

MS4 Annual Report Training

Session 2 June 2023

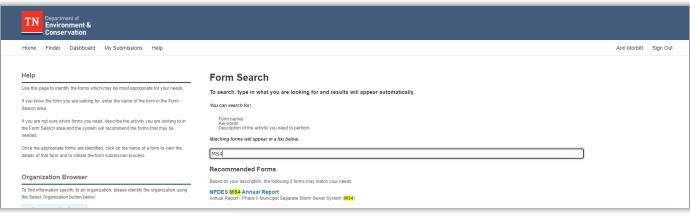
Topics for Session 2

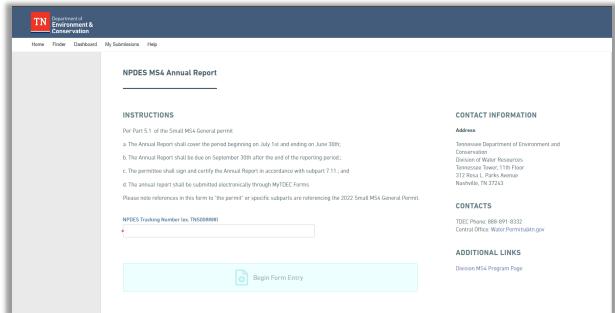
During this session, the Division will provide an overview of the form related to:

- Minimum Control Measure 1: Public Education
- Minimum Control Measure 2: Public Involvement & Participation



MyTDEC Small MS4 Annual Report Form







MCM 1 & MCM 2

■ Minimum Control Measure 1 (MCM 1)



☐ Minimum Control Measure 2 (MCM 2)



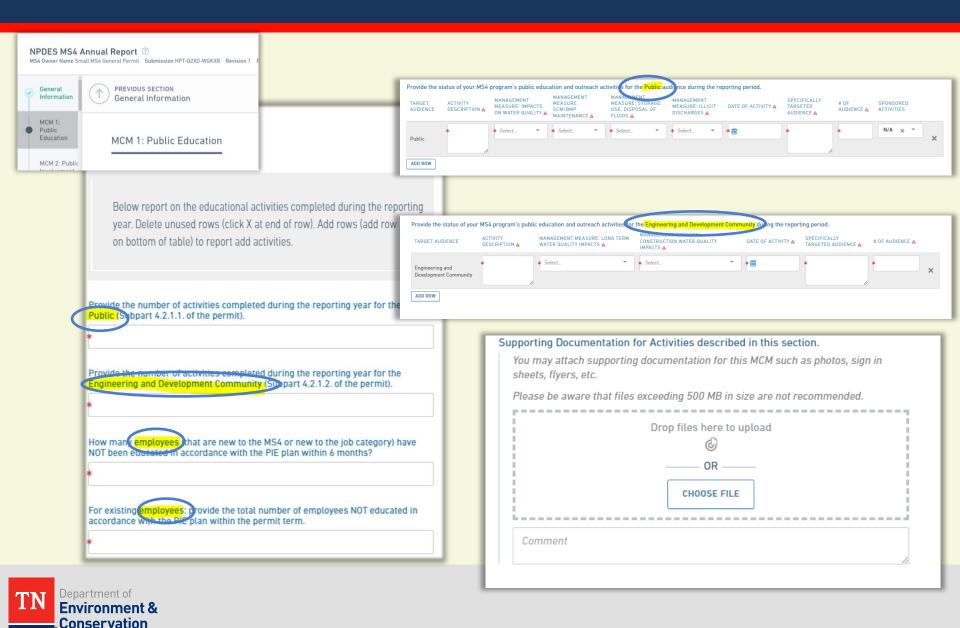






MCM 1: Public Education & Outreach on Stormwater Impacts

MCM 1 – Form Section Overview



MCM 1 - Objectives

Reduce or eliminate behaviors and practices that cause or contribute to the impacts of stormwater discharges on water bodies and the steps that the audiences can take to reduce pollutants in stormwater runoff to the maximum extent practicable.

Reach three major audiences:

- the **public** (4.2.1.1);
- engineering and development community (4.2.1.2); and
- employees (4.2.1.3).



Three Major Audiences

Management Measure

Measurable Goals

Annual Report Requirement



The Public

Management Measure

Conduct activities as described in the PIE plan targeted to address the following issues:

- a. General awareness of the impacts on water quality;
- Awareness of the importance of maintenance activities for operators of permanent Best Management Practices (BMPs)/Stormwater Control Measures (SCMs);
- Awareness of the proper storage, use, and disposal of pesticides, herbicides, fertilizers, oil and other automotive-related fluids; and
- d. Awareness of identifying and reporting <u>procedures</u> for illicit connections/discharges, sanitary sewer seepage, spills, etc.



The Public

Measurable Goals

Permittees must conduct and/or sponsor a minimum number of activities (as identified below) that address each of issues identified under "management measures" every reporting year.

MS4 Population at NOI submittal	Minimum Number of activities conducted			
Population ≤10,000	Per 5 year permit term 2			
10,001 ≤ Population ≤25,000	Per each reporting year 1			
25,001 ≤ Population ≤ 50,000	Per each reporting year 3			
Population greater than or equal to 50,001	Per each reporting year 6			



The Public

Annual Report Requirement

Total # of activities conducted

Provide the details of each activity including:

- Description;
- Date;
- Management measures addressed;
- Specifically targeted audience; and
- Approximate # of that audience reached.

For sponsored activities only:

Identify if the event sponsored monetarily or as a donation in kind

Annual Report Requirement

- Total Number of activities conducted

Provide the details of each activity including:

- description;
- date;
- management measures addressed;
- specifically targeted audience and;
- approximate number of that audience that was reached.

For sponsored activities only: -Identify if the event sponsored monetarily or as a donation in kind



MCM 1: Public Education

Below report on the educational activities completed during the reporting year. The tables are designed to present the minimum number of activities for each management measure as required by the permit. Delete unused rows. Please note, rows cannot be added. There is an additional space at the end of this section to report additional activities i.e. activities in excess of the permit requirements.

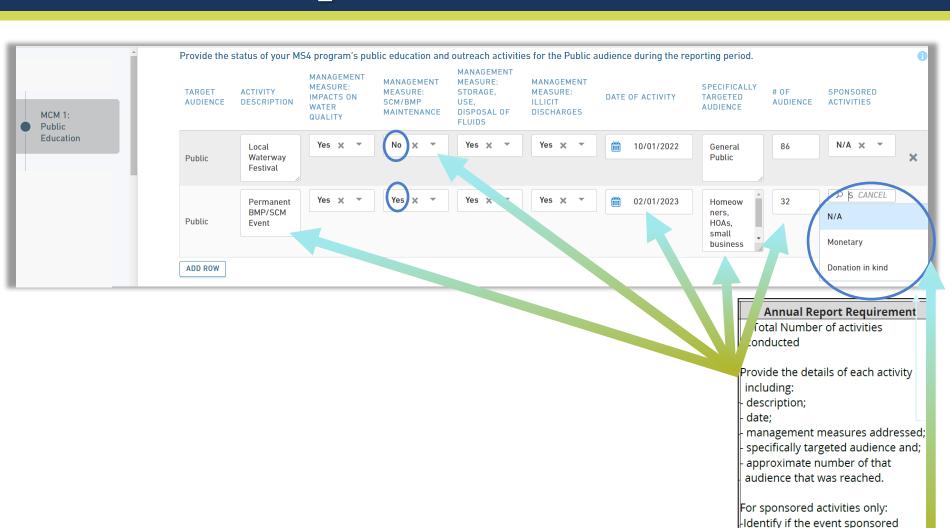
Provide the number of activities completed during the reporting year for the Public (Subpart 4.2.1.1. of the permit).

2

Measurable Goals

Permittees must conduct and/or sponsor a minimum number of activities (as identified below) that address each of issues identified under "management measures" every reporting year.

MS4 Population at NOI submittal	Minimum Number of activities conducted
Population ≤10,000	Per 5 year permit term 2
10,001 ≤ Population ≤25,000	Per each reporting year 1
25,001 ≤ Population ≤ 50,000	Per each reporting year 3
Population greater than or equal to 50,001	Per each reporting year 6



monetarily or as a donation in kind

Form Guidance



Column Descriptions

Target Audience (This column is fixed and cannot be changed.)

Activity Description: (Provide details as to the specific activity that was conducted.)

Management Measure: Impacts on Water Quality (Select Yes if the activity listed in this row addressed the 4.2.1.1.a.General awareness of the impacts on water quality.)

Management Measure: SCM/BMP Maintenance (Select Yes if the activity listed in this row addressed the 4.2.1.1.b. Awareness of the importance of maintenance activities for operators of permanent Best Management Practices (BMPs)/Stormwater Control Measures (SCMs).)

Management Measure: Storage, Use, Disposal of Fluids (Select Yes if the activity listed in this row

addressed the 4.2.1.1.c. Awareness of the proper storage, use, and disposal of pesticides, herbicides, fertilizers oil and other automotive-related fluids.)

Management Measure: Illicit Discharges (Select Yes if the activity listed in this row addressed the 4.2.1.1.d. Awareness of identifying and reporting procedures for illicit connections/discharges, sanitary sewer seepage, spills, etc.)

Date of Activity (Enter the date the activity took place. If the activity took place across multiple days enter the Date of the first day of the activity.)

Specifically Targeted Audience (This column is used to provide more details as to the audience the activity was targeting e.g. school age children, Homeowners with SCMs) A broad based event such as tabling at a festival may list general public as the specifically targeted audience.

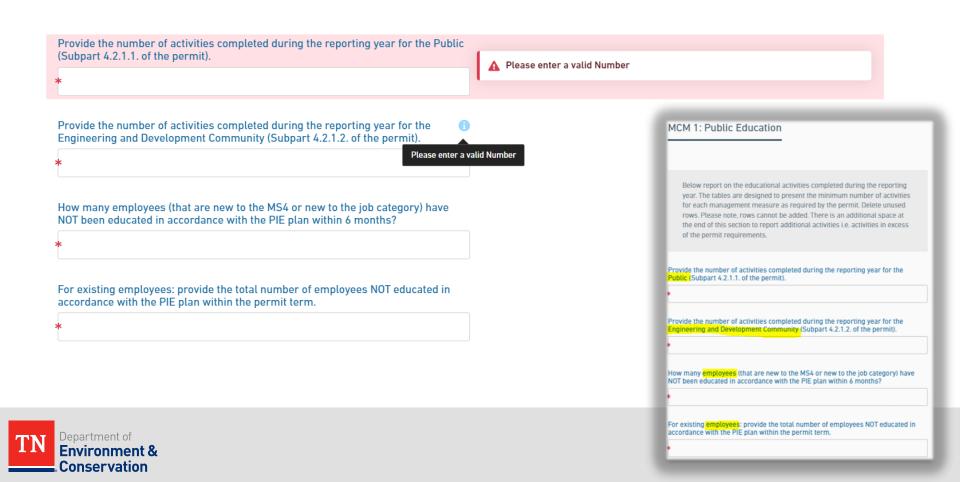
of Audience (Enter the approximate number of individuals that were reached with this activity.)

Sponsored Activities (Identify if the event sponsored monetarily e.g. money or as a donation in kind e.g. goods or services by the MS4 program. If it was not a sponsored activity, leave N/A in the cell.)



"Helpful Hints"

- Form fields that display a * must be filled in.
- At the end of each question, a lowercase () will show if you hover your mouse over it reveling help text for that question.



Engineering & Development Community

Management Measure

Conduct activities as described in the PIE plan targeted to address the following issues:

- a. Awareness of the stormwater ordinances, regulations, and guidance materials related to long-term water quality impacts; and
- b. Awareness of stormwater ordinances, regulations, and guidance materials related to construction phase water quality impacts.



Engineering & Development Community

Measurable Goals

Permittees must conduct or sponsor a minimum number of activities (as identified below) that address each of issues identified under "management measures" every reporting year.

MS4 Population at NOI submittal	Minimum Number of activities conducted
Population ≤10,000	Per 5 year permit term 1
10,001 ≤ Population ≤25,000	Per 5 year permit term 2
25,001 ≤ Population ≤ 50,000	Per each reporting year 1
Population greater than or equal to 50,001	Per each reporting year 2



Engineering & Development Community

Annual Report Requirement

Total # of activities conducted

Provide the details of each activity including:

- Description;
- Date;
- Management measures addressed;
- Specifically targeted audience and;
- Approximate # of that audience that was reached.

Annual Report Requirement

 Total Number of activities conducted

Provide the details of each activity including:

- description;
- date;
- management measures addressed;
 specifically targeted audience and;
 approximate number of that audience that was reached.



MCM 1: Public Education

Below report on the educational activities completed during the reporting year. The tables are designed to present the minimum number of activities for each management measure as required by the permit. Delete unused rows. Please note, rows cannot be added. There is an additional space at the end of this section to report additional activities i.e. activities in excess of the permit requirements.

Provide the number of activities completed during the reporting year for the Public (Subpart 4.2.1.1. of the permit).

2

Provide the number of activities completed during the reporting year for the Engineering and Development Community (Subpart 4.2.1.2. of the permit).

2

Measurable Goals						
Permittees must conduct or sponsor a minimum						
number of activities (as identified below) that						
address	each	of	issues	identi	fied	under
"management measures" every reporting year.						

MS4 Population at NOI submittal	Minimum Number of activities conducted
NOI SUBMITTAL	activities conducted
Population ≤10,000	Per 5 year permit term
	1
10,001 ≤ Population	Per 5 year permit term
≤25,000	2
25,001 ≤ Population ≤	Per each reporting year
50,000	1
•	
Population greater	Per each reporting year
than or equal to	2
50,001	

Provide the status of your MS4 program's public education and outreach activities for the Engineering and Development Community during the reporting period. MANAGEMENT MEASURE: ACTIVITY MANAGEMENT MEASURE: LONG TERM SPECIFICALLY TARGET AUDIENCE CONSTRUCTION WATER QUALITY DATE OF ACTIVITY # OF AUDIENCE DESCRIPTION WATER QUALITY IMPACTS TARGETED AUDIENCE IMPACTS Yes Yes 01/03/2023 21 Display Booth @ Engineers Engineering and Engineer Development Community Conference Yes Yes 03/15/2023 120 Display Booth @ contractors, Engineering and Homebuilding developers Development Community Trade Show

ADD ROW

Form Guidance

Column Descriptions

Target Audience (This column is fixed and cannot be changed.)

Activity Description: (Provide details as to the specific activity that was conducted.)

Management Measure: Long Term Water Quality Impacts (Select Yes if the activity listed in this row addressed the 4.2.1.2.a Awareness of the stormwater ordinances, regulations, and guidance

materials related to long-term water quality impacts.)

Management Measure: Construction Water Quality Impacts (Select Yes if the activity listed in this row addressed the 4.2.1.2.b. Awareness of stormwater ordinances, regulations, and guidance materials

related to construction phase water quality impacts.)

Date of Activity (Enter the date the activity took place. If the activity took place across multiple days enter the Date of the first day of the activity.)

Specifically Targeted Audience (This column is used to provide more details as to the audience the activity was targeting e.g. restaurants, Engineers, Developers) A broad based event such as tabling at a local trade show may list commercial and development community as the specifically targeted audience.

of Audience (Enter the approximate number of individual, that were reached with this activity.)

Provide the status of your MS4 program's ablic education and outreach activities for the Engineering and Development Community quality the reporting up MANAGEMENT MEASURE: MANAGEMENT MEASURE: LONG TERM ACTIVITY TARGET AUDIENCE CONSTRUCTION WATER QUALITY DATE OF ACTIVITY # OF AUDIENCE DESCRIPTION WATER QUALITY IMPACTS TARGETED AUDIENCE IMPACTS Yes Display Booth @ 01/03/2023 Engineers 21 Engineering and Engineer Development Community Conference Yes Display Booth @ 03/15/2023 contractors, 120 Engineering and Homebuilding developers Development Community Trade Show ADD ROW



Employees

Management Measure

Conduct activities as described in the PIE plan targeted to address the following issues:

- a. Awareness of water quality impacts from daily operations;
- b. Pollution Prevention and Good Housekeeping (see subpart 4.2.6); and
- c. The awareness of identifying and reporting procedures for illicit connections/discharges, sanitary sewer diversions or seepages, spills, etc. (see subpart 4.2.3e)



Employees

Measurable Goals

Permittees must educate all employees as identified by job category in the PIE plan. New employees must be trained within six months of their employment or movement into an applicable job category. All responsible employees must receive training and/or retraining within the permit term. to address the issues identified under "management measures"

Employees

Annual Report Requirement

For employees that are new to the MS4 or new to the job category:

 provide the total # of employees NOT educated in accordance with the PIE plan within 6 months

For existing employees:

 provide the total # of employees NOT educated in accordance with the PIE plan within the permit term

Annual Report Requirement

- For employees that are new to the MS4 or new to the job category: provide the total number of employees NOT educated in accordance with the PIE plan within 6 months
- For existing employees: provide the total number of employees NOT educated in accordance with the PIE plan within the permit term.



MCM 1: Public Education **CLEAR SECTION**

Below report on the educational activities completed during the reporting year. The tables are designed to present the minimum number of activities for each management measure as required by the permit. Delete unused rows. Please note, rows cannot be added. There is an additional space at the end of this section to report additional activities i.e. activities in excess of the permit requirements.

Provide the number of activities completed during the reporting year for the Public (Subpart 4.2.1.1. of the permit).

2

Provide the number of activities completed during the reporting year for the Engineering and Development Community (Subpart 4.2.1.2. of the permit).

2

How many employee that are new to the MS4 or new to the job category have NOT been educated in accordance with the PIE plan within 6 months?



Count how many employees are new to the MS4 or their Job Category. Subtract the number of employees that were trained in accordance with the PIE plan within 6 months. That value is what is reported in this field.

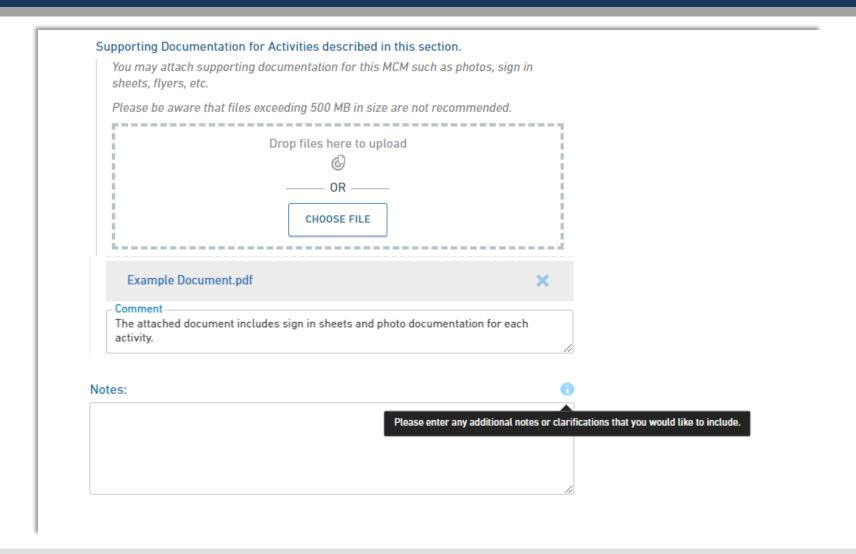
For existing employees; provide the total number of employees NOT educated in accordance with the PIE plan within the permit term.



A Please enter a valid Number



Supporting Documentation





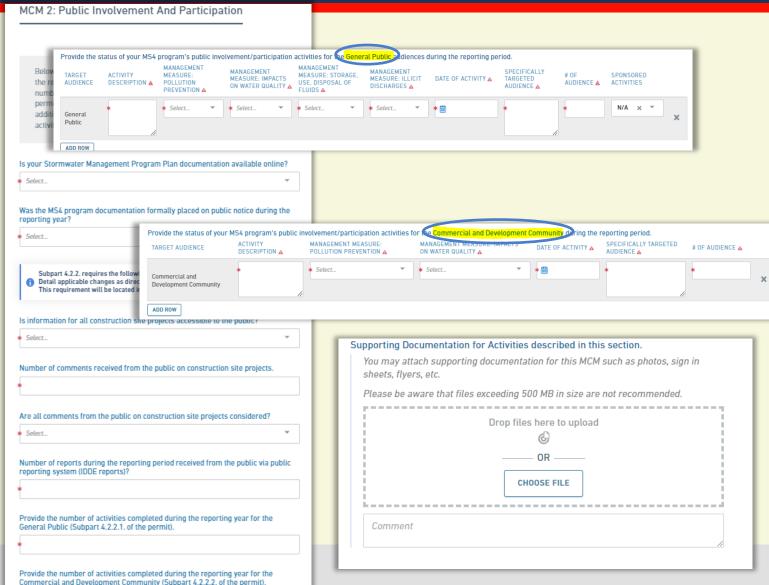




MCM 2: Public Involvement/Participation

MCM 2 – Form Section Overview







MCM 2 - Objectives

Promote, publicize, and facilitate citizen's participation in the development and implementation of the stormwater management program in order to reduce the discharge of pollutants to the maximum extent practicable.

Reach two major audiences:

- the **public** (4.2.2.1);
- commercial and industrial community (4.2.2.2.).



Two Major Audiences

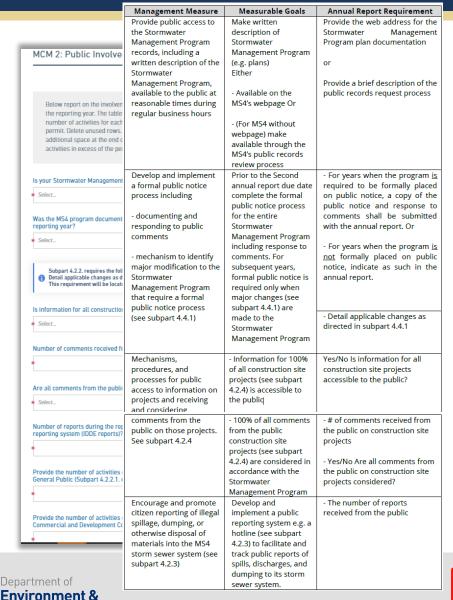
Management Measure

Measurable Goals

Annual Report Requirement



Public Involvement/Participation



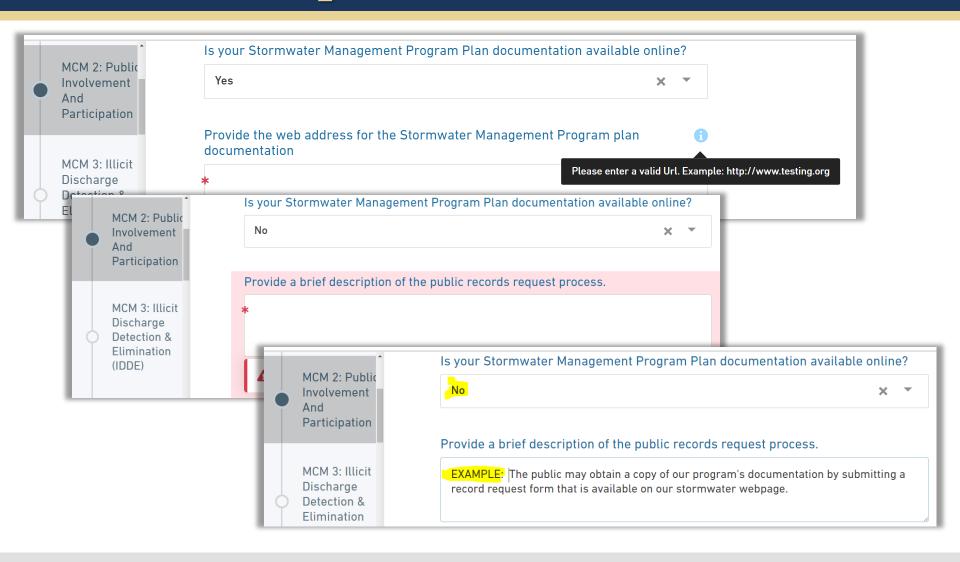
Conservation

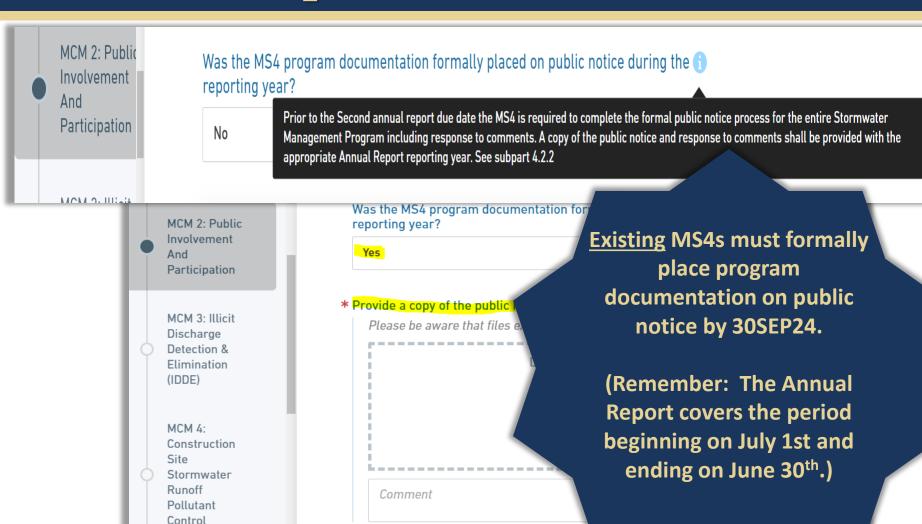
Management Measure

Measurable Goals

Annual Report Requirement

MCM 2: Permit Subpart 4.2.2.





Management Measure	Measurable Goals	Annual Report Requirement
Provide public access to	Make written	Provide the web address for the
the Stormwater	description of	Stormwater Management
Management Program	Stormwater	Program plan documentation
records, including a	Management Program	
written description of the	(e.g. plans)	or
Stormwater	Either	
Management Program,		Provide a brief description of the
available to the public at	- Available on the	public records request process
reasonable times during	MS4's webpage Or	
regular business hours		
	- (For MS4 without	
	webpage) make	
	available through the	
	MS4's public records	

MCM 2: Pul Involvemer And Participation

Subpart 4.2.2. requires the following in the annual report

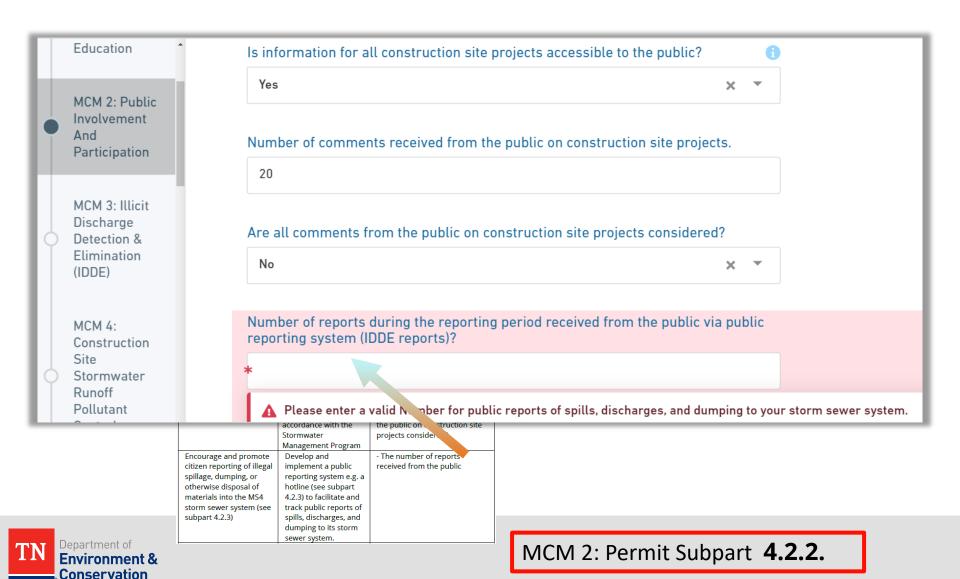
Detail applicable changes as directed in subpart 4.4.1

This requirement will be located in the Program Modifications Section

that require a formal public notice process (see subpart 4.4.1)

major changes (see subpart 4.4.1) are made to the Stormwater Management Program

- Detail applicable changes as directed in subpart 4.4.1



General Public

Management Measure

Conduct activities as described in the plan targeted to address the following issues:

- a. Pollution Prevention;
- Impacts on water quality or local stormwater management issues;
- c. Storage, use, and disposal of household hazardous waste, automotive-related fluids, pesticides, herbicides, and fertilizers use; and
- d. Identifying and reporting procedures for illicit connections/discharges, sanitary sewer seepage, spills, etc.



General Public

Measurable Goals

Permittees must conduct and/or sponsor a minimum number of activities (as identified below) that address each of issues identified under "management measures" every reporting year.

MS4 Population at NOI submittal	Minimum Number of activities conducted each reporting year
Population ≤10,000	Per 5 year permit term 2
10,001 ≤ Population ≤25,000	Per each reporting year 1
25,001 ≤ Population ≤ 50,000	Per each reporting year 3
Population greater than or equal to 50,001	Per each reporting year 6

General Public

Annual Report Requirement

Total # of activities conducted

Provide the details of each activity including:

- Description;
- Date;
- Management measures addressed;
- Specifically targeted audience; and
- Approximate # of that audience reached.

For sponsored activities only:

Identify if the event sponsored monetarily or as a donation in kind

Annual Report Requirement

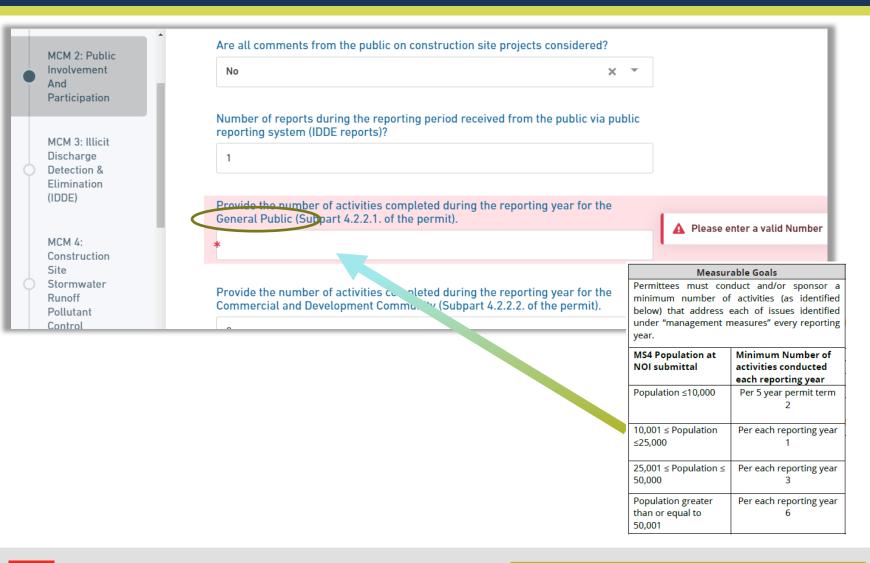
 Total Number of activities conducted

Provide the details of each activity including:

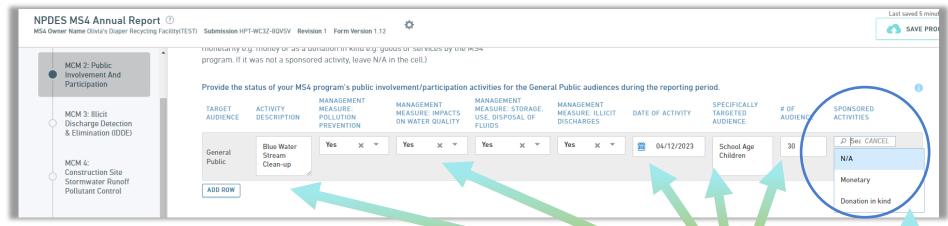
- description;
- date;
- management measures addressed;
 specifically targeted audience and;
- approximate number of that audience that was reached.
- For sponsored activities only:
- -Identify if the event sponsored monetarily or as a donation in kind

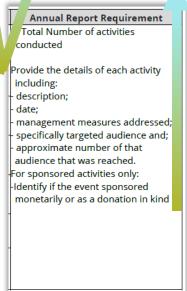


Form Example

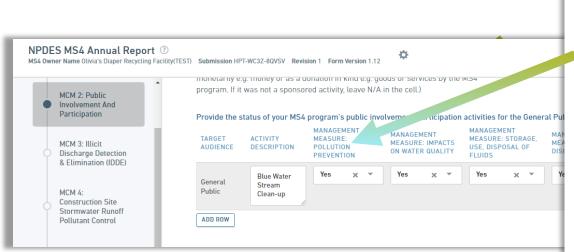


Form Example





Form Guidance



Column Descriptions

Target Audience (This column is fixed and cannot be changed.)

Activity Description: (Provide details as to the specific activity that was conducted.)

Management Measure: Pollution Prevention (Select Yes if the activity listed in this row addressed the 4.2.2.1.a Pollution Prevention Management Measure.)

Management Measure: Impacts on Water Quality (Select Yes if the activity listed in this row addressed the 4.2.2.1.b. Impacts on water quality or local stormwater management issues.)

Management Measure: Storage, Use, Disposal of Fluids (Select Yes if the activity listed in this row addressed the 4.2.2.1.c. Storage, use, and disposal of household hazardous waste, automotive related fluids, pesticides, herbicides, and fertilizers use.)

Management Measure: Illicit Discharges (Select Yes if the activity listed in this row addressed the 4.2.2.1.d. Identifying and reporting procedures for illicit connections/discharges, sanitary sewer seepage, spills, etc.)

Date of Activity (Enter the date the activity took place. If the activity took place across multiple days enter the Date of the first day of the activity.)

Specifically Targeted Audience (This column is used to provide more details as to the audience the activity was targeting e.g. school age children, Homeowners with SCMs) A broad based event such as tabling at a festival may list general public as the specifically targeted audience.

of Audience (Enter the approximate number of individuals that were reached with this activity.)

Sponsored Activities (Identify if the event sponsored monetarily e.g. money or as a donation in kind e.g. goods or services by the MS4 program. If it was not a sponsored activity, leave N/A in the cell.)



Commercial & Industrial Community

Management Measure

Conduct activities as described in the plan targeted to address the following issues:

- a. Pollution Prevention; and
- b. Impacts on water quality or local stormwater management issues.



Commercial & Industrial Community

Measurable Goals

Permittees must conduct or sponsor a minimum number of activities (as identified below) that address each of issues identified under "management measures" every reporting year.

MS4 Population at NOI submittal	Minimum Number of activities conducted each reporting year
Population ≤10,000	Per 5 year permit term 1
10,001 ≤ Population ≤25,000	Per 5 year permit term 2
25,001 ≤ Population ≤ 50,000	Per each reporting year 1
Population greater than or equal to 50,001	Per each reporting year 2



Commercial & Industrial Community

Annual Report Requirement

Total # of activities conducted

Provide the details of each activity including:

- Description;
- Date;
- Management measures addressed;
- Specifically targeted audience and;
- Approximate # of that audience that was reached.

Annual Report Requirement

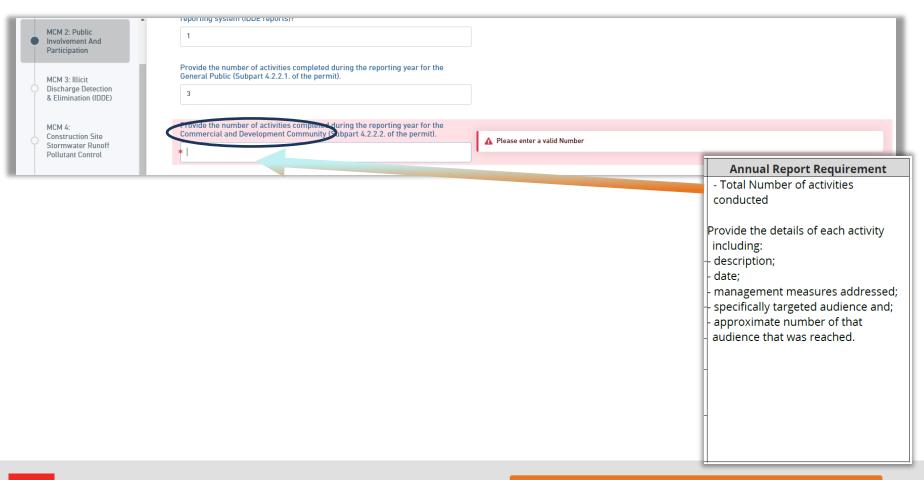
- Total Number of activities conducted

Provide the details of each activity including:

- description;
- date;
- management measures addressed; - specifically targeted audience and; - approximate number of that audience that was reached.



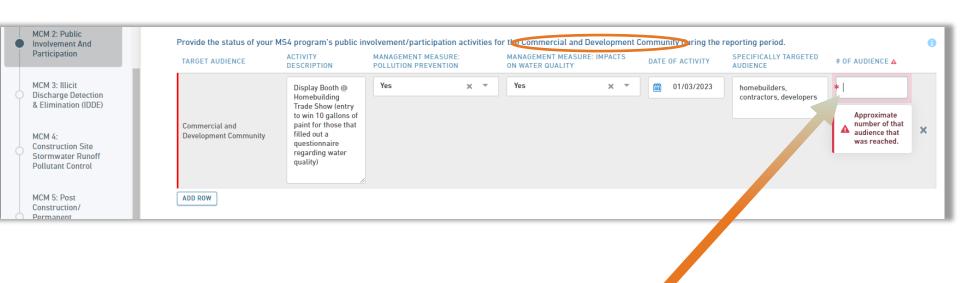
Form Example



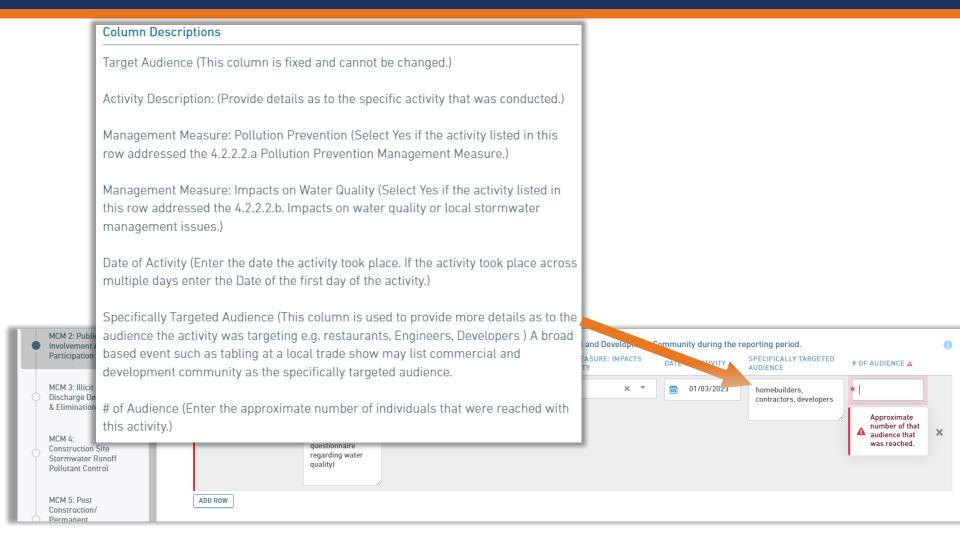


MCM 2: Permit Subpart 4.2.2.2.

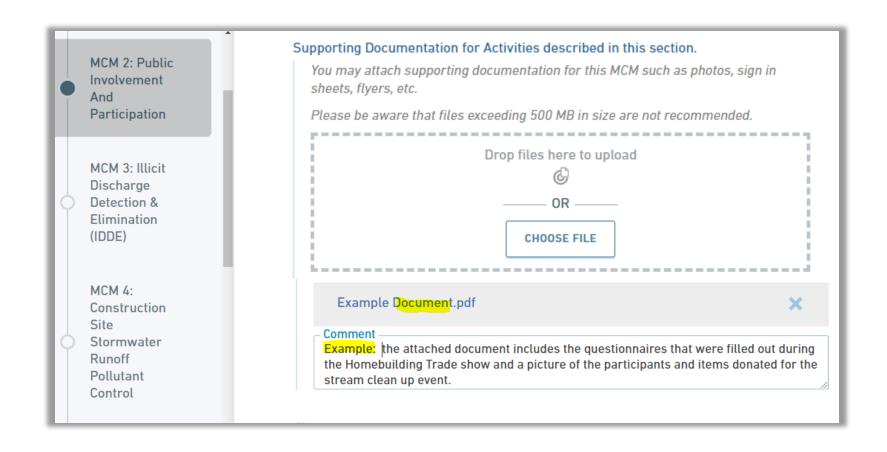
Form Example



Form Guidance



Supporting Documentation





Reminders

Who Do I Call?

For Technical Questions about the report

- Robby Karesh 615- 253-5402 <u>Robert.Karesh@tn.gov</u>
- Brown Patton 423-254-7407
 Brown.Patton@tn.gov

For Portal Questions

- Password Reset
- Locked accounts
- Challenge question Reset
- Site doesn't work
- Form Functionality
- BG-Help_Desk@tn.gov

Put MyTDEC Forms in the subject line





Issue: Can't type in your permit number

NPDES MS4 Annual Report

VERSION 1.12

INSTRUCTIONS

Per Part 5.1 of the Small MS4 General permit

- a. The Annual Report shall cover the period beginning on July 1st and ending on June 30th;
- b. The Annual Report shall be due on September 30th after the end of the reporting period.;
- c. The permittee shall sign and certify the Annual Report in accordance with subpart 7.11.; and
- d. The annual report shall be submitted electronically through MyTDEC Forms

Please note references in this form to "the permit" or specific subparts are referencing the 2022 Small MS4 General Permit.

NPDES Tracking Number (ex. TNS00####)



Resolution: Can't Type in Your Permit Number

- Delegation of authority letter hasn't been received by the division
- There is a typo or incorrect email in our database
- Division personnel received the delegation of authority letter, but missed your name.
- Delegation of authority letter listed a position.

How to Fix

Contact Robby Karesh or Brown Patton

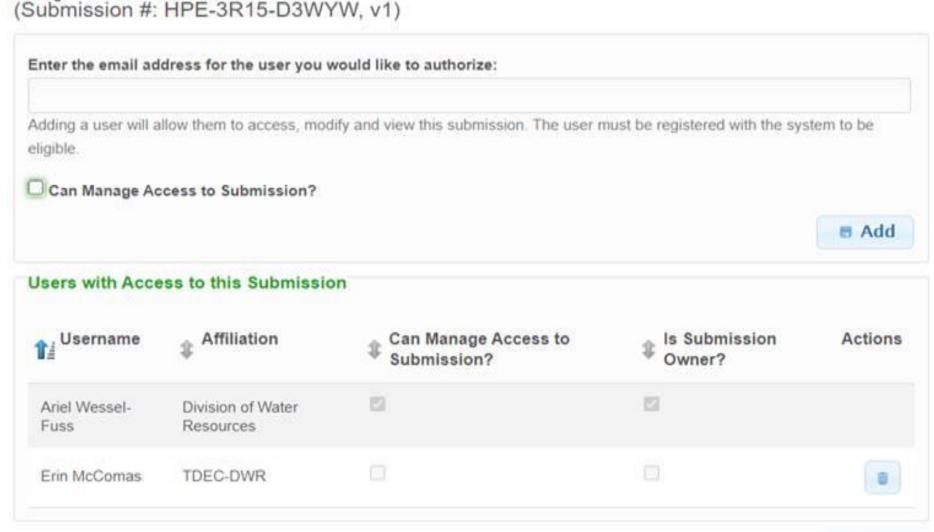


What About Consultants?

- Since Consultants don't meet the requirements of the rules for an appropriate duly authorized individual, their signature cannot be accepted.
- An individual with the MS4 that is either an official contact or a delegated signatory can create a MS4 Annual report and share it with the consultant to fill out.

How to Share a Report

Manage Access to the Submission (Submission #: HPE-3R15-D3WYW, v1)



Done

When Might I need to Share A Report?

- MS4 only wants the public works director to have the physical ability to sign a form, but the MS4 program manager needs to fill it out.
 - The Public Works director will need to start a form and share it with the MS4 program manager. The program manager will then send it back to the public works director to sign.
- The MS4 program has multiple people responsible for different aspects of the MS4 program. One person will need to start the form and share it with everyone who will be inputting data.
 When it is filled in, the form will be sent to the signatory.
- The MS4 uses a consultant for filling out the annual report. The MS4 delegated signatory will start a form and share it with the consultant. A consultant fills out the form and sends it to the MS4 delegated signatory to complete.



Why Is This So Complicated?

- We needed to include safe guards in place to prevent malicious submittals
- Reports prefill information based on data we already have in our database. In order to make sure the right information is filled into the right form, there cannot be any typos. This data will eventually be sent directly to EPA.
- Compliance determinations will be made from this data, so ensuring data integrality is critical.



More on Signing Reports

- For MS4s that are not Co-Permittees 1 person must sign the report
- For MS4s that are Co-Permitees at least one person must sign the report, but maybe more if your program requires it.
- As long as an appropriate representative from the MS4 signs the report, we will not reject an Annual Report if a consultant has signed it as well. Note: the consultant's signature has no significance.

Primary Annual Report Contacts

Blount

Hamblen

Jefferson

Loudon

Sullivan

Sevier

Knox

- Brown Patton
- 423-254-7407
 Brown.Patton@tn.gov
 - Bradley
 - Hamilton
 - McMinn
 - Putnam
 - Warren
 - Carter
 - Greene
 - Hawkins
 - Washington
 - Cumberland
 - Anderson

- Robby Karesh
- 615- 253-5402
 Robert.Karesh@tn.gov
- Davidson
- Dickson
- Montgomery
- Robertson
- Rutherford
- Sumner
- Williamson
- Wilson
- Shelby
- Dyer

- Haywood
- Henry
- Madison
- Obion
- Weakley
- Bedford
- Coffee
- Marshall
- Maury



Recordings

- A copy of the slides and a recording of each session will be uploaded to the MS4 page
- https://www.tn.gov/environment/permit-permits/waterpermits1/npdes-permits1/npdes-stormwater-permittingprogram/npdes-municipal-separate-storm-sewer-system--ms4--program.html

Session 3

MS4 Training - Session 3

Tuesday, June 13, 2023 (9:00 AM -10:30 AM CT / 10:00 AM -11:30 AM ET)

During this session, the Division will provide an overview of the form related to:

- Minimum Control Measure 3: Illicit Discharge Detection & Elimination (IDDE) and
- Minimum Control Measure 6: Pollution Prevention/Good Housekeeping for Municipal Operations.

