



Department of
**Environment &
Conservation**

MS4 Annual Report Training

Session 3
June 2023

Topics for Session 3

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

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

MyTDEC Small MS4 Annual Report Form



Home Finder Dashboard My Submissions Help

Ann Morbitt Sign Out

Help

Use this page to identify the forms which may be most appropriate for your needs.

If you know the form you are looking for, enter the name of the form in the Form Search area.

If you are not sure which forms you need, describe the activity you are looking to in the Form Search area and the system will recommend the forms that may be needed.

Once the appropriate forms are identified, click on the name of a form to view the details of that form and to initiate the form submission process.

Organization Browser

To find information specific to an organization, please identify the organization using the Select Organization button below.

Form Search

To search, type in what you are looking for and results will appear automatically.

You can search for:

Form names
Keywords
Description of the activity you need to perform

Matching forms will appear in a list below.

Recommended Forms

Based on your description, the following 3 forms may match your needs.

NPDES MS4 Annual Report
Annual Report - Phase II Municipal Separate Storm Sewer System (MS4)



Home Finder Dashboard My Submissions Help

NPDES MS4 Annual Report

INSTRUCTIONS

Per Part 5.1 of the Small MS4 General permit

- The Annual Report shall cover the period beginning on July 1st and ending on June 30th;
- The Annual Report shall be due on September 30th after the end of the reporting period.;
- The permittee shall sign and certify the Annual Report in accordance with subpart 7.11.; and
- 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####)

Begin Form Entry

CONTACT INFORMATION

Address

Tennessee Department of Environment and Conservation
Division of Water Resources
Tennessee Tower, 11th Floor
312 Rosa L. Parks Avenue
Nashville, TN 37243

CONTACTS

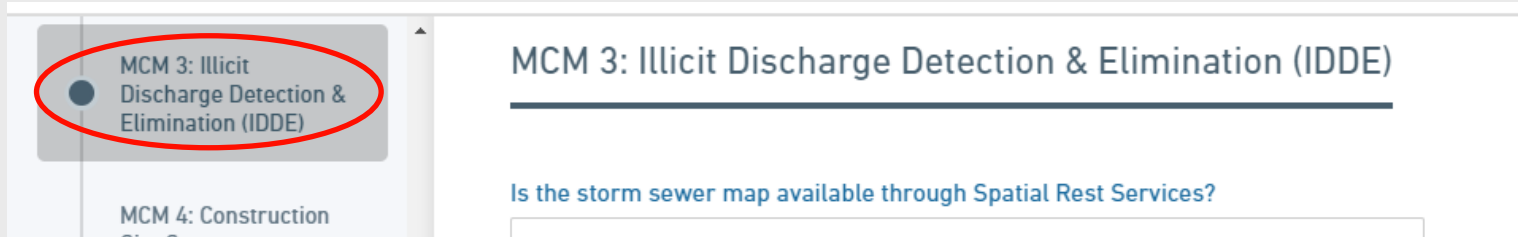
TDEC Phone: 888-891-8332
Central Office: Water.Permits@tn.gov

ADDITIONAL LINKS

Division MS4 Program Page

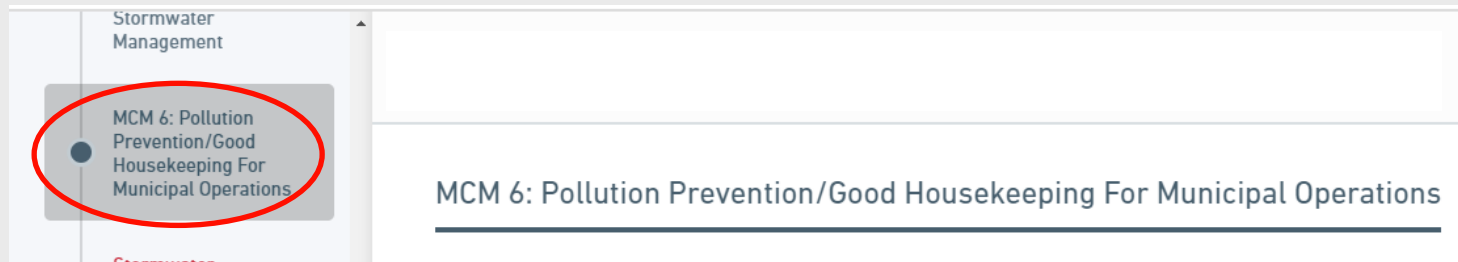
MCM 3 & MCM 6

☐ Minimum Control Measure 3 (MCM 3)

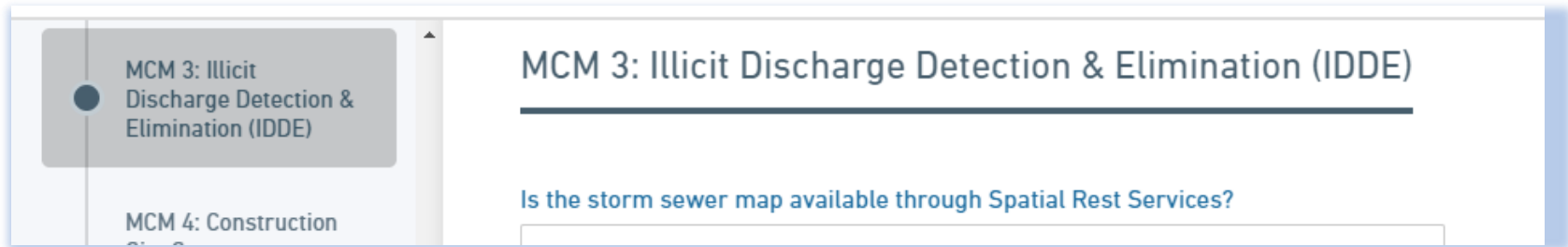


The screenshot shows a sidebar on the left with a list of Minimum Control Measures. 'MCM 3: Illicit Discharge Detection & Elimination (IDDE)' is selected and highlighted with a red oval. Below it, 'MCM 4: Construction' is partially visible. The main content area on the right displays the title 'MCM 3: Illicit Discharge Detection & Elimination (IDDE)' underlined, followed by the question 'Is the storm sewer map available through Spatial Rest Services?' and an empty text input field.

☐ Minimum Control Measure 6 (MCM 6)



The screenshot shows a sidebar on the left with a list of Minimum Control Measures under the heading 'Stormwater Management'. 'MCM 6: Pollution Prevention/Good Housekeeping For Municipal Operations' is selected and highlighted with a red oval. The main content area on the right displays the title 'MCM 6: Pollution Prevention/Good Housekeeping For Municipal Operations' underlined.



MCM 3: Illicit Discharge Detection & Elimination (IDDE)

MCM 3 - Objective

To detect and eliminate illicit discharges to the maximum extent practicable.

MCM 3 – Form Section Overview

MCM 3: Illicit Discharge Detection & Elimination (IDDE)

Is the storm sewer map available through Spatial Rest Services?

General Information

- MCM 1: Public Education
- MCM 2: Public Involvement And Participation
- MCM 3: Illicit Discharge Detection & Elimination (IDDE)**
- MCM 4: Construction Site Stormwater Runoff Pollutant Control
- MCM 5: Post Construction/ Permanent Stormwater Management
- MCM 6: Pollution Prevention/Good Housekeeping For Municipal Operations
- Stormwater Management Program Modification
- Summary Of Enforcement Actions
- Results Of Information Collected And Analyzed (Monitoring)
- Legal Authority
- Stormwater Management Program Evaluation
- Review
- Certify & Submit

MCM 3: Illicit Discharge Detection & Elimination (IDDE)

Is the storm sewer map available through Spatial Rest Services?
* Select...

The number of potential illicit discharges reported by the public.
*

The number of potential illicit discharges reported by internal personnel.
*

Total number of potential Illicit discharges reported (from any source) that are under investigation at the time of the annual report.
*

* Were all potential illicit discharges investigated within 7 days of receipt?
 Yes
 No

Number of identified illicit discharges
*

Were all initial enforcement actions on confirmed illicit discharges taken within seven (7) calendar days of the investigation?
*
 Yes
 No

Number of corrective actions plans received for confirmed illicit discharges.
*

Were all corrective actions plans reviewed in accordance with established procedures?
*
 Yes
 No

Number of non-stormwater discharges or flows identified as a significant contributor of pollutants to the MS4.
*

Total number of non-stormwater discharges or flows investigated.
*

Were all non-stormwater discharges or flows identified as a significant contributor of pollutants to the MS4 investigated?
*
 Yes
 No

MCM 3

- Management Measure
- Measurable Goals
- **Annual Report Requirement**

Storm Sewer System Map

Management Measure	Measurable Goals	Annual Report Requirement
Storm sewer map that contains all required data elements found in subpart 4.2.3.1	Continue to update mapping as new elements are identified.	Provide location for Spatial Rest Service Outfall Map Layer Or Submit the geodatabase/shapefile Or submit a copy of the system map

4.2.3.1. MS4 Storm System Map Requirements

- MS4 Outfalls;
- Inputs into the storm sewer collection system, such as the inlets, catch basins, drop structures, flow(s) from adjacent MS4s or other defined contributing points to the storm sewershed of that outfall;
- Direction of stormwater flow through the system; and
- Receiving streams. (The TDEC-DWR GIS layer maybe used in lieu of permittee developing their own receiving stream layer. TDEC rest services can be found at https://tdeconline.tn.gov/arcgis/rest/services/DWR_Public/MapServer)

Form Example – System Map

MCM 3: Illicit Discharge Detection & Elimination (IDDE)

Is the storm sewer map available through Spatial Rest Services?

* Search... CANCEL

Yes

No

Is the storm sewer map available through Spatial Rest Services?

Yes

Provide location for Spatial Rest Service for Map Layer(s)

* Please enter a valid Url. Example: <http://www.testing.org>

Annual Report Requirement

- Provide location for Spatial Rest Service Outfall Map Layer
- Or
- Submit the geodatabase/shapefile
- Or
- submit a copy of the system map

The map submitted should have all of the elements identified in 4.2.3.1. of the permit

MCM 1: Permit Subpart **4.2.3.**

Form Example – System Map

MCM 3: Illicit Discharge Detection & Elimination (IDDE)

Is the storm sewer map available through Spatial Rest Services?

No

Attach Most Recent Copy of Storm Sewer Map in accordance with subpart 4.2.3

Files Supported for upload .jpeg, .jpg, .pdf, .tif, .tiff, .txt, .zip

Please be aware that files exceeding 500 MB in size are not recommended.

Drop files here to upload

OR

CHOOSE FILE

Comment

Annual Report Requirement
Provide location for Spatial Rest Service Outfall Map Layer
Or
Submit the geodatabase/shapefile
Or
submit a copy of the system map

MCM 1: Permit Subpart 4.2.3.

Illicit Discharges

Management Measure	Measurable Goals	Annual Report Requirement
Illicit discharge reporting and investigations	- track all potential illicit discharges reported, categorized by reporting source	- The number of potential illicit discharges reported by the public
		- The number of potential illicit discharges reported by internal personnel
	- Initiate 100% of all potential illicit discharges investigations within 7 days of the receipt of the complaint.	- Total number of potential illicit discharges reported (from any source) that are under investigation at the time of the annual report
		- Yes/No Were all potential illicit discharges investigated within 7 days of receipt?
	- 100% of all initial enforcement actions shall be taken within seven (7) calendar days of the investigation on confirmed illicit discharges	- # of identified illicit discharges
		- Yes/No Were all initial enforcement actions on confirmed illicit discharges taken within seven (7) calendar days of the investigation?
- 100% of all corrective action plans are reviewed in accordance with procedures	- # of corrective actions plans received for confirmed illicit discharges.	
	- Yes/No Were all corrective actions plans reviewed in accordance with established procedures?	

“Potential” Illicit Discharges

“Identified” Illicit Discharges

Form Example – Potential Illicit Discharges

The number of potential illicit discharges reported by the public.

3

The number of potential illicit discharges reported by internal personnel.

1

Annual Report Requirement

- The number of potential illicit discharges reported by the public
- The number of potential illicit discharges reported by internal personnel

Form Example – Potential Illicit Discharges

Total number of potential illicit discharges reported (from any source) that are under investigation at the time of the annual report.

4

Were all potential illicit discharges investigated within 7 days of receipt?

- Yes
 No

Annual Report Requirement
- Total number of potential illicit discharges reported (from any source) that are under investigation at the time of the annual report
- Yes/No Were all potential illicit discharges investigated within 7 days of receipt?

Form Example – Identified Illicit Discharges

Number of identified illicit discharges

1

Were all initial enforcement actions on confirmed illicit discharges taken within seven (7) calendar days of the investigation?

Yes

No

Number of corrective actions plans received for confirmed illicit discharges.

1

Annual Report Requirement
-# of identified illicit discharges
- Yes/No Were all initial enforcement actions on confirmed illicit discharges taken within seven (7) calendar days of the investigation?
- # of corrective actions plans received for confirmed illicit discharges.

Non-Stormwater Discharges or Flows

Management Measure	Measurable Goals	Annual Report Requirement
Identify and investigate the categories of non-stormwater discharges or flows (as indicated in subpart 4.2.3) only if the permittee identifies them as a significant contributor of pollutants to the MS4.	Maintain an inventory of non-stormwater discharges or flows (as indicated in subpart 4.2.3) that the permittee identified as a significant contributor of pollutants to the MS4.	<ul style="list-style-type: none"> - # of non-stormwater discharges or flows identified as a significant contributor of pollutants to the MS4 - Total # of non-stormwater discharges or flows investigated
	Investigate as an illicit discharge all non-stormwater discharges or flows (as indicated in subpart 4.2.3) that the permittee identified as a significant contributor of pollutants to the MS4	- Yes/No Were all non-stormwater discharges or flows identified as a significant contributor of pollutants to the MS4 investigated?

This management measure is a specific subset of IDDE investigations.

Significant Contributor

Permittees must address the following categories of non-stormwater discharges or flows (*i.e.*, illicit discharges) **only if the permittee identifies them as a significant contributor of pollutants to the MS4:**

- water line flushing,
- landscape irrigation,
- diverted stream flows,
- rising ground waters,
- uncontaminated groundwater infiltration (as defined at 40 C.F.R. 35.2005(b)(20)),
- uncontaminated pumped groundwater,
- discharges from potable water sources,
- foundation drains,
- air conditioning condensation,
- irrigation water,
- springs,
- water from crawl space pumps,
- footing drains,
- lawn watering,
- individual residential car washing,
- flows from riparian habitats and wetlands,
- dechlorinated swimming pool discharges, and
- street wash water(including tunnel cleaning)

(discharges or flows from firefighting activities are excluded from the effective prohibition against non-stormwater and need only be addressed where they are identified as significant sources of pollutants to waters)

Significant Contributor is defined as a source of pollutants where the volume, concentration, or mass of a pollutant in a stormwater discharge can cause or threaten to cause pollution, contamination, or nuisance that adversely impact human health or the environment and cause or contribute to a violation of any applicable water quality standards for receiving water.

Form Example – Illicit Discharges

Number of non-stormwater discharges or flows identified as a significant contributor of pollutants to the MS4.

1

Total number of non-stormwater discharges or flows investigated.

4

Were all non-stormwater discharges or flows identified as a significant contributor of pollutants to the MS4 investigated?

Yes

No

Annual Report Requirement

- # of non-stormwater discharges or flows identified as a significant contributor of pollutants to the MS4

- Total # of non-stormwater discharges or flows investigated

- Yes/No Were all non-stormwater discharges or flows identified as a significant contributor of pollutants to the MS4 investigated?

MCM 6: Pollution Prevention/Good Housekeeping For Municipal Operations

MCM 6: Pollution Prevention/Good Housekeeping For Municipal Operations

Number of Municipal Operations Facilities under subpart 4.2.6.2



MCM 6: Pollution Prevention/Good Housekeeping for Municipal Operations

MCM 6: Permit Subpart **4.2.6.**

MCM 6 - Objective

The permittee must develop and implement an operation and maintenance program that has the ultimate goal of preventing or reducing pollutant runoff from municipal operations.

MCM 6 – Form Section Overview

MCM 6: Pollution Prevention/Good Housekeeping For Municipal Operations

MCM 6: Pollution Prevention/Good Housekeeping For Municipal Operations

MCM 6: Pollution Prevention/Good Housekeeping For Municipal Operations

Number of Municipal Operations Facilities under subpart 4.2.6.2.

*

* Do all Municipal Operations Facilities have a O&M Facility Plan?

Yes

No

Number Municipal Operations Facilities NOT inspected in accordance with the Stormwater Management Program in the previous 12 months.

*

MCM 6

- Management Measure
- Measurable Goals
- **Annual Report Requirement**

Employee Training

Management Measure	Measurable Goals	Annual Report Requirement
Employee training program for employees responsible for municipal operations and	The Measurable Goals and Annual Reporting requirements for this management measures are	2.1

Reporting for this management measure is captured under the MCM 1 section of the annual report form which was covered during the Session 2 training.

Access to the Session 2 recording available at:

<https://www.tn.gov/environment/permit-permits/water-permits1/npdes-permits1/npdes-stormwater-permitting-program/npdes-municipal-separate-storm-sewer-system--ms4--program.html>

MCM 6: Permit Subpart **4.2.6.1.**

Permit Requirement

Develop and implement an O&M Facility Plan	All applicable Municipal operations must have an O&M Facility Plan	- # Municipal Operations Facilities
		Yes/No Do all Municipal Operations Facilities have a O&M Facility Plan?
Facility Site Inspections	Conduct a facility site inspection in accordance with the Stormwater Management Program at all municipal operation facilities at least once every 12 months	- # Municipal Operations Facilities NOT inspected in accordance with the Stormwater Management Program in the previous 12 months

Form Example O&M Plan

MCM 6: Pollution Prevention/Good Housekeeping For Municipal Operations

Number of Municipal Operations Facilities under subpart 4.2.6.2.


Do all Municipal Operations Facilities have a O&M Facility Plan?

Yes

No

Form Example Facility Inspection

Number Municipal Operations Facilities NOT inspected in accordance with the Stormwater Management Program in the previous 12 months.

 Please note that this question is asking for the number of facilities NOT inspected during reporting period.

Since this was not a requirement of the previous permit, it will be a requirement 12 months after the effective date of your Notice of Coverage.

Helpful Hint


- The form includes warnings or errors that may pop up when certain information is inputted to the form.
- Some may stop the form from being submitted while others are informational.

Helpful Hint


- Blue indicates an information box that will not stop a form from being submitted.

 General Information Message

- Yellow indicates a warning that will not stop a form from being submitted.

 Please note that this question is asking for the number of facilities NOT inspected during reporting period.

- Red indicates an error that will prevent a form from being submitted.

 The MS4 Responsible Authority and MS4 Program Contact cannot use the same email address. Either enter a unique email address for each person or remove the MS4 Program Manager contact information.



Reminders

Who Do I Call?

For Technical Questions about the report

- Robby Karesh 615- 253-5402
Robert.Karesh@tn.gov
- 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####)

*

 NPDES Tracking Number (ex. TNS00####) can't be blank

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)






Enter the email address for the user you would like to authorize:

Adding a user will allow them to access, modify and view this submission. The user must be registered with the system to be eligible.

Can Manage Access to Submission?

 Add

Users with Access to this Submission

 Username	 Affiliation	 Can Manage Access to Submission?	 Is Submission Owner?	Actions
Ariel Wessel-Fuss	Division of Water Resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Erin McComas	TDEC-DWR	<input type="checkbox"/>	<input type="checkbox"/>	

 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 integrity is critical.

More on Signing Reports

- For MS4s that are not Co-Permittees – 1 person must sign the report
- For MS4s that are Co-Permittees – 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

- Brown Patton
- 423-254-7407

Brown.Patton@tn.gov

- | | |
|--------------|-------------|
| – Bradley | – Blount |
| – Hamilton | – Hamblen |
| – McMinn | – Jefferson |
| – Putnam | – Knox |
| – Warren | – Loudon |
| – Carter | – Sevier |
| – Greene | – Sullivan |
| – Hawkins | |
| – Washington | |
| – Cumberland | |
| – Anderson | |

- Robby Karesh

- 615- 253-5402

Robert.Karesh@tn.gov

- | | |
|--------------|------------|
| – Davidson | – Haywood |
| – Dickson | – Henry |
| – Montgomery | – Madison |
| – Robertson | – Obion |
| – Rutherford | – Weakley |
| – Sumner | – Bedford |
| – Williamson | – Coffee |
| – Wilson | – Marshall |
| – Shelby | – Maury |
| – Dyer | |

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/water-permits1/npdes-permits1/npdes-stormwater-permitting-program/npdes-municipal-separate-storm-sewer-system-ms4--program.html>

Session 4

MS4 Training - Session 4

- **Wednesday, June 21, 2023 (1:00 PM - 2:30 PM CT / 2:00 PM - 3:30 PM ET)**
- During this session, the Division will provide an overview of the form related to
- Minimum Control Measure 4: Construction Site Stormwater Runoff Pollutant Control
- Minimum Control Measure 5: Post Construction/Permanent Stormwater Management.