

**INSTRUCTIONS – DEP FORM 62-624.600(2)  
ANNUAL REPORT FORM FOR INDIVIDUAL NPDES PERMITS FOR  
MUNICIPAL SEPARATE STORM SEWER SYSTEMS**

**Who Must Submit This Annual Report Form?**

- Operators of municipal separate storm sewer systems (MS4s) that are covered by an individual NPDES stormwater permit pursuant to Rule 62-624, F.A.C. must submit this form. Each permitted operator must individually complete and submit this form, even if the operator is covered under a permit with multiple co-permittees or has established an interlocal agreement with one or more co-permittees.

**When to Submit This Annual Report Form?**

- This form must be fully completed and submitted for each year of coverage under the NPDES stormwater permit term. The Year 1 Annual Report must cover the twelve-month period beginning on the effective date of the permit and is due six months after the first anniversary of the date of permit issuance. All subsequent annual reports are due six months after the anniversary of the effective date of the permit.

**Where To Submit This Annual Report Form?**

- This form and any REQUIRED attachments must be sent by mail to the address below. The form and attachments may be submitted electronically (on a disk or CD) if a signed paper copy of Section VI of this form (Certification Statement and Signature) is also submitted. Do not submit any materials not specifically required to be submitted as per Section V of this form.

Florida Department of Environmental Protection  
NPDES Stormwater Section  
Mail Station 2500  
2600 Blair Stone Road  
Tallahassee, Florida 32399-2400

**Section I: BACKGROUND INFORMATION**

- Row A — Provide the name of the governmental entity submitting this form. For example, “City of Lauderhill.”
- Row B — Provide the name of the permit as it appears on the first page of your permit. For example, “Broward County MS4.” The permit name will not necessarily be the same name provided in Row A if the permit covers multiple co-permittees. If the name of the permit is the same name provided in Row A, repeat the name in Row B – do not leave the row blank.
- Row C — Provide the last two digits of your permit number as it appears on the first page of your permit.
- Row D — Indicate which permit year the annual report covers. If the permit year is beyond Year 5, check the last box and provide the appropriate permit year number.
- Row E — Indicate the twelve-month period the annual report covers. Provide the month and year for the beginning of the period and the month and year for the end of the period. For example, “March/2003 through February/2004.” Do not provide the day.
- Row F — Provide contact information for your Responsible Authority. The definition of a Responsible Authority can be found at Rule 62-620.305, F.A.C.
- Row G — Provide contact information for the Designated Stormwater Management Program Contact if it isn't the same person as the Responsible Authority identified in Row F, otherwise leave this section blank. The Stormwater Management Program Contact is the technical person that oversees the stormwater program and is the primary contact for when the Department has questions about the annual report, is scheduling an annual inspection, or needs to discuss miscellaneous issues concerning implementation of the permit.

**Section II: MS4 MAJOR OUTFALL INVENTORY**

- This section is required to be completed in all permit years EXCEPT Year 1. In Year 1, you are required to provide an inventory and a map of all known major outfalls, in accordance with Rule 62-624.600(2)(a), F.A.C. In all subsequent permit years, you need to only provide any updates to the inventory by completing this section.
- The definition of a “major” outfall can be found at Rule 62-624.200(5), F.A.C.

- **Row A** — This row contains two separate questions. First, provide the number of outfalls ADDED to the outfall inventory in the current reporting year. If no outfalls were added, insert a “0” – do not leave it blank. Second, indicate whether the number of outfalls added includes any “non-major” outfalls by checking one of the following:
  - “Yes” if the number includes non-major outfalls
  - “No” if the number does not include non-major outfalls, or
  - “Not Applicable” if no new outfalls were added to the inventory.
- **Row B** — Provide the number of outfalls REMOVED from the outfall inventory in the current reporting year. If no outfalls were removed, insert “0” – do not leave it blank. Then indicate whether the number of outfalls removed includes any “non-major” outfalls by checking one of the following:
  - “Yes” if the number includes non-major outfalls
  - “No” if the number does not include non-major outfalls, or
  - “Not Applicable” if no outfalls were removed from the inventory.
- **Row C** — Indicate whether the change in the total number of outfalls in the inventory is due to land being either annexed or vacated during the reporting year by checking one of the following:
  - “Yes” if the change is due to lands annexed, lands vacated, or lands both annexed and vacated.
  - “No” if the change is not due to lands annexed or vacated, or
  - “Not Applicable” if no outfalls were reported in Rows A or B as added or removed from the outfall inventory.

### Section III: MONITORING PROGRAM

- **This is the ONLY section of this form that you may reference another permittee’s annual report to satisfy your reporting requirements**, but only if that permittee is fully reporting on the monitoring program as required by this form. In you choose to reference another permittee’s annual report, you must include the name of the permittee in Row A – do not leave this section blank.
- **Row A** — Provide a brief summary of the status of monitoring plan implementation, including any problems encountered; or, if applicable, include the name of the permittee whose annual report you are referencing for the necessary monitoring information.
- **Row B** — Provide a brief summary of the monitoring results to date, including any trend analyses.
- **Row C** — Attach to the form a summary of the monitoring data as required under Rule 62-624.600(2)(c), F.A.C. Do not provide the monitoring raw data.

### Section IV: FISCAL ANALYSIS

- **Row A** — Provide a single figure that most accurately represents the total expenditures for the NPDES stormwater management program (SWMP) for the current reporting year. Be sure to include the costs of all departments involved (SWMP-related activities only) and of any contracts or interlocal agreements.
- **Row B** — Provide a single figure that most accurately represents the total budget for the NPDES stormwater management program for the subsequent reporting year. Be sure to include the budgets of all the departments involved (SWMP-related activities only) and of any contracts or interlocal agreements.

### Section V: MATERIALS TO BE SUBMITTED WITH THIS ANNUAL REPORT FORM

- Use the checklist in this section to determine what is required to be attached to this form. Do not submit any materials not required, such as records or logs of SWMP activities, monitoring raw data, public outreach materials, or pesticide and herbicide applicator certifications.
- For each item listed in the checklist, indicate whether it is “Attached” or “N/A” (Not Applicable). Do not leave any item unchecked.
- For the first item listed, carefully read Part III.A of your permit. In this section of your permit, certain annual reporting requirements are specified. The requirements include submitting certain quantifiable data (which are to be included in Section VII of this form) and may also include submitting non-quantifiable information, such as a copy of any stormwater-related updates to your local codes/ordinances.
- For the second item listed, indicate whether you attached the monitoring data summary requested in Section III.C of the form. If you referenced a co-permittee’s annual report for the monitoring information required in Section III, check the “N/A” box.

- For the third item listed, indicate whether you attached the major outfall inventory and a map of the major outfall locations in accordance with Rule 62-624.600(2)(a), F.A.C. This item is only applicable in Year 1. For all other reporting years, check the “N/A” box.
- For the fourth item listed, indicate whether you attached the estimates of pollutant loadings and event mean concentrations as required under Part V.A of your permit and in accordance with Rule 62-624.600(2)(b), F.A.C. This item is only applicable in Year 3. For all other reporting years, check the “N/A” box.
- For the fifth item listed, indicated whether you attached your permit re-application in accordance with the re-application requirements in Rule 62-624.420(2), F.A.C. This item is only applicable in Year 4. For all other reporting years, check the “N/A” box.

#### **Section VI: CERTIFICATION STATEMENT AND SIGNATURE**

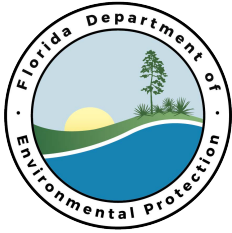
- The Responsible Authority listed in Section I.F of this form must sign the certification statement provided in this section, in accordance with Rule 62-620.305, F.A.C. The annual report form will be returned to the permittee if the required signature is not included. If you choose to submit the annual report and attachments electronically, a signed paper copy of this section must also be submitted.

#### **Section VII: STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE**

- Column A — Columns B through F must be completed for each SWMP element indicated by the permit citation in Column A. No information is to be inserted by the permittee in this column.
- Column B — Provide a summary of the permit requirements in Part III.A of your permit for each SWMP element and, underneath the summary, list the quantifiable SWMP activities related to the requirements. The particular quantifiable SWMP activities are specific to each permittee, but must include, at a minimum, the quantifiable activities that are required by the permit to be reported.
- Column C — Provide a number representing the activities performed in the current reporting year for each of the quantifiable SWMP activities you listed in Column B. This column may not be left blank for any of the quantifiable SWMP activities listed in Column B.
- Column D — Provide a title or description of the record that documents each number you provided in Column C. For example, “Daily Work Orders,” “Illicit Complaint/Investigation Forms and Log,” or “Construction Inspection Checklists and Log.” If the activity is recorded entirely in an electronic database system, you may provide the name of the system, such as the “Hansen Model.” This column may not be left blank for any of the numbers provided in Column C.
- Column E — Provide the name of your department/division that is responsible for performing each of the SWMP activities listed in Column B, or provide the name of the co-permittee, private contractor, or other entity that is performing the activities on your behalf. Try to be as specific as possible by including, for example, the name of the employee responsible for a particular SWMP activity if only that employee can answer any questions concerning the activity. This column may not be left blank for any of the SWMP activities listed in Column B.
- Column F — This column allows for any brief comments you determine are necessary to explain the information you provided in Columns C, D, and E.

#### **Section VIII: CHANGES TO STORMWATER MANAGEMENT PROGRAM (SWMP) ACTIVITIES**

- This section is to be completed, as applicable, in all permit years EXCEPT Year 4. In Year 4, any desired changes to your SWMP activities should be included in your permit re-application that is to be attached to the Year 4 Annual Report Form.
- Row A — If applicable, include in this row any requested changes to your SWMP activities that are established as specific requirements under Part III.A of your permit. Provide the permit citation/SWMP element that corresponds to the SWMP activity you want changed, describe the requested change, and provide a rationale for the change. Such changes cannot be implemented without prior approval from the Department and may require a permit revision in accordance with Rule 62-620.325, F.A.C.
- Row B — If applicable, include in this row any changes to your SWMP activities that are NOT established as specific requirements under Part III.A of your permit but rather are activities at the discretion of the permittee. Provide the permit citation/SWMP element that corresponds to the SWMP activity you have changed, describe the change, and provide a rationale for the change.



# ANNUAL REPORT FORM FOR INDIVIDUAL NPDES PERMITS FOR MUNICIPAL SEPARATE STORM SEWER SYSTEMS (RULE 62-624.600(2), F.A.C.)

- This Annual Report Form must be completed and submitted to the Department to satisfy the annual reporting requirements established in Rule 62-621.600, F.A.C.
- Submit this fully completed and signed form and any REQUIRED attachments by mail to the address in the box at right.
- Refer to the Form Instructions for guidance on completing each section.
- **Please print or type information in the appropriate areas below.**

**Submit the form and attachments to:**  
 Florida Department of Environmental Protection  
 Mail Station 2500  
 2600 Blair Stone Road  
 Tallahassee, Florida 32399-2400

**SECTION I. BACKGROUND INFORMATION**

<b>A.</b>	Permittee Name:					
<b>B.</b>	Permit Name:					
<b>C.</b>	Permit Number:					
<b>D.</b>	Annual Report Year:	Year 1	Year 2	Year 3	Year 4	Year 5      Other, specify Year:
<b>E.</b>	Reporting Time Period (month/year):		/	through		/
<b>F.</b>	Name of the Responsible Authority:					
	Title:					
	Mailing Address:					
	City:		Zip Code:		County:	
	Telephone Number:			Fax Number:		
	E-mail Address:					
	<b>G.</b>	Name of the Designated Stormwater Management Program Contact (if different from Section I.F above):				
Title:						
Department:						
Mailing Address:						
City:		Zip Code:		County:		
Telephone Number:			Fax Number:			
E-mail Address:						

**SECTION II. MS4 MAJOR OUTFALL INVENTORY (Not Applicable In Year 1)**

<b>A.</b>	Number of outfalls ADDED to the outfall inventory in the current reporting year (insert "0" if none): (Does this number include non-major outfalls?    Yes    No    Not Applicable)					
<b>B.</b>	Number of outfalls REMOVED from the outfall inventory in the current reporting year (insert "0" if none): (Does this number include non-major outfalls?    Yes    No    Not Applicable)					
<b>C.</b>	Is the change in the total number of outfalls due to lands annexed or vacated?    Yes    No    Not Applicable					

**SECTION III. MONITORING PROGRAM**

<b>A.</b>	Provide a brief statement as to the status of monitoring plan implementation:
<b>B.</b>	Provide a brief discussion of the monitoring results to date:
<b>C.</b>	Attach a monitoring data summary, as required by the permit.

**SECTION IV. FISCAL ANALYSIS**

<b>A.</b>	Total expenditures for the NPDES stormwater management program for the current reporting year: \$
<b>B.</b>	Total budget for the NPDES stormwater management program for the subsequent reporting year: \$

**SECTION V. MATERIALS TO BE SUBMITTED WITH THIS ANNUAL REPORT FORM**

Only the following materials are to be submitted to the Department along with this fully completed and signed Annual Report Form (check the appropriate box to indicate whether the item is attached or is not applicable):

AttachedN/A

Any additional information required to be submitted in this current annual reporting year in accordance with Part III.A of your permit that is not otherwise included in Section VII below.

A monitoring data summary as directed in Section III.C above and in accordance with Rule 62-624.600(2)(c), F.A.C.

Year 1 ONLY: An inventory of all known major outfalls and a map depicting the location of the major outfalls (hard copy or CD-ROM) in accordance with Rule 62-624.600(2)(a), F.A.C.

Year 3 ONLY: The estimates of pollutant loadings and event mean concentrations for each major outfall or each major watershed in accordance with Rule 62-624.600(2)(b), F.A.C.

Year 4 ONLY: Permit re-application information in accordance with Rule 62-624.420(2), F.A.C.

**DO NOT SUBMIT ANY OTHER MATERIALS**

(such as records and logs of activities, monitoring raw data, public outreach materials, etc.)

**SECTION VI. CERTIFICATION STATEMENT AND SIGNATURE**

*The Responsible Authority listed in Section I.F above must sign the following certification statement, as per Rule 62-620.305, F.A.C.:*

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 upon 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 of Responsible Authority (type or print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE**

A.	B.	C.	D.	E.	F.
Permit Citation/SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation/Record	Entity Performing the Activity	Comments
Part III.A.1	Structural Controls and Stormwater Collection Systems Operation				
Part III.A.2	Areas of New Development and Significant Redevelopment				
Part III.A.3	Roadways				
Part III.A.4	Flood Control Projects				
Part III.A.5	Municipal Waste Treatment, Storage, and Disposal Facilities Not Covered by an NPDES Stormwater Permit				
Part III.A.6	Pesticides, Herbicides, and Fertilizer Application				
Part III.A.7.a	Illicit Discharges and Improper Disposal — Inspections, Ordinances, and Enforcement Measures				
Part III.A.7.c	Illicit Discharges and Improper Disposal — Investigation of Suspected Illicit Discharges and/or Improper Disposal				
Part III.A.7.d	Illicit Discharges and Improper Disposal — Spill Prevention and Response				
Part III.A.7.e	Illicit Discharges and Improper Disposal — Public Reporting				
Part III.A.7.f	Illicit Discharges and Improper Disposal — Oils, Toxics, and Household Hazardous Waste Control				
Part III.A.7.g	Illicit Discharges and Improper Disposal — Limitation of Sanitary Sewer Seepage				
Part III.A.8.a	Industrial and High-Risk Runoff — Identification of Priorities and Procedures for Inspections				
Part III.A.8.b	Industrial and High-Risk Runoff — Monitoring for High Risk Industries				
Part III.A.9.a	Construction Site Runoff — Site Planning and Non-Structural and Structural Best Management Practices				
Part III.A.9.b	Construction Site Runoff — Inspection and Enforcement				
Part III.A.9.c	Construction Site Runoff — Site Operator Training				

**SECTION VIII. CHANGES TO THE STORMWATER MANAGEMENT PROGRAM (SWMP) ACTIVITIES (Not Applicable In Year 4)**

	Permit Citation/ SWMP Element	Proposed Changes to the Stormwater Management Program Activities Established as Specific Requirements Under Part III.A of the Permit (Including the Rationale for the Change)— REQUIRES DEP APPROVAL PRIOR TO CHANGE IF PROPOSING TO REPLACE OR DELETE AN ACTIVITY.
<b>B.</b>	Permit Citation/ SWMP Element	Changes to the Stormwater Management Program Activities NOT Established as Specific Requirements Under Part III.A of the Permit (Including the Rationale for the Change)