



**MARYLAND DEPARTMENT OF THE ENVIRONMENT  
WATER AND SCIENCE ADMINISTRATION**

**NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM  
GENERAL PERMIT FOR DISCHARGES FROM  
STATE AND FEDERAL SMALL MUNICIPAL SEPARATE STORM SEWER  
SYSTEMS**

**GENERAL DISCHARGE PERMIT NO. 13-SF-5501  
GENERAL NPDES NO. MDR055501**

Final Determination: April 27, 2018  
Effective Date: October 31, 2018  
Expiration Date: October 30, 2023

This National Pollutant Discharge Elimination System (NPDES) general permit covers State and federal small municipal separate storm sewer systems (MS4s) in certain portions of the State of Maryland. MS4 owners and operators to be regulated under this general permit must submit a Notice of Intent (NOI) to MDE by October 31, 2018. An NOI serves as notification that the MS4 owner or operator intends to comply with the terms and conditions of this general permit.

## **APPENDIX D**

### **State and Federal Small MS4 Progress Report**

**Maryland Department of the Environment (MDE)**

**National Pollutant Discharge Elimination System (NPDES)  
Small Municipal Separate Storm Sewer Systems (MS4) General Permit**

This Progress Report is required for those State and federal agencies covered under General Discharge Permit No. 13-SF-5501. Progress Reports must be submitted to:

Maryland Department of the Environment, Water and Science Administration  
Sediment, Stormwater, and Dam Safety Program  
1800 Washington Boulevard, Suite 440, Baltimore, MD 21230-1708  
Phone: 410-537-3543 FAX: 410-537-3553  
Web Site: [www.mde.maryland.gov](http://www.mde.maryland.gov)

**Contact Information**

Permittee Name:	Coppin State University
Responsible Personnel:	Maria del R. Castro, Safety and Environmental Mana
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**Signature of Responsible Personnel**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Maria del R. Castro		11/8/2019
Printed Name	Signature	Date

**Reporting Period (State Fiscal Year):**

2020

**Due Date:**

10/31/2019

**Date of Submission:**

11/8/2019

**Type of Report Submitted:**

Impervious Area Restoration Progress Report (Annual):

Six Minimum Control Measures Progress (Years 2 and 4):

Both:

**Permittee Information:**

Renewal Permittee:

New Permittee:

**Compliance with Reporting Requirements**

Part VI of the Small MS4 General Discharge Permit (No. 13-SF-5501) specifies the reporting information that must be submitted to MDE to demonstrate compliance with permit conditions. The specific information required in this MS4 Progress Report includes:

1. Annual: Progress toward compliance with impervious area restoration requirements in accordance with Part V of the general permit. All requested information and supporting documentation must be submitted as specified in Section I of the Progress Report.
2. Years 2 and 4: Progress toward compliance with the six minimum control measures in accordance with Part IV of the general permit. All requested information and supporting documentation shall be reported as specified in Section II of the Progress Report. MDE may request more frequent reporting and/or a final report in year 5 if additional information is needed to demonstrate compliance with the permit.

**Instructions for Completing Appendix D Reporting Forms**

The reporting forms provided in Appendix D allow the user to electronically fill in answers to questions. Users may enter quantifiable information (e.g., number of outfalls inspected) in text boxes. When a more descriptive explanation is requested, the reporting forms will expand as the user types to allow as much information needed to fully answer the question. The permittee must indicate in the forms when attachments are included to provide sufficient information required in the MS4 Progress Report.

**Section I: Impervious Area Restoration Reporting Form**

**Section I: Impervious Area Restoration Reporting**

1. a. Was the impervious area baseline assessment submitted in year 1?

Yes  No

b. If No, describe the status of completing the required information and provide a date at which all information required by MDE will be submitted:

c. Has the baseline been adjusted since the previous reporting year?

Yes  No

2. Complete the information below based on the most recent data:

Total impervious acres of area covered under this permit:

39.98

Total impervious acres treated by stormwater water quality best management practices (BMPs):

8.74

Total impervious acres treated by BMPs providing partial water quality treatment (multiply acres treated by percent of water quality provided):

6.05

Total impervious acres treated by nonstructural practices (i.e., rooftop disconnections, non-rooftop disconnections, or vegetated swales):

2.69

Total impervious acres untreated:

39.98

Twenty percent of this total area (this is the restoration requirement):

8.00

Verify that all impervious area draining to BMPs with missing inspection records is not considered treated. Describe how this information was incorporated into the overall analysis:

Stormwater management BMP inspections were performed to determine the functionality of the BMP. BMP's considered to be passing are functioning as designed and were counted towards CSU's treatment. BMPs considered to be failing are not functioning as designed and were removed from the baseline analysis

3. Has an Impervious Area Restoration Work Plan been developed and submitted to MDE in accordance with Part V.B, Table 1 of the permit or other format?

Yes  No

**Section I: Impervious Area Restoration Reporting**

Has MDE approved the work plan?

Yes  No

If the answer to either question is No, describe the status of submitting (or resubmitting) the work plan to MDE and provide a date at which all outstanding information will be available:

The Work Plan is included in the first-year report as require by the permit.

Describe progress made toward restoration planning, design, and construction efforts and describe adaptive management strategies necessary to meet restoration requirements by the end of the permit term:

Restoration goal for the permit term have been meet. Inspection and upkeeping of the completed restoration projects are being develop as stated in the Work Plan.

4. Has a Restoration Schedule been completed and submitted to MDE in accordance with Part V.B, Table 2 of the permit?

Yes  No

In year 5, has a complete restoration schedule been submitted including a complete list of projects and implementation dates for all BMPs needed to meet the twenty percent restoration requirement?

Yes  No

Are the projected implementation years for completion of all BMPs no later than 2025?

Yes  No

Describe actions planned to provide a complete list of projects in order to achieve compliance by the end of the permit term:

The complete list of projects is included in the first-year report. The next steps are detailed inspections and identification of any repairs needed to them.

Describe the progress of restoration efforts (attach examples and photos of proposed or completed projects when available):

All restorations goals are completed. Detailed inspections and upkeep is planned for second-year activities of permit.

**Section I: Impervious Area Restoration Reporting**

5. Has the BMP database been submitted to MDE in Microsoft Excel format in accordance with Appendix B, Tables B.1.a, b, and c?

Yes    No

Is the database complete?

Yes    No

If either answer is No, describe efforts underway to complete all data fields, and a date that MDE will receive the required information:

6. Provide a summary of impervious area restoration activities planned for the next reporting cycle (attach additional information if necessary):

Inspection of sand filter, underground cisterns, and underground detention facility.

7. Describe coordination efforts with other agencies regarding the implementation of impervious area restoration activities:

None.

8. List the total cost of developing and implementing impervious area restoration program during the permit term:



## **Section II: Minimum Control Measures Reporting Forms**

**MCM #1: Personnel Education and Outreach**

<p>1. Does the permittee maintain a process and phone number for the public and/or staff to report water quality complaints? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Number of complaints received: <input type="text"/></p> <p>Describe the actions taken to address the complaints:</p>
<p>2. Describe training to employees to reduce pollutants to the MS4:</p>
<p>3. Describe the target audience(s):</p>
<p>4. Are examples of educational/training materials attached with this report? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Provide the number and type of educational materials distributed:</p> <p>Describe how the personnel education program is appropriate for the target audience(s):</p>
<p>5. Describe how stormwater education materials were distributed to the public and/or staff (e.g., newsletters, website):</p>
<p>6. Describe how educational programs facilitated efforts to reduce pollutants in stormwater runoff:</p>
<p>7. Provide a summary of activities planned for the next reporting cycle:</p>
<p>8. List the total cost of implementing this MCM over the permit term:</p>

**MCM #2: Public or Personnel Involvement and Participation**

1. Describe how the public or personnel involvement and participation program is appropriate for the target audience(s):

2. Quantify and report public and/or staff involvement and participation efforts as shown below where applicable.

Number of participants at public and/or staff events:

Quantity of trash and debris removed at clean up events:

Number of employee volunteers participating in sponsored events:

Number of trees planted:

Length of stream cleaned (feet):

Number of storm drains stenciled:

Number of public notices published to facilitate public and/or staff participation:

Number of public and/or staff meetings organized:

Total number of attendees at all public and/or staff meetings:

Describe the agenda, items discussed, and collaboration efforts with interested parties for public and/or staff meetings:

Describe how public and/or staff comments have been incorporated into the permittee's MS4 program, including water quality improvement projects to address impervious area restoration requirements:

**MCM #2: Public or Personnel Involvement and Participation**

Describe any additional events and activities if applicable:

3. Provide a summary of activities planned for the next reporting cycle:

4. List the total cost of implementing this MCM for the permit term:

**MCM #3: Illicit Discharge Detection and Elimination (IDDE)**

1. Does the permittee maintain a map of the MS4 owned or operated by the permittee, including stormwater conveyances, outfalls, stormwater best management practices (BMPs), and waters of the U.S. receiving stormwater discharges?  
 Yes  No

If Yes, attach the map to this report and provide a progress update on any features that are still being mapped. (If submitting a map would compromise the operational security of an agency, indicate that the map is available for MDE review on site.) If No, detail the current status of map development and provide an estimated date of submission to MDE:

2. Does the permittee have a policy, or other agency directive, that prohibits illicit discharges?  
 Yes  No

If Yes, describe the policy utilized for enforcement by the permittee (alternatively, a link may be provided to the permittee's webpage where this information is available). If No, describe the permittee's plan, including approximate time frame, to establish a policy that prohibits illicit discharges into the storm sewer system:

3. Did the permittee submit to MDE standard operating procedures (SOPs) in accordance with Part IV.C of the permit?  
 Yes  No

If No, provide a proposed date that SOPs will be submitted to MDE. MDE may require more frequent reports for delays in program development:

Did MDE approve the submitted SOPs?  
 Yes  No

If No, describe the status of requested SOP revisions and approximate date of resubmission for MDE approval:

4. Describe how the permittee prioritized screening locations in areas of high pollutant potential and identify the areas within which screenings were conducted during this reporting period:

**MCM #3: Illicit Discharge Detection and Elimination (IDDE)**

5. Answers to the following questions must reflect this two-year reporting period.

How many outfalls were identified on the map?

How many outfalls were required to be screened for dry weather flows to meet the minimum numeric requirement based on property size?

How many outfalls were screened for dry weather flows?

Per the permittee's SOP, how frequently were outfalls required to be screened?

At what frequency were outfalls screened during the reporting period?

How many dry weather flows were observed?

If dry weather flows were observed, how many were determined to be illicit discharges?

Describe the investigation process to track and eliminate each suspected illicit discharge and report the status of resolution:

6. Describe maintenance or corrective actions undertaken during this reporting period to address erosion, debris buildup, sediment accumulation, or blockage problems:

7. Is the permittee maintaining all IDDE inspection records and are they available to MDE during site inspections?

Yes  No

8. If spills, illicit discharges, and illegal dumping occurred during this reporting period, describe the corrective actions taken, including enforcement activities, and indicate the status of resolution:

9. Attach to this report specific examples of educational materials distributed to the public and/or staff related to illicit discharge reporting, illegal dumping, and spill prevention.

**MCM #3: Illicit Discharge Detection and Elimination (IDDE)**

If these are not available, describe plans to develop public and/or staff education materials and submit examples with the next Progress Report:

10. Specify the number of employees trained in illicit discharge detection and spill prevention:

11. Provide examples of training materials. If not available, describe plans to develop employee training and submit examples with the next Progress Report:

12. List the cost of implementing this MCM during this permit term:

**MCM #4: Construction Site Stormwater Runoff Control**

1. Does the permittee have a process for receiving, investigating, and resolving complaints from interested parties related to construction activities and erosion and sediment control?

Yes  No

Describe the process:

Provide a list of all complaints and a summary of actions taken to resolve them:

2. Total number of active construction projects within the reporting period:

Provide a list of all construction projects and tabulate the total disturbed area:

3. Total number of violation notices issued by MDE related to this MCM on the agency's property:

Describe the status of enforcement activities:

Describe how the permittee communicates and collaborates with MDE to maintain compliance with this MCM for all active construction projects on the agency's property:

Are erosion and sediment control inspection records retained and available to MDE during field review of the agency MS4 program?

Yes  No

If No, explain:

4. Number of staff trained in MDE's Responsible Personnel Certification:

5. Describe the coordination with other entities regarding implementation of this MCM:



**MCM #4: Construction Site Stormwater Runoff Control**

6. List the total cost of implementing this MCM over the permit term:

**MCM #5: Post Construction Stormwater Management**

1. Has an Urban BMP database been submitted in accordance with the database structure in Appendix B, Tables B.1.a, b, and c as a Microsoft Excel file?

Yes  No

Describe the status of the database, efforts to complete all data fields, and provide a date as to when the required information will be submitted to MDE:

2. Total number of plans submitted to MDE for review and approval:

Total number of as-built plans submitted to MDE:

Number of submitted as-built plans approved by MDE:

3. Total number of BMPs located on each property covered under the general permit (list individual property, and total BMPs for that property – provide separate attachment if necessary):

Does the permittee perform inspections for all structural BMPs in accordance with the Dam Inspection Checklist in Maryland Pond Code 378 at least once every three years?

Yes  No

If No, describe efforts to train staff and develop a program to perform these required inspections on a triennial basis:

Are BMP inspection records retained and available to MDE during field review of local programs?

Yes  No

4. Provide a summary of routine maintenance activities for all BMPs:

Are BMP maintenance procedures consistent with maintenance requirements on MDE approved plans?

Yes  No

**MCM #5: Post Construction Stormwater Management**

Are completed BMP maintenance checklists available to MDE during field review of local programs?

Yes  No

If either answer is No, describe planned actions to implement maintenance checklists and procedures and provide formal documentation of these activities:

Describe all problems discovered during routine maintenance operations and repair work performed to restore the function of the BMP(s) (attach photos and additional documentation as needed):

5. Number of staff trained in proper BMP design, performance, inspection, and routine maintenance:

6. Provide a summary of activities planned for the next reporting cycle:

7. List the total cost of implementing this MCM over the permit term:

### MCM #6: Pollution Prevention and Good Housekeeping

1. Provide a list of topics covered during the last training session related to pollution prevention and good housekeeping, and attach to this report specific examples of training materials:

List all training dates within this two-year reporting period:

Number of staff attended:

2. Are the good housekeeping plan and inspection records at each property retained and available to MDE during field review of the local program?  Yes  No

If No, explain:

Provide details of all discharges, releases, leaks, or spills that occurred in the past reporting period using the following format (attach additional sheets if necessary).

Property Name:

Date:

Describe observations:

Describe permittee's response:

3. Quantify and report property management efforts as shown below, where applicable (attach additional sheets if necessary).

Number of miles swept:

Amount of debris collected from sweeping (indicate units):

If roads and streets are swept, describe the strategy the permittee has implemented to maximize efficiency and target high priority areas:

Number of inlets cleaned:

Amount of debris collected from inlet cleaning (indicate units):

**MCM #6: Pollution Prevention and Good Housekeeping**

Describe how trash and hazardous waste materials are disposed of at permittee owned and operated property(ies), including debris collected from street sweeping and inlet cleaning:

Does the permittee have a current State of Maryland public agency permit to apply pesticides?

Yes  No

If No, explain (e.g., contractor applies pesticides):

Does the permittee employ at least one individual certified in pesticide application?

Yes  No

If Yes, list name(s):

If the permittee applied pesticides during the reporting year, describe good housekeeping methods (e.g., integrated pest management, alternative materials/techniques):

If the permittee applied fertilizer during the reporting year, describe good housekeeping methods (e.g., application methods, chemical storage, native or low maintenance species, training):

If the permittee applied materials for snow and ice control during the reporting year, describe good housekeeping methods (e.g., pre-treatment, truck calibration and storage, salt domes):

Describe good housekeeping BMP alternatives not listed above:

4. If applicable, provide a status update for permittee owned or operated properties regarding coverage under the Maryland General Permit for Stormwater Discharges Associated with Industrial Activity or an individual industrial surface water discharge permit:

5. List the total cost of implementing this MCM over the permit term: