



IT'S TIME FOR YOUR FACILITY'S ANNUAL REVIEW

Time to start your annual evaluation and report.

This is your public service announcement that it is coming up on the time of year you will need to turn your thoughts towards completing your facility's annual evaluation and annual report. For those who have been in the storm water industry for a while when it comes to filing annual reports, you're a pro. So just consider this a friendly reminder that you will need to start the process soon. But for those of you who are new to storm water compliance for industrial facilities, you will want to take note of the very important annual report deadline that's coming up in a couple months and all the things you need to accomplish before it. In this month's edition of **The Rain Events**, we will be reviewing all you need to know about ACFCEs and Annual Reports.

What is the ACFCE?

While a lot can be discovered from looking at maps and paperwork, the best way to find out the status of your facility's storm water compliance program is to do the Annual Comprehensive Facility Compliance Evaluation (ACFCE or Annual Evaluation) with boots on the ground looking at the real time compliance of your facility. Basically, the Annual Evaluation is a thorough inspection of the physical location of the facility, the facility's records, sampling reports, and paperwork, as well as an in-depth look at the facility's compliance history in order to determine how the discharger did over the reporting year (July 1 - June 30). The Annual Evaluation is used to review and improve a facility's industrial storm water program. It's a comprehensive compliance checkup for the past reporting year - comprehensive meaning that this evaluation isn't just a walk around the facility looking at BMPs, but rather a very detailed inspection (*no, you cannot use AI to generate this inspection for you*). To complete the evaluation, you're going to have to thoroughly review all of the sampling reports generated from the qualifying storm events of the past year, take a look at all the visual

observations completed and make sure everything is in order. At this time, you are also going to want to ascertain if all inspections were completed and properly kept on file, and if they are not, you'll need to look into why and hopefully find and properly file everything. Next, you're going to need to do an in-depth inspection of all the areas of industrial activity - looking for potential pollutant sources, evidence of pollutants entering the storm water system, or even the potential for them becoming transient. The Annual Evaluation also must include an inspection of all drainage areas previously identified as having no exposure to any industrial activity or industrial materials to make sure those areas are still meeting that status (according to the NEC guidelines listed in section XVII of the IGP). As well as inspecting the equipment needed and used to implement BMPs, an assessment of all the BMPs on the premises and an evaluation of the effectiveness of selected BMPs must be completed. Finally, an evaluation of any other factors that play into industrial activities and their potential for discharging pollutants into the environment will also need to be included as part of the Annual Evaluation.

Does this evaluation seem like something that only an expert should do? You may be right! But if you like a challenge, and do-it-yourself projects, you can easily do the Annual Evaluation yourself - *we even attached an ACFCE form at the end of this newsletter for you to use*. However, if a facility is moving to a different Exceedance Response Action Level (ERA) then it's required to have a professional with a QISP certification help with the ERA response as well as assist with meeting all the new requirements for that ERA level which could affect how the Annual Evaluation and Reporting process is typically done. Word to the wise: since the Annual Evaluation isn't usually done until the end of the compliance year, it's a great idea to do a quick check midway through the year to make sure your storm water compliance goals and sampling program are on track. This saves you a lot of hassle and headache come Annual Evaluation and Report time (not to mention the fact that it helps boost your facility's Permit compliance).

ACFCE Do's and Don'ts:

DO: Perform the Annual Evaluation no fewer than eight months or no more than sixteen months since the last Annual Evaluation was

Form 3
Annual Comprehensive Facility Compliance Evaluation

The Discharger shall complete this Annual Evaluation (E) each reporting year (July 1 to June 30). The Discharger shall review the SWPPP at applicable intervals (E) consistent with the type of the Annual Evaluation.

Facility Name:	
Reporting Year:	
Name of the Observers:	
Date(s) of the Inspection & Evaluation:	

Overview of the Annual Evaluation Sections:

- Review the sampling, visual observation, and inspection records on the completed Forms 1 and 2.
- An inspection of all areas of industrial activity and associated potential pollutant sources for evidence of pollutants entering the storm water conveyance system; an inspection of existing BMPs, and review and effectiveness assessment of all BMPs for each area of industrial activity and associated potential pollutant sources.
- An inspection of drainage areas having no exposure to industrial activities and materials.
- An inspection of equipment needed to implement the BMPs.
- An assessment of information needed for the Annual Report.

Section A – Review of Sampling, Observation, and Inspection Records

Review all of the completed Forms 1 and 2. Review the data and information that has been submitted on SMARTS. Answer the following questions and provide information as it applies to the facility.

- Were all outfalls sampled as required by the IGP and as described in the SWPPP? (Yes or No; if "no", explain)

(Yes / No)

- Have all collected sample results been submitted on SMARTS? (Yes or No; if "no", explain)

(Yes / No)

- Did the facility qualify for representative sampling reduction? (Yes or No; if "yes", explain)

(Yes / No)

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all information on hand, take it one step at a time, and don't wait until the last minute, you'll do just fine.

If you want to have an expert compile your Annual Report, it can save you a lot of stress, but it's not absolutely necessary – you can do some or all of it yourself.

any earlier than June could reduce your chance of collecting all the required samples and fixing any compliance issues which arise.

Annual Report Do's and Don'ts:

DO: The Annual Report is due on July 15th. So do it before the deadline!

DO: Complete the Annual Report on SMARTS. It's a simple process of answering questions about your facility and uploading any supporting documentation.

DON'T: Don't do the Annual Report before completing the Annual Evaluation.

DO: Be detailed on your Annual Report. The more detailed the Annual Report, the less likely the Water Board will make a future inquiry.

DO: A facility should make sure they have all their sampling done for the year and make sure they have all their monitoring records completed correctly and readily available for review.

DON'T: Don't submit the lab results for Qualifying Storm Events on the Annual Report. The Annual Report will ask if the required number of QSEs were sampled, but the lab results are not entered on the actual Annual Report - the results are submitted on the Ad Hocs which are required to be completed within 30 days of obtaining all of the sample results.

DO: If your facility is subject to Effluent Limitation Guidelines or TMDLs associated with facilities located in Water Board Regions 2, 4, 8, & 9, you will need to provide the appropriate information concerning those factors, as well as attach the associated documentation to your Annual Report.

DON'T: Don't forget to turn in your Annual Report on time. Fines are possible for facilities who fail to submit an Annual Report. (IGP Section XXI.Q)

We wish you the best on your Annual Evaluations and Reports! Remember, July 15th is the deadline for Annual Reports!

The Rain Events

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performed (IGP Section XV).

DO: Check out the Permit for the actual Annual Evaluation guidelines and requirements in Section XV.

DON'T: Don't submit the Annual Evaluation on SMARTS unless requested by the Water Board.

DO: Keep the Annual Evaluation on-file and on-site for a minimum of five years (IGP Sections X.H.1.g.iii, XXI.J.4).

DON'T: Don't use the Annual Evaluation as a time for the facility to rush around to get their act together and catch up on all the compliance issues they overlooked until then.

DO: Use the Annual Evaluation to confirm the facility's Permit compliance.

DON'T: Don't rush an Annual Evaluation. It generally takes between 2-4 hours to complete – depending on the complexity and level of compliance of the facility.

DO: Go into great detail on the Annual Evaluation. If a site is compliant, the evaluation doesn't have to be as detailed as if a facility had potential issues. But to be on the safe side, and to do a thorough report, the more facts and details the better.

DON'T: Don't wait until it's too late to do the Annual Evaluation. Fines are possible for delinquent Annual Evaluations. (IGP Section XXI.Q)

What is an Annual Report?

Now that you've assessed and evaluated the site and the past year of compliance, it's time to start creating the report – be sure not to sugarcoat it but tell it as it is. While the Annual Reporting process may seem intimidating at first, if you plan ahead, have

The Annual Report is simply a list of questions for the discharger to answer which demonstrates that they have complied with all the requirements of the Industrial General Permit. All the data you gathered at your facility while doing the Annual Evaluation, the Ad Hocs from the past year, and the monthly inspections and storm water observations are what you need to prepare your facility's Annual Report. Along with this data, you will need to give a detailed explanation for any issues of noncompliance which may arise. Sometimes, in an effort to save time, avoid gray area questions, or stretch the truth, it's easy just to answer yes to all the questions and make your facility look perfect. However, it's a good idea to answer all the questions with the simple truth - honestly explaining, in detail, your facility's good and not-so-good compliance history – giving an explanation for how you fixed the issue or how you are going to. In the event that the State or a third party would want to inquire more about your facility, you'll want to attach all the supporting documentation needed to back up your statements on your Annual Report. Remember, the Annual Report has a deadline, which is July 15th - with fines being possible for delinquent filers. To get your Annual Report filed with the least amount of headache possible, consider starting to prepare your Annual Report early to mid-June. This will give you almost a month to find all the appropriate documentation, complete the Annual Evaluation if it hasn't been done by that point, and avoid the overloaded SMARTS system delays and backlogs. However, filing



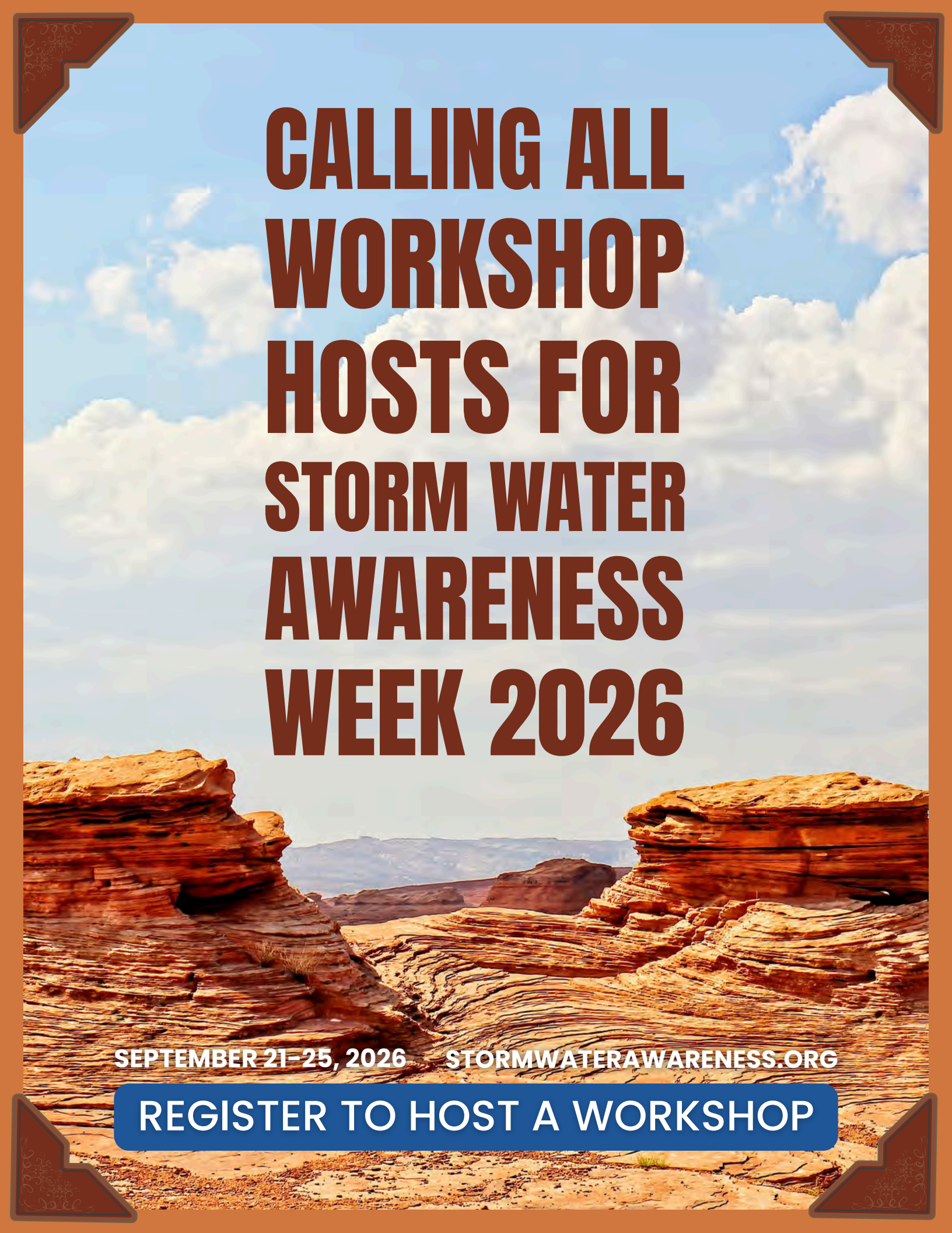
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Storm Water Contest...

Each month, we invite our readers to participate in a contest to test their knowledge of the Industrial General Permit and show their storm water compliance program. We enter all submittals to our monthly newsletter question into a drawing and one person is selected at random to receive a \$25 gift card.

What kind of spring cleaning does your facility do?

Congratulations to Sandy who answered, *“What we do for cleaning at our facility is get rid of excess items that we no longer need. Refreshing our covers on the ground that took a beating in the winter months. Replace our compost socks around inlets and replace the inserts in our filtration system. We also clean our asphalt and pavement areas by using a push sweeper and then a magnetic floor sweeper to pick up as much as possible. We are constantly upkeeping the facility, so our Spring cleaning is never ending.”* We hope you enjoy your next shopping trip on Amazon.

...This Month's Contest

What is the deadline for the Annual Report?

We need industrial storm water sleuths to help us with this month's question. Submit your answers by Friday, May 8th. Email your answer to jteravskis@wgr-sw.com. One winner will be selected by a random drawing to receive a \$25 gift card to Starbucks.

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Form 3
Annual Comprehensive Facility Compliance Evaluation

The Discharger shall conduct one Annual Evaluation for each reporting year (July 1 to June 30). The Discharger shall revise the SWPPP, as appropriate, and implement the revisions within 90 days of the Annual Evaluation.

Facility Name:	
Reporting Year:	
Name of the Observers:	
Date(s) of the Inspection & Evaluation:	

Overview of the Annual Evaluation Sections:

- A. A review the sampling, visual observation, and inspection records on the completed Forms 1 and 2
- B. An inspection of all areas of industrial activity and associated potential pollutant sources for evidence of pollutants entering the storm water conveyance system; an inspection of existing BMPs; and review and effectiveness assessment of all BMPs for each area of industrial activity and associated potential pollutant sources.
- C. An inspection of drainage areas having no exposure to industrial activities and materials.
- D. An inspection of equipment needed to implement the BMPs.
- E. An assessment of information needed for the Annual Report

Section A – Review of Sampling, Observation, and Inspection Records

Review all of the completed Forms 1 and 2. Review the data and information that has been submitted on SMARTS. Answer the following questions and provide information as it applies to the facility:

1. Were all outfalls sampled as required by the IGP and as described in the SWPPP? (Yes or No; if “no”, explain)

(Yes / No)

2. Have all collected sample results been submitted on SMARTS? (Yes or No; if “no”, explain)

(Yes / No)

3. Did the facility qualify for representative sampling reduction? (Yes or No; if “yes”, explain)

(Yes / No)

Form 3
Annual Comprehensive Facility Compliance Evaluation

Section B – Inspection and Assessment of Industrial Activities, Potential Pollutant Sources, and BMPs

Review the SWPPP and perform a facility inspection reviewing industrial activities and potential pollutant sources:

- Are there any industrial activities or potential pollutant sources that are not described in the SWPPP? (Yes or No; if “yes”, explain)

(Yes / No)

- Complete the following table based on the facility inspection:

Name of Industrial Area or Activity <i>(as listed in the SWPPP)</i>	Are the minimum BMPs described in the SWPPP in place? (Yes / No)	Are the advanced BMPs described in the SWPPP in place? (Yes / No)	Are the existing BMPs effective? (Yes / No)	Describe Corrective Action Needed	Describe Corrective Action Taken including the date that it was implemented
	(Yes / No)	(Yes / No)	(Yes / No)		
	(Yes / No)	(Yes / No)	(Yes / No)		
	(Yes / No)	(Yes / No)	(Yes / No)		
	(Yes / No)	(Yes / No)	(Yes / No)		
	(Yes / No)	(Yes / No)	(Yes / No)		
	(Yes / No)	(Yes / No)	(Yes / No)		
	(Yes / No)	(Yes / No)	(Yes / No)		
	(Yes / No)	(Yes / No)	(Yes / No)		

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Name of Industrial Area or Activity (as listed in the SWPPP)	Are the minimum BMPs described in the SWPPP in place? (Yes / No)	Are the advanced BMPs described in the SWPPP in place? (Yes / No)	Are the existing BMPs effective? (Yes / No)	Describe Corrective Action Needed	Describe Corrective Action Taken including the date that it was implemented
	(Yes / No)	(Yes / No)	(Yes / No)		
	(Yes / No)	(Yes / No)	(Yes / No)		

Section C – Inspection and Evaluation of Drainage Areas Having “No Exposure” to Industrial Activities

Review the SWPPP and perform a facility inspection of areas of the facility identified in the SWPPP has not having industrial activities or materials:

1. Are there any areas at the facility that are excluded from sampling and observations because they do not contain industrial activities or industrial materials? (Yes or No; if “yes”, explain)

(Yes / No)

2. Are these “No Exposure” areas identified in the SWPPP and is there a NEC Checklist for each one? (Yes or No; if “no”, explain)

(Yes / No / Not Applicable)

3. Based on the inspection, do these areas still qualify for “No Exposure”? (Yes or No; if “no”, explain)

(Yes / No / Not Applicable)

Form 3
Annual Comprehensive Facility Compliance Evaluation

Section D – Inspection of Equipment Needed to Implement the BMPs

Review the BMP descriptions in the SWPPP and perform an inspection and inventory evaluation of equipment and supplies needed to implement the existing BMPs. Complete the following table:

Minimum BMP	List the equipment or notate the SWPPP section where the equipment is referenced	List the equipment and supplies that needs to be repaired, replaced, maintained, or re-stocked
Good Housekeeping		
Preventative Maintenance		
Spill and Leak Prevention and Response		
Erosion and Sediment Controls		
Employee Training Program		
Treatment Control		
Storm Resistant Shelters		
Storm Water Containment or Diversion		

Form 3
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Section E – Assessment of Information Needed for the Annual Report

Complete the following checklist and questions based on the review of the SWPPP; review of the sampling, observation, and inspection data; and the facility inspection.

1. Compliance Checklist:

Question	Response & Explanation
What is the ERA Level for the Facility for the current reporting year? (Baseline, ERA Level 1, or ERA Level 2)	
What will be the ERA Level for the Facility for the next reporting year? (Baseline, ERA Level 1, or ERA Level 2)	

Answer the following yes or no, and provide explanations for any “no” answers:

Has the facility filed for IGP coverage on SMARTS?	(Yes / No)
Has the facility eliminated all unauthorized NSWDS?	(Yes / No)
Were all storm water results below effluent limit guidelines (ELGs) and/or Numeric Action Levels (NALs)?	(Yes / No / Not Applicable)
Does the facility have an up to date SWPPP and facility map?	(Yes / No)
If required, has the SWPPP been revised? (For inactive mines the SWPPP needs to be revised by a Professional Engineer)	(Yes / No)
Does the SWPPP specify all of the minimum BMPs required by the permit?	(Yes / No)
Have all BMPs specified in the permit been implemented at the facility?	(Yes / No)
Are the existing BMPs effectively preventing the discharge of pollutants and NSWDS?	(Yes / No)

Form 3
Annual Comprehensive Facility Compliance Evaluation

Question	Response & Explanation
Did the facility collect all of the required samples and perform all of the required observations and inspections?	(Yes / No)
Did the facility test storm water samples for all of the required and SWPPP-specified analytes?	(Yes / No / Not Applicable)
Did the facility submit an Annual Report for the previous reporting period?	(Yes / No)

2. List necessary revisions to the SWPPP or facility map and provide the date the revision was made and the SWPPP section number of the revision.

Revision	Date Revision was Made	Sections of the SWPPP Revised

