



#### State Water Resources Control Board

To Interested Parties:

# 2013-2014 ANNUAL REPORT ANNUAL REPORT FOR STORM WATER DISCHARGES ASSOCIATED WITH INDUSTRIAL ACTIVITIES

Attached is the 2013-21014 annual report that must be mailed to your Regional Board office by July 1, 2014. <u>Dischargers within the Los Angeles Regional Board</u> are required to electronically submit their annual reports via the Storm Water Multi-Application Reporting and Tracking System (SMARTS), email with a PDF attachment(s) to <u>losangeles@waterboards.ca.gov</u>, or mail a disk. Although electronic submittals are not mandatory for dischargers in other regions, we encourage all dischargers to register and use SMARTS. We anticipate that a new Industrial General Permit (IGP) will be adopted sometime next year that will mandate electronic reporting for future reporting years.

To register to use SMARTS please fill out the LRP Registration Form and mail it back to: SMARTS Registration, P.O. Box 1977, Sacramento, CA 95812. Once a complete registration form is received, instructions and a Secret Code Number will be emailed. The Secret Code Number is used to link your SMARTS ID to the WDID Number.

For SMARTS registration questions or information please contact the SMARTS help center at 1-866-563-3107 or by email at <a href="mailto:stormwater@waterboards.ca.gov">stormwater@waterboards.ca.gov</a>.

To receive email updates on Storm Water Industrial permitting issues <u>including updates</u> <u>on the IGP reissuance process</u> (hearings, workshops, schedules, etc.), please sign up at <a href="http://www.waterboards.ca.gov/resources/email\_subscriptions/swrcb\_subscribe.shtml">http://www.waterboards.ca.gov/resources/email\_subscriptions/swrcb\_subscribe.shtml</a> The Storm Water program currently maintains five email lists:

- Storm Water Database Issues
- Storm Water Construction Permitting Issues
- Storm Water Industrial Permitting Issues
- Storm Water Municipal Permitting Issues
- Sustainable Development

Sincerely,

Storm Water Section

California Environmental Protection Agency



## Industrial General Permit Legally Responsible Person SMARTS Registration

The Storm Water Multi–Application & Report Tracking System (SMARTS) is now available for dischargers to create a user account online and submit Annual Report(s) electronically. These instructions are for **registration of SMARTS Legally Responsible Person**.

You must be the **Legally Responsible Person (LRP)** to submit and certify a SMARTS report on the behalf of a facility. In the simplest terms, the LRP is the individual that certifies the Notice of Intent (NOI) and is responsible for reviewing, validating and certifying the annual report for accuracy and correctness before it is submitted.

The LRP may assign rights to submit and certify the annual report to an **Approved Signatory**. An approved signatory maybe other employees designated authority to certify documents on behalf of the LRP. An Approved Signatory cannot be a contractor or consultant.

A **Data Entry Person** is any individual authorized by the LRP to enter data into SMARTS on behalf of the LRP. A data submitter may be other employees, contractors, labs, etc. A data submitter cannot certify the Annual Report.

To register as an LRP and identify Approved Signatory(ies) or Data Entry Person(s), you must have a user account. Upon receipt of this Authorization Form, Water Board staff will email instructions on how to register for SMARTS, a Secret Code Number (SCN), how to link WDID number(s), Approved Signatories or Data Submitters to your account.

One authorization form per WDID number is required. Mail the authorization form to:

SMARTS Registration P.O. Box 1977 Sacramento, CA 95812

If you have any questions please contact us at 1-866-563-3107 or email stormwater@waterboards.ca.gov.

# SMARTS INDUSTRIAL GENERAL PERMIT LRP AUTHORIZATION FORM

## <u>Operator Information</u> (please print clearly)

	Name:	PREFIX, FIRST, MIDDLE, LAST,
	Address:	PREFIX, FIRST, MIDDLE, LAST,
		· · · · · · · · · · · · · · · · · · ·
	Phone Number: _	
		The Water Board will use this email address to send registration information
<u>Fa</u>	<b>icility Information</b> (ple	ease print clearly)
	WDID:	
	Address:	
<u>Ar</u>	APPROVED SIGN oproved Signatory (pl	ease print clearly)
1.	Approved Signatory	
	Person Name:	
	Email Address	
2.	Approved Signatory	
	Person Name: Email Address:	
Da		rmation (please print clearly)
<u>D6</u>	ata Liitiy Ferson iiiloi	mation (please print clearly)
1.	Data Entry Person Person Name:	
	<del></del>	
2	Data Entry Person	
۷.		
	Email Address:	
3.	Data Entry Person	
	Person Name: Email Address:	

4. Data Entry Person Person Name:		
Email Address:		
5. Data Entry Person Person Name:		
Email Address:		
6. Data Entry Person Person Name:		
Email Address:		
Legally Responsible	Person Signature:	
signature on this form a my electronic signature contains my signature. by use of my electronic behalf of myself and the lagree to protect my e Water Board, within 24 been lost, stolen, or other signature.	also certifies that my SMARTS and any information I indicate I understand that I am legally signature as much as by a har e facility identified above to be lectronic signature from unauth hours of discovery, if I suspectories is a support of the compromised. I certify	bound, obligated, or responsible nd-written signature. I agree, on
own use, will keep it co	inidential, and will not delegate	e or share with any other person.
Printed Name:_		
Signed:		Date:
Mail completed form to	:	
30р.0.00 .31111 to	•	

SMARTS Registration P.O. Box 1977 Sacramento, CA 95812

# State of California STATE WATER RESOURCES CONTROL BOARD

2013-2014

#### ANNUAL REPORT

FOR STORM WATER DISCHARGES ASSOCIATED WITH INDUSTRIAL ACTIVITIES

Reporting Period July 1, 2013 through June 30, 2014

An annual report is required to be submitted to your local Regional Water Quality Control Board (Regional Board) by July 1 of each year. This document must be certified and signed, under penalty of perjury, by the appropriate official of your company. Many of the Annual Report questions require an explanation. Please provide explanations on a separate sheet as an attachment. Retain a copy of the completed Annual Report for your records.

Please circle or highlight any information contained in Items A, B, and C below that is new or revised so we can update our records. Please remember that a Notice of Termination and new Notice of Intent are required whenever a facility operation is relocated or changes ownership.

If you have any questions, please contact your Regional Board Industrial Storm Water Permit Contact. The names, telephone numbers and e-mail addresses of the Regional Board contacts, as well as the Regional Board office addresses can be found at http://www.swrcb.ca.gov/stormwtr/contact.html. To find your Regional Board information, match the first digit of your WDID number with the corresponding number that appears in parenthesis on the first line of each Regional Board office.

#### **GENERAL INFORMATION:**

A.	Facility Information:	Facility WDID No:					
	Facility Business Name:	Contact Person:					
	Physical Address:	e-mail:					
	City:	<u>CA</u> Zip: Phone:					
	Standard Industrial Classification (SIC) Code(s):						
B.	Facility Operator Information:						
	Operator Name:	Contact Person:					
	Mailing Address:						
	City:	State: Zip: Phone:					
C.	Facility Billing Information:						
	Operator Name:	Contact Person:					
	Mailing Address:	e-mail:					
	City:	State: Zip: Phone:					

### **SPECIFIC INFORMATION**

### MONITORING AND REPORTING PROGRAM

D.	SAI	MPLING AI	ND AN	ALYSIS EXEM	MPTIONS AND	REDUCTIONS			
	1.					kempt from collecti General Permit?	ng and ana	alyzing	samples from <b>two</b> storm events in
		YE	ES	Go to Item [	0.2			NO	Go to Section E
	2.					rom collecting and tification if you che			es from <b>two</b> storm events. Attach a or v.
		i	Partio	cipating in an <i>i</i>	Approved Grou	up Monitoring Plan		Group	p Name :
		ii	Subm	nitted <b>No Exp</b>	osure Certifi	cation (NEC)		Date :	Submitted:
			Re-ev	aluation Date	):				
			Does	facility contin	ue to satisfy N	IEC conditions?		YES	□ NO
		iii.	Subm	nitted <b>Sampli</b> i	ng Reduction	Certification (SF	RC)	Date :	Submitted:
			Re-e	aluation Date	e:				
			Does	facility contin	ue to satisfy S	SRC conditions?		YES	□ NO
		iv.	Rece	ived Regional	Board Certific	cation	Certifica	ition Da	nte:
		v	Rece	ived Local Ag	ency Certificat	tion		Cetific	cation Date:
	3.	If you che	ecked b	ooxes i or iii al	oove, were you	u scheduled to sar	nple <b>one</b> s	torm ev	vent during the reporting year?
		YE	ES	Go to Section	on E			NO	Go to Section F
	4.	If you che	ecked b	oxes ii, iv, or	v, go to Sectio	on F.			
E.	SAM	IPLING AN	D ANA	LYSIS RESUI	_TS				
	1.	How man	ny storr	m events did y	ou sample?			2.i or iii.	ttach explanation (if you checked above, only attach explanation if you
	2.					he first storm of th n B.5 of the Genera		on that	t produced a discharge during
			YES					NO,	attach explanation (Please note that if you do not sample the first storm event, you ar still required to sample 2 storm events)
	3.	How man	ny storr	n water disch	arge locations	are at your facility	?		

4.		each storm event sampled, did you collect and analyze a nple from each of the facility's storm water discharge location	ıs?	YES, go	to Item E	Ξ.6	☐ NO
5.		s sample collection or analysis reduced in accordance a Section B.7.d of the General Permit?		YES		NO, atta	ch explanation
		YES", attach documentation supporting your determination two or more drainage areas are substantially identical.					
	Dat	e facility's drainage areas were last evaluated	_				
6.	We	re all samples collected during the first hour of discharge?		YES		NO, atta	ch explanation
7.		s <u>all</u> storm water sampling preceded by three (3) king days without a storm water discharge?		YES		NO, atta	ch explanation
8.		re there any discharges of stormwater that had been approarily stored or contained? (such as from a pond)		YES		NO, go to	Item E.10
9.	cont	you collect and analyze samples of temporarily stored or ained storm water discharges from two storm events? one storm event if you checked item D.2.i or iii. above)		YES		NO, atta	ch explanation
10.	Spec	ion B.5. of the General Permit requires you to analyze storm cific Conductance (SC), Total Organic Carbon (TOC) or Oil arorm water discharges in significant quantities, and analytical	nd Greas	se (O&G), o	other pol	lutants like	ly to be present
	a.	Does Table D contain any additional parameters related to your facility's SIC code(s)?		YES		NO, Go t	o Item E.11
	b.	Did you analyze all storm water samples for the applicable parameters listed in Table D?		YES		NO	
	C.	If you did not analyze all storm water samples for the applicable Table D parameters, check one of the following reasons:					
		In prior sampling years, the parameter(s) have no consecutive sampling events. <b>Attach explanatio</b>		etected in s	significar	nt quantitie	s from two
		The parameter(s) is not likely to be present in stor discharges in significant quantities based upon the					
		Other. Attach explanation					
11.		each storm event sampled, attach a copy of the laboratory an Its using <b>Form 1</b> or its equivalent. The following must be pro					g and analysis
	•	Date and time of sample collection  Name and title of sampler.  Parameters tested.  Name of analytical testing laboratory.  Discharge location identification.	Test me Test de Date of	results. ethods use etection lim testing. of the labo	its.	nalytical re	sults.

### F. QUARTERLY VISUAL OBSERVATIONS

1.	Sect	athorized Non-Storm Water Discharges ection B.3.b of the General Permit requires quarterly visual observations of all authorized non-storm water echarges and their sources.							
	a.	Do authorized non-storm water discharges occur at your facility?							
		YES On One of the original of the original of the original origina							
	b.	Indicate whether you visually observed all authorized non-storm water discharges and their sources during the quarters when they were discharged. <b>Attach an explanation for any "NO" answers</b> . Indicate "N/A" for quarters without any authorized non-storm water discharges.							
		July -September YES NO NA October-December YES NO NA							
		January-March YES NO NA April-June YES NO NA							
	C.	Use <b>Form 2</b> to report quarterly visual observations of authorized non-storm water discharges or provide the following information.							
		<ul> <li>i. name of each authorized non-storm water discharge</li> <li>ii. date and time of observation</li> <li>iii. source and location of each authorized non-storm water discharge</li> <li>iv. characteristics of the discharge at its source and impacted drainage area/discharge location</li> <li>v. name, title, and signature of observer</li> <li>vi. any new or revised BMPs necessary to reduce or prevent pollutants in authorized non-storm water discharges. Provide new or revised BMP implementation date.</li> </ul>							
2.	Sect	uthorized Non-Storm Water Discharges ion B.3.a of the General Permit requires quarterly visual observations of all drainage areas to detect the ence of unauthorized non-storm water discharges and their sources.							
	a.	Indicate whether you visually observed all drainage areas to detect the presence of unauthorized non-storm water discharges and their sources. <b>Attach an explanation for any "NO" answers</b> .							
		July -September YES NO October-December YES NO							
		January-March YES NO April-June YES NO							
	b.	Based upon the quarterly visual observations, were any unauthorized non-storm water discharges detected?							
		YES On to item F.2.d							
	C.	Have each of the unauthorized non-storm water discharges been eliminated or permitted?							
		YES NO Attach explanation							
	d.	Use Form 3 to report quarterly unauthorized non-storm water discharge visual observations or provide the following information.							
		<ul> <li>i. name of each unauthorized non-storm water discharge.</li> <li>ii. date and time of observation.</li> <li>iii. source and location of each unauthorized non-storm water discharge.</li> <li>iv. characteristics of the discharge at its source and impacted drainage area/discharge location.</li> <li>v. name, title, and signature of observer.</li> <li>vi. any corrective actions necessary to eliminate the source of each unauthorized non-storm water discharge and to clean impacted drainage areas. Provide date unauthorized non-storm water discharge(s) was eliminated or scheduled to be eliminated.</li> </ul>							

### G. MONTHLY WET SEASON VISUAL OBSERVATIONS

Section B.4.a of the General Permit requires you to conduct monthly visual observations of storm water discharges at all storm water discharge locations during the wet season. These observations shall occur during the first hour of discharge or, in the case of temporarily stored or contained storm water, at the time of discharge.

	Ci Ci	ie ili st riour or uis	scriarge or, i	ii tile case oi telli	porarily stored	or contained	i Storiii Water, at ti	ie time or c	iiscriary
	1.	locations. A storm events	ttach an exp s occurred do nd provide th	nonthly visual obs planation for any uring scheduled fa ne date, time, nam	"NO" answe	ers. Include in g hours that	n this explanation did not result in a	whether an storm wate	y eligible r
		October	YES	NO	!	February	YES	NO	
		November			1	March			
		December			,	April			
		January			1	May			
	2	. Report mon	thly wet sea	ison visual observ	ations using <b>F</b>	orm 4 or pro	vide the following	information	۱.
		b. name c. charad d. <b>any</b> no	and title of on teristics of the common terms	cation of observatiobserver the discharge (i.e. d BMPs necessar vised BMP implen	, odor, color, o y to reduce or	prevent pollu			
AN H.	ACSC Section June 3 shall to minim	ON A.9 of the Gen 30). Evaluations be revised and im	eral Permit i must be cor iplemented, eary to comp	requires the facility and ucted within 8-1 as necessary, with olete a ACSCE. In rs.	y operator to c 6 months of e hin 90 days of	conduct one <i>F</i> each other. T f the evaluation	ACSCE in each re he SWPPP and n on. The checklist	nonitoring p below inclu	rogram des the
		Have you inspect The following are		tial pollutant source e inspected:	ces and indus	trial activities	areas? YES		NO
	•	<ul><li>the last year.</li><li>outdoor wasl</li><li>process/man</li></ul>	n and rinse a rufacturing a rading, and t e/disposal a	reas. ransfer areas. reas.	during •	material sto vehicle/equ truck parkir rooftop equ vehicle fuel	pair, remodeling, a prage areas hipment storage are ng and access are hipment areas hing/maintenance a water discharge g	reas as areas	
		Crosion area	•	ng areas.	•	11011-3101111			
		Have you reviewe	s. ed your SWF	ng areas. PPP to assure tha nd industrial activit				3 <u> </u>	] NO
	3. I	Have you reviewe potential pollutan Have you inspect	s.  ed your SWF t sources ar  ed the entire	PPP to assure tha	ties areas? hat the SWPF	dress existing	YES	_	] NO

facility boundaries

- outline of all storm water drainage areas
- areas impacted by run-on

- storm water discharges locations
- storm water collection and conveyance system
- structural control measures such as catch basins, berms, containment areas, oil/water separators, etc.

1-

4.	Have you reviewed all General Permit compliance recorsince the last annual evaluation?	ds generated	YES	NO
	The following records should be reviewed:			
	<ul> <li>quarterly authorized non-storm water discharge visual observations</li> <li>monthly storm water discharge visual observation</li> <li>records of spills/leaks and associated clean-up/response activities</li> </ul>	<ul><li>water disch</li><li>Sampling a</li><li>preventative</li></ul>	nauthorized non-storm arge visual observation nd Analysis records e maintenance inspec nance records	ons
5.	Have you reviewed the major elements of the SWPPP t compliance with the General Permit?	o assure	YES	☐ NO
	The following SWPPP items should be reviewed:			
	<ul> <li>pollution prevention team</li> <li>list of significant materials</li> <li>description of potential pollutant sources</li> </ul>	<ul> <li>identificatio</li> </ul>	t of potential pollutant n and description of tl d for each potential p	ne BMPs to be
6.	Have you reviewed your SWPPP to assure that a) the B in reducing or preventing pollutants in storm water discharges, and b) the BMPs are being	narges and authoriz	red YES	NO
	The following BMP categories should be reviewed:			
	<ul> <li>good housekeeping practices</li> <li>spill response</li> <li>employee training</li> <li>erosion control</li> <li>quality assurance</li> </ul>	<ul> <li>material ha</li> </ul>	e maintenance andling and storage pa dling/storage BMPs	ractices
7.	Has all material handling equipment and equipment need implement the SWPPP been inspected?	eded to	YES	NO
ACS	SCE EVALUATION REPORT			
The	facility operator is required to provide an evaluation repo	rt that includes:		
•	identification of personnel performing the evaluation the date(s) of the evaluation necessary SWPPP revisions		r implementing SWPI ts of non-compliance en.	
Use	Form 5 to report the results of your evaluation or develo	p an equivalent forr	n.	
<u>ACS</u>	SCE CERTIFICATION			
	facility operator is required to certify compliance with the ify compliance, both the SWPPP and Monitoring Program			
	ed upon your ACSCE, do you certify compliance with the vities Storm Water General Permit?	Industrial	YES	NO
	ou answered "NO" <b>attach an explanation</b> to the ACSCE I		why you are not in	

I.

J.

### ATTACHMENT SUMMARY

	swer the questions below to help you determine what should be attach plicable) to questions 2-4 if you are not required to provide those attac			nual report. Answer N	IA (Not				
1.	Have you attached Forms 1,2,3,4, and 5 or their equivalent?		YES	(Mandatory)					
2.	If you conducted sampling and analysis, have you attached the laboratory analytical reports?		YES	☐ NO		NA			
3.	If you checked box II, III, IV, or V in item D.2 of this Annual Report, have you attached the first page of the appropriate certifications?		YES	□ NO		NA			
4.	Have you attached an explanation for each "NO" answer in items E.1, E.2, E.5-E.7, E.9, E.10.c, F.1.b, F.2.a, F.2.c, G.1, H.1-H.7, or J?		YES	□ NO		NA			
ΑN	INUAL REPORT CERTIFICATION								
PE we pe wh su sig	I am duly authorized to sign reports required by the INDUSTRIAL ACTIVITIES STORM WATER GENERAL PERMIT (see Standard Provision C.9) and 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 ensure 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 person directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, 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.								
Pri	inted Name:								
Się	gnature:			Da <u>te:</u>					
Tit	le:								

### DESCRIPTION OF BASIC ANALYTICAL PARAMETERS

The Industrial Activities Storm Water General Permit (General Permit) requires you to analyze storm water samples for at least four parameters. These are pH, Total Suspended Solids (TSS), Specific Conductance (SC), and Total Organic Carbon (TOC). Oil and Grease (O&G) may be substituted for TOC. In addition, you must monitor for any other pollutants which you believe to be present in your storm water discharge as a result of industrial activity and analytical parameters listed in Table D of the General Permit. There are no numeric limitations for the parameters you test for.

The four parameters which the General Permit requires to be tested are considered *indicator* parameters. In other words, regardless of what type of facility you operate, these parameters are nonspecific and general enough to usually provide some indication whether pollutants are present in your storm water discharge. The following briefly explains what each of these parameters mean:

**pH** is a numeric measure of the hydrogen-ion concentration. The neutral, or acceptable, range is within 6.5 to 8.5. At values less than 6.5, the water is considered acidic; above 8.5 it is considered alkaline or basic. An example of an acidic substance is vinegar, and a alkaline or basic substance is liquid antacid. Pure rainfall tends to have a pH of a little less than 7. There may be sources of materials or industrial activities which could increase or decrease the pH of your storm water discharge. If the pH levels of your storm water discharge are high or low, you should conduct a thorough evaluation of all potential pollutant sources at your site.

**Total Suspended Solids (TSS)** is a measure of the undissolved solids that are present in your storm water discharge. Sources of TSS include sediment from erosion of exposed land, and dirt from impervious (i.e. paved) areas. Sediment by itself can be very toxic to aquatic life because it covers feeding and breeding grounds, and can smother organisms living on the bottom of a water body. Toxic chemicals and other pollutants also adhere to sediment particles. This provides a medium by which toxic or other pollutants end up in our water ways and ultimately in human and aquatic life. TSS levels vary in runoff from undisturbed land. It has been shown that TSS levels increase significantly due to land development.

**Specific Conductance (SC)** is a numerical expression of the ability of the water to carry an electric current. SC can be used to assess the degree of mineralization, salinity, or estimate the total dissolved solids concentration of a water sample. Because of air pollution, most rain water has a SC a little above zero. A high SC could affect the usability of waters for drinking, irrigation, and other commercial or industrial use.

**Total Organic Carbon (TOC)** is a measure of the total organic matter present in water. (All organic matter contains carbon) This test is sensitive and able to detect small concentrations of organic matter. Organic matter is naturally occurring in animals, plants, and man. Organic matter may also be man made (so called synthetic organics). Synthetic organics include pesticides, fuels, solvents, and paints. Natural organic matter utilizes the oxygen in a receiving water to biodegrade. Too much organic matter could place a significant oxygen demand on the water, and possibly impact its quality. Synthetic organics either do not biodegrade or biodegrade very slowly. Synthetic organics are a source of toxic chemicals that can have adverse affects at very low concentrations. Some of these chemicals bioaccumulate in aquatic life. If your levels of TOC are high, you should evaluate all sources of natural or synthetic organics you may use at your site.

**Oil and Grease (O&G)** is a measure of the amount of oil and grease present in your storm water discharge. At very low concentrations, O&G can cause a sheen (that floating "rainbow") on the surface of water (1 qt. of oil can pollute 250,000 gallons of water). O&G can adversely affect aquatic life and create unsightly floating material and film on water, thus making it undrinkable. Sources of O&G include maintenance shops, vehicles, machines and roadways.

If you have any questions regarding whether or not your constituent concentrations are too high, please contact your local Regional Board office. The United States Environmental Protection Agency (USEPA) has published stormwater discharge benchmarks for a number of parameters. These benchmarks may be helpful when evaluating whether additional BMPs are appropriate. These benchmarks can be accessed at our website at http://www.swrcb.ca.gov. It is contained in the Sampling and Analysis Reduction Certification.

**See Storm Water Contacts at** 

http://www.waterboards.ca.gov/water\_issues/programs/stormwater/contact.shtml

SIDE A

### **FORM 1-SAMPLING & ANALYSIS RESULTS**

### **FIRST STORM EVENT**

- If analytical results are less than the detection limit (or non detectable), show the value as less than the numerical value of the detection limit (example: <.05)
- If you did not analyze for a required parameter, do not report "0". Instead, leave the appropriate box blank
- When analysis is done using portable analysis (such as portable pH meters, SC meters, etc.), indicate "PA" in the appropriate test method used box.
- Make additional copies of this form as necessary.

NAME OF PERSON COL	5):		TITI	LE:		_	SIGNA	TURE:			_	
	ANALYTICAL RESULTS For First Storm Event											
DESCRIBE DISCHARGE	DATE/TIME OF SAMPLE	TIME DISCHARGE		BAS	IC PARAMET	ERS			ОТН	IER PARAME	TERS	
LOCATION Example: NW Out Fall	COLLECTION	STARTED	рН	TSS	SC	O&G	TOC					
	AM PM	AM PM										
	AM	AM PM										
	AM	☐ AM ☐ PM										
	AM	AM PM										
TEST REPORTING	UNITS:		pH Units	mg/l	umho/cm	mg/l	mg/l					
TEST METHOD DE	TECTION LIMIT:											
TEST METHOD USED:												
ANALYZED BY (SE	LF/LAB):											

TSS - Total Suspended Solids

SC - Specific Conductance

O&G - Oil & Grease

TOC - Total Organic Carbon

SIDE B

### **FORM 1-SAMPLING & ANALYSIS RESULTS**

### **SECOND STORM EVENT**

- If analytical results are less than the detection limit (or non detectable), show the value as less than the numerical value of the detection limit (example: <.05)
- If you did not analyze for a required parameter, do not report "0". Instead, leave the appropriate box blank
- When analysis is done using portable analysis (such as portable pH meters, SC meters, etc.), indicate "PA" in the appropriate test method used box.
- Make additional copies of this form as necessary.

NAME OF PERSON COL	LECTING SAMPLE(S	5):		TITI	LE:		_	SIGNA	TURE:			_
	ANALYTICAL RESULTS For First Storm Event											
DESCRIBE DISCHARGE	DATE/TIME OF SAMPLE	TIME DISCHARGE		BAS	IC PARAMET	ERS			ОТН	IER PARAME	TERS	
LOCATION Example: NW Out Fall	COLLECTION	STARTED	рН	TSS	SC	O&G	TOC					
	AM PM	AM PM										
	AM	AM										
	AM	☐ AM ☐ PM										
	AM	AM PM										
TEST REPORTING	UNITS:		pH Units	mg/l	umho/cm	mg/l	mg/l					
TEST METHOD DE	TECTION LIMIT:											
TEST METHOD USED:												
ANALYZED BY (SE	LF/LAB):											

TSS - Total Suspended Solids

SC - Specific Conductance

O&G - Oil & Grease

TOC - Total Organic Carbon

### **ANNUAL REPORT**

SIDE A

# FORM 2-QUARTERLY VISUAL OBSERVATIONS OF <u>AUTHORIZED</u> NON-STORM WATER DISCHARGES (NSWDs)

- Quarterly dry weather visual observations are required of each authorized NSWD.
- Observe each authorized NSWD source, impacted drainage area, and discharge location.

- Authorized NSWDs must meet the conditions provided in Section D (pages 5-6), of the General Permit.
- Make additional copies of this form as necessary.

QUARTER:  JULY-SEPT.	Observers Name:	WERE ANY AUTHORIZED NSWDs	YES If YES, complete reverse side of
DATE:	Signature:	DISCHARGED DURING THIS QUARTER?	NO this form.
QUARTER:	Observers Name:		
OCTDEC.			YES If VES complete
DATE:	Title:	WERE ANY AUTHORIZED NSWDs DISCHARGED DURING THIS QUARTER?	If YES, complete reverse side of this form.
<del></del>	Signature:		NO triis form.
QUARTER:	Observers Name:		
JANMARCH			YES If YES complete
	Title:	WERE ANY AUTHORIZED NSWDs	If <b>YES</b> , complete reverse side of
DATE:		DISCHARGED DURING THIS QUARTER?	this forms
	Signature:		NO this form.
QUARTER:			
	Observers Name:		
APRIL-JUNE		<u></u>	YES If YES, complete
DATE:	Title:	WERE ANY AUTHORIZED NSWDs	reverse side of
	Signature:	DISCHARGED DURING THIS QUARTER?	NO this form.

# FORM 2-QUARTERLY VISUAL OBSERVATIONS OF <u>AUTHORIZED</u> NON-STORM WATER DISCHARGES (NSWDs)

DATE /TIME OF OBSERVATION	SOURCE AND LOCATION OF AUTHORIZED NSWD	NAME OF AUTHORIZED NSWD	DESCRIBE AUTHORIZED NSWD CHARACTERISTICS Indicate whether authorized NSWD is clear, cloudy, or discolored, causing staining, contains floating objects or an oil sheen, has odors, etc.		DESCRIBE ANY REVISED OR NEW BMPs AND PROVIDE THEIR IMPLEMENTATION DATE
	EXAMPLE: Air conditioner Units on Building C	EXAMPLE: Air conditioner condensate	At the NSWD Source	At the NSWD Drainage Area and Discharge Location	
<del></del>					
<del>_</del>					

# FORM 3-QUARTERLY VISUAL OBSERVATIONS OF <u>UNAUTHORIZED</u> NON-STORM WATER DISCHARGES (NSWDs)

- Unauthorized NSWDs are discharges (such as wash or rinse waters) that do not meet the conditions provided in Section D (pages 5-6) of the General Permit.
- Quarterly visual observations are required to observe current and detect prior unauthorized NSWDs.
- Quarterly visual observations are required during dry weather and at all facility drainage areas.
- Each unauthorized NSWD source, impacted drainage area, and discharge location must be identified and observed.
- Unauthorized NSWDs that can not be eliminated within 90 days of observation must be reported to the Regional Board in accordance with Section A.10.e of the General Permit.
- Make additional copies of this form as necessary.

QUARTER: JULY-SEPT.  DATE/TIME OF OBSERVATIONS  AM PM	Observers Name:  Title:  Signature:	WERE UNAUTHORIZED NSWDs OBSERVED? WERE THERE INDICATIONS OF PRIOR UNAUTHORIZED NSWDs?	☐YES ☐NO	If <b>YES</b> to either question, complete reverse side.
QUARTER: OCTDEC.  DATE/TIME OF OBSERVATIONS  AM PM	Observers Name:	WERE UNAUTHORIZED NSWDs OBSERVED? WERE THERE INDICATIONS OF PRIOR UNAUTHORIZED NSWDs?	☐YES ☐NO	If <b>YES</b> to either question, complete reverse side.
QUARTER: JANMARCH  DATE/TIME OF OBSERVATIONS  AM PM	Observers Name:  Title:  Signature:	WERE UNAUTHORIZED NSWDs OBSERVED? WERE THERE INDICATIONS OF PRIOR UNAUTHORIZED NSWDs?	☐YES ☐NO	If <b>YES</b> to either question, complete reverse side.
QUARTER: APRIL-JUNE  DATE/TIME OF OBSERVATIONS  AM PM	Observers Name:  Title:  Signature:	WERE UNAUTHORIZED NSWDs OBSERVED? WERE THERE INDICATIONS OF PRIOR UNAUTHORIZED NSWDs?	☐YES ☐NO	If <b>YES</b> to either question, complete reverse side.

# FORM 3 QUARTERLY VISUAL OBSERVATIONS OF <u>UNAUTHORIZED</u> NON-STORM WATER DISCHARGES (NSWDs)

OBSERVATION DATE (FROM REVERSE SIDE)	NAME OF UNAUTHORIZED NSWD	SOURCE AND LOCATION OF UNAUTHORIZED NSWD	DESCRIBE UNAU CHARACT Indicate whether unauthori discolored, causing stains; contact of the cont	DESCRIBE CORRECTIVE ACTIONS TO ELIMINATE UNAUTHORIZED NSWD AND TO CLEAN IMPACTED DRAINAGE AREAS. PROVIDE UNAUTHORIZED	
	EXAMPLE: Vehicle Wash Water	EXAMPLE: NW Corner of Parking Lot	AT THE UNAUTHORIZED NSWD SOURCE	AT THE UNAUTHORIZED  NSWD AREA AND  DISCHARGE LOCATION	NSWD ELIMINATION DATE.

#### 2013-2014

# ANNUAL REPORT FORM 4-MONTHLY VISUAL OBSERVATIONS OF

SIDE A

#### **STORM WATER DISCHARGES**

- Storm water discharge visual observations are required for at least one storm event per month between October 1 and May 31.
- Visual observations must be conducted during the first hour of discharge at all discharge locations.
- Discharges of temporarily stored or contained storm water must be observed at the time of discharge.

- Indicate "None" in the first column of this form if you did not conduct a monthly visual observation.
- Make additional copies of this form as necessary.
- Until a monthly visual observation is made, record any eligible storm events that do not result in a storm water discharge and note the date, time, name, and title of who observed there was no storm water discharge.

Observation Date: October 2013		#1		#2		#3		#4	
,	Drainage Location Description								
Observers Name:			P.M.		□P.M. □A.M.		P.M.		□P.M.
Title:	Observation Time		A.M. P.M.				A.M. P.M.		
	Time Discharge Began		□A.M.		□A.M.		☐A.M.		□A.M.
Signature:	Were Pollutants Observed (If yes, complete reverse side)	YES 🗌	NO 🗌	YES 🗌	NO 🗌	YES 🗌	NO 🗆	YES 🗆	NO 🗆
Observation Date: November 2013		#1		#2		#3		#4	
Observation Bate. November 2010	Drainage Location Description								
Observers Name:			□P.M.		□P.M.		P.M.		□P.M.
Title:	Observation Time				A.M. P.M.		A.M. P.M.		
	Time Discharge Began		A.M.		A.M.		A.M.		A.M.
Signature:	Were Pollutants Observed (If yes, complete reverse side)	YES 🗌	NO 🗌	YES 🗌	NO 🗌	YES 🗆	№ □	YES 🗆	NO 🗌
Observation Date: December 2013		#1		#2		#3		#4	
Observation Date. December 2013	Drainage Location Description								
Observers Name:			P.M.		□P.M.		P.M.		□P.M.
Title:	Observation Time		A.M. P.M.		A.M. P.M.		A.M. P.M.		
THIC	Time Discharge Began		A.M.		A.M.		A.M.		A.M.
Signature:	Were Pollutants Observed (If yes, complete reverse side)	YES 🗌	NO 🗌	YES 🗌	NO 🗌	YES 🗆	NO 🗆	YES 🗆	NO 🗌
Observation Patra January 2014		11.4		<b>40</b>		44.0		11.4	
		#1		#2		#3		#4	
Observation Date: January 2014	Drainage Location Description	#1 		#2		#3		#4 	
Observation Date: January 2014  Observers Name:		#1	□P.M.	#2	□P.M.	#3	□ P.M.	#4	□P.M.
Observers Name:	Drainage Location Description  Observation Time	#1	☐ A.M.	#2	☐A.M.	#3	☐A.M.	#4	A.M.
, <del></del>		#1		#2		#3	_	#4	

### **ANNUAL REPORT**

SIDE B

# FORM 4-MONTHLY VISUAL OBSERVATIONS OF STORM WATER DISCHARGES

DATE/TIME OF OBSERVATION (From Reverse Side)	DRAINAGE AREA DESCRIPTION	DESCRIBE STORM WATER DISCHARGE CHARACTERISTICS	IDENTIFY AND DESCRIBE SOURCE(S) OF POLLUTANTS	DESCRIBE ANY REVISED OR NEW BMPs AND THEIR DATE OF IMPLEMENTATION
	EXAMPLE: Discharge from material storage Area #2	Indicate whether storm water discharge is clear, cloudy, or discolored; causing staining; containing floating objects or an oil sheen, has odors, etc.	EXAMPLE: Oil sheen caused by oil dripped by trucks in vehicle maintenance area.	

#### 2013-2014

# ANNUAL REPORT FORM 4 (Continued)-MONTHLY VISUAL OBSERVATIONS OF

SIDE A

#### **STORM WATER DISCHARGES**

- Storm water discharge visual observations are required for at least one storm event per month between October 1 and May 31.
- Visual observations must be conducted during the first hour of discharge at all discharge locations.
- Discharges of temporarily stored or contained storm water must be observed at the time of discharge.

- Indicate "None" in the first column of this form if you did not conduct a monthly visual observation.
- Make additional copies of this form as necessary.
- Until a monthly visual observation is made, record any eligible storm events that do not result in a storm water discharge and note the date, time, name, and title of who observed there was no storm water discharge.

Observation Date: February 2014		#1		#2		#3		#4	
· —	Drainage Location Description								
Observers Name:			P.M.		P.M.		P.M.		□ P.M.
Title:	Observation Time		☐ A.M. ☐ P.M.		A.M. P.M.		A.M. P.M.		A.M. P.M.
Title.	Time Discharge Began		A.M.		A.M.		☐ A.M.		☐ A.M.
Signature:	Were Pollutants Observed (If yes, complete reverse side)	YES 🗌	NO 🔲	YES 🗌	NO 🗌	YES 🗆	№ □	YES 🗌	NO 🗌
		#1		#2		#3		#4	
Observation Date: March 2014	Drainage Location Description								
Observers Name:			P.M.		P.M.		P.M.		□ P.M.
Title:	Observation Time				☐ A.M. ☐ P.M.		A.M. P.M.		□ A.M. □ P.M.
nue.	Time Discharge Began		☐ A.M.		A.M.		☐ A.M.		☐ A.M.
Signature:	Were Pollutants Observed (If yes, complete reverse side)	YES 🗌	NO 🗌	YES 🗌	NO 🗌	YES 🗌	№ □	YES 🗆	NO 🗌
	` ` ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' '								
Observation Pater April 9844		#1		#2		#3		#4	
Observation Date: April 2014	Drainage Location Description	#1		#2		#3		#4	
Observation Date: April 2014  Observers Name:	Drainage Location Description	#1	□ P.M.	#2	P.M.	#3	□ P.M.	#4	□ P.M.
Observers Name:		#1	☐ A.M.	#2	☐ A.M.	#3	A.M.	#4	☐ A.M.
,	Drainage Location Description	#1		#2		#3		#4	_
Observers Name:	Drainage Location Description  Observation Time	#1	A.M. P.M.	#2 YES	☐ A.M. ☐ P.M.	#3	A.M. P.M.	#4 YES	A.M. P.M.
Observers Name:  Title:  Signature:	Drainage Location Description  Observation Time  Time Discharge Began  Were Pollutants Observed		☐ A.M. ☐ P.M. ☐ A.M.		☐ A.M. ☐ P.M. ☐ A.M.		☐ A.M. ☐ P.M. ☐ A.M.		☐ A.M. ☐ P.M. ☐ A.M.
Observers Name:	Drainage Location Description  Observation Time  Time Discharge Began  Were Pollutants Observed	YES 🗆	☐ A.M. ☐ P.M. ☐ A.M.	YES 🗆	☐ A.M. ☐ P.M. ☐ A.M.	YES 🗆	☐ A.M. ☐ P.M. ☐ A.M.	YES 🗆	☐ A.M. ☐ P.M. ☐ A.M.
Observers Name:  Title:  Signature:	Drainage Location Description  Observation Time  Time Discharge Began  Were Pollutants Observed (If yes, complete reverse side)  Drainage Location Description	YES 🗆	□ A.M. □ P.M. □ A.M.  NO □	YES 🗆	☐ A.M. ☐ P.M. ☐ A.M. NO ☐	YES 🗆		YES 🗆	☐ A.M. ☐ P.M. ☐ A.M.  NO ☐
Observers Name:  Title: Signature:  Observation Date: May 2014  Observers Name:	Drainage Location Description  Observation Time  Time Discharge Began  Were Pollutants Observed (If yes, complete reverse side)	YES 🗆	□ A.M. □ P.M. □ A.M.  NO □ P.M. □ P.M. □ A.M.	YES 🗆	☐ A.M. ☐ P.M. ☐ A.M.  NO ☐ P.M. ☐ A.M.	YES 🗆		YES 🗆	☐ A.M. ☐ P.M. ☐ A.M.  NO ☐ P.M. ☐ A.M.
Observers Name:  Title:  Signature:  Observation Date: May 2014	Drainage Location Description  Observation Time  Time Discharge Began  Were Pollutants Observed (If yes, complete reverse side)  Drainage Location Description	YES 🗆	□ A.M. □ P.M. □ A.M.  NO □	YES 🗆	☐ A.M. ☐ P.M. ☐ A.M. NO ☐	YES 🗆		YES 🗆	☐ A.M. ☐ P.M. ☐ A.M.  NO ☐

# FORM 4 (Continued)-MONTHLY VISUAL OBSERVATIONS OF STORM WATER DISCHARGES

DATE/TIME OF OBSERVATION	DRAINAGE AREA DESCRIPTION	DESCRIBE STORM WATER DISCHARGE CHARACTERISTICS	IDENTIFY AND DESCRIBE SOURCE(S) OF POLLUTANTS	DESCRIBE ANY REVISED OR NEW BMPs AND THEIR DATE OF IMPLEMENTATION
(From Reverse Side)	EXAMPLE: Discharge from material storage Area #2	Indicate whether storm water discharge is clear, cloudy, or discolored; causing staining; containing floating objects or an oil sheen, has odors, etc.	EXAMPLE: Oil sheen caused by oil dripped by trucks in vehicle maintenance area.	
AM				
AM				
AM				
AM				
AM				

# FORM 5-ANNUAL COMPREHENSIVE SITE COMPLIANCE EVALUATION POTENTIAL POLLUTANT SOURCE/INDUSTRIAL ACTIVITY BMP STATUS

EVALUATION DATE: INS	PECTOR NAME:		TITLE:	SIGN	IATURE:
	·		<u>.</u>		·
POTENTIAL POLLUTANT SOURCE/INDUSTRIAL ACTIVITY AREA (as identified in your SWPPP)	HAVE ANY BMPs NOT BEEN FULLY IMPLEMENTED?	□YES □NO	If yes, to either question, complete the next two columns of this form	Describe deficiencies in BMPs or BMP implementation	Describe additional/revised BMPs or corrective actions and their date(s) of implementation
	ARE ADDITIONAL/REVISED BMPs NECESSARY?	□YES □NO			
POTENTIAL POLLUTANT SOURCE/INDUSTRIAL ACTIVITY AREA (as identified in your SWPPP)	HAVE ANY BMPs NOT BEEN FULLY IMPLEMENTED?	□YES □NO	If yes, to either question, complete the next two columns of this form	Describe deficiencies in BMPs or BMP implementation	Describe additional/revised BMPs or corrective actions and their date(s) of implementation
	ARE ADDITIONAL/REVISED BMPs NECESSARY?	□YES □NO			
POTENTIAL POLLUTANT SOURCE/INDUSTRIAL ACTIVITY AREA (as identified in your SWPPP)	HAVE ANY BMPs NOT BEEN FULLY IMPLEMENTED?	□YES □NO	If yes, to either question, complete the next two columns of this form	Describe deficiencies in BMPs or BMP implementation	Describe additional/revised BMPs or corrective actions and their date(s) of implementation
	ARE ADDITIONAL/REVISED BMPs NECESSARY?	□YES □NO			
POTENTIAL POLLUTANT SOURCE/INDUSTRIAL ACTIVITY AREA (as identified in your SWPPP)	HAVE ANY BMPs NOT BEEN FULLY IMPLEMENTED?	□YES □NO	If yes, to either question, complete the next two columns of this form	Describe deficiencies in BMPs or BMP implementation	Describe additional/revised BMPs or corrective actions and their date(s) of implementation
	ARE ADDITIONAL/REVISED BMPs NECESSARY?	□YES □NO			

# FORM 5 (Continued)-ANNUAL COMPREHENSIVE SITE COMPLIANCE EVALUATION POTENTIAL POLLUTANT SOURCE/INDUSTRIAL ACTIVITY BMP STATUS

EVALUATION DATE: INSP	ECTOR NAME:		TITLE:	SIGNATURE:			
POTENTIAL POLLUTANT SOURCE/INDUSTRIAL ACTIVITY AREA (as identified in your SWPPP)	HAVE ANY BMPS NOT BEEN FULLY IMPLEMENTED?  ARE ADDITIONAL/REVISED BMPS NECESSARY?	□YES □NO	If yes, to either question, complete the next two columns of this form	Describe deficiencies in BMPs or BMP implementation	Describe additional/revised BMPs or corrective actions and their date(s) of implementation		
POTENTIAL POLLUTANT SOURCE/INDUSTRIAL ACTIVITY AREA (as identified in your SWPPP)	HAVE ANY BMPs NOT BEEN FULLY IMPLEMENTED?	□YES □NO	If yes, to either question, complete the next two	Describe deficiencies in BMPs or BMP implementation	Describe additional/revised BMPs or corrective actions and their date(s) of implementation		
	ARE ADDITIONAL/REVISED BMPs NECESSARY?	□YES □NO	columns of this form				
POTENTIAL POLLUTANT SOURCE/INDUSTRIAL ACTIVITY AREA (as identified in your SWPPP)	HAVE ANY BMPs NOT BEEN FULLY IMPLEMENTED?	□YES □NO	If yes, to either question, complete the next two	Describe deficiencies in BMPs or BMP implementation	Describe additional/revised BMPs or corrective actions and their date(s) of implementation		
	ARE ADDITIONAL/REVISED BMPs NECESSARY?	□YES □NO	columns of this form				
POTENTIAL POLLUTANT SOURCE/INDUSTRIAL ACTIVITY AREA (as identified in your SWPPP)	HAVE ANY BMPS NOT BEEN FULLY IMPLEMENTED?	□YES □NO	If yes, to either question, complete the next two	Describe deficiencies in BMPs or BMP implementation	Describe additional/revised BMPs or corrective actions and their date(s) of implementation		
	ARE ADDITIONAL/REVISED BMPs NECESSARY?	□YES □NO	columns of this form				