



ANNUAL REPORT FORM FOR INDIVIDUAL NPDES PERMITS FOR MUNICIPAL SEPARATE STORM SEWER SYSTEMS (RULE 62-624.600(2), F.A.C.)

- This Annual Report Form must be completed and submitted to the Department to satisfy the annual reporting requirements established in Rule 62-621.600, F.A.C.
- Submit this fully completed and signed form and any REQUIRED attachments by mail to the address in the box at right.
- Refer to the Form Instructions for guidance on completing each section.
- **Please print or type information in the appropriate areas below.**

Submit the form and attachments to:
 Florida Department of Environmental Protection
 Mail Station 2500
 2600 Blair Stone Road
 Tallahassee, Florida 32399-2400

SECTION I. BACKGROUND INFORMATION

A.	Permittee Name: City of Winter Haven		
B.	Permit Name: Polk County Municipal Separate Storm Sewer System		
C.	Permit Number: FLS000015-003 (Cycle 3)		
D.	Annual Report Year: <input checked="" type="checkbox"/> Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Year 4 <input type="checkbox"/> Year 5 <input type="checkbox"/> Other, specify Year:		
E.	Reporting Time Period (month/year): September 12, 2011 through September 30, 2012		
F.	Name of the Responsible Authority: Deric Feacher		
	Title: City Manager		
	Mailing Address: P. O. Box 2277		
	City: Winter Haven	Zip Code: 33883-2277	County: Polk
	Telephone Number: (863) 291-5600 ex. 228		Fax Number: (863) 291-5623
	E-mail Address: dfeacher@mywinterhaven.com		
G.	Name of the Designated Stormwater Management Program Contact (if different from Section I.F above): Mary E. Thornhill		
	Title: Natural Resources Coordinator		
	Department: Community Services		
	Mailing Address: P. O. Box 2277		
	City: Winter Haven	Zip Code: 33883-2277	County: Polk
	Telephone Number: (863) 291-5600 ex. 247		Fax Number: (863) 297-3090
E-mail Address: mthornhill@mywinterhaven.com			

SECTION II. MS4 MAJOR OUTFALL INVENTORY (Not Applicable In Year 1)

A.	Number of outfalls ADDED to the outfall inventory in the current reporting year (insert "0" if none): 0 (Does this number include non-major outfalls? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable)
B.	Number of outfalls REMOVED from the outfall inventory in the current reporting year (insert "0" if none): 0 (Does this number include non-major outfalls? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable)
C.	Is the change in the total number of outfalls due to lands annexed or vacated? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable

SECTION III. MONITORING PROGRAM

A.	<p>Provide a brief statement as to the status of monitoring plan implementation: <i>DEP Note: If monitoring is done for the co-permittee by Polk County you may refer to the Polk County AR here as follows: "The monitoring plan is carried out through an inter-local agreement with Polk County. Please see the Polk County Annual Report for the monitoring information."</i></p> <p>The monitoring plan is carried out through an inter-local agreement with Polk County. Please see the Polk County Annual Report for the monitoring information.</p>
B.	<p>Provide a brief discussion of the monitoring results to date: <ul style="list-style-type: none"> <i>If monitoring is done for the co-permittee by Polk County you may refer to the Polk County AR here as follows: "Please see the Polk County Annual Report for the monitoring information."</i> <p>Please see the Polk County Annual Report for the monitoring information.</p> <p><i>DEP Note: See Part V of the permit for the monitoring requirements.</i></p> </p>
C.	<p>Attach a monitoring data summary, as required by the permit.</p>

SECTION IV. FISCAL ANALYSIS

A.	<p>Total expenditures for the NPDES stormwater management program for the current reporting year: \$1,325,831.83 <i>DEP Note: If program resources have decreased from the previous year, attach a discussion of the impacts on the implementation of the SWMP as per Part II.F of the permit.</i></p>
B.	<p>Total budget for the NPDES stormwater management program for the subsequent reporting year: \$3,092,714.00</p>

SECTION V. MATERIALS TO BE SUBMITTED WITH THIS ANNUAL REPORT FORM

Only the following materials are to be submitted to the Department along with this fully completed and signed Annual Report Form (check the appropriate box to indicate whether the item is attached or is not applicable):

Attached	N/A	<i>***DEP Note: Please complete Checklists A & B at the end of the tailored form.***</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any additional information required to be submitted in this current annual reporting year in accordance with Part III.A of your permit that is not otherwise included in Section VII below.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A monitoring data summary as directed in Section III.C above and in accordance with Rule 62-624.600(2)(c), F.A.C.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Year 1 ONLY: An inventory of all known major outfalls and a map depicting the location of the major outfalls (hard copy or CD-ROM) in accordance with Rule 62-624.600(2)(a), F.A.C.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Year 3 ONLY: The estimates of pollutant loadings and event mean concentrations for each major outfall or each major watershed in accordance with Rule 62-624.600(2)(b), F.A.C.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Year 4 ONLY: Permit re-application information in accordance with Rule 62-624.420(2), F.A.C.

DO NOT SUBMIT ANY OTHER MATERIALS
 (such as records and logs of activities, monitoring raw data, public outreach materials, etc.)

SECTION VI. CERTIFICATION STATEMENT AND SIGNATURE

The Responsible Authority listed in Section I.F above must sign the following certification statement, as per Rule 62-620.305, F.A.C:

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 gathered and evaluated the information submitted. Based upon 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.

Name of Responsible Authority (type or print): Deric C. Feacher

Title: City Manager

Signature:  Date: 03/01/13

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.					C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity					Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
Part III.A.1	Structural Controls and Stormwater Collection Systems Operation								
<p>Maintain an up-to-date inventory of the structural controls and roadway stormwater collection structures operated by the permittee, including, at a minimum, all of the types of control structures listed in Table II.A.1.a of the permit. Report the current known inventory.</p> <p><i>DEP Note: The permittee needs to “customize” this section by adding any structural controls to the list below that are part of the permittee’s MS4 currently or are planned for the future. The permittee may remove any structural controls listed that it does not have currently or will likely not have during this permit cycle. Please see the attached description of each type of structure. In addition, the permittee may choose its own unit of measurement for each structural control to be consistent with the unit of measurement in the documentation. Unit options include: miles, linear feet, acres, etc.</i></p> <p>Provide an inventory of all known major outfalls covered by the permit and a map depicting the location of the major outfalls (hard copy or CD-ROM). Provide the outfall inventory and map with the Year 1 Annual Report.</p> <p>Report the number of inspection and maintenance activities conducted for each type of structure included in Table II.A.1.a, and the percentage of the total inventory of each type of structure inspected and maintained. If the minimum inspection frequencies set forth in Table II.A.1.a were not met, provide as an attachment an explanation of why they were not and a description of the actions that will be taken to ensure that they will be met.</p> <p><i>DEP Note: If the minimum inspection frequencies set forth in Table II.A.1.a of the permit were not met for one or more type of structure, the permittee must provide as an attachment an explanation of why they were not and a description of the actions that will be taken to ensure that they will be met. Please provide the title of the attached explanation in Column D and the name of the entity who finalized the explanation in Column E.</i></p>									
Type of Structure		Number of Activities Performed					Documentation / Record	Entity Performing the Activity	Comments
		Total Number of Structures	Number of Inspections	Percentage Inspected	Number of Maintenance Activities	Percentage Maintained			
Dry retention systems Lake Silver Pond Airport (hangar) Diamond Plex SW Complex (Ballfield) Winterset Water Plant WalMart SR544 Motor Pool Pond		7	1039	100%	633	100%	Pond / Ditch / Lakeshore Quarterly Inspections Reports Contractor Invoices and Payments Logos and Laserfische Files Landscape Services’	Natural Resources Div, Natural Resources Coordinator, Mary Thornhill (NR) Leisure Services Div, Landscape Services (LS)	Ponds inspected quarterly as part of inspection. Ponds inspected when herbicide and physical maintenance completed by contractors.

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

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							Daily Maintenance Logs Water Plant Daily Logs	Utility Department, Water Plant Operator	Inspected during landscape maintenance activities.	
	<p>Wet retention systems</p> <p>Rotary Park Pond South Lake Howard Wetland Ponds (2) South Lake Howard Wetland Ditch Lake Hartridge Wetland Pond Airport (Pansy Ponds) (2) W. G. Roe Ponds (2) May Ditch May 6th St SE Ditch Lulu Ditch Motorpool Ditch Lake Maude Stormwater Pond</p>	14	1457	100%	559	100%	Pond / Ditch / Lakeshore Quarterly Inspections Reports Contractor Invoices and Payments Logos and Laserfische Files Landscape Services' Daily Maintenance Logs	Natural Resources Div, Natural Resources Coordinator, Mary Thornhill (NR) Leisure Services Div, Landscape Services (LS)	Ponds inspected quarterly as part of inspection. Ponds inspected when herbicide and physical maintenance completed by contractors. Inspected during landscape maintenance activities.	
	Exfiltration trench / French drains (linear feet)	390 In ft	11	100%	4	36.4%	Daily Activity Sheets, Stormwater Maintenance / Streets Unit	Streets/ Stormwater Division, Stormwater Crew	Regular Inspections and maintenance as needed	
	<p>Grass treatment swales</p> <p>Lake Shipp Park Swales Legion Way (Chain O' Lakes Trail) Rolling Hills Cemetery</p>	3	62	100%	54	100%	Pond / Ditch / Lakeshore Quarterly Inspections Reports Landscape Services' Daily Maintenance Logs Streets Work Log	Natural Resources Div, Natural Resources Coordinator, Mary Thornhill (NR) Leisure Services Div, Landscape Services Staff (LS) Streets Division, Stormwater Crew (SD)	Ponds inspected quarterly as part of inspection. Inspected during landscape maintenance activities. Inspected during maintenance activities (maintained 700' of swales.)	

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	Permit Requirement/Quantifiable SWMP Activity				Number of Activities Performed		Documentation / Record	Entity Performing the Activity	Comments
	<p>Raingardens (acres of drainage basin)</p>	0.9 acre	362	100%	296	100%	<p>Pond / Ditch / Lakeshore Quarterly Inspections Reports</p> <p>Landscape Services' Daily Maintenance Logs</p> <p>Streets Work Log</p>	<p>Natural Resources Div, Natural Resources Coordinator, Mary Thornhill (NR)</p> <p>Leisure Services Div, Landscape Services Staff (LS)</p> <p>Streets Division, Stormwater Crew (SD)</p>	<p>Raingardens inspected quarterly as part of inspection.</p> <p>Inspected during landscape maintenance activities.</p> <p>Built by Streets Division</p>
	<p>Dry detention systems</p> <p>Lucerne Park Fire Station Sportsman Park Q Block Improvements Kiwanis Park Ponds Winter Haven Police Department Pond Senior Center Downtown Parking Lot W. G. Roe Ponds Waste Water Treatment Plant II</p>	9	384	100%	342	100%	<p>Pond / Ditch / Lakeshore Quarterly Inspections Reports</p> <p>Contractor Invoices and Payments Logos and Laserfische Files</p> <p>Landscape Services' Daily Maintenance Logs</p>	<p>Natural Resources Div, Natural Resources Coordinator, Mary Thornhill (NR)</p> <p>Leisure Services Div, Landscape Services Staff (LS)</p>	<p>Ponds inspected quarterly as part of inspection.</p> <p>Ponds inspected when herbicide and physical maintenance completed by contractors.</p> <p>Inspected during landscape maintenance activities.</p>
	<p>Alum injection systems</p> <p>Lake Howard Alum Building Lake Lulu Alum Building Lake May Alum Building</p>	3	157	100%	133	100%	<p>Pond / Ditch / Lakeshore Quarterly Inspections Reports</p> <p>Contractors (alum system maintenance, herbicide maintenance,</p>	<p>Natural Resources Div, Natural Resources Coordinator, Mary Thornhill (NR)</p> <p>Technical Solutions Inc.</p>	<p>Annual underground storage tank inspection, monthly alum system inspections, quarterly herbicide control</p>

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	Permit Requirement/Quantifiable SWMP Activity						Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
							physical maintenance, pesticide maintenance) Invoices and Payments Logos and Laserfische Files	Aquagenix Inc. Florida Vegetation Management Inc. Pete's Professional Pest Control Leisure Services Div, Landscape Services Staff (LS)	treatments, quarterly pest control treatments and quarterly alum building and catch basin inspections.	
	<p>Pollution control structures</p> <p>Lake Lulu Trash / Sediment Catch (2) Lake May Trash / Sediment Catch (3) Lake Hartridge Trash / Sediment Catch</p>	6	260	83%	194	83%	<p>Pond / Ditch / Lakeshore Quarterly Inspections Reports</p> <p>Contractors (herbicide maintenance, physical maintenance) Invoices and Payments Logos and Laserfische Files</p>	<p>Natural Resources Div, Natural Resources Coordinator, Mary Thornhill</p> <p>Aquagenix Inc.</p> <p>Florida Vegetation Management Inc.</p>	<p>Bi-monthly trash/sediment catch basin inspections, quarterly herbicide control treatments, and quarterly alum building and catch basin inspections.</p>	
	<p>Major stormwater outfalls</p>	34	12	35%	1	3%	<p>Daily Activity Sheets, Stormwater Maintenance / Streets Unit (SD)</p> <p>Pond / Ditch / Lakeshore Quarterly Inspections Reports (NR)</p>	<p>Streets Division, Stormwater Crew (SD)</p> <p>Natural Resources Div, Natural Resources Coordinator, Mary Thornhill (NR)</p>	<p>Regular Inspections and maintenance as needed (SD)</p> <p>Bi-monthly trash/sediment catch basin inspections, quarterly herbicide control treatments, and quarterly alum</p>	

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									building and catch basin inspections. (NR)
	Weirs or other control structures	15	13	87%	13	87%	Daily Activity Sheets, Stormwater Maintenance / Streets Unit Monthly Inspections / Maintenance	Streets Division, Stormwater Crew Golf Course Staff (GCS)	Regular Inspections and maintenance as needed (1 inspec & 1 maint) GCS = 1 structure (12 inspec & 12 maint)
	MS4 pipes / culverts (miles)	92.95 mi	24 mi	26%	24 mi	26%	Daily Activity Sheets, Stormwater Maintenance / Streets Unit Monthly Inspections / Maintenance (GCS)	Streets Division, Stormwater Crew Golf Course Staff (GCS)	Regular Inspections and maintenance as needed GCS = 2 mi (12 inspec & 12 maint)
	Inlets / catch basins / grates	741	558	75%	34	5%	Daily Activity Sheets, Stormwater Maintenance / Streets Unit	Streets Division, Stormwater Crew	Regular Inspections and maintenance as needed
	Ditches / swales (miles)	5.1 mi	5.0 mi	97%	4.6 mi	90%	Daily Activity Sheets, Stormwater Maintenance / Streets Unit (SD) Regular Maintenance (WGC) Landscape Services' Daily Maintenance Logs (LS) Regular Maintenance Logs (WA)	Streets Division, Stormwater Crew (SD) Willowbrook Golf Course Staff (WGC) Leisure Services Div, Landscape Services Staff (LS) Contractor for Winter Haven Municipal Airport	Regular Inspections and maintenance as needed

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						Pond / Ditch / Lakeshore Quarterly Inspections Reports (NR)	(WA) Natural Resources Div, Natural Resources Coordinator, Mary Thornhill (NR)		
	<p>ATTACH explanation if any of the minimum inspection frequencies in Table II.A.1.a were not met</p> <p>Year 1 ONLY: Attach a map of all known major outfalls</p>								
Part III.A.2	<p>Areas of New Development and Significant Redevelopment</p>								
	<p>Report the number of significant redevelopment projects reviewed by the permittee for post-development stormwater considerations.</p> <p><i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C.</i></p>								
	<p>Number of significant redevelopment projects reviewed</p>				12	Development Review Committee Tracking Logs	Planning Division	Reviews performed by the Community and Economic Development Department	
	<p>Provide in the Year 2 Annual Report the summary report of the review of local codes activity. Provide in the Year 4 Annual Report the follow-up report on plan implementation of modifying codes to allow low impact design BMPs.</p>								
	<p><i>DEP Note: Refer to Part III.A.2 of the permit for details regarding what the review entails, and what must be included in the summary report and follow-up report. Please provide the title of the attached report in Column D and the name of the entity who finalized the report in Column E.</i></p>								
	<p>Year 2 ONLY: Attach the summary report of the review activity</p>								
	<p>Year 4 ONLY: Attach the follow-up report on plan implementation</p>								
Part III.A.3	<p>Roadways</p> <p>Annually review (and revise, as needed) and implement the permittee's written procedures for the litter control program(s) for public streets, roads, and highways, including rights-of-way, employed within the permittee's jurisdictional area and properly dispose of collected material. Implement the program on a monthly, or on an as needed, basis. Report on the litter control program, including the frequency of litter collection, an estimate of the total number of road miles cleaned or amount of area covered by the activities, and an estimate of the quantity of litter collected.</p> <p><i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C. In addition, the permittee may choose its own units of measurement for the reporting items. Unit options for the amount of litter include: bags, cubic yards, pounds, tons. Unit options for the amount of area covered by the activity include: square feet, linear feet, yards, miles, acres. If all litter collection is performed by staff or by contractors, but not by both, please remove the non-applicable reporting items.</i></p>								

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	<p>PERMITTEE Litter Control Program: Frequency of litter collection for City's Garbage Collection Services</p>	<p>Residential garbage 4 x wk = 208/year</p> <p>Commercial garbage 6 x wk = 312/year</p> <p>Yard debris 5 x wk = 260/year</p>	<p>Landfill tickets</p>	<p>Public Services Division, Solid Waste Staff, Weekend Warriors, Polk County Inmates</p>	<p>Public Services also utilize the weekend warrior program to assist with litter control.</p>
	<p>PERMITTEE Litter Control Program: Estimated amount of area maintained (acres & miles)</p>	<p>25,408 acres within Winter Haven's City Limits</p> <p>Weekend Warriors = 296 miles</p>		<p>Public Services Division, Solid Waste Staff, Weekend Warriors, Polk County Inmates</p>	<p>Public Services also utilize the weekend warrior program to assist with litter control.</p>
	<p>PERMITTEE Litter Control Program: Estimated amount of litter collected (tons & bags)</p>	<p>Residential garbage = 7,175 Tons</p> <p>Commercial garbage = 12,001 Tons</p> <p>Junk = 3,554 Tons</p> <p>Yard debris = 2,925 Tons</p> <p>C & D = 1,534 Tons</p> <p>Weekend Warriors = 2,683 bags</p>	<p>Landfill tickets</p>	<p>Public Services Division, Solid Waste Staff, Weekend Warriors, Polk County Inmates</p>	<p>Public Services also utilize the weekend warrior program to assist with litter control.</p>
	<p>PERMITTEE Litter Control Program: Frequency of litter collection for City's landscape services operations</p>	<p>3 x week = 156</p>	<p>Landscape Services' Daily Maintenance</p>	<p>Leisure Services Division, Landscape Services Unit</p>	<p>Maintenance Mechanic Crew is dedicated to litter removal 3 days per week</p>

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	PERMITTEE Litter Control Program: Estimated amount of area maintained (linear feet)	158,400 In ft	Landscape Services' Daily Maintenance Logs	Leisure Services Division, Landscape Services Crews and Alternative Labor Crew	along downtown streets & trails. (M,W,F) Estimated distance of Roadway linear feet. (52,800' Alternative Labor Crew; 105,600' Landscape Services Crews) Crew's daily routines include litter removal along right of way.
	PERMITTEE Litter Control Program: Estimated amount of litter collected (cubic yards)	5,500 bags / year Est. 11,000 cu.yds	Landscape Services' Daily Maintenance Logs for Alternative Labor Crew	Leisure Services Division, Landscape Maintenance Crews and Alternative Labor Crew	Alternative Labor Crew tracks bags used on routines. (55 gal. bags) Landscape Maintenance staff performs litter removal at sites as part of their daily routines, record of amount not kept.
	PERMITTEE Litter Control Program: Frequency of litter collection for City of Winter Haven's Golf Course	52 (Weekly)	NA	Golf Course Staff	Along property roadway
	PERMITTEE Litter Control Program: Estimated amount of area maintained (linear feet)	1,000	NA	Golf Course Staff	Along property roadway
	PERMITTEE Litter Control Program: Estimated amount of litter collected (cubic yards)	10	NA	Golf Course Staff	Along property roadway
	PERMITTEE Litter Control Program: Frequency of litter collection for City of Winter Haven's Airport	362 times / year (Daily)	Airport Records	Airport Staff Airfield business	For airfield safety this is completed on a daily basis

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	PERMITTEE Litter Control Program: Estimated amount of area maintained (linear feet and acres)	Airport frontage on US Highway 92 West = 6,213 ft Airport frontage on 21 st Street NW = 5756 ft Airport property = 450 acres	Airport Records	partners Airport Staff Airfield business partners	Done in accordance with FAA guidelines to keep any debris away from runways and air traffic.
	PERMITTEE Litter Control Program: Estimated amount of litter collected (cubic yards)	Unk		Airport Staff Airfield business partners	The amount of material is not tracked
	PERMITTEE Litter Control Program (Recycled Materials): Frequency of litter collection	1 – 2 times per week depending on volume	Public Services, Solid Waste Div Schedules	Public Services, Solid Waste Staff	Drop off sites and commercial
	PERMITTEE: Litter Control Program: Recycled materials (tons)	916 Tons	Recycle Fee Docs	Public Services, Solid Waste Staff	Drop off sites and commercial
	CONTRACTOR Litter Control Program (Recycled Materials): Frequency of litter collection	1 time per week / residence	Public Services, Solid Waste Div Schedules	Florida Refuse	Tonnage Curbside pickup at residences
	CONTRACTOR Litter Control Program (Recycled Materials): Estimated amount of area maintained (linear feet)	25,408 acres within Winter Haven's City Limits			
	CONTRACTOR: Litter Control Program: Recycled materials (tons)	1,103 Tons	Recycle Fee Docs	Florida Refuse	Tonnage Curbside pickup at residences
If an Adopt-A-Road or similar program is implemented, report the total number of road miles cleaned and an estimate of the quantity of litter collected.					
DEP Note: The permittee may choose its own unit of measurement for the amount of litter collected. Unit options include: bags, cubic yards, pounds, tons. If an Adopt-A-Road or similar program is not implemented by the permittee, please note that in Column F but do not remove the Adopt-A-Road Program reporting items.					
	Trash Pick-up Events: Total miles cleaned	153.71 Miles of roadway inside the City Limits 17 of the Chain of Lakes "Lakes"	Special Clean Ups Log	Public Services Division, Solid Waste Staff	
	Trash Pick-up Events	6	Special Events, Special Clean-Ups	Public Services Division, Solid	Annual events and special

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	Clean It Up! Winter Haven Project EAGLE – Lakes Clean-up Spring Clean-up W.G. Roe & 7 th Street Clean Up (KWHCB) Q Block Community Clean Up (KWHCB) Lake Gem – Polk State College Clean Up (PSC & KWHCB)		Log	Waste Staff, City Staff Volunteers, Residential Volunteers, Local Schools	events, scheduled by request. KWHCB = Keep Winter Haven Clean & Beautiful PSC = Polk State College
	Trash Pick-up Events: Estimated amount of litter collected (tons & bags)	Clean it Up Winter Haven = 130 bags Project Eagle (Lakes Clean UP) = 1.27 Tons Spring Clean Up = 354 Tons W.G. Roe & 7 th St Clean Up = 10 bags Q Block Community Clean Up = 50 bags Lake Gem Clean Up = 23.97 Tons	Special Events, Special Clean-Ups Log	Public Services Division, Solid Waste Staff, City Staff Volunteers, Residential Volunteers, Local Schools	Tonnage recorded by way of landfill invoices.
	Trash Pick-up Events (Lakeshore Cleanups)	13	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Lakes Appreciation Month
	Trash Pick-up Events (Lakeshore Cleanups): Estimated amount of litter collected (pounds)	1336	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Lakes Appreciation Month
<p>Report on the street sweeping program, including the frequency of the sweeping, total miles swept, an estimate of the quantity of sweepings collected, and the total nitrogen (TN) and total phosphorus (TP) loadings that were removed by the collection of sweepings. If no street sweeping program is implemented, provide the explanation of why not in the Year 1 Annual Report.</p> <p><i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C. Also, the permittee may choose its own unit of measurement for the amount of sweeping material collected. Unit options include: cubic yards, pounds, tons.</i></p>					

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<p>DEP Note: If the permittee has curbs and gutters but no street sweeping program is implemented, the permittee must provide an explanation of why not in the Year 1 Annual Report. Refer to Part III.A.3 of the permit for the information that must be included in the explanation (including the alternate BMPs used or planned in lieu of street sweeping). Please provide the title of the attached explanation in Column D and the name of the entity who finalized the explanation in Column E.</p>					
	Frequency of street sweeping	Weekly	Daily Maintenance Logs	Landscape Maintenance Crew	Staff performs street sweeping 1 time per week on all surround streets around the downtown parks.
	Total miles swept (per year)	162.7	Street Sweeping Daily Work Log	Landscape Maintenance Staff	Forwarded to Natural Resources Div. for calculations
	Estimated quantity of sweeping material collected (cubic yards)	72.75	Street Sweeping Daily Work Log	Landscape Maintenance Staff	Forwarded to Natural Resources Div. for calculations
	Frequency of street sweeping	4 days / week, 10 hours / day (2 sweepers)	Streets Work Log & Natural Resources Div Street Sweeping Spreadsheet	Streets Div	
	Total miles swept (per year)	5812.50	Streets Work Log & Natural Resources Div Street Sweeping Spreadsheet	Streets Div	
	Estimated quantity of sweeping material collected (cubic yards)	2737.91	Streets Work Log & Natural Resources Div Street Sweeping Spreadsheet	Streets Div	
	Total nitrogen loadings removed (pounds)	3,628 lbs	NPDES/Cycle 3 Year 1 file	Natural Resources Div, Natural Resources Coordinator, Mary Thornhill	MS4 Load Reduction Tool Version 1.1 used
	Total phosphorus loadings removed (pounds)	2,326 lbs	NPDES/Cycle 3 Year 1 file	Natural Resources Div, Natural Resources	MS4 Load Reduction Tool Version 1.1 used

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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
				Coordinator, Mary Thornhill	
	<p>Year 1 ONLY: If have curbs and gutters, attach explanation of why no street sweeping program and the alternate BMPs used or planned</p>		NA	NA	NA
	<p>Annually review (and revise, as needed) and implement the permittee's written standard practices to reduce the pollutants in stormwater runoff from areas associated with road repair and maintenance, and from permittee-owned or operated equipment yards and maintenance shops that support road maintenance activities. Report the number of applicable facilities and the number of inspections conducted for each facility.</p> <p>DEP Note: The permittee needs to "customize" this section by listing the names of the applicable facilities in Column B and the number of inspections of each facility in Column C. Add more rows if necessary. If "0" is reported in Column C for the number of inspections conducted and the permittee has one or more applicable facilities, please provide an explanation in Column F for why no inspections were conducted. In addition, if the same facility is applicable under both Parts III.A.3 and III.A.5 of the permit, the same site inspection can count towards both inspection requirements as long as it covers the applicable waste area(s). Be sure to report the site inspection under both Parts III.A.3 and III.A.5.</p>				
		Number of Inspections			
	<p>Name of facility #1: Leisure Services Service Barn (Landscape)</p>	<p>Total= 255</p> <p>248 LS Daily 1 LS Annual 4 NR Quarterly 1 SC Annual 1 HR Annual</p>	<p>Annual Work Area-Facility Safety Inspection Report and Daily Maintenance Logs, Landscape Services</p> <p>Quarterly Hazardous Materials Inspection Reports</p> <p>Annual Safety Committee City-Wide Inspections</p> <p>Annual MSDS or Right to Know (Safety) Inspection Reports</p>	<p>Leisure Services Division, Landscape Services' Superintendent, Steve Pruitt (LS)</p> <p>Natural Resources' Division, Natural Resources Coordinator, Mary Thornhill (NR)</p> <p>Executive Services Director, Michele Stayner (SC)</p> <p>Human Resources, Shawn Dykes (HR)</p>	<p>Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)</p>
	<p>Name of facility #2: Leisure Services Stadium Crew's Equipment Storage</p>	<p>Total= 255</p>	<p>Annual Work Area-</p>	<p>Leisure Services</p>	<p>Inspected daily</p>

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
		248 LS Daily 1 LS Annual 4 NR Quarterly 1 SC Annual 1 HR Annual	Facility Safety Inspection Report and Daily Maintenance Logs, Landscape Services Quarterly Hazardous Materials Inspection Reports Annual Safety Committee City-Wide Inspections Annual MSDS or Right to Know (Safety) Inspection Reports	Division, Landscape Services' Superintendent, Steve Pruitt (LS) Natural Resources' Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (SC) Human Resources, Shawn Dykes (HR)	by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)
	<p>Name of facility #3: Leisure Services Willowbrook Golf Course Chemical Storage and Repair Facilities</p>	<p>Total= 371</p> 364 LS Daily 1 LS Annual 4 NR Quarterly 1 SC Annual 1 HR Annual	Annual Work Area-Facility Safety Inspection Report and Daily Willowbrook Maintenance Log Quarterly Hazardous Materials Inspection Reports Annual Safety Committee City-Wide Inspections	Leisure Services Division, Willowbrook Grounds Maintenance Supervisor, Kris Neal (LS) Natural Resources' Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (SC)	Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
			Annual MSDS or Right to Know (Safety) Inspection Reports	Human Resources, Shawn Dykes (HR)	
	Name of facility #4: Leisure Services DiamondPlex Storage and Repair Facilities	<p>Total= 267</p> <p>260 LS Daily 1 LS Annual 4 NR Quarterly 1 SC Annual 1 HR Annual</p>	<p>Annual Work Area-Facility Safety Inspection Report and Daily Maintenance Logs, Landscape Services</p> <p>Quarterly Hazardous Materials Inspection Reports</p> <p>Annual Safety Committee City-Wide Inspections</p> <p>Annual MSDS or Right to Know (Safety) Inspection Reports</p>	<p>Leisure Services Division, Landscape Services' Superintendent, Steve Pruitt (LS)</p> <p>Natural Resources' Division, Natural Resources Coordinator, Mary Thornhill (NR)</p> <p>Executive Services Director, Michele Stayner (SC)</p> <p>Human Resources, Shawn Dykes (HR)</p>	<p>Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)</p>
	Name of facility #5: Leisure Services Chain o Lakes Complex Pool Chemical Storage and Maintenance Area	<p>Total= 255</p> <p>248 LS Daily 1 LS Annual 4 NR Quarterly 1 SC Annual 1 HR Annual</p>	<p>Annual Work Area-Facility Safety Inspection Report and Daily Pool Maintenance Logs</p> <p>Quarterly Hazardous Materials Inspection Reports</p>	<p>Leisure Services Division, Aquatics' Head Lifeguard, David Nugent (LS)</p> <p>Natural Resources' Division, Natural Resources Coordinator, Mary Thornhill (NR)</p>	<p>Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for</p>

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
			Annual Safety Committee City-Wide Inspections Annual MSDS or Right to Know (Safety) Inspection Reports	Executive Services Director, Michele Stayner (SC) Human Resources, Shawn Dykes (HR)	MSDS or Right to Know (Safety)
	Name of facility #6: Leisure Services Winter Haven Recreation and Cultural Center Pool Chemical Storage and Maintenance Area	Total= 251 248 LS Daily 1 LS Annual 1 SC Annual 1 HR Annual	Annual Work Area-Facility Safety Inspection Report and Daily Pool Maintenance Logs Quarterly Hazardous Materials Inspection Reports Annual Safety Committee City-Wide Inspections Annual MSDS or Right to Know (Safety) Inspection Reports	Leisure Services Division, Aquatics' Head Lifeguard, David Nugent (LS) Natural Resources' Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (SC) Human Resources, Shawn Dykes (HR)	Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)
	Name of facility #7: Solid Waste Trucks and Heavy Equipment Maintenance and Storage Area	Total = 255 248 SW Daily 4 NR Quarterly 1 SW Annual 1 SC Annual 1 HR Annual	Daily Check Sheets filed by date and truck number Fleet/Facility Maintenance Daily Inspections with any issued filed with	Solid Waste Staff Assistant, Betty Brown (SW) Fleet/Facility Maintenance Coordinator, Anna Mincey (FM)	Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
			Work Orders Quarterly Hazardous Materials Inspection Logs Annual Safety Committee City-Wide Inspection Annual MSDS or Right To Know (Safety) Inspection Report	Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (SC) Human Resources, Shawn Dykes (HR)	annually by Human Resources (Designee) for MSDS or Right to Know (Safety)
	Name of facility #8: Utilities Service Barn / Storage Yard	Total = 254 248 US Daily 4 NR Quarterly 1 SC Annual 1 HR Annual	Daily Inspection Quarterly Hazardous Materials Inspection Report Annual Safety Committee City-Wide Inspections Annual MSDS or Right to Know (Safety) Inspection Report	Utilities Solid Waste Staff (US) Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (SC) Human Resources, Shawn Dykes (HR)	Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)
	Name of facility #9: Utilities Wastewater Treatment Plant #2	Total = 371 365 WW Daily 4 NR Quarterly	WWTP#2 Daily Logs	Utilities Department, Chief Operator and Pretreatment	Inspected daily by crews, quarterly by Natural

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
		1 SC Annual 1 HR Annual	Quarterly Hazardous Materials Inspection Report Annual Safety Committee City-Wide Inspections Annual MSDS or Right to Know (Safety) Inspection Report	Coordinator, Terry Carver (WW) Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (SC) Human Resources, Shawn Dykes (HR)	Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)
	<p>Name of facility #10: Utilities Wastewater Treatment Plant #3</p>	<p>Total = 371</p> 365 WW Daily 4 NR Quarterly 1 SC Annual 1 HR Annual	WWTP#3 Daily Logs Quarterly Hazardous Materials Inspection Report Annual Safety Committee City-Wide Inspections Annual MSDS or Right to Know (Safety) Inspection Report	Utilities Department, Chief Operator and Pretreatment Coordinator, Carlos Britto (WW) Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (HR) Executive Services Director, Michele Stayner (SC) Human	Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
	<p>Name of facility #11: Utilities Fairfax Water Plant</p>	<p>Total = 424 365 WP Daily 52 WP Weekly 4 NR Quarterly 1 NR Other 1 SC Annual 1 HR Annual</p>	<p>Water Plant Daily Logs</p> <p>Quarterly Hazardous Materials Inspection Report</p> <p>Annual Safety Committee City-Wide Inspections</p> <p>Annual MSDS or Right to Know (Safety) Inspection Report</p>	<p>Resources, Shawn Dykes (HR)</p> <p>Utilities Department, Water Plant Chief Operator, Steven Warder (WP)</p> <p>Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR)</p> <p>Executive Services Director, Michele Stayner (SC)</p> <p>Human Resources, Shawn Dykes (HR)</p>	<p>Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)</p>
	<p>Name of facility #12: Utilities Garden Grove Water</p>	<p>Total = 421 365 WP Daily 52 WP Weekly 2 NR Quarterly 1 SC Annual 1 HR Annual</p>	<p>Water Plant Daily Logs</p> <p>Quarterly Hazardous Materials Inspection Report</p> <p>Annual Safety Committee City-Wide Inspections</p> <p>Annual MSDS or Right to Know (Safety) Inspection</p>	<p>Utilities Department, Water Plant Chief Operator, Steven Warder (WP)</p> <p>Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR)</p> <p>Executive Services Director, Michele Stayner (SC)</p>	<p>Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)</p>

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
			Report	Human Resources, Shawn Dykes (HR)	
	Name of facility #13: Utilities 3 rd Street Water	<p>Total = 421</p> <p>365 WP Daily 52 WP Weekly 2 NR Quarterly 1 SC Annual 1 HR Annual</p>	<p>Water Plant Daily Logs</p> <p>Quarterly Hazardous Materials Inspection Report</p> <p>Annual Safety Committee City-Wide Inspections</p> <p>Annual MSDS or Right to Know (Safety) Inspection Report</p>	<p>Utilities Department, Water Plant Chief Operator, Steven Warder (WP)</p> <p>Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR)</p> <p>Executive Services Director, Michele Stayner (SC)</p> <p>Human Resources, Shawn Dykes (HR)</p>	<p>Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)</p>
	Name of facility #14: Utilities Inwood Water	<p>Total = 419</p> <p>365 WP Daily 52 WP Weekly 1 SC Annual 1 HR Annual</p>	<p>Water Plant Daily Logs</p> <p>Quarterly Hazardous Materials Inspection Report</p> <p>Annual Safety Committee City-Wide Inspections</p> <p>Annual MSDS or</p>	<p>Utilities Department, Water Plant Chief Operator, Steven Warder (WP)</p> <p>Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR)</p> <p>Executive Services Director,</p>	<p>Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)</p>

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
			Right to Know (Safety) Inspection Report	Michele Stayner (SC) Human Resources, Shawn Dykes (HR)	
	Name of facility #15: Utilities Ridge Water	Total = 419 365 WP Daily 52 WP Weekly 1 SC Annual 1 HR Annual	Water Plant Daily Logs Quarterly Hazardous Materials Inspection Report Annual Safety Committee City-Wide Inspections Annual MSDS or Right to Know (Safety) Inspection Report	Utilities Department, Water Plant Chief Operator, Steven Warder (WP) Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (SC) Human Resources, Shawn Dykes (HR)	Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)
	Name of facility #16: Utilities Winterset Water	Total = 419 365 WP Daily 52 WP Weekly 1 SC Annual 1 HR Annual	Water Plant Daily Logs Quarterly Hazardous Materials Inspection Report Annual Safety Committee City-Wide Inspections	Utilities Department, Water Plant Chief Operator, Steven Warder (WP) Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR)	Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
			Annual MSDS or Right to Know (Safety) Inspection Report	Executive Services Director, Michele Stayner (SC) Human Resources, Shawn Dykes (HR)	to Know (Safety)
	Name of facility #17: Utilities Winterset Gardens Water	<p>Total = 419</p> <p>365 WP Daily 52 WP Weekly 1 SC Annual 1 HR Annual</p>	<p>Water Plant Daily Logs</p> <p>Quarterly Hazardous Materials Inspection Report</p> <p>Annual Safety Committee City-Wide Inspections</p> <p>Annual MSDS or Right to Know (Safety) Inspection Report</p>	<p>Utilities Department, Water Plant Chief Operator, Steven Warder (WP)</p> <p>Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR)</p> <p>Executive Services Director, Michele Stayner (SC)</p> <p>Human Resources, Shawn Dykes (HR)</p>	<p>Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)</p>
	Name of facility #18: Utilities Callen Water	<p>Total = 419</p> <p>365 WP Daily 52 WP Weekly 1 SC Annual 1 HR Annual</p>	<p>Water Plant Daily Logs</p> <p>Quarterly Hazardous Materials Inspection Report</p> <p>Annual Safety</p>	<p>Utilities Department, Water Plant Chief Operator, Steven Warder (WP)</p> <p>Natural Resources Division, Natural Resources Coordinator, Mary</p>	<p>Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources</p>

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
			Committee City-Wide Inspections Annual MSDS or Right to Know (Safety) Inspection Report	Thornhill (NR) Executive Services Director, Michele Stayner (SC) Human Resources, Shawn Dykes (HR)	(Designee) for MSDS or Right to Know (Safety)
	<p>Name of facility #19: Utilities Eloisewood Water</p>	<p>Total = 419 365 WP Daily 52 WP Weekly 1 SC Annual 1 HR Annual</p>	Water Plant Daily Logs Quarterly Hazardous Materials Inspection Report Annual Safety Committee City-Wide Inspections Annual MSDS or Right to Know (Safety) Inspection Report	Utilities Department, Water Plant Chief Operator, Steven Warder (WP) Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (SC) Human Resources, Shawn Dykes (HR)	Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)
	<p>Name of facility #20: Utilities Cypresswood Water</p>	<p>Total = 419 365 WP Daily 52 WP Weekly 1 SC Annual 1 HR Annual</p>	Water Plant Daily Logs Quarterly Hazardous Materials Inspection Report	Utilities Department, Water Plant Chief Operator, Steven Warder (WP) Natural Resources Division, Natural	Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
			Annual Safety Committee City-Wide Inspections Annual MSDS or Right to Know (Safety) Inspection Report	Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (SC) Human Resources, Shawn Dykes (HR)	Human Resources (Designee) for MSDS or Right to Know (Safety)
	Name of facility #21: Utilities Summerhaven Water	Total = 419 365 WP Daily 52 WP Weekly 1 SC Annual 1 HR Annual	Water Plant Daily Logs Quarterly Hazardous Materials Inspection Report Annual Safety Committee City-Wide Inspections Annual MSDS or Right to Know (Safety) Inspection Report	Utilities Department, Water Plant Chief Operator, Steven Warder (WP) Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (SC) Human Resources, Shawn Dykes (HR)	Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)
	Name of facility #22: Fleet/Facilities Maintenance Yard and Barn	Total = 254 248 FM Daily 4 NR Quarterly 1 SC Annual 1 HR Annual	Daily Inspections, Work Orders and Monthly Inspection Logs Quarterly	Fleet/Facility Maintenance Coordinator, Anna Mincey (FM) Natural	Monthly inspections consist of following guidelines established in BMPs

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
			Hazardous Materials Inspection logs Annual Safety Committee Citywide Inspections Annual MSDS or Right To Know (Safety) Inspection Reports	Resources, Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (SC) Human Resources, Shawn Dykes (HR)	
	<p>Name of facility #23: Streets/Cemeteries - Streets Facility Barn and Yard</p>	<p>Total = 254</p> <p>248 SC Daily 4 NR Quarterly 1 SC Annual 1 HR Annual</p>	Daily Work Logs Quarterly Hazardous Materials Inspection logs Annual Safety Committee Citywide Inspections Annual MSDS or Right To Know (Safety) Inspection Reports	Cemetery Coordinator, Suzanne Mills (SC) Natural Resources, Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (SC) Human Resources, Shawn Dykes (HR)	<p>Monthly inspections consist of following guidelines established in BMPs</p>
	<p>Name of facility #24: Streets/Cemeteries – Rolling Hills Cemetery Storage Barn</p>	<p>Total = 254</p>	Daily Work Logs	Cemetery	Monthly

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	and Yard	248 SC Daily 4 NR Quarterly 1 SC Annual 1 HR Annual	Quarterly Hazardous Materials Inspection logs Annual Safety Committee Citywide Inspections Annual MSDS or Right To Know (Safety) Inspection Reports	Coordinator, Suzanne Mills (SC) Natural Resources, Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (SC) Human Resources, Shawn Dykes (HR)	inspections consist of following guidelines established in BMPs
	Name of facility #25: Streets/Cemeteries – Lakeside Cemetery Storage Barn	Total = 254 248 SC Daily 4 NR Quarterly 1 SC Annual 1 HR Annual	Daily Work Logs Quarterly Hazardous Materials Inspection logs Annual Safety Committee Citywide Inspections Annual MSDS or Right To Know	Cemetery Coordinator, Suzanne Mills (SC) Natural Resources, Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (SC)	Monthly inspections consist of following guidelines established in BMPs

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	<p>Name of facility #26: Streets/Cemeteries – Oaklawn Cemetery Storage Barn</p>	<p>Total = 250</p> <p>248 SC Daily 1 SC Annual 1 HR Annual</p>	<p>(Safety) Inspection Reports</p> <p>Daily Work Logs</p> <p>Quarterly Hazardous Materials Inspection logs</p> <p>Annual Safety Committee Citywide Inspections</p> <p>Annual MSDS or Right To Know (Safety) Inspection Reports</p>	<p>Human Resources, Shawn Dykes (HR)</p> <p>Cemetery Coordinator, Suzanne Mills (SC)</p> <p>Natural Resources, Division, Natural Resources Coordinator, Mary Thornhill (NR)</p> <p>Executive Services Director, Michele Stayner (SC)</p> <p>Human Resources, Shawn Dykes (HR)</p>	<p>Monthly inspections consist of following guidelines established in BMPs</p>
<p>Part III.A.4</p>	<p>Flood Control Projects</p>				
	<p>Report the total number of flood control projects that were constructed by the permittee during the reporting period and the number of those projects that did NOT include stormwater treatment. The permittee shall provide a list of the projects where stormwater treatment was not included with an explanation for each of why it was not. Report on any stormwater retrofit planning activities and the associated implementation of retrofitting projects to reduce stormwater pollutant loads from existing drainage systems that do not have treatment BMPs.</p> <p>DEP Note: A “stormwater retrofit project” is one implemented primarily to provide stormwater treatment for areas currently without treatment.</p> <p><i>DEP Note:</i> The status of the flood control and retrofit projects should be reported as of the last day of the applicable reporting period. Therefore, there should be no duplication for those reported as planned, for those reported as under construction and for those reported as completed.</p> <p><i>DEP Note:</i> If applicable, please provide the title of the attached list of flood control projects that did not include stormwater treatment in Column D and the name of</p>				

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	<p><i>the entity who finalized the list in Column E.</i></p> <p>Flood control projects completed during the reporting period</p> <p>Flood control projects completed during the reporting period that did <u>not</u> include stormwater treatment ATTACH a list of the flood control projects that did <u>not</u> include stormwater treatment and an explanation for each of why it was not Stormwater retrofit projects planned</p> <p>Stormwater retrofit projects under construction during the reporting period</p> <p>Stormwater retrofit projects completed during the reporting period</p>	<p>11</p> <p>0</p> <p>None</p> <p>16</p> <p>11</p> <p>11</p>	<p>Raingarden Projects Working File.xls</p> <p></p> <p>None</p> <p>Raingarden Projects Working File.xls</p> <p>Raingarden Projects Working File.xls</p> <p>Raingarden Projects Working File.xls</p>	<p>Natural Resources/ Natural Resources Coordinator Mary Thornhill</p> <p></p> <p>None</p> <p>Natural Resources/ Natural Resources Coordinator Mary Thornhill</p> <p>Natural Resources/ Natural Resources Coordinator Mary Thornhill</p> <p>Natural Resources/ Natural Resources Coordinator Mary Thornhill</p>	<p>Information received from various sources and compiled in spreadsheet</p> <p></p> <p>None</p> <p>Information received from various sources and compiled in spreadsheet</p> <p>Information received from various sources and compiled in spreadsheet</p> <p>Information received from various sources and compiled in spreadsheet</p>
Part III.A.5	Municipal Waste Treatment, Storage, and Disposal Facilities Not Covered by an NPDES Stormwater Permit				
	<p>Annually review (and revise, as needed) and implement the permittee's written procedures for inspections and the implementation of measures to control discharges from the following facilities that are not otherwise covered by an NPDES stormwater permit:</p> <ul style="list-style-type: none"> • Operating municipal landfills; • Municipal waste transfer stations; • Municipal waste fleet maintenance facilities; and • Any other municipal waste treatment, waste storage, and waste disposal facilities. <p>Report the number of applicable facilities and the number of the inspections conducted for each facility.</p> <p><i>DEP Note: The permittee needs to "customize" this section by listing the names of the applicable facilities in Column B and the number of inspections of each facility in Column C. Add more rows if necessary. If "0" is reported in Column C for the number of inspections conducted and the permittee has one or more applicable</i></p>				

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
<p><i>facilities, please provide an explanation in Column F for why no inspections were conducted. An applicable facility under Part III.A.5 includes, but is not limited to, those facilities/yards where street sweeping material and/or yard waste are temporary stockpiled, and where solid waste collection vehicles are parked and/or maintained. In addition, if the same facility is applicable under both Parts III.A.3 and III.A.5 of the permit, the same site inspection can count towards both inspection requirements as long as it covers the applicable waste area(s). Be sure to report the site inspection under both Parts III.A.3 and III.A.5.</i></p>					
		Number of Inspections			
	<p>Name of facility #1: Solid Waste Trucks and Heavy Equipment Maintenance and Storage Area</p>	<p style="text-align: center;">Total = 255</p> <p>248 SW Daily 1 SW Annual 4 NR Quarterly 1 SC Annual 1 HR Annual</p>	<p>Daily Check Sheets filed by date and truck number</p> <p>Fleet/Facility Maintenance Daily Inspections with any issued filed with Work Orders</p> <p>Quarterly Hazardous Materials Inspection Logs</p> <p>Annual Safety Committee City-Wide Inspection</p> <p>Annual MSDS or Right To Know (Safety) Inspection Report</p>	<p>Solid Waste Staff Assistant, Betty Brown (SW)</p> <p>Fleet/Facility Maintenance Coordinator, Anna Mincey (FM)</p> <p>Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR)</p> <p>Executive Services Director, Michele Stayner (SC)</p> <p>Human Resources, Shawn Dykes (HR)</p>	<p>Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)</p>
	<p>Name of facility #2: Utilities Wastewater Treatment Plant #2</p>	<p style="text-align: center;">Total = 371</p> <p>365 WW Daily 4 NR Quarterly 1 SC Annual 1 HR Annual</p>	<p>WWTP#2 Daily Logs</p>	<p>Utilities Department, Chief Operator and Pretreatment Coordinator, Terry Carver (WW)</p>	<p>Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety</p>

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
			Quarterly Hazardous Materials Inspection Report Annual Safety Committee City-Wide Inspections Annual MSDS or Right to Know (Safety) Inspection Report	Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (SC) Human Resources, Shawn Dykes (HR)	Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)
	<p>Name of facility #3: Utilities Wastewater Treatment Plant #3</p>	<p>Total = 371 365 WW Daily 4 NR Quarterly 1 SC Annual 1 HR Annual</p>	WWTP#3 Daily Logs Quarterly Hazardous Materials Inspection Report Annual Safety Committee City-Wide Inspections Annual MSDS or Right to Know (Safety) Inspection Report	Utilities Department, Chief Operator and Pretreatment Coordinator, Terry Carver (WW) Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR) Executive Services Director, Michele Stayner (SC) Human Resources, Shawn Dykes (HR)	Inspected daily by crews, quarterly by Natural Resources' staff, annually by the Safety Committee and annually by Human Resources (Designee) for MSDS or Right to Know (Safety)

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

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	<p>Name of facility #4: Sage Road Landfill (closed)</p>	<p>Total = 18</p> <p>11 NR Monthly 1 US Annual 6 US Bi-Monthly</p>	<p>Monthly Inspection Logs</p> <p>Bi-Annual Well (Water) Monitoring Reports and Annual Gas Monitoring Reports</p>	<p>Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR)</p> <p>Utilities Director, Kim Hansell (US)</p>	<p>Closed municipal yard debris landfill</p>
<p>Part III.A.6</p>	<p>Pesticides, Herbicides, and Fertilizer Application</p>				
	<p>Continue to require proper certification and licensing by the Florida Department of Agriculture and Consumer Services (FDACS) for all applicators contracted to apply pesticides, herbicides, or fertilizers on permittee-owned property, as well as any permittee personnel employed in the application of these products. Report the number of permittee personnel applicators and contracted commercial applicators of pesticides and herbicides who are FDACS certified / licensed. Report the number of permittee personnel and contractors who have been trained through the Green Industry BMP Program, and the number of contracted commercial applicators of fertilizer who are FDACS certified / licensed.</p> <p><i>DEP Note: If "0" is reported in Column C for any of the reporting items, please include in Column F an explanation of why training was not provided to / obtained by personnel and contractors during the applicable reporting year, the most recent year that training / certification was previously provided / obtained, and the names of the personnel and contractors previously trained / certified.</i></p>				
	<p>PERSONNEL: Florida Department of Agriculture and Consumer Services (FDACS) certified applicators of pesticides and herbicides</p>	<p>3</p>	<p>Copies of certificates / licenses in personnel files</p>	<p>Leisure Services Division</p>	<p>Steve Pruitt, Janet Thome and Kris Neal</p>
	<p>CONTRACTORS: FDACS certified / licensed applicators of pesticides and herbicides</p>	<p>Total = 16</p> <p>12 (PS) 3 (NR) 1 (WGC)</p>	<p>City of Winter Haven Procurement Services Files (PS)</p> <p>Natural Resources Division / Aquatic Herbicide Invoices and Alum Building Pest Service Invoices (NR)</p>	<p>James Earl Wetzel – Apex Pest Control (PS)</p> <p>Aquagenix, Amphibious Aquatics, and Pete's Pest Control (NR)</p>	<p>Copies of valid and proper licensure are required prior to awarding contracts</p>

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

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	<p>PERSONNEL: Green Industry BMP Program training completed</p> <p>CONTRACTORS: Green Industry BMP Program training completed</p>		Willowbrook Golf Course Divison Director, David Hicks (WGC)	Amphibious Aquatics (WGC)	
		50	Golf Course Files	Willowbrook Golf Course Supervisor	Normal applications
		1	Golf Course Files	Applied Aquatics	
<p>Pursuant to SB 2080 (2009), all local governments are encouraged to adopt a Florida-friendly Landscaping Ordinance similar to the one set forth in the document "Florida-friendly Guidance Models for Ordinances, Covenants and Restrictions." If the broader Florida-friendly ordinance described above is not adopted, then <u>all local governments within the watershed of a nutrient-impaired water body</u> shall adopt the Department's Model Ordinance for Florida-Friendly Fertilizer Use on Urban Landscapes pursuant to SB 494 (2009) or an ordinance that includes all of the requirements set forth in the Model Ordinance. The ordinance shall be adopted within 24 months of the date of permit issuance. Provide a copy of the adopted ordinance with the subsequent Year 1 or Year 2 Annual Report.</p> <p><i>DEP Note: If this provision is not applicable because the permittee is not within the watershed of a nutrient-impaired water body, then please indicate that in Column F, but do not remove this reporting item.</i></p> <p><i>DEP Note: Please provide the title and citation of the ordinance in Column D, and the name of the entity who finalized the ordinance in Column E.</i></p>					
Year 1 or Year 2 ONLY: Attach copy of adopted Florida-friendly ordinance		None	None	None	None
<p>During Year 1 of the permit, develop and implement a written public education and outreach program plan to encourage citizens to reduce their use of pesticides, herbicides, and fertilizers. Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee's jurisdiction to encourage citizens to reduce their use of pesticides, herbicides, and fertilizers, including the type and number of activities conducted, the type and number of materials distributed, the percentage of the population reached by the activities in total, and the number of Web site visits (if applicable). Activities performed under the Florida Yards and Neighborhoods (FYN) program should only be reported if the permittee is contributing funding towards the FYN staff and program within its jurisdiction.</p> <p><i>DEP Note: The permittee should "customize" the list of public outreach activities by removing items or adding items to the list below as appropriate to their particular public outreach program. However, the reporting item of "Estimated percentage of the population reached by the activities in total" must remain. The permittee may add more specifics to the reporting items, such as the name of the brochure or newsletter distributed. If "0" is reported in Column C for all the reporting items please include in Column F an explanation for why no outreach was performed.</i></p> <p><i>DEP Note: Polk County is to report the public education and outreach activities that it performed county-wide (and not just in the unincorporated areas of Polk County). The co-permittees are to report just the public education and outreach activities that they performed.</i></p> <p><i>DEP Note: Indicate under Column E "Entity Performing the Activity" if FYN or IFAS is performing any of the reported public education and outreach activities. In addition, please complete the following line:</i></p> <p style="text-align: center;">FYN PROGRAM FUNDING: Permittee Provides Funding? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount of Funding = \$0.00</p>					
Estimated percentage of the population reached by the activities in total		75%			
Brochures/Flyers/Fact sheets distributed		5585	NPDES Activities Tracking Log.xlsx	City of Winter Haven / Natural	Includes various materials

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
	Brochures/Flyers/Fact sheets distributed	109,947	Utility Accounts Mailing Log	Resources Div Utility Account Services	Materials sent as insert to utility bills Annual Water Report (27,405), Going Green Bill Options (27,547), Guide to Single Stream Recycling (27,454), Spring Clean Up (27,541)
	Brochures/Flyers/Fact sheets distributed	500+	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Includes various materials
	FYN: Brochure/Flyers/Fact sheets distributed	NA	NA	FYN	NA
	FYN: Neighborhood presentations: Number conducted	NA	NA	FYN	NA
	FYN: Neighborhood presentations: Number of participants	NA	NA	FYN	NA
	Neighborhood presentations: Number conducted	6	NPDES Activities Tracking Log.xlsx	City of Winter Haven / Natural Resources Div	
	Neighborhood presentations: Number of participants	161	NPDES Activities Tracking Log.xlsx	City of Winter Haven / Natural Resources Div	
	Newsletter (Lakes LE/ADer): Number of articles published	28 articles	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Quarterly Newsletter
	Newsletter (Lakes LE/ADer): Number of newsletters distributed	2400 / annually	Lakes Education / Action Drive Files	Lakes Education / Action Drive	www.le-ad.org to view pdf
	Newspaper (The Ledger): Number of notices published	4	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Ads run for litter clean up event
	Public displays (e.g., kiosks, storyboards, posters, etc.)	3	NPDES Activities Tracking Log.xlsx	City of Winter Haven / Natural Resources Div	Utilities Accounts Payable Public Access area, WH Public Library display area, Walk-in Public Access at City Hall
	Public displays (e.g., kiosks, storyboards, posters, etc.)	3	Lakes Education / Action Drive Files	Lakes Education / Action Drive	2 schools, Project EAGLE

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

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	FYN: Public displays (e.g., kiosks, storyboards, posters, etc.) Movie Theater Public Service Announcements (PSAs)	NA	NA	FYN	NA
		Numerous airings daily	City of Winter Haven / Natural Resources Div Files / Invoice	Joint program with City of Lakeland / Polk County Natural Resources/ and City of Winter Haven Natural Resources Division	3 – 30 sec PSAs @ 2 Theaters before all movies; WH Grand 10 and Lakeside Village
	FYN: Radio or television Public Service Announcements (PSAs) School presentations: Number conducted	NA	NA	FYN	NA
	School presentations: Number of participants	4	NPDES Activities Tracking Log.xlsx	City of Winter Haven / Natural Resources Div	
	School presentations: Number conducted	112	NPDES Activities Tracking Log.xlsx	City of Winter Haven / Natural Resources Div	2 – Polk State College (16 & 23); Winter Haven Rec & Cultural Center Summer Program (54); Winter Haven High School (19)
	School presentations: Number of participants	2	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	FYN: School presentations: Number conducted	100	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Lk Elbert Elem (20); Lena Vista Elem (80)
	FYN: School presentations: Number of participants	NA	NA	FYN	NA
	Seminars/Workshops/Meetings: Number conducted	NA	NA	FYN	NA
	Seminars/Workshops/Meetings: Number of participants	44	NPDES Activities Tracking Log.xlsx	City of Winter Haven / Natural Resources Div	
	2 FDACS Meetings (4 & 30); Assn of Code Enforcement (25); CHNEP Technical Adv Committee (30); Polk Co Planning Effort Panel (100); CHNEP Citizens Adv Committee (30); USF Polytechnic (55); 3 Pre-Construction Meetings (11 & 14 & 9);	1250	NPDES Activities Tracking Log.xlsx	City of Winter Haven / Natural Resources Div	

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	CHNEP Management Committee (25); Garden Club of Winter Haven (29); City Staff (22); CHNEP Policy Committee (25); Southwest Florida Water Man Conf (100); Solid Waste Div Staff (20); Amscot Office (1); SWFWMD Governing Board Meeting (75); 3 – Lakes Advisory Committee Meetings (12 & 12 & 12); Leisure Services Staff Meeting (20); Lake Gem Cleanup Meeting (12); PhD research projects (2); Consultants (2); SWFWMD Environmental Adv Committee (20); 2 Peace Creek BMAP Meetings (49 & 72); Raingardens @ Utilities (5); 2 Polk Infrastructure Taskforce Meetings (15 & 20); Daughters of the American Revolution (9); Chamber of Commerce Legislative Affairs Committee (25); Winter Haven Kiwanis Club (25); Polk Co Water School (75); Water Resource Coordinator Meeting (8); Water Conservation Workshop Planning Meeting (8); Fla Engineering Society (25); Winter Haven High School (1); Polk Co Farm Bureau (30); Fla Waterfowl Summit (125) SR 542 Water Storage Potential (7); IFAS Gateway County Meeting (25); Blue Revolution Workshop (29)				
	Seminars/Workshops: Number conducted	4	Lakes Education / Action Drive Files	Lakes Education / Action Drive	3 Living at the Lake workshops, 1 Technical Conference
	Seminars/Workshops: Number of participants	80	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	FYN: Seminars/Workshops: Number conducted	NA	NA	FYN	NA
	FYN: Seminars/Workshops: Number of participants	NA	NA	FYN	NA
	Special events: Number conducted	20	NPDES Activities Tracking Log.xlsx	City of Winter Haven / Natural Resources Div	

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

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	<p align="center">Special events: Number of participants</p> <p align="center">Centennial Celebration (300); Pickin' in the Park (12); Water, Wings and Wild Things Field Trip (8); City of Ft. Meade Field Trip (20); BSA Troop 123 (22) IFAS Agrifest Water Conservation section (3235); Peace River Field Trip (3); Winter Haven Cardboard Boat Races (81); Project EAGLE (200); 2 Public Library Summer Program Field Trips (28 & 25); 2 PAL's Summer Program Field Trips (30 & 30); Rocking Freedom Fest (36); Rotary Park Summer Program Field Trip (60); 2 Lake Appreciation Month Educational Field Trips (6 & 18); 2 Chain O Lakes Complex Summer Program Field Trips (49 & 80); Blue Revolution Event (89)</p> <p align="center">Special events: Number conducted</p> <p align="center">Special events: Number of participants</p> <p align="center">FYN: Special events: Number conducted</p> <p align="center">FYN: Special events: Number of participants</p> <p align="center">Web Site: Number of hits / visitors to the stormwater-related pages</p>	<p align="center">4157</p> <p align="center">4</p> <p align="center">4,500</p> <p align="center">NA</p> <p align="center">NA</p> <p align="center">Estimated 400/annually</p>	<p align="center">NPDES Activities Tracking Log.xlsx</p> <p align="center">Lakes Education / Action Drive Files</p> <p align="center">Lakes Education / Action Drive Files</p> <p align="center">NA</p> <p align="center">NA</p> <p align="center">Lakes Education / Action Drive Files</p>	<p align="center">City of Winter Haven / Natural Resources Div</p> <p align="center">Lakes Education / Action Drive</p> <p align="center">Lakes Education / Action Drive</p> <p align="center">FYN</p> <p align="center">FYN</p> <p align="center">Lakes Education / Action Drive</p>	<p align="center">Lakeside Displays: 3 at Lk Summit, 2 at Lk Blue, Polk Regional Science Fair, Project EAGLE-Chain of Lakes Clean Up Event</p> <p align="center">NA</p> <p align="center">NA</p> <p align="center">www.le-ad.org</p>
<p>Part III.A.7.a</p>	<p>Illicit Discharges and Improper Disposal — Inspections, Ordinances, and Enforcement Measures</p>				
	<p>Where applicable, strengthen the legal authority to conduct inspections, conduct monitoring, control illicit discharges, illicit connections, illegal dumping and spills into the MS4 and to require compliance with conditions in ordinances, permits, contracts, and orders. Report amendments, as needed.</p> <p><i>DEP Note: If applicable, please provide the title of the attached report in Column D and the name of the entity who finalized the report in Column E.</i></p>				
	<p>ATTACH a report on any amendments to the applicable legal authority</p>	<p align="center">None</p>	<p align="center">None</p>	<p align="center">None</p>	<p align="center">None</p>

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
Part III.A.7.c	Illicit Discharges and Improper Disposal — Investigation of Suspected Illicit Discharges and/or Improper Disposal				
<p>During Year 1 of the permit, develop and implement a written proactive inspection program plan for identifying and eliminating sources of illicit discharges, illicit connections, or dumping to the MS4. Report on the proactive inspection program, including the number of inspections conducted, the number of illicit activities found and the number and type of enforcement actions taken.</p> <p><i>DEP Note: If "0" is reported in Column C for the first reporting item, please include an explanation in Column F for why no proactive inspections were performed. In addition, the permittee should re-word the "NOVs / warning letters / citations issued" reporting item to more accurately reflect its particular initial enforcement activity, if necessary.</i></p> <p><i>DEP Note: Proactive inspections may include, for example, suspect areas (e.g., industrial areas), commercial businesses (e.g., restaurants, car washes, service stations, laundries / dry cleaners, auto body shops, mobile carpet cleaners) or temporary activities (e.g., special events / fairs / circus) that would not otherwise be inspected during routine inspections and maintenance of the MS4, in association with high risk industrial facilities or construction sites, or in response to citizen or staff reports.</i></p> <p>DEP Note: Polk County is to report the ONLY the proactive inspections it performed in the unincorporated areas of Polk County – any proactive inspections it performed in the co-permittees' jurisdictions are to be reported by the co-permittees. Each co-permittee is to report the Polk County proactive inspections done in their jurisdiction separately from the proactive inspections that the co-permittee performed itself.</p> <p>DEP Note: Refer to Part III.A.7.c of the permit for what must be included in the written proactive inspection program plan. Please provide the title of the attached plan in Column D and the name of the entity who finalized the plan in Column E.</p>					
Proactive inspections performed by Polk County on behalf of a co-permittee for suspected illicit discharges / connections / dumping		84	Spreadsheet & pdf file	Polk County Waste Resource Management Division	Andrea Stermer
Proactive inspections performed by the permittee (City of Winter Haven) for suspected illicit discharges / connections / dumping		11	Sage Road Monthly Inspection spreadsheet	Natural Resources Division, Natural Resources Coordinator, Mary Thornhill	Sage Road Landfill Site Monthly Inspections
Illicit discharges / connections / dumping found during a proactive inspection		0	Sage Road Monthly Inspection spreadsheet	Natural Resources Division, Natural Resources Coordinator, Mary Thornhill	Sage Road Landfill Site Monthly Inspections
Proactive inspections performed by the permittee (City of Winter Haven) for suspected illicit discharges / connections / dumping		5	Streets Work Records	Streets Division	Sage Road Landfill Site
Illicit discharges / connections / dumping found during a proactive inspection		0	Streets Work Records	Streets Division	Sage Road Landfill Site
Proactive inspections performed by the permittee (City of Winter Haven)		1391	Fire Prevention	Winter Haven Fire	Inspections for

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	for suspected illicit discharges / connections / dumping		Bureau Records	Dept., Fire Marshal, Judy Rivera	Fire Department are routine, performed daily.
	Illicit discharges / connections / dumping found during a proactive inspection	0	Fire Prevention Bureau Records	Winter Haven Fire Dept., Fire Marshal, Judy Rivera	Inspections for Fire Department are routine, performed daily.
	Proactive inspections performed by the permittee (City of Winter Haven) for suspected illicit discharges / connections / dumping	167	Fats, Oils and Grease (FOG) Program	Utility Department Grease Trap Inspector, Steve Rheiner	Inspections for Utility Department are routine, performed daily.
	Illicit discharges / connections / dumping found during a proactive inspection	5	Fats, Oils and Grease (FOG) Program	Utility Department, Grease Trap Inspector, Steve Rheiner	Inspections for Utility Department are routine, performed daily
	Notices of Violation (NOVs) issued for illicit discharges / connections / dumping found during a proactive inspection	0	Fats, Oils and Grease (FOG) Program	Utility Department, Grease Trap Inspector, Steve Rheiner	Inspections for Utility Department are routine, performed daily
	Fines issued for illicit discharges / connections / dumping found during a proactive inspection	0	Fats, Oils and Grease (FOG) Program	Utility Department, Grease Trap Inspector, Steve Rheiner	Inspections for Utility Department are routine, performed daily
	Year 1 ONLY: Attach the written proactive inspection program plan	Attached	Attached	Attached	Attached
<p>Annually review (and revise, as needed) and implement the permittee's written procedures to conduct reactive investigations to identify and eliminate the source(s) of illicit discharges, illicit connections or improper disposal to the MS4, based on reports received from permittee personnel, contractors, citizens, or other entities regarding suspected illicit activity. Report on the reactive investigation program as it relates to responding to reports of suspected illicit discharges, including the number of reports received, the number of investigations conducted, the number of illicit activities found, and the number and type of enforcement actions taken. If a permittee relies on Polk County to conduct these activities on its behalf, the permittee shall obtain (and, upon request, Polk County shall make available) the necessary annual report information from the County.</p>					

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	<p><i>DEP Note: If the number of reports received differs from the number of reactive investigations, please provide an explanation for the discrepancy in Column F. In addition, the permittee should re-word the "NOVs / warning letters / citations issued" reporting item to more accurately reflect its particular initial enforcement activity, if necessary.</i></p>				
	<p>Reports received by Polk County of suspected illicit connections / discharges / dumping received</p>	0	Spreadsheet & pdf file	Polk County Waste Resource Management Division	Andrea Stermer
	<p>Reports received by the permittee (City of Winter Haven) of suspected illicit connections / discharges / dumping received</p>	0	Code Enforcement Program Cases	Community Development Department, Code Enforcement	Most Code Enforcement investigations are complaint driven.
	<p>Reactive investigations of reports of suspected illicit discharges/ connections / dumping</p>	0	Code Enforcement Program Cases	Community Development Department, Code Enforcement	Most Code Enforcement investigations are complaint driven.
	<p>Illicit discharges / connections / dumping found during a reactive investigation</p>	0	Code Enforcement Program Cases	Community Development Department, Code Enforcement	Most Code Enforcement investigations are complaint driven.
	<p>Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a reactive investigation</p>	0	Code Enforcement Program Cases	Community Development Department, Code Enforcement	Most notices of violation are resolved within the allotted timeframe.
	<p>Fines issued for illicit discharges / connections / dumping found during a reactive investigation</p>	0	Code Enforcement Program Cases	Community Development Department, Code Enforcement	Fines are mostly issued for non-compliance, failure to correct and/or repeat offenders.
	<p>Reports received by the permittee (City of Winter Haven) of suspected illicit connections / discharges / dumping received</p>	<p>Total = 32 17 (Facilities) 15 (Haulers)</p>	Fats, Oils and Grease (FOG) Program	Utility Department, Grease Trap Inspector, Steve Rheiner	

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

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	Reactive investigations of reports of suspected illicit discharges/ connections / dumping	32	Fats, Oils and Grease (FOG) Program	Utility Department, Grease Trap Inspector, Steve Rheiner	
	Illicit discharges / connections / dumping found during a reactive investigation	2	Fats, Oils and Grease (FOG) Program	Utility Department, Grease Trap Inspector, Steve Rheiner	
	Notices of Violation (NOVs) issued for illicit discharges / connections / dumping found during a reactive investigation	1	Fats, Oils and Grease (FOG) Program	Utility Department, Grease Trap Inspector, Steve Rheiner	
	Fines issued for illicit discharges / connections / dumping found during a reactive investigation	0	Fats, Oils and Grease (FOG) Program	Utility Department, Grease Trap Inspector, Steve Rheiner	
	Reports received by the permittee (City of Winter Haven) of suspected illicit connections / discharges / dumping received	4	NPDES Activities Log	Natural Resources Division, Natural Resources Coordinator, Mary Thornhill	Most Natural Resources investigations are complaint driven.
	Reactive investigations of reports of suspected illicit discharges/ connections / dumping	4	NPDES Activities Log	Natural Resources Division, Natural Resources Coordinator, Mary Thornhill	Most Natural Resources investigations are complaint driven.
	Illicit discharges / connections / dumping found during a reactive investigation	3	NPDES Activities Log	Natural Resources Division, Natural Resources Coordinator, Mary	Most Natural Resources investigations are complaint driven.

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	Reports received by the permittee (City of Winter Haven) of suspected illicit connections / discharges / dumping received		21	Winter Haven PD Records System	Thornhill Winter Haven Police Department	
	Reactive investigations of reports of suspected illicit discharges/ connections / dumping		21	Winter Haven PD Records System	Winter Haven Police Department	
	Illicit discharges / connections / dumping found during a reactive investigation		21	Winter Haven PD Records System	Winter Haven Police Department	
	Notices of Violation (NOVs) issued for illicit discharges / connections / dumping found during a reactive investigation		1	Winter Haven PD Records System	Winter Haven Police Department	Trespass Warning issued
	Fines issued for illicit discharges / connections / dumping found during a reactive investigation		0	Winter Haven PD Records System	Winter Haven Police Department	
	<p>During Year 1 of the permit, develop and implement a written plan for the training of all appropriate permittee personnel (including field crews, fleet maintenance staff, and inspectors) and contractors to identify and report conditions in the stormwater facilities that may indicate the presence of illicit discharges / connections / dumping to the MS4. Refresher training shall be provided annually. Report the type of training activities, and the number of permittee personnel and contractors trained (both in-house and outside training).</p> <p><i>DEP Note: If "0" is reported for either reporting item, please include in Column F an explanation of why training was not provided to / obtained by personnel and contractors during the applicable reporting year, the most recent year that training was previously provided / obtained, and the names of the personnel and contractors previously trained.</i></p>					
		Initial Training	Refresher Training			
	Personnel trained	0	Total = 531 459 (HR) 67 (FD) 5 (NR)	MSDS Training Response Sheets (HR) Fire Records Mgmt. System (FD) NPDES Activities Log (NR)	Human Resources, Shawn Dykes (HR) WH Fire Dept. spill response training (FD) Natural Resources Division, Natural Resources Coordinator, Mary Thornhill (NR)	All City staff are trained, annually, on proper handling and disposal at the time of MSDS or Right To Know (Safety) training. Storm Watch training is provided as requested. Special Hazardous Materials training is provided to emergency personnel.
	Contractors trained					
Part III.A.7.d	Illicit Discharges and Improper Disposal — Spill Prevention and Response					
	Annually review (and revise, as needed) and implement the permittee's written spill-prevention/spill-response plan and procedures to prevent, contain, and respond to					

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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity		Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments	
	<p>spills that discharge into the MS4. Report on the spill prevention and response activities, including the number of spills addressed. If a permittee relies on the Polk County Fire Rescue or Fire Services Division to conduct these activities on its behalf, the permittee shall obtain (and, upon request, Polk County Fire Rescue/Fire Services Division shall make available) the necessary annual report information from the County.</p> <p><i>DEP Note: The permittee may report the number of hazardous material spills separately from the number of non-hazardous material spills, or report one combined number, to more accurately reflect its tracking of these spills.</i></p>						
	Hazardous and non-hazardous material spills responded to		<p>Total = 9</p> <p>6 (FD) 0 (PD) 1 (UD) 2 (NR)</p>	<p>Fire Records Management System (FD)</p> <p>Police Dept. Vehicle Accident Reports (PD)</p> <p>Utilities Division Abnormal Event Reports (UD)</p> <p>NPDES Log (NR)</p>	<p>Winter Haven Fire Department (FD)</p> <p>Winter Haven Police Department (PD)</p> <p>Utility Services Dept., Chief Operator / Industrial Pretreatment, Terry Carver (UD)</p> <p>Natural Resources Division (NR)</p>	Complaint and observation driven responses.	
	<p>During Year 1 of the permit, develop and implement a written plan for the training of all appropriate permittee personnel (including field crews, firefighters, fleet maintenance staff and inspectors) and contractors on proper spill prevention, containment, and response techniques and procedures. Refresher training shall be provided annually. Report the type of training activities, and the number of permittee personnel and contractors trained (both in-house and outside training).</p> <p><i>DEP Note: If "0" is reported for either reporting item, please include in Column F an explanation of why training was not provided to / obtained by personnel and contractors during the applicable reporting year, the most recent year that training was previously provided / obtained, and the names of the personnel and contractors previously trained.</i></p>						
	Personnel trained	Initial Training	Refresher Training		<p>MSDS Training Response Sheets (HR)</p> <p>Fire Records Mgmt. System (FD)</p> <p>NPDES Activities</p>	<p>Human Resources, Shawn Dykes (HR)</p> <p>WH Fire Dept. spill response training (FD)</p> <p>Natural</p>	<p>All City staff are trained, annually, on proper handling and disposal at the time of MSDS or Right To Know (Safety) training. Storm Watch training is</p>

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.			C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity			Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
					Log (NR)	Resources Division, Natural Resources Coordinator, Mary Thornhill (NR)	provided as requested. Special Hazardous Materials training is provided to emergency personnel.
	Contractors trained	0	0				
Part III.A.7.e	Illicit Discharges and Improper Disposal — Public Reporting						
	<p>During Year 1 of the permit, develop and implement a written public education and outreach program plan to promote, publicize, and facilitate public reporting of the presence of illicit discharges and improper disposal of materials into the MS4. Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee's jurisdiction to encourage the public reporting of suspected illicit discharges and improper disposal of materials, including the type and number of activities conducted, the type and number of materials distributed, the percentage of the population reached by the activities in total, and the number of Web site visits (if applicable).</p> <p><i>DEP Note: The permittee should "customize" the list of public outreach activities by removing items or adding items to the list below as appropriate to their particular public outreach program. However, the reporting item of "Estimated percentage of the population reached by the activities in total" must remain. The permittee may add more specifics to the reporting items, such as the name of the brochure or newsletter distributed. If "0" is reported in Column C for all the reporting items, please include in Column F an explanation for why no outreach was performed.</i></p> <p><i>DEP Note: Polk County is to report the public education and outreach activities that it performed county-wide (and not just in the unincorporated areas of Polk County). The co-permittees are to report just the public education and outreach activities that they performed.</i></p>						
	Estimated percentage of the population reached by the activities in total			75%			
	Publicize the Polk County or local Pollution Complaint Hotline						
				Numerous airings daily	City of Winter Haven / Natural Resources Div Files / Invoice	Joint program with City of Lakeland / Polk County Natural Resources/ and City of Winter Haven Natural Resources Division	3 – 30 sec PSAs @ 2 Theaters before all movies; WH Grand 10 and Lakeside Village
	Brochures/Flyers/Fact sheets distributed			5585	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	Includes various materials
	Brochures/Flyers/Fact sheets distributed			157	Fats, Oils and Grease (FOG) Program	Utility Department, Grease Trap Inspector, Steve Rheiner	

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
	Brochures/Flyers/Fact sheets distributed	54,946	Utility Accounts Mailing Log	Utility Account Services	Materials sent as insert to utility bills Annual Water Report (27,405), Spring Clean Up (27,541)
	Brochures/Flyers/Fact sheets distributed	500+	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Includes various materials
	Neighborhood presentations: Number conducted	6	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	
	Neighborhood presentations: Number of participants	161	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	
	Newsletter (Lakes LE/ADer): Number of articles published	28	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Quarterly newsletter
	Newsletter (Lakes LE/ADer): Number of newsletters distributed	2400 / annually	Lakes Education / Action Drive Files	Lakes Education / Action Drive	www.le-ad.org to view pdf(s)
	Newspapers (The Ledger): Number of notices published	4	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Ads run for litter clean up event
	Public displays (e.g., kiosks, storyboards, posters, etc.)	3	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	Utilities Accounts Payable Public Access area, WH Public Library display area, Walk-in Public Access at City Hall
	Public displays (e.g., kiosks, storyboards, posters, etc.)	3	Lakes Education / Action Drive Files	Lakes Education / Action Drive	2 schools, Project EAGLE
	Movie Theater Public Service Announcements (PSAs)	Numerous airings daily	City of Winter Haven / Natural Resources Div Files / Invoice	Joint program with City of Lakeland / Polk County Natural Resources/ and City of Winter Haven Natural Resources Division	3 – 30 sec PSAs @ 2 Theaters before all movies; WH Grand 10 and Lakeside Village

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
	School presentations: Number conducted	4	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	
	School presentations: Number of participants 2 - Polk State College (16 & 23); Winter Haven Recreation & Cultural Center Summer Program (54); Winter Haven High School (19)	112	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	
	School presentations: Number conducted	2	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	School presentations: Number of participants	100	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Lk Elbert Elem (20); Lena Vista Elem (80)
	Seminars/Workshops/Meetings: Number conducted	44	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	
	Seminars/Workshops/Meetings: Number of participants 2 FDACS Meetings (4 & 30); Assn of Code Enforcement (25); CHNEP Technical Adv Committee (30); Polk Co Planning Effort Panel (100); CHNEP Citizens Adv Committee (30); USF Polytechnic (55); 3 Pre-Construction Meetings (11 & 14 & 9); CHNEP Management Committee (25); Garden Club of Winter Haven (29); City Staff (22); CHNEP Policy Committee (25); Southwest Florida Water Man Conf (100); Solid Waste Div Staff (20); Amscot Office (1); SWFWMD Governing Board Meeting (75); 3 - Lakes Advisory Committee Meetings (12 & 12 & 12); Leisure Services Staff Meeting (20); Lake Gem Cleanup Meeting (12); PhD research projects (2); Consultants (2); SWFWMD Environmental Adv Committee (20); 2 Peace Creek BMAP Meetings (49 & 72); Raingardens @ Utilities (5);	1250	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	2 Polk Infrastructure Taskforce Meetings (15 & 20); Daughters of the American Revolution (9); Chamber of Commerce Legislative Affairs Committee (25); Winter Haven Kiwanis Club (25); Polk Co Water School (75); Water Resource Coordinator Meeting (8); Water Conservation Workshop Planning Meeting (8); Fla Engineering Society (25); Winter Haven High School (1); Polk Co Farm Bureau (30); Fla Waterfowl Summit (125); SR 542 Water Storage Potential (7); IFAS Gateway County Meeting (25); Blue Revolution Workshop (29)				
	Seminars/Workshops: Number conducted	4	Lakes Education / Action Drive Files	Lakes Education / Action Drive	3 Living at the Lake workshops, 1 Technical Conference
	Seminars/Workshops: Number of participants	80	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	Special events: Number conducted	20	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	
	Special events: Number of participants Centennial Celebration (300); Pickin' in the Park (12); Water, Wings and Wild Things Field Trip (8); City of Ft. Meade Field Trip (20); BSA Troop 123 (22); IFAS Agrifest Water Conservation section (3235); Peace River Field Trip (3); Winter Haven Cardboard Boat Races (81); Project EAGLE (200); 2 Public Library Summer Program Field Trips (28 & 25); 2 PAL's Summer Program Field Trips (30 & 30); Rocking Freedom Fest (36); Rotary Park Summer Program Field Trip (60); 2 Lake Appreciation Month Educational Field Trips (6 & 18); 2 Chain O Lakes Complex Summer Program Field Trips (49 & 80); Blue Revolution Event (89)	4157	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
	<p>Special events: Number conducted</p> <p>Special events: Number of participants</p> <p>Web Site: Number of visitors to the stormwater-related pages</p>	<p>4</p> <p>4,500</p> <p>~400 annually</p>	<p>Lakes Education / Action Drive Files</p> <p>Lakes Education / Action Drive Files</p> <p>Lakes Education / Action Drive Files</p>	<p>Lakes Education / Action Drive</p> <p>Lakes Education / Action Drive</p> <p>Lakes Education / Action Drive</p>	<p>Lakeside Displays: 3 at Lk Summit, 2 at Lk Blue, Polk Regional Science Fair, Project EAGLE – Chain of Lakes Clean Up Event</p> <p>www.le-ad.org</p>
Part III.A.7.f	Illicit Discharges and Improper Disposal — Oils, Toxics, and Household Hazardous Waste Control				
	<p>During Year 1 of the permit, develop and implement a written public education and outreach program plan to encourage the proper use and disposal of used motor vehicle fluids, leftover hazardous household products, and lead acid batteries. Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee’s jurisdiction to encourage the proper use and disposal of oils, toxics, and household hazardous waste, including the type and number of activities conducted, the type and number of materials distributed, the amount of waste collected / recycled / properly disposed, the percentage of the population reached by the activities in total, and the number of Web site visits (if applicable).</p> <p><i>DEP Note: The permittee should “customize” the list of public outreach activities by removing items or adding items to the list below as appropriate to their particular public outreach program. However, the reporting items of “Estimated percentage of the population reached by the activities in total” and “Household Chemical Collection Center Program: Amount of waste collected / recycled / properly disposed (tons)” must remain. The permittee may add more specifics to the reporting items, such as the name of the brochure or newsletter distributed. If “0” is reported in Column C for all the reporting items, please include in Column F an explanation for why no outreach was performed.</i></p> <p><i>DEP Note: Polk County is to report the public education and outreach activities that it performed county-wide (and not just in the unincorporated areas of Polk County). The co-permittees are to report just the public education and outreach activities that they performed.</i></p>				
	<p>Estimated percentage of the population reached by the activities in total</p> <p>Household Chemical Collection Center Program: Amount of waste collected / recycled / properly disposed (tons)</p>	<p>95%</p> <p>Gallons of Paint = 1,433</p> <p>Batteries = 226 pounds</p> <p>Florescent Bulbs = 285</p> <p>Gallons of Motor Oil = 125</p>	<p>Special Clean Ups Documents</p>	<p>Public Services, Solid Waste Staff</p> <p>Residential Volunteers</p>	

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		Televisions = 116 Electronics = 11,942 pounds			
	Household Chemical Collection Center Program: Events	1	Special Clean Ups Documents	Public Services, Solid Waste Staff	Event sponsored by Polk County – advertised by them
	Household Hazardous Waste Materials Guides distributed	520	Special Clean Ups Documents	Public Services, Solid Waste Staff	Distributed at event
	Brochures/Flyers/Fact sheets distributed	33,874	Special Clean Ups Documents	Utility Account Services and Public Services, Solid Waste Staff	Household Chemical Collection Center Program flyers sent out in water bill
	Brochures/Flyers/Fact sheets distributed	157	Fats, Oils and Grease (FOG) Program	Utility Department, Grease Trap Inspector, Steve Rheiner	
	Brochures/Flyers/Fact sheets distributed	5585	NPDES Activities Tracking Log.xlsx	Natural Resources Div	Includes various materials
	Brochures/Flyers/Fact sheets distributed	500+	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Includes various materials
	Neighborhood presentations: Number conducted	6	NPDES Activities Tracking Log.xlsx	Natural Resources Div	
	Neighborhood presentations: Number of participants	161	NPDES Activities Tracking Log.xlsx	Natural Resources Div	
	Newsletter (Lakes LE/ADer): Number of articles published	28	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Quarterly newsletter
	Newsletter (Lakes LE/ADer): Number of newsletters distributed	2400 / annually	Lakes Education / Action Drive Files	Lakes Education / Action Drive	www.le-ad.org to view pdf(s)
	Newspaper (The Ledger): Number of notices published	4	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Ads run for litter clean up event
	Public displays (e.g., kiosks, storyboards, posters, etc.)	3	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	Utilities Accounts Payable Public Access area, WH Public Library display area,

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A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
	Public displays (e.g., kiosks, storyboards, posters, etc.)				Walk-in Public Access at City Hall
	Movie Theater Public Service Announcements (PSAs)	3	Lakes Education / Action Drive Files	Lakes Education / Action Drive	2 schools, Project EAGLE
		Numerous airings daily	City of Winter Haven / Natural Resources Div Files / Invoice	Joint program with City of Lakeland / Polk County Natural Resources/ and City of Winter Haven Natural Resources Division	3 – 30 sec PSAs @ 2 Theaters before all movies; WH Grand 10 and Lakeside Village
	School presentations: Number conducted	4	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	
	School presentations: Number of participants	112	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	2 - Polk State College (16 & 23); Winter Haven Rec & Cultural Center Summer Program (54); Winter Haven High School (19)
	School presentations: Number conducted	2	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	School presentations: Number of participants	100	Lakes Education / Action Drive Files	Lakes Education / Action Drive	Lk Elbert Elem (20); Lena Vista Elem (80)
	Seminars/Workshops/Meetings: Number conducted	44	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	
	Seminars/Workshops/Meetings: Number of participants	1250	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	

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A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
	3 Pre-Construction Meetings (11 & 14 & 9); CHNEP Management Committee (25); Garden Club of Winter Haven (29); City Staff (22); CHNEP Policy Committee (25); Southwest Florida Water Man Conf (100); Solid Waste Div Staff (20); Amscot Office (1); SWFWMD Governing Board Meeting (75); 3 - Lakes Advisory Committee Meetings (12 & 12 & 12); Leisure Services Staff Meeting (20); Lake Gem Cleanup Meeting (12); PhD research projects (2); Consultants (2); SWFWMD Environmental Adv Committee (20); 2 Peace Creek BMAP Meetings (49 & 72); Raingardens @ Utilities (5); 2 Polk Infrastructure Taskforce Meetings (15 & 20); Daughters of the American Revolution (9); Chamber of Commerce Legislative Affairs Committee (25); Winter Haven Kiwanis Club (25); Polk Co Water School (75); Water Resource Coordinator Meeting (8); Water Conservation Workshop Planning Meeting (8); Fla Engineering Society (25); Winter Haven High School (1); Polk Co Farm Bureau (30); Fla Waterfowl Summit (125); SR 542 Water Storage Potential (7); IFAS Gateway County Meeting (25); Blue Revolution Workshop (29)				
	Seminars/Workshops: Number conducted	4	Lakes Education / Action Drive Files	Lakes Education / Action Drive	3 Living at the Lake workshops, 1 Technical Conference
	Seminars/Workshops: Number of participants	80	Lakes Education / Action Drive Files	Lakes Education / Action Drive	
	Special events: Number conducted	20	NPDES Activities Tracking Log.xlsx	City of Winter Haven/Natural Resources Div	
	Special events: Number of participants	4157	NPDES Activities	City of Winter	

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	<p>Centennial Celebration (300); Pickin' in the Park (12); Water, Wings and Wild Things Field Trip (8); City of Ft. Meade Field Trip (20); BSA Troop 123 (22); IFAS Agrifest Water Conservation section (3235); Peace River Field Trip (3); Winter Haven Cardboard Boat Races (81); Project EAGLE (200); 2 Public Library Summer Program Field Trips (28 & 25); 2 PAL's Summer Program Field Trips (30 & 30); Rocking Freedom Fest (36); Rotary Park Summer Program Field Trip (60); 2 Lake Appreciation Month Educational Field Trips (6 & 18); 2 Chain O Lakes Complex Summer Program Field Trips (49 & 80); Blue Revolution Event (89)</p> <p>Special events: Number conducted</p> <p>Special events: Number of participants</p> <p>Storm sewer inlets newly marked/replaced</p> <p>Web Site: Number of visitors to the stormwater-related pages</p>	<p></p> <p>4</p> <p>4,500</p> <p>337</p> <p>~400 annually</p>	<p>Tracking Log.xlsx</p> <p>Lakes Education / Action Drive Files</p> <p>Lakes Education / Action Drive Files</p> <p>Streets Work Logs</p> <p>Lakes Education / Action Drive Files</p>	<p>Haven/Natural Resources Div</p> <p>Lakes Education / Action Drive</p> <p>Lakes Education / Action Drive</p> <p>Streets Division/ Stormwater Crew</p> <p>Lakes Education / Action Drive</p>	<p></p> <p>Lakeside Displays: 3 at Lk Summit, 2 at Lk Blue, Polk Regional Science Fair, Project EAGLE – Chain of Lakes Clean Up Event</p> <p></p> <p></p> <p>www.le-ad.org</p>
<p>Part III.A.7.g</p>	<p>Illicit Discharges and Improper Disposal — Limitation of Sanitary Sewer Seepage</p>				
	<p>Annually review (and revise, as needed) and implement the permittee's written procedures to reduce or eliminate <u>sanitary wastewater contamination</u> into the MS4, including discharges to the MS4 from sanitary sewer overflows (SSOs) and from inflow / infiltration from collection / transmission systems and/or septic tank systems. Advise the appropriate utility owner of a violation if constituents common to wastewater contamination are discovered in the MS4. <u>Report on the type and number of activities undertaken to reduce or eliminate SSOs and inflow/ infiltration, the number of SSOs or inflow / infiltration incidents found and the number resolved, and the name of the owner of the sanitary sewer system within the permittee's jurisdiction.</u></p> <p>DEP Note: The permittee needs to "customize" this section as it pertains to the type of activities undertaken to reduce or eliminate SSOs and inflow / infiltration</p>				

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A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
<p><i>into the MS4. The first five reporting items below are examples.</i></p>					
<p><i>DEP Note: The permittee should contact the appropriate authorities for accurate reporting information, such as the sanitary sewer system operator who is responsible for investigating and eliminating SSOs and the local health department who is responsible for permitting / overseeing septic tank systems.</i></p>					
<p><i>DEP Note: Report only the SSOs and inflow / infiltration incidents into the MS4.</i></p>					
<p>Activity to reduce/eliminate SSOs and inflow / infiltration: Sanitary sewer pipe inspected for infiltration (linear feet)</p>		76,523	Daily Work Logs	Utility Services	
<p>Activity to reduce/eliminate SSOs and inflow / infiltration: Sanitary sewer pipe sealed, lined, and / or replaced (linear feet)</p>		18,107	Daily Work Logs	Utility Services	
<p>Activity to reduce/eliminate SSOs and inflow / infiltration: Sanitary sewer line breaks repaired</p>		70	Daily Work Logs	Utility Services	
<p>Activity to reduce/eliminate SSOs and inflow / infiltration: Septic systems removed</p>		47	Daily Work Logs	Utility Services	
<p>Activity to reduce/eliminate SSOs and inflow / infiltration: Emergency generator added</p>		0	Daily Work Logs	Utility Services	
<p>SSO incidents discovered</p>		1	Daily Work Logs	Utility Services	
<p>SSO incidents resolved</p>		1	Daily Work Logs	Utility Services	
<p>Inflow / infiltration incidents discovered</p>		0	Daily Work Logs	Utility Services	
<p>Inflow / infiltration incidents resolved</p>		0	Daily Work Logs	Utility Services	
<p>Name of owner of the sanitary sewer system</p>		City of Winter Haven			
<p>Part III.A.8.a</p>	<p>Industrial and High-Risk Runoff — Identification of Priorities and Procedures for Inspections</p>				
<p>Continue to maintain an up-to-date inventory of all existing high risk facilities discharging into the permittee’s MS4. The inventory shall identify the outfall and surface water body into which each high risk facility discharges. For the purposes of this permit, high risk facilities include:</p> <ul style="list-style-type: none"> • Operating municipal landfills; • Hazardous waste treatment, storage, disposal and recovery facilities; • Facilities that are subject to EPCRA Title III, Section 313 (also known as the Toxics Release Inventory (TRI) maintained by the U.S. EPA); and • Any other industrial or commercial discharge that the permittee determines is contributing a substantial pollutant loading to the permittee’s MS4. This could include facilities identified through the proactive inspection program as per Part III.A.7.c of the permit. <p>Report on the high risk facilities inventory, including the type and total number of high risk facilities and the number of facilities newly added each year. If a permittee relies on Polk County to conduct these activities on its behalf, the permittee shall obtain (and, upon request, Polk County shall make available) the necessary annual report information from the County.</p> <p><i>DEP Note: The TRI is updated every spring / summer by the U.S. EPA at www.epa.gov/triexplorer. Select “Facility” on the left, chose your Geographic Location, and then select “Generate Report.” Please indicate in Column F when (month / year) you last checked EPA’s TRI for applicable facilities.</i></p> <p>During Year 1 of the permit, develop and implement a written plan for conducting inspections of high risk facilities to determine compliance with all appropriate aspects of the stormwater program. While the permittee may determine the order and frequency of the inspections, the permittee shall inspect each identified facility at least once during the permit term; however, facilities identified as high risk due to the findings of the proactive inspection program as per Part III.A.7.c of the permit shall be inspected annually. Report on the high risk facilities inspection program, including the number of inspections conducted and the number and type of enforcement</p>					

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.			C.	D.	E.	F.	
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity			Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments	
<p>actions taken. If a permittee relies on Polk County to conduct these activities on its behalf, the permittee shall obtain (and, upon request, Polk County shall make available) the necessary annual report information from the County.</p>								
<p><i>DEP Note: If "0" is reported for the number of inspections conducted and the permittee has one or more high risk facilities, please provide an explanation in Column F for why no inspections were conducted. In addition, the permittee should re-word the "NOVs / warning letters / citations issued" reporting item to more accurately reflect its particular initial enforcement activity, if necessary.</i></p>								
<p><i>DEP Note: Polk County is to report ONLY the inventory of high risk facilities in the unincorporated areas of Polk County – the inventory of high risk facilities located in the co-permittees' jurisdictions are to be reported by the co-permittees. Likewise, the County is to report ONLY the high risk facility inspections it performed in the unincorporated areas of Polk County – any high risk facility inspections it performed in the co-permittees' jurisdictions are to be reported by the co-permittees. Each co-permittee is to obtain the necessary information from Polk County that pertains to its jurisdiction.</i></p>								
		Number of Facilities	Number of Inspections	For violations discovered during a high risk inspection				
				Fines issued	Notices of Violation (NOVs) / warning letters / citations issued			
Total high risk facilities		4				Industrial Pretreatment Logs and Bi-Weekly Reports	Utility Services Dept., Chief Operator / Industrial Pretreatment, Terry Carver	Borden Dairy, Blue Lake Citrus, Indian River Transport, and Wal-Mart Distribution Center
New high risk facilities added to the inventory during the current reporting period		0				Industrial Pretreatment Logs and Bi-Weekly Reports	Utility Services Dept., Chief Operator / Industrial Pretreatment, Terry Carver	
Operating municipal landfills		0						
Hazardous waste treatment, storage, disposal and recovery (HWTSDR) facilities		0						
EPCRA Title III, Section 313 facilities (that are not landfills or HWTSDR facilities)		0						
Facilities determined as high risk by the permittee through the proactive inspections as per Part III.A.7.c		4	160	0	0	Industrial Pretreatment Logs and Bi-Weekly Reports	Utility Services Dept., Chief Operator / Industrial Pretreatment, Terry Carver	Borden Dairy, Blue Lake Citrus, Indian River Transport, and Wal-Mart Distribution Center

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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity			Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	Other facilities determined as high risk by the permittee (that are <u>not</u> facilities identified through the proactive inspections)			0			
Part III.A.8.b	Industrial and High-Risk Runoff — Monitoring for High Risk Industries						
	<p>Sampling of the discharge to the stormwater system may be required on an as-needed basis in the event that inspections of high-risk facilities disclose suspected illicit discharges to the MS4. New high-risk industrial facilities as defined in 40 CFR 122.26(d)(2)(iv)(C) must be evaluated to determine if the new discharge is contributing a substantial pollutant load to the MS4. The evaluation may include site-specific monitoring. Report the number of high risk facilities sampled. If a permittee relies on Polk County to conduct these activities on its behalf, the permittee shall obtain (and, upon request, Polk County shall make available) the necessary annual report information from the County.</p> <p><i>DEP Note: Polk County is to report ONLY the number of high risk facilities in the unincorporated areas of Polk County that were sampled – the high risk facilities located in the co-permittees' jurisdictions that were sampled by the County are to be reported by the co-permittees.</i></p>						
	<p align="center">High risk facilities sampled</p> <p align="center">Borden Dairy, Blue Lake Citrus, Indian River Transport, Wal-Mart Distribution Center</p>			4	Industrial Pretreatment Logs and Bi-Weekly Reports	Utility Services Dept., Chief Operator / Industrial Pretreatment, Terry Carver	
Part III.A.9.a	Construction Site Runoff — Site Planning and Non-Structural and Structural Best Management Practices						
	<p>Continue to implement the local codes or land development regulations and the written pre-construction site plan review procedures that require the use and maintenance of appropriate structural and non-structural erosion and sedimentation controls during construction to reduce the discharge of pollutants to the MS4. Report the number of permittee and private pre-construction site plans reviewed for stormwater, erosion, and sedimentation controls, and the number approved.</p> <p><i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C.</i></p>						
	<p align="center">PERMITTEE SITES: Construction site plans reviewed</p>			7	Technical Services, Building/Permitting Plan Review Logs and DRC List	Technical Services Division, City Engineer and Planning, Planner II, Jeanne Sobierajski and Senior Staff Assistant, Felicia Nouami	The Technical Services Division tracks private and municipal plans / permits tracked together.
	<p align="center">PERMITTEE SITES: Construction site plans approved</p>			7	Technical Services, Building/Permitting Plan Review Logs and DRC List	Technical Services Division, City Engineer and Planning, Planner II, Jeanne Sobierajski and	The Technical Services Division tracks private and municipal plans / permits tracked together.

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
				Senior Staff Assistant, Felicia Nouami	
	PRIVATE SITES: Construction site plans reviewed	24	Technical Services, Building/Permitting Plan Review Logs and DRC List	Technical Services Division, City Engineer and Planning, Planner II, Jeanne Sobierajski and Senior Staff Assistant, Felicia Nouami	The Technical Services Division tracks private and municipal plans / permits tracked together.
	PRIVATE SITES: Construction site plans approved	24	Technical Services, Building/Permitting Plan Review Logs and DRC List	Technical Services Division, City Engineer and Planning, Planner II, Jeanne Sobierajski and Senior Staff Assistant, Felicia Nouami	The Technical Services Division tracks private and municipal plans / permits tracked together.
	Annually review (and revise, as needed) and implement the permittee's written procedures to notify all new development / redevelopment permit applicants of the need to obtain all required stormwater permits. Report the number of new development/redevelopment permit applicants notified of the ERP and CGP, and the number of applicants who confirmed ERP and CGP coverage.				
	<i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C. If the number of applicants notified of ERP or CGP coverage is less than the number of construction site plans reviewed, please provide an explanation for the discrepancy in Column F.</i>				
	Notified of ERP stormwater permit requirements	31	Technical Services, Building/Permitting Plan Review Logs and DRC List	Technical Services Division, City Engineer and Planning, Planner II, Jeanne Sobierajski and Senior Staff Assistant, Felicia Nouami	The Technical Services Division tracks private and municipal plans / permits tracked together.
	Confirmed ERP coverage	31	Technical Services, Building/Permitting Plan Review Logs and DRC List	Technical Services Division, City Engineer and Planning, Planner II, Jeanne Sobierajski and	The Technical Services Division tracks private and municipal plans / permits tracked together.

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
	Notified of CGP stormwater permit requirements	31	Technical Services, Building/Permitting Plan Review Logs and DRC List	Senior Staff Assistant, Felicia Nouami Technical Services Division, City Engineer and Planning, Planner II, Jeanne Sobierajski and Senior Staff Assistant, Felicia Nouami	The Technical Services Division tracks private and municipal plans / permits tracked together.
	Confirmed CGP coverage	31	Technical Services, Building/Permitting Plan Review Logs and DRC List	Technical Services Division, City Engineer and Planning, Planner II, Jeanne Sobierajski and Senior Staff Assistant, Felicia Nouami	The Technical Services Division tracks private and municipal plans / permits tracked together.
Part III.A.9.b	Construction Site Runoff — Inspection and Enforcement				
	<p>As an attachment to the Year 1 Annual Report, the permittee shall submit a written plan that details the standard operating procedures for implementation of the stormwater, erosion and sedimentation inspection program for construction sites discharging stormwater to the MS4. The permittee shall implement the plan for inspecting construction sites immediately upon written approval by the Department. Prior to Department approval, the permittee shall continue to perform inspections in accordance with its previously developed construction site inspection procedures. Report on the inspection program for privately-operated and permittee-operated construction sites, including the number of active construction sites during the reporting year, the number of inspections of active construction sites, the percentage of active construction sites inspected, and the number and type of enforcement actions / referrals taken.</p> <p><i>DEP Note: If "0" is reported in Column C for the number of inspections conducted, please provide an explanation in Column F of why no inspections were conducted. If the number of inspections reported is equal to or less than the number of active construction sites, or the percentage inspected is less than 100%, please provide an explanation in Column F. In addition, the permittee should re-word the "NOVs / warning letters / citations issued" reporting item to more accurately reflect its particular initial enforcement activity, if necessary.</i></p> <p><i>DEP Note: Refer to Part III.A.9.b of the permit for what must be included in the construction site inspection program plan. Please provide the title of the attached plan in Column D and the name of the entity who finalized the plan in Column E.</i></p>				
	PERMITTEE SITES: Active construction sites	5	DRC Tracking Log	Planning Division, Erin Tilghman	
	PERMITTEE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs	411	City of Winter Haven Field Inspection Report	Technical Services Division, Senior Staff	The Technical Services Division tracks private

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
			and Building Division Logs	Assistant, Felicia Nouami	and municipal construction site inspections cumulatively
	PERMITTEE SITES: Percentage of active construction sites inspected	100%			
	PRIVATE SITES: Active construction sites	77	DRC Tracking Log	Planning Division, Erin Tilghman	
	PRIVATE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs	793	City of Winter Haven Field Inspection Report and Building Division Logs	Technical Services Division, Senior Staff Assistant, Felicia Nouami	The Technical Services Division tracks private and municipal construction site inspections cumulatively
	PRIVATE SITES: Percentage of active construction sites inspected	100%			
	Red Tags issued	0	City of Winter Haven Field Inspection Report and Building Division Logs	Technical Services Division, Senior Staff Assistant, Felicia Nouami	The Technical Services Division tracks private and municipal construction site inspections cumulatively
	Notices of Violation (NOVs) issued	0	City of Winter Haven Field Inspection Report and Building Division Logs	Technical Services Division, Senior Staff Assistant, Felicia Nouami	The Technical Services Division tracks private and municipal construction site inspections cumulatively
	Stop Work Orders issued	0	City of Winter Haven Field Inspection Report and Building Division Logs	Technical Services Division, Senior Staff Assistant, Felicia Nouami	The Technical Services Division tracks private and municipal construction site inspections cumulatively
	Fines issued	0	City of Winter Haven Field Inspection Report and Building Division Logs	Technical Services Division, Senior Staff Assistant, Felicia Nouami	The Technical Services Division tracks private and municipal construction site inspections

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.			C.	D.	E.	F.	
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity			Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments	
	Year 1 ONLY: Attach the written construction site inspection program plan			Attached	Attached	Attached	cumulatively Attached	
Part III.A.9.c	Construction Site Runoff — Site Operator Training							
	<p>During Year 1 of the permit, develop and implement a written plan for stormwater training / outreach for construction site plan reviewers, site inspectors and site operators. Provide training for permittee personnel (employed by <u>or under contract with</u> the permittee) and private persons involved in the site plan review, inspection or construction of stormwater management, erosion, and sedimentation controls. All inspectors of construction sites shall be certified through the Florida Stormwater, Erosion and Sedimentation Control Inspector Training program, or an equivalent program approved by the Department. Refresher training shall be provided annually. Report the number and type of training activities, the number of inspectors, site plan reviewers and site operators trained (both in-house and outside training), and the number of private persons trained by the permittee.</p> <p>DEP Note: If "0" is reported for any of these reporting items, please include in Column F an explanation of why training was not provided to / obtained by the permittee's staff and private persons during the applicable reporting year.</p> <p>DEP Note: The permittee should report only the number of staff and private persons (i.e., private construction site operators) trained / certified during the applicable reporting year, and then note in Column F the number of staff and private persons who were previously trained / certified. Private site operator training can include pre-construction meetings.</p>							
		Inspector Certification Training	Non-Inspector Initial Training (non-certification)	Refresher Training				
	Permittee construction site inspectors	0		0		Polk County FDEP Erosion & Sedimentation (E&S) Certification Training Course City of Winter Haven, Technical Services Documentation System City of Winter Haven, Natural Resources Documentation	Polk County Natural Resources Division	Countywide trainings scheduled periodically 2 existing (TS) 1 existing (NR)
	Permittee construction site plan reviewers		0			Polk County FDEP Erosion & Sedimentation (E&S) Certification Training Course	Polk County Natural Resources Division	Countywide trainings scheduled periodically

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity				C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
	Permittee construction site operators		0			Polk County FDEP Erosion & Sedimentation (E&S) Certification Training Course	Polk County Natural Resources Division	Countywide trainings scheduled periodically
	Private construction site operators	20	0			Polk County FDEP Erosion & Sedimentation (E&S) Certification Training Course City of Winter Haven, Technical Services Documentation System	Polk County Natural Resources Division City of Winter Haven, Technical Services Division, Senior Staff Assistant, Felicia Nouami	Countywide trainings scheduled periodically 20 Pre-Construction Meetings Held

SECTION VIII. EVALUATION OF THE STORMWATER MANAGEMENT PROGRAM (SWMP)

A.	Permit Citation/ SWMP Element	SWMP EVALUATION
	Part II.A.1 Structural inspection and maintenance	<p>Strengths: Most work can be done by City's stormwater maintenance crew allowing for greater flexibility.</p> <p>Weaknesses: Loss of personnel with historical knowledge base; quality of data in current GIS system is lacking.</p> <p>SWMP Revisions to address deficiencies: Update GIS system with higher quality data to insure less dependence on historical knowledge is necessary.</p>
	Part II.A.2 Significant redevelopment	<p>Strengths: Good record keeping by Planning Division, progressive attitude of staff and desire of staff to see redevelopment occur in the best possible manner. Current land development code requires some stormwater treatment when state standards may provide exemptions.</p> <p>Weaknesses: There are some standards in current Land Development Codes that need updating.</p> <p>SWMP Revisions to address deficiencies: Update current Land Development Codes. Continue to encourage progressive attitude toward land development.</p>

SECTION VIII. EVALUATION OF THE STORMWATER MANAGEMENT PROGRAM (SWMP)

Part II.A.3 Roadways	Strengths: City's Streets Division maintenance crews work diligently to keep up with maintenance to insure discharge of pollutants in stormwater is minimized. City's street sweeping program is active.
	Weaknesses: Loss of personnel with historical knowledge base; quality of data in current GIS system is lacking.
	SWMP Revisions to address deficiencies: Update GIS system with higher quality data to insure less dependence on historical knowledge is necessary.
Part II.A.4 Flood control	Strengths: City personnel's efficiency and desire to improve our City's infrastructure.
	Weaknesses: Current flood standards still allow additional stormwater runoff.
	SWMP Revisions to address deficiencies: Review flood control standards.
Part II.A.5 Waste TSD Facilities	Strengths: Employees with strong desire to do the right thing and be the best they can be.
	Weaknesses: None at this time.
	SWMP Revisions to address deficiencies: None at this time.
Part II.A.6 Pesticide, herbicide, fertilizer application	Strengths: Landscape Division with good training and expertise. Employee desire for excellence.
	Weaknesses: None
	SWMP Revisions to address deficiencies: None at this time.
Part II.A.7 Illicit Discharge Detection and Elimination	Strengths: Cooperation of City employees and citizens to report incidents to keep our water bodies from being harmed. Good training and information sharing.
	Weaknesses: Haven't reached everyone yet.
	SWMP Revisions to address deficiencies: Keep educating personnel and citizens, keep improving detection, reporting and response methods.
Part II.A.8 High Risk Industry Runoff	Strengths: Cooperative efforts by City and County personnel.
	Weaknesses: Vacancies at the City level, loss of historical knowledge base.
	SWMP Revisions to address deficiencies: Fill vacancies with qualified individuals, continue public and internal education efforts.
Part II.A.9 Construction Site Runoff	Strengths: Cooperation of City employees and citizens to report incidents to keep our water bodies from being harmed. Good training and information sharing.
	Weaknesses: City inspectors are spread very thin with little time for training.

SECTION VIII. EVALUATION OF THE STORMWATER MANAGEMENT PROGRAM (SWMP)

		SWMP Revisions to address deficiencies: Continue with program and fill vacancies. Continue public education efforts. Continue internal education efforts.
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SECTION IX. CHANGES TO THE STORMWATER MANAGEMENT PROGRAM (SWMP) ACTIVITIES (Not Applicable In Year 4)

A.	Permit Citation/ SWMP Element	Proposed Changes to the Stormwater Management Program Activities Established as Specific Requirements Under Part III.A of the Permit (Including the Rationale for the Change) — REQUIRES DEP APPROVAL PRIOR TO CHANGE IF PROPOSING TO REPLACE OR DELETE AN ACTIVITY. <i>DEP Note: There may be changes deemed necessary after developing / reviewing your plans and SOPs as per Part III.A of the permit, after completing your SWMP evaluation as per Part VI.B.2 of the permit, or due to a TMDL / BMAP as per Part VIII.B of the permit.</i>
	NA	None at this time
B.	Permit Citation/ SWMP Element	Changes to the Stormwater Management Program Activities NOT Established as Specific Requirements Under Part III.A of the Permit (Including the Rationale for the Change) <i>DEP Note: There may be changes deemed necessary after developing / reviewing your plans and SOPs as per Part III.A of the permit, after completing your SWMP evaluation as per Part VI.B.2 of the permit, or due to a TMDL / BMAP as per Part VIII.B of the permit.</i>
	NA	None at this time

CHECKLIST A: ATTACHMENTS TO BE SUBMITTED WITH THE ANNUAL REPORTS

Below is a list of items required by the permit that may need to be attached to the annual report. Please check the appropriate box to indicate whether the item is attached or is not applicable for the current reporting period. Please provide the number and the title of the attachments in the blanks provided.

Attached	N/A	Rule / Permit Citation	Required Attachment	Attachment Number	Attachment Title
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part II.F	EACH ANNUAL REPORT: If program resources have decreased from the previous year, a discussion of the impacts on the implementation of the SWMP.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.1	EACH ANNUAL REPORT: An explanation of why the minimum inspection frequency in Table II.A.1.a was not met, if applicable.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.4	EACH ANNUAL REPORT: A list of the flood control projects that did <u>not</u> include stormwater treatment and an explanation for each of why it did not, if applicable.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.7.a	EACH ANNUAL REPORT: A report on amendments / changes to the legal authority to control illicit discharges, connections, dumping, and spills, if applicable.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part V.B.9	EACH ANNUAL REPORT: Reporting and assessment of monitoring results. [Also addressed in Section III of the Annual Report Form]		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part VI.B.2	EACH ANNUAL REPORT: An evaluation of the effectiveness of the SWMP in reducing pollutant loads discharged from the MS4 that, <u>at a minimum</u> , must include responses to the questions listed in the permit.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part VIII.B.3.e	EACH ANNUAL REPORT: A status report on the implementation of the requirements in this section of the permit and on the estimated load reductions that have occurred for the pollutant(s) of concern.	001	City of Winter Haven Part 8B3e Annual Status Report.doc
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part VIII.B.4.f	EACH ANNUAL REPORT after approval of the BPCP: The status of the implementation of the Bacterial Pollution Control Plan (BPCP).		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.1	YEAR 1: An inventory of all known major outfalls and a map depicting the location of the major outfalls (hard copy or CD-ROM).	002-003	C3Y1 Stormwater Major Outfall Inventory Map.pdf C3Y1 Stormwater Major Outfall Inventory.xlsx
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.3	YEAR 1: If have curbs and gutters but no street sweeping program, an explanation of why no street sweeping program and the alternate BMPs used or planned.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.6	YEAR 1 or YEAR 2: A copy of the adopted Florida-friendly Ordinance, if applicable.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.c	YEAR 1: A proactive illicit discharge / connection / dumping inspection program plan.	004 - 006	Pro Active Inspections SOP.doc CESQG HazWas Inspection Form Rev 01.07.11.doc Polk Cty SQG Active Facilities by SIC.xlsx
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.9.b	YEAR 1: A construction site inspection program plan. [For approval by DEP]	007 - 009	Construction Site Stormwater Inspections SOP Complete.doc Construction Inspection Checklist.doc Followup Construction Inspection Checklist.doc

<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.2	YEAR 2: A summary report of a review of codes and regulations to reduce the stormwater impact from new development / redevelopment.		
<input type="checkbox"/>	<input type="checkbox"/>	Part V.A.2	YEAR 3: Estimates of annual pollutant loadings and EMCs, and a table comparing the current calculated loadings with those from the previous two Year 3 ARs.		
<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.2	YEAR 4: A follow-up report on plan implementation of changes to codes and regulations to reduce the stormwater impact from new development / redevelopment.		
<input type="checkbox"/>	<input type="checkbox"/>	Part V.A.3	YEAR 4: If the total annual pollutant loadings have not decreased over the past two permit cycles, revisions to the SWMP, as appropriate.		
<input type="checkbox"/>	<input type="checkbox"/>	Part V.B.3	YEAR 4: The monitoring plan (with revisions, if applicable).		
<input type="checkbox"/>	<input type="checkbox"/>	Part VII.C	YEAR 4: An application to renew the permit.		
<input type="checkbox"/>	<input type="checkbox"/>	Part VIII.B.3.d	YEAR 4: A TMDL Implementation Plan / Supplemental SWMP.		

CHECKLIST B: THE REQUIRED ANNUAL REVIEWS OF WRITTEN STANDARD OPERATING PROCEDURES (SOPs) & PLANS

The permit requires annual review, and revision if needed, of written Standard Operating Procedures (SOPs) and plans (e.g., public education and outreach, training, inspections). Please indicate your review status below. **If you have made revisions that need DEP approval, you must complete Section VIII.A of the annual report.**

Did not complete review of existing SOP / Plan	Developed new written SOP / Plan	Reviewed & no revision needed to existing SOP / Plan	Reviewed & revised existing SOP / Plan	Permit Citation	Description of Required SOPs / Plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.1	SOP and/or schedule of inspections and maintenance activities of the structural controls and roadway stormwater collection system.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.2	SOP for development project review and permitting procedures and/or local codes and regulations for new development / areas of significant development.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.3	SOP for the litter control program.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.3	SOP for the street sweeping program.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.3	SOP for inspections of equipment yards and maintenance shops that support road maintenance activities.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.5	SOP for inspections of waste treatment, storage, and disposal facilities not covered by an NPDES stormwater permit.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.6	Plan for public education and outreach on reducing the use of pesticides, herbicides and fertilizer.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.6	SOP for reducing the use of pesticides, herbicides and fertilizer, and for the proper application, storage and mixing of these products.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.c	Plan for proactive illicit discharge / connections / dumping inspections.*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.7.c	SOP for reactive illicit discharge / connections / dumping investigations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.7.c	Plan for illicit discharge training.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.7.d	SOP for spill prevention and response efforts.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.7.d	Plan for spill prevention and response training.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.7.e	Plan for public education and outreach on how to identify and report the illicit discharges and improper disposal to the MS4.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.7.f	Plan for public education and outreach on the proper use and disposal of oils, toxics and household hazardous waste.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.7.g	SOP to reduce / eliminate sanitary wastewater contamination of the MS4.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.8	SOP for inspections of high risk industrial facilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.9.a	SOP for construction site plan review for stormwater, erosion and sedimentation controls, and ERP and CGP coverage.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.9.b	Plan for inspections of construction sites.*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.9.c	Plan for stormwater, erosion and sedimentation BMPs training.

* Revisions to these plans require DEP approval – please complete Section VIII.A of the annual report.

REMINDER LIST OF THE TMDL / BMAP REPORTS TO BE SUBMITTED <u>SEPARATELY</u> FROM AN ANNUAL REPORT		
Rule / Permit Citation	Report Title	Due Date
Part VIII.B.3.a	6 MONTHS from effective date of permit: TMDL Prioritization Report.	3/12/12
Part VIII.B.3.b	12 MONTHS from effective date of permit: TMDL Monitoring and Assessment Plan.	8/1/13
Part VIII.B.3.c	6 MONTHS from receiving analyses from the lab: TMDL Monitoring Report.	TBD
Part VIII.B.4	36 MONTHS from start date per TMDL Prioritization Report: A Bacterial Pollution Control Plan (BPCP).	TBD

BMAP Reporting

MS4 permittees are NOT required to submit the annual report required by any BMAP that applies to them since the NPDES Stormwater Staff can obtain them from the department's Watershed Planning and Coordination staff. However, to assure that the stormwater staff are aware of which BMAPs apply to the MS4 permittees and when the latest BMAP annual report was submitted, please complete the information below, if applicable:

Rule/Permit Citation	BMAP Title	Date BMAP Annual Report Submitted to DEP

Part VIII.B.2		
Part VIII.B.2		
Part VIII.B.2		
Part VIII.B.2		

**END OF REVISED TAILORED MS4 AR FORM
CYCLE 3 PERMIT**