

Water ePermitting System Storm Water Permit Program

eReporting for Municipal Separate Storm Sewer System (MS4) Permit Documents

Below are the steps to complete and submit a MS4 Annual Report or other MS4 permit compliance documents using the ePermitting System. More details, including screen shots are included starting on page 2.

Need Assistance?	Please use the ASK FOR HELP link for user support & someone will contact you.
Website	• Go to the Water Portal Web Page, either type in "Water Permits" in the search bar on
Information	the DNR home page, or go to <u>dnr.wi.gov/permits/water</u> .
WAMS ID &	• Choose Register for a WAMS ID, unless you already have a WAMS ID.
Logging in to the	• Return to the Water Portal web page; choose Begin to log into the ePermitting system.
ePermitting	 Login using your WAMS ID and password.
System	• You will be redirected to the "My Permit Applications" web page. Here you can either
	start a new MS4 eReport or edit an existing eReport.
	 Start new MS4 eReport: choose Storm Water from the list of Permit Categories along the left.
	• Resume editing an existing MS4 eReport: Choose the project name under either
	Draft Permit Applications or Signature Confirmation Needed.
MS4 eReporting	 Select the appropriate permit type ("Storm Water MS4 eReporting") to start a new MS4
System	Annual Report or other MS4 permit compliance document.
	 Choose the Submittal Type ('Annual Report' or 'Other' MS4 program submittal).
	 Enter a Project Name relating to the municipality type and submittal type.
	• Choose the County , Municipality , and Reporting Year . This will make the remaining tabs
	available.
	 To navigate through the eReporting process:
	 Annual Report: Use the Home, Contacts, Measures, Evaluation, Assistance, and
	Attachments tabs.
	• Other compliance document submittal: Use the Home , Contacts , and Attachments
	tabs.
	 These tabs appear just above the Reporting Information heading.
	• Option to Draft and Share PDF Report with Municipality's Governing Body
	• Once the tabs are completed, select the Submit tab.
Sign and Submit	Choose the Submit tab.
the Application	Choose who will be electronically signing application.
	• Read the Terms and Conditions and select the check box next to the signature area.
(Must be done by an	This will fill in a digital signature using your WAMS ID information.
authorized municipal	 Choose the Initiate Signature Process button to submit the eReport to DNR.
CONTACT OF a	Receive a second email with a onetime password.
Authority form must	Choose the Click to finalize signature link.
be submitted.)	• Sign Document and select Confirm Signature to submit the application to DNR; or to
	cancel signature, Close the window.
After Submitting	A confirmation email is sent to the email address associated with the WAMS ID. acknowledging the
the Application	application has successfully been submitted to the DNR. After the initial review, you may track the
	status of eReports at: permits dpr.wi.gov/water/SitePages/Permit%20Search aspy
	status of eneports at. <u>permits.unr.wi.gov/water/Siterages/rennit/0205earch.asp/</u>

Steps with Descriptions and Screen Image Examples

- 1. Below are links to the Water Portal Page, program web pages and how to start ePermits or eReports for the Water programs.
 - a. To get to the Water Permit Water Portal Page either:
 - a. Go to dnr.wi.gov and type in "Water Permit" into the search bar
 - b. Go to dnr.wi.gov/permits/water/

At this page, you can: **REGISTER** for a WAMS ID, **BEGIN** a new or edit an existing eReport, **VIEW** public notices of the DNR's intention to authorize activity relating to water, including permits issued by the DNR, **TRACK** the status of Wisconsin's water submittals (i.e., permits, reports), and **LEARN** for instructional handouts and training videos.

	Business	Licenses & Regulations	Recreation	Education	Contact	Join DNR	Search or Keywords	(
Wate	er permi	t applications						
For son bay fee to our o	ne of our per es in a few st online system	mits, submit applications and eps. Track permits and know n.	l other forms to t exactly where th	he DNR online. ey are in the pe	Get a WAMS II rmitting proce	D, complete a ss. Follow us a	n application, sign and as we add more permits	1
	Register	for a <u>WAMS</u> ID to access our an online application.	SharePoint site t	o complete		the star		
	Begin	a new or edit an existing app online.*	lication, sign and	pay fees	State State		-	
	View	public notices of the DNR's in relating to water, including pe	tention to authori ermits issued to th	ze activity he DNR.	(Really of Press)			
	Track	the status of Wisconsin water	permits.			Mary Mr.	No No	
	Watch	instructional training videos.			Bark Bay Si	ough - by Joanne k	(line (Bayfield)	
						• = WAMS ID	and password needed to log in.	
ater	permit activit	ties are listed by category and	include electron	ic and paper sul	omittal options	i.		
Ag	ricultural live	estock operations						
Aq	uatic plant n	nanagement						
Da	ms							
Ste	orm water	n water						
Wa	Wastewater							
Wa	Water supply							
w w	Waterway and wetland							

Towards the bottom of the web page there are tabs with links for the different permitting programs that can be used to navigate to the program web pages to learn more about the requirements for the various permit programs.

- 2. A WAMS ID is required for applying for MS4 eReporting using the ePermitting System, but it is not required to view Public Notices, or Track the status of water permits/reports. The WAMS ID is a secure login for all State of Wisconsin programs. Choose **REGISTER** to get a WAMS ID. Navigate back to the **Water Portal Page** to start a new eReport or work on an existing one.
- 3. Choose **BEGIN** to log into the ePermitting system so that you can either start a new eReport or resume editing an existing one.

4. Login using your WAMS ID by clicking the **Public Access (WAMS ID Required) – Apply for WDNR Water Permit Applications** and filling in your WAMS ID and password.

Public Access Login - WAMS ID Required	How do I create a WAMS ID?
User name Password Remember me next time.	How do I activate my WAMS ID? How do I change my WAMS password, email address or secret question/answer? I forgot my WAMS ID or password
Log In	

- 5. Then you will be redirected to the **My Permit Applications** web page. Here you can either start a new eReport or continue editing an existing one.
 - a. To **start new eReport**: choose **Storm Water** from the list of Permit Categories along the left and move on to Step 6.
 - b. The existing eReports: will be listed under 3 categories. These categories are: Step 1: Draft Permit Applications, Step 2: Signature Confirmation Needed, and Permit Applications Submitted to the DNR.
 - c. To open an existing eReport and resume editing it, click the link under the Project Name heading under either **Step 1: Draft Permit Applications** or **Step 2: Signature Confirmation Needed.**
 - d. **Permit Applications Submitted to the DNR** is where eReports that have been successfully submitted to DNR will appear.

Welcome to the Wisconsin	DNR Water Permits Site!					
 Select a permit category from the left si Save permit application drafts for editing Receive acknowledgement of receipt wield the status of a permit by selection 	de menu. sg. Items net modified within 90 days are automatically deleted. hen successfully submitted to the DNR. g Submitted Applications from the laft side menu.					
Large format documents: if you plan to solar	it an application in hard copy with documents that are larger than	11x17, please also submit a copy of the dor	cument in electronic format on digital modia, such as	+ CD.		
		M	y Permit Applications			
Step 1: Draft Permit Applications						
ACTION REQUIRED: Review, edit and/or share	draft permit for signature. Instructions for a landowner and authorized	representative to share a draft permit*				
Project Nerw	Applicant Full Name	Reference	• Number	Share Application*		Mediat
Test		PG0133	Test	Assign Role		June 13
Test		PG2744	Test	Assign Role		April 18
Test		PG3312	Test	Assign Role		May 34
Test		PI0539-1	fest	Assign Role		June 1
Test		P10717-T	fest	Assign Role		June 1
test		P11255-to	ust	Assign Role		April 13
Test		P52205-T	fest	Assign Role		April 4
taist		P\$3058 tr	test	Assign Role		April 20
Test		SG5030 1	Test	Assign Role		April 14
Step > Signature Confirmation Needs						
ACTION REQUIRED Check WAMS email account	for email instructions to complete this process. Note: if no email was rec	event, see instructions for reserving the signature	ne confirmation email?			
Project Nerror	Applicart Full Harrie		Reference Narriser		Oute	Confirmation w
There are no documents in this view.						
Permit Applications Submitted to the f Note: Agents will see all signed applications they r	DNR. Unamed					
Project Name		Applicant Full Name	Hafaranza Nazrdaa		Signed by	
Center Street Reconstruction		Cameron Clapper	SW-GP-SE-2015-65-X11-05708-28	04	akes.ternan@strand.com	
2015 LCC Chemical Aquatic Plant Control Per	nit	Jack Tripp	AP 19 WC 2015 32 X01 30720-05-	54	Kelsey Brown@wisconsin.gov	

6. Choose *Storm Water MS4 eReporting* for a **new eReport**.

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Storm Water Construction Permit	
Storm Water MS4 eReporting 🗲	-
a. Choose a Submittal Type ('An	nual Report' or 'Other' MS4 compliance document submittal).

Submittal of Annual Reports and other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits
NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is deleted.
PLEASE NOTE: You must complete all fields below before continuing with the MS4 eReporting System.
Reporting Information
Will you be completing the Annual Report or other submittal type? O Annual Report O Other
Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? OYes ONo
Continue to Next Section

b. Enter a **Project Name**, using a unique name containing the municipality type and submittal type.c. Choose the **County**, **Municipality**, and **Reporting Year**. This will make the remaining tabs available.

Submittal of An	Submittal of Annual Reports and other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits					
NOTE: Missing or incomplete fields a After 120 days your draft is deleted.	are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application.					
PLEASE NOTE:	You must complete all fields below before continuing with the MS4 eReporting System.					
Reporting Information	Annual Report or other submittal type? Annual Report Other					
	*					
Project Name:	*					
Municipality:	▲					
Permit Number:						
Facility Number:						
Reporting Year:	2019 🗸					
Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable?						
Continue to Next Section						

- 7. To **navigate** through the eReporting process:
 - a. Annual Report: Use the Home, Contacts, Measures, Sections, Evaluation, Assistance, and Attachments tabs.

Home	Contacts	Measures	Evaluation	Assistance	Attachments	Submit	
Section 1	Section 2	Section 3	Section 4	Section 5	Section 6	Section 7	
Note: For the minimum control measures, you must fill out all questions in sections 1 through 7.							

b. Other compliance document submittal: Use the Home, Contacts, and Attachments tabs.

Home Contacts	Attachments	Submit
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c. These tabs appear just above the Reporting Information box.

Reporting Information

d. See last page of this guide for attachment options for each submittal type. Annual Reports can be shared with the municipality's governing body before submitting to DNR (see last page).



8. Once all tabs are completed, select the **Submit** tab.

Submit

- a. You can navigate between the tabs as much as needed to in order to complete your application.
- b. Required fields are indicated with a **red** asterisk.
- c. Missing items will be indicated towards the bottom of the pages.
- d. Click the **Press to Refresh Missing Fields** button located towards the bottom of the page to refresh the page and check for any other missing items.

	Missing Information					
	Email is a required field , Does municipality rely on another government entity is required., Changes to municpality participation is required.,					
	Provide Parfect Mining Fields					
1	Press to Refresh Missing Fields	Save				

- e. When there are no missing items on any of the pages, you will be able to navigate to the **Submit** page.
- 9. Choose the **Submit** button.

- 10. Choose who will be electronically signing the application. Several signee options are available:
 - a. If you are the **Authorized Representative or Authorized Municipal Contact using your WAMS ID**, the Delegation of Signature Authority form is not required.

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

- b. If you are **signing on behalf of the Authorized Representative or Authorized Municipal Contact**, the Delegation of Signature Authority form (Form 3400-220) is required to be uploaded.
- c. If you are seeking to share the permit application with the Authorized Representative or Authorized Municipal Contact, check the box so that the authorized municipal contact may continue with option 1 above. This option will prompt you to return to the Welcome Page and use the Assign Role feature to route the application to the authorized municipal contact for signature. Note, they will need a WAMS ID to sign in.

Home	Contacts	Attachments	Submit					
Sign and Submit Steps to Complete	Sign and Submit Your Application							
1. Read and Ac 2. Press the Sul	Read and Accept the Terms and Conditions Press the Submit and Send to the DNR button							
NOTE: For security may be a different	purposes all email email than that pr	correspondence will be se	ent to the address you us For information on your \	ed when registering your WAMS ID. This NAMS account click <u>HERE</u> .				
Terms and Condit	ions							
Certification: I here for which this ann submittal and all a or persons under a information is true have reviewed or for submitting fals	Certification: I hereby certify that I am an authorized representative of the municipality covered under Madison City MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittel and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.							
Signee (must check current role prior to accepting terms and conditions) O Authorized municipal contact using WAMS ID. O Delegation of Signature Authority (Form 3500-123) for agent signing on the behalf of the authorized municipal contact. O Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).								
Authorized Signature. I accept the above terms and condition After providing the final of this application.	s. authorized signature, the	ate Signature Process system will send an email to the a	uthorized party and any agents. T	This email will include a copy to the final read only version				

11. Read over the **Terms and Conditions** and select the check box next to the signature area. This will fill in an eSignature using your WAMS ID information and a time and date stamp.

12. Choose the Initiate Signature Process button.



- 13. Receive an email with a onetime password needed to finish submitting the application to DNR
 - a. Here you will be able to print or save a copy of the finished application if desired.

	Thu 12/12/2019 9:00 AM	
DE	DNREPERMIT@wisconsin.gov	
- O	ACTION REQUIRED: Complete the Submittal Process	
To 🖲 Limberg,	Suzan C - DNR; O DNR ePermit	~
Your item is signature wi	not submitted until you finalize your signature. Please review your item and finalize your thin 72 hours.	
Your one-t	ime signature code: 4BS1Q+EOUsLlodlf90sepBE2U6g=	
Review you	ır item again: <u>Printable PDF copy</u>	
Finalize the	e signature process: <u>Click here</u>	
NOTE: If v	any signature and avairas as you need to see and this massage return to the <i>Welcome</i>	

- 14. Choose **Click to finalize signature** link in the email.
- 15. This will bring you back to your application where you will select **Confirm Signature.**
 - a. If the application was started in error select or you no longer wish to continue with the signature process choose **Close**.

This is the last step in the signature process. You have one attempt (within 72 hours) to complete the signature process. Your one-time confirmation code: H8eIpUt93IDktGJ1FATrBlyLLh4=
You have one attempt (within 72 hours) to complete the signature process. Your one-time confirmation code: H8eIpUt93IDktGJ1FATrBlyLLh4=
Your one-time confirmation code: H8eIpUt93IDktGJ1FATrBlyLLh4=
H8eIpUt93IDktGJ1FATrBlyLLh4=
will not be sent until you confirm your signature with the button below.
Confirm Signature

- 16. Select Confirm Signature to finish the signature process and submit the application to the DNR for processing.
- 17. After completing the signature process, an email and/or notification will be received saying that your application has been successfully submitted to the DNR for processing and review. This does not mean that your application was approved.

You will be rerouted to the **My Permit Applications** page so that you can start a new permit application/report, resume editing an existing application/report, begin the signature process for the next application/report, or log out of the system.

Hints, Tips and Tricks

Using the **Assign Role** feature, you also have the ability to start a permit application and then share it with someone else. This feature is commonly used between consultants to start a permit application and get the attachments added to the permit application packet, and then they will send the application to the landowner to review and complete the payment and signature areas. When shared, under **Share Application** it will show the email address of the person who currently has the application (instead of "Assign Role"). Please note that if you use this feature, the permit application may not appear under the appropriate category area as described above if shared with more than two people.

If desired you can also send the application to another person, i.e. the landowner, so that they can review it, complete the payment portion of the application and sign & submit the application to DNR. This is done through the **Assign Role** feature on the "My Permit Applications" web page discussed under #5. The landowner needs to have a WAMS ID set up already, and you need to know the email associated with it to send the application to them. Please refer to the link titled **Steps for a landowner and agent to share a draft permit** for in depth description of how to do this.

If you are having issues please refer to the <u>ASK FOR HELP</u> link along the left hand side. Someone will be in contact with you to help with your issue or answer your question.

<u>VIEW</u> public notices of the DNR's intention to authorize activity relating to water, including permits issued to the DNR, <u>TRACK</u> the status of Wisconsin's water permits, and <u>LEARN</u> for instructional handouts and training videos.

Business	Elicenses & Regulations	Recreation	Education	Topics	Contact	Join DNR	Search or	Keywords Q
Nater perr for some of our p ees in a few step online system. Ap	mit applications permits, submit applications an ps. Track permits and know ex oplications not yet available on	d other forms to actly where they line are linked be	the DNR onli are in the pe slow as a PD	ine. Get a ermitting p F.	WAMS ID, c	complete an ow us as we	application, add more p	sign and pay ermits to our
Register	for a <u>WAMS</u> ID to access an online application.	our SharePoint s	ite to comple	te			.i	4
Begin	a new or edit an existing a online.*	application, sign	and pay fees					The second
View	public notices of the DNR's relating to water, including	s intention to aut g permits issued	horize activit to the DNR.	У	N.		1	
Track	the status of Wisconsin wa	ater permits.			10.5	144	Wilson	SHE!
Watch	instructional training video	os.			Bark Bay S	ilough - by Joann	e Kline (Bayfield	
Water supply	Storm water Agricultural live	estock operations	5 Wastewa	ter Aqu	atic plant ma	• = W	WAS ID and pass	word needed to log in. and wetland
General inform	ation about the application typ	e Paper proce	ss Online p	rocess				
Public water capa	city development	View info						
Geothermal syste	ms	Download (PDF	1					
Underground inje	ction wells	Download (PDF	а 📃					
Marken une menth	<u>s</u>	View info						
water use permit								

Attachment Options for each MS4 eReporting Submittal Type

Attach the following items as appropriate using the Attachments Tab

Submittal Type - Annual Report

- The written storm water management program permit compliance documents that are due March 31, 2021, can be submitted via the "Annual Report" or "Other" MS4 compliance document options.
- Choosing the "Annual Report" option allows a permittee to submit the compliance documents all at once with the annual report submittal.



- Annual Report Supporting Documents On the Attachments Tab, use this drop down "Other Supporting Documents" to attach any additional supporting information with the annual report.
 - Public Education and Outreach Annual Report Summary
 - Public Involvement and Participation Annual Report Summary
 - Illicit Discharge Detection and Elimination Annual Report Summary
 - Construction Site Pollution Control Annual Report Summary
 - Post-Construction Storm Water Management Annual Report Summary
 - Pollution Prevention Annual Report Summary
 - Leaf and Yard Waste Management
 - Municipal Facility (BMP) Inspection Report
 - Municipal Property SWPPP
 - Municipally Property Inspection Report
 - Winter Road Maintenance
 - Storm Sewer Map Annual Report Attachment
 - Storm Water Quality Management Annual Report Attachment
 - TMDL Attachment
 - Storm Water Consortium/Group Report
 - Municipal Cooperation Attachment
 - Other Annual Report Attachment

Attach - Other Supporting Documents	
Public Education and Outreach AR Summary	
Public Involvement and Participation AR Summary	
Construction Site Pollution Control AR Summary	
Post-Construction Storm Water Management AR Summary	
Illicit Discharge Detection and Elimination AR Summary	
Pollution Prevention AR Summary	
Winter Road Maintenance AR	
Leaf and Yard Waste Management AR	
Municipal BMP Inspection Report	
Municipal Facility SWPPP AR	
Municipal Facility Inspections AR	
Storm Water Quality Management AR Attachment	
Storm Sewer Map AR Attachment	
Municipal Cooperation Attachment AR	
TMDL AR Attachment	
Storm Water Consortium-Group Report AR	
Other Annual Report Attachment	

Permit Compliance Documents - Storm Water Management Program On the Attachments Tab, use this drop down **"Permit Compliance Documents"** to attach any permit compliance documents with the annual report. (S050075-03 General Permitees and S058416-04 Madison Area Group Permitees shall have a written storm water management program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control measure. Updated programs are due to the department by Marsh 21, 2021.)

Attach - Permit Compliance Documents

Public Education and Outreach program

Public Involvement and Participation Program

Construction Site Pollutant Control Program

Illicit Discharge Detection and Elimination Program

Post-Construction Storm Water Management Program

Pollution Prevention - Municipal SW Mgmt Facility Inventory

Pollution Prevention - Municipal SW Mgmt Facility Insp and Maint Plan

due to the department by March 31, 2021.)

- Public Education and Outreach Program
- Public Involvement and Participation Program
- Illicit Discharge Detection and Elimination Program
- Construction Site Pollutant Control Program
- Post-Construction Storm Water Management Program
- Pollution Prevention Program
- Municipal Storm Water Management Facility (BMP) Inventory (S050075-03 general permittees 2.6.1 - inventory due to the department by March 31, 2021.)

Choose these

submittal types to meet the

permit

compliance

requirements.

- Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan (S050075-03 general permittees 2.6.2 – document due to the department by March 31, 2021.)
- Total Maximum Daily Load documents (*If applicable, see permit for due dates.)
 - TMDL Mapping*
 - TMDL Modeling*
 - TMDL Implementation Plan*
 - Fecal Coliform Screening Parameter*
 - Fecal Coliform Inventory and Map (S050075-03 general permittees Appendix B B.5.2 document due to the department by March 31, 2022)
 - Fecal Coliform Source Elimination Plan (S050075-03 general permittees Appendix B document due to the department by October 31,2023)

Submittal Type – Other Compliance Documents

Home Contacts Attachments Submit				
Reporting Information				
Will you be completing	Nill you be completing the Annual Report or other submittal type? 🔘 Annual Report 🖲 Other			

- The written storm water management program permit compliance documents that are due March 31, 2021, can be submitted via the "Annual Report" or "Other" MS4 compliance document options.
- Choosing the "Other" option allows a permittee to submit items separately from the annual report, and earlier than the due date if preferred. Choose the appropriate "Submittal Type" in the Home Tab first, then choose the "Program" in the Attachments Tab.

Public Education and Outreach

Will you be completing th	e Annual Report or other submittal type? 🔘 Annual Report 🖲 Other	
Submittal Type:	Public Education and Outreach	~

- Public Education and Outreach Program (S050075-03 general permittees shall have a written storm water management program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control measure. Updated programs are due to the department by March 31, 2021.)
- Outreach Material (i.e., newsletter, brochure, PowerPoint, event summary)

Attach - Other Supporting Documents
Public E&O Program
Public E&O Outreach Material (i.e., Newsletter, Brochure, PowerPoint, Event Summary)

Choose "**Public E&O Program**" to meet the permit compliance requirement.

Public Involvement and Participation



- Public Involvement and Participation Program (S050075-03 general permittees shall have a written storm water management
 program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control
 measure. Updated programs are due to the department by March 31, 2021.)
- Public Input Summary
- Volunteer Activity Summary

	Attach - Other Supporting Documents	
-		
	Public Inv Program	
	Public Input Summary	
	Volunteer Activity Summary	4
_		

Choose "**Public Inv Program**" to meet the permit compliance requirement.

Illicit Discharge Detection and Elimination

Will you be completing the	e Annual Report or other submittal type? 🔘 Annual Report 💿 Other	
Submittal Type:	Illicit Discharge Detection and Elimination	\checkmark

- IDDE Program (S050075-03 general permittees shall have a written storm water management program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control measure. Updated programs are due to the department by March 31, 2021.)
- Complaint Documentation
- Dry Weather Screening Report
- Ordinance Update
- Violation Notice or Enforcement
- Other Document

Attach - Other Supporting Documents

	Drogram
IDDL	FIUgiaiii

IDDE Ordinance Update

IDDE Dry Weather Screening Report-Include Year Sampled in File Name

- IDDE Complaint Documentation
- IDDE Violation Notice/Enforcement

IDDE Other Document

Choose "IDDE Program" to meet the permit compliance requirement.

~

Construction Site Pollutant Control

Will you be completing the Annual Report or other submittal type? $\,\bigcirc\,$ Annual Report $\,$ $\,$ Other

Submittal Type: Construction Site Pollution Control

- Construction Site Pollutant Control Program (S050075-03 general permittees shall have a written storm water management program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control measure. Updated programs are due to the department by March 31, 2021.)
- Inspection Documentation
- Ordinance Update
- Permit Application Form
- Review Checklist
- Violation Notice/Enforcement
- Other Construction Summary Document

Attach - Other Supporting Documents

Const Program/Standard Operating Procedures
Const Ordinance Update
Const Permit Application Form
Const Review Checklist
Const Inspection Documentation
Const Violation Notice/Enforcement
Const Other Document
···········

Choose "Const Program/Standard Operating Procedures" to meet the permit compliance requirement.

Post-Construction Storm Water Management

Will you be completing th	e Annual Report or other submittal type? 🔘 Annual Report 🖲 Other	
Submittal Type:	Post-Construction Storm Water Management	~
 Post-Construction 	Storm Water Management Program (S050075-03 general	permit

 Post-Construction Storm Water Management Program (S050075-03 general permittees shall have a written storm water management program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control measure. Updated programs are due to the department by March 31, 2021.)

- Inspection Documentation
- Long-Term Maintenance Agreement
- Ordinance Update
- Permit Application Form
- Review Checklist
- Violation Notice or Enforcement
- Other Document



Pollution Prevention



- Pollution Prevention Program (S050075-03 general permittees shall have a written storm water management program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control measure. Updated programs are due to the department by March 31, 2021.)
- Leaf and Yard Waste Management Procedures
- Municipal Storm Water Management Facility (BMP) Inventory (S050075-03 general permittees 2.6.1 inventory due to the department by March 31, 2021.)
- Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan (S050075-03 general permittees 2.6.2 – document due to the department by March 31, 2021.)
- Municipal Storm Water Management Facility (BMP) Inspection Report
- Municipal Maintenance Property SWPPP
- Municipal Maintenance Property Inspection Report
- Related Ordinance
- Sweeping and Catch Basin Cleaning Documents
- Turf Nutrient Management Plan
- Winter Road Maintenance Procedures
- Other Document

Attach - Other Supporting Documents

PP Program PP Related Ordinance PP Municipal SW Mgmt Facility Inventory PP Municipal SW Mgmt Facility Insp and Maint Plan PP Municipal SW Mgmt Facility Insp Report PP Municipal Maintenance Property SWPPP PP Municipal Maintenance Property Inspection Report PP Sweeping and Catchbasin Cleaning Documents PP Winter Road Maintenance Procedures PP Leaf and Yard Waste Management Procedures PP Turf Nutrient Management Plan PP Other Document

Choose "PP Municipal SW Mgmt Facility Inventory" and PP Municipal SW Mgmt Facility Inspection and Maintenance Plan" to meet the permit compliance requirement.

Storm Water Quality Management/TMDL

Will you be completing the Annual Report or other submittal type? 🔘 Annual Report 🖲 Other

V

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Submittal Type: Storm Water Quality Management / TMDL

- Modeling Files
- Storm Water Management Report
- Storm Water Management Report Update
- Swale Infiltration Testing
- TMDL Mapping
- TMDL Modeling
- TMDL Implementation Plan
- Fecal Coliform Screening Parameter
- Fecal Coliform Inventory and Map
- Fecal Coliform Source Elimination Plan
- Other Planning Document

Attach - Other Supporting Documents	
Storm Water Management Report	
Storm Water Management Report Update	
Modeling Files	
Swale Infiltration Testing	
TMDL Mapping	
TMDL Modeling	
TMDL Implementation Plan	
Fecal Coliform Screening Parameter	
Fecal Coliform Inventory	
Fecal Coliform Source Elimination Plan	
TMDL Status Explanation	
Adaptive Management Summary	
Other Planning Document	

Storm Sewer System Map

 Will you be completing the Annual Report or other submittal type?
 O Annual Report I Other

 Submittal Type:
 Storm Sewer System Map

- Storm Sewer System Map Files
- Link to Online Map Data

Attach - Other Supporting Documents

Storm Sewer System Map Files Link to Online Map Data

Municipal Cooperation

Will you be completing the Annual Report or other submittal type? 🔘 Annual Report 🖲 Other	
Submittal Type:	Municipal Cooperation

Signed Agreement

Attach - Other Supporting Documents

Municipal Cooperation Submittal- Signed Agreement

Sharing Annual Reports with the Municipality's Governing Body

Using the **Draft and Share PDF Report with Municipality's Governing Body** button will allow municipalities to receive approval on their Annual Report before submitting the final copy to the DNR. When the button is pushed, a PDF copy of the filled-out report will be sent to the WAMS ID that is signed into the eReporting system. The copy received via email can be saved and shared with the appropriate individuals as well as be uploaded to the municipalities web page.

<u>Please note that if the Annual Report fields are not filled out, it will not include those empty fields in the PDF.</u> If the submitter wants a draft copy of all fields within the Annual Report, it is preferred to get a copy of the Annual Report Form from the <u>DNR storm water web page</u>.

	Draft and Share PDF Report with the permittee's governing body or delegated representatives.
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Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been reviewed by the governing body or delegated representative, return to the MS4 eReporting System to submit the final report to the DNR.

Draft and Share PDF Report