



Annual Report Template
Naval Station Everett
Municipal Separate Storm Sewer System (MS4)
Permit WAS026620



Reporting Period

- Year 1 Reporting Period: effective date of the permit – January 31, 2022
- Year 2 Reporting Period: February 1, 2022 – January 31, 2023
- Year 3 Reporting Period: February 1, 2023 – January 31, 2024
- Year 4 Reporting Period: February 1, 2024 – January 31, 2025
- Year 5 Reporting Period: February 1, 2025 – January 31, 2026
- Other _____

General Information

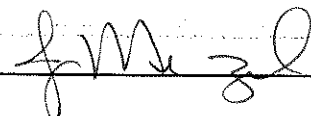
Contact Person Name and Title: Kaytee Villafranca

Phone Number: 425-304-3277 E-mail: kaytee.s.villafranca.civ@us.navy.mil

Stormwater Website URL: https://www.cnic.navy.mil/regions/cnrnw/installations/ns_everett/om/naval-station-everett-environmental-policy.html

Signature and Certification

Certification: "I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I have no personal knowledge that the information submitted is other than true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Signature:  Date: 3/20/23

Printed Name: CAPT Josh Menzel

Signatory Title: Commanding Officer

Section I. Permittee Responsibility (Part 1):

If you answer "NO" to any of these questions, please explain in the Comments section.

Year 1 Annual Report		
1.	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Has the Permittee submitted to EPA for consideration any documents, plans, programs or program summaries that the Permittee believes to be equivalent to a required control measure or control measure? <i>If the answer is "YES", use the Comments section to briefly list the one or more documents, plans or programs you have requested be considered as an Equivalent Document, Plan or Program. Cite the relevant Permit provision for each. (Part 1.5)</i>
All Reporting Years		
2.	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Do you, the Permittee, share Permit implementation responsibility with one or more Outside Entity for compliance with the Permit? <i>If yes, please explain in the Comments section. (Part 1.4.1)</i>
3.	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	If yes, is the agreement with Outside Entity(s) formalized in a written and binding agreement between parties? (Part 1.4.1)
4.	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	If yes, is the agreement with Outside Entity(s) described/cited in the Stormwater Management Program (SWMP) Document? (Part 1.4.1)
5.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Have you established and maintained relevant enforceable mechanisms, to control pollutant discharges into and from the MS4 and to meet the requirements of this Permit? (Part 1.4.2)
6.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Are you maintaining system(s) to track SWMP data and information? (Part 1.4.4)

Permittee Responsibility and Equivalent Documents, Plans or Programs Comments:

2. – 4. NAVSTA Everett does not share permit implementation responsibility with one or more outside entities for compliance with the permit.

Section II. Stormwater Management Program (SWMP) Control Measures (Part 2)

Please answer all questions.

Education and Outreach on Stormwater Impacts (Part 2.1)

If you answer "NO" to any of these questions, please explain in the Comments section.

7.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Have you listed and publicized means for the public and Permittee personnel to report spills and other illicit discharges? (Part 2.1.1.1)
8.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Have you informed target audiences of the environmental impacts associated with illegal discharges and improper disposal of waste and how to report them? (Part 2.1.1.2)
9.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Have you selected specific education and outreach topics to build general awareness and effect behavior change? <i>Please list these topics in the Comments section.</i> (Part 2.1.1.3)
10.	Narrative	<i>In the Comments section, please summarize your activities and accomplishments as part of the Southern Resident Killer Whale Outreach and Education efforts.</i> (Part 2.1.2)
11.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Have you assessed, or participated in efforts to assess, the understanding and adoption of intended behaviors by the target audiences for at least one of the topics? <i>In the Comments section, please summarize your efforts to assess the education and outreach activities conducted during the reporting period, and how this information is being utilized to improve the public education and outreach program efforts.</i> (Part 2.1.3) <i>Please also include one or more example of successful education/outreach.</i> (Part 2.1.3)

Education and Outreach Comments:

9. The specific education and outreach topics focused on in 2022 included stormwater awareness for our Environmental Work Center Coordinators (EWCCs), and spill response and clean up. EWCCs oversee their command's adherence to environmental compliance and attend environmental awareness refresher annually. The training covers hazardous waste disposal, SPCC, wastewater, and stormwater permit requirements including BMPs. For 2022, much of the training focused on stormwater awareness, MSGP and MS4 permit compliance, and a broader description and discussion on how we impact stormwater quality. For dewatering vaults, training was given to those who oversee contractor work in the vaults and a process was put in place to ensure analytical analysis is conducted and results submitted prior to permission to pump to the MS4 system. Further education has been provided to NAVSTA Everett and Smokey Point personnel via the Environmental Newsletter which started January 2020 in anticipation of the MS4 permit. The newsletter is sent to all EWCCs and their leadership which equates to over 100 NAVSTA Everett and Smokey Point personnel. The latest Environmental Newsletter is in Appendix A. Since the MS4 permit was the impetus for creating the newsletter, the first page always addresses MS4 concerns. Topics covered thus far include general awareness of the Navy's Environmental Mission, stormwater permit requirements, leading causes of stormwater pollution and poor water quality, education on infiltration rates into the natural environment, the urban water cycle, illicit discharge, stormwater impacts on fish and Southern Resident Killer Whales, and Best Management Practices (BMPs). Information regarding the MSGP is also covered as well as information on the Spill, Air, Hazardous Waste, Natural Resources, and Recycling Programs. The previous editions of the newsletter can be found at:

https://www.cnrc.navy.mil/regions/cnrnw/installations/ns_everett/operations-and-management/environmental-support-and-compliance/

10. As required by part 2.1.1.3, NAVFAC NW worked with National Marine Fisheries Service (NMFS) to develop and deliver a training program for target audiences. Discussions with NMFS started in July 2020

and notes were provided to NMFS detailing the permit requirements. NAVSTA Everett's Stormwater Program Manager and Natural Resource Program Manager attended Southern Resident Killer Whale (SRKW) training presented by NOAA January 26, 2022. The training covered SRKW monitoring and mitigation strategies, their status under the Endangered Species Act, habitat, prey, chemical threats such as PCP, PCB, DDT, PBDEs, persistent organic pollutants, bio-accumulation of chemicals, and the decline of Chinook and Coho salmon due to poor stormwater quality. In February 2022 NOAA delivered the SKRW training presentation to NAVSTA Everett's Stormwater Program Manager and Natural Resources Program Manager which can be used for further educating base personnel.

11. Three examples to demonstrate improved understanding and adoption of intended behaviors include increasing EWCCs environmental involvement and oversight, spill response and recycling.
 - a. Discussions regarding commitment to BMPs and a shared responsibility towards stormwater compliance has resulted in improved storage and covering of material, reduction of trash in the storm trench drain and overall cleanliness of the piers. Additional online trainings from ECATTs were assigned to EWCCs, key personnel and contractors. A listing of trainings can be found in Appendix B.
 - b. The Environmental Newsletter's recycling section has provided base personnel with explicit information on what is recyclable and what is not in an effort to reduce time wasted separating out non-recyclable materials. Recycling has also taken it a step further and provided information on how to turn in items to DLA. This has helped reduce the outdoor storage of unwanted items from deteriorating in the elements and impacting stormwater quality.
 - c. In 2022, NAVSTA Environmental set up pet waste stations and an outreach table at Smokey Point. This effort aimed to further educate personnel on pet waste management, increase awareness and create a way to properly dispose of pet waste on Smokey Point.

Public Involvement/Participation (Part 2.2)

If you answer "NO" to any of these questions, please explain in the Comments section.

12.	YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input checked="" type="checkbox"/>	Have you complied with applicable federal notice requirements, as relevant? (Part 2.2.1)
13.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Have you conducted one or more meetings to coordinate among appropriate staff, managers and others who play a role in Permit implementation? <i>Briefly describe meeting(s), participants and topics in the Comments section.</i> (Part 2.2.2)
14.	Narrative	<i>In the Comments section, please describe any engagement with affected entities in setting priorities for the storm water program.</i> (Part 2.2.2)
15.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Have you sponsored at least twice during the Permit term volunteer activities designed to actively engage residents and/or employees to better understand stormwater pollution? <i>Please describe these events and activities in the Comments section.</i> (Part 2.2.4)

Public Involvement/Participation Comments:

13. Monthly stormwater meeting are held with key stormwater personnel at Naval Station Everett, Naval Air Station Whidbey Island, and Naval Base Kitsap. Consistent monthly meetings were started in February 2020 and have continued since. These monthly meetings are used to discuss any topic related to stormwater including the MS4 permit, MSGP, and CGP. The meetings provide a collaborative approach to stormwater management at the NW installations. Below is a summary of meetings held since February 2022:

Month	Short Summary of Meeting Topics
February	SWMPs, annual reports, EAP, SRKW training
March	Education, IDDE, pet waste materials, EAP sampling
April	IDDE, educational materials, SWMPs, annual reports
May	BMPs, SRKW, construction training, education and outreach materials, future funding discussions
June	Funding discussions, BMPs
July	6PPD, contract language, sampling, IDDE, outreach, training, mapping
August	No meeting held due to scheduling conflicts
September	Meeting not held, combined with October meeting on 10/5 instead
October	SWMPs, outreach events, stormwater inventory, contracting specs
November	SWMP-reviews, annual reports, sampling, mapping, BMP-evaluation
December	New technology, funding update, annual reports, maintenance, MSGP annual report
January	BMPs, sampling, budget, education and outreach materials

Beyond the stormwater program manager monthly meetings, NAVSTA Everett environmental also engages often with the maintenance partners on the base, specifically the contractor's government oversight to ensure stormwater compliance.

15. There were two volunteer activity sponsored during the Permit term. NAVSTA Everett held a clean-up event for Earth Day on April 2021 and April 2022, which focused on the removal of trash and recycling along the riprap of the base. For the Earth Day event on April 2021, there were 100 volunteers and the cleanup resulted in 115 pounds of refuse and 55 pounds of recycling collected. For the Earth Day event on April 2022, For the Earth Day event on April 2022, 100 participants collected over 145 lbs. of refuse and 255 lbs. of recycle materials.

Illicit Discharge Detection and Elimination (Part 2.3)

If you answer "NO" to any of these questions, please explain in the Comments section.

16.	YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input checked="" type="checkbox"/>	Have you developed updated maps of the MS4 within the Permit Area that include all of the features listed in Part 2.3.1 of the Permit? <i>For Annual Reporting Years 1 through 4, you may check NA if these maps have not yet been completed. (Part 2.3.1)</i>
17.	YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input checked="" type="checkbox"/>	Do you effectively prohibit non-storm water discharges into the MS4 (except those authorized in Part 1.3.4 of this Permit) through effectively robust policies and procedures? <i>For Annual Reporting Years 1 and 2, you may check NA if you have not yet implemented effective policies and procedures. (Part 2.3.2)</i>
18.	YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input checked="" type="checkbox"/>	For any discharges of potable water, have you dechlorinated to a total residual chlorine concentration of 0.1 ppm or less, pH-adjusted, and volumetrically and velocity controlled to prevent resuspension of sediments in the MS4? (Part 2.3.2.2.1)
19.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NA <input type="checkbox"/>	Have discharges from lawn watering and other irrigation runoff been minimized through public education and water conservation efforts? (Part 2.3.2.2.2)
20.	YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input checked="" type="checkbox"/>	For any discharges of swimming pool, spa and hot tub waters, have you dechlorinated to a total residual chlorine concentration of 0.1 ppm or less, pH-adjusted and re-oxygenized if necessary, volumetrically and velocity controlled to prevent resuspension of sediments in the MS4, thermally controlled to prevent an increase in temperature of the receiving waters, and prohibited the discharge of pool cleaning wastewater and filter backwash? (Part 2.3.2.2.3)
21.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NA <input type="checkbox"/>	Have discharges from street and sidewalk wash water, water used to control dust, and routine external building wash down that does not use detergents been minimized through public education and water conservation efforts? (Part 2.3.2.2.4)
22.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NA <input type="checkbox"/>	For any discharges of accumulated stormwater from utility vaults, have you conducted sampling to verify that no pollutants cause or contribute to water quality impairments, AND visually verified prior to any discharge, that there are no visible sheens or solids in the discharge? (Part 2.3.2.2.5)
23.	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	For any discharges from secondary containment structures, have you conducted sampling to verify that no pollutants cause or contribute to water quality impairments, AND visually verified prior to any discharge, that there are no visible sheens or solids in the discharge?? (Part 2.3.2.2.6)
24.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Does the program described in the SWMP document include procedures for locating priority areas likely to have illicit discharges, including areas where complaints have been recorded and areas with storage of large quantities of materials that could result in spills and areas where storage, usage, releases or contamination of any pollutant in Table 2.4.4 is or has occurred? (Part 2.3.3.1)
25.	YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input checked="" type="checkbox"/>	Do you conduct a dry weather analytical and field screening monitoring program to identify non-stormwater flows from stormwater outfalls? <i>For Annual Reporting Years 1 and 2, you may check NA if you have not yet begun dry weather field screenings. (Part 2.3.3.2.1)</i>
26.	YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input checked="" type="checkbox"/>	For Annual Reporting Year 5 only, have you completed field

		screening of at least 75% of all MS4 outfalls located within the Permit Area? <i>For Annual Reporting Years 1 through, you may check NA unless you have completed screening of 75% of the MS4 outfalls in the Permit Area. (Part 2.3.3.2.2)</i>
27.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Are your screening methods/protocols consistent with <i>Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessments</i> , Center for Watershed Protection, October 2004, or another methodology of comparable effectiveness? (Part 2.3.3.2.3)
28.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Do you have and implement procedures for characterizing the nature of, and potential public or environmental threat posed by, any illicit discharges which are found by or reported to the Permittee? (Part 2.3.3.3)
29.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Do these procedures include the evaluation of whether the discharge must be immediately contained and the steps to be taken for containment of the discharge per the stipulations in Part 2.3.3.3? (Part 2.3.3.3)
30.	Narrative	<i>In the Comments section, please summarize all illicit discharge responses, including responses to spills and recurring discharges. Also summarize any investigations and referrals as detailed in Part 2.3.3.3.2. (Parts 2.3.3.3.1, 2.3.3.3.2 and 2.3.3.3.3)</i>
31.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Do you have and implement procedures for notification of affected parties, including immediate notification of the spills and illicit discharges and ongoing updates about abatement measures and possible impacts? (Part 2.3.3.4)
32.	Narrative	<i>In the Comments section, please summarize all notifications to downstream operators of MS4s, shellfish beds/fisheries, agricultural/livestock operations, drinking water systems (public or private) or other affected entity of spills or other non-stormwater discharges that may impact those systems. (Part 2.3.3.4.1) Please include in the description all outreach, discussions and/or information exchanges regarding the impacts of discharges and the status of illicit discharge elimination activities. (Part 2.3.3.4.2)</i>
33.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Do you have and implement procedures for tracing sources of illicit discharges, including visual inspections, opening manholes, using mobile cameras, collecting and analyzing water samples, and other procedures, as appropriate? (Part 2.3.3.5)
34.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Do you have procedures for eliminating illicit discharges, including scheduling and implementing remedial measures and other safeguards to ensure the discharge does not recur? (Part 2.3.3.6)
35.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Do these procedures include initiation of an investigation within 21 days of a report or discovery of an illicit connection to determine the source, nature and volume, and responsible party? (Part 2.3.3.6.1)
36.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Do these procedures include initiation of action to eliminate the illicit connection within 45 days of confirming the connection? (Part 2.3.3.6.1)
37.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Have all staff responsible for investigating, identifying and eliminating illicit discharges, spills, and illicit connections into the MS4 received program-specific training? (Part 2.3.4)
38.	Narrative	<i>In the Comments section, please describe any training provided during this reporting period, including new employee training and follow-up training. (Part 2.3.4)</i>
39.	Narrative	<i>In the Comments section, please include a general summary of the</i>

		<i>results of dry weather screening program activities conducted over the preceding reporting period, including number and type of illicit</i>
		<i>connections identified, dry weather screening efforts, and location and efforts to correct identified illicit discharges. (Part 2.3.5)</i>

Illicit Discharge Detection and Elimination Comments:

23. Stormwater accumulation in secondary containment structures that are caused by rainfall are visibly inspected prior to release to the MS4. If an oil sheen is present, pads are used to absorb the sheen prior to releasing the water to the sewer. If an incident were to occur where there was a large amount of oily water, the water would be pumped and sent to the Oily Water Separator Facility (OWSF) on base for treatment prior to being sent to the City of Everett's waste water treatment facility.

30. NAVSTA Everett did not experience any illicit discharges that made it into the MS4 system. Please see Appendix C for the Illicit Discharge Reporting Form. All storm water catch basins on base discharge stormwater to one of four outfalls. All outfalls have an oil interceptor which traps the oil and prevents it from reaching the outlet side of the outfall which discharges to the Snohomish River. Visual inspections of the inlet side of the outfalls occurs quarterly, and if the inspections shows the presence of oil, the outfall is pumped or pads are used to absorb the oil. NAVSTA Everett receives stormwater from the Port of Everett and from Marine Drive. Past investigations and dye testing revealed grease from restaurants located in the Port of Everett was entering NAVSTA Everett's MS4 through stormwater catch basins. Measures were put in place for the proper disposal of cooking grease which solved the illicit discharge.

32. NAVSTA Everett does not have any downstream operators of MS4s, shellfish beds/fisheries, agricultural/livestock operations, drinking water systems, or other affected entity of spills or other non-stormwater discharges that may impact those systems. As a receiver of stormwater from the Port of Everett, outreach, discussion, and changes were made to eliminate the discharge of cooking grease into our MS4 system.

38. EWCC training occurs annually and covers all aspects of environmental compliance. The SWMP also lays out required training for targeted personnel. The trainings are online through the ECATT's website and a chart of required training by position is included in the SWMP. Some examples are listed below.

- a. Stormwater – Basic Information: Washington
- b. Stormwater Pollution Prevention for MS4 Video Training
- c. Sediment and Stormwater Construction Training
- d. Water Quality: Washington
- e. General Environmental Compliance
- f. NAVFAC Construction Contractor Prime – Stormwater

39. Further examination with the Snohomish Conservation District revealed a number of storm drains located on the road adjacent to the base discharging stormwater on to the naval base at Smoky Point. GPS mapping was provided by the Snohomish Conservation District and will be provided to a contractor who is remapping all storm drains across the region and updating all stormwater maps for each facility. Dye testing to validate the findings was conducted in June 2022 to ensure next summer a more thorough dry weather screening can be performed. A facility inspection at NAVSTA Everett is required each quarter under the MSGP. One of the outfalls which receives most of its stormwater from parking lots, had a sheen of oil on the inlet side of the outfall. Sediment from the outfalls are pumped out annually and disposed. Further education on car maintenance is discussed on environmental newsletters and helpful reminders such as "No Car Maintenance on Base" magnets are available upon request. No other observations beyond known groundwater penetration was noted. It is believed stormwater from Marine Drive off base has stormwater catch basins that flow into the base's stormwater system. Dye testing will help determine which ones can be inspected in the future. The contractor hired to update the stormwater maps will also

verify and include in the updated stormwater maps.

New Development, Redevelopment, and Construction Site Runoff Control (Part 2.4)

If you answer "NO" to any of these questions, please explain in the Comments section.

40.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Does the SWMP document describe, and are you implementing, a program to reduce pollutants in stormwater runoff to the MS4 from all construction, new development and redevelopment project site activities in the Permit Area, including roads? (Part 2.4)
41.	YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input checked="" type="checkbox"/>	During this reporting year have you provided adequate oversight to "regulated construction activities" and "regulated industrial activities" to ensure that all regulated activities obtained coverage under the appropriate stormwater permits? <i>Only choose NA if there were none of these activities in the Permit Area during this reporting year.</i> (Part 2.4.1)
42.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Have you implemented an enforceable mechanism to address runoff from new development, redevelopment and construction site projects to include the minimum requirements, thresholds and definitions? (Part 2.4.2.1)
43.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Does the enforceable mechanism include all of the criteria listed in Part 2.4.2.2 of the Permit? (Part 2.4.2.2)
44.	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Have you had any equivalent criteria approved by EPA for use in stormwater controls from new development, redevelopment, and construction site runoff? <i>If so, in the Comments section please describe how these have been utilized during this reporting year.</i> (Part 2.4.2.4)
45.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Have you implemented policies and procedures, including contract mechanisms, to ensure review of all stormwater site plans for proposed development activities? (Part 2.4.3.1)
46.	YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input checked="" type="checkbox"/>	Do you inspect, prior to clearing and construction, all development sites that have a high potential for sediment transport as determined through plan reviews based on definitions and requirements of Appendix C of the Permit? <i>Only choose NA if there were none of these activities in the Permit Area during this reporting year.</i> (Part 2.4.3.2)
47.	YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input checked="" type="checkbox"/>	Do you inspect all development sites during construction to verify proper installation and maintenance of required erosion and sediment controls? <i>Only choose NA if there were none of these activities in the Permit Area during this reporting year.</i> (Part 2.4.3.3)
48.	YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input checked="" type="checkbox"/>	During this reporting year, did you take the necessary enforcement actions, as relevant, based on the results of these inspections? <i>If yes, please describe in the Comments section. Only choose NA if there were no construction activities in the Permit Area or you did not identify any failures to properly install or maintain the required controls.</i> (Part 2.4.3.3)
49.	Narrative	<i>In the Comments section please document what percentage of all permanent stormwater treatment and flow control BMPs/facilities and catch basins in new developments were inspected every six months prior to 90% of the common plan of development being constructed during this reporting year?</i> (Part 2.4.3.4)
50.	YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input checked="" type="checkbox"/>	Do you inspect all development sites upon completion of construction and prior to final approval or occupancy to ensure proper installation of permanent stormwater facilities? <i>Only choose NA if there were none of these activities in the Permit Area during</i>

		<i>this reporting year. (Part 2.4.3.5)</i>
51.	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Are all maintenance requirements assigned/entered into the electronic tracking system for stormwater treatment and flow control BMPs/facilities? (Part 2.4.3.5)
52.	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Do you keep adequate records to document that all the requirements of Part 2.4.3 of the Permit have been fully implemented? (Part 2.4.3.6)
53.	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Were at least 80% of scheduled inspections completed during this reporting year? (Part 2.4.3.6)
54.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Have you established and implemented an internal tracking system to respond to issues of non-compliance? (Part 2.4.3.7)
55.	Narrative	<i>Annual Reporting Year 1: In the Comments section, please describe the Early Action Projects (EAPs) you plan to implement during this permit term. Please also provide a summary of all EAP planning and implementation actions taken to date. (Part 2.4.4)</i>
56.	Narrative	<i>Annual Reporting Year 2-5: In the Comments section, please provide any updates to your Early Action Projects (EAPs) plan. Please also provide a summary of all EAP planning and implementation actions taken in this reporting year. (Part 2.4.4)</i>
57.	YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input checked="" type="checkbox"/>	<i>Annual Reporting Year 4: Have you submitted a written Stormwater Infrastructure Investment Plan to EPA that documents future investments and upgrades in Naval Station Everett's stormwater infrastructure designed to improve MS4 discharge quality, AND that meets all of the requirements of Part 2.4.4? (Part 2.4.4)</i>
58.	Narrative	<i>In the Comments section, please describe any training provided during this reporting period, including new employee training and follow-up training. (Part 2.4.5)</i>
59.	Narrative	<i>In the Comments section, please include a general summary any corrective actions taken at construction sites, number of site plans reviewed, site inspections, and one or more example of follow-up actions. (Part 2.4.6)</i>

New Development, Redevelopment, and Construction Site Runoff Control Comments:

44. No equivalent criteria has been submitted or approved by the EPA for use.

49. NAVSTA Everett and Smokey Point did not have any new development.

51. Maintenance items are entered into the electronic tracking system, but not all get addressed due to lack of funds, manpower or due to non-concurrence.

52. Only a "no" because there was no construction, new development, or redevelopment project site activities.

53. "No" is checked because there was no construction, new development or redevelopment projects to inspect.

56. Below is a summary of EAP planning and implementation actions taken in this reporting year.

EAP	Summary	Status
Construction project process	Stormwater managers are included in the early design phase and continued efforts are underway to define the roles and responsibilities with various stakeholders.	Ongoing
Mapping Contract	The review of maps is currently underway.	Ongoing
Street Sweeping	Street sweeping plan was formalized in 2022. Implementation of the plan is currently underway.	Ongoing
Enhancing pet waste management at Smokey Point	Installed additional pet waste bag station and signage.	Ongoing
Trench Drains	Trench drains were cleaned in 2022. Catch basins are being continuously evaluated.	Ongoing
Smokey Point pond maintenance study	Dye testing and additional monitoring was completed in 2022 and the final report is being completed.	Ongoing
Maintenance staff training and utility vault sampling	Staff were trained in 2021 and 2022 and sampling was completed in 2021-2022.	Completed
Copper and Zinc at NAVSTA Everett	Oyster shells in the trench drains have been removed to evaluate the impact of continuous trench drain cleaning. Further evaluation of the need for oyster shells or other media is ongoing.	Ongoing

58. Training was conducted in 2022. The training topics presented included stormwater awareness, introduction to the MS4 permit, the SWMP, MS4 permit requirements, the Stormwater Management Manual for Western Washington, a refresher information about the Construction General Permit, and construction BMPs.

59. No corrective actions were needed to be performed because there was no construction, new development, or redevelopment projects at NAVSTA Everett or Smokey Point.

**Pollution Prevention and Good Housekeeping for Municipal Operations and Maintenance
(Part 2.5)**

If you answer "NO" to any of these questions, please explain in the Comments section.

60.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Have you established maintenance standards that are protective of facility function for all permanent stormwater facilities used for onsite management, flow control and treatment? (Part 2.5.1.1)
61.	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Were all required maintenance activities, as relevant, undertaken per the schedules in Part 2.5.1.2? (Part 2.5.1.2)
62.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Does your operation and maintenance program include an enforceable mechanism that clearly identifies the party/parties responsible for maintenance? (Part 2.5.1.3)
63.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	During this reporting year have you conducted inspections of all stormwater treatment and flow control BMPS/facilities that discharge to the MS4 at least annually or per an alternative schedule as established in the SWMP based on maintenance records or other documented information? (Part 2.5.2)
64.	Narrative	<i>In the Comments section, please specify the number of inspections of permanent stormwater facilities conducted pursuant to Parts 2.5.2. Please also indicate what percentage of the overall number of permanent stormwater facilities these numbers represent. (Part 2.5.2)</i>
65.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	During this reporting year, have you conducted spot checks of all permanent stormwater facilities, per the requirements of Part 2.5.3 after all major storm events? (Part 2.5.3)
66.	Narrative	<i>In the Comments section, please specify the number of catch basins and inlets that were inspected during this reporting year. Please also indicate what percentage of the overall number of catch basins and inlets, this represents. (Part 2.5.4)</i>
67.	Narrative	<i>In the Comments section, please specify the number of catch basins cleaned during this reporting year. (Part 2.5.4)</i>
68.	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	During this reporting year, did you undertake and complete all the necessary maintenance, as required by Part 2.5.6 of the Permit, and as described in the SWMP document? (Part 2.5.6) <i>Please briefly describe in the Comments section.</i>
69.	Narrative	<i>In the Comments section, please briefly describe the enhanced street sweeping measures undertaken in all areas draining to Naval Station Everett Outfalls A, B, C, and D, during this reporting year. (Part 2.5.7)</i>
70.	Narrative	<i>In the Comments section, please describe any training provided during this reporting period, including new employee training and follow-up training. (Part 2.5.8)</i>
71.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NA <input type="checkbox"/>	Have you developed and implemented SWPPPs for all heavy equipment maintenance and storage yards and all material storage facilities within the MS4 area that are not already regulated under the MSGP? <i>Only choose NA if there were none of these facilities in the Permit Area OR if this is the Annual Report for Year 1. (Part 2.5.9)</i>
72.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	During this reporting year, have you kept records of all inspections, findings of inspections, follow up actions to correct problems, and all maintenance? (Part 2.5.10)

Pollution Prevention and Good Housekeeping for Municipal Operations and Maintenance***Comments:***

61. A contractor is updating all stormwater maps at NAVSTA Everett and Smokey Point. Sediment cleanout of the trench drains at Piers Alpha, Bravo and South Wharf was completed in September 2022 in accordance with the current maintenance plan. Beginning in FY 24 the cleaning frequency will be increased to semi-annually.

62. The SWMP includes an enforceable mechanism that clearly identifies the party/parties responsible for maintenance. The SWMP has been signed by the Installation Commanding Officer in February 2022.

64. During year 2 of the MS4 permit, four stormwater inspections were conducted at Smokey Point. The inspections included dye testing and sampling for the EAP, an onsite consultation with the Snohomish Conservation District, a catch basin inspection, and two separate inspections in which 100% of the stormwater system, which is a series of ponds, were inspected. GPS data was collected for the project updating the stormwater maps, new stormwater inflows were discovered on the base and an inspection was conducted in the area of large vehicle storage and its impact on stormwater. At NAVSTA Everett, the location of the street sweeping pile was discussed due to its proximity to a storm water catch basin. Requirements were put in place to manage it such as additional analytical monitoring and a better cover for the street sweeping pile.. Both measures were completed in 2022. Also at NAVSTA Everett, all four outfalls were inspected and sediment was removed from the inlet side of the outfall per the normal maintenance plan. Additional oil in Outfall C will be addressed and cleaning out the trench drains that run along the piers and wharf were completed in 2022 and NAVSTA Everett Environmental is currently evaluating increasing the cleaning frequency schedule.

66. With the exception of the large trench drain that run the length of the piers and wharf, no catch basins have been inspected at NAVSTA Everett. Sixteen catch basins have been inspected at Smokey Point. As the MS4 program continues to ramp up, more emphasis on funding and equipment is occurring in order to comply. The plan is to complete 25% of catch basin inspections at Smokey Point each year over the next 3 years and a third of the catch basin inspections at NAVSTA Everett each year over the next 3 years.

67. Sediment from all four outfalls at Everett were removed this past year. Sixteen catch basins were also inspected at Smokey Point and two catch basins were cleaned of debris.

68. Due to similar MSGP requirements, a majority of the activities listed in 2.5.6 of the MS4 permit are already in compliance. Existing Navy or installation requirements and established BMPs provide written guidance. Some of the activities do not apply because they do not occur on the base. For the few activities that need to be addressed, we are currently evaluating policies and procedures for the maintenance activities to make sure they are in compliance with the MS4 permit and pollution prevention practices. This helps educate and ensure stormwater compliance.

69. Street sweeping is conducted frequently on NAVSTA Everett. The street sweeping and disposal plan was updated in September 2022. Street sweeping occurs biweekly on Piers Alpha and Bravo, and the South Wharfs. The North Wharf and parking lots are swept one to two times per year.

70. Please see Appendix A which lists required and follow-up training by key personnel such as EWCCs, Environmental staff, Port Operations personnel and other identified key personnel.

71. Due to similar MSGP requirements, the NAVSTA Everett developed SWPPPs for heavy equipment maintenance and material storage yards under the SWPPP Table 5-1.

Part III. Monitoring, Recordkeeping and Reporting Requirements (Part 3)

If you answer "NO" to any of these questions, please explain in the Comments section.

73.	Narrative	<i>In the Comments section, please provide an evaluation of your compliance with the Permit conditions and progress towards achieving the control measures, during this reporting year. (Part 3.1)</i>
74.	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	For Annual Reporting Year 1: Did you select monitoring Option 1 (Monitoring/Assessment Plan) or monitoring Option 2 (participation in the Stormwater Action Monitoring Program)? <i>For all reporting years: If you selected Option 1, please answer questions 75, 76 and 77. If you selected Option 2, please answer question 78.</i>
75.	Narrative	<i>In the Comments section, please summarize the results of all monitoring and evaluation undertaken during this reporting year. Discuss results of all types of assessments per the monitoring plan approved by EPA pursuant to Parts 3.3.1 through 3.3.10 of the Permit. Provide your interpretation of these data and how you are using them to inform your stormwater management program. (Part 3.3)</i>
76.	YES <input type="checkbox"/> NO <input type="checkbox"/>	During this reporting year, was all sample collection, preservation and analysis conducted according to test procedures approved under 40 CFR Part 136, or another method approved by EPA? (Part 3.3.4)
77.	YES <input type="checkbox"/> NO <input type="checkbox"/>	During this reporting year, have you complied with all elements of your Quality Assurance Program Plan (QAPP) developed pursuant to the requirements of part 3.3.9 of the Permit? (Part 3.3.9)
78.	Narrative	<i>In the Comments section, please summarize your activities as a participant with the Stormwater Action Monitoring Program.</i>
79.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Are you complying with the record-keeping requirements of Part 3.6 of the Permit? (Part 3.6)
80.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	During this reporting year have you ensured that an updated SWMP and all SWMP records are available to the public? (Part 3.7.2.2) <i>In the Comments section please discuss what records are available on your website, any requests you have received for records and your responses.</i>
81.	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	During this reporting year, have any boundary changes to your facilities resulted in either an increase or a decrease in the Permit Area? <i>If yes, please describe in the Comments section.</i> (Part 3.7.2.2.4)
82.	Narrative	<i>In the Comments section please provide an annotated list of any attachments to this Annual Report. (Part 3.7.2.2.1)</i>
83.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Are all monitoring data collected during this reporting year, as applicable, attached to this Annual Report? (Part 3.7.3)

Monitoring, Recordkeeping and Reporting Comments:

73. Compliance with the MS4 permit began before the official MS4 permit became effective February 1, 2021. Efforts included drafting construction requirements, updating maps with stormwater structures, preparation for IDDE dry weather surveys, and development of maintenance standards. After the effective permit date, the efforts to meet compliance intensified. Significant changes and new requirements such as the requirement to test utility vaults prior to pumping to the MS4 was addressed with contractors and base personnel in an effort to ensure the new requirement was adhered to. Appendix D shows the number of vaults that have been tested and their results in order to communicate which vaults have been tested

and which ones only need a visual inspection going forward.

MCM #1 – Training and outreach efforts were established to meet permit compliance and continued throughout 2022. Existing EWCC training was updated again to include MS4 permit requirements and the training was conducted in person in small groups. In 2020 in anticipation of the MS4 permit, an environmental newsletter was established to help education all personnel on base regarding all the environmental programs, especially stormwater. It is distributed to approximately 100 base personnel.

MCM #2 – NAVSTA Everett held an Earth Day event April 2022 which focused on the removal of trash and recycling along the riprap of the base. Another clean-up effort is planned to take place on the base in 2023.

MCM #3 – Procedures in accordance with the MS4 permit were developed and incorporated within the SWMP plan. Materials to aid in dry weather surveys and investigations, including a turbidity meter, and testing supplies, were purchased in 2022.

MCM #4/5 – Procedures and responsibilities were developed in accordance with the MS4 and incorporated within the SWMP plan. Multiple trainings were held during the first and second year of the program to communicate the permit requirements.

MCM #6 - In order to become compliant with permit conditions, several jobs were put in the database to bring to light and discuss mitigation tactics to achieve compliance. Jobs were put in the system to improve the storage of the street sweeping pile, stormwater catch basin inspections and subsequent clean out and adhering to the planned maintenance of cleaning out the trench drains annually.

78. Through negotiations with the Stormwater Action Monitoring (SAM) Network, the Navy is considered an active participant through annual payments. The Navy's participation in SAM is outlined in the Cover Letter provided by the Washington Department of Ecology SAM Program, which is available upon request

80. The SWMP and SWMP records are available on the NAVSTA website.

82. Annotated List of Attachments

- Appendix A, Environmental Newsletter
- Appendix B, Education and Training Courses
- Appendix C, Illicit Discharge Reporting Form
- Appendix E, Monitoring and Record Keeping – Utility Vaults

Part IV. Required Response to Exceedances of Water Quality Standards (Part 4)

84.	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	During this reporting year were any exceedances of water quality standards identified, per the terms of Part 4 of the Permit? (Part 4)
85.	Narrative	<i>If yes, please describe in the Comments section all measures that were taken to mitigate the water quality standards exceedance, including notifications, adaptive management measures undertaken, schedules for implementation, and a status of current conditions. Include details per the provisions in Part 4 of the Permit.</i>

Required Responses to Violations of Water Quality Standards Comments:

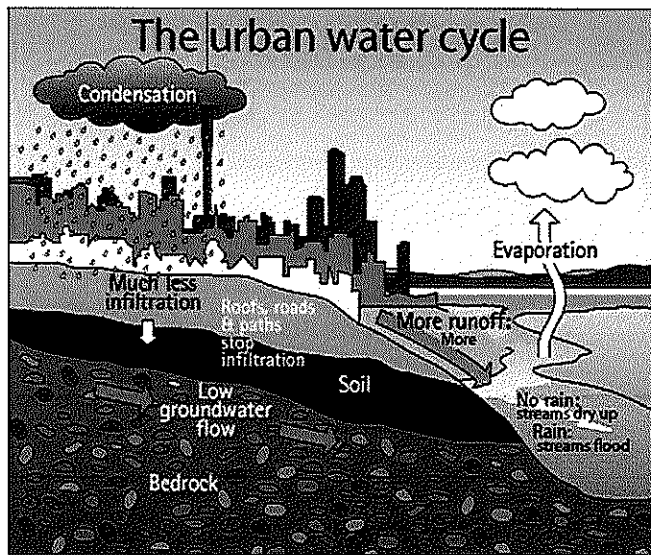
Appendix A
MS4 Annual Report
Year 2

ENVIRONMENTAL NEWSLETTER

Environmental Insight



What is Stormwater?



Any precipitation that falls from the sky, including rain, hail, and snow, is considered stormwater. Stormwater is categorized in two different ways.

In a natural landscape without development, stormwater is absorbed into the ground by soil (infiltration) or falls into bodies of water like lakes and oceans. Prior to urban development, most stormwater was in this category.

In an urban landscape, stormwater falls onto impervious surfaces (surfaces that do not absorb water) such as roads, piers, sidewalks, rooftops, or parking lots. As a result, the falling water flows across roads and other impervious surfaces as runoff. Stormwater runoff plays a significant role in local water pollution. As runoff flows across impervious surfaces, it picks up pollutants and carries them into local waterways, such as the Puget Sound.

We can focus on reducing the pollutants that are carried by stormwater, such as maintaining good housekeeping and implementing low impact development (LID) for construction projects. By keeping harmful metals and other pollutants covered from stormwater, we can help to reduce our impact on our local waterways and the Puget Sound.

Stormwater 101: Keep It Clean!



From our Multi Sector General Permit (MSGP)

Good Housekeeping. You must keep clean all exposed areas that are potential sources of pollutants. You must perform good housekeeping measures in order to minimize pollutant discharges, including but not limited to, the following:

- Sweep or vacuum at regular intervals or, alternatively, wash down the area and collect and/or treat, and properly dispose of the washdown water;

- Store materials in appropriate containers;

- Keep all dumpster lids closed when not in use. For dumpsters and roll off boxes that do not have lids and could leak, ensure that discharges have a control (e.g., secondary containment, treatment).

- Minimize the potential for waste, garbage and floatable debris to be discharged by keeping exposed areas free of such materials, or by intercepting them before they are discharged.

Environmental Policy and Plans as well as previous Newsletters are located at:

<https://cnnw.cnic.navy.mil/Installations/NS-Everett/Operations-and-Management/Environmental-Support-and-Compliance/>

NSE Environmental Staff
Environmental Office: (425) 304-3470

Program	Phone
Spills	(425) 304-3465
Natural Resources	(425) 304-3464
Stormwater, Wastewater, & UST/AST	(425) 304-3277
Air & Drinking Water	(425) 304-3466
Recycling	(425) 304-3071
Hazardous Waste	(425) 304-5987

Recycling



Notice for refuse and recycling services starting 12 Dec 2022:

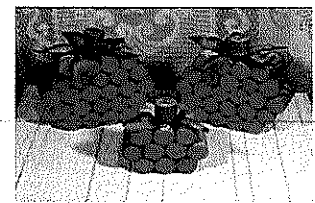
- Services suspended**
Food waste: All tenants are directed to dispose of food scraps via the normal trash bins.
Mixed recycling: All tenants are directed to dispose of their mixed recycling products (paper, plastics, cans, etc.) via the normal trash bins
- Services adjusted**
Wood: ISW will continue to accept limited wood products. Users must schedule an appointment to bring over materials and may be asked to assist in loading scrap wood into bins/dumpsters.
- No change to services**
 Exterior trash dumpsters (green)
 Exterior cardboard dumpsters (blue)
 Metal dumpsters

REDUCE: DON'T OVERDO IT!

Studies show about 40% of U.S. food goes to waste. Scale your cooking plans to fit your needs and/or cook food that you enjoy as leftovers. Also, use your good dinnerware and minimize the use of plastic, paper and foam. The planet will appreciate your extra effort!

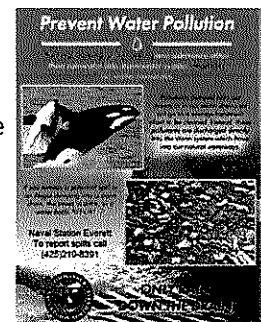
REUSE: MAKE YOUR OWN DECORATIONS!

Instead of buying ornaments, cards, wreaths, décor for around the house, make them! Try reusing cardboard, paper, finding some plants, leave or flowers outside and get creative. It is an especially great activity for kids!



MS4 Education Materials

A large part of our MS4 Stormwater Permit is public outreach and education. You will notice some outdoor stormwater signage and indoor postings around the base which is meant to educate and remind base personnel of the Navy's commitment to stormwater compliance. The intent is to provide positive reinforcement as well as provide our contact information for reporting spills. Our program has both the pictured magnets available for posting on refrigerators in your command. If a command representative would like to come by and pick some up, please let us know so we can arrange a time to meet you. Please help us keep these magnets attached to refrigerators and postings posted. EWCCs are our conduit to the tenant commands on base, and your support of our environmental programs goes a long way in ensuring your command's understanding and compliance. If you need additional magnets or replacements, please let us know.



Appendix B
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OUTREACH SUMMARY AND TRAINING SUMMARY

Outreach Summary					
Date	Outreach Item	Topics Covered	Audience(s)	Distribution Method and # of personnel	Additional Information
Quarterly	Environmental Insights Newsletter	MS4/MSGP general awareness, BMPs, and stormwater concerns; Recycling; Hazardous Waste; Spill Response; Air; and Natural Resource Program	EWCCs and their leadership	Distributed electronically to 100 base personnel	
Mar-22	Stormwater Educational Display at the NEX at Smokey Point	Stormwater awareness and reminder of policy stating no vehicle maintenance/ car washing is allowed on base. Also provided education on Southern Resident Killer Whales	Personnel visiting the Navy Exchange	Display at Entrance	
Nov-22	Stormwater Educational Display at the NEX at Smokey Point	Pet waste stations and an outreach table were setup for stormwater awareness to properly dispose of pet waste.	Personnel visiting the Navy Exchange	Display at Entrance	

Training Summary					
Date	Training	Topics Covered	Audience(s)	Training Method and # of personnel	Additional Information
Held Quarterly, Required Annually	EWCC Training	Stormwater awareness, regulatory and permit background, potential ecological impacts of stormwater runoff, proper BMPs usage and maintenance, allowable and prohibited discharges, key elements of the industrial stormwater program, common sources of stormwater pollution, and spill response. Also covers updates to the Air, Hazardous Waste, Spill, AST/UST, SPCC, and Natural Resource Programs	Civilian and Military workers	In person training, approximately 50 personnel per year	This has been a requirement under EMS for a number of years. It is a well established and tracked program
Annually	Hazardous Substance Incident Response Management (HSIRM)	Knowledge and skills necessary to respond safely and effectively to releases of, or substantial threats of release of, hazardous substances, in compliance with applicable federal, state, and UNS environmental regulations and instructions.	Environmental personnel, Operations personnel and some EWCCs	Contractor from HAZTRAIN provides training in person	Fulfills training requirement established by regulations delineated in 29 CFR 1910.120(q) and 29 CFR 1910.120(p)(7)(I)
Assigned to key personnel in 2022	MS4 Video	General Stormwater Education as it pertains to the MS4		Virtual ECATTS	
Assigned to key personnel in 2022	Sediment and Stormwater Construction Training	Introduction to laws and regulations, environmental impacts of soil erosion, principals of erosion and sedimentation, vegetative stabilization, principals of stormwater runoff, construction site pollution prevention, sediment and stormwater plans.	Civilian and Military workers associated with construction, and construction contractors	Virtual ECATTS	
Assigned to key personnel in 2022	Stormwater--Comprehensive Overview: Washington	General stormwater awareness, sources of pollution, laws and regulations, MS4 permits, environmental impacts of stormwater, controlling sediments and erosion control on construction sites, point and non-point source pollution sources, BMPs, LID, managing stormwater in industrial areas, and cross connections.	Civilian, Military and Contractors	Virtual ECATTS	
Assigned to key personnel in 2022	Stormwater--Basic Information: Washington	General stormwater awareness, sources of pollution, laws and regulations, environmental impacts of stormwater, controlling sediments, point and non-point source pollution sources, BMPs, managing stormwater in industrial areas, and cross connections.	Civilian, Military and Contractors	Virtual ECATTS	
Assigned to key personnel in 2022	Certified Stormwater Inspection Course	IDDE Awareness, stormwater inspections	Stormwater Program Manager	Virtual or in person	
Jan-22	Impacts of Stormwater on Southern Resident Killer Whales	The training covered SRKW monitoring and mitigation strategies, their status under the Endangered Species Act, habitat, prey, chemical threats such as PCP, PCB, DDT, PBDEs, persistent organic pollutants, bioaccumulation of chemicals, and the decline of chinook and Coho salmon due to poor stormwater quality.	MS4 program managers, other personnel that influence the quality of stormwater discharges	Virtual training hosted by NOAA	

Appendix C
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LLICIT DISCHARGE REPORTING FORM

Illicit Discharge Reporting Form

Version 2.0 July 2021

This form is to be completed for a) yearly dry weather surveys for the Outfall Reconnaissance Inventory and b) characterization of illicit discharges reported by other means. This form should be completed by stormwater personnel and placed in the folder located here: `W:\Region_Env\Everett\Stormwater\MS4\SWMP` . Please ensure the Date listed in Section 1 covers all dates that were required for completing this form and any investigations.

Section 1: Background Data

Date	Time
Drainage Basin	Outfall ID (if applicable)
Form Completed By (name, phone #)	
Ambient Temp (F)	Last Rainfall
Location	GPS Coordinates
Notes (hotline reporting?)	

Section 2: Outfall Description & Indicators

General description:	Submerged in Water? <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Fully
	Under Sediment? <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Fully
Outfall Damage: <input type="checkbox"/> Cracking, Chipping <input type="checkbox"/> Corrosion <input type="checkbox"/> Other _____	
Vegetation <input type="checkbox"/> Slight overgrowth <input type="checkbox"/> Moderate overgrowth <input type="checkbox"/> Excessive overgrowth <input type="checkbox"/> Other: _____	
Flow Present? If no flow present, then No Further Action. Skip to Section 5. <input type="checkbox"/> Yes <input type="checkbox"/> No If flow is present, continue to Section 3.	

Section 3: Flow Characterization

(continues to pg. 2)

Flow Description:	Deposits/Stains <input type="checkbox"/> None <input type="checkbox"/> Oil <input type="checkbox"/> Sewage fuzz
Estimated Volume (L/s):	<input type="checkbox"/> Other: _____
Method of Flow Estimation:	
pH & Temp (F)	Phosphate (ppm)
Ammonia(ppm)	Chlorine (total/free ppm)
Hardness (CaCO3 ppm)	Alkalinity (CaCO3 ppm)
Nitrate/Nitrite (ppm)	
Were samples collected for lab? Sample Notes: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 3: Flow Characterization

(continued)

<p>Odor - Description</p> <p><input type="checkbox"/> Sewage <input type="checkbox"/> Rancid/Sour <input type="checkbox"/> Petroleum/Gas</p> <p><input type="checkbox"/> Sulfur <input type="checkbox"/> None</p> <p><input type="checkbox"/> Other _____</p>	<p>Odor - Severity</p> <p><input type="checkbox"/> Faint <input type="checkbox"/> Easily Detectable <input type="checkbox"/> Noticeable from a distance</p> <p><input type="checkbox"/> N/A</p>
<p>Color - Description</p> <p><input type="checkbox"/> Clear, no color</p> <p><input type="checkbox"/> Other _____</p>	<p>Color - Severity</p> <p><input type="checkbox"/> Faint <input type="checkbox"/> Clearly visible in sample container <input type="checkbox"/> Clearly visible in outfall</p> <p><input type="checkbox"/> N/A</p>
<p>Flotables - Description</p> <p><input type="checkbox"/> Sewage (toilet paper) <input type="checkbox"/> Petroleum (oil sheen)</p> <p><input type="checkbox"/> Suds</p> <p><input type="checkbox"/> Other _____</p>	<p>Flotables- Severity</p> <p><input type="checkbox"/> Slight <input type="checkbox"/> Some <input type="checkbox"/> Heavy</p> <p><input type="checkbox"/> N/A</p>
<p>Overall Characterization</p> <p><input type="checkbox"/> Discharge not harmful (skip to Section 5) <input type="checkbox"/> Discharge potentially harmful <input type="checkbox"/> Discharge harmful to human health and/or environment</p>	

Section 4: Response

<p>Nature of Discharge (see Indicator Sampling Flow Chart)</p> <p><input type="checkbox"/> Residential <input type="checkbox"/> Industrial/Commercial <input type="checkbox"/> Industrial/Process Water <input type="checkbox"/> Sanitary Wastewater <input type="checkbox"/> Human/Animal Waste <input type="checkbox"/> Tap Water</p> <p><input type="checkbox"/> Groundwater <input type="checkbox"/> Other _____ <input type="checkbox"/> Unknown/Further Investigation Req</p>
<p>Source of Discharge</p>
<p>Action Taken (downstream facilities/personnel notified? etc)</p>

Section 5: Next Steps

<p><input type="checkbox"/> No Further Action <input type="checkbox"/> Open For Further Investigation</p>	<p>Notes:</p>
---	---------------

Appendix D
MS4 Annual Report
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MONITORING AND RECORD KEEPING – UTILITY VAULTS

Vault Inspection Checklist

Installation: _____ Date: _____ Time: _____

Weather: _____ Inspected By: _____

Vault Address: _____ Vault Ownership: _____

General Location/Bldg. #: _____ Vault ID #: _____

Estimated Volume: _____ Vault Use: _____

Water Quality:

Where will the water be discharged to (circle answer): Storm sewer Grass/Infiltration Sanitary Sewer*

*Prior to discharge to sanitary sewer contact Wastewater Program Manager

Requirements necessary to meet before discharge, based on discharge location:	
Grass/Infiltration	Storm Sewer
No sheen present	No sheen present
No smell present	No smell present
	No accumulated sediments present
	Review of spill history, potential contaminants present and sampling completed to verify no contaminants present. Must contact Installation stormwater manager for verification.

Please complete the required questions based on discharge location.

Sheen present: Yes or No Smell present: Yes or No

Accumulated sediments present: Yes or No History of spills: Yes or No

What pollutants may be reasonably expected to be present? N/A or List below

Has previous sampling ever occurred: Yes or No If yes, when? _____

If yes, were any contaminants found. If yes please list: Yes or No

Vault is satisfactory for discharge to location specified above: Yes or No

Vault Discharge completed under emergency conditions: Yes or No

If so, provide explanation: _____

Inspector Signature: _____ Date: _____

Provide completed form to Installation Stormwater Program Manager for required record keeping per the MS4 permit.

Utility Vault Inspection Form

In accordance with MS4 Permit Section 2.3.2.2.5