

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**.

Reporting Information

Submittal Type: Annual Report

Project Name: UW-Stevens Point MS4 Annual Report

County: Portage

Municipality: University of Wisconsin
Stevens Point

Facility Number: 37193

Reporting Year: 2017

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Attach the following items as appropriate using the attachments tab above
 - Construction Site Pollution Control Annual Report Summary
 - Illicit Discharge Detection and Elimination Annual Report Summary
 - Leaf and Yard Waste Management
 - Municipal Cooperation Attachment
 - Municipal Facility Inspections
 - Pollution Prevention Annual Report Summary
 - Post-Construction Storm Water Management Annual Report Summary
 - Public Education and Outreach Annual Report Summary
 - Public Involvement and Participation Annual Report Summary
 - Storm Water Consortium/Group Report
 - Storm Sewer Map Annual Report Attachment
 - Storm Water Quality Management Annual Report Attachment
 - TMDL Attachment
 - Winter Road Maintenance
 - Other Annual Report Attachment
- Complete all required forms and upload required attachments
- Sign and Submit form

Municipal Contact Information- Has Missing Items

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality University of Wisconsin Stevens Point

Facility ID # or (FIN): 37193

Updated Information: ☐ Check to update mailing address information

Mailing Address: 1848 Maria Dr

Mailing Address 2:

City: Stevens Point

State: Wisconsin

Zip Code: 54481 xxxxx or xxxxx-xxxx

Does the municipality rely on another government entity to satisfy some of the permit requirements?

☐ Yes ☐ No ☐ Unsure

Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

☐ Yes ☐ No ☐ Unsure

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

☒ Select to **create new** primary contact

First Name: Kristen

Last Name: Hendrickson

☐ Select to **update** current contact information

Title:

Mailing Address: 2100 Main St

Mailing Address 2:

City: Stevens Point

State: WI

Zip Code: 54481-3897 xxxxx or xxxxx-xxxx

Phone Number: 715-346-2641 Ext: xxx-xxx-xxxx

Email: khendrickson@uwsp.edu

Additional Contacts Information (Optional)

Individual with responsibility for:
(Check all that apply)

- ☐ I&E Program
- ☐ IDDE Program
- ☐ IDDE Response Procedure Manual
- ☒ Municipal-wide Water Quality Plan
- ☐ Ordinances
- ☐ Pollution Prevention Program
- ☐ Post-Construction Program
- ☐ Winter roadway maintenance

First Name: George

Last Name: Acker

Title: Dir, Facilities Plan

Mailing Address: 1848 Maria Drive

Mailing Address 2:

City: Stevens Point

State: WI

Zip Code: 54481 xxxxx or xxxxx-xxxx

Phone Number: (715) 346-42 Ext: xxx-xxx-xxxx

Email: gacker@uwsp.edu

Missing Information

Please format phone number as xxx-xxx-xxxx, Does municipality rely on another government entity is required., Changes to municipality participation is required.,

Minimum Control Measures- Section 1 : Complete**1. Public Education and Outreach**

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Mechanism that best describes how the topic message was conveyed to your population. Use the **Add Activity** to add multiple Mechanisms. For Quantity, choose the range for the number of Mechanisms chosen (i.e., number of workshops, events). Quantity and Estimated People reached are both optional.

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
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Topic: Detection and elimination of illicit discharges

Website Select... ☒ Yes ☐ No

Topic: Management of materials that may cause storm water pollution from automobiles, pet waste, household hazardous waste and household practices

Signage Select... ☒ Yes ☐ No

Educational activities (School presentations, summer camps, etc) Select... ☒ Yes ☐ No

Targeted group training (contractors, consultants, etc.) Select... ☒ Yes ☐ No

Topic: Beneficial onsite reuse of leaves and grass clippings/proper use of lawn and garden fertilizers and pesticides

Educational activities (School presentations, summer camps, etc) Select... ☒ Yes ☐ No

Topic: Management of stream banks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways

Educational activities (School presentations, summer camps, etc) Select... ☒ Yes ☐ No

Topic: Infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks

Targeted group training (contractors, consultants, etc.) Select... ☒ Yes ☐ No

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
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Topic: Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices

Targeted group training (contractors, consultants, etc.)

Select...

☒ Yes ☐ No

Topic: Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention

Targeted group training (contractors, consultants, etc.)

Select...

☒ Yes ☐ No

Topic: Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development

Targeted group training (contractors, consultants, etc.)

Select...

☒ Yes ☐ No

Topic: Other (describe):

Select...

Select...

☐ Yes ☐ No

b. Any other Public Education and Outreach program information for inclusion in the Annual Report may be added here or attached on the attachments page.

The campus continues its efforts in public education and outreach. Current plans are done jointly with the City of Stevens Point in this effort. The campus supplements the plan with insight and ideas to achieve greater success in educating the public. current actions regarding public outreach include the multiple stenciled and / or labeled storm drains on campus indication that the "drain empties to a river" thus discouraging an illicit dumping into the drains.

Missing Information

Do not close your work until you **SAVE**.

Form 3400-224 (09/17)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

a. Describe how the municipality has kept the following local officials and municipal staff apprised of the municipal storm water discharge permit programs and its requirements.

Elected Officials

The Board of Regents as the governing for UW-Stevens Point has been kept apprised of efforts to comply with MS4 obligations through regular updates by UW System Administration staff.

Municipal Officials

A website has been established to show compliance throughout the state system. This annual report will be posted on the UW System Administration website with active links from UW Stevens Point.

Appropriate Staff

Review and comment will be encouraged of various interest groups, professionals and general public using campus message of the day electronic communication and other releases through the University Communications and Marketing office.

b. Complete the following information on Public Involvement Activities related to storm water. Select the mechanism that best describes how the topic message was conveyed to your population. Use the Add Activity to add multiple mechanisms. For Quantity, choose the range for number Mechanisms chosen (i.e., number of workshops, events). Quantity and Estimated People reached are both optional.

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
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Topic: Storm Water Management Plan and/or updates

Website Select... ☒ Yes ☐ No

Topic: Storm water related ordinance and/or updates

Website Select... ☒ Yes ☐ No

Topic: MS4 Annual Report

Website Select... ☒ Yes ☐ No

Topic: Volunteer Opportunities

Presentation of Storm Water Information Select... ☒ Yes ☐ No

Topic: Other (describe) :

Select... Select... ☐ Yes ☐ No

c. Any other Public Involvement and Participation program information for inclusion in the Annual Report may be added here or attached on the attachments page

The campus continues its efforts in public education and outreach. Current plans are jointly done with the City of Stevens Point in this effort. The campus supplements the plan with insight and ideas to achieve greater success in educating the public. Current actions regarding public outreach include the multiple stenciled and / or labeled storm drains on campus indication that the "drain empties to a river" thus discouraging an illicit dumping into the drains.

Missing Information

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Minimum Control Measures - Section 3 : Has Missing Items

3. Illicit Discharge Detection and Elimination

- | | | |
|--|--------------------------------|---------------------------------|
| a. How many total outfalls does the municipality have? | <input type="text" value="0"/> | <input type="checkbox"/> Unsure |
| b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? | <input type="text" value="0"/> | <input type="checkbox"/> Unsure |
| c. How many were confirmed illicit discharges? | <input type="text" value="0"/> | <input type="checkbox"/> Unsure |
| d. How many illicit discharge complaints did the municipality receive? | <input type="text" value="0"/> | <input type="checkbox"/> Unsure |
| e. How many were confirmed illicit discharges? | <input type="text" value="0"/> | <input type="checkbox"/> Unsure |
| f. How many of the identified Illicit discharges did the municipality eliminate in the reporting year? | <input type="text" value="0"/> | <input type="checkbox"/> Unsure |
| g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? <input type="checkbox"/> Unsure | | |
| <input type="checkbox"/> Verbal Warning | <input type="text" value="0"/> | |
| <input type="checkbox"/> Written Warning (including email) | <input type="text" value="0"/> | |
| <input type="checkbox"/> Notice of Violation | <input type="text" value="0"/> | |
| <input type="checkbox"/> Civil Penalty/ Citation | <input type="text" value="0"/> | |
| h. Any other Illicit Discharge Detection and Elimination program information for inclusion in the Annual Report may be added here or attached on the attachments page. | | |

The campus is not an illicit discharger of wastes. Storm drains are checked on a regular basis to ensure illegal dumping is not occurring. These storm drains and the catch basins are cleaned as part of regular maintenance as well, with any wastes legally and properly disposed. Storm drains and the catch basins are cleaned as part of regular maintenance as well, with any wastes legally and properly disposed.

Missing Information

Question 3g is required, Question 3g is required, Question 3g is required, Question 3g is required, Question 3g is required,

Do not close your work until you **SAVE**.

Form 3400-224 (09/17)

Minimum Control Measures - Section 4 : Has Missing Items

4. Construction Site Pollutant Control

- | | | |
|---|----------------------|---------------------------------|
| a. How many total construction sites were active at any point | <input type="text"/> | <input type="checkbox"/> Unsure |
|---|----------------------|---------------------------------|

in the reporting year?

b. How many construction sites did the municipality issue permits for in the reporting year? ☐ Unsure

c. Do the above numbers include sites <1 acre? ☐ Yes ☒ No ☐ Unsure

d. How many erosion control inspections did the municipality complete in the reporting year? ☒ Unsure

e. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

<input type="checkbox"/> Verbal Warning	<input type="text"/>
<input type="checkbox"/> Written Warning (including email)	<input type="text"/>
<input type="checkbox"/> Notice of Violation	<input type="text"/>
<input type="checkbox"/> Civil Penalty/ Citation	<input type="text"/>
<input type="checkbox"/> Stop Work Order	<input type="text"/>
<input type="checkbox"/> Forfeiture of Deposit	<input type="text"/>
<input type="checkbox"/> No Authority	<input type="text"/>
<input checked="" type="checkbox"/> Other - Describe below	<input type="text"/>

DFD oversees construction

f. Any other Construction Site Pollutant Control program information for inclusion in the Annual Report may be added here or attached on the attachments page.

The campus uses best management practices (BMP) during construction projects. These include and are not limited to the use of silt fences, erosion mats and straw bale barriers where these items are deemed appropriate. More information regarding this is found in Section 31 25 00 of the general permit. Since the campus lacks local jurisdiction on DOA/DFD construction sites, campus is limited to influencing and reporting any identified deficiencies to DAO/DFD of WDNR.

Missing Information

Question 4e # of activities is required ,

Do not close your work until you **SAVE**.

Form 3400-224 (09/17)

Minimum Control Measures - Section 5 : Has Missing Items

5. Post-Construction Storm Water Management

a. How many new construction sites with new structural storm water management practices have received local approvals ? ☐ Unsure

b. How many privately owned storm water facility inspections were completed in the reporting year ? ☒ Unsure

c. What types of enforcement actions does the municipality have available ☐ Unsure

to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.

- | | |
|--|----------------------|
| <input type="checkbox"/> Verbal Warning | <input type="text"/> |
| <input type="checkbox"/> Written Warning (including email) | <input type="text"/> |
| <input type="checkbox"/> Notice of Violation | <input type="text"/> |
| <input type="checkbox"/> Civil Penalty/ Citation | <input type="text"/> |
| <input type="checkbox"/> Forfeiture of Deposit | <input type="text"/> |
| <input type="checkbox"/> Complete maintenance | <input type="text"/> |
| <input type="checkbox"/> Bill responsible part | <input type="text"/> |
| <input type="checkbox"/> No Authority | <input type="text"/> |
| <input checked="" type="checkbox"/> Other - Describe below | <input type="text"/> |

DFD oversees construction

- d. Any other Post-Construction Storm Water Management program information for inclusion in the Annual Report may be added here or attached on the attachments page.

The campus practices BMP's during and after construction projects. Upon completion of a project, the surrounding area is graded to a gentle slope, or terraced if necessary. Then the soil is immediately seeded and covered with a straw erosion mat to prevent erosion and runoff of the newly seeded soil.

Missing Information

Question 5c # of activities is required ,

Do not close your work until you **SAVE**.

Form 3400-224 (09/17)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Facility Inspections (ponds, biofilters, etc.) ☒ Not Applicable

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) ☒ Not Applicable

Collection Services - *Street Sweeping / Cleaning Program* ☒ Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program* ☐ Not Applicable

- j. Did the municipality conduct catch basin sump cleaning during the reporting year?

☒ Yes ☐ No ☐ Unsure

- k. How many catch basin sumps were cleaned in the reporting year? ☒ Unsure

- l. If known, how many tons of material was removed? ☒ Unsure

m. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?

☐ Yes

☐ No - Explain

☐ Not Applicable

☒ Unsure

Collection Services - *Leaf Collection Program* ☐ Not Applicable

n. Does the municipality conduct curbside leaf collection? ☒ Yes ☐ No ☐ Unsure

o. Does the municipality notify homeowners about pickup? ☐ Yes ☒ No ☐ Unsure

Where are the residents directed to store the leaves for collection?

☐ Pile on terrace ☐ Pile in street ☐ Bags on terrace ☐ Unsure

☒ Other - Describe

Leaves are composted north of the M&M building

p. What is the frequency of collection?

As needed

q. Is collection followed by street sweeping/cleaning? ☐ Yes ☒ No ☐ Unsure

Winter Road Management ☒ Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

Internal (Staff) Education & Communication

v. Have training or education on SWPPPs for municipal facilities been held for municipal or other personnel? ☒ Yes ☐ No ☐ Unsure

If yes, describe what training was provided

Snow removal and mowing training

When: All year

How many attended: 24

Additional Pollution Prevention Information

w. Any other Pollution Prevention program information for inclusion in the Annual Report may be added here or attached on the attachments page.

The campus follows all BMP's regarding wastes and pollution through a strict policy. All hazardous and chemical wastes are transported off-campus to the appropriate facility for reprocessing or recycling. No generated hazardous wastes are improperly disposed in the environment. Campus owned or operated storm water management are inspected and maintenance on a regular and on-going basis.

Missing Information

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

- a. Did the municipality update their storm sewer map this year? ☒ Yes ☐ No ☐ Unsure

If yes, check the areas the map items that got updated or changed:

- ☐ Storm water treatment facilities
- ☒ Storm pipes
- ☐ Vegetated swales
- ☐ Outfalls
- ☐ Other - Describe below

- b. Any other Storm Sewer System Map information for inclusion in the Annual Report may be added here or attached on the attachments page.

Storm drains are checked on a regular basis to ensure illegal dumping is not occurring. These storm drains and the catch basins are cleaned as part of regular maintenance as well, with any wastes legally and properly disposed. Inspection of the functioning of bioswales in Parking Lots R, P, V and Y occurs after major storm and run-off events.

Missing Information

Do not close your work until you SAVE.

Form 3400-224 (09/17)

Final Evaluation - Has Missing Items

Fiscal Analysis

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
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Element: Public Education and Outreach

\$2,000	\$2,000	\$2,000	<u>General revenue fund</u>
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Element: Public Involvement and Participation

\$2,000	\$2,000	\$2,000	<u>General revenue fund</u>
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Element: Illicit Discharge Detection and Elimination

\$2,000	\$2,000	\$2,000	<u>General revenue fund</u>
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Element: Construction Site Pollutant Control

\$2,000	\$2,000	\$2,000	<u>Other</u>
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Element: Post-Construction Storm Water Management

\$2,000	\$2,000	\$2,000	<u>Other</u>
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Element: Pollution Prevention

\$2,000	\$2,000	\$2,000	<u>General revenue fund</u>
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Element: Storm Water Quality Management

	\$2,000	\$2,000	<u>General revenue fund</u>
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Element: Storm Sewer System Map

	\$1,000	\$1,000	<u>General revenue fund</u>
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Other (describe)

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Select...

Water Quality

- a:** Were there any known water quality improvements or degradation in the receiving waters to which the municipality’s storm sewer system directly discharges to?
☐ Yes ☐ No ☒ Unsure If Yes, explain below:
- b:** Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?
☐ Yes ☐ No ☒ Unsure
- c:** Has the municipality evaluated their storm water practices to reduce the pollutants of concern?
☐ Yes ☐ No ☒ Unsure

Additional Information

Based on the municipality’s storm water program evaluation in Part II, describe any proposed changes to the municipality’s storm water program.

Missing Information

Invalid Number (XXX,XXX,XXX), Invalid Number (XXX,XXX,XXX), Invalid Number (XXX,XXX,XXX), Invalid Number (XXX,XXX,XXX), Invalid
Number (XXX,XXX,XXX), Invalid Number (XXX,XXX,XXX), Invalid Number (XXX,XXX,XXX), Invalid Number (XXX,XXX,XXX), Invalid Number
(XXX,XXX,XXX), Invalid Number (XXX,XXX,XXX), Invalid Number (XXX,XXX,XXX), Invalid Number (XXX,XXX,XXX), Invalid Number
(XXX,XXX,XXX), Invalid Number (XXX,XXX,XXX), Invalid Number (XXX,XXX,XXX), Invalid Number (XXX,XXX,XXX), Invalid Number
(XXX,XXX,XXX), Invalid Number (XXX,XXX,XXX), Please enter expenditure amount, Invalid Number (XXX,XXX,XXX), Invalid Number
(XXX,XXX,XXX), Please enter expenditure amount, Invalid Number (XXX,XXX,XXX), Invalid Number (XXX,XXX,XXX),

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Form 3400-224 (09/17)

Requests for Assistance on Improving Permit Programs

Would municipality like the Department to contact them about providing more information on developing or improving any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- ☒ Public Education and Outreach
- ☐ Public Involvement
- ☐ Illicit Discharge Detection and Elimination
- ☐ Post-Construction Storm Water Management
- ☒ Storm Water Quality Management
- ☒ Storm Sewer System Map
- ☐ Construction Site Pollutant Control
- ☐ Pollution Prevention
- ☐ Water Quality Concerns
- ☐ Compliance Schedule Items Due
- ☒ MS4 Program Evaluation

Do not close your work until you **SAVE**.

Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

***Required Item**

Note: To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

Attach Documents

 File Attachment

(To remove additional items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Draft and Share PDF Report with Municipality's Governing Body.

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 approved by the governing body, you will have to come back to the MS4 eReporting system to submit the report to the DNR.

[Draft and Share PDF Report with Municipality's Governing Body](#)

Do not close your work until you **SAVE**.

Complete and Submit Your Application

You have not completed all areas of the application. Please return to the application and complete all missing items.

Contact Information: [Has Missing Items](#)

Minimum Control Measures Information: [Has Missing Items](#)

Final Evaluation: [Has Missing Items](#)