

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) DISCHARGES OF STORMWATER ASSOCIATED WITH INDUSTRIAL ACTIVITY ANNUAL REPORT INSTRUCTIONS

Completion of the NPDES Discharges of Stormwater Associated with Industrial Activity Annual Report (3800-PM-BCW0083h) is a requirement of PAG-03 NPDES General Permit coverage. The annual report must be submitted to the regional office of the Department of Environmental Protection (DEP), Clean Water Program, that approved General Permit coverage by May 1. The annual report may also be required for facilities with individual NPDES permits, with the same or different submission deadlines.

The annual reporting period is a calendar year (i.e., January 1 to December 31), with the annual report due by May 1. For existing permittees with PAG-03 coverage as of the effective date of the PAG-03 General Permit, the first annual report that must be submitted to DEP under the General Permit is due by May 1, 2022 with a reporting period starting on January 1, 2021 and ending on December 31, 2021.

For new permittees with PAG-03 coverage after the effective date of the PAG-03 General Permit, the first annual report is due by May 1 following the first year of General Permit coverage. For example, if an applicant receives approval for PAG-03 coverage with an effective date of June 1, 2021, the first annual report would be due by May 1, 2023 (i.e., the first May 1 following one full year of coverage). The first annual report should cover activities occurring from the effective date of coverage until December 31 following one year of coverage. Thereafter, the annual reporting period is a calendar year, with the annual report due by May 1.

Enter the reporting period (i.e., calendar year) at the top of the report (e.g., January 1, 2022 to December 31, 2022).

General Information

Identify the permittee name (as it appears on the first page of the permit issued by DEP), the permittee address and phone number, the permit number, the latest permit approval (issuance) date, and the county and municipality where the facility is located.

If the facility is covered by the PAG-03 General Permit, check the appropriate box if the permittee wishes to continue coverage under PAG-03 during the next year (not applicable to facilities covered by individual permits). If a permittee wishes to terminate coverage under PAG-03 or an individual permit, check the appropriate box and attach a complete Notice of Termination (NOT) (3800-PM-BCW0410). Check the appropriate box (i.e., Yes or No) to indicate whether the permittee's Preparedness, Prevention, and Contingency (PPC) Plan has been reviewed and, if necessary, updated during the calendar year reporting period. Check the appropriate box (i.e., Yes or No) to indicate whether annual employee training required by the permit has been provided during the reporting period and list the date(s) training occurred. If applicable, identify the PAG-03 Appendix(ces) that the permittee is subject to.

Inspection Information

1. The PAG-03 General Permit requires visual inspections at least semiannually (once every calendar semiannual period). Individual permits may have similar or different inspection requirements. A table is provided to summarize all inspections conducted during the calendar year. Assign each inspection event a number, chronologically, and report the number in the table. Report the date of the inspection and the name and title of the inspector (i.e., the qualified inspector required by the General Permit). Check the box in the column for "Stormwater Discharge During Inspection?" if a stormwater discharge was occurring during the inspection. The General Permit requires that at least one semiannual inspection be conducted during conditions where a stormwater discharge is occurring.
2. Check the appropriate boxes to indicate areas, activities and practices evaluated during the inspections. These areas, activities and practices must be inspected during all inspections in accordance with Part C of the PAG-03 General Permit and individual permits.
3. For each inspection answer each of the questions listed in the column headers. Enter the Inspection Number (Inspection No.) corresponding to the inspection dates identified in No. 1, and check any box in which the answer to the question is "Yes".

- Where any answer to No. 3 is "Yes", describe the corrective measures taken or are planned by the permittee. Attach additional pages as needed.
- Check the appropriate box to indicate whether all measures and BMPs required by the permit were implemented during the reporting period (Yes or No). If No, identify which BMPs were not implemented and efforts being undertaken to begin or resume implementation of the BMPs. Attach additional pages as needed.

Stormwater Sampling Event Information

- In the table provided, enter the information requested concerning each storm event in which samples were collected during the reporting period. The following lists the column headers and an explanation of the information requested:

- Outfall No. Sampled** – List every outfall number sampled per storm event.
- Sample Date** – Identify the date in which samples were collected.

Example – Three outfalls were sampled twice during the reporting period: one event took place on February 1 and the other event occurred on August 15. The first two columns should be completed as follows:

Outfall No. Sampled	Sample Date
001	2/1/2022
002	2/1/2022
003	2/1/2022
001	8/15/2022
002	8/15/2022
003	8/15/2022

- Duration of Storm Event** – Report the duration, in hours, of the storm event in which samples were collected.
 - Sample Collected within First 30 Minutes?** – Check the box if the sample was collected within the first 30 minutes of the stormwater discharge.
 - Precipitation Amount** – Report the amount of precipitation, in inches, that fell during the storm event in which samples were collected. Note that the PAG-03 General Permit requires that samples be collected from storm events producing greater than 0.1 inch of precipitation.
 - Duration Between Storm Event Sampled and Previous Measurable Storm Event** – Enter the amount of time, in hours, between the storm event sampled and the previous measurable (greater than 0.1 inch of precipitation) storm event.
 - Were Results Reported on DMR?** – Check the box if the analytical results for the sampling event were reported to DEP on a Discharge Monitoring Report (DMR).
 - Were Benchmark Value(s) Exceeded?** – Check the box if any benchmark values identified in the applicable Appendix(ces) of the PAG-03 General Permit or in an individual permit (if applicable) were exceeded for the outfall and sampling event listed.
 - Parameter(s) Exceeding Benchmark Value(s)** – If benchmark values were exceeded, report the name(s) of all parameter(s) in which stormwater concentrations exceeded the benchmarks.
- Indicate whether the need to develop and submit a corrective action plan (CAP) was triggered during the reporting period by checking the appropriate box (i.e., Yes or No). The PAG-03 General Permit requires submission of a CAP and Stormwater BMP Checklist (3800-PM-BCW0083I), if applicable, in accordance with Part C.V.H of the General

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Permit. If Yes, list the date the CAP was submitted to DEP, and the date by which corrective BMPs were or will be implemented.

3. Check the appropriate box (i.e., Yes or No) to indicate whether samples were collected by the permittee at the request of DEP for parameters not identified in the applicable PAG-03 Appendix. If Yes, attach the analytical report(s) to the Annual Report. Permittees with individual permits should check the box for "N/A."
4. If samples were not collected within the first 30 minutes for any stormwater sampling event, provide an explanation below as to why this could not be done in the space provided. Attach additional pages as needed. If not applicable, enter "N/A".
5. Check the appropriate box (i.e., Yes or No) to indicate whether any of the outfalls identified in No. 1 above discharge to a municipal separate storm sewer system (MS4).
6. If you responded Yes to No. 5, check the appropriate box (i.e., Yes or No) to indicate whether a copy of the annual report has been or will be sent to the MS4 operator.

NOTE – If the permittee discharges to an MS4, a copy of the Annual Report must be submitted to the operator of the MS4.

Certification

The permittee must certify that the information contained in the Annual Report is true, accurate and complete and agree to continue to abide by the terms and conditions of the General Permit or individual permit. In addition, the responsible official's signature also verifies that the discharges continue to be eligible for the General Permit, if applicable, and BMPs are or will be implemented to ensure that water quality standards and effluent limits are attained.

The Annual Report must be signed as follows:

For individually owned operations - the owner of the facility must sign the Annual Report.

For a Corporation - by a responsible corporate officer. For purposes of this section, a responsible corporate officer means a principal executive officer of at least the level of vice president or an authorized representative, if the representative is responsible for the overall operation of the facility from which the discharge described in the Annual Report originates.

For a Partnership or Sole Proprietorship - by a general partner or the proprietor, respectively.

For a Municipality or State, Federal, or Other Public Agency - by either a principal executive officer, ranking elected official, or other authorized employee. For purposes of the Annual Report, a principal executive officer of a federal agency includes:

1. The chief executive officer of the agency, or
2. A senior executive officer who has responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of EPA).

Submission

One copy of the Annual Report must be submitted to the regional office of DEP that approved PAG-03 General Permit coverage by May 1 each year. Annual reports for facilities with individual permits should also be submitted to the DEP regional office that issued the permit, but may be due on a different date. For a list of DEP regional office addresses, please visit www.dep.pa.gov, and select "Regional Resources." Where the permittee discharges stormwater to an MS4, one copy of the Annual Report must be submitted to the operator of the MS4.

For those with PAG-03 coverage, the annual NOI installment payment of \$500 must be submitted to DEP's Bureau of Clean Water by May 1 each year at the address below:

PA Department of Environmental Protection
Bureau of Clean Water

Rachel Carson State Office Building
400 Market Street, PO Box 8466
Harrisburg, PA 17105-8466

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