		Reviewed	Obtained
Training materials			
Brochures, outreach materials			

Notes

MS4-Owned Construction Projects		
Interview Questions	Response	
Projects designed in-house or contracted?		
Designers trained in stormwater BMP implementation?	YES	NO
Checklist used during the design and/or review of public construction projects?	YES	NO
Are projects greater than one acre covered a general construction permit (has an NOI been submitted)?	YES	NO

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

MS4-Owned Construction Projects			
Interview Questions	Response		
If contracted planners and engineers are used for the design of MS4-owned projects, does the contract language specify that storm water BMPs be incorporated into the design?	YES	NO	
In-house inspection staff inspect projects? If so, which department?	YES	NO	
Project inspectors trained? Frequency:	YES	NO	
If contracted inspectors are utilized, are minimum inspection, maintenance and reporting requirements specified in the contract?	YES	NO	
Applicable Documents		Reviewed	Obtained
MS4-owned project storm water design standards and/or checklist			
Contract language for active public project not developed or inspected in-house			

Project Name:		
BMPs adequately incorporated into the plan to address erosion control, sediment control, housekeeping?	YES	NO
Design specifications and details for all BMPs included on the plans?	YES	NO
Standards conditions include erosion and sediment control or stormwater provisions?	YES	NO
Maintenance requirements specified?	YES	NO
Notes:		

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APPENDIX B – PROGRAM EVALUATION WORKSHEETS

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APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Post-Construction Component Worksheet

Date of Evaluation
Evaluator Name, Title
MS4 Permittee

Instructions: Use this worksheet as a guide for questioning MS4 staff and reviewing applicable documents. Keep in mind that additional questions may be necessary based on local regulations, MS4 permit requirements, implementation strategies, or water quality issues. Remember to obtain copies of any applicable documents or files which may assist in writing the MS4 evaluation report.

Staff Interviewed		
Name	Department/Agency	Phone Number/Email

Ordinance/Legal Authority	
Interview Questions	Response
Ordinance used to require post-construction stormwater BMPs on new development or redevelopment projects? Name and/or code section(s).	YES NO
Threshold for coverage (e.g., 1 acre, 100 cubic yards, etc.)	
Exclusions from coverage allowed:	
Permitting mechanism used to require appropriate BMPs (i.e. building permit):	
Is a plan required (erosion control plan or SWPPP)?	YES NO
Are minimum post-construction site BMPs specified?	YES NO

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Ordinance/Legal Authority			
Interview Questions		Response	
What types?			
Applicable Documents		Reviewed	Obtained
Ordinance(s)			

Notes

Comprehensive or Master Planning			
Interview Questions		Response	
Is there an overall comprehensive or watershed plan with detailed information on current and planned development and redevelopment?		YES	NO
If the permittee is a municipality, does the comprehensive plan include stormwater elements? If so, what types? <ul style="list-style-type: none"> • Imperviousness • Public infrastructure/drainage • Open space • Water body protection 		YES	NO
Are there programs and design guidelines to assist in current and future development and redevelopment (including funding programs)?		YES	NO

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Comprehensive or Master Planning			
Interview Questions	Response		
Audit or review of existing codes completed?	YES	NO	
Applicable Documents		Reviewed	Obtained
Comprehensive or general plan			
Economic development plans			

Notes

Post-Construction Requirements and BMPs			
Interview Questions	Response		
Technical guidance provided or required?	YES	NO	
Does guidance include selection criteria (i.e. based on land use, location)?	YES	NO	
Does guidance include operation and maintenance requirements?	YES	NO	
Applicable Documents		Reviewed	Obtained
BMP guidance or technical document			

Notes

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Plan Review Procedures			
Interview Questions		Response	
Who performs post-construction BMP plan review (i.e. planning department, building department)?			
Training received and frequency:			
Size threshold for plan review (i.e. 1 acre, 10,000 square feet)?			
Pre-project meetings conducted with developer?		YES	NO
Standard conditions of approval include post-construction storm water requirements?		YES	NO
Plan review criteria or checklist used?		YES	NO
Maintenance agreement required?		YES	NO
Applicable Documents		Reviewed	Obtained
Copy of standard conditions of approval			
Example of standard conditions applied to an approved project			
Checklist used by plan reviewers			

Post-Construction BMP Inventory			
Interview Question		Response	
Post-construction structural BMPs tracked?		YES	NO
Information tracked:		Location	YES NO
		Maintenance Requirements	YES NO
		Inspection findings	YES NO
		Other:	
Nonstructural BMPs tracked?		YES	NO
Database used?		YES	NO
Number of private post-construction structural BMPs:			
Applicable Documents		Reviewed	Obtained
List of active construction projects			
List of projects covered under a state/EPA general permit			

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APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Post-Construction BMP Inspection and Maintenance		
Interview Questions	Response	
Who performs post-construction BMP inspections?		
Training received and frequency:		
Are “as built” inspections performed?	YES	NO
How often are BMPs inspected? What determines frequency?		
Standard inspection checklist used?	YES	NO
Findings tracked in a database?	YES	NO
Applicable Documents	Reviewed	Obtained
Most recent staff training records		
Example of BMP inspection checklist		
Records from inspection tracking database or filing system		

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APPENDIX B – PROGRAM EVALUATION WORKSHEETS

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Enforcement/Referrals	
Interview Questions	Response
<p>Can inspectors administer enforcement actions if private post-construction BMPs are not maintained?</p> <p>If no, who can?</p> <p>If yes, what types of enforcement actions?</p>	<p>YES NO</p>
<p>Enforcement action is most commonly used:</p>	
<p>Enforcement actions tracked?</p> <p>How?</p>	
<p>Average number of enforcement actions (by type) issued in the previous year:</p>	<p>Notices of Violations (NOV) _____</p> <p>Administrative fines _____</p> <p>Stop-work orders _____</p> <p>Civil penalties _____</p> <p>Criminal penalties _____</p> <p>Other: _____</p>
<p>Adequate legal authority and tools available to inspectors to enforce post-construction storm water requirements?</p> <p>If no, how could the program be improved?</p>	

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Enforcement/Referrals			
Interview Questions		Response	
Who does follow up on enforcement actions?			
Applicable Documents		Reviewed	Obtained
Enforcement cases files both active and closed			
Example of most typical enforcement action documentation (i.e. NOV)			
List of enforcement actions used in the last year			

Notes

Outreach and Education	
Interview Questions	Response
Type of training provided to designers and engineers:	
Attendance required?	
Training frequency?	
Number trained:	
Training topics:	

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Outreach and Education		
Interview Questions	Response	
Presentations given by MS4 staff to professional groups?	YES	NO
Brochures or outreach materials targeted at designers and engineers:		
How/when is the information distributed?		
Web site used to educate designers and engineer? Web address:		
Applicable Documents	Reviewed	Obtained
Training materials		
Brochures, outreach materials		

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APPENDIX B – PROGRAM EVALUATION WORKSHEETS

MS4-Owned Construction Projects			
Interview Questions		Response	
Projects designed in-house or contracted?			
Designers trained in post-construction stormwater BMP implementation?		YES	NO
Checklist used during the design and/or review of post-construction BMPs?		YES	NO
If contracted planners and engineers are used for the design of MS4-owned projects, does the contract language specify that post-construction stormwater BMPs be incorporated into the design?		YES	NO
In-house inspection staff inspect post-construction BMPs? If so, which department?		YES	NO
Post-construction inspectors trained?		YES	NO
Frequency:			
If contracted inspectors are utilized, are minimum inspection, maintenance and reporting requirements specified in the contract?		YES	NO
Applicable Documents		Reviewed	Obtained
Project stormwater design standards and/or checklist			
Contract language for active public project not developed or inspected in-house			

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APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Industrial/Commercial Component Worksheet

Date of Evaluation
Evaluator Name, Title
MS4 Permittee

Instructions: Use this worksheet as a guide for questioning MS4 staff and reviewing applicable documents. Keep in mind that additional questions may be necessary based on local regulations, MS4 permit requirements, implementation strategies, or water quality issues. Remember to obtain copies of any applicable documents or files which may assist in writing the MS4 evaluation report.

Staff Interviewed		
Name	Department/Agency	Phone Number/Email

Ordinance/Legal Authority					
Interview Questions	Response				
Ordinance which requires industrial/commercial facilities to install BMPs or minimize pollutant discharge? Name and/or code section(s).	<table style="margin: auto;"> <tr> <td style="padding: 0 20px;">YES</td> <td>NO</td> </tr> </table>	YES	NO		
YES	NO				
Types of facilities covered:					
Facilities exempted:					
Applicable Documents					
Ordinance(s)	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; padding: 5px;">Reviewed</th> <th style="width: 50%; padding: 5px;">Obtained</th> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> </table>	Reviewed	Obtained		
Reviewed	Obtained				

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Notes

Facility Inventory			
Interview Question	Response		
Industrial/Commercial facilities inventoried?	YES	NO	
Types of facilities included in the inventory:			
Facilities prioritized according to risk?	YES	NO	
Criteria used:	Proximity to waterbody	YES	NO
	Waterbody impairment	YES	NO
	Type of facility	YES	NO
	Materials produced on-site	YES	NO
	Materials stored on-site	YES	NO
Facilities mapped?	YES	NO	
GIS?	YES	NO	
Applicable Documents		Reviewed	Obtained
Facility inventory			
Facility map			

Notes

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Notes

Standards, BMPs & Outreach	
Interview Questions	Response
Standards adopted which require industrial/commercial facilities to install BMPs (e.g., all car dealerships must install a wash rack plumbed to the sanitary sewer)? Describe:	YES NO
Standards for new development only or do they apply to improvements as well?	
Additional criteria which determine whether BMPs are required (e.g. facilities determined to be “high priority”, facilities within 100 feet of stream):	
Specific guidance document or manual utilized:	

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Standards, BMPs & Outreach			
Interview Questions		Response	
Materials developed to educate operators about required or recommended BMPs:			
Training for operators: Frequency of training:			
Applicable Documents		Reviewed	Obtained
BMP standards or guidance document			
Outreach materials			

Notes

Inspections		
Interview Questions	Response	
Industrial/Commercial facilities inspected?	YES	NO
Frequency:		
Staff (department or agency) responsible for inspections:		
If multiple departments perform inspections (i.e. health department inspects restaurants, pretreatment)	YES	NO

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Inspections			
Interview Questions	Response		
staff inspects heavy industrial), are the stormwater findings compiled?			
Checklist used during inspection?	YES	NO	
Types of data collected:	Proximity to waterbody	_____	
	Type of facility	_____	
	Materials produced on-site	_____	
	Materials stored on-site	_____	
	Hazardous waste on-site	_____	
	NOI submittal	_____	
	Other		
Are non-filers reported to permitting authority?	YES	NO	
Method of tracking inspection findings:			
Educational materials provided to operators during inspections?	YES	NO	
Applicable Documents		Reviewed	Obtained
Example checklist			
Examples of outreach materials			

Notes

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Enforcement			
Interview Questions	Response		
Enforcement escalation plan or procedures adopted?	YES	NO	
Can industrial/commercial inspectors administer enforcement actions? If no, who can? If yes, what types of enforcement actions?	YES	NO	
Enforcement action is most commonly used:			
Enforcement actions tracked? How?			
Average number of enforcement actions (by type) issued in the previous year:	Notices of Violations (NOV)	_____	
	Administrative fines	_____	
	Civil penalties	_____	
	Criminal penalties	_____	
	Damage abatement	_____	
	Other:	_____	
Adequate legal authority and tools available to inspectors to enforce stormwater requirements at industrial/commercial facilities? If no, how could the program be improved?			
Who does follow up on enforcement actions?			
Applicable Documents		Reviewed	Obtained
Enforcement escalation plan or procedures			
Notes			

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Notes

Staff Education and Training				
Interview Questions	Response			
Staff trained to inspect industrial/commercial facilities?	YES	NO		
Frequency:				
Materials used to train staff:				
Applicable Documents			Reviewed	Obtained
Training materials				
Training records				

Notes

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Notes

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Illicit Discharge Component Worksheet

Date of Evaluation
Evaluator Name, Title
MS4 Permittee

Instructions: Use this worksheet as a guide for questioning MS4 staff and reviewing applicable documents. Keep in mind that additional questions may be necessary based on local regulations, MS4 permit requirements, implementation strategies, or water quality issues. Remember to obtain copies of any applicable documents or files which may assist in writing the MS4 evaluation report.

Staff Interviewed		
Name	Department/Agency	Phone Number/Email

Ordinance/Legal Authority		
Interview Questions	Response	
Ordinance which prohibits illicit discharges? Name and/or code section(s).	YES	NO
Exclusions (non-stormwater discharges) allowed:		
Types of enforcement mechanisms available:	Notices of Violations (NOV)	YES NO
	Administrative fines	YES NO
	Stop-work orders	YES NO
	Civil penalties	YES NO
	Criminal penalties	YES NO
	Other:	
Official enforcement escalation plan or procedures in place?	YES	NO

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Applicable Documents	Reviewed	Obtained
Ordinance(s) prohibiting illicit discharges		
Enforcement escalation plan or procedures		

Notes

Dry-Weather Screening		
Interview Question	Response	
Map of MS4 system complete?	YES	NO
If yes, hard copy or electronic?		
Who can access the map and for what purpose?		
Dry-weather field screening used to detect illicit discharges?	YES	NO
Frequency and extent of field screening (i.e. 30 percent of major outfalls annually):		
Areas for screening prioritized?	YES	NO
Criteria used:	Land use(s) in watershed	YES NO
	Waterbody impairment	YES NO
	Spills/Dumping incidents	YES NO
	Other:	
Checklist or reporting form utilized?	YES	NO

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Dry-Weather Screening		
Interview Question	Response	
Dry-weather flows sampled and analyzed? Parameters:	YES	NO
Dry-weather screening findings tracked? Database used? Data tracked:	YES YES	NO NO
Applicable Documents	Reviewed	Obtained
Summary of field screening findings from previous year		
Written description of dry-weather field screening procedures		
Checklist or reporting form		

Notes

Investigation of Illicit Discharges		
Interview Questions	Response	
Investigation procedure adopted?	YES	NO
Summary of process used:		

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Investigation of Illicit Discharges	
Interview Questions	Response
Staff (departments/agencies) utilized:	
Enforcement mechanisms available:	Notices of Violations (NOV) _____ Administrative fines _____ Civil penalties _____ Criminal penalties _____ Abatement charges for damage _____ Other: _____
Applicable Documents	Reviewed Obtained

Investigation procedures

As a part of the audit, review complete paperwork trails for several illicit discharge events (including a spill and an unknown illicit discharge in the storm drain system). Determine if the full investigation process was documented and if adequate enforcement actions taken when required.

Illicit Discharge Location or Case File Name #1:	
Summarize illicit discharge event:	
Full investigation process documented?	YES NO
Source determined?	YES NO
Enforcement action taken?	YES NO
Describe:	
Describe:	

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Illicit Discharge Location or Case File Name #1:	
Notes:	

Illicit Discharge Location or Case File Name #2:		
Summarize illicit discharge event:		
Full investigation process documented?	YES	NO
Source determined?	YES	NO
Enforcement action taken?	YES	NO
Describe:		
Notes:		

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Notes

Public Awareness & Reporting			
Interview Questions	Response		
Spill reporting hotline?	YES	NO	
Complaint tracking database or system? Describe:	YES	NO	
Outreach materials used to educate public about illicit discharges:			
Subwatersheds or neighborhoods prioritized for outreach based on complaints or land use?	YES	NO	
Applicable Documents	Reviewed	Obtained	
Examples of outreach materials			
Print out of complaint database or tracking system files			

Notes

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Notes

Spill Prevention & Response		
Interview Questions	Response	
Spill response plan or procedures adopted?	YES	NO
Who responds?		
Adequate equipment and training for staff?		
Tracking of spills and response?	YES	NO
Database used?		
Applicable Documents	Reviewed	Obtained
Spill tracking system		

Notes

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Notes

Used Oil & Toxics Management		
Interview Questions	Response	
Types of waste managed:	Household Hazardous Waste	_____
	Used oil/filters	_____
	Batteries	_____
	Thermometers	_____
	White goods (e.g. refrigerators)	_____
	E-waste (e.g. computers)	_____
	Pharmaceuticals	_____
	Paint	_____
	Other	_____
Describe public outreach materials used:		
Applicable Documents	Reviewed	Obtained
Outreach materials		

Notes

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Notes

Sanitary Sewer Discharges			
Interview Questions	Response		
Sanitary sewer systems evaluated to determine storm sewer cross-connections or overflow locations?	YES	NO	
Extent of infiltration and inflow into storm sewer system:			
Sewer spill and cleanup procedures in place?	YES	NO	
Applicable Documents		Reviewed	Obtained
Sewer spill and clean procedures			

Notes

Staff Education and Training			
Interview Questions	Response		
Staff trained to identify illicit discharges?	YES	NO	
Frequency:			
Materials used to train staff:			

APPENDIX B – PROGRAM EVALUATION WORKSHEETS

Staff Education and Training			
Interview Questions	Response		
Applicable Documents		Reviewed	Obtained
Training materials			
Training records			

Notes

Appendix C – Field Inspection Worksheets

This appendix includes the following four field inspection worksheets:

- MS4 Maintenance Facility Field Inspection Worksheet
- Construction Field Inspection Worksheet
- Industrial/Commercial Facility Field Inspection Worksheet
- Outfall Visual Field Inspection Worksheet

Use these field inspections sheets as you accompany MS4 staff on inspections of municipal facilities, construction sites and industrial/commercial facilities. In addition, the outfall visual field inspection worksheet can be used to assess the condition of an MS4's outfall(s), thereby giving an evaluator an indication of the quality of the MS4's maintenance program.

APPENDIX C – FIELD INSPECTION WORKSHEETS

MS4 Maintenance Facility Field Inspection Worksheet

Permittee:	
Address of facility:	Size of facility:
Date of visit:	Time of visit:
Provide the name(s) and title(s) of permittee staff present during inspection	
Name	Title
Evaluator Observations:	
SWPPP or stormwater plan	
Has the maintenance facility developed a SWPPP or stormwater plan?	
Does the plan include a site map, list of pollutant sources, BMPs, and maintenance procedures?	
Does the permittee conduct and document periodic inspections of the facility?	
Are storm drains labeled and free of debris?	
Vehicle maintenance, fueling and washing	
Are vehicle maintenance activities conducted in a designated place not exposed to stormwater?	
Are fueling stations properly designed with spill kits nearby?	
Are vehicles washed on-site? Is wash water discharged to the MS4 or sanitary sewer?	
Material storage	
Are all materials that are potential stormwater contaminants stored under cover or in secondary containment?	
Hazardous waste management	
Are all hazardous materials properly labeled and stored to prevent exposure to stormwater runoff?	
Waste management	
Are waste bins covered with waste properly disposed in containers?	
How is landscape waste stored?	
Spill response	
Does the facility have a spill response plan, and are spill kits readily available?	
Employee training	
What type of stormwater training do maintenance staff receive?	
Notes or additional information:	

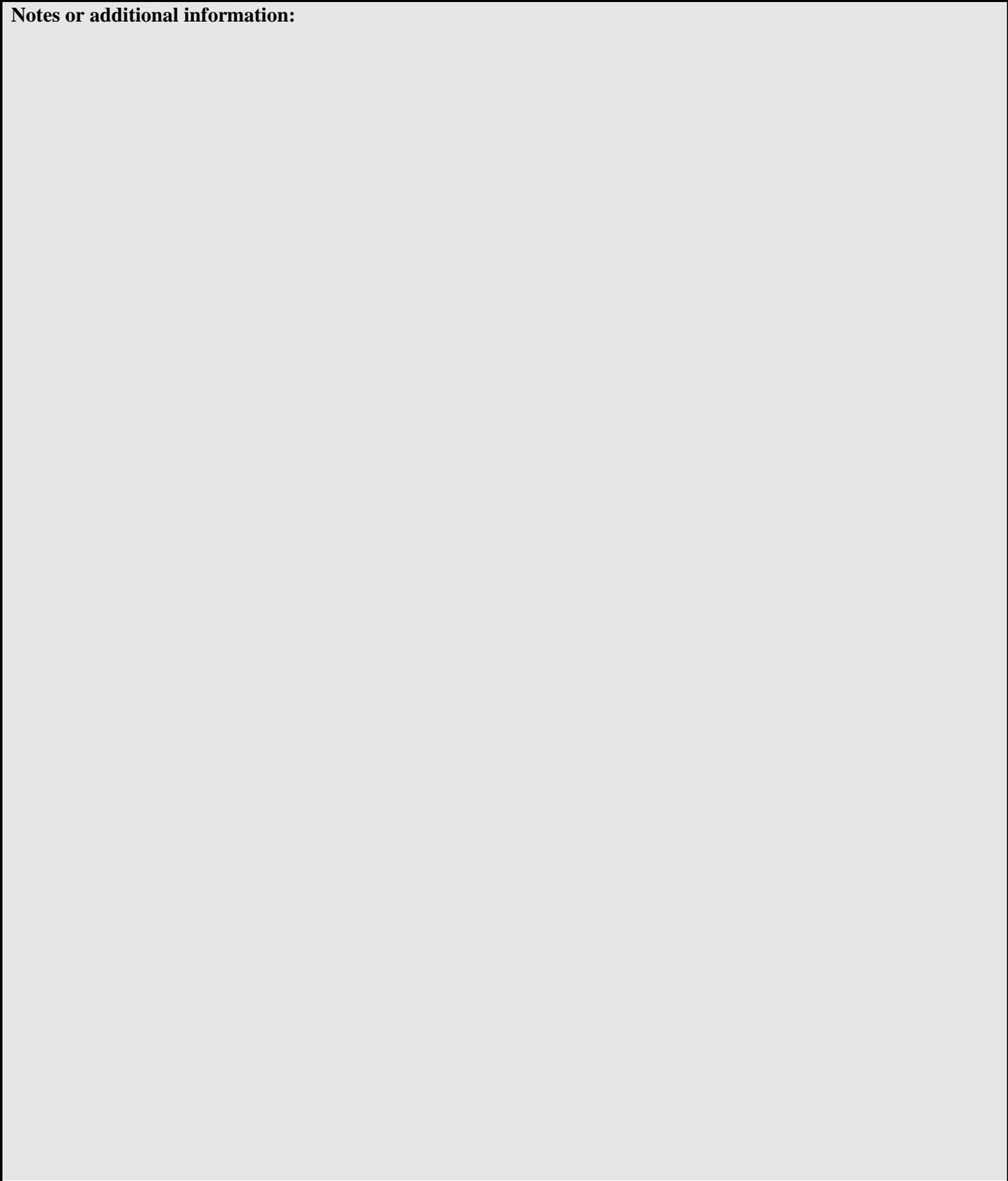
APPENDIX C – FIELD INSPECTION WORKSHEETS

Construction Field Inspection Worksheet

Permittee:		
Address of project:	Size of project:	NOI?
Date of visit:	Time of visit:	
Name of permittee's inspector(s):		
Provide the name(s) and title(s) of site superintendent or contractor(s) present during inspection		
Name	Title	
Evaluator Observations:		
<i>Inspector Training/Knowledge</i>		
Is the inspector knowledgeable about: <ul style="list-style-type: none"> ○ Erosion and sediment control BMPs, ○ Stormwater/pollution prevention BMPs, ○ Local stormwater requirements, and ○ Legal authority (ordinances)? 		
Is the inspector familiar with the requirements in the State stormwater construction general permit?		
What type of stormwater training did the inspector receive? When, and how often?		
<i>Inspection Procedures</i>		
Is a checklist used during the inspection?		
Is the inspector aware of previous stormwater inspection results at this site?		
Does the inspector review the approved plans (erosion and sediment control and/or SWPPP) required to be at the construction site?		
Does the inspector walk the entire site and inspect all points of discharge?		
Does the inspection address: <ul style="list-style-type: none"> ○ Erosion control ○ Sediment control ○ Waste management practices ○ Non-stormwater discharges? 		
Did the inspector miss obvious violations?		
Are inspection findings documented in writing and presented to the site contact?		
<i>Compliance/Enforcement</i>		
How does the inspector address compliance issues (verbal warnings, NOV, stop work order, etc)?		
If there are compliance issues identified, is a deadline given for correction?		
<i>Education</i>		
Are any materials or brochures given to the site contact to educate them about appropriate BMPs?		

APPENDIX C – FIELD INSPECTION WORKSHEETS

Notes or additional information:



APPENDIX C – FIELD INSPECTION WORKSHEETS

Industrial/Commercial Facility Field Inspection Worksheet

Permittee:		
Address and Name of facility:	Size of project:	NOI?
Date of visit:	Time of visit:	
Name of permittee's inspector(s):		
Provide the name(s) and title(s) of facility representatives present during inspection		
Name	Title	
Evaluator Observations:		
<i>Inspector Training/Knowledge</i>		
Is the inspector knowledgeable about: <ul style="list-style-type: none"> ○ Source Control BMPs, ○ Treatment Control BMPs, ○ Local stormwater requirements, and ○ Legal authority (ordinances)? 		
Is the inspector familiar with the requirements in the State stormwater industrial general permit?		
What type of stormwater training did the inspector receive? When, and how often?		
<i>Inspection Procedures</i>		
Is a checklist used during the inspection?		
Is the inspector aware of previous stormwater inspection results at this site?		
Does the inspector review the BMPs in the industrial SWPPP (if available)?		
Does the inspector walk the entire facility and inspect all points of discharge?		
Does the inspection address: <ul style="list-style-type: none"> ○ Good housekeeping practices ○ Spill prevention and response ○ Materials handling and storage ○ Waste management practices ○ Non-stormwater discharges? 		
Did the inspector miss obvious violations?		
Are inspection findings documented in writing and presented to the facility representative?		
<i>Compliance/Enforcement</i>		
How does the inspector address compliance issues (verbal warnings, NOV, stop work order, etc)?		
If there are compliance issues identified, is a deadline given for correction?		
<i>Education</i>		
Are any materials or brochures given to the facility representative to educate them about appropriate BMPs?		

APPENDIX C – FIELD INSPECTION WORKSHEETS

Notes or additional information:

A large, empty rectangular box with a black border, intended for handwritten notes or additional information during a field inspection. The box is currently blank.

APPENDIX C – FIELD INSPECTION WORKSHEETS

Outfall Visual Field Inspection Worksheet

Background

Permittee: _____ Date: _____ Time: _____

Evaluator: _____ Predominant Watershed Landuse: _____

Outfall Location: _____ (Latitude) _____ (Longitude)/ _____ (Address)

Permittee Staff Interviewed: _____

Date Outfall Last Inspected by Permittee: _____ Days Since Last Rainfall _____ Inches _____

Photos Taken? Yes No Photo #s: _____

Outfall Description

End of Pipe Diameter (feet/inches): _____ Open Channel? Yes No	Outfall Submerged: Yes No If yes, in: <input type="checkbox"/> Water <input type="checkbox"/> Fully <input type="checkbox"/> Partially <input type="checkbox"/> Sediment <input type="checkbox"/> Fully <input type="checkbox"/> Partially	Pipe Material: <input type="checkbox"/> Concrete <input type="checkbox"/> PVC <input type="checkbox"/> Steel <input type="checkbox"/> Other: _____	Pipe Condition: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor Describe: _____ _____ _____
Shape: <input type="checkbox"/> Circular <input type="checkbox"/> Elliptical <input type="checkbox"/> Box <input type="checkbox"/> Other: _____			

Visual Observations

Flow Present: Yes No Flow Volume: <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> Heavy <input type="checkbox"/> Intermittent	Flow Color: <input type="checkbox"/> Clear <input type="checkbox"/> Muddy <input type="checkbox"/> Milky or cloudy <input type="checkbox"/> Sheen <input type="checkbox"/> Soapy foam <input type="checkbox"/> Other: _____	Debris in Pipe: <input type="checkbox"/> None <input type="checkbox"/> Sediment <input type="checkbox"/> Trash <input type="checkbox"/> Other: _____ _____ _____	Flow Odor: <input type="checkbox"/> None <input type="checkbox"/> Petroleum <input type="checkbox"/> Sewage/rotten eggs <input type="checkbox"/> Other: _____ _____ _____
--	---	--	---

Debris Around Outfall: None Sediment Trash Other: _____

Staining and Scum Present: None Red/Orange White Green algae Oily scum

Notes:

If flow is present, ask the following questions of the Permittee contact:

1. Has the outfall been inspected? Yes No If yes, when? _____

2. Was there dry weather flow during the last inspection? Yes (Go to Question # 3) No (Go to question # 6)

APPENDIX C – FIELD INSPECTION WORKSHEETS

3. Was there an investigation as to the source of the flow? Yes No If yes, describe the investigation.

4. What was the outcome of the investigation?

5. Does the permittee have documentation detailing the investigation and enforcement which resulted? Yes No Describe.

6. What are the permittee's next steps regarding the flow discovered during the field inspection? Ask the permittee to describe, in detail, how the flow will be investigated including specific staff members responsible, time frames for action, etc.

7. If the source of the dry weather flow is determined, what enforcement actions will the permittee take against the person responsible?

8. Are the actions described by the permittee contact confirmed in the Enforcement Response Plan? Yes No Describe.

Additional Comments or Observations:

APPENDIX D: REVIEWING AN ANNUAL REPORT

Appendix D – Reviewing an Annual Report

Annual Report Evaluation Worksheet

Date of Evaluation
Evaluator Name, Title
MS4 Permittee

Instructions: Use this worksheet as a guide when reviewing a permittee's annual report, as it highlights the information most useful for assessing the permittee's level of compliance. Keep in mind that additional information may be necessary to determine compliance based on specific local regulations, MS4 permit requirements, implementation strategies, or water quality issues.

Program Management Component
Name of department overseeing NPDES compliance:
Other departments involved in SWMP implementation:
Other municipalities or agencies implementing the SWMP:
Name of umbrella organization, if any:
SWMP or similar planning document?
Stormwater task force or committee: Internal? Intergovernmental?

APPENDIX D: REVIEWING AN ANNUAL REPORT

Program Management Component
Specific measurable goals referenced?
Revisions to the SWMP noted?
Water quality monitoring data (if any) analyzed for trends?
Program effectiveness assessed?
Notes

APPENDIX D: REVIEWING AN ANNUAL REPORT

Public Education and Participation Component
Name of department overseeing public education and participation:
Is an outreach strategy developed?
Specific stormwater messages used?
Specific target audiences identified?
Behavior changes tracked?
Stormwater hotline?
Methods used to distribute messages (printed material, media, etc.)
Effectiveness of education activities evaluated? Is a survey used?

APPENDIX D: REVIEWING AN ANNUAL REPORT

Public Education and Participation Component
Changes to the outreach strategy noted?
Attendance at public involvement activities?
Attendance for volunteer programs?
Public comments on the stormwater program?
Notes

APPENDIX D: REVIEWING AN ANNUAL REPORT

MS4 Maintenance Component
MS4 map or GIS?
Departments responsible for the following: <ul style="list-style-type: none">• Catch basin maintenance:• Street sweeping:• Storm drain pipe maintenance:• Stormwater management structure maintenance:• Open channel maintenance:
Number or frequency of catch basin inspections/cleaning:
Street sweeping frequency/miles:
Number or frequency of pipe inspections/cleaning:
Number or frequency of inspections/cleaning of stormwater management structures: <ul style="list-style-type: none">• Publicly owned:• Privately owned:
Frequency of open channel inspections/cleaning:

APPENDIX D: REVIEWING AN ANNUAL REPORT

MS4 Maintenance Component
Volume/weight of trash and debris removed from the MS4:
Areas targeted for higher frequency of maintenance?
Maintenance data analyzed to modify schedules or gauge effectiveness?
Locations/amounts used for the following: <ul style="list-style-type: none">• Deicing salts or abrasives?• Pesticides?• Fertilizers?
Inspections of municipal facilities?
Inspection of maintenance yard(s)?
Sanitary sewer overflow occurrences?
Household hazardous waste collection: <ul style="list-style-type: none">• Number of events?• Amounts collected?• Number of participants?

APPENDIX D: REVIEWING AN ANNUAL REPORT

M54 Maintenance Component
Attendance at stormwater training for municipal staff?
Notes

APPENDIX D: REVIEWING AN ANNUAL REPORT

Construction Component
Erosion and sediment control plan review
Department responsible for plan review:
Number of plans reviewed and/or approved:
Size threshold or other criteria to trigger plan review:
Construction site inspections
Department responsible for private construction inspections during the following phases: <ul style="list-style-type: none">• Grading phase:• Building phase:• Final inspection:
Different department for public projects? If yes, which department?
Number of inspectors who perform ESC inspections:
Number of active construction projects requiring inspections:
Frequency of routine inspections:

APPENDIX D: REVIEWING AN ANNUAL REPORT

Construction Component
Number of inspections performed (routine and follow-up):
Number of violations found:
Number of enforcement actions:
Training
Attendees at training for <ul style="list-style-type: none">• Plan review staff:• Erosion and sediment control inspectors:• Contractors and developers:
Notes

APPENDIX D: REVIEWING AN ANNUAL REPORT

Post-Construction Component
Postconstruction plan review
Department responsible for postconstruction stormwater plan review:
Ordinance governing postconstruction controls:
Number of plans submitted for review (private and public projects):
Number of plan reviewers:
Size threshold for postconstruction stormwater plan review:
BMP inspection and maintenance
Department responsible for as-built certifications of structural stormwater BMPs:
Department responsible for structural stormwater BMP maintenance (public and private):
Frequency of inspections/maintenance:

APPENDIX D: REVIEWING AN ANNUAL REPORT

Post-Construction Component
Party responsible for maintenance (permittee, owner, etc):
Number of enforcement actions taken due to lack of BMP maintenance:
Training
Attendance at training for the following: <ul style="list-style-type: none">• Plan review staff:• Stormwater BMP inspectors:• Developers, contractors, and engineers:
Notes

APPENDIX D: REVIEWING AN ANNUAL REPORT

Industrial/Commercial Component
Department(s) responsible for industrial/commercial stormwater inspections:
Ordinance governing stormwater controls at businesses:
Inventory of industrial facilities?
Number of industrial facilities:
Inventory of commercial facilities?
Number of commercial facilities:
Number of inspectors:
Frequency of inspection:

APPENDIX D: REVIEWING AN ANNUAL REPORT

Industrial/Commercial Component
Number of violations found:
Number of follow-up inspections performed:
Number of enforcement actions:
Attendees at stormwater inspector training:
Notes

APPENDIX D: REVIEWING AN ANNUAL REPORT

Illicit Discharge Component
Department responsible for illicit discharge complaint response and investigation:
Ordinance(s) governing illicit discharges and illegal dumping:
Calls to hotline:
Number of reported incidents (dry weather flows, illegal dumping, spills):
Source of incident report:
Number of incident responses:
Number of enforcement actions:
Number of completed investigations and outstanding investigations:

APPENDIX D: REVIEWING AN ANNUAL REPORT

Amount of pollutants entering the MS4 and/or receiving waters:
Number of dry weather screening sites:
Dry weather screening sites monitored each year:
Data analysis performed?
Amount of storm drain system inspected:
Number of sanitary sewer overflows (including volume of sewage discharged to the MS4):
Notes