

2004 (Due by March 31, 2005)

For the Cities of Fitchburg, Madison, Middleton, Monona, Sun Prairie, and Verona; the Villages of DeForest, Maple Bluff, McFarland, Shorewood Hills, and Waunakee; the Towns of Blooming Grove, Burke, Madison, Middleton, Westport, and Windsor; Dane County; and the University of Wisconsin – Madison

This document is for the purpose of annual reporting on activities undertaken pursuant to WPDES Permit No. WI-S058416-2 for the above listed municipalities. An owner or operator of a municipal separate storm sewer system covered by a municipal storm water discharge permit under Chapter NR 216, Wis. Adm. Code, is required to submit an annual report to the Department of Natural Resources by March 31 of each year to report on activities for the previous calendar year. Information in the annual report will be used by the Department of Natural Resources to assist with assessing permit compliance. Use of this specific form is optional. The Department of Natural Resources has created this form for the users convenience and believes that the information requested on this form meets the reporting requirements for an owner or operator of a municipal separate storm sewer system covered by WPDES Permit No. WI-S058416-2. However, an owner or operator of a municipal separate storm sewer system that uses and completes this form will not automatically be deemed to be in compliance with other requirements of WPDES Permit No. WI-S058416-2.

Complete and submit the annual report by March 31, 2005, to the following address: Storm Water Management Specialist, Wisconsin Dept. of Natural Resources, South Central Region, 3911 Fish Hatchery Rd., Fitchburg, WI 53711

I. MUNICIPAL INFORMATION

| | |
|--|---|
| Name of municipality University of Wisconsin-Madiso | Contact person and title Sally M. Rowe, Environmental Health Specialist, Sr. |
| Mailing Address University Safety Department 30 No. Murray Street Madison, WI 53715 | Telephone no. 608-262-0979 |
| | Fax no. 608-262-6767 |
| | E-mail address srowe@fpm.wisc.edu |

Does municipality have an internet website? Yes No
 If yes, provide address:
www.fpm.wisc.edu/safety

If the municipality has an internet website, is there current information posted about or links provided to the municipal storm water discharge permit and the municipality's storm water management program? Yes No
 If yes, provide address:
www.co.dane.wi.us/commissions/lakes/stormwater_permitgrp.shtml

II. CERTIFICATION

I certify that the information contained in this document 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 the annual report.

| | |
|---|--|
| Authorized representative printed name Darrell Bazzell | Authorized representative title Vice Chancellor for Administ. |
| Authorized representative signature | Date signed |

III. GENERAL INFORMATION

a. A legal opinion certifying that the municipality has exercised adequate legal authority or describing any deficiencies it has in exercising adequate legal authority to implement the requirements of the municipal storm water discharge permit was due to the Department of Natural Resources by Oct. 1, 2004. Did the municipality submit the legal opinion by the due date? Yes No
 If no, legal opinion: was submitted on _____ [insert date] has not been submitted

b. Were deficiencies identified in the legal opinion? Yes No
 If yes, list the deficiencies and describe the status of rectifying the deficiencies in **Appendix A**.

c. List the people who attended quarterly meetings on behalf of the municipality and indicate any quarterly meetings in which the municipality was not represented for the reporting year

| <u>Name</u> | <u>Title</u> | <u>Affiliation</u> |
|---------------|---------------------------|--------------------|
| Sally M. Rowe | Environ. Health Spec., Sr | UW-Madison |
| Ditto | | |
| Ditto | | |
| Ditto | | |

d. Quarterly meetings not represented: February May August November

e. Describe in **Appendix A** how the municipality internally coordinates implementation of the requirements of the municipal storm water discharge permit between the municipality's agencies, departments, and programs. Provide any documentation on how this was accomplished, such as meeting agendas, minutes, memos, etc.

f. Describe in **Appendix A** how elected and municipal officials and appropriate staff are kept apprised of the municipal storm water discharge permit. Provide any documentation on how this was accomplished, such as meeting agendas, minutes, memos, etc.

g. Has the municipality prepared its own municipal-wide storm water management plan? Yes No

If yes, date of storm water management plan: October 1995

i. Describe in **Appendix A** how the requirements of the municipal storm water discharge permit are incorporated into master planning activities, neighborhood plans, development plans, or other comprehensive planning activities.

j. Has the municipality entered into an intergovernmental agreement with the Wisconsin Department of Transportation to control the contribution of pollutants between the municipality's and the Department of Transportation's respective municipal separate storm sewer systems?

Yes No Not applicable because the municipality is not physically interconnected with the Department of Transportation

IV. STORM WATER MANAGEMENT PROGRAM

a. Public Education and Outreach

Dane County only:

1. Has any municipality failed to submit its financial contribution in accordance with the *Intergovernmental Agreement to Create and Fund a Position Responsible for Storm Water Management Education and Outreach*? Yes No

If yes, list municipalities:

2. Attach in **Appendix B** a copy of the 2005 Information and Education work plan

3. Describe in **Appendix B** the Information and Education plan implementation and activities for the reporting year, including any materials produced and their distribution. Provide examples. Include an assessment of the effectiveness of reaching targeted audiences and delivery of intended messages.

All municipalities:

4. Describe in **Appendix B** how any materials produced by Dane County on behalf of the municipality have been used and/or distributed. Provide examples.

5. Describe in **Appendix B** any individual information and education activities undertaken for the reporting year, including any materials produced and their distribution. Provide examples. Include an assessment of the effectiveness of reaching targeted audiences and delivery of intended messages.

b. Public Involvement and Participation

1. The group permit requires that the information in this annual report be an agenda item for discussion before the appropriate governing board(s) or council(s) contemporaneous with the submittal of the annual report to the Department of Natural Resources. Accordingly, please provide the following information:

2. Name of board(s)/council(s):

University Chemical Safety Committee

3. Date(s) of meeting(s) to discuss the annual report:

Spring 2005

4. Describe in **Appendix B** the opportunities and types of forums for public involvement and participation in permit related activities that occurred during the reporting year. Include an assessment of the effectiveness of efforts to involve the public and the level of participation.

c. Illicit Discharge Detection and Elimination

1. Describe in **Appendix B** the illicit discharge detection and elimination program developed to comply with the permit. Include information on the municipality's strategy to prevent, detect, and eliminate all types of illicit discharges; how priorities are established for field screening and the methodologies to be used for field screening; and procedures for responding to and rectifying illicit discharges to the MS4, including spills, improper disposal of waste or dumping. Also include an assessment of the effectiveness of detection and elimination of illicit discharges, prevention of improper disposal of waste and dumping, the handling of spills, and any enforcement efforts involving these activities.

2. Has the municipality performed any field screening for the reporting year? Yes No

If yes, please provide documentation in **Appendix B** the results of the field screening.

3. Has the municipality investigated any instances of spills, improper disposal of waste or dumping? Yes No

If yes, please provide documentation in **Appendix B** the results of the investigations.

4. Describe in **Appendix B** how the municipality facilitates public reporting of illicit discharges.

d. Construction Site Pollution Control

1. Does the municipality notify landowners who apply for local construction or land disturbing permits of the possible applicability of Subchapter III of Chapter NR 216, Wis. Adm. Code, *Construction Site Storm Water Discharge Permits*, to the landowners' construction projects? Yes No

If yes, please explain the process for providing this notification. If no, please explain why this notification is not provided.

The state is the sole landowner of the University. An NR 216 permit will be applied for if a construction project requires one.

2. Describe in **Appendix B** the procedures the municipality employs to incorporate timely consideration of potential water quality impacts from construction sites and that ensure implementation of the standards of ss. NR 151.11 and 151.23, Wis. Adm. Code, or equivalent local standards. Be specific of when in the review and approval process this is done, and how the municipality ensures compliance with the standards.

3. Describe in **Appendix B** the procedures the municipality employs for the inspection of construction sites and enforcing erosion control standards. Provided documentation of any enforcement actions taken that resulted in the issuance of a stop work order, citation, or summons for a construction site where one or more acre of land is disturbed. Include the name and address of the landowner, the site name and location, date(s) of violation(s), type of violation(s), and the status of resolution of the enforcement action.

4. List the name, title, address, telephone number, e-mail address, and duties of all persons designated with the responsibility to ensure implementation of the standards of ss. NR 151.11 and 151.23, Wis. Adm. Code, or equivalent local standards, and the requirements of Subchapter III of Chapter NR 216, Wis. Adm. Code, *Construction Site Storm Water Discharge Permits*, where applicable.
See Appendix B.

5. Include in **Appendix B** an assessment of the municipality's construction site pollution control program effectiveness in meeting the standards of ss. NR 151.11 and 151.23, Wis. Adm. Code, including enforcement efforts.

e. Post-Construction Site Storm Water Management

1. Describe in **Appendix B** the procedures the municipality employs to incorporate timely consideration of potential water quality impacts from construction sites and that ensure implementation of the standards of ss. NR 151.12 and 151.24, Wis. Adm. Code, or equivalent local standards. Be specific of when in the review and approval process this is done, and how the municipality ensures compliance with the standards.

2. Describe in **Appendix B** the procedures the municipality employs for inspecting the construction and installation of storm water best management practices and enforcement actions to ensure compliance with post-construction storm water management standards. Provided documentation of any enforcement actions taken that resulted in the issuance of a stop work order, citation, or summons for non-compliance with post-construction storm water management standards. Include the name and address of the landowner, the site name and location, date(s) of violation(s), type of violation(s), and the status of resolution of the enforcement action.

3. List the name, title, address, telephone number, e-mail address, and duties of all persons designated with the responsibility to ensure implementation of the standards of ss. NR 151.12 and 151.24, Wis. Adm. Code, or equivalent local standards, and the requirements of Subchapter III of Chapter NR 216, Wis. Adm. Code, *Construction Site Storm Water Discharge Permits*, where applicable.

See Appendix B.

4. Include in **Appendix B** an assessment of the municipality's post-construction site storm water management program effectiveness in meeting the standards of ss. NR 151.12 and 151.24, Wis. Adm. Code, including enforcement efforts.

f. Municipal Pollution Prevention

1. List in **Appendix B** an inventory of long-term storm water best management practices owned, operated, managed, or maintained by the municipality. Include storm water basins, infiltration practices, treatment structures, and other practices for long-term water quality treatment. For each best management practice, provided the name, location, type of practice, and any maintenance activities undertaken for the practice during the reporting year. Also in **Appendix B**, provide a description of the maintenance procedures used and schedules for each long-term storm water best management practice and the approximate amount of solids collected (tons or cubic yards) from any structural control receiving maintenance.

2. Does the municipality perform catch basin cleaning? Yes No

If yes, approximate amount of solids collected (tons or cubic yards): 2 c.y.. Describe in **Appendix B** the procedures used and schedules for catch basin cleaning. If no, explain:

3. Does the municipality perform street sweeping? Yes No

If yes, approximate number of street miles swept: _____; approximate amount of solids collected (tons or cubic yards): _____. Describe in **Appendix B** the procedures used and schedules for street sweeping. If no street sweeping is performed, explain:

See Appendix B for miles swept and amount of solids collected.

4. Describe in **Appendix B** the municipality's procedures for roadway snow removal and de-icing. Provide information on what practice and procedures the municipality has implemented in consideration of water quality impacts from snow removal and de-icing. Include an estimate of the annual amount of salt and/or sand used for roadway de-icing.

5. Does the municipality haul snow to off-site disposal locations? Yes No

If yes, provide in **Appendix B** the location of all off-site snow disposal locations and describe what practices and procedures are used to protect water quality from snow and ice melt from the disposal site.

6. Does the municipality own or operate salt storage facilities? Yes No

If yes, provide in **Appendix B** the locations of all salt storage facilities. Are all salt storage facilities managed in accordance with Chapter TRANS 277, Wis. Adm. Code? Yes No

7. Does the municipality provide curbside pickup service for leaves, yard waste, and grass clippings? Yes No
If yes, approximate amount of material collected (tons or cubic yards): See Appendix B for data.
8. Describe in **Appendix B** the municipality's procedures for the collection of leaves, yard waste, and grass clippings, and/or instruction to citizens for on-site management of these items. Provide the location of sites used by the municipality or citizens for the disposal of leaves, yard waste, and grass clippings.
9. Describe in **Appendix B** the municipality's policies and procedures for the use and application of lawn and garden fertilizers on municipally controlled properties. Include information on how these policies and procedures address pollution prevention efforts.
10. Describe in **Appendix B** the municipality's policies and procedures for the use and application pesticides and herbicides on municipally controlled properties. Include information on how these policies and procedures address pollution prevention efforts.
11. Describe in **Appendix B** any local program the municipality employs to regulate the private use of lawn and garden fertilizers, and pesticides and herbicides.
12. Include in **Appendix B** an assessment of the effectiveness of the municipality's pollution prevention efforts through the municipal pollution prevention program.

V. STORM SEWER SYSTEM MAP

City of Madison only:

- a. Has any municipality failed to submit its hard copy changes for the storm sewer system map by January 31, 2005?
 Yes No If yes, list municipalities:

- b. Attach in **Appendix C** a copy of the updated storm sewer system map.

All municipalities:

- c. Has the municipality updated and maintained documentation of all storm sewer outfalls from its MS4 to waters of the state?
 Yes No

VI. MONITORING PROGRAM

City of Madison only:

- a. Has any municipality failed to submit its financial contribution in accordance with the *Intergovernmental Agreement to Fund a Joint Storm Water Monitoring Program through the Scientific Evaluation of rain Gardens*? Yes No
If yes, list municipalities:

- b. Provide in **Appendix D** information on implementation and any results of the group-sponsored rain garden study.

All municipalities:

- c. Provide in **Appendix D** information on any monitoring of storm water or storm water treatment methods that the municipality is involved in outside of the group rain garden study.

VII. ADDITIONAL INFORMATION

- a. Provide in **Appendix E** a description of any revisions or proposed revisions to any element of the municipality's storm water management program.
- b. Provide in **Appendix E** an updated listing and contact information for any new industrial facilities that may be regulated under Subchapter II of NR 216, Wis. Adm. Code, and that have commenced operation during the reporting year.
- c. Provide in **Appendix E** a summary of any other activities undertaken to comply with the conditions of this permit or other information you feel the Department of Natural Resources should be aware of.

d. Complete the fiscal analysis table provided below.

| Program Element | 2004 Annual Expenditure | 2005 Budget | Source of Funds |
|--|--|-------------|-----------------|
| Public Education and Outreach | SEE APPENDIX E FOR ALL FINANCIAL INFORMATION | | |
| Public Involvement and Participation | SEE APPENDIX E FOR ALL FINANCIAL INFORMATION | | |
| Illicit Discharge Detection and Elimination | SEE APPENDIX E FOR ALL FINANCIAL INFORMATION | | |
| Construction Site Pollution Control | SEE APPENDIX E FOR ALL FINANCIAL INFORMATION | | |
| Post-Construction Site Storm Water Management | SEE APPENDIX E FOR ALL FINANCIAL INFORMATION | | |
| Municipal Pollution Prevention | SEE APPENDIX E FOR ALL FINANCIAL INFORMATION | | |

e. What is the overall estimated annual cost to the municipality for compliance with the permit in 2004? _____

f. Has the municipality implemented a storm water utility? Yes No, but considering No, and not considering

If yes, provide a description of the storm water utility in **Appendix E** and any additional information that will assist the Department of Natural Resources in understanding how the utility works in your municipality.

Appendix A
General Information

III.b.

III.e.

III.f.

III.i.

Appendix B

Storm Water Management Program

IV.a.2 (Dane Co. only)

IV.a.3 (Dane Co. only)

IV.a.4.

IV.a.5.

IV.b.4.

IV.c.1.

IV.c.2.

IV.c.3.

IV.c.4.

IV.d.2.

IV.d.3.

IV.d.5.

IV.e.1.

IV.e.2.

IV.c.4.

IV.f.1.

IV.f.2.

IV.f.3.

IV.f.4.

IV.f.5.

IV.f.6.

IV.f.8.

IV.f.9.

IV.f.10.

IV.f.11.

IV.f.12.

Appendix C
Storm Sewer System Map
V.b. (City of Madison only)

Appendix D
Monitoring Program
VI.b. (City of Madison only)
VI.c.

Appendix E
Additional Information

VII.a.

VII.b.

VII.c.

VII.f.