



Agency Use
MTR04 _____
Date Rec'd:
Amount Rec'd:
Check No.:
Rec'd By:

FORM
MS4-AR

MPDES Storm Water Small MS4 Annual Report Form				
Reporting period is for the calendar year, January 1st through December 31st. Check one. Annual Report is due by March 1st of the following year.				
<input type="checkbox"/> 2017	<input type="checkbox"/> 2018	<input type="checkbox"/> 2019	<input type="checkbox"/> 2020	<input type="checkbox"/> 2021

Instructions: This Annual Report Form is to be completed by each permittee and co-permittee authorized to discharge storm water under the General Permit for Storm Water Discharges Associated with Small Municipal Separate Storm Water Sewer Systems (MS4s). All authorized permittees and co-permittees are required to complete this Annual Report Form for each calendar year reporting period. For co-permittees authorized under one permit authorization or for co-permittees with multiple authorizations, you are required to complete this form and submit separate required documents/information exclusively for your respective regulated Small MS4 area(s). This completed Annual Report Form must be electronically submitted to the Montana Department of Environmental Quality, Water Protection Bureau. Electronic submission is required through the web-based tool: NetDMR. Additional information is located on DEQ's website: <http://deq.mt.gov/Water/WQINFO/ctss/netdmr>.

Small MS4 Authorization Number: MTR04 _____

Small MS4 Classification	<input type="checkbox"/> Traditional	<input type="checkbox"/> Non-Traditional
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Small MS4 Name:

Small MS4 Mailing Address:

City, State, and Zip Code:

Small MS4 Contact Person (and Title):

Mailing Address:

City, State, and Zip Code:

Phone Number: ()	E-mail address:
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Storm Water Management Team: Attach an organizational chart identifying a primary SWMP coordinator and the positions responsible for implementing each minimum measure.

Requested above chart:

Attached

Not Attached

Has the permittee established and executed a formalized mechanism for regular communication between storm water management team members?

Yes

No

Permittee's SWMP Resources:

How many FTEs does the permittee designate to the MS4 permit? ____ If needed, provide an explanation.

If more space is needed, submit on an additional page with corresponding reference or on a data storage device.

Answer the following five (5) questions on an additional page with corresponding reference or on a data storage device.

(1) What are the source(s) of funding for implementation of the MS4 permit and the estimated percentage of the total budget allocated from each source listed?

(2) Specific to the annual reporting calendar year, how did the permittee justify commitment of resources or budget allocations to the implementation of the MS4 permit to decision-makers and the public? Provide a summary of meetings and outcomes held with decision-makers and the public.

(3) Has the permittee demonstrated program effectiveness to obtain budget allocations for this annual reporting calendar year or previous years? Why or why not? If so, what program effectiveness metrics were presented?

(4) How was this annual reporting calendar year's approach to allocate resources different than the previous year's approach?

(5) Was the permittee successful in their request for budget allocations? Describe the outcome and factors that affected or resulted in that outcome.

Illicit Discharge Detection & Elimination:

Per the IDDE MCM requirement (Part II (3)(c.i)), has the permittee reviewed, and updated if needed, the storm sewer map during the calendar year?

Yes

No

Per the IDDE MCM requirement (Part II (3)(e.i)), has the permittee dry weather inspected and screened outfalls during the calendar year?

Yes

No

Fill in the blanks with numbers. The permittee has inspected ____ outfalls during this calendar year. Since authorization under the 2017 General Permit, the permittee has inspected ____ total outfalls out of the ____ total MS4 outfalls.

Per the Illicit Discharge Detection & Elimination MCM (Part II (3)(e.i)), the permittee will complete the requirement to inspect and screen all outfalls during dry weather by the end of the permit cycle.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Construction Site Storm Water Management: During the calendar year, how many construction storm water management plan reviews were completed (Part II (4)(b))? _____		
During the calendar year, how many construction projects were inspected for their storm water management controls (Part II (4)(c))? _____		
Pollution Prevention/Good Housekeeping for Permittee Operations:		
Has the permittee reviewed, and updated if needed, the inventory of permittee-owned/operated facilities and activities (Part II (6)(a.i))?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the permittee reviewed, and updated if needed, the map that identifies the locations of facilities and known locations of activities (Part II (6)(a.ii))?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the permittee conducted annual storm water pollution prevention training for permittee staff during the next permit year after development of each standard operating procedure (Part II (6)(a.v))?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>*Not applicable during calendar year 2017, 2018, and 2019. Check "No" during these years.*</i>		
Training: According to Part II (B) Training requirements, has the permittee conducted applicable training during the 1 st and 4 th calendar years?		
<i>*Not required during calendar year 2018, 2019, and 2021. Check "No" during these years.*</i>		
According to Part II (B) Training requirements, has the permittee conducted applicable new employee training within 90 days of the hire date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Special Conditions: Per Pre-TMDL Approval (Part III.A) requirements, attach the required information regarding identification of all outfalls that discharge to impaired waterbodies, the impaired waterbodies, and the associated pollutants of impairments. Summarize the BMPs implemented over the reporting period and a schedule of BMPs planned for the following year.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not Applicable
Special Conditions: Approved TMDLs (Part III.B) requirements per calendar year below.		
Calendar Year 2017: The permittee has attached a Sampling Plan that includes strategy rationale, monitoring frequency, monitoring parameters, and monitoring locations.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not Applicable

Calendar Year 2017: The permittee has attached all outfalls that discharge to impaired waterbodies and the associated pollutants of impairment.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not Applicable
Calendar Year 2018: The permittee has attached all outfalls that discharge to impaired waterbodies and the associated pollutants of impairment.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not Applicable
Calendar Year 2019: The permittee has attached all outfalls that discharge to impaired waterbodies and the associated pollutants of impairment.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not Applicable
Calendar Year 2020: The permittee has attached all outfalls that discharge to impaired waterbodies and the associated pollutants of impairment.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not Applicable
Calendar Year 2020: The permittee has attached the TMDL section of the SWMP that identifies the measures and BMPs it plans to implement, describes the MS4's impairment priorities and long term strategy, and outlines interim milestones for controlling the discharge of the pollutants of concern and making progress towards meeting the TMDL.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not Applicable
Calendar Year 2021: The permittee has attached all outfalls that discharge to impaired waterbodies and the associated pollutants of impairment.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not Applicable
Calendar Year 2021: The permittee has evaluated the TMDL section of the SWMP based on monitoring results. The section has been revised, if needed, and is attached.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not Applicable
Monitoring: Per requirements in Part IV (B), has the permittee attached monitoring results, calculations, and evaluations?		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not Applicable

INSTRUCTIONS: The permittee will only fill out the Annual Report Attachments section below that corresponds to the calendar in which an Annual Report is being submitted for. Attach the requested documents/information.

2017 Annual Report Attachments (1st Calendar Year)		
Public Education and Outreach:		
Per requirements a.i in the referenced MCM, attach the required information regarding key target audiences and associated pollutants.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Public Involvement and Participation:		
Per requirements a.i in the referenced MCM, attach the required information regarding the public involvement approach and schedule of each key audience.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Illicit Discharge Detection & Elimination:		
Per requirements a.i in the referenced MCM, attach the required information regarding categories of non-storm water discharges or flows, associated pollutants, and local controls or conditions.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Per requirements b.i in the referenced MCM, attach the required information regarding occasional non-storm water discharges or flows, associated pollutants, and local controls or conditions.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Per requirements f.i in the referenced MCM, attach the required Illicit Discharge Investigation and Corrective Action Plan and any associated documents.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Construction Site Storm Water Management:		
Per requirements a.iii in the referenced MCM, attach progress towards an Enforcement Response Plan and associated documents.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Specific to Traditional MS4s and per requirements b.i in the referenced MCM, attach the construction storm water management plan review checklist.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Specific to Non-Traditional MS4s and per requirements b.iii in the referenced MCM, attach the construction storm water management plan review checklist.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Specific to Traditional MS4s and per requirements c.i in the referenced MCM, attach the construction storm water management inspection form or checklist.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Specific to Non-Traditional MS4s and per requirements c.ii in the referenced MCM, attach the construction storm water management inspection form or checklist.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable

Post-Construction Site Storm Water Management in New and Redevelopment		
Specific to Traditional MS4s and per requirements b.i in the referenced MCM, attach the post-construction storm water management plan review checklist.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Specific to Non-Traditional MS4s and per requirements b.ii in the referenced MCM, attach the post-construction storm water management plan review checklist.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Per requirements in b.iii in the referenced MCM, attach the performance standards and associated documents.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	

2018 Annual Report Attachments (2nd Calendar Year)		
Public Education and Outreach:		
Per requirements b.i in the referenced MCM, attach the required information regarding outreach messages.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Per requirements c.i in the referenced MCM, attach the required information regarding a description of formats, distribution channels and schedule for key target audiences.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Public Involvement and Participation:		
Per requirements a.ii in the referenced MCM, attach the required information regarding participation and key target audience feedback on approaches.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Illicit Discharge Detection & Elimination:		
Per requirements a.i in the referenced MCM, attach the required information regarding categories of non-storm water discharges or flows, associated pollutants, and local controls or conditions.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Per requirements b.i in the referenced MCM, attach the required information regarding occasional non-storm water discharges or flows, associated pollutants, and local controls or conditions.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Specific to Traditional MS4s and per requirements d.i in the referenced MCM, attach the adopted ordinance or other regulatory mechanism to prohibit illicit discharges.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Specific to Non-Traditional MS4s and per requirements d.ii in the referenced MCM, attach the summary of legal authority to prohibit illicit discharges.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Per requirements d.iii in the referenced MCM, attach the required summary of the cooperative agreements.		

<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Per requirements d.iv in referenced MCM, attach the Enforcement Response Plan and associated documents.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Per requirements e.ii in referenced MCM, attach the list of high priority outfalls.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Specific to Traditional MS4s and per requirements f.iii in the referenced MCM, attach the summary of investigations conducted and corrective actions taken per the required Illicit Discharge Investigation and Corrective Action Plan and any associated documents.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Specific to Non-Traditional MS4s and per requirements f.iv in the referenced MCM, attach the summary of investigations conducted and corrective actions taken per the required Illicit Discharge Investigation and Corrective Action Plan and any associated documents.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Post-Construction Site Storm Water Management in New and Redevelopment		
Specific to Traditional MS4s and per requirements c.i in the referenced MCM, attach the post-construction storm water management inspection form or checklist.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Specific to Non-Traditional MS4s and per requirements c.ii in the referenced MCM, attach the post-construction storm water management inspection form or checklist.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Per requirements in c.iii in the referenced MCM, attach the inventory of all new permittee-owned and private post-construction storm water management controls.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Per requirements in c.vi in the referenced MCM, attach an inspection frequency protocol.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Specific to Traditional MS4s and per requirements c.vii, attach the developed inspection program.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Pollution Prevention/Good Housekeeping for Permittee Operations		
Per requirements in a.iii in the referenced MCM, attach completed Standard Operating Procedures.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	



2019 Annual Report Attachments (3rd Calendar Year)

Public Education and Outreach:

Per requirements c.ii in the referenced MCM, attach the required information regarding outreach materials distributions.

Attached Not Attached

Public Involvement and Participation:

Per requirements a.ii in the referenced MCM, attach the required information regarding participation and key target audience feedback on approaches.

Attached Not Attached

Illicit Discharge Detection & Elimination:

Per requirements a.i in the referenced MCM, attach the required information regarding categories of non-storm water discharges or flows, associated pollutants, and local controls or conditions.

Attached Not Attached

Per requirements b.i in the referenced MCM, attach the required information regarding occasional non-storm water discharges or flows, associated pollutants, and local controls or conditions.

Attached Not Attached

Per requirements e.ii in referenced MCM, attach the list of high priority outfalls.

Attached Not Attached

Per requirements e.iii in referenced MCM, attach the required summary of screening results.

Attached Not Attached

Specific to Traditional MS4s and per requirements f.iii in the referenced MCM, attach the summary of investigations conducted and corrective actions taken per the required Illicit Discharge Investigation and Corrective Action Plan and any associated documents.

Attached Not Attached Not applicable

Specific to Non-Traditional MS4s and per requirements f.iv in the referenced MCM, attach the summary of investigations conducted and corrective actions taken per the required Illicit Discharge Investigation and Corrective Action Plan and any associated documents.

Attached Not Attached Not applicable

Construction Site Storm Water Management:

Specific to Traditional MS4s and per requirements a.i in the referenced MCM, attach the adopted ordinance or other regulatory mechanism to require construction storm water controls.

Attached Not Attached Not applicable

Specific to Non-Traditional MS4s and per requirements a.ii in the referenced MCM, attach the legal authority summary.

Attached Not Attached Not applicable

Per requirements a.iii in the referenced MCM, attach the adopted Enforcement Response Plan and associated documents.

Attached Not Attached

Post-Construction Site Storm Water Management in New and Redevelopment

Per requirements in c.viii in the referenced MCM, attach findings and compliance actions regarding inspections of high priority post-construction storm water management controls.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Specific to Traditional MS4s and per requirements c.ix, attach the findings and resulting actions regarding inspections of high priority privately-owned post-construction storm water management controls.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Pollution Prevention/Good Housekeeping for Permittee Operations		
Per requirements in a.iii in the referenced MCM, attach the completed Standard Operating Procedures.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	

2020 Annual Report Attachments (4th Calendar Year)		
Public Education and Outreach:		
Per requirements c.ii in the referenced MCM, attach the required information regarding outreach materials distributions.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Public Involvement and Participation:		
Per requirements a.ii in the referenced MCM, attach the required information regarding participation and key target audience feedback on approaches.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Illicit Discharge Detection & Elimination:		
Per requirements a.i in the referenced MCM, attach the required information regarding categories of non-storm water discharges or flows, associated pollutants, and local controls or conditions.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Per requirements b.i in the referenced MCM, attach the required information regarding occasional non-storm water discharges or flows, associated pollutants, and local controls or conditions.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Per requirements e.ii in referenced MCM, attach the list of high priority outfalls.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Per requirements e.iii in referenced MCM, attach the required summary of screening results.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Specific to Traditional MS4s and per requirements f.iii in the referenced MCM, attach the summary of investigations conducted and corrective actions taken per the required Illicit Discharge Investigation and Corrective Action Plan and any associated documents.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Specific to Non-Traditional MS4s and per requirements f.iv in the referenced MCM, attach the summary of investigations conducted and corrective actions taken per the required Illicit Discharge		

Investigation and Corrective Action Plan and any associated documents.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Post-Construction Site Storm Water Management in New and Redevelopment		
Specific to Traditional MS4s and per requirements a.i in the referenced MCM, attach the adopted ordinance or other regulatory mechanism to require post-construction storm water controls.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Specific to Non-Traditional MS4s and per requirements a.ii in the referenced MCM, attach the legal authority summary.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Per requirements in a.iii in the referenced MCM, attach the Enforcement Response Plan and associated documents.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Per requirements in c.viii in the referenced MCM, attach findings and compliance actions regarding inspections of high priority post-construction storm water management controls.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Specific to Traditional MS4s and per requirements c.ix, attach the findings and resulting actions regarding inspections of high priority privately-owned post-construction storm water management controls.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Per requirements in d.i in the referenced MCM, attach a summary of the discussion outcomes.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Pollution Prevention/Good Housekeeping for Permittee Operations		
Per requirements in a.iii in the referenced MCM, attach the completed Standard Operating Procedures.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	

2021 Annual Report Attachments (5th Calendar Year)		
Public Education and Outreach:		
Per requirements c.ii in the referenced MCM, attach the required information regarding outreach materials distributions.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Public Involvement and Participation:		
Per requirements a.ii in the referenced MCM, attach the required information regarding participation and key target audience feedback on approaches.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Illicit Discharge Detection & Elimination:		
Per requirements a.i in the referenced MCM, attach the required information regarding categories of non-storm water discharges or flows, associated pollutants, and local controls or conditions.		

<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Per requirements b.i in the referenced MCM, attach the required information regarding occasional non-storm water discharges or flows, associated pollutants, and local controls or conditions.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Per requirements e.ii in referenced MCM, attach the list of high priority outfalls.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Per requirements e.iii in referenced MCM, attach the required summary of screening results.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Specific to Traditional MS4s and per requirements f.iii in the referenced MCM, attach the summary of investigations conducted and corrective actions taken per the required Illicit Discharge Investigation and Corrective Action Plan and any associated documents.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Specific to Non-Traditional MS4s and per requirements f.iv in the referenced MCM, attach the summary of investigations conducted and corrective actions taken per the required Illicit Discharge Investigation and Corrective Action Plan and any associated documents.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Post-Construction Site Storm Water Management in New and Redevelopment		
Per requirements in c.viii in the referenced MCM, attach findings and compliance actions regarding inspections of high priority post-construction storm water management controls.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Specific to Traditional MS4s and per requirements c.ix, attach the findings and resulting actions regarding inspections of high priority privately-owned post-construction storm water management controls.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable
Pollution Prevention/Good Housekeeping for Permittee Operations		
Per requirements in a.iii in the referenced MCM, attach completed Standard Operating Procedures.		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	
Attach any updates, changes, or improvements to the Small MS4 Storm Water Management Program per requirements in Part IV (E).		
<input type="checkbox"/> Attached	<input type="checkbox"/> Not Attached	<input type="checkbox"/> Not applicable

Annual Report Form Signature

This Annual Report Form must be completed, signed, and certified as follows:

- **For a corporation, by a principal officer of at least the level of vice president;**
- **For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or**

For a municipality, state, federal, or other public facility, by either a principal executive officer or ranking elected official.

All Permittees Must Complete the Following 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 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 am aware that there are significant penalties for submitting false information; including the possibility of fine and imprisonment for knowing violations. [75-5-633, MCA].

Certification of this form indicates conformance with the 2017 General Permit for Storm Water Discharge Associated with Small Municipal Separate Storm Sewer Systems and the required Annual Reporting upon receipt of permit coverage.

Name (Type or Print)

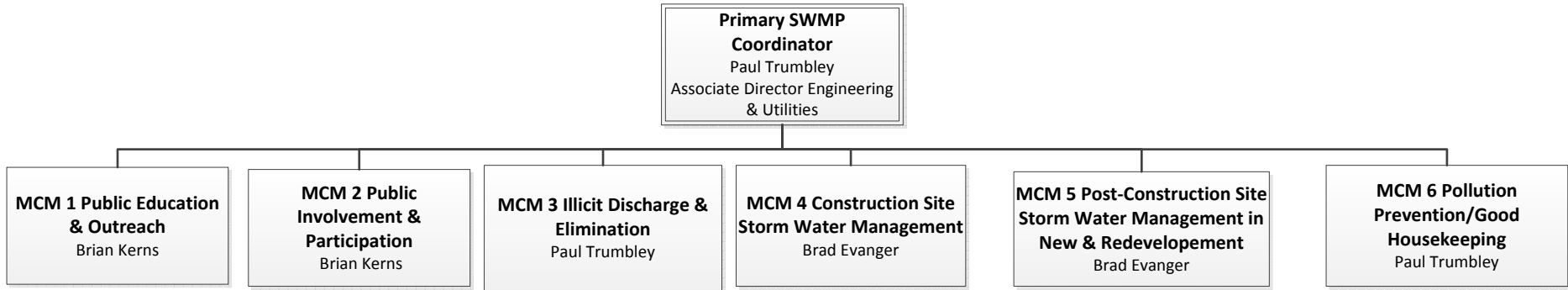
Title (Type or Print)

Phone Number

Signature

Date Signed

Small MS4 2018 Annual Report
Attachment 1
University of Montana – Missoula
MS4 Storm Water Management Team



Small MS4 2018 Annual Report

Attachment 2

Responses to 5 questions on page 2 of the annual form:

(1) What are the source(s) of funding for implementation of the MS4 permit and the estimated percentage of the total budget allocated from each source listed?

Funding for MS4 activities come 100% from the University's Facilities Services operating budget.

(2) Specific to the annual reporting calendar year, how did the permittee justify commitment of resources or budget allocations to the implementation of the MS4 permit to decision-makers and the public? Provide a summary of meetings and outcomes held with decision-makers and the public.

The University has not yet had to justify its efforts toward MS4 compliance.

(3) Has the permittee demonstrated program effectiveness to obtain budget allocations for this annual reporting calendar year or previous years? Why or why not? If so, what program effectiveness metrics were presented?

The University has not had to demonstrate program effectiveness. UM's outfalls are few in comparison to those of neighboring municipalities with small pollutant levels. UM has just begun establishing a baseline of pollutant data with which to compare the effectiveness of mitigation measures.

(4) How was this annual reporting calendar year's approach to allocate resources different than the previous year's approach?

The 2018 resources were allocated to activities such as public outreach, coordination with other MS4s, staff training, sampling, and analysis have all been ramped up this past year.

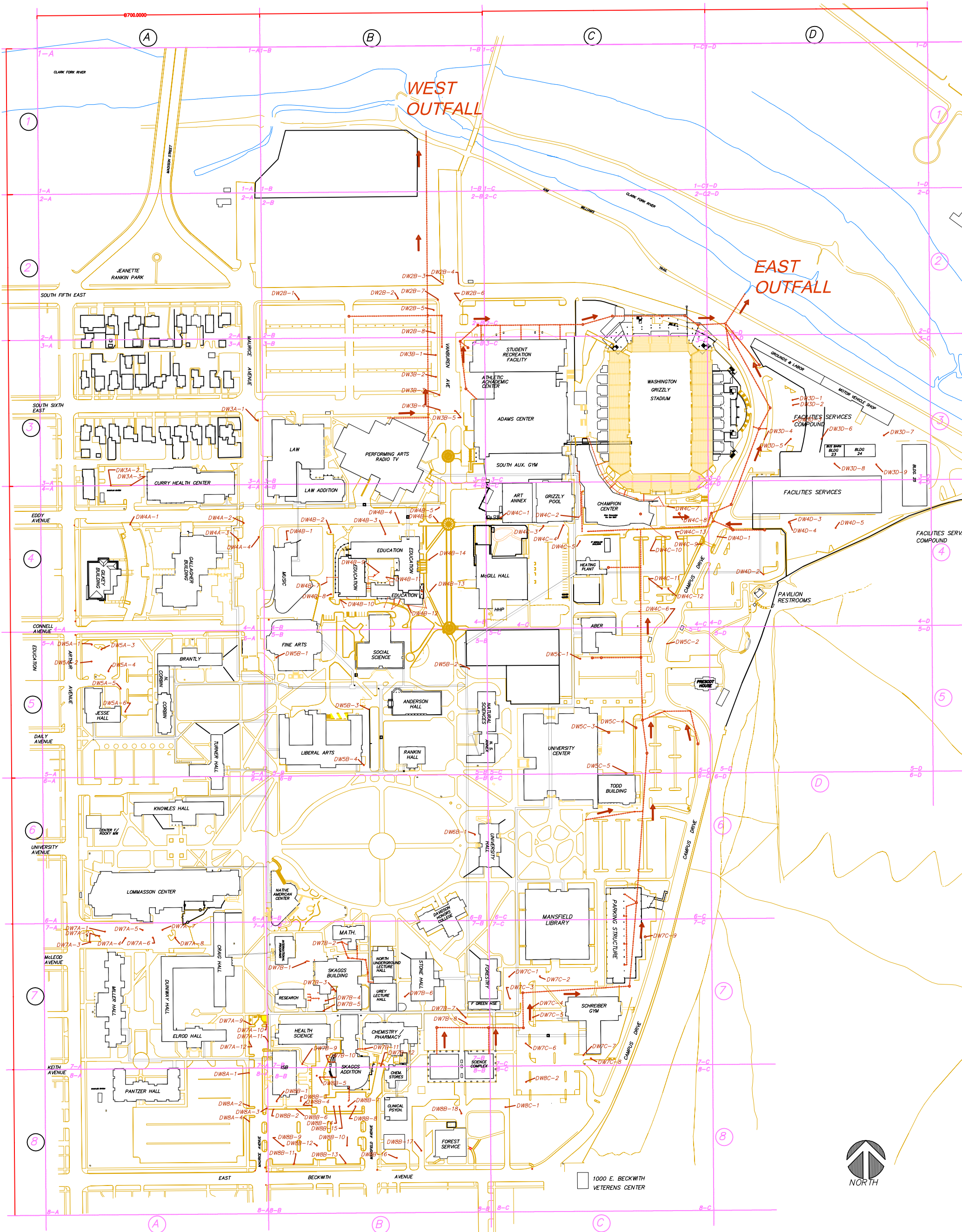
(5) Was the permittee successful in their request for budget allocations? Describe the outcome and factors that affected or resulted in that outcome.

University MS4 staff has was successful on obtaining additional funding for sample testing and attending the Montana Storm Water Conference.

Small MS4 2018 Annual Report

Attachment 3

Storm Water Map



Small MS4 2018 Annual Report
Attachment 4
Facilities Inventory

Area	Activities	Potential Pollutates	Responsible Department	Notes
Facilities Services Compound	maintenance and storage yards trash management vehicle fleet maintenance shops vehicle maintenance snow storage area	trash sediment vehicle fluids	Facilities Services	
Park and open space	ground maintenance storage and application of fertilizer and herbicides erosion and sediment control trash management	Organic materials herbicides pesticides sediment	Grounds Department	
Parking lots and streets	street and parking lot maintenance catch basin cleaning trash management	trash sediment vehicle fluids	Labor Department	

Small MS4 2018 Annual Report

Attachment 6

Outfalls That Discharge to Impaired Waterbodies and Associated Pollutants

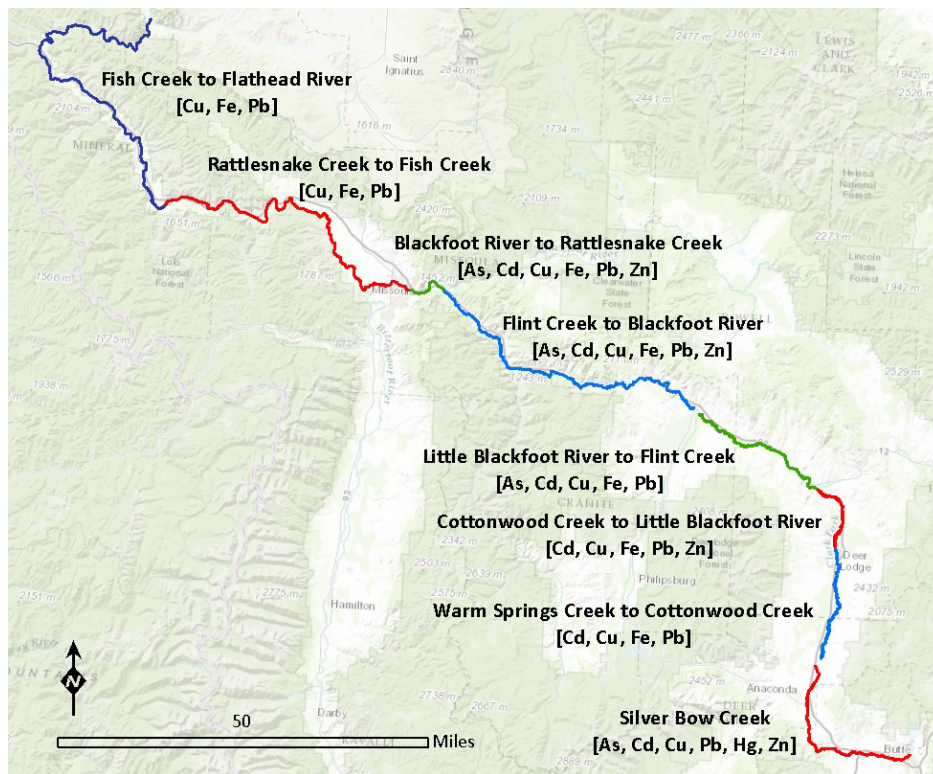


University of Montana East Outfall
 Location: 46.864888, -113.980524



University of Montana West Outfall
 Location: 46.866459, -113.984491

Pollutants of Impairment To Clark Fork River



Small MS4 2018 Annual Report
Attachment 7
Part IV (B). Outfall Monitoring Results

	Sample Date: 6/18/2018		8/27/2018		Long Term Median	
	East Outfall	West Outfall	East Outfall	West Outfall	East Outfall	West Outfall
Total Suspended Solids TSS, mg/L	12.000	15.000	102.000	46.000	57.000	30.500
Chemical Oxygen Demand COD, mg/L	133.000	154.000	380.000	354.000	256.500	254.000
Total Phosphorus, mg/L	0.090	0.056	0.167	0.063	0.129	0.060
Total Nitrogen, mg/L	0.451	0.336	1.150	0.603	0.801	0.470
pH, standard units	7.310	7.370	6.700	6.300	7.005	6.835
Total Copper, ug/L	6.480	16.200	18.300	16.300	12.390	16.250
Total Lead, ug/L	1.240	0.640	8.560	5.430	4.900	3.035
Total Zinc, ug/L	48.100	42.700	169.000	78.200	108.550	60.450
Estimated Flow, gpm	577.172	819.114	577.172	2,135.191	577.172	1,477.153
Oil and Grease, mg/L	ND	ND	3.290	4.470	3.290	4.470
Total Iron, ug/L	374.000	239.000	3,160.000	1,900.000	1,767.000	1,069.500
Total Arsenic, ug/L	ND	ND	ND	ND	N/A	N/A
Total Cadmium, ug/L	ND	ND	0.193	0.218	0.193	0.218

Small MS4 2018 Annual Report
Attachment 8
Outreach Message

UM Storm Water Permit Program

February 21, 2019



Storm Sewer Systems

- UM has a storm sewer system on the eastern side of campus. The remaining surface drains are “dry wells” or “sumps” that drain water directly back down into the ground. The storm sewer system is actually a hybrid, each vault has a gravel bottom so it is a sump, draining water back down into the ground, but also connected to a storm sewer pipe that discharges the overflow of those sumps to the river.

Permitting

- UM is required to have a storm water permit.
- A permit is required to protect the water quality of surface waters. This means protecting rivers from pollution that is introduced via the storm sewers.

Water Quality

- Many materials are potential pollutants to the rivers. Aside from the obvious ones of vehicle chemicals (oil, antifreeze, etc), chemical spillage (fuel, hazardous materials), and trash there are the not-so-obvious ones of sand and silt, leaves and other organic waste. Sand and silt are river pollutants as they fill up the nooks and crannies in a

riverbed that support the foundation of the ecological life (bugs, fish eggs), and organic matter robs the river of oxygen as it breaks down. While both of those materials naturally occur in the river, they become pollutants when large quantities are washed into it from a much larger area than normal.

What is UM doing?

- Fortunately, UM was already doing many things that protect surface waters from Storm Sewer systems. Those include street, parking lot, and sidewalk sweeping (remove gravel and silt), using de-icer instead of gravel, periodically cleaning sumps and drywells, spill protection at fueling stations, recycling used oil, and maintaining a hazardous materials management plan.
- Facility Services has a Storm Water Pollution Prevention Plan (SWPPP) which includes emergency response spill containment covers for sumps and oil absorbent pads. All Crafts, grounds and labor employees need to know where these are stored and how to use these in an emergency to contain a spill.
- UM has mapped the storm sewer system, and verifying that there are no cross connects with municipal sewer or other sources of contaminants. This is done with visual inspections of the storm sewer water that discharges to the river.

What can you do?

- Take care not to pour, slop or spill wastes onto our parking areas or roadways. Remind co-workers, students and staff of the importance of keeping our campus pollution free. Each of us has the responsibility to protect our drinking water supply and our rivers.
- Report plugged sumps. UM cleans out drains as needed, and help in identifying which ones need cleaning is useful.

Small MS4 2018 Annual Report
Attachment 9
Public Involvement and Participation

a) **Identify and develop outreach formats and distribution channels for messages developed for each key target audience and associated storm water polluting behavior.**

The University campus served by this small MS4 has no business or residential units. There are green spaces, dormitories, streets and parking lots which serve student residents, visitors, and commuting faculty and staff.

Formats and distribution channels are tailored to key audiences and utilize existing formats and distribution channels.

Target Audience	Approach for Involvement	Target Dates	Purpose of Approach
Students	Outreach article in UM Today newsletter; solicitation for members and input from student government; guest appearances in classrooms; social media; website.	UM Today article spring of 2019. Other approaches to be implemented during fall semester 2019.	Direct engagement with students since old-school paper methods of information dissemination no longer seem effective.
Faculty	Outreach article in UM Today newsletter Recruit involvement from Faculty senate members and from environmentally-active instructors; website.	UM Today article spring of 2019. April 11, 2019 is last faculty senate meeting of current academic year.	Faculty senate represents the interests of all faculty members and is in the best position to solicit input from its members.
Visitors	These are mostly transient guests with little opportunity to engage with on this issue. However there are regular town folk who cross campus for the purposes of exercising their pets and themselves. Putting visual notices at pet stations, parking signs and sidewalk stenciling may get their attention.	Notices to be put up at pet stations by start of fall 2019.	This target audience has the least probable impact due to their transient nature.
Staff	Outreach article in UM Today newsletter Involvement on SWMP Committee and direct training sessions, staff senate presentation, website.	UM Today article spring of 2019. Facilities Services staff is already involved and is undergoing training.	Facilities Services staff can have greatest impact on SWMP and therefore training is focused on this group. Other University staff will be made aware of the SWMP through the staff senate.

Small MS4 2018 Annual Report
Attachment 10
Public Involvement

Event	Date	Target Audience	Approach	Feedback
Staff Senate	4/11/2018	Staff	Presented a storm water presentation	Staff posed some general questions about the storm water system.
Student Senate	4/25/2018	Students	Presented a storm water presentation	Students had some good questions. Provided other possible interested student groups.
Energy and Climate Class Professor Peter McDonough	10/9/2018	Students	Presented a storm water presentation	Students posed some general questions about the storm water system.
Staff Ambassador	10/18/2018	Staff	Presented a storm water presentation	Staff posed some general questions about the storm water system.
ENSC 105 Professor Len Broberg	11/2/2018	Students	Presented a storm water presentation	Students posed some general questions about the storm water system.

Small MS4 2018 Annual Report
Attachment 11
Non-Storm Water Discharges

The University of Montana has not identified any non-storm water discharges that has been deemed as significant contributors of pollutants.

Small MS4 2018 Annual Report
Attachment 12a
MCM 3. Illicit Discharge Detection & Elimination

b.i) List occasional incidental non-storm water discharges and pollutants associated with each.

The University of Montana considers the following occasional incidental non-storm water discharges into the storm water system allowable. Such discharges are minor and will not introduce any additional pollutants into the storm water system.

- Water line flushing
- Landscape irrigation
- Uncontaminated groundwater infiltration
- Uncontaminated pumped groundwater
- Discharges from potable water sources
- Air conditioning/steam condensate
- Water from crawlspace pumps
- Footing drains
- Small scale vehicle washing
- Discharge from fire sprinkler system maintenance
- Sidewalk/street wash sweeping water
- Discharges or flows from emergency firefighting activities
- Discharges from fire pump testing
- Discharges from fire hydrant testing
- Insignificant losses from cooling tower losses

Small MS4 2018 Annual Report

Attachment 12b

MCM 3. Illicit Discharge Detection & Elimination

b.ii) Include a provision prohibiting any occasional incidental non-storm water discharge that is determined to be contributing significant amounts of pollutants to the Small MS4 in appropriate ordinances, regulatory mechanism or memoranda of agreements.

The University of Montana believes that any occasional incidental non-storm water discharge that occurs within its MS4 boundaries will not contribute significant amounts of pollutants and therefore this measure is not applicable.

**Small MS4 2018 Annual Report
Attachment 13**

MCM 3. Illicit Discharge Detection & Elimination

d.ii) Submit a summary of legal authority, written policy, and written procedures with the 2nd Annual Report.

The University of Montana is a state agency that does not have legal authority to enact laws or regulations. The university resides within the municipal boundaries of the City of Missoula which does have such authority. Our procedure is to engage with those suspected of or caught in the act of illicit discharge, document the circumstances of the discharge and refer the case to the local authority having jurisdiction.

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**Small MS4 2018 Annual Report
Attachment 14**

MCM 3. Illicit Discharge Detection & Elimination

d.iii) Submit a summary of cooperative agreements with the 2nd Annual Report.

The University of Montana maintains a relationship with the City of Missoula's neighboring MS4. UM is in the process of investigating ways in which the two MS4's can cooperate and coordinate in a synergistic manner. The City of Missoula's Storm Water Superintendent has participated in the university's MS4 task force and the parties share MS4 information such as maps, storm water management and enforcement response plans. The parties are exploring if the model that Montana State University and the City of Bozeman use will be effective here. UM is also attempting to establish similar relationships with Missoula County and the Missoula Valley Water Quality District. UM anticipates entering into a Memorandum of Understanding with all these neighboring parties in regards to Illicit Discharge Detection & Elimination efforts.

Small MS4 2018 Annual Report
Attachment 15
MCM 3. Illicit Discharge Detection & Elimination

d.iv) Develop a formal ERP for illicit discharges.

University of Montana - Missoula
Storm Water Enforcement Response Plan

Introduction

This Enforcement Response Plan applies to illicit discharges to UM's small MS4, or other violation of Construction or Post-Construction requirements defined in UM's Storm Water Management Plan. For the purposes of this plan, there are five potential source categories of violations, as listed below. UM's specific response procedures vary with each potential source category, but the ultimate goal remains the same: to stop illicit discharges and achieve compliance with all applicable storm water regulations.

Below are the five potential source categories addressed in this Plan:

1. Discharges associated with construction sites that are operated by a general contractor
2. Discharges associated with a contractor hired by UM
3. Discharges associated with a UM employee
4. Discharges associated with activity by a UM student
5. Discharges associated with activity by a campus visitor

Immediate Threat to Human Health or the Environment

Regardless of the source, any illicit discharge that is believed to be an immediate threat to human health or the environment will be immediately reported to Montana Department of Environmental Quality, bypassing all internal warnings and/or notifications otherwise prescribed by this Plan, and the responsible party will be ordered to take immediate action to stop the discharge.

Construction Sites Operated by a General Contractor

UM's construction staff conducts regular inspections of permitted construction sites to evaluate the contractor's adherence to permit conditions, the continual effectiveness of the site SWPPP, and the proper construction of post-construction storm water controls. When site conditions are non-conforming, but are not an immediate threat to human health or the environment, the following progressively stricter responses will be taken to achieve compliance:

1. UM will discuss observations with the Contractor's designated representative at the time of inspection and attempt to achieve compliance immediately.

2. If compliance is not achieved at the time of inspection through discussion and action by the Contractor's representative, UM will issue a written "Notice to Comply." The written notice will be transmitted to the Contractor's representative within 48 hours of the inspection. The Notice to Comply will contain due dates for achieving compliance which are consistent with the Construction General Permit and will require written communication from the Contractor's representative that compliance has been achieved by the stated due date. For post-construction controls a due date is not required but a reasonable amount of time will be given based on site and seasonal conditions.
3. If the Contractor's representative fails to provide written response to the Notice to Comply that compliance has been achieved, UM will issue a written "Notice of Violation" and transmit it to the Contractor's representative. The Notice of Violation will demand a written response from the Contractor's representative as soon as possible, but in no case later than 3 working days.
4. If the Contractor's representative fails to provide written response to the Notice of Violation that compliance has been achieved, UM will conduct a second site inspection to determine whether corrective action has been implemented. If the non-compliance still exists, UM will issue a written Administrative Order and transmit it to the Contractor's representative, Contractor's upper management, and all individuals required to receive notice under the applicable contract. The Order will contain the following information:
 - a. Explain failures of the company's project team and enforcement steps that have been taken thus far.
 - b. Explain that if the non-compliance is not corrected within 3 days, UM will hire another contractor to correct the problem and/or notify Montana DEQ. If another Contractor is hired to correct the problem the non-conforming Contractor will be charged all associated costs and profits.
 - c. Explain that if problems continue on site, Montana DEQ will be called to investigate and that Montana DEQ has the authority to impose administrative penalties.
 - d. Explain that non-compliance will be documented in Project Evaluations and that non-conformance will be considered in evaluating bids submitted by the Contractor for future projects.
 - e. In addition, UM will contact University legal counsel to discuss potential claims against the Contractor.

Contractor Activities

When UM becomes aware that a Contractor hired by UM has violated a requirement of its Storm Water Management Plan, UM will immediately notify the person of authority in the hiring department of the nature of the problem and actions that need to be taken to restore compliance. UM will also inform the on-site worker of the violation and need for immediate action to restore compliance. UM will notify Contractor's management contact and insist that they take action to inform and educate their workers regarding provisions of UM's Storm Water Management Plan. UM will remind both the Contractor and the on-site worker that violations are a work performance deficiency and continued failure to adhere to requirements will negatively impact the Contractor's ability to qualify to do business with UM.

If the Contractor continues to disregard UM's Storm Water Management Plan, UM will augment the above actions with a written "Notice of Violation" sent to the Contractor. The letter will reiterate that continued eligibility to do business with UM is contingent upon future compliance with storm water

requirements and demand that the Contractor provide a written plan of action to establish compliance and prevent future areas of noncompliance.

If the contractor continues to disregard UM's Storm Water Management Plan, UM will seek to have the Contractor banned from working on UM projects that could impact storm water. In addition, University legal counsel will be apprised and potential claims against the Contractor will be pursued.

UM Employee Responsible for a Discharge

When UM becomes aware that an employee has violated a requirement of UM's Storm Water Management Plan, the employee will be ordered to immediately cease the non-conforming activity. UM will then train the employee on applicable requirements and procedures and inform the employee that his/her actions are in violation of UM policy, rule, or regulation, and/or federal, state, or local law and that UM's Human Resource Policies require compliance with state and federal law, as well as published rules, regulations, policies, and procedures of his/her department. The employee will be informed that continued or future failure to comply will result in notifying Human Resources for possible disciplinary actions.

If the employee commits any further violations of UM's Storm Water Management Plan, the employee will be ordered to immediately cease the non-conforming activity and will escalate reporting of the violation to Human Resources and the employee's supervisor for corrective action as needed.

UM Student Responsible for a Discharge

When UM becomes aware that a student has violated a requirement of UM's Storm Water Management Plan, the student will be ordered to immediately cease the non-conforming activity. UM will then train the student on applicable requirements and procedures and inform the student that his/her actions are in violation of UM policy, rule, or regulation, and/or federal, state, or local law and that it is a violation of the UM Student Code of Conduct to violate any UM policy, rule, or regulation, as well as any federal, state, or local law. The student will be informed that continued or future failure to comply will result in reporting the violation to the UM Dean of Students for possible disciplinary action under the Student Code of Conduct.

If the student commits any further violations of UM's Storm Water Management Plan, the student will be ordered to immediately cease the non-conforming activity and the violation will be reported to the UM Dean of Students for possible disciplinary actions under the Student Code of Conduct.

UM Visitor

When UM becomes aware that a visitor has violated a requirement of UM's Storm Water Management Plan, the visitor will be ordered to immediately cease the non-conforming activity. UM will then inform the visitor on applicable requirements and procedures and warn them that their actions are in violation of UM policy, rule, or regulation, and/or federal, state, or local law. The visitor will be informed that continued or future failure to comply will result in a citation by the UM Police Department as well as State and local authorities.

If the visitor has a second violation of UM's Storm Water Management Plan, the visitor will be ordered to immediately cease the non-conforming activity and the violation will be reported to UM PD as well as State and local authorities.

**Small MS4 2018 Annual Report
Attachment 16**

MCM 3. Illicit Discharge Detection & Elimination

e.ii) List high priority outfalls.

The University of Montana possesses only 2 outfalls and it therefore deems both outfalls high priority.

**Small MS4 2018 Annual Report
Attachment 17**

MCM 3. Illicit Discharge Detection & Elimination

f.iv) Document the investigations conducted and corrective actions taken per the Illicit Discharge Investigation and Corrective Action Plan.

The University of Montana conducts periodic inspections of our two outfalls during seasons when flow occurs. No unusual discharges have been observed. Also, UM has not received any reports of illicit discharges so no investigations have been conducted and no corrective actions have been implemented.

**Small MS4 2018 Annual Report
Attachment 18
Post-Construction Storm Water Management
Inspection Form**

**Inspection Checklist / Maintenance Actions
Dry Well**

Checklist (circle one): Annual / Special Event Inspection

Name of Inspector: _____

Inspection Date: _____

Date of most recent rain event: _____

Rain Condition (circle one):

Drizzle / Shower / Downpour / Other _____

Ground Condition (circle one):

Dry / Moist / Ponding / Submerged / Snow accumulation

Dry Well No./ Description of Location: _____

Component No. Component Name	For Inspector		For Maintenance Crew
	Inspection Item and Inspection Item No.	Result	Preventative / Corrective Maintenance Actions
Dry Well	1	The lid of the well is loose, damaged, or missing.	Y__ N__ Fix, repair, or replace the cap Work Order # _____
	2	Standing water is present after the design drain time The observed drain time is approximately _____ hours.	Y__ N__ Recheck to determine if there is standing water after 72 hours Remove any sediment buildup and replace the stone fill if necessary Work Order # _____
	3	Excessive sediment or debris present in the inspection port	Y__ N__ Clear and remove sediment or debris
	4	Little or no flow into the dry well	Y__ N__ Check whether the gutter, inlet pipe, downspout, or flow diverter is clogged Clear and remove debris
	6	Odor present	Y__ N__ Clear and remove sediment and debris
	7	Overflow from the top of the dry well	Y__ N__ Clear and remove sediment and debris Remove any sediment buildup
Note:			

Follow Up Items: (Component No. / Inspection Item No.):

Associated Work Orders: # _____, # _____, # _____, # _____, # _____

Inspector Name

Signature

Date

Report issues to the local authority and mosquito commission as required by local ordinances and regulatory authorities.

File this checklist in the Maintenance Log after performing maintenance.

Preventative Maintenance Record

Corresponding Checklist No. _____
 Component No. _____, Inspection Item No. _____

Work Logs

Activities	Components	Date Completed
Sediment/debris removal Sediment removal should take place when the dry well is thoroughly dry.	Dry Well	

Crew member: _____ / _____ Date: _____
(name/ signature)

Supervisor: _____ / _____ Date: _____
(name/ signature)

File this Preventative Maintenance Record in the Maintenance Log after performing maintenance.

Corrective Maintenance Record

1. **Work Order #** _____ **Date Issued** _____

2. **Issue to be resolved:**

3. The issue was from **Corresponding Checklist No.** _____, **Component No.** _____, **Inspection Item No.** _____.

4. **Required Actions**

Actions	Planned Date	Date Completed

5. **Responsible person(s):**

6. **Special requirements**

- Time of the season or weather condition: _____
- Tools/equipment: _____
- Subcontractor (name or specific type): _____

Approved by _____ / _____ **Date** _____
(name/signature)

Verification of completion by _____ / _____ **Date** _____
(name/signature)

File this Corrective Maintenance Record in the Maintenance Log after performing maintenance

Small MS4 2018 Annual Report
Attachment 19
Post-Construction Facility Inventory

University of Montana Post Construction Facility Inventory

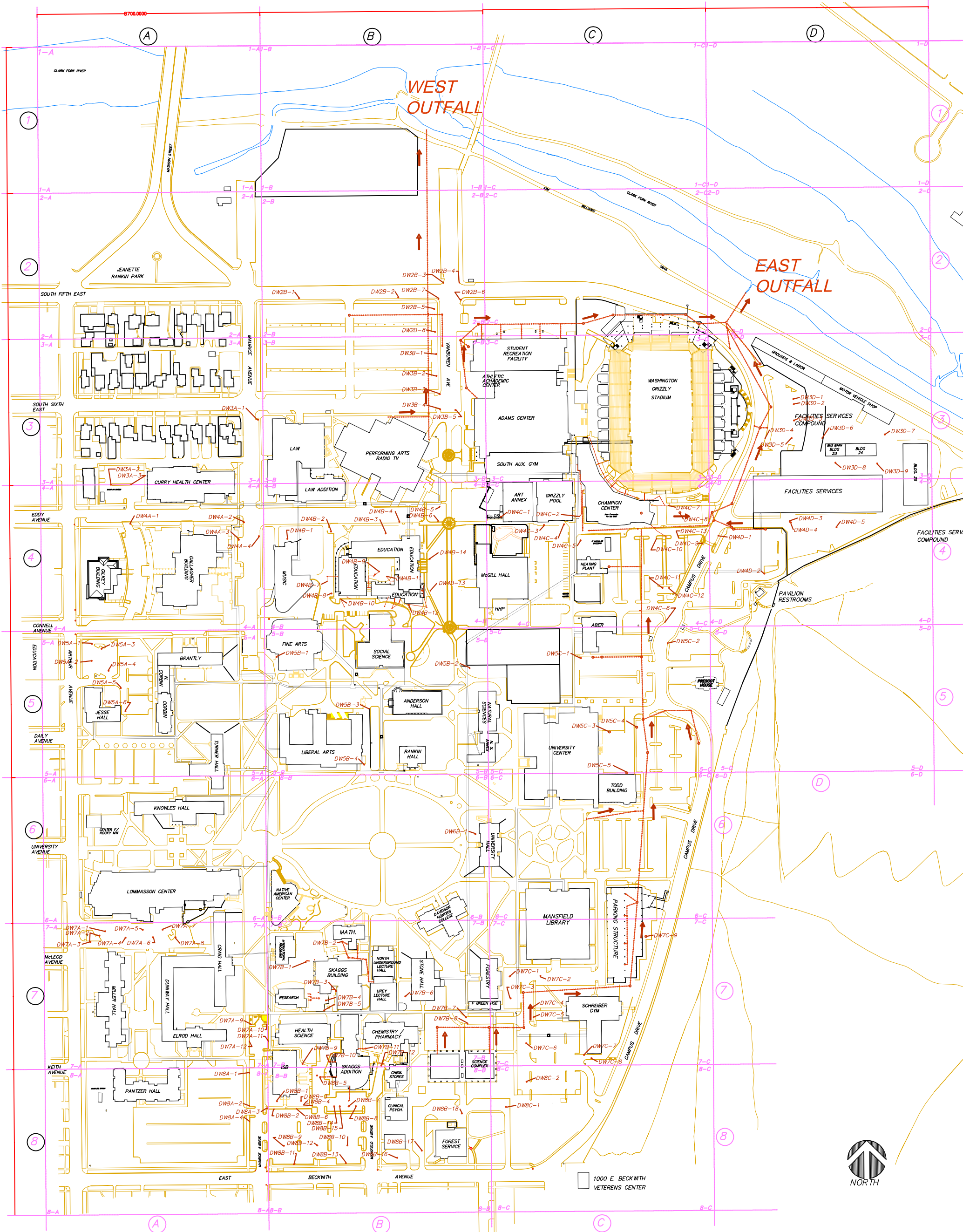
Facility #	Grid Location	Type	Notes
DW3A-1	3A	Dry Well	
DW3A-2	3A	Dry Well	
DW3A-3	3A	Dry Well	
DW4A-1	4A	Dry Well	
DW4A-2	4A	Dry Well	
DW4A-3	4A	Dry Well	
DW4A-4	4A	Dry Well	
DW5A-1	5A	Dry Well	
DW5A-2	5A	Dry Well	
DW5A-3	5A	Dry Well	
DW5A-4	5A	Dry Well	
DW5A-5	5A	Dry Well	
DW5A-6	5A	Dry Well	
DW7A-1	7A	Dry Well	
DW7A-2	7A	Dry Well	
DW7A-3	7A	Dry Well	
DW7A-4	7A	Dry Well	
DW7A-5	7A	Dry Well	
DW7A-6	7A	Dry Well	
DW7A-7	7A	Dry Well	
DW7A-8	7A	Dry Well	
DW7A-9	7A	Dry Well	
DW7A-10	7A	Dry Well	
DW7A-11	7A	Dry Well	
DW7A-12	7A	Dry Well	
DW8A-1	8A	Dry Well	
DW8A-2	8A	Dry Well	
DW8A-3	8A	Dry Well	
DW8A-4	8A	Dry Well	
DW2B-1	2B	Dry Well	
DW2B-2	2B	Dry Well	
DW2B-3	2B	Dry Well	
DW2B-4	2B	Dry Well	
DW2B-5	2B	Dry Well	
DW2B-6	2B	Dry Well	
DW2B-7	2B	Dry Well	
DW2B-8	2B	Dry Well	
DW3B-1	3B	Dry Well	
DW3B-2	3B	Dry Well	

DW3B-3	3B	Dry Well	
DW3B-4	3B	Dry Well	
DW3B-5	3B	Dry Well	
DW4B-1	4B	Dry Well	
DW4B-2	4B	Dry Well	
DW4B-3	4B	Dry Well	
DW4B-4	4B	Dry Well	
DW4B-5	4B	Dry Well	
DW4B-6	4B	Dry Well	
DW4B-7	4B	Dry Well	
DW4B-8	4B	Dry Well	
DW4B-9	4B	Dry Well	
DW4B-10	4B	Dry Well	
DW4B-11	4B	Dry Well	
DW4B-12	4B	Dry Well	
DW4B-13	4B	Dry Well	
DW4B-14	4B	Dry Well	
DW5B-1	5B	Dry Well	
DW5B-2	5B	Dry Well	
DW5B-3	5B	Dry Well	
DW5B-4	5B	Dry Well	
DW6B-1	6B	Dry Well	
DW7B-1	7B	Dry Well	
DW7B-2	7B	Dry Well	
DW7B-3	7B	Dry Well	
DW7B-4	7B	Dry Well	
DW7B-5	7B	Dry Well	
DW7B-6	7B	Dry Well	
DW7B-7	7B	Dry Well	
DW7B-8	7B	Dry Well	
DW7B-9	7B	Dry Well	
DW7B-10	7B	Dry Well	
DW7B-11	7B	Dry Well	
DW7B-12	7B	Dry Well	
DW8B-1	8B	Dry Well	
DW8B-2	8B	Dry Well	
DW8B-3	8B	Dry Well	
DW8B-4	8B	Dry Well	
DW8B-5	8B	Dry Well	
DW8B-6	8B	Dry Well	
DW8B-7	8B	Dry Well	
DW8B-8	8B	Dry Well	
DW8B-9	8B	Dry Well	
DW8B-10	8B	Dry Well	
DW8B-11	8B	Dry Well	
DW8B-12	8B	Dry Well	
DW8B-13	8B	Dry Well	

DW8B-14	8B	Dry Well	
DW8B-15	8B	Dry Well	
DW8B-16	8B	Dry Well	
DW8B-17	8B	Dry Well	
DW8B-18	8B	Dry Well	
DW4C-1	4C	Dry Well	
DW4C-2	4C	Dry Well	
DW4C-3	4C	Dry Well	
DW4C-4	4C	Dry Well	
DW4C-5	4C	Dry Well	
DW4C-6	4C	Dry Well	
DW4C-7	4C	Dry Well	
DW4C-8	4C	Dry Well	
DW4C-9	4C	Dry Well	
DW4C-10	4C	Dry Well	
DW4C-11	4C	Dry Well	
DW4C-12	4C	Dry Well	
DW4C-13	4C	Dry Well	
DW5C-1	5C	Dry Well	
DW5C-2	5C	Dry Well	
DW5C-3	5C	Dry Well	
DW5C-4	5C	Dry Well	
DW5C-5	5C	Dry Well	
DW7C-1	7C	Dry Well	
DW7C-2	7C	Dry Well	
DW7C-3	7C	Dry Well	
DW7C-4	7C	Dry Well	
DW7C-5	7C	Dry Well	
DW7C-6	7C	Dry Well	
DW7C-7	7C	Dry Well	
DW7C-8	7C	Dry Well	
DW7C-9	7C	Dry Well	
DW8C-1	8C	Dry Well	
DW8C-2	8C	Dry Well	
DW3D-1	3D	Dry Well	
DW3D-2	3D	Dry Well	
DW3D-3	3D	Dry Well	
DW3D-4	3D	Dry Well	
DW3D-5	3D	Dry Well	
DW3D-6	3D	Dry Well	
DW3D-7	3D	Dry Well	
DW3D-8	3D	Dry Well	
DW3D-9	3D	Dry Well	
DW4D-1	4D	Dry Well	
DW4D-2	4D	Dry Well	
DW4D-3	4D	Dry Well	
DW4D-4	4D	Dry Well	

DW4D-5	4D	Dry Well	
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Small MS4 2018 Annual Report
Attachment 19
Post-Construction Storm Water
Controls Map



Small MS4 2018 Annual Report
Attachment 20
Post-Construction Inspection Protocol

The University of Montana Facilities Services will inspect our post-construction storm water management controls annually. Post-construction storm water management controls consist of drywells spread throughout the campus.

Small MS4 2018 Annual Report
Attachment 21
Standard Operating Procedures

GROUND MAINTENANCE

Purpose of SOP: To protect storm water system by using proper mowing and ground maintenance techniques.

The Grounds Department performs ground maintenance on campus. The grass clippings are mulched in place and additional vegetation (i.e. leaves and vegetative debris) are collected and removed from campus. Lawn mowers, weed eaters, blowers, etc. are maintained and stored within the Grounds and Labor Shop on concrete floors.

Always:

- Mow only as low as needed for the areas intended use.
- Water at appropriate times.
- Manage leaves, clippings, and compost so that runoff does not enter storm drain system.
- Use caution when fueling equipment so not to spill any fuel.

Whenever Possible:

- Keep mower blades sharpened to avoid damaging grass leaf tissue.
- Sweep/blow lawn clippings and debris off of sidewalks and roadways back onto the lawn instead of using water.
- Mulch grass clippings using a mulching mower.
- Collect and remove additional vegetation (leaves and vegetative debris) to permitted landfill.

Never:

- Never dump gas, wastes or contaminated water down storm drains.
- Never refuel or change the mower oil near storm drains.

Standard Operating Procedures for:

STORAGE AND APPLICATION OF FERTILIZER AND HERBICIDES

Purpose of SOP: To protect storm water system by properly storing and applying fertilizers and herbicides.

The Grounds Department currently has five employees that have Department of Agriculture Pesticide Applicator License. The Grounds and Labor Shop is the location for fertilizer and herbicide storage. The Grounds Department uses a variety of fertilizers and pesticides in the maintenance of campus grounds. All fertilizer and pesticides are applied following manufacture instructions. The fertilizers and herbicides are stored inside on concrete floors.

Always:

- Store fertilizers and herbicides in high, dry locations, according to manufacturer's specifications and applicable regulations.
- Clearly label secondary containers.
- Properly dispose of fertilizers and herbicides according to manufacturer's specifications and applicable regulations.
- Regularly inspect fertilizer and herbicide storage areas for leaks or spills.
- Clean up spill and leaks of herbicides and fertilizers to prevent the chemicals from reaching the storm drain system.

Whenever Possible:

- Use all fertilizers and herbicides appropriately to minimize the amount of chemicals requiring disposal.
- Apply fertilizers during period of maximum plant uptake (spring and fall).
- Aerate grassed areas to improve drainage and bring more oxygen to the soil.

Never:

- Never dispose of fertilizers or herbicides in a storm drain.
- Never fertilize before a forecasted heavy rainfall.
- Never leave unlabeled or unstable chemicals in uncontrolled locations.

Standard Operating Procedures for:

Vehicle Maintenance

Purpose of SOP: To protect storm water system by using proper vehicle maintenance procedures.

The Motor Vehicle Shop is located in the Facilities Services Compound on the east side of campus. The vehicle maintenance garage has floor drains that flow into the sanitary sewer system.

Always:

- Apply absorbents on all spills from vehicle maintenance.
- Dispose of used oil into the recycling barrel for pick-up.
- Dispose of used antifreeze into the recycling barrels for pick-up.
- Inspect parking areas for stain/leaks on a regular basis.

Whenever Possible:

- Maintain vehicles to prevent leaks.

Never:

- Store leaking vehicles over a storm drain.

Standard Operating Procedures for:

Erosion and Sediment Control

Purpose of SOP: To protect storm water by using proper erosion and sediment control procedures because storm drain water is part of the combined sewer system in the City of Huntington and could potentially discharge untreated pollutants into the Ohio River.

Always:

- Use erosion control techniques or devices to stabilize disturbed areas.
- Use effective site planning.
- Keep land disturbance to a minimum.
- Inspect erosion control devices weekly.
- Install erosion control devices properly.
- Remove sediment accumulated during construction from permanent BMPs once construction is complete.
- Minimize slope lengths to reduce the velocity of storm water runoff.
- Prevent erosion by covering bare soil and stockpiles with mulch or other cover.
- Protect existing storm water structures from sediment by using temporary sediment traps, silt fences, hay bales, or perforated risers.

Whenever Possible:

- Install erosion control blankets when seeding drainage ways.
- Establish vegetative cover with good root systems prior to freeze/thaw cycles.

Never:

- Divert runoff into a sensitive area.
- Remove temporary measures before construction is complete.

Standard Operating Procedures for:

Trash Management

Purpose of SOP: To protect storm water system by using proper trash management procedures. The Grounds Department sweeps campus for trash Monday-Friday and after large events.

Always:

- Cover trash bins to keep trash and leachate in and wind and rain out.

Whenever Possible:

- Place dumpsters on a flat, concrete surface that does not slope or drain directly into the storm drain system.
- Locate dumpsters and trash cans in convenient, easily observable areas.
- Provide properly-labeled recycling bins to reduce the amount of trash disposed.
- Inspect trash bins for leaks regularly, and have repairs made immediately by responsible party.
- Keep bins free of improperly discarded trash.
- Provide training to employees to prevent improper disposal of general trash.
- Request/use dumpsters without drain holes.

Never:

- Place hazardous wastes in a dumpster or trash bin.
- Place gasoline-contaminated wastes in a trash bin.
- Place oil-contaminated materials that release free draining oil into a trash bin.

Standard Operating Procedures for:

Catch Basin Cleaning

Purpose of SOP: To protect storm water system by using proper catch basin cleaning procedures.

Always:

- Conduct a visual inspection annually.
- Place a work order for cleaning if inspection shows cleaning is needed.
- Clean catch basins on dry weather days.
- Place debris in dumpster for proper disposal.

Whenever Possible:

- Use a Vacuum truck for cleaning.

Never:

- Flush debris down the catch basin.

Standard Operating Procedures for:

Street and Parking Lot Maintenance

Purpose of SOP: To protect storm water system by using proper street and parking lot maintenance procedures.

Street and parking lot storm drainage flows into either a piped storm water system or drywells.

Always:

- Each spring campus streets and parking lots will be swept to collect sand and sediment applied throughout the winter.
- Each morning the Grounds Department canvas streets and parking lots for trash Monday-Friday and after large events.

Whenever Possible:

- Facilities Services staff to keep an eye open for vehicles leaking fluids.

Never:

- Never sweep sediment or debris into street or parking lot catch basins