



Phase II (Small) MS4 Annual Report Requirements and Template 2019 TPDES General Permit Number TXR040000

Within 90 days of the end of each reporting year, operators of regulated Phase II Municipal Separate Storm Sewer Systems must submit an annual report to the Texas Commission on Environmental Quality. The reporting year may be the 12 months concurrent with the permit effective date, the permittee's fiscal year, or the calendar year. The reporting year selected must be identified in the original permit application submitted and remain consistent throughout the entire 5-year permit term. The annual report must describe activities conducted during the previous reporting year. If two or more MS4s share a common Stormwater Management Program (SWMP), all permittees must contribute to a system-wide annual report. Each permittee must sign and certify the annual report in accordance with 30 TAC §305.128 (relating to Signatories to Reports).

Report Content

Refer to Part IV, B.2 of the MS4 General Permit TXR040000 for annual report requirements.

Submit the annual report with a cover letter to ensure that the report reaches the Stormwater Team. See cover letter template (Example 5) of the instructions. The annual report must be submitted to the following address:

Texas Commission on Environmental Quality
Stormwater Team Leader (MC-148)

P.O. Box 13087
Austin, Texas 78711-3087

Note: An annual report must be submitted even if the SWMP has not yet been approved by the TCEQ. A copy of the annual report must also be submitted to the appropriate TCEQ regional office.

In addition, if the permittee has a public website, the SWMP and annual report, or a summary of the annual report, must be posted on the permittee's website. The SWMP

must be posted no later than 30 days after the approval date, and the annual report no later than 30 days after the due date.

A. General Information

1. Provide the:

- assigned authorization number TXR040{ XXX}
- reporting year (1, 2, 3, 4, or 5)
- reporting option selected (i.e. calendar year, permit year, or fiscal year with last day of fiscal year [MM/DD])
- beginning and end dates (MM/DD/YYYY to MM/DD/YYYY) of the annual reporting period
- MS4 operator level:
 - traditional small MS4s – level is based on the population served within the 2010 Urbanized Area (See Part II.A.5 of TXR040000 to determine MS4 level)
 - non-traditional small MS4s – *all* non-traditional small MS4s are categorized as *Level 2* regardless of population served within the Urbanized Area. These include counties, drainage districts, transportation entities, military bases, universities, colleges, correctional institutions, municipal utility districts, and other special districts
- name of the permittee (owner/operator of the MS4, i.e. municipality, water district, etc.)
- name, telephone number, mailing address, and e-mail address for the appropriate contact person

B. Status of Compliance with the MS4 GP and SWMP

The purpose of the annual report is to inform the TCEQ of the status of compliance with permit conditions and the approved SWMP, including the appropriateness of each best management practice (BMP) and the progress towards achieving the measurable goals for each BMP utilized or implemented during the reporting year. Please model the reported information after the examples provided.

1. The report must include the status of compliance with permit conditions according to Part IV and V of the permit. Include compliance with the TCEQ-approved SWMP, compliance with recordkeeping and reporting requirements, compliance with permit eligibility requirements, and compliance with conducting an annual review of its SWMP in conjunction with preparation of the annual report as required in Part II E.4.

2. Each MS4 is required to assess the appropriateness of each BMP in reducing the discharge of pollutants to the maximum extent practicable (MEP). Provide a detailed assessment of the appropriateness of the selected BMPs, including whether any of the selected BMPs are not appropriate. This information may be included in a tabular format as provided in the form (**see Example 1 – BMP Status**).
3. Describe progress towards achieving the goal of reducing the discharge of pollutants to the maximum extent practicable (MEP). If no progress was made or the BMP did not result in a reduction in pollutants, provide an explanation. This information must be presented in a tabular format as provided in the form (**see Example 2 – Pollutant Reduction Analysis**).
4. Measurable goals are objective markers or milestones the MS4 will use to track the progress and effectiveness of BMPs in reducing pollutants to the MEP. Provide an assessment of the appropriateness of the implementation of the measurable goals of each minimum control measure (MCM) and an evaluation of the success of implementation, including any obstacles or challenges in meeting the SWMP schedule, etc. (**see Example 3 – Measurable Goals Status**).

C. Stormwater Data Summary

Provide a summary of the results of information collected and analyzed during the reporting period, including monitoring data used to assess the success of the program at reducing the discharge of pollutants to the MEP. For example, did the MS4 conduct monitoring of stormwater quality, conduct visual inspections, clean the inlets, look for illicit discharge, etc.

D. Impaired Waterbodies and Total Maximum Daily Loads

If the receiving water body is listed as impaired in the latest Clean Water Act 303(d) list, or has an approved TMDL and is listed in the most recently approved **Texas Integrated Report Index of Water Quality Impairments**, refer to Part II.D for additional information about limitations on permit coverage, compliance with water quality standards, TMDL compliance requirements, and prohibited discharges (Edwards Aquifer Recharge Zone, specific watersheds, etc.).

Impaired waters are those that do not meet applicable water quality standards and are listed in the latest Clean Water Act 303(d) list or in the latest Texas Integrated Report Index of Water Quality Impairments. Pollutants of concern are those for which the water body is listed as impaired or has an approved TMDL. New sources or new discharges of the pollutant(s) of concern to impaired waters are not authorized by the permit unless otherwise allowable under 30 TAC Chapter 305 and applicable state law.

To determine if your receiving water has been listed as impaired, refer to the most recent **Texas Integrated Report Index of Water Quality Impairments** on the TCEQ website at < [Texas List of Impaired Waters](#) >.

Categories 4 and 5 together comprise the list of all impaired waters. Category 4 includes impaired waters for which TMDLs have already been adopted, or for which other management strategies are underway to improve water quality. Category 5 of the Integrated Report comprises the 303(d) List.

A TMDL is the maximum amount of a water quality contaminant that can be discharged into a body of surface water on a daily basis without causing an exceedance of surface water quality standards. For more information about TMDLs go to: < [TMDL Program](#) >.

For specific information on segments with TMDLs adopted by the TCEQ go to: < [Segments with TMDLs](#) >.

Note: Discharges of pollutant(s) of concern to impaired water bodies for which there is a TMDL implementation plan (I-Plan) are not eligible for coverage under this general permit unless they are consistent with the approved TMDL and the I-Plan. In order to be eligible for permit coverage, MS4 operators must incorporate into their SWMP the limitations, conditions, and requirements applicable to their discharges, including monitoring frequency and reporting as required by TCEQ rules. For discharges not eligible for coverage under this general permit, the discharger must apply for and receive an individual TPDES permit.

1. Determine each year if any receiving water body within the permitted area was added to the latest EPA-approved 303(d) list or the *Texas Integrated Report of Surface Water Quality for CWA Sections 305(b) and 303(d)*. Within two years following the approval date of the new list(s) of impaired waters, include any newly listed waters in the annual report and SWMP.
2. If applicable, explain in the worksheets any activities taken to address the discharge to impaired waterbodies, including any in-stream or outfall sampling results or other available data (include the source of the data) and a summary of the small MS4's BMPs used to address the pollutant of concern. Data may be acquired from the TCEQ, local river authorities, partnerships, and/or other local efforts as appropriate.
3. Include information about implementing targeted controls as required in Part II. D.4(a).
4. Report the benchmark and assessment activities. Annual reports should include the benchmark and the year(s) during the permit term that the MS4 conducted additional sampling or other assessment activities as required in Part II.D.4(a).

5. Add an analysis of how the selected BMPs will be effective in contributing to achieve the benchmark as required in Part II.D.4(a)(2).
6. Implement focused BMPs to address impairment for bacteria as required in Part II.D.4(a)(5).
7. Assess progress in achieving the benchmark as required in Part II.D.4(a)(6).

E. Stormwater activities next reporting year

Use the table provided to describe any stormwater activities the MS4 operator has planned for the next reporting year as required in Part II.B.2(d).

F. SWMP Modifications and Additional Information

1. All permittees shall annually review, and update as necessary, the SWMP and MCM implementation procedures required by Part III.A.2 and Part IV.B.2(e).
2. If changes have been made or are proposed to the SWMP, those modifications must be addressed in the annual report as required in Part IV.B.2 of the permit. If the TCEQ has notified you in writing that changes to the SWMP are necessary, those changes must be included in the report. Be sure to provide the following information in the explanation (**see Example 4 – SWMP Modifications**):
 - i. Describe changes made to or proposed for the SWMP during the reporting year, including changes to BMPs, measurable goals, dates, contacts, procedures, or details during the permit year.
 - ii. If changes include additions or substitutions of BMPs, include a written analysis explaining why the original BMP is ineffective or not feasible, and why the replacement BMP is expected to achieve the goals of the original BMP.

Note: A Notice of Change (NOC) is required if revisions are proposed to a SWMP already approved by the TCEQ. If the initial SWMP has not been approved, submit a letter describing the change(s) so that information may be considered during the SWMP review process. **If an NOC is required, it must be submitted separately to the address shown on the NOC form. Do not attach the NOC form to this report.**

G. Additional BMPs

Provide a description and schedule for implementation of additional BMPs that may be necessary, based on monitoring results, to ensure compliance with applicable TMDLs and implementation plans as required in Part IV.B.2(f).

H. Additional Information

1. Indicate if the MS4 is relying on another entity to satisfy some of the permit obligations. Include the name of the other entity and an explanation of the elements of the SWMP that the entity is responsible for implementing as required in Part IV.B.2(g). A description of the agreement or written documentation of the agreement must be included in the SWMP.
2. If permittees share a common SWMP, list all associated authorization numbers, permittee names, and SWMP responsibilities of each permittee. Add more spaces or pages if needed.
3. Indicate if this is a system-wide annual report including information for all permittees. If "Yes," all represented permittees must sign the report in accordance with signatory requirements. The regulation governing who may sign an application form is at **30 Texas Administrative Code (TAC) §305.128**.

I. Construction Activities

1. Provide the number of construction activities that occurred in the jurisdictional area of the MS4 where the permittee was not the construction site operator as required in Part IV.B.2(i). This may be the actual number of Large Site Notices and Small Site Notices submitted to the MS4 operator by construction site operators.
2. Does the permittee utilize the seventh MCM related to construction? To answer "Yes," this must have been requested on the Notice of Intent (NOI) or on an NOC and approved by the TCEQ.
 - If "Yes," then provide information about the number of municipal construction activities authorized under this general permit during the reporting period and the total number of acres disturbed for municipal construction projects.

J. Certification

The annual report must be signed by a principal executive officer or ranking elected official, or by a duly authorized representative as referenced in 30 TAC §305.128. The Delegation of Signatories to Reports (TCEQ Form 20403) can be located by visiting TCEQ's < [FORMS](#) > Web page and entering the form number.

For shared SWMPs, it is acceptable to submit separate signature pages for each operator participating in the shared SWMP, along with one copy of the system-wide annual report.

All certification pages must include an original, wet ink signature. Photocopies, scanned pages, and electronic signatures cannot be accepted.

Example 1 – BMP Status

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)
2: Illicit Discharge Detection and Elimination	Map all outfalls and all water bodies receiving discharges from the MS4	Yes, identified 10 new sources and eliminated 2.
2: Illicit Discharge Detection and Elimination	Perform field screening of outfalls	Yes, there was an increase in illegal discharge detection through screening.
3/4: Construction Site Control and Post-Construction Site Control	Implement stormwater ordinance for construction and post-construction runoff control	Yes, there were reductions in sanitary sewer overflows (SSOs).
5: Pollution Prevention & Good Housekeeping for Municipal Operations	Train all public works and streets staff	Yes, conducted 5 educational opportunities for staff.
6. Industrial stormwater sources – if applicable	Inspect industrial facilities	Yes, there was a decrease in illegal dumping into water bodies.

Example 2 - Pollutant Reduction Analysis

MCM	BMP	Information Used	Quantity	Units	Does BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)
1	1.1 Public education	Utility bill stuffers	300	Brochures	No. Though this BMP does not result in a direct reduction of pollutants, educating the citizens will eventually reduce litter, hence pollutants.
2	2.4 Dry weather screening	Outfalls	20	Inspections	Yes. When illicit discharges are observed, immediate action can be taken to remove the pollutant and track the source.
3	3.3 Construction site inspection	Construction sites	5	Inspections	Yes. By inspecting the contractor-owned construction sites, we can evaluate if proper BMPs are in place to reduce sediment discharge and erosion.
4	4.8 Construction plan review	Plans	5	Reviews	No. The pollutants will be reduced over time as the permanent post-construction BMPs are utilized.

Example 3 – Measurable Goals Status

MCM	Measurable Goal(s)	Explain progress toward goal or how goal was achieved
1	Provide utility bill inserts to each utility customer at least once each year	Met goal – mailed 86,192 inserts with March monthly utility bill.
1	Conduct one public meeting or city-wide cleanup day each year	Exceeded goal- conducted one public meeting and two cleanup days.
2	Map 25% of outfalls and 50% of receiving waters during Year 1 (same as milestone)	Met goal – mapped 20 outfalls out of 80 and 3 of 5 receiving waters.
3	Perform site inspections on 25% of all active construction sites	Did not meet goal - number of construction sites in city was far above normal for the year. Inspected 20% - 137 out of 548.
3	Respond to 100% of construction complaints received	Met goal – responded to 193 of 193 construction activity complaints.
4	Review all site plans submitted for new development projects	Met goal – reviewed 127 of 127 site plans submitted.
5	Sweep 50% of roads each year	Exceeded goal – swept 80% of all city streets.
5	Send two employees each year to a stormwater training workshop	Met goal – two employees attended stormwater training this year.
6	Inspect 5 industrial facilities	Met goal – inspected 5 industrial facilities.

Example 4- SWMP Modification

MCM(s)	Measurable Goal(s) or BMP(s)	Implemented or Proposed Changes (Submit NOC as needed)
3	Measurable Goal - perform site inspections on 25% of all active construction sites	Revise goal to perform site inspections on 25% of all active construction sites, or a minimum of 50 sites per year. Submitted separate NOC on 3/14/2015.
5	Measurable Goal- update inventory list quarterly	Revised Goal – update inventory list annually. Submitted separate NOC on 3/14/2015.
1	BMP 1.8	Change the implementation schedule from January 2015 to completion in May 2015 due to staff changes. Submitted Separate NOC on 01/05/2015.
2	BMP 2.4	Delete ineffective BMP – Dye Testing, and replace with effective BMP - Smoke Testing, to identify sanitary sewer system leaks. Submitted separate NOC on 06/12/2015.

Example 5 – Cover Letter Template

Submit on letterhead, and include:

- the mail date of the letter and report;
- the MS4 name and authorization number;
- the TCEQ region number where the MS4 sent a copy of the annual report; and
- the name(s) and authorization number(s) of other MS4s contributing to the SWMP if applicable.

Letterhead

{ Date of Letter }

Texas Commission on Environmental Quality
Stormwater Team Leader (MC-148)
P.O. Box 13087
Austin, Texas 78711-3087

Re: Phase II MS4 Annual Report Transmittal for { *Name of Small MS4* }
TPDES Authorization: TXR040 { *include MS4's unique 3-digit authorization number* }

Dear Team Leader:

This letter serves to transmit the required annual report for the Texas Pollutant Discharge Elimination System Small Municipal Separate Storm Sewer System General Permit, Authorization Number TXR040{ *XXX* } for the { *name of the Small MS4* }.

The annual report is for Year _____ (select the appropriate number 1, 2, 3, 4, or 5). The reporting period's beginning month/day/year and ending month/day/year.

A separate Notice of Change [has been / has not been / will be] submitted based on the fact that changes [have been / have not been] proposed for the next permit year. The Notice of Change was submitted to TCEQ's Applications Review and Processing Team (MC-148): (Select the addressed used)

BY REGULAR U.S. MAIL:

Texas Commission on Environmental Quality
Applications Review and Processing Team (MC-148)
P.O. Box 13087
Austin, Texas 78711-3087

BY OVERNIGHT/EXPRESS MAIL:

Texas Commission on Environmental Quality
Applications Review and Processing Team (MC-148)
12100 Park 35 Circle
Austin, TX 78753

As required by the general permit, a copy of the report has been mailed to the TCEQ's regional office { *number* } in { *city* }, Texas.

Sincerely,

{ Name and Title }

Phase II (Small) MS4 Annual Report Form

TPDES General Permit Number TXR040000

A. General Information

Authorization Number: [TXR040197](#)

Reporting Year (year will be either 1, 2, 3, 4, or 5): 1

Annual Reporting Year Option Selected by MS4:

Calendar Year: x

Permit Year: _____

Fiscal Year: _____ Last day of fiscal year: (_____)

Reporting period beginning date: (month/date/year) 1/01/19

Reporting period end date: (month/date/year) 12/31/19

MS4 Operator Level: 1 Name of MS4: Lake Dallas

Contact Name: Layne Cline Telephone Number: 940.497.2226 Ext- 501

Mailing Address: 212 Main Street, Lake Dallas TX 75065

E-mail Address: lcline@lakedallas.com

A copy of the annual report was submitted to the TCEQ Region: YES X
NO _____ Region the annual report was submitted to: TCEQ Region _____

B. Status of Compliance with the MS4 GP and SWMP

1. Provide information on the status of complying with permit conditions:
(TXR040000 Part IV.B.2)

	Yes	No	Explain
Permittee is currently in compliance with the SWMP as submitted to and approved by the TCEQ.	X		All BMPs for Year 1 have been completed
Permittee is currently in compliance with recordkeeping and reporting requirements.	X		The City is in compliance with recordkeeping and reporting

	Yes	No	Explain
Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edwards Aquifer limitations, compliance history, etc.).	X		The permittee meets the eligibility requirements of the permit
Permittee conducted an annual review of its SWMP in conjunction with preparation of the annual report	X		The permittee conducted an annual review of its SWMP and submitted a new SWMP for TCEQ review in 2019

2. Provide a general assessment of the appropriateness of the selected BMPs. You may use the table below to meet this requirement (**see Example 1 in instructions**):

The selected BMP's are appropriate for a city of this size and with a limited budget. Due to the type of developments in the city, there are lower possibilities to discharge pollutants to the city's storm water systems.

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)
1	1.2 - City Employee Education Training	Public Works Superintendent Layne Cline and Operator Randy Miller have both attended a two-day Certified Stormwater Inspector class. Miller attended a CSI-MS4 training in Dallas, TX on July 23-24, 2018
2	2.2 - Review/revise public reporting process; Document number of complaints	Created written procedures for addressing reports of possible illicit discharge violations that were implemented in Year 3-5.
3	3.3 - Construction Site Inspections	Procedures and forms in place for Construction Site Inspection of Runoff Controls. See attached SWPPP inspection forms for site plan reviews – BMP 3.2.

3. Describe progress towards achieving the goal of reducing the discharge of pollutants to the MEP. If no progress was made or the BMP did not result in a reduction in pollutants, provide an explanation. Use the table below to meet this requirement (**see Example 2 in instructions**):

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)
1	1.1 - Public Education	Brochures, newsletters, and similar education materials	Distributed hard copies of brochures "Only Rain in the Drain" and "Keeping Your Streams and Lakes Healthy" continually available for pick up at City Hall	Hard copies of brochures	No - however the goal is that education of citizens will help to reduce trash and pollutants in the City's waterways.
2	2.5 - Illicit Discharge Inspections	Illicit discharge inspections, at outfalls and other locations in the MS4	Multiple inspections per year	Inspections	Yes - screenings and inspections are conducted regularly so that any illicit discharges can be quickly identified and resolved to prevent/reduce pollution.

3	3.3 - Construction site inspection and enforcement	Inspection of construction and post-construction sites	No action in 2018 due to no construction activity.	Inspections	Yes – inspections conducted at construction and post-construction sites help to identify erosion and sediment control issues to prevent/reduce pollution.
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4. Provide the measurable goals for each of the MCMs, and an evaluation of the success of the implementation of the measurable goals (**see Example 3 in instructions**):

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.
1	<p>BMP 1.1 – Revise program literature to incorporate information as determined in Year 5.</p> <p>1) Provide educational materials at City Hall.</p> <p>2) Provide SWMP on City website.</p> <p>3) Produce stormwater article for City newsletter.</p>	<p>1) The public education materials were revised and distributed at City Hall: <i>Only Rain in the Drain & Keeping Your Streams and Lake Healthy</i> (See attached – BMP 1.1)</p> <p>2) Stormwater education and pollution prevention brochures continue to be made available at City Hall and are replenished as needed (See attached – BMP 1.1, 1.3)</p> <p>3) The SWMP Manual and Years 1, 2, 3, 4 and 5 Annual Report are available on the City website for public review.</p>

MCM(s)	Measurable Goal(s)	<p>Explain progress toward goal or how goal was achieved.</p> <p>If goal was not accomplished, please explain.</p>
1	BMP 1.2 City Employee Education training.	<p>Public Works Operator Randy Miller attended a two-day training, CSI-MS4 in Dallas, TX on July 23-24, 2018 (See BMP 1.2).</p> <p>Training continued with less than 10 employees on staff. The SWMP and the same materials used for the public education including the TCEQ educational materials and <i>Stormwater Education, Are We Keeping the Water Clean?</i> created by Halff Associates in 2015 are available to employees.</p>
1	BMP 1.3 – Business Education	<p>Educational resources for businesses are provided via the City’s website that included informational links: TCEQ brochures: <i>Water Quality Brochure and Steps to Obtain Stormwater Permits for Stormwater Discharges, Used Oil Recycling Handbook</i>, and the EPA resource <i>Developing Your Stormwater Pollution Prevention Plan: A Guide for Construction Sites</i> (See attached – BMP 1.3).</p>
1	BMP 1.4 - General Permit Public Notice	<p>The SWMP is available at City Hall and through the City website (See attached – BMP 1.4).</p>
1	BMP 1.5 – Public input from existing committee meetings.	<p>All Council Meetings are publicized and open for public forum opportunities. In 2019, there were fewer than five occasions on which residents complained about drainage issues, but none of those comments pertained to projects begun in 2019.</p>
1	BMP 1.6 – Public Participation Events	<p>There were 3 Citywide Cleanup days in 2019: 03/23/19 (123 Residents, 171 Loads), 06/15/19 (117 Residents, 153 Loads), 10/19/19 (75 Residents, 124 Loads) (See attached – BMP 1.6).</p>
2	BMP 2.1 - Review of Storm Sewer	<p>Map reviewed. No new outfalls constructed in 2019. (See attached – BMP 2.1)</p>

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.
	Map Showing All Outfalls and Names of Waters of the United States	
2	BMP 2.2 - Review/revise public reporting process. Document number of complaints.	1) The City website now has an easily accessible way for the public to report any concerns or possible violations by email or phone call. New policy and procedures for complaints and new investigation forms created (See attached – BMP 2.2). 2) No new complaints were registered through this process in 2019
2	BMB 2.3- Spill control procedures	The City purchased a “spill container” that includes materials needed for spill cleanup in an easily available and properly marked container. Spill control procedures are fully documented (See attached – BMP 2.3).
2	BMP 2.4 –Continue ordinance for Illicit Discharge Detection and Elimination.	Ordinance reviewed by City Engineer 12/2019. Continued existing ordinance procedures. No revisions are needed at this time. (See attached – BMP 2.4).
2	BMP 2.5 – Illicit discharge inspections	Immediate response and appropriate action taken for possible discharge violations when they occur, however, no reports received in 2019 (see attached – BMP 2.5).
3	BMP 3.1 – Ordinance for Construction Site storm water Runoff Control	Ordinance reviewed by City Engineer 12/2019. Continued existing ordinance procedures. No revisions needed at this time. Link to ordinance is located on the City’s Public Works Stormwater Page http://www.lakedallas.com/184/Storm-Water-

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.
		Management (See attached – BMP 3.1)
3	BMP 3.2 – Site plan review process. Review procedures and document number of site plans reviewed.	Continued with existing site plan review steps as established by Code. No changes were made to the ordinance. There were no Site Plans reviewed in 2019.
3	BMP 3.3 – Construction Site Inspections	Continued program of construction inspections. There were no SWPPP reports written and submitted due to no construction activity taking place within the MS4 jurisdictional area in 2019 (See attached – BMP 3.3).
4	BMP 4.1 – Ordinance for Post Construction Stormwater Management. Continue Inspection Program.	Continued operations under existing ordinance. Ordinance reviewed and no changes regarding post construction stormwater management were implemented (See attached – BMP 4.1).
4	BMP 4.2 – Post Construction Inspections	Continued operations under existing ordinance. Form created to document post construction inspections was implemented in Year 5 (See attached – BMP 4.2)
5	BMB 5.1- Operations and Maintenance Program for City Facilities – Develop pollution prevention measures.	No new pollutants identified in 2019. The city purchased a “spill container” for spill cleanup if needed (See attached – BMP 5.1)

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.
5	BMB 5.2- Waste Disposal Procedures	Documentation of changed waste disposal program. Went from Waste Management of Texas, Inc. to Republic Waste Systems, Inc. (BMP 5.2).
5	BMB 5.3- Municipal Contractor Oversight	Pollution prevention procedures developed in 2017 were implemented in 2019 as needed (See attached – BMP 5.3).
5	BMP 5.4 – Structural Control Maintenance	There has been improvement in the drainage system with a large amount of debris and garbage cleaned out, although exact quantities are not available due to a recent change in departmental leadership. Additional clean-up of the City’s drainage system is planned for 2020.

C. Stormwater Data Summary

Provide a summary of all information used, including any lab results (if sampling was conducted) to assess the success of the SWMP at reducing the discharge of pollutants to the MEP. For example, did the MS4 conduct visual inspections, clean the inlets, look for illicit discharge, clean streets, look for flow during dry weather, etc.?

The MS4 cleaned a number of inlets and conducted three citywide clean ups in 2019 to remove debris from the stormwater system. With the change in management, the Department anticipates working to include a more ambitious program that includes more frequent inspections and cleanouts, as well as employee training in HAZ Ops in 2020.

D. Impaired Waterbodies

1. Identify whether an impaired water within the permitted area was added to the latest EPA-approved 303(d) list or the Texas Integrated Report of Surface Water Quality for CWA Sections 305(b) and 303(d). List any newly-identified impaired waters below by including the name of the water body and the cause of impairment. **NOT APPLICABLE**
2. If applicable, explain below any activities taken to address the discharge to impaired waterbodies, including any sampling results and a summary of the small MS4’s BMPs used to address the pollutant of concern. **NOT APPLICABLE**

- Describe the implementation of targeted controls if the small MS4 discharges to an impaired water body with an approved TMDL. [NOT APPLICABLE](#)
- Report the benchmark identified by the MS4 and assessment activities: [NOT APPLICABLE](#)

Benchmark Parameter (Ex: Total Suspended Solids)	Benchmark Value	Description of additional sampling or other assessment activities	Year(s) conducted

- Provide an analysis of how the selected BMPs will be effective in contributing to achieving the benchmark: [NOT APPLICABLE](#)

Benchmark Parameter	Selected BMP	Contribution to achieving Benchmark

- If applicable, report on focused BMPs to address impairment for bacteria: [NOT APPLICABLE](#)

Description of bacteria-focused BMP	Comments/Discussion

- Assess the progress to determine BMP's effectiveness in achieving the benchmark. [NOT APPLICABLE](#)

For example, the MS4 may use the following benchmark indicators:

- number of sources identified or eliminated;
- number of illegal dumpings;
- increase in illegal dumping reported;
- number of educational opportunities conducted;
- reductions in sanitary sewer flows (SSOs); /or

- increase in illegal discharge detection through dry screening.

Benchmark Indicator	Description/Comments

E. Stormwater Activities

Describe activities planned for the next reporting year:

MCM(s)	BMP	Stormwater Activity	Description/Comments
1	1.1	Public Education & Outreach	Distribute Stormwater Educational Materials- review & revise materials as needed.
1	1.3	Public Education & Outreach	Public participation events – continue citizen volunteer clean up events and household hazardous waste pickup
1	1.4	Public Education & Outreach	Update Stormwater Management Program on City Website for Public Review and Comment and document comments
2	2.2	Illicit Discharge Detection and Elimination	Visual Inspection of Selected Stormwater Outfalls During Dry Weather – conduct inspections, document number, findings and corrective actions
2	2.3	Illicit Discharge Detection and Elimination	Update Storm Sewer Map Showing All Outfalls and Names of Waters of the United States as new developments occur
2	2.5	Illicit Discharge Detection and Elimination	Document number of comment/complaints received and actions to address each issue
3	3.3	Construction Site Runoff Controls	Conduct Construction Site Inspections of Runoff Controls for

MCM(s)	BMP	Stormwater Activity	Description/Comments
			current construction projects of +1 acre
3	3.4	Construction Site Runoff Controls	Mechanism to Receive Comments. Receive and respond to comments from the general public and contractors through the development review process
4	4.2	Post Construction Stormwater Management	Conduct Inspections of Post-Construction Stormwater Management Control Measures. Develop procedures, schedule and checklist for inspection
5	5.1	Pollution Prevention and Good Housekeeping	Inspect and Prevent Pollution from City-Owned Facilities and Operations – review any potential new sources of pollution and document inspections performed
5	5.2	Pollution Prevention and Good Housekeeping	Train City Staff and Contractors on Pollution Reduction. Public works staff members will attend HazMat Ops training
5	5.3	Pollution Prevention and Good Housekeeping	Continue Inspections under Current Policy, Procedures and Schedule - document the results of inspections performed.

F. SWMP Modifications

1. The SWMP and MCM implementation procedures are reviewed each year.

Yes No

2. Changes have been made or are proposed to the SWMP since the NOI or the last annual report, including changes in response to TCEQ's review.

Yes No

If "Yes," report on changes made to measurable goals and BMPs:

A new MS4 Plan was submitted to TCEQ in 2019, which included the following changes to the Lake Dallas Stormwater Management program.

MCM(s)	Measurable Goal(s) or BMP(s)	Implemented or Proposed Changes (Submit NOC as needed)
1	1.1	Focused on providing materials on website rather than in City newsletter
1	1.4	Public input and comments now received via online form rather than Committee meetings
3	3.3	Updated current procedures, schedule, and checklist for construction site inspections
4	4.1	Updated ordinances for Post-Construction Stormwater Management
5	5.2	Public Works employees will now be trained in Hazardous Materials Operations
5	5.3	Updated Policy, Procedures, and Schedule for Periodic Inspection and Maintenance of Stormwater System

Note: If changes include additions or substitutions of BMPs, include a written analysis explaining why the original BMP is ineffective or not feasible, and why the replacement BMP is expected to achieve the goals of the original BMP.

3. Explain additional changes or proposed changes not previously mentioned (i.e. dates, contacts, procedures, annexation of land, etc.). **NOT APPLICABLE**

G. Additional BMPs for TMDLs and I-Plans

Provide a description and schedule for implementation of additional BMPs that may be necessary, based on monitoring results, to ensure compliance with applicable TMDLs and implementation plans. **NOT APPLICABLE**

BMP	Description	Implementation Schedule (start date, etc.)	Status/Completion Date (completed, in progress, not started)

H. Additional Information

1. Is the permittee relying on another entity to satisfy any permit obligations?

Yes No

If "Yes," provide the name(s) of other entities and an explanation of their responsibilities (add more spaces or pages if needed).

2.a. Is the permittee part of a group sharing a SWMP with other entities?

Yes No

2.b. If "yes," is this a system-wide annual report including information for all permittees?

Yes No

If "Yes," list all associated authorization numbers, permittee names, and SWMP responsibilities of each member (add additional spaces or pages if needed):

Authorization Number: _____ Permittee: _____

I. Construction Activities

1. The number of construction activities that occurred in the jurisdictional area of the MS4 (Large and Small Site Notices submitted by construction site operators):

_____0_____

2a. Does the permittee utilize the optional seventh MCM related to construction?

Yes No

2b. If "yes," then provide the following information for this permit year:

<p>The number of municipal construction activities authorized under this general permit</p>	
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The total number of acres disturbed for municipal construction projects	

Note: Though the seventh MCM is optional, implementation must be requested on the NOI or on a NOC and approved by the TCEQ.

J. Certification

If this is this a system-wide annual report including information for all permittees, each permittee shall sign and certify the annual report in accordance with 30 TAC §305.128 (relating to Signatories to Reports).

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.

Name (printed): _____ Title: _____

Signature: _____ Date: _____

Name of MS4 _____

If you have questions on how to fill out this form or about the Stormwater Permitting program, please contact us at 512-239-4671.

Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact us at 512-239-3282.