

Submittal of Annual Reports and other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

Reporting Information

Submittal Type: Annual Report

Project Name:

County: Brown

Municipality: University of Wisconsin Green Bay

Facility Number: 37165

Reporting Year: 2018

Required Attachments and Supplemental Information

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

Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following items as appropriate using the attachments tab above
 - a. Construction Site Pollution Control Annual Report Summary
 - b. Illicit Discharge Detection and Elimination Annual Report Summary
 - c. Leaf and Yard Waste Management
 - d. Municipal Cooperation Attachment
 - e. Municipal Facility Inspections
 - f. Pollution Prevention Annual Report Summary
 - g. Post-Construction Storm Water Management Annual Report Summary
 - h. Public Education and Outreach Annual Report Summary
 - i. Public Involvement and Participation Annual Report Summary
 - j. Storm Water Consortium/Group Report
 - k. Storm Sewer System Map Annual Report Attachment
 - l. Storm Water Quality Management Annual Report Attachment
 - m. TMDL Attachment
 - n. Winter Road Maintenance
 - o. Other Annual Report Attachment
- Sign and Submit form

Municipal Contact Information- Complete

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

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

Municipality Information

Name of Municipality: University of Wisconsin Green Bay

Facility ID # or (FIN): 37165

Updated Information: Check to update mailing address information

Mailing Address: 2420 Nicolet Drive

Mailing Address 2:

City: Green Bay

State: Wisconsin

Zip Code: 54311-7001 xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

Select to **create new** primary contact

First Name: Sheryl

Last Name: Van Gruensven

Select to **update** current contact information

Title: Vice Chancellor of Bus

Mailing Address: 2420 Nicolet Drive

Mailing Address 2:

City: Green Bay

State: WI

Zip Code: 54311 xxxxx or xxxxx-xxxx

Phone Number: 920-465-2176 Ext: xxx-xxx-xxxx

Email: vangruess@uwgb.edu

Additional Contacts Information (Optional)

I&E Program

IDDE Program

**Individual with responsibility for:
(Check all that apply)**

- IDDE Response Procedure Manual
- Municipal-wide Water Quality Plan
- Ordinances
- Pollution Prevention Program
- Post-Construction Program
- Winter roadway maintenance

First Name: Paul

Last Name: Pinkston

Title: Dir. of Facilities

Mailing Address: 2420 Nicolet Drive

Mailing Address 2:

City: Green Bay

State: WI

Zip Code: 54311 xxxxx or xxxxx-xxxx

Phone Number: 920-465-2373 Ext: xxx-xxx-xxxx

Email: pinkstop@uwgb.edu

1. Does the municipality rely on another entity to satisfy some of the permit requirements? If yes, enter entity name (government, consultant, group/organization).

Yes No

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

Yes No

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (09/17)

Minimum Control Measures- Section 1 : Has Missing Items

1. Public Education and Outreach

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

Topic: Detection and elimination of illicit discharges			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Website</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Restaurants Other:

Topic: Management of materials that may cause storm water pollution from automobiles, pet waste, household hazardous waste and household practices			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Website</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Restaurants Other:

Topic: Beneficial onsite reuse of leaves and grass clippings/proper use of lawn and garden fertilizers and pesticides			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Website</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Restaurants Other:

Topic: Management of stream banks and shorelines by riparian landowners to			
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minimize erosion and restore and enhance the ecological value of waterways			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Did not focus on this topic this reporting year	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

Agricultural Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Restaurants Other:

Topic: Infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Website	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

Agricultural Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Restaurants Other:

Topic: Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Website	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

Agricultural Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Restaurants Other:

Topic: Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Did not focus on this topic this reporting year	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

Agricultural Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Restaurants Other:

Topic: Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)

Did not focus on this topic this reporting year Select... Select... Yes No

Select all applicable audiences targeted for this topic.

- Agricultural Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Restaurants Other:

Topic: Other (describe): <input type="text"/>			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)

Select... Select... Select... Yes No

Select all applicable audiences targeted for this topic.

- Agricultural Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Restaurants Other:

b. Brief Public Education and Outreach program information for inclusion in the Annual Report. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

We maintain a website for general information. We have printed materials that can be picked up by people on campus. These materials are not watershed specific, thus can be referenced by an agency, government body, or grassroots organization.

Missing Information

Maximum length is 200 characters,

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

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/17)

Minimum Control Measures - Section 2 : Has Missing Items

2. Public Involvement and Participation

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

Elected Officials

N/A

Municipal Officials

N/A

Appropriate Staff (such as operators, Department heads, and those that interact with public)

Annual training of stormwater topics is presented to our Grounds and Golf Course personnel on the use of pesticides and herbicides near water sources. Identification of proper materials management of salting roads and walks, as well as, how grass mowing can affect drainage of the area. Our Public Safety officers are shown what to look for when encountering an illicit discharge event and subsequent mitigation of the illicit discharge. Annual Spill Prevention Control and Countermeasures on-line training is held every year for several university departments.

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

Topic: Storm Water Management Plan and/or updates			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Website</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

- Agricultural Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Restaurants Other:

Topic: Storm water related ordinance and/or updates			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Website</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

- Agricultural Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Restaurants Other:

Topic: MS4 Annual Report			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Website</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

- Agricultural
 Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Restaurants
 Other:

Topic: Volunteer Opportunities

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
None	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

- Agricultural
 Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Restaurants
 Other:

Topic: Other (describe) :

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Select...	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic .

- Agricultural
 Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Restaurants
 Other:

c. Brief Public Involvement and Participation program information for inclusion in the Annual Report. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

Brown County, Somerville Architects, and the University held an open forum for environmental ...

Missing Information

Maximum length is 200 characters,

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

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/17)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

- a. How many total outfalls does the municipality have? Unsure
- b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? Unsure
- c. From the municipality's routine screening, how many were confirmed illicit discharges? Unsure
- d. How many illicit discharge complaints did the Unsure

- municipality receive?
- e. From the complaint received, how many were confirmed illicit discharges? Unsure
- f. How many of the identified Illicit discharges did the municipality eliminate in the reporting year? Unsure

g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year. Unsure

- Verbal Warning
- Written Warning (including email)
- Notice of Violation
- Civil Penalty/ Citation
- No Enforcement Action Taken

Additional Information: _____

h. Brief Illicit Discharge Detection and Elimination program information for inclusion in the Annual Report. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

Chapter 18 of the University of Wisconsin System Administrative Code defines parameters for illicit discharge situations.

Missing Information

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

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/17)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- a. How many total construction sites were active at any point in the reporting year? Unsure
- b. How many construction sites did the municipality issue permits for in the reporting year? Unsure
- c. Do the above numbers include sites <1 acre? Yes No Unsure
- d. How many erosion control inspections did the municipality complete in the reporting year? Unsure
- e. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. Unsure
- Verbal Warning
- Written Warning (including email)

- Notice of Violation
- Civil Penalty/ Citation
- Stop Work Order
- Forfeiture of Deposit
- No Authority
- Other - Describe below

f. Brief Construction Site Pollutant Control program information for inclusion in the Annual Report . If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

UW-Green Bay complies with Department of Administration's Division of Facilities Development and Management master specification within Chapter 31.

Missing Information

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

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/17)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

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

*Structural practices, techniques or devices employed to avoid or minimize soil, sediment or pollutants carried in runoff to waters of the state (such as ponds, swales, infiltration basins, permeable pavement, catch basin sumps, etc.)

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

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

- Verbal Warning
- Written Warning (including email)
- Notice of Violation
- Civil Penalty/ Citation
- Forfeiture of Deposit
- Complete Maintenance

Bill Responsible Party

No Authority

Other - Describe below

- d. Brief Post-Construction Storm Water Management program information for inclusion in the Annual Report . If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

UW-Green Bay complies with the Department of Administration's Division of Facilities Development and Management specifications.

Missing Information

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

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/17)

Minimum Control Measures - Section 6 : Has Missing Items

6. Pollution Prevention

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

- a. Enter the total number of municipally owned or operated structural storm water facilities ? Unsure
- b. How many new municipally owned storm water facilities were installed in the reporting year ? Unsure
- c. How many municipally owned storm water devices were inspected in the reporting year? Unsure
- d. What elements are looked at during inspections (200 character limit)?

inlet and outfall conditions, banks, quality of water, debris in the pond, any flow characteristics

- e. How many of these facilities required maintenance? Unsure

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

- f. How many inspections of municipal properties been conducted in the reporting year? Unsure
- g. Have amendments to the SWPPPs been made? Yes No Unsure
- h. If yes, describe what changes have been made (200 character limit):

Collection Services - Street Sweeping / Cleaning Program Not Applicable

- i. Did the municipality conduct street sweeping/cleaning during the reporting year?

Yes No Unsure

- j. If known, how many tons of material was removed? Unsure
- k. Does the municipality have a low hazard exemption for this material? Yes No
- l. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?
- Yes
- No - Explain _____
- Not Applicable

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

- m. Did the municipality conduct catch basin sump cleaning during the reporting year?
- Yes No Unsure
- n. How many catch basin sumps were cleaned in the reporting year? Unsure
- o. If known, how many tons of material was collected? Unsure
- p. Does the municipality have a low hazard exemption for this material? Yes No
- q. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?
- Yes
- No - Explain _____
- Not Applicable

Collection Services - *Leaf Collection Program* Not Applicable

- r. Does the municipality conduct curbside leaf collection? Yes No Unsure
- s. Does the municipality notify homeowners about pickup? Yes No Unsure
- t. Where are the residents directed to store the leaves for collection?
- Pile on terrace Pile in street Bags on terrace Unsure
- Other - Describe _____
- u. What is the frequency of collection?
many times each fall _____
- v. Is collection followed by street sweeping/cleaning? Yes No Unsure

Winter Road Management Not Applicable

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

- w. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? Unsure

x. Provide amount of de-icing products used by month last winter season?

Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
<u>Salt/sand mix</u>	0	0	10	80	60	0
<u>Salt</u>	0	0	50	175	90	10

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
<u>Brine</u>	0	0	100	600	650	110

y. Was salt applying machinery calibrated in the reporting year? Yes No Unsure

z. Have municipal personnel attended salt reduction strategy training in the reporting year? Yes No Unsure

If yes, describe what training was provided (200 character limit):

When: How many attended:

Internal (Staff) Education & Communication

aa. Has training or education on SWPPPs for municipal facilities been held for municipal or other personnel? Yes No Unsure

If yes, describe what training was provided (200 character limit):

When: How many attended:

ab. Brief Pollution Prevention program information for inclusion in the Annual Report. If your response 200 character limit, attach supplemental information on the attachments page.

We utilize a computerized maintenance management program for tracking the inspections, labor, and materials for our catch basins, culverts, outfalls, and inlets. Our grass clippings are mulched on site. Our leafy debris is picked up and deposited on the mulch pile to decompose.

Missing Information

Maximum length is 200 characters,

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

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/17)

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

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

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

Storm water treatment facilities

- Storm pipes
- Vegetated swales
- Outfalls
- Other - Describe below

b. Brief Storm Sewer System Map information for inclusion in the Annual Report. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

Our soccer field has underground drainage collection that is directed to an existing detention pond.

Missing Information

Do not close your work until you SAVE.

Form 3400-224 (09/17)

Final Evaluation - Complete

Fiscal Analysis

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

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

500 500 500 Other

Element: Public Involvement and Participation

0 0 0 Other

Element: Illicit Discharge Detection and Elimination

2000 2000 2000 Other

Element: Construction Site Pollutant Control

0 0 0 Other

Element: Post-Construction Storm Water Management

0 0 0 Other

Element: Pollution Prevention

10000 10000 12000 Other

Element: Storm Water Quality Management

52000 30000 1500 Other

Element: Storm Sewer System Map

0 0 0 Other

Other (describe)

Select...

Please provide a justification for a "0" entered in the Fiscal Analysis

These elements do not apply to our report.

Water Quality

a: Were there any known water quality improvements in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes No Unsure If Yes, explain below:

b: Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes No Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

Yes No Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

Yes No Unsure

Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

We have recently completed the update to our MS4 Permit. We will need to address the new TSS and TMDL limits during future construction projects.

Do not close your work until you SAVE.

Form 3400-224 (09/17)

Requests for Assistance on Understanding Permit Programs

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

Please select all that apply:

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

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

Required Attachments and Supplemental Information

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

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

***Required Item**

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

Storm Sewer System Map

 File Attachment

[Stormmap.pdf](#)

Attach Documents

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

Missing Information

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

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been approved by the governing body, you will have to come back to the MS4 eReporting system to submit the report to the DNR.

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

Complete and Submit Your Application

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

Contact Information: Complete

Minimum Control Measures Section 1: Has Missing Items

Minimum Control Measures Section 2: Has Missing Items

Minimum Control Measures Section 3: Complete

Minimum Control Measures Section 4: Complete

Minimum Control Measures Section 5: Complete

Minimum Control Measures Section 6: Has Missing Items

Minimum Control Measures Section 7: Complete

Attachments: Complete

Final Evaluation: Complete