



## Multi-Sector General Permit (MSGP)

### Annual Inspection Report Instructions for ANR Online Submittal

**Purpose.** Annual Inspection Reports are a compliance requirement for all Multi-Sector General Permits (MSGP, 3-9003) issued by the Vermont Department of Environmental Conservation (DEC). An Annual Inspection report may be completed by the permittee, or an authorized representative such as the lead inspector or a consulting firm of your choosing. Note that the form must be submitted by the permittee or the authorized representative (see “Signature Requirements” section below).

In order to complete the Annual Inspection report online, you must have an account in our ANR Online system. For instructions on how to set-up an ANR Online account see [Stormwater ANR Online MSGP Account Setup](#). If you have an existing account and you are only preparing the submittal (for someone else to electronically sign/submit) follow item 6 in Step 1; if you already have an account and are preparing and electronically signing/submitting the annual report, follow item 6 in step 1 AND complete steps 2 and 3.

**Signature Requirements:** The MSGP requires the permittee, or an authorized representative such as the lead inspector to certify and submit the annual inspection report. If someone other than the above has prepared the annual inspection report on behalf of the facility (such as a consulting firm of your choosing), then the preparer must share the submittal via ANR Online with the authorized representative who then must certify and submit. Please refer to [Stormwater ANR Online MSGP Account Setup](#) for further guidance.

**Timing of Annual Inspection.** The annual inspection shall include information regarding the industrial operations summarizing your annual comprehensive site inspection and corrective actions taken during the year. The Annual Inspection report then must be submitted through DEC’s electronic reporting system, [ANR Online](#), **due no later than October 15th annually.**

***Please refer to your Authorization to Discharge issued for the project for specific information regarding the frequency of maintenance, inspection, and reporting requirements.***

**Method of Reporting.** With the Annual Inspection Report form, moving to the Department of Environmental Conversation’s electronic reporting platform, ANR Online, this list of questions serves as a copy of what will be asked and information that will be needed to adequately complete the online form. Once you’ve completed your inspection and can answer the below questions, please go to ANR Online (<https://anronline.vermont.gov/>) to create an account if you are a new user, and to submit the Annual Inspection Report.

Questions below are not intended to limit or otherwise preclude the person completing the annual inspection from reviewing and inspecting components necessary to ensure that the facility is maintained; as required by the authorization to discharge stormwater runoff from industrial activities.

### **ANNUAL INSPECTION REPORT QUESTIONS:**

**Section A. General Information:** This section will ask for the inspector(s) name(s) and title(s) as well as contact information including email address

### **Section B. General Inspection Finding**

1. As part of this comprehensive site inspection, did you inspect all potential pollutant sources, including areas where industrial activity may be exposed to stormwater?
  - If no, describe why not.
2. Did this inspection identify any stormwater or non-stormwater outfalls not previously identified in your SWPPP?
  - If yes, for each location, describe the sources of those stormwater and non-stormwater discharges and any associated control measures in place.
3. Did this inspection identify any sources of stormwater or non-stormwater discharges not previously identified in your SWPPP?
  - If yes, describe these sources of stormwater or non-stormwater pollutants expected to be present in these discharges, and any control measures in place.
4. Please review the results of your stormwater benchmark monitoring testing from the past year and summarize the findings below.
  - If benchmark monitoring is not required for the site, there is an option to indicate that.
5. Describe any evidence of pollutants entering the drainage system or discharging to surface waters, and the condition of and around outfalls, including flow dissipation measures to prevent scouring.
6. Have you taken or do you plan to take any corrective actions, as specified in Part 3 of the permit, since your last annual report submission (or since you received authorization to discharge under this permit if this is your first annual report), including any corrective actions identified as a result of this annual comprehensive site inspection?
  - If yes, how many conditions requiring review for corrective action as specified in Parts 3.1 and 3.2 were addressed by these corrective actions?
  - NOTE: Complete the Corrective Action section on this form for each condition identified, including any conditions identified as a result of this comprehensive stormwater inspection.

### **Section C. Industrial Activity Area Specific Findings**

In reviewing each area, you should consider:

- Industrial materials, residue, or trash that may have or could come into contact with stormwater;
- Leaks or spills from industrial equipment, drums, tanks, and other containers;
- Offsite tracking of industrial or waste materials from areas of no exposure to exposed areas; and
- Tracking or blowing of raw, final, or waste materials from areas of no exposure to exposed areas.

Complete one section for each industrial activity area where pollutants may be exposed to stormwater. Use the information below for additional industrial activity areas.

If yes to any of the three questions below, provide a description of the problem. (Any necessary corrective actions should be described in the corrective action section)

- (1) Are any control measures in need of maintenance or repair? Answer "Yes" OR "No".
- (2) Have any control measures failed and require replacement? Answer "Yes" OR "No".
- (3) Are any additional/revised BMPs necessary in this area? Answer "Yes" OR "No".

#### **Section D. Corrective Actions**

Complete this page for each specific condition requiring a corrective action or a review determining that no corrective action is needed. Copy this page for additional corrective actions or reviews. Include both corrective actions that have been initiated or completed since the last annual report, and future corrective actions needed to address problems identified in this comprehensive stormwater inspection. Include an update on any outstanding corrective actions that had not been completed at the time of your previous annual report.

1. Corrective Action number (include the number out of the total corrective actions taken for your facility).
2. Is this corrective action:
  - a) An update on a corrective action from a previous annual report; or
  - b) A new corrective action
3. Identify the condition(s) triggering the need for this review:
  - a) Unauthorized release or discharge
  - b) Average benchmark value exceedance
  - c) Numeric effluent limitation exceedance
  - d) Control measures inadequate to meet applicable water quality standards
  - e) Control measures inadequate to meet non-numeric effluent limitations
  - f) Control measures not properly operated or maintained
  - g) Change in facility operations necessitated change in control measures
  - h) Other (describe)
4. Briefly describe the nature of the problem identified.

5. Date problem was identified.
6. How problem was identified:
  - a) Comprehensive site inspection
  - b) Benchmark monitoring
  - c) Quarterly visual inspection
  - d) Notification by EPA or State or local authorities
  - e) Routine facility inspection
  - f) Other (describe)
7. Description of corrective action(s) taken or to be taken to eliminate or further investigate the problem (e.g., describe modifications or repairs to control measures, analyses to be conducted, etc.) or if no modifications are needed, basis for the determination.
8. Did/will this corrective action require modification of your SWPPP? Answer "Yes" OR "No".
9. Date corrective action initiated.
10. Date corrective action completed, or expected to be completed.
11. If corrective action is not yet completed, provide the status of corrective action at the time of the comprehensive site inspection and describe any remaining steps (including timeframes associated with each step) necessary to complete the corrective action.

#### **Section E. Annual Report Certification**

Do you certify that your annual inspection has met the requirements of Part 4.3 of the permit, and that, based upon the results of this inspection, to the best of your knowledge, you are in compliance with the permit? Answer "Yes" OR "No".

- If no, summarize why you are not in compliance with the permit.

#### **Annual Report Certification**

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 contained therein. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information contained 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.