

PLEASE indicate reporting year and your jurisdiction in Line 1, above.

PLEASE refer to the INSTRUCTIONS tab for assistance filling out this table.

NOTE: Items that have future compliance dates must still be answered to indicate status.

NOTE: For clarification on how to answer questions, place cursor over cells with red flags.

NOTE: Highlighted items indicate requirements that are due in 2009.

PLEASE review your work for completeness and accuracy. Save this worksheet as you go!

Question	Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
1. Attached annual written update of Permittee's Stormwater Management Program (SWMP), including applicable requirements under S5.A.2 and S9?	Y			
2. Attached a copy of any annexations, incorporations or boundary changes resulting in an increase or decrease in the Permittee's geographic area of permit coverage during the reporting period, and implications for the SWMP as per S9.E.3?	NA		No annexations or boundary revisions occurred during the reporting year	
3. Implemented an ongoing program for gathering, tracking, maintaining, and using information to evaluate SWMP development, implementation and permit compliance and to set priorities? (S5.A.3)	Y		Reviewed SWMP with field personnel. Identified areas of increased emphasis and commenced implementation	
4. Began tracking costs or estimated costs of the development and implementation of the SWMP? (<i>Required</i> no later than January 1, 2009, S5.A.3.a)	Y		Currently tracking costs associated with development and implementation of SWMP	

Question		Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
5.	SWMP includes an education program aimed at residents, businesses, industries, elected officials, policy makers, planning staff and other employees of the Permittee? <i>(Required to begin by February 15, 2009, S5.C.1)</i>	Y		Section 3.3 identifies planned activities. Activities completed in 2009 include storm drain stenciling using local the Boy Scout Troop, periodic public outreach articles in the Town Newsletter (Around Town), mailed to all residents and businesses.	See copies of "Around Town" Newsletters, 5/09, 8/09, 11/09, 12/09 enclosed
6.	Distributed appropriate information to target audiences identified in the area served by the MS4? <i>(Required to begin by February 15, 2009, S5.C.1.a)</i>	Y		Monthly newsletters mailed to all residents contain periodic information on storm drainage pollution prevention, pet waste, etc.	See copies of "Around Town" Newsletters, 5/09, 8/09, 11/09, 12/09 enclosed
7.	Tracked the types of public education and outreach activities implemented. <i>(Required to begin by February 15, 2009, S5.C.1.c)</i>	Y		Tracked periodic publication of materials related to S5.C.1. (see enclosed "Around Town" newsletters)	
7b.	Number of activities implemented:		6	Includes 2X drain stenciling and 4x newsletters	
8.	Measured the understanding and adoption of the targeted behaviors among at least one targeted audience in at least one subject area. <i>(Required to begin by February 15, 2009, S5.C.1.b)</i>	Y		Included question/answer session with Boy Scout Troop as part of drain stenciling program	
9.	Provided opportunities for the public to participate in the decision making processes involving the development, implementation and updates of the Permittee's SWMP? <i>(Required by February 15, 2008, S5.C.2.a)</i>	Y		SWMP reviewed with Council in public meeting that includes citizen comment period.	
10.	Developed and implemented a process for public involvement and consideration of public comments on the SWMP? <i>(Required by February 15, 2008, S5.C.2.a)</i>	Y		SWMP reviewed with Council in public meeting that includes citizen comment period.	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, <u>if applicable</u>
11.	Made the most current version of the SWMP available to the public. (S5.C.2.b)	Y		Copies available at the counter of Utility Payment Center	
12.	Posted the SWMP and latest annual report on your website. (S5.C.2.b)	Y		Copies available on Town Website	
12b.	NOTE website address in <i>Attachment</i> field:				townofsteilacoom.com
13.	Initiated or implemented an ongoing program to detect and remove illicit connections and illegal discharges into the Permittee's MS4? (Required August 19, 2011, S5.C.3)	N			
14.	Developed and currently maintain a map of your MS4? (Required by February 16, 2011, S5.C.3.a)	N		Currently under development, GIS-based mapping	
14b.	Initiated a program to develop and maintain a map of all connections to the MS4 authorized or allowed by the Permittee after the Permit effective date? (S5.C.3.a.ii)	Y		GIS-based mapping system currently under development under contract with consulting engineers.	
15.	Map shows the location of all known municipal separate storm sewer outfalls, receiving waters and structural stormwater BMPs owned, operated, or maintained by the Permittee? (Required by February 16, 2011, S5.C.3.a.i)	N		Currently under development	
16.	Map shows all storm sewer outfalls with a 24 inch nominal diameter or larger, or an equivalent cross-sectional area for non-pipe systems and includes tributary conveyances, associated drainage areas and land use? (Required by February 16, 2011, S5.C.3.a.i)	N		Currently under development, GIS-based mapping	

Question		Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
17.	Map shows geographic areas served by the Permittee's MS4 that do not discharge stormwater to surface waters? (<i>Required</i> by February 16, 2011, S5.C.3.a.iii)	N		Currently under development, GIS-based mapping	
18.	Map has been made available upon request? (S5.C.3.a.iv)	N		Currently under development, GIS-based mapping	
19.	Developed and implemented regulatory actions necessary to effectively prohibit non-stormwater, illicit discharges into the Permittee's MS4? (<i>Required</i> by August 15, 2009, S5.C.3.b)	Y		Steilacoom Municipal Code Chapter 13.51 provides for administration, management and enforcement of the provisions related to Stormwater.	
20.	Developed and implemented an ongoing program to detect and address non-stormwater illicit discharges, including spills, and illicit connections into the Permittee's MS4? (<i>Required</i> by August 19, 2011, S5.C.3.c)	NA			
21.	Developed procedures for locating priority areas likely to have illicit discharges, including at a minimum: evaluating land uses and associated business/industrial activities present; areas where complaints have been registered in the past; and areas with	NA			

Question	Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
22.	Implemented field assessment activities, including visual inspection of priority outfalls identified during dry weather, and for the purposes of verifying outfall locations, identified previously unknown outfalls, and detected illicit discharges? (<i>Require</i>	NA		
23.	Prioritized receiving waters for visual inspection? (<i>Required</i> by February 16, 2010, S5.C.3.c.ii)	Y	Identified receiving waters in GIS format	
24.	Conducted field assessments for three high priority water bodies? (<i>Required</i> by February 16, 2011, S5.C.3.c.ii)	NA		
25.	Conducted field assessments on at least one high priority water body? (<i>Required</i> annually after February 16, 2011, S5.C.3.c.ii)	NA		
26.	Developed and implemented procedures for characterizing the nature of, and potential public or environmental threat posed by, any illicit discharges found by or reported to the Permittee? (<i>Required</i> by August 19, 2011, S5.C.3.c.iii)	NA		
27.	Developed and implemented procedures for tracing the source of an illicit discharge; including visual inspections, and when necessary, opening manholes, using mobile cameras, collecting and analyzing water samples, and/or other detailed inspection procedu	NA		

Question		Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
28.	Developed and implemented procedures for removing the source of the discharge, including notification of appropriate authorities; notification of the property owner; technical assistance for eliminating the discharge; follow-up inspections; and escalating	NA			
29.	Informed public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste? (<i>Required</i> by August 19, 2011, S5.C.3.d)	NA			
30.	Distributed appropriate information to target audiences identified pursuant to S5.C.1? (<i>Required</i> by August 19, 2011, S5.C.3.d.i)	NA			
31.	Publicized a hotline or other local telephone number for public reporting of spills and other illicit discharges? (<i>Required</i> by February 15, 2009, S5.C.3.d.ii)	Y		Hotline posted on website. Response available 24 hours/day.	
31b.	Number of hotline calls received:		0		
31c.	Number of follow-up actions taken in response to calls:		0		
32	Maintained a hotline or other reporting number for public reporting of illicit discharges, including spills? (<i>Required</i> by February 15, 2009, S5.C.3.d.ii)	Y		Continually maintained hotline w/ 24 hour response ability.	
32b.	NOTE hotline number in <i>Comments</i> field	y			(253) 581-1912
33	Tracked the number of illicit discharges, including spills, identified? (<i>Required</i> by August 19, 2011, S5.C.3.e)	Y		Currently tracking	
33b.	Number of illicit discharges identified:		0		

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
34	Tracked the number of inspections made for illicit connections? (<i>Required</i> by August 19, 2011, S5.C.3.e)	NA			
34b.	Number of inspections:		0		
35	Received feedback from IDDE public education efforts? (<i>Required</i> by August 19, 2011, S5.C.3.e)	NA			
36	Attached report on IDDE public education efforts? (<i>Required</i> by August 19, 2011, S5.C.3.d, S5.C.3.e)	NA			
37	Municipal field staff responsible for identification, investigation, termination, cleanup, and reporting of illicit discharges, improper disposal and illicit connections are trained to conduct these activities? (<i>Required</i> by August 15, 2009, S5.C.3.f.i)	Y		DOE Spill response training for all Public Works personnel conducted on 3/12/09	
37b.	Number of trainings provided:		1		
37c.	Number of staff trained:		12		
38	Provided follow-up training as needed to address changes in procedures, techniques or requirements? (<i>Required</i> by August 15, 2009, S5.C.3.f.i)	Y		Staff still current. Follow-up training will occur in 2010-2011.	
38b.	Number of trainings provided:		1		
38c.	Number of staff trained:		12		

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, <u>if applicable</u>
39	Developed and implemented an ongoing training program on the identification of an illicit discharge/connection, and on the proper procedures for reporting and responding to the illicit discharge/ connection for all municipal field staff, which, as part of	Y		DOE Spill response training for all Public Works personnel conducted on 3/12/09	
39b.	Number of trainings provided:		1		
39c.	Number of staff trained:		12		
40	Developed, implemented and enforced a program to reduce pollutants in stormwater runoff to a regulated small MS4 from new development, redevelopment and construction site activities? (<i>Required</i> by February 16, 2010, S5.C.4)	Y		Enforcing current BMP's related to construction sites	
41	Applied stormwater runoff program to all sites that disturb a land area 1 acre or greater, including projects less than one acre that are part of a larger common plan of the development or sale? (<i>Required</i> by February 16, 2010, S5.C.4)	Y		Enforcing current BMP's related to construction sites	
42	Applied stormwater runoff program to private and public development, including roads? (<i>Required</i> by February 16, 2010, S5.C.4)	Y			

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, <u>if applicable</u>
43	Applied the Technical Thresholds in Appendix 1 to all sites 1 acre or greater, including projects less than one acre that are part of a larger common plan of the development or sale? (<i>Required</i> by February 16, 2010, S5.C.4)	Y			
44	Adopted and implemented regulatory mechanism (such as an ordinance) necessary to address run-off from new development, redevelopment and construction site activities? (<i>Required</i> by February 16, 2010, S5.C.4.a)	Y			
45	Retained existing local requirements to apply stormwater controls at smaller sites or at lower thresholds than required pursuant to S5.C.4? (S5.A.4)	Y		Local authority retained through building department inspection/enforcement program	
46	The ordinance or other enforceable mechanism includes the minimum requirements, technical thresholds, and definitions in Appendix 1 (or an equivalent approved by Ecology under the NPDES Phase I Municipal Stormwater Permit) for new development, redevelopment	Y		Enforcement of DOE BMP's and current DOE Manual w/ Appendices.	
47	The ordinance or other enforceable mechanism includes exceptions and variance criteria equivalent to those in Appendix 1? (<i>Required</i> by February 16, 2010, S5.C.4.a.i., and Section 6 of Appendix 1)	Y			

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, <u>if applicable</u>
48	Were exceptions or variances to the minimum requirements in Appendix 1 granted? (<i>Required</i> by February 16, 2010, S5.C.4.a.i., and Section 6 of Appendix 1)	N			
48b.	If so, how many were granted?		0		
49	The ordinance or other enforceable mechanism includes a site planning process and BMP selection and design criteria that, when used to implement the minimum requirements in Appendix 1 (or equivalent approved by Ecology under the Phase I Permit) will prote	Y		Current paractices are being used consistent with the technical requirements of Appendix 1.	
49b.	Cite documentation to meet this requirement in <i>Attachment</i> field:	Y			Builder's Packet, attached
50	The ordinance or other enforceable mechanism provides the legal authority, through the approval process for new development, to inspect private stormwater facilities that discharge to the Permittee's MS4? (<i>Required</i> by February 16, 2010, S5.C.4.a.iii)	Y		Steilacoom Municipal Code Chapter 13.51 provides legal authority for inspection of all stormwater facilities (Article 7).	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, <u>if applicable</u>
51	The ordinance or other enforceable mechanism allows non-structural preventive actions and source reduction approaches such as Low Impact Development (LID) Techniques to minimize the creation of impervious surfaces and minimize the disturbance of native so	Y		Chapter 13.50 of the Steilacoom Municipal Code allows for these alternatives on a case-by-case basis	
52	If the ordinance or regulatory mechanism allows construction sites to apply the Erosivity Waiver in Appendix 1, Minimum Requirement #2, does it include appropriate, escalating enforcement sanctions for construction sites that provide notice to the Permitt	N			

Question		Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
53	Developed and implemented a permitting process to address runoff from new development, redevelopment and construction site activities with plan review, inspection, and enforcement capability? (<i>Required</i> by February 16, 2010, S5.C.4.b)	Y			
54	Applied permitting process to all sites that disturb a land area 1 acre or greater, including projects less than one acre that are part of a larger common plan of the development or sale? (<i>Required</i> by February 16, 2010, S5.C.4.b)	Y		Site development permits required prior to land disturbing activity.	
55	Reviewed Stormwater Site Plans for new development and redevelopment projects? (<i>Required</i> by February 16, 2010, S5.C.4.b.i)	Y		Site development permits required prior to land disturbing activity.	
55b.	Number of site plans reviewed during the reporting period:		1		
56	Inspected, prior to clearing and construction, all known development sites that have a high potential for sediment transport as determined through plan review based on definitions and requirements in Appendix 7 Determining Construction Site Sediment Poten	Y			
56b.	Number of qualifying sites inspected prior to clearing and construction during the reporting period:		1		

Question		Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
57	Inspected construction-phase stormwater controls at all known permitted development sites during construction to verify proper installation and maintenance of required erosion and sediment controls? (<i>Required</i> by February 16, 2010, S5.C.4.b.iii)	Y			
57b.	Number of sites inspected during the construction phase for the reporting period:		1		
58	Enforced as necessary based on the inspection at new development and redevelopment projects? (<i>Required</i> by February 16, 2010, S5.C.4.b.iii)	Y			
58b.	Number of enforcement actions taken during the reporting period:		0		
59	Inspected qualifying permitted development sites upon completion of construction and prior to final approval or occupancy to ensure proper installation of permanent stormwater controls such as stormwater facilities and structural BMPs? (<i>Required</i> by Febru	Y			
59b.	Number of qualifying sites known during the reporting period:		1		
59c.	Number of qualifying sites inspected during the reporting period:		1		
60	Verified a maintenance plan is completed and responsibility for maintenance is assigned for qualifying projects? (<i>Required</i> by February 16, 2010, S5.C.4.b.iv)	Y			

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, <u>if applicable</u>
61	Enforced regulations as necessary based on the inspection? (<i>Required</i> by February 16, 2010, S5.C.4.b.iv)	Y			
61b.	Number of enforcement actions taken during the reporting period:		0		
62	Developed and implemented an enforcement strategy to respond to issues of non-compliance with the regulations for qualifying projects? (<i>Required</i> by February 16, 2010, S5.C.4.b.vi)	Y		Civil penalties can be assessed per SMC 13.51.280	
63	Did the Permittee choose to allow construction sites to apply the Erosivity Waiver in Appendix 1, Minimum Requirement #2? (S5.C.4.b.vii)	N			
63b.	If yes, how many waivers were allowed ?		0		
64	Developed and implemented a long-term operation and maintenance (O&M) program for post-construction stormwater facilities and BMPs? (<i>Required</i> by February 16, 2010, S5.C.4.c)	Y			
65	Adopted an ordinance or other regulatory mechanism that clearly identifies the party responsible for maintenance, requires inspection of facilities and establishes enforcement procedures? (<i>Required</i> by February 16, 2010, S5.C.4.c.i)	Y		Through final plat process, CCR's when required and enforcement procedures per Article 8, Chapter 13.51, Steilacoom Municipal Code	
66	Inspected post-construction stormwater controls, including structural BMPs, at new development and redevelopment projects? (<i>Required</i> by February 16, 2010, S5.C.4.c)	Y			

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, <u>if applicable</u>
66b.	Number of sites inspected during the reporting period:		1		
66c.	Number of structural BMPs inspected during the reporting period:		1		
66d.	Number of enforcement actions taken during the reporting period:		0		
67	Established maintenance standards that are as protective, or more protective, of facility function as those specified in Chapter 4 of Volume V of the 2005 Stormwater Management Manual for Western Washington ? (<i>Required</i> by February 16, 2010, S5.C.4.c.ii)	Y		Maintenance Standards equivalent to those found in Appendix 1	
68	Performed timely maintenance as per S5.C.4.c.ii? (<i>Required</i> by February 16, 2010, S5.C.4.c.ii)	Y			
68b.	Attached documentation of any maintenance delays. (<i>Required</i> by February 16, 2010, S5.C.4.c.ii)	NA			
69	Established program to annually inspect all stormwater treatment and flow control facilities (other than catch basins) permitted by the Permittee according to S5.C.4.b. unless there are maintenance records to justify a different frequency? (<i>Required</i> by Fe	Y			
70	If using reduced inspection frequency, Attached documentation as per S5.C.4.c.iii? (<i>Required</i> by February 16, 2010, S5.C.4.c.iii)	NA			

Question	Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
71	Inspected all new stormwater treatment and flow control facilities owned or operated, including catch basins, for new residential developments that are a part of a larger common plan of development or sale, every 6 months during the period of heaviest hou	Y		
71b.	Number of facilities inspected during the reporting period:		2	
72	Implemented a procedure for keeping records of inspections and enforcement actions by staff, including inspection reports, warning letters, notices of violations, other enforcement records, maintenance inspections and maintenance activities? (<i>Required</i> by	Y		
73	Provided copies of the Notice of Intent for Construction Activity and Notice of Intent for Industrial Activity to representatives of proposed new development and redevelopment? (S5.C.4.e)	NA	No new construcxtion activity within reporting period.	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, <u>if applicable</u>
74	All staff responsible for implementing the program to control stormwater runoff from new development, redevelopment, and construction sites, including permitting, plan review, construction site inspections, and enforcement were trained to conduct these ac	Y			
74b.	Number of trainings provided:		1		
74c.	Number of staff trained:		1		
75	Developed and implemented an operations and maintenance (O&M) program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations? (<i>Required</i> by February 16, 2010, S5.C.5)	Y			
76	Adopted maintenance standards as protective, or more protective, of facility function as those specified in Chapter 4 of Volume V of the 2005 <i>Stormwater Management Manual for Western Washington</i> ? (<i>Required</i> by February 16, 2010, S5.C.5.a)	Y			
77	Performed timely maintenance as per S5.C.5.a.ii? (<i>Required</i> by February 16, 2010, S5.C.5.a.ii)	Y			
77b.	Attached documentation of any maintenance delays. (<i>Required</i> by February 16, 2010, S5.C.5.a.ii)	NA			
78	Designed a program to annually inspect and maintained all stormwater treatment and flow control facilities (other than catch basins)? (<i>Required</i> by February 16, 2010, S5.C.4.c.iii)	Y			

Question		Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
78b.	Number of known facilities:		35	estimated	
78c.	Number of facilities inspected during the reporting period:		2		
79	If using reduced inspection frequency, Attached documentation as per S5.C.5.a.ii? <i>(Required by February 16, 2010, S5.C.5.b)</i>	N/A			
80	Conducted spot checks of stormwater facilities after major storms? <i>(Required by February 16, 2010, S5.C.5.c)</i>	Y			
80b.	Number of known facilities:		5	estimated	
80c.	Number of facilities inspected during the reporting period:		5		
81	Inspected municipally owned or operated catch basins at least once before the end of the Permit term? <i>(Required by February 16, 2010, S5.C.5.d)</i>	Y			
81b.	Number of known catch basins:		725		
81c.	Number of inspections:		725		
81d.	Number of catch basins cleaned:		250		
82	Established and implemented practices to reduce stormwater impacts associated with runoff from streets, parking lots, roads or highways owned or maintained by the Permittee, and road maintenance activities conducted by the Permittee? <i>(Required by February</i>	Y			

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, <u>if applicable</u>
83	Established and implemented policies and procedures to reduce pollutants in discharges from all lands owned or maintained by the Permittee and subject to this Permit, including but not limited to: parks, open space, road right-of-way, maintenance yards, a	Y			
84	Implemented an operations and maintenance (O&M) program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations? (Required by February 16, 2010, S5.C.5.h.)	Y			
84b.	Number of trainings provided:		1		
84c.	Number of staff trained:		1		
85	Implemented a Stormwater Pollution Prevention Plan (SWPPP) for all heavy equipment maintenance or storage yards, and material storage facilities owned or operated by the Permittee in areas subject to this Permit that are not required to have coverage unde	Y			
86	Is there an approved Total Maximum Daily Load (TMDL) applicable to stormwater discharges from a MS4s owned or operated by the Permittee?	N			

	Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, <u>if applicable</u>
87	Complied with the specific requirements identified in Appendix 2? (S7.A)	NA			
88	Attached status report of TMDL implementation? (S7.A)	NA			
89	Where monitoring was required in Appendix 2, did you conduct the monitoring according to an approved Quality Assurance Project Plan? (S7.A)	NA			
90	Took appropriate action to correct or minimize discharges into or from the MS4 which may constitute a threat to human health, welfare, or the environment? (G3)	NA			
90b.	Attached a summary of the status of implementation of any actions taken pursuant to S4.F and the status of any monitoring, assessment, or evaluation efforts conducted during the reporting period? (S4.F.3.d)	NA			
91	Notified Ecology of the failure to comply with the permit terms and conditions within 30 days of becoming aware of the non-compliance? (G20)	NA			
92	Notified Ecology immediately in cases where the Permittee becomes aware of a discharge from the Permittees MS4 which may cause or contribute to an imminent threat to human health or the environment? (G3)	NA			

	Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, <u>if applicable</u>
93	Attached a summary of identified barriers to the use of low impact development (LID) and measures to address the barriers (Required to be submitted by March 31, 2011, S9.E.4.a)	N			
94	Attached a report describing LID practices currently available and that can be reasonably implemented, potential or planned non-structural actions and LID techniques to prevent stormwater impacts, goals and metrics to identify, promote, measure LID; and s	N			