



NEVADA DIVISION OF  
**ENVIRONMENTAL  
PROTECTION**

**Electronic Annual Report and Certification Instructions**

Annual Reports and Certification for Small Municipal Separate Storm Sewer Systems (“MS4s) covered under General Permit (NVS040000) will be submitted to the Nevada Division of Environmental Protection (“NDEP”) using this Electronic Annual Report and Certification. This new form will enable your small MS4 to complete and submit the document electronically.

It is **VERY IMPORTANT** when you first open this document, that you immediately save it onto your hard drive with a new file name. To do this, click on “file” then “save as” and type in the new file name. Once you have successfully saved the document you may begin to fill it out, ensuring that you answer ALL fields, and provide accurate dates (e.g., month, day, year). The cells will expand as you add data and information. At the end of the document either a principal executive officer or a ranking elected official; or duly authorized representative from your municipality will need to sign the report. You DO NOT need to have an electronic signature. Instead, type in the name and title of the person signing the Annual Report and Certification and resave the document (using the same document name you used initially). The person whose name appears in this section **MUST** be the person who submits (emails) the Annual Report and Certification to NDEP. **If your Annual Report and Certification does not have the correct document name and/or the name appearing in the signature section does not match the name of the person submitting the document, NDEP will be unable to accept your Annual Report and Certification and it will be returned to you.**

When submitting (emailing) the Annual Report and Certification, under “subject,” type in the document name and the name of the MS4 submitting the annual report.



Are you relying on another entity to implement any of the MCMs?
If so, please attach a copy of the legally-binding document between the entities and explain which MCM(s) the entity is implementing on your MS4's behalf.
Are you sharing responsibility with another entity to implement any of the MCM(s)?
If so, please attach a copy of the cooperative agreement between the entities and explain which MCM(s) is shared jointly between the entities.
Please describe in sufficient detail the status of the Permittee's compliance with permit conditions.
Please provide in sufficient detail an assessment of the appropriateness of the identified BMPs in the SWMP.
Please provide in sufficient detail the progress you are making towards achieving the statutory goal of reducing the discharge of pollutants to the Maximum Extent Practicable ("MEP").
Please provide in sufficient detail the status of the measurable goals for each of the MCMs.

<b>Public Education and Outreach</b>
Are you relying on another entity to implement all or part of this MCM?
If so, please attach a copy of the legally-binding document between the entities and explain how the entity is implementing all or part of this MCM on your MS4's behalf.
Explain in sufficient detail what Public Education and Outreach activities your MS4 undertook and completed during this reporting cycle.
Did your MS4 distribute any information concerning stormwater activities to the public during this past reporting period?
If yes, please explain the materials distributed to the public including content and the number distributed. Include copies of the educational material in the Annual Report.
Please provide in sufficient detail the status of the measurable goals for each of the MCMs.

<b>Public Involvement/Participation</b>
Are you relying on another entity to implement all or part of this MCM?
If so, please attach a copy of the legally-binding document between the entities and explain how the entity is implementing all or part of this MCM on your MS4's behalf.
Explain in sufficient detail what Public Involvement/Participation activities your MS4 undertook and completed during this reporting cycle.
Did your MS4 involve the public in stormwater activities during this past reporting period?
If yes, please explain how your MS4 involved the public and how they participated in any stormwater activities.
Please provide in sufficient detail the status of the measurable goals for each of the MCMs.

<b>Illicit Discharge Detection and Elimination Program</b>	
Have you already developed an outfall map for your MS4?	Date developed:
Have you updated the map during the past reporting cycle to show the location of all new outfalls and the names of all waters that receive discharges from those outfalls?	Approximate number of new outfalls:
Have you identified any non-stormwater discharges during the past reporting cycle as being a significant contributor of pollutants?	
Provide details of these discharges and what you did to prevent further discharges.	
List the number of catch basin and manhole inspections made during the past reporting cycle.	
Did you conduct dry weather surveys for illegal discharges?	Date(s) of Survey(s):
Number of outfalls physically inspected during the past reporting year:	
Number of outfalls found to have dry weather flows during that period:	
Number of outfalls found to have an illicit connection during that period:	

Number of illicit connections found during the past reporting period:
Number of illicit connections eliminated during the past reporting period:
Number of incidences of spills of hazardous materials, illegal dumping, and/or sanitary sewer overflows identified:
Number of incidences of spills of hazardous materials, illegal dumping, and/or sanitary sewer overflows the Permittee has responded to and cleaned:
For any outfalls that were found to have dry weather flows, a copy of the inspection report shall be submitted with this Annual Report and Certification.

<b>Construction Site Stormwater Runoff Control</b>
Are you relying on another entity to implement all or part of this MCM?
If so, please attach a copy of the legally-binding document between the entities and explain how the entity is implementing all or part of this MCM on your MS4's behalf.
How many construction sites were active during this reporting cycle?
How many pre-construction site plans were reviewed?
How many construction sites did your MS4 inspect during this reporting cycle?
How many violations were issued to construction site operators during the past reporting cycle?
Please provide in sufficient detail the status of the measurable goals for each of the MCMs.

<b>New Development and Redevelopment Controls</b>
Are you relying on another entity to implement all or part of this MCM?
If so, please attach a copy of the legally-binding document between the entities and explain how the entity is implementing all or part of this MCM on your MS4's behalf.
How many new structures were constructed for new developments or significant redevelopment projects during this reporting cycle?
Please provide an updated list of the new projects that were constructed during this reporting cycle.
Please list any new projects that used Low-Impact Development measures and the LID measures used?
Report the number of inspections performed on post-construction BMPs in your MS4 such as detention basins or retention basins to ensure these are constructed in accordance with the approved plans.
Report the number of detention basins cleaned and approximate amount of material removed from each detention basin.
Are there written agreements between the MS4 and the developer to maintain the new projects?
How many post-construction projects were inspected during this reporting cycle?
How many post-construction projects were cleaned during this reporting cycle?
List the amount of material removed during cleaning or maintenance from the projects during this reporting cycle.
Please provide in sufficient detail the status of the measurable goals for each of the MCMs.

<b>Pollution Prevention/Good Housekeeping for Municipal Operations</b>
Are you relying on another entity to implement all or part of this MCM?
If so, please attach a copy of the legally-binding document between the entities and explain how the entity is implementing all or part of this MCM on your MS4's behalf.
Discuss and report any cleaning and/or repair of detention/retention basins, storm sewers and catch basins during the past reporting cycle.
List the amount of debris, floatables, sediment or other material your MS4 removed from streets, catch basins, retention/detention basins, etc. during this reporting cycle.
Report the number of curb miles of streets swept during the past reporting cycle and the amount of material removed by month during that period.
Report the amount of sand/salt by month that was applied during the past reporting period and the

estimated amount that was recovered through sweeping.
Report whether you installed any new floatable control options which could include, but are not limited to storm sewer grate retrofits, increased number of litter receptacles in areas frequented by pedestrian traffic, trash netting and/or other equivalent technologies.
List the number of employees trained in stormwater activities during this reporting cycle.
Provide a list of the employees trained and describe the training material used for the training.
Report whether your MS4 did any work to control discharges causing scouring at outfall pipes or outfalls with excessive sedimentation. Include procedures used to remediate scouring or excessive sedimentation at outfall pipes.
Please provide in sufficient detail the status of the measurable goals for each of the MCMs.

<b>Maintenance Yard Activities</b>
How many industrial facilities are owned/operated by the permittee that are subject to NDEP Industrial Stormwater General Permit or individual NPDES permits for discharge of stormwater?
Report the number of salt and salt/sand piles that have been enclosed or covered by a storm resistant shelter to prevent exposure to rain, snow, snowmelt and/or runoff during the past reporting cycle.
Report the number of maintenance yards inspected during the past reporting cycle to ensure BMPs are in place to control the discharge of pollutants and to verify they meet the standard operating procedures for fueling, vehicle maintenance, and washing equipment & vehicles.

<b>Additional Reporting Requirements</b>
Attach the results of information collected and analyzed, if any, during the reporting period, including monitoring data used to assess the success of the program at reducing the discharge of pollutants to the MEP.
Discuss any proposed changes to the SWMP, including changes to any BMPs or any identified measurable goals that apply to the program elements.
Provide a summary of the stormwater activities the permittee plans to undertake during the next reporting cycle (including an implementation schedule).
Report the results of any additional monitoring beyond that required by the stormwater monitoring plan.

### **Annual Certification**

“I certify under penalty of law that this Annual Report and Certification and all attached documents were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate this information. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering this information, the information in this Annual Report and Certification and all attached documents is, to the best of my knowledge and belief, true, accurate and complete.

“I certify that the municipality is in compliance with its stormwater program, Stormwater Management Plan (SWMP) and the Nevada Stormwater General Permit No. NVS04000, except for any incidents of non-compliance which are identified herein. For any incidents of non-compliance, the Annual Report identifies the steps being taken to remedy the non-compliance and to prevent such incidents from recurring.

“I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for purposely, knowingly, recklessly, or negligently submitting false information.”

## **Who Must Sign the Annual Certification?**

Either a principal executive officer or a ranking elected official; or duly authorized representative.

A principal executive officer or ranking elected official of the municipality may assign his or her signatory authority for this Certification to a duly authorized representative, which is a named individual or a title of a position having overall responsibility for the operation of municipal stormwater facilities or municipal environmental matters, by submitting a letter to NDEP stating said authority and naming the individual or position. The duly authorized representative is the Municipal Stormwater Program Coordinator only if the Coordinator has overall responsibility for the operation of municipal stormwater facilities or municipal environmental matters.