

Phase II SPDES General Permit for

**Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), GP-02-02
MUNICIPAL COMPLIANCE CERTIFICATION (MCC) FORM**



Regulated MS4: Town of Colonie SPDES Permit Number: NYR20A 1 9 0

See information packet for information to help complete this form.

MCC Form for year ending: March 9, ____ 2006 (Year 3) <input checked="" type="checkbox"/> 2007 (Year 4) ____ 2008 (Year 5)			
Section A. MS4 Owner/Operator and Contact Person Information (contact persons explained in instructions)			
Owner/Operator Is information below new or changed? ____ Yes ____ No			
Name: Mary Brizzell		Title: Supervisor	Department:
Mailing Address:	Street or P.O. Box: Memorial Town Hall 534 Loudon Road		City: Newtonville
	County: Albany	State: New York	Zip Code: 12128
Phone: (518) 783-2728		E-mail Address:	
Local Stormwater Public Contact (Required by Minimum Measure 2)			
Is information below: 1) new or changed? ____ Yes <input checked="" type="checkbox"/> No 2) same as: <input checked="" type="checkbox"/> Owner/Operator			
Name:		Title:	Department:
Mailing Address:	Street or P.O. Box:		City:
	County:	State:	Zip Code:
Phone: ()		E-mail Address:	
Stormwater Management Program (SWMP) Coordinator (Responsible for implementation/coordination of SWMP)			
Is information below: 1) new or changed? ____ Yes <input checked="" type="checkbox"/> No 2) same as: ____ Owner/Operator ____ Local Stormwater Public Contact			
Name: Robert Mitchell, P.E.		Title: Commissioner of Department of Public Works	Department: Engineering
Mailing Address:	Street or P.O. Box: 347 Old Niskayuna Road		City: Latham
	County: Albany	State: New York	Zip Code: 12110-2289
Phone: (518) 783-6292		E-mail Address:	
Annual Report Preparer			
Is information below: 1) new or changed? ____ Yes <input checked="" type="checkbox"/> No 2) same as: ____ Owner/Operator ____ Local Stormwater Public Contact <input checked="" type="checkbox"/> SWMP Coordinator			
Name: Bradley Grant		Title: Project Engineer	Department: J. Kenneth Fraser and Associates, PE, LS, LA, P.C.
Mailing Address:	Street or P.O. Box: 22 High Street		City: Rensselaer
	County: Rensselaer	State: New York	Zip Code: 12144
Phone: (518) 463-4400		E-mail Address: bradg@jkfraser.com	

IMPORTANT NOTE: Rows can be added to the tables in the following sections by going to the rightmost cell in the bottom row of the table and hitting tab. Hitting return in a given row will make the row wider, creating more room to type or write.

Section B. Local Water Quality Information

Information to help complete this section can be found in the instructions.

1. Does the MS4 discharge to 303(d) listed waters or is it in a TMDL watershed?

Yes (complete the table below) No Not Yet Determined

(Put an X in the 'Classification' cell to indicate if the MS4 discharges to a waterbody on the 303(d) list and / or if it is in a TMDL watershed.)

Impaired Waters Name (from 303 (d) list and/or TMDL)	Pollutant(s) of Concern (from 303 (d) list and/or TMDL)	Classification	
		303 (d)	TMDL
Ann Lee Pond	phosphorus	X	
Kromma Kill	unknown toxic	X	
Shaker Creek and Tributaries	unknown	X	

2. Have you received notification from the Department that you are subject to the special conditions in Part III.B. of the permit?

Yes
 No

3. Have all necessary changes been made to the Stormwater Management Program (SWMP) to ensure compliance with Part III.B. of the MS4 permit for discharges to 303(d) or TMDL waters?

Yes
 No (explain below)

Explanation: Town is reviewing NYSDEC Chapter 10: Draft Enhanced Phosphorus Removal Supplement and Supplemental Parts a, b and c and will address as more definitive source data becomes available in the Ann Lee Pond area.

Section C. Partnership Information

Information to help complete this section can be found in the instructions.

1. Does your MS4 work with partners? Yes (complete table below) No (Proceed to Section D)

List MS4 Partners with Legally Binding Agreements or Contracts in Place

None

List MS4 Partners with Planned Legally Binding Agreements or Contracts

None

List MS4 Partners with Other Agreements in Place

All MS4 communities in Albany County via monthly forums with other municipalities (Albany County Intermunicipal Stormwater Committee)

Section D. Geographic Areas Addressed by Stormwater Management Program (SWMP)

Information to help complete this section can be found in the instructions.

1. Does your SWMP cover all jurisdictional (automatic and additionally designated) areas within the MS4, as required by 40 CFR 122.32(a)? Yes No (Explain below)

Explain:

Section E. Funding and Resource Allocation
Information to help complete this section can be found in the instructions.

1. Are adequate resources (funding mechanism, equipment, staff, etc.) planned or in place to fully implement your SWMP no later than January 8, 2008? Yes No (explain below)

Explain: Implementation is underway, not complete. The Town has substantial staff; equipment for their properties and enforcement has developed.

2. If the MS4 is receiving funding through the municipal budget, a grant, or other source, briefly explain below: what are the sources, estimated amounts, and frequency of funding for the MS4?

Explain:

3. If the MS4 is not receiving funding, briefly explain below: plans the MS4 has for obtaining future funding?

Explain: Currently researching grant opportunities (DOS, EFC, private). The Town is researching utility districts for Stormwater that can be somewhat self-sustaining.

Section F. Compliance Certification

Compliance Assessment - For each of the minimum control measures, indicate below if your program has made steady progress toward full implementation *and* has achieved all measurable goals scheduled to be completed **during this reporting year**. Refer to the NOI and prior Annual Reports for information about measurable goals scheduled for this reporting year.

Permit Part	Minimum Control Measure	ANSWER BOTH COLUMNS FOR THIS REPORT YEAR ONLY	
		Steady Progress	Goals Achieved
IV.C.1.	Public Education and Outreach on Stormwater Impacts Explain 'no' / 'N/A' answer:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IV.C.2.	Public Involvement / Participation Explain 'no' / 'N/A' answer:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IV.C.3.	Illicit Discharge Detection and Elimination Explain 'no' / 'N/A' answer:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IV.C.4.	Construction Site Stormwater Runoff Control Explain 'no' / 'N/A' answer:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IV.C.5.	Post-Construction Stormwater Management Explain 'no' / 'N/A' answer:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IV.C.6.	Pollution Prevention / Good Housekeeping for Municipal Operations Explain 'no' / 'N/A' answer:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Certification Statement

“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 gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

Print Name: _____ Title: _____

Signature: _____ Date: _____

This form must be signed by either a principal executive officer or ranking elected official, or duly authorized representative of that person as described in Part VI.I.2. of the permit. See instructions for more information about who can sign this form.

Send two completed **hard copies** (an original and a photocopy) of this form, the Annual Report Table and any attachments to the DEC Central Office (MS4 Permit Coordinator, 625 Broadway, Division of Water - 4th Floor, Albany, NY 12233-3505). **DO NOT SUBMIT REPORTS IN THREE-RING BINDERS.**



**Phase II SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), GP-02-02
STORMWATER MANAGEMENT PROGRAM ANNUAL REPORT (SWMPAR) TABLE**

Regulated MS4: _____ **SPDES Permit Number:** NYR20A _190

Annual Report Table for year ending: March 9, ____ 2006 (Year 3) x 2007 (Year 4) ____ 2008 (Year 5)

Information about how to complete the follow tables is in the instruction section. Please complete the tables electronically, if possible. Send two completed **hard copies** (an original and a photocopy) of this Annual Report Table, the MCC form and any attachments to the DEC Central Office (MS4 Permit Coordinator, 625 Broadway, Division of Water - 4th Floor, Albany, NY 12233-3505). **DO NOT SUBMIT REPORTS IN THREE-RING BINDERS.**

Minimum Control Measure 1. Public Education and Outreach

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p>Permit Reference IV.C.1.a, b: Plan and conduct an ongoing public education and outreach program to ensure the reduction of all pollutants of concern in stormwater discharges to the maximum extent practicable (MEP).</p> <ul style="list-style-type: none"> • <i>Explain the program, including activities and materials used</i> • <i>Identify the personnel or outside organization conducting the activity.</i> • <i>Indicate activities planned for next year.</i> 	<p>Describe Measurable Goals and Results (when applicable) <i>Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</i></p>
<p>1. In year 4 the Town of Colonie continues with implementing and structuring its storm water program. It has hired a stormwater coordinator and continues to be an active member in the Albany County Intermunicipal Storm Water Committee. Educating its staff and leadership personnel has been a major focus since they must possess the knowledge base to effectively outreach to the public.</p> <p>2. The Department of Public Works continues to conduct the various aspects of the Town’s Storm Water Program. The Storm Water Coordinator is part of the Highway Department and thus under the realm of the DPW.</p>	<ol style="list-style-type: none"> 1. The Town utilized its newsletter, “Town Times”, to include the storm water informational do’s and don’ts. Distribution was to 27,000 households in 2005. 2. Distributed door knob hangers of above information in 2005. 3. Continues to maintain Town’s SWMP on its website for public access. 4. Continues to send staff for storm water management training via seminars, workshops, and also in-house meetings. The Town maintains the position that a properly trained staff is more informative regarding its responsibilities for public education and outreach and thus this initial focus on staff education. 5. Met with a Mohawk River advocacy group regarding potential clean-up activities. 6. Conducts an annual informational meeting with local land developers and contractors regarding the Town SWMP, DEC permit requirements, enforcement and other land development issues. 7. Posted 18 storm water management signs along key intersections neat 7 of the Town’s local streams in 2005. 8. In-house storm water coordinator hired able to field inquiries and head outreach efforts. 9. Signage installed by Town personnel in February 2006. Additional signage being considered for 2008. 10. SWMP posted on website since March 2005. Town staff continues to be trained in many aspects of storm water management for construction and post construction. <u>NYSDEC Guidance Manual for Local Officials</u> is a typical reference as they progress towards self-implementation. 11. Website and 5/24/07 Town Board meeting has attempted to solicit public comments. None have been received. 12. Representatives from the Town have attended; NYSDEC’s overview of stormwater permits on May 17, 19, 23 and 26, 2006, presentation to League of Women Voters, 11/16/2006, Town’s own stomrwater committee meetings beginning in 12/06. IDDE Training workshop, 04/04/2006, SUNY ESF IDDE Course, 09/18 & 19, 2006 and again 10/30 & 31, 2006, Albany Co. Intermunicipal Stormwater Committee meetings (including 11/17 local laws) and 02/01/07 Outfall Mapping Q/A with DEC personnel in Menands.

	<p>1. Ongoing task: Activities planned for next two years include introductory level presentations regarding storm water runoff within local schools. This will require significant coordination and approval from school districts.</p>
Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:	

Municipality:

Permit Number: NYR20A_190

Minimum Control Measure 2. Public Involvement/Participation

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p>Permit Reference IV.C.2.c.iii.: Design and conduct a public involvement / participation program.</p> <ul style="list-style-type: none"> • Describe activities that the MS4 has/will undertake to provide program access to interested individuals and to gather needed input. • Indicate activities planned for next year. 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>	
<ol style="list-style-type: none"> 1. Report of 2005 (Year 3) Annual Report posted on Town website for last two years. 05/24/07 Town Board meeting Agenda was advertised on the Town Website and Colonie Spotlight. 2. Initiate assessment process to evaluate effectiveness of BMPS planned for next year. 3. Continue staff and leadership training. 4. More stream signs are planned for 2008. 	<ol style="list-style-type: none"> 1. House Hazardous Waste Drop-off Day(s) are sponsored by the Colonie Conservation Advisory Council, Town of Colonie DPW – Division of Environmental Services and Town Department of Fire Prevention, the Town Landfill accepts household hazardous wastes 5 times per year for Town residents. 2. Ongoing task: Reviewing NYSDEC and EPA documents for continued development of public participation and outreach including but not limited to NYSDEC’s “Stormwater Management Guidance Manual for Local Officials”. 3. Ongoing task: Participates in Albany County MS4 sub-committee and has received and distributed informational handouts for public education. 4. Many members of Town technical staff have attended training sessions regarding stormwater management that also included outreach/public education issues. 5. Colonie Conservation Advisory Council (CAC) and SEAMAB have participated in bike trail clean up days in 2005. 6. Posted 18 stormwater management signage at key locations in Town at major streams/highway intersections in 2005. Awareness is thought to be a significant prerequisite for involvement. 7. Formed diverse stormwater committee in 12/06 that includes local business leaders and public participation. 8. Maintains Town’s comprehensive “Stormwater Management Program” Report on its website and at the William Sanford Library. 	
<p>Permit Reference IV.C.2.a, f: Develop procedures to provide public notice about and access to documents and information in a manner that complies with state and local public notice requirements. <i>Describe procedures below and state the methods used to publicize the AR public presentation.</i></p>		
<p>See above and attachment section.</p>		
<p>Permit Reference IV.C.2.e: Public presentation of; f: summary of comments received on; and g: intended response to comments on the SWMPAR. Summarize attendance at the public presentation of the Annual Report. Include number of attendees and who was represented:</p>		
<p>Comments on Annual Report Meeting _x_ No public comments received on Annual Report. ___ Comments received. Attach summary of comments and intended</p>	<p>Date of Annual Report Meeting: 05/24/07</p>	<p>Approximate Date of Meeting Next Year: 05/08</p>

Municipality:

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responses.		
Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)	
Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:		

Municipality:

Permit Number: NYR20A_190

Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE)

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p>Permit Reference IV.C.3.a: Develop, implement and enforce a program to detect, identify and eliminate illicit discharges, including illegal dumping, into the MS4.</p> <ul style="list-style-type: none"> • <i>Explain the activities and procedures used to meet this requirement this year <u>and planned for next year.</u></i> • <i>Revise as procedures are updated.</i> • <i>Identify personnel or outside organization conducting the activities</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> • <i>Example measurable goals: number of illicit discharges detected; number of illicit discharges eliminated.</i>
<p>1. Many meetings were held to discuss two new local laws recently adopted. These laws are Chapter 190-14, “Stormwater Management and Erosion & Sediment Control” and Chapter 120, “Illicit Discharges, Activities and Connections to the Storm Sewer System”. These laws are on the Town’s website and went through all applicable municipal approvals and are filed with the Secretary of State.</p> <p>2. Next year’s plan will focus on implementing these two new local laws and providing a solid personnel base within the Stormwater Division.</p>	
<p>Permit Reference IV.C.3.b: Develop and maintain a map showing the location of all outfalls and the names and location of all waters of the US that receive discharges from outfalls. <i>Explain activities performed this year <u>and planned for next year,</u> including work on the following IDDE guidance prerequisites:</i></p> <ul style="list-style-type: none"> • field verification of outfall locations; • mapping all inter-municipal subsurface conveyances; • delineating storm sewershed; and • developing and retaining MS4 mapping as needed to find the source and identify illicit discharges. State if maps are in GIS. 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> • <i>Example measurable goals: percent of outfalls mapped</i>
<p>1. The remaining 25% of the system was mapped in 2006 and now resides in the Town’s GIS system. Original consultants report already mapped individual watersheds and now integrated with GIS mapping.</p>	<p>1. 100% mapped.</p>

Municipality:

Permit Number: NYR20A_190

Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE) Regulatory Mechanism

Permit Reference IV.C.3.c: Prohibit, through an ordinance, local law or other regulatory mechanism, illicit discharges into the MS4. The MS4s have until year 5 to complete the local law work. See the instructions for information about completing this section.	
Does the MS4 have the legal authority to enact ordinances, local laws or other regulatory mechanisms?	<input type="checkbox"/> No (go to ADDENDUM 1) <input checked="" type="checkbox"/> Yes (complete questions below)
Assessment of Regulatory Mechanism (Local Code)	
1) When was this assessment completed or planned to be completed?	Date completed: 04/07 <input type="checkbox"/> Not yet completed (proceed to Permit Reference IV.C.3.e) Plan to complete for reporting in year: <input type="checkbox"/> 4; <input type="checkbox"/> 5.
2) Is there an existing ordinance, local law or other regulatory mechanism?	<input type="checkbox"/> No (go to question 5) <input checked="" type="checkbox"/> Yes
3) Does the existing regulatory mechanism prohibit illicit discharges as required by the MS4 Permit?	<input type="checkbox"/> No (amendments needed) <input checked="" type="checkbox"/> Yes
4) Does the existing regulatory mechanism include enforcement authorities and procedures as required by the MS4 Permit?	<input type="checkbox"/> No (amendments needed) <input checked="" type="checkbox"/> Yes
Development of Regulatory Mechanism (Local Codes)	
5) When was this work completed or planned to be completed?	Date completed: <input type="checkbox"/> 05/03/07 <input type="checkbox"/> <input type="checkbox"/> Not yet completed (proceed to Permit Reference IV.C.3.e) Plan to complete work below for reporting in year: <input type="checkbox"/> 4; <input type="checkbox"/> 5.
6) If you answered 'No' to question 1, 2 or 3, what regulatory mechanism or amendments will be adopted to meet the MS4 permit requirements?	<input checked="" type="checkbox"/> NYS IDDE Model Law in its entirety <input type="checkbox"/> Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law <input type="checkbox"/> MS4 will write language equivalent to NYS IDDE Model Law
7) If you answered 'No' to question 1, 2 or 3, has a list of needed changes to local codes been developed for adoption of the regulatory mechanism?	<input type="checkbox"/> No <input type="checkbox"/> Yes, list the local code(s) that will be changed:
8) If the existing regulatory mechanism does not require amendments, what language is in the mechanism?	<input checked="" type="checkbox"/> NYS IDDE Model Law in its entirety <input type="checkbox"/> Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law <input type="checkbox"/> Language equivalent to NYS IDDE Model Law
9) What was the date or is the planned date of local law adoption?	Date: 05/03/07
10) Provide a web address if adopted local law can be found on a web site.	Web Address: www.colonie.org

Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE)

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p>Permit Reference IV.C.3.e: Inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste.</p> <ul style="list-style-type: none"> • <i>Explain activities and materials used to meet this requirement this year <u>and</u> planned for next year</i> • <i>Identify personnel or outside organization conducting activities</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>1. Many meetings were held to discuss two new local laws recently adopted. These laws are Chapter 190-14, “Stormwater Management and Erosion & Sediment Control” and Chapter 120, “Illicit Discharges, Activities and Connections to the Storm Sewer System”. These laws are on the Town’s website and went through all applicable municipal approvals and are filed with the Secretary of State.</p> <p>2. Next year’s plan will focus on implementing these two new local laws and providing a solid personnel base within the Stormwater Division.</p>	<p>1. New IDDE Law adopted 05/03/07.</p> <p>2. Numerous in-house discussions regarding responsible parties, enforcement, sanctions, notification and related issues. Continued training is a must.</p> <p>3. Consultant’s SWMP delineated all Town stream waterbeds including those from other communities tributary to Colonie. These watersheds have been incorporated into the Town GIS mapping. Town reports 100% of outfalls have been mapped and on the Town’s GIS system.</p> <p>4. Staff training has occurred all through the year. DPW Environmental Services personnel have had continuous training for many years regarding illicit material detection at its landfill. Town representatives attended IDDE course sponsored by ESF and another in Bethlehem, see BMP 1.</p> <p>5. Public education handouts/website inform public of potential hazards to receiving streams from improper waste disposal. DPW personnel are the lead on information distribution.</p>
<p>Additional Techniques</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</p>	

Municipality:

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Minimum Control Measure 4 and 5. Construction Site and Post-Construction Stormwater Runoff Control Regulatory Mechanism

Permit Reference IV.C.4.b.i, 5.a.i: Require development and implementation of erosion and sedimentation controls through a local law or other regulatory mechanism. Report on assessment process used (*Stormwater Management Gap Analysis Workbook for Local Officials* or equivalent process). The MS4s have until year 5 to complete the local law work. **See the instructions for information about completing this section.**

Does the MS4 have the legal authority to enact land use ordinances, local laws or other regulatory mechanisms?	<input type="checkbox"/> No (go to ADDENDUM 2) <input checked="" type="checkbox"/> Yes (complete questions below)
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Preliminary Assessment of Regulatory Mechanism (Local Code)

1. When was the preliminary assessment of existing local codes completed or when will it be completed?	Date completed: March 21, 2007 <input type="checkbox"/> Not yet completed (proceed to Permit Reference IV.C.4.b.v) Plan to complete for reporting in year: <input type="checkbox"/> 4; <input type="checkbox"/> 5. <input type="checkbox"/> Did not do preliminary assessment; proceeded directly to Gap Analysis Worksheets 1-4 or adopted <i>Sample Local Law for Stormwater Management and Erosion & Sediment Control</i> (Sample Local Law).
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2. If preliminary assessment was completed, indicate the results.	<input type="checkbox"/> If none of Sample Local Law provisions appear in local code; consider adopting Sample Local Law or equivalent <input checked="" type="checkbox"/> If few Sample Local Law provisions appear in local code; major revisions needed or consider adopting Sample Local Law or equivalent <input type="checkbox"/> If most of the Sample Local Law provisions appear in local code; minor revisions needed
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Assessment and Development of Regulatory Mechanism (Local Code) (continued on next page)

3. When was the Gap Analysis or equivalent process completed or when will it be completed?	Date completed: March 21, 2007 <input type="checkbox"/> Not yet completed (proceed to Permit Reference IV.C.4.b. v) Plan to complete work below for reporting in year: <input type="checkbox"/> 4; <input type="checkbox"/> 5.
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4. How was the local code adopted or how will it be adopted*? <i>*If MS4 has some existing local code equivalent to the Sample Local Law and adopted parts of the Sample Local Law as amendments to make a complete local code, check b and c.</i>	a. <input type="checkbox"/> The entire Sample Local Law adopted as amendments to existing code or as stand alone law. <ul style="list-style-type: none"> • If no portions of the Sample Local Law were moved or deleted, all provisions would be exactly the same as the Sample Local Law. • If ANY provisions of the Sample Local Law were moved or deleted, the moved or changed provisions must be reviewed (use the <i>Gap Analysis</i> or equivalent process) to ensure the intent of the law has not been changed. b. <input type="checkbox"/> Parts of NYS Sample Local Law adopted as amendments to existing code. c. <input checked="" type="checkbox"/> Language developed by municipality was demonstrated to be equivalent.
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Municipality:

Permit Number: NYR20A_190

Minimum Control Measure 4 and 5. Construction Site and Post-Construction Stormwater Runoff Control Regulatory Mechanism

Permit Reference IV.C.4.b.i, 5.a.i (continued)

Assessment and Development of Regulatory Mechanism (Local Code) (continued)

5. Answer the following questions about the Gap Analysis or equivalent processes.

Clauses are defined as: All the Sample Local Law sections or subsections in the Gap Analysis Worksheets 1-4 that have a box in the “Equivalence” column, meaning that there is an associated “Equivalence” sheet (with the exception of Article 6, Section 4 which does not have an Equivalence sheet).

Total number of clauses in each worksheet: Sample Local Law Article 1 (Gap Analysis Worksheet 1) - 8 clauses; Sample Local Law Article 2 (Gap Analysis Worksheet 2) - 51 clauses; Sample Local Law Article 3, 4, 5 (Gap Analysis Worksheet 3) - 3 clauses; Sample Local Law Article 6 (Gap Analysis Worksheet 4) - 9 clauses.

MS4s that adopt the entire Sample Local Law as amendments to existing code or as stand alone law need to indicate the number of clauses being adopted that are exactly the same as the Sample Local Law, or equivalent, in the right-hand column below.

Sample Local Law Articles	NUMBER OF REQUIRED CLAUSES IN LOCAL LAW		
	Existing clauses exactly the same as the Sample Local Law language	Existing clauses equivalent to the Sample Local Law language (see Gap Analysis Workbook Equivalence Sheets for information to help determine equivalence)	Sample Local Law or equivalent language to be adopted , listed as legislative agenda items.
1			
2			
3, 4, 5			
6			
TOTAL			

6. Has a list of needed changes (legislative agenda) been developed for adoption of amendments to local codes (or for deletion of existing codes that are addressed by adoption of a stand alone law)?

___ No
 ___ Yes, list the **local codes** that will be changed:

7. What was the date or is planned date of local code adoption? Date: 05/03/07

8. Provide a web address if the adopted local law can be found on a web site. Web Address: www.colonie.org

Municipality:

Permit Number: NYR20A_190

Minimum Control Measure 4. Construction Site Stormwater Runoff Control

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p>Permit Reference IV.C.4.b. v: Develop and implement procedures for site plan review by the MS4 that incorporate consideration of potential water quality impacts and review individual pre-construction site plans to ensure consistency with local sediment and erosion control requirements.</p> <ul style="list-style-type: none"> Describe the procedures below. <u>Revise as procedures are updated.</u> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> Example measurable goals: number of plans received; number of plans reviewed; percent of plans received that are reviewed.
<ol style="list-style-type: none"> Pre-construction meetings are held with the developer, contractor, Town personnel and any outside consultants to discuss project issues, including SWPPPs. Stormwater coordination will lead review of stormwater management features of submitted plans and coordinate with the other departments, consultants, developers and contractors. 	<ol style="list-style-type: none"> All plans receive review and all significantly-sized land development projects receive a thorough intra-departmental review including stormwater management.
<p>Permit Reference IV.C.4.b. vi: Develop and implement procedures for the receipt and consideration of information submitted by the public.</p> <ul style="list-style-type: none"> Explain the procedures below. <u>Revise as procedures are updated.</u> Identify the responsible personnel or outside organizations. 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ol style="list-style-type: none"> In January 2007, created a position of Stormwater Coordinator and hired/moved personnel to implement. Procedures for interfacing with public are similar to other Town departments and policies. The Town of Colonie receives, considers and potentially can incorporate public comments throughout the plan review and approval process via the zoning, planning and Town Boards, as well as through applicable departments. 	<ol style="list-style-type: none"> The Town of Colonie receives, considers and potentially can incorporate public comments throughout the plan review and approval process via the zoning, planning and Town Boards, as well as through applicable departments.

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Minimum Control Measure 4. Construction Site Stormwater Runoff Control

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p>Permit Reference IV.C.4.b. iii, vii: Develop and implement procedures for site inspections, enforcement of control measures and sanctions to ensure compliance with GP-02-02.</p> <ul style="list-style-type: none"> <i>Describe each procedure below. <u>Revise as procedures are updated.</u></i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <i>Example measurable goals are number of: inspections; fines assessed; stop work orders; other sanctions.</i>
<ol style="list-style-type: none"> The Town of Colonie has developed and implemented a program of inspection of virtually all work associated with land development/building projects. The exception would be public utilities such as power, gas, telephone and cable. These inspections do pertain to erosion/sediment control and SWPPP via a mixture of DPW, planning, outside consultants and building department visits. Typically, infrastructure inspection is contracted out to engineering firms. In most cases, the SWPPP monitoring professional is hired separately by the developer to monitor implementation and permit compliance. Consultant inspections are typically for the infrastructure of water, sanitary sewer stormwater management system, grading and road construction. The responsibility for SWPPP monitoring professional is hired separately by the developer to monitor implementation and compliance. At this time, the Town is reviewing its permit obligations regarding enforcement and sanction procedures. There are sanction/fines contained in the "Significant Environmental Areas" code and new stormwater local laws adopted 05/03/2007. Town and consultants (where applicable) perform ongoing inspections and certify compliance with plans approved. Information and suspected violations are shared. All land surfaces are subject to the new "Stormwater Management and Erosion & Sediment Control" local law. 	<ol style="list-style-type: none"> Numerous site visits have been made by new Stormwater Management Officer, no fines assessed yet.
<p>Permit Reference IV.C.4.b. viii: Educate and train construction site operators about requirements to develop and implement a SWPPP and any other requirements they must meet within the MS4s jurisdiction.</p> <ul style="list-style-type: none"> <i>Explain the activities and materials used to meet this requirement.</i> <i>Identify the personnel or outside organization conducting this activity.</i> <i>Indicate activities planned for next year.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ol style="list-style-type: none"> Pre-construction meetings are held with the developer, contractor, Town personnel and any outside consultants to discuss project issues, including SWPPP's. Significant level of staff training sessions. 	<ol style="list-style-type: none"> DPW conducts annual meeting with developers, site contractors and interested parties regarding Town requirements. SWPPP implementation is major topic the last few years.

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<p>Additional Techniques</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</p>	

Municipality:

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Minimum Control Measure 5. Post-Construction Stormwater Management

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p>Permit Reference IV.C.5.a, c. Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • A combination of structural and/or non-structural management practices. • <i>Identify and describe below procedures to ensure installation of post-construction management practices. <u>Revise as procedures are updated.</u></i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<ol style="list-style-type: none"> 1. The Town of Colonie has implemented water quantity controls via its requirements found in “Standard Format for Stormwater Management Plans and Reports” since the late 1970’s. 2. The Town of Colonie ultimately is conveyed the Stormwater Management Facilities for some but not all projects. The Engineer of record inspects the completed works and certifies the proper construction of said works prior to Town acceptance. 3. Adequate personnel and resources to inspect new and re-development sites including enforcement is at least partially in place. Existing staff are being trained as can be scheduled that balance opportunities, costs and availability beyond base job responsibilities. Manpower for full implementation is anticipated by late 2007. 4. Enforcement at this time involves timely notification of appropriate NYSDEC enforcement personnel for appropriate actions. Sanctions, penalties or opportunities for mitigation of issues are up to NYSDEC and Town personnel. 5. The Town is in the process of adopting a “Stormwater Maintenance Escrow Agreement” for facilities conveyed to the Town. For privately-owned facilities, a “Stormwater Control Facility Maintenance Agreement” ensures post-construction stormwater management facilities are maintained. The law includes, by reference, all applicable NYSDEC Technical & Design Standards and post-construction stormwater management devices allowed. 6. The adoption of the local law entitled “Stormwater Management and Erosion & Sediment Control” contains technical standards based on NYSDEC Design Manual and Blue Book. Law includes requirements of escrow deposits, inspection, performance of site work, maintenance, repair, maintenance easements, administration and enforcement. 	
<ul style="list-style-type: none"> • Procedures for site plan and SWPPP review to ensure SWMPs meet state standards. • <i>Describe procedures below. <u>Revise as procedures are updated.</u></i> 	<ul style="list-style-type: none"> • <i>Example measurable goals include: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i>
<ol style="list-style-type: none"> 1. As previously stated, 100% of all site plans and SWPPPS are reviewed. 	<ol style="list-style-type: none"> 1. 100% of plans are reviewed. 2. Stormwater local law and IDDE law have been adopted and filed with NYS on May 5, 2007. 3. At this time, the Town has utilized significant (and appropriate) reference to NYSDEC permit requirements, design guidelines and inspection/maintenance of post-construction management practices as part of its new local laws.

Minimum Control Measure 5. Post-Construction Stormwater Management

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p>Permit Reference IV.C.5.a, c. (continued): Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • Procedures for inspection and maintenance of post-construction management practices. • <i>Explain procedures below. <u>Revise as procedures are updated.</u></i> 	<ul style="list-style-type: none"> • <i>Example measurable goals are number of: inspections maintenance activities performed.</i>
<ol style="list-style-type: none"> 1. At this time, the Town has utilized significant (and appropriate) reference to NYSDEC permit requirements, design guidelines and inspection/maintenance of post-construction management practices as part of its new local laws. 2. The Town has hired a full time MS4 coordinator that will have responsibilities to inspect, enforce, review and be thoroughly involved and responsible for MS4 permit compliance. This person will also evaluate BMP effectiveness via observations as time allows in the future. 	
<ul style="list-style-type: none"> • Procedures for enforcement and penalization of violators. • <i>Explain procedures below. <u>Revise as procedures are updated.</u></i> 	<ul style="list-style-type: none"> • <i>Example measurable goals: number enforcement activities performed.</i>
<ol style="list-style-type: none"> 1. New local laws include language specifics regarding construction completion guarantee's, Maintenance Guarantees, recordkeeping, violation notices, stop work orders and penalties. Certificates of Occupancy may be withheld if local law is violated. 2. Town utilizes its own inspection staff, certified SWPPP monitoring professional, planning department and outside consultants to inspect and assess post-construction facilities. 	

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Minimum Control Measure 5. Post-Construction Stormwater Management

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p>Permit Reference IV.C.5.a, c. (continued): Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • Adequate resources for a program to inspect new and re-development sites and for enforcement and penalization of violators. • <i>Describe resources below. Update annually.</i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>Previously stated.</p>	
<p>Additional Techniques</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</p>	

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Minimum Control Measure 6. Pollution Prevention/Good Housekeeping for Municipal Operations

OVERALL MUNICIPAL POLLUTION PREVENTION / GOOD HOUSEKEEPING PROGRAM INFORMATION

<ul style="list-style-type: none"> • This table is for MS4s to report on their OVERALL Municipal Pollution Prevention / Good Housekeeping Program. • A separate table follows that is for MS4s to report on management practices performed in identified municipal operations. • Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures. • Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed. 	
<p>Permit Reference IV.C.6.a: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • <i>List pollutants that will be addressed by the municipal pollution prevention program.</i> 	
<ul style="list-style-type: none"> • <i>Set and describe pollution prevention priorities by geographic areas, municipal operation type, and facilities.</i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>Pollution prevention has been practiced within departmental operations for years by existing policies. Trained personnel handle potential pollutants with care.</p>	
<p>Permit Reference IV.C.6.a: Include a municipal pollution prevention training component for staff (where all staff are trained).</p> <ul style="list-style-type: none"> • <i>Explain activities and materials used to meet this requirement.</i> • <i>Identify training needs and design training components</i> • <i>Determine the adequacy and appropriate frequency of staff training.</i> • <i>Identify personnel or outside organization conducting activities.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Town participates in Albany Co. Intermunicipal Committee, may perform program audits. Formal training in a stormwater sense has been informal. Town will review NYSDEC “Municipal Pollution Prevention and Good Housekeeping Program Assistance” documents in 2007 for possible uses in the Town’s program.</p>	
<p>Additional Techniques</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</p>	

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Minimum Control Measure 6. Municipal Operations: Street and Bridge Maintenance; Winter Road Maintenance; Stormwater System Maintenance; Vehicle and Fleet Maintenance; Park and Open Space Maintenance; Municipal Building Maintenance; Solid Waste Management; Other: _____

<ul style="list-style-type: none"> • Copy this page and give it to each municipal office or department responsible for reporting. • Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department. • Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures. • Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed. 	
<p>Permit Reference IV.C.6.a, c: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from the municipal operation(s) indicated above to the MEP.</p> <ul style="list-style-type: none"> • <i>Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • <i>Briefly describe or reference any existing policies and procedures</i> • <i>Briefly describe or reference any policies and procedures being developed</i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<ol style="list-style-type: none"> 1. The Town of Colonie has a vast inventory of facilities throughout the entire geographic area of the Town. These include infrastructure facilities, parks, recreation facilities, office complex's and related properties. The Town landfill has had its own SWPPP for over a decade. Other departments implement differing levels of pollution prevention activities. An example of that is fertilizer/pesticide storage, management and usage is by personnel licensed and trained to handle these potential pollutants. This is typical for the Town of Colonie in that potential pollutants are handled by legally capable personnel and Townwide emphasis for environmental compliance. 2. Environmental compliance and staff training for municipal operations is ongoing and will continue in perpetuity. Some training has occurred in the formal sense and will extend internally, particularly with a stormwater division. 3. Department heads are typically in charge of conducting and monitoring pollution prevention/good housekeeping municipal operations. 	<ol style="list-style-type: none"> 1. Ongoing task: Town Stormwater Management officer will utilize the video "<u>After the Storm</u>" to assist training of Town staff in the various departments of Public Works which covers virtually all the Town owned properties involving housekeeping operations.
<ul style="list-style-type: none"> • <i>Briefly describe or reference any existing best management practices</i> • <i>Briefly describe or reference any planned best management practices</i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<ol style="list-style-type: none"> 1. Town Highway Department sweeps all Town streets twice a year. Swept fines disposed of at landfill. 2. Town salt trucks utilize computerized sensors to maximize efficient use of road salts to avoid excessive use. 3. Golf course staff has constructed a wash pad for maintenance equipment that captures floatables and filters washwater. 4. Chemical storage at municipal operations has been observed to be appropriate and typically inside and accessible to trained personnel only. 	

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<ul style="list-style-type: none"> <i>Identify and describe the equipment and staff that are in place</i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>1. Numerous equipment and departmental staff are available for good housekeeping practices. Most equipment is kept and used departmentally but significant items such as the two truck mounted sewer vac units are used by multiple parties.</p>	<p>1. Ongoing tasks: Town has ordered a lap top computer for the Stormwater Division. This could help stormwater planning and tracking of housekeeping issues and needs for Municipal Operations.</p>

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Minimum Control Measure 6. Municipal Operations: _x_Street and Bridge Maintenance; _x_Winter Road Maintenance;
_x_Stormwater System Maintenance; _x_Vehicle and Fleet Maintenance; _x_Park and Open Space Maintenance; _x_Municipal Building Maintenance;
_x_Solid Waste Management; _Other: _____

<ul style="list-style-type: none"> • Copy this page and give it to each municipal office or department responsible for reporting. • Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department. • Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures. • Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed. 	
<p>Permit Reference IV.C.6.a, c (continued): Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> • <i>Assess if existing programs adequately reduce and/or prevent pollutant discharges</i> • <i>Determine and list any operation type, location or facility that is in need of modification or updates.</i> 	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>1. It is likely that existing programs are effective for reducing pollutant discharges but all municipal operation staff will benefit from additional training and/or interface with personnel who are trained. Adequate reduction or prevention is most difficult to measure in such a vast operation.</p> <p>2. No known need of modifications or updates required at this time.</p>	<p>1. Ongoing Task: Municipal operations assessments will eventually involve Stormwater Division as it evolves. Current assessments via department heads. Assessment of BMP's is informal but is thought effective, i.e. – repaired dumpster no longer leaks.</p>
<p>Permit Reference IV.C.6.a: If there is a training component for staff specific to these municipal operations:</p> <ul style="list-style-type: none"> • <i>explain the activities and materials;</i> • <i>identify the personnel or outside organization conducting the activities.</i> 	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>1. Ongoing task: Town Stormwater Management officer will utilize the video “<u>After the Storm</u>” to assist training of Town staff in the various departments of Public Works which covers virtually all the Town owned properties involving housekeeping operations</p>	<p>1. Ongoing Task: Review Chapter 10 draft and subparts regarding phosphorus.</p>
<p>Additional Techniques</p>	<p>Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</p>	

Did you include any of the following documents as appendices? Put a mark each appended document.

- Summary of public comments received on the annual report at the public presentation (**Required**)
- Intended response to comments on the annual report (**Required**)
- Results of information collected and analyzed, including monitoring data; evaluation of assessment (modeling) of pollutant discharges, including modeling results and pollutant transport trends.
- Other _____

