



west virginia department of environmental protection

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MS4 Annual Reporting Instructions

The 2009 WV Municipal Separate Storm Sewer System (MS4) General Permit was reissued in June of 2009. Permittees that have filed a Notice of Intent to discharge under this permit are now required to submit the following information in their annual reports. This information can be found on page 24 & 25 of the MS4 permit and in specific minimum control measures.

This annual reporting form is in a fillable PDF format. Users can download a free version of Adobe Reader from the internet. This form will allow you to save your work on your hard drive. It will also allow you to save your work and return to the document later to finish.

The fillable spaces, where a narrative is required will allow the writer to insert numerous characters. As the amount of text increases, the character size will get smaller. Do NOT insert so many words that the text becomes too small to read. If you need to provide more narrative, please use another sheet of paper to finish the narrative and attach it to the form.

For responses that require numbers, the box will only accept numeric characters. For example, if you want to answer “12”, you will not be able to write “twelve”, you must use the numeric characters.

For example: Box number 16 and 17 ask for a dollar amount. Only numeric characters can be entered into this box.

For example: Box number 26 asks for a phone number. Only numeric characters can be entered into this box.

Special note about box 82: The question requires a number for an answer. There is a glitch in this box in that your cursor must be positioned in just the right spot in order to enter the number. Hover the cursor in the upper left quadrant of the box, under the “WV” and click - you should be able to enter a number when you see the cursor blinking.

Please provide all the information requested. If you need additional space, you may attach additional sheets to your annual report.

Send a copy of your annual report to your WVDEP District Office. They are located in Teays, Oak Hill, Fairmont and Romney.

Promoting a healthy environment.

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It is not necessary to include brochures, Ordinances, trinkets, posters, and other documents that you have developed or disseminated to the public. However, you do want to describe your outreach efforts and the activities that utilized these items.

You do not need to include sign-in lists of training or other meetings; rather provide a summary of the training or meeting including a brief description of the purpose of the meeting, topic discussed, date, and the number of people that attended.

You do not need to include *lists* of individual work orders, work orders completed, daily work logs, or daily street sweeping logs. Rather, provide a summary of this work in the appropriate place on the form.

Do not place the annual report and other supporting documents in a three ring, spiral, or coil type binder. DWWM discards these in order to scan the annual reports.

Your MS4 annual report is subject to dissemination to the public under the Freedom of Information Act.

Updated July 25, 2013

Instructions are subject to change as necessary for DWWM to capture appropriate information.