

**Instructions on Filling out the Phase I Permit Annual Report Form
for the Port of Seattle and the Port of Tacoma
Excel worksheet version**

1. Complete all 6 TABS in the worksheet: (1) Permittee Information; (2) Certification; (3) ANNUAL REPORT (Section VI); (4) Info Collection (Section VII-A); (5) Info Collection (Section VII-B); and (6) Info Collection (Section VII-C).
2. The Certification form/TAB must be signed and certified by the responsible official(s). All TABs (except the INSTRUCTIONS) must be printed out and mailed to Ecology.
3. Answer every question. Use the *Comments* and *Attachment* fields only when necessary to provide additional information.
4. Type in a 0 (zero) in the # field of the ANNUAL REPORT tab if no activity has occurred. Do not leave the field blank. Do not type in NA (not applicable) in the field for numbers.
5. Do not add text to shaded fields.
6. The date of permit coverage for the Port of Seattle is March 9, 2007. The date of permit coverage for the Port of Tacoma is April 12, 2007. For the permit deadlines that are based on the date of coverage, use the dates listed below:

	Port of Seattle	Port of Tacoma
Date of coverage	March 9, 2007	April 12, 2007
1 year from date of coverage	March 9, 2008	April 12, 2008
18 mos from date of coverage	September 9, 2008	October 12, 2008
2 yrs or 24 months from date of coverage	March 9, 2009	April 12, 2009
3 yrs from date of coverage	March 9, 2010	April 12, 2010

7. Use the following tables to guide filling out the Y/N/NA field. The NA response is only available for certain questions. See below.
8. Save your completed Annual Report and email the Excel worksheet PLUS attachments to:
PH1_PortAnnRpt@ecy.wa.gov. **Ecology cannot accept incomplete or partially completed Annual Report forms.**

For questions in the ANNUAL REPORT and INFO COLLECTION tabs, select the category below that best describes your program's implementation status for the reporting year.	If your answer is "YES"...	If your answer is "NO"...
Did you <u>fully</u> meet the permit requirement <u>by</u> the deadline noted in the permit?	Mark <u>Y</u> in the Y/N/NA field. You may choose to provide additional detail about activities from the previous year in the <i>Comments</i> field.	Mark <u>N</u> in the Y/N/NA field. Provide following information in <i>Comments</i> field: "reasons why, corrective steps taken and proposed, and expected dates that the deadline will be met." [See S9.G.3]
Did you <u>fully</u> meet the permit requirement <u>in advance of</u> the permit deadline?	Mark <u>Y</u> in the Y/N/NA field. You may choose to note in <i>Comments</i> that this requirement has been met ahead of the permit deadline.	Mark <u>N</u> in the Y/N/NA field if you have not fully met this requirement and note in <i>Comments</i> that the requirement is not yet due.

For those questions that accept an NA (not applicable) response...

<p><i>For questions 47-49 and 51-53 in Section VI and questions 1-4 in Section VII, Part D :</i></p> <p>If this question does not apply to you...</p>	<p>Mark NA in the Y/N/NA field.</p> <p>Note in the <i>Comments</i> field that the requirement does not apply.</p>
<p><i>For questions 1-6 in Section VII, Part B:</i></p> <p>If you are not yet implementing BMPs for a component of the SWMP...</p>	<p>Mark NA in the Y/N/NA field.</p> <p>Note in the <i>Comments</i> field that you are not yet implementing this SWMP component.</p>

REMINDER: Proceed to the Permittee Information (I-III) tab next.

I. Permittee Information	
Permittee Name Port of Seattle	Permittee Coverage Number WAR 04-4701
Contact Name Marilyn Guthrie	Phone Number 206-728-3378
Mailing Address PO Box 1209	
City Seattle	State Zip + 4 WA 98111
Email Address guthrie.m@portseattle.org	

II. Regulated Small MS4 Location							
Jurisdiction Port of Seattle	Entity Type: Put an X in the box that applies						
	<table border="1"> <thead> <tr> <th>County</th> <th>City/Town</th> <th>Other</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>X</td> </tr> </tbody> </table>	County	City/Town	Other			X
County	City/Town	Other					
		X					
Major Receiving Water(s) Puget Sound, Lower Duwamish, Elliott Bay, Lake Washington Ship Canal							

III. Relying on another Governmental Entity	
<p>If you are relying on another governmental entity to satisfy one or more of the permit obligations, list the entity and briefly describe the permit obligation(s) they are implementing on your behalf below. <i>Attach a copy of your agreement with the other entity to provide additional detail.</i></p>	
Name of Entity:	Permit Obligation(s):
N/A	

IV. Certification

All annual reports must be signed and certified by the responsible official(s) of permittee or co-permittees. Please print and sign this page of the reporting form and mail it (with an original signature) to Ecology at the address noted below. An electronic signature will not suffice.

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 on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering 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 willful violations.

Name	<u>Stephanie Jones Stebbins</u>	Title	<u>Senior Manager, Seaport Environmental Programs</u>	Date	<u> </u>
Name	<u>Kathy Bahnick</u>	Title	<u>Manager, Environmental Remediation, Seaport Environmental Programs</u>	Date	<u> </u>
Name	<u>Marilyn Guthrie</u>	Title	<u>Stormwater Program Manager</u>	Date	<u> </u>
Name	<u> </u>	Title	<u> </u>	Date	<u> </u>
Name	<u> </u>	Title	<u> </u>	Date	<u> </u>

V. Submittal-- Submit by March 31

Email this Annual Report form, including all identified attachments, to **PH1_PortAnnRpt@ecy.wa.gov** AND submit two printed, signed copies of the entire annual report PLUS attachments to:

Department of Ecology
Water Quality Program
Municipal Stormwater Permits
P.O. Box 47696
Olympia, WA 98504-7696

VI. Status Report Covering Calendar Yr: 2007

Jurisdiction Name: Port of Seattle

PLEASE label any information in attachments with corresponding question numbers.

NOTE: Items that have future compliance dates must still be answered to indicate status.

NOTE: Some [bracketed language] is included to provide clarification or to address an error.

PLEASE indicate reporting year in Line 1, above.

PLEASE refer to the INSTRUCTIONS tab for assistance filling out this table.

PLEASE review your work for completeness and accuracy. Save this worksheet as you go!

Question	Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
1 Attached a copy of the Permittee's Stormwater Management Program (SWMP) as per S6.A.5 and S9.G?	Y			Port of Seattle, Seaport Stormwater Management Plan, March 2008
2 Attached a copy of any boundary changes to the Permittee's SWMP as per S9.G.5?	N		No Seaport boundary changes were recorded in 2007.	
3 Included an education program aimed at tenants and Port employees in your SWMP? (Required within 3 years of permit coverage, S6.E)	N		An official education program is being developed and will be implemented in the required time frame.	
4 Distributed educational information to Port employees, tenants and residents about the impact of stormwater discharges on receiving waters and steps that can be taken to reduce pollutants in stormwater runoff? (Required 18 months after permit coverage, S6.E.1.a)	N		Educational materials have been distributed. Program will be fully implemented in the required time frame.	A spreadsheet of 2007 educational material distributions is available upon request.
5 newspaper and solicit public review of their SWMP? (Required by August 19, 2011, S6.E.2.a)	N		Not due until 2011.	
6 Made the latest updated version of the SWMP available to the public? (Required by August 19, 2011, S6.E.2.b)	N		Not due until 2011.	
7 Posted the SWMP on the Port's website? (Required by August 19, 2011, S6.E.2.b)	N		Not due until 2011.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, <u>if applicable</u>
8 Developed and adopted a program to detect, remove and prevent illicit connections and illicit discharges, including spills, into the municipal separate storm sewers owned or operated by the Port? (<i>Required</i> within 3 years of permit coverage, S6.E.3)	N		Not due until 2010.	
9 Complied with all relevant ordinances, rules, and regulations of the local jurisdiction(s) that govern non-stormwater discharges where the Port district's separate storm sewer system is located? (S6.E.3.a)	Y		Currently, the Port and Port tenants are under City of Seattle jurisdiction, and therefore, are subject to City ordinances, rules, and regulations. The Port complies with these regulations in it's operations via leases with tenants and via interal protocol for Port controlled properties.	
10 illicit discharges and illegal dumping? (<i>Required</i> 1 year from date of permit coverage, S6.E.3.b.)	N		Policy is being developed. Not due until March 9, 2008.	
11 Identified an enforcement mechanism for illegal discharges? (<i>Required</i> 1 year from date of permit coverage, S6.E.3.b.)	N		Not due until March 9, 2008.	
12 Developed and implemented an enforcement plan to ensure compliance with illicit discharge policies? (<i>Required</i> 18 months from date of permit coverage, S6.E.3.b.)	N		Not due until September 2008.	
13 Attached a copy of the policies and enforcement plan and a summary of illicit discharges discovered and actions taken to eliminate the discharges and other applicable requirements under S6.E.3.b. and S9? <i>[Required 18 months from date of permit coverage.]</i>	N		Not Due until September 2008.	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, <u>if applicable</u>
14	SWMP includes an ongoing program for gathering, maintaining, and using adequate information to conduct planning, priority setting, and program evaluation activities for Port-owned properties? (S6.E.3.c)	Y		See questions 15 through 17 for information.	
15	Mapped all known municipal separate storm sewer outfalls, depicting land use for property owned by the Port, and all other properties served by municipal separate storm sewers known to and owned or operated by the Port? (<i>Required</i> within 2 years of permit coverage, S6.E.3.c.i)	N		Mapping is in progress. A copy of the map showing progress to date is available upon request. Not due until March 2009.	A progress map is available upon request.
16	Mapped tributary conveyances and the associated drainage areas of municipal separate storm sewer outfalls owned or operated by the Port with a 24 inch nominal diameter or larger, or an equivalent cross-sectional area for non-pipe systems? (<i>Required</i> within 2 years of permit coverage, S6.E.3.c.ii)	N		Mapping is in progress. A copy of the map showing progress to date is available upon request. Not due until March 2009.	A progress map is available upon request.
17	Developed and implemented a program to document operation and maintenance records for stormwater facilities covered under this permit? (<i>Required</i> within 2 years of permit coverage, S6.E.3.c.iv)	N		Not due until September 2008. Operation and maintenance activities will be tracked in the Port of Seattle EMIS (Environmental Management Information System) database.	
18	Conducted field inspections and visually inspected for illicit discharges at approximately one third of all known outfalls? (<i>Required</i> within 2 years of permit coverage [and approximately one third during each of 3rd and 4th years], S6.E.3.d)	N		Not due until 2009.	
18a	Number of known outfalls?		155	Number of outfalls is estimated based on ongoing facility inspections and mapping.	

Question		Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
18b	Number of outfalls inspected:		152	Inspections are in progress.	Copies of inspection reports are available upon request.
19	Developed and implemented procedures to identify and remove any illicit discharges? (<i>Required</i> within 2 years of permit coverage, S6.E.3.d)	N		Not due until 2009.	
19a	Number of illicit discharges identified?		0		
19b	Number of illicit discharges removed?		0		
20	Developed and implemented a spill response plan in coordination with a qualified spill responder? (<i>Required</i> by August 19, 2011, S6.E.3.e)	N		Not due until 2011.	
21	Provided training for staff on proper best management practices for preventing spills and illicit discharges? (S6.E.3.f)	N		Training will be provided following the development of the spill response plan (see question 20).	
22	SWMP includes a program to address construction stormwater runoff from new development and redevelopment projects under the functional control of the Permittee? (<i>Required</i> within 3 years of permit coverage, S6.E.4.a)	N		Not due until 2010.	
23	Complied with all relevant ordinances, rules, and regulations of the local jurisdiction(s) in which the Port is located that govern construction phase stormwater pollution prevention measures? (<i>Required</i> within 1 year of permit coverage, 6.E.4.a)	Y		Currently, the Seaport complies with all relevant ordinances, rules, and regulations of the local jurisdiction(s) (City of Seattle) that govern construction phase stormwater pollution prevention measures. In addition, the Seaport Master Specification includes Erosion Control Guidelines for Port run construction projects.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, <u>if applicable</u>
24 To the extent allowed by local ordinances, rules and regulations, complied with applicable minimum technical requirements for new development and redevelopment found in Appendix 1? (<i>Required</i> within 1 year of permit coverage S6.E.4.a)	Y		See question 23.	
25 Obtained NPDES permit coverage for all applicable construction projects owned or operated by the Permittee? (S6.E.4.b)	Y		The Port obtained NPDES Construction permits for all applicable projects.	A table listing NPDES Construction projects issued or still current in 2007 is available upon request.
26 projects owned or operated [by other entities] that discharge into Permittee's MS4? (S6.E.4.c)	Y		When applicable, the Seaport coordinates with the City of Seattle.	
27 Provided training for relevant staff in erosion and sediment control BMPs and requirements, or hired trained contractors to perform the work? (S6.E.4.d)	Y		The Seaport requires contractors to have the Certified Erosion and Sediment Control Lead (CESCL) training. Seaport maintenance staff have an annual training day that can incorporate erosion and sediment control. The Seaport Port Construction Services (PCS) group performs Certified Erosion and Sediment Control Lead (CESCL) training as required.	
28 Provided access, as requested, for inspection of construction sites or other land disturbances that are under the control of the Port during the active grading and/or construction period? (S6.E.4.e)	Y		Access is provided when requested.	
29 SWMP includes a program that addresses post-construction stormwater runoff from new development and redevelopment projects and establishes controls to prevent or minimize water quality impacts? (<i>Required</i> within 3 years of permit coverage, S6.E.5)	N		Not due until 2010.	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, <u>if applicable</u>
30	Complied with all relevant ordinances, rules, and regulations of the local jurisdiction(s) that govern post-construction stormwater pollution prevention measures, including proper operation and maintenance of the MS4? (S6.E.5.a)	Y		Currently, Seaport properties are under the City of Seattle jurisdiction and subject to the City's ordinances, rules, and regulations governing post-construction stormwater runoff from new development and redevelopment projects. The Seaport currently complies with the relevant ordinances, rules, and regulations.	
31	ordinances, rules, and regulations with the applicable the minimum technical requirements for new development and redevelopment contained in Appendix 1? (<i>Required</i> within 1 year of permit coverage, S6.E.5.a)	Y		See question 30.	
32	Coordinated with local jurisdictions on projects owned or operated that discharge into Permittee's storm sewer system, to assist the local jurisdiction achieve compliance with relevant ordinances, rules, and regulations of the local jurisdiction(s)? (S6.E.5.b)	Y		When applicable, the Seaport coordinates with the City of Seattle.	
33	SWMP includes an operation and maintenance program for all stormwater treatment and flow control facilities and catch basins to ensure that BMPs continue to function properly? (<i>Required [to be fully implemented]</i> within 3 years of permit coverage, S6.E.6)	N		Not due until 2010.	
34	Prepared an operation and maintenance manual for all stormwater BMPs under the functional control of the Permittee? (<i>Required</i> within 2 years of permit coverage, S6.E.6[a])	N		Not due until 2009.	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, <u>if applicable</u>
35	Developed and implemented an O&M manual with maintenance standards that are as protective, or more protective, of facility function as those specified in Chapter 4 of Volume V of the 2005 <i>Stormwater Management Manual for Western Washington</i> ? (<i>Required within 2 years of permit coverage</i>) S6.E.6.a)	N		Not due until 2009.	
36	Inspected stormwater BMPs listed in the O&M manual and took appropriate maintenance action? (S6.E.6.b)	N		Stormwater BMP inspections will commence after the development of the O&M Manual (see question 34-35).	
36a	Number of BMPs inspected during the reporting period:		0		
36b	Number of maintenance actions taken during the reporting period:		0		
37	Provided appropriate training for Port maintenance staff? (<i>Required to begin within 2 years of permit coverage</i>) S6.E.6.c)	N		Not due until 2009.	
38	Maintained records of inspections and maintenance activities? (S6.E.6.[d])	Y		The Seaport will continue current maintenance practices and is developing a mechanism to maintain inspection records. Recordkeeping will be implemented following the development of the O&M Manual (See question 34-35).	
39	SWMP includes the development and implementation of one or more Stormwater Pollution Prevention Plans (SWPPPs)? (<i>Required within [24 months]</i> of permit coverage, S6.E.7)	N		Not due until 2009.	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, <u>if applicable</u>
40	Developed and implemented Stormwater Pollution Prevention Plans (SWPPPs) that included a site plan, identification of pollutant sources and description of the drainage system? (<i>Required</i> within [24 months] of permit coverage S6.E.7.a)	N		Not due until 2009.	
41	SWPPPs included stormwater BMPs selected from the 2005 <i>Stormwater Management Manual for Western Washington</i> (or an equivalent approved by Ecology) or a schedule for implementation of structural BMPs? (<i>[Required within 24 months of permit coverage]</i> S6.E.7.c)	N		Not due until 2009.	
41a	Number of non-structural BMPs implemented:		0		
42	Maintained list of all sites covered under required Stormwater Pollution Prevention Plans (SWPPPs)? (15% of listed sites must be inspected annually and 80% of total sites must be inspected by August 19, 2011, <i>[Required to begin within 24 months of permit coverage]</i> S6.E.7.d.)	N		See 42a, b, and c below.	
42a	Number of sites covered under SWPPPs:		16	These are Port properties with Industrial, Boat Yard, or Individual NPDES permits.	A list of properties covered by industrial, boat yard, or individual permits is available upon request.
42b	Number of sites inspected:		0	Not due until 2009.	
42c	Number of sites inspected by August 19, 2011:		0	N/A	
43	SWPPP(s) include policies and procedures to reduce pollutants associated with the application of pesticides, herbicides and fertilizer? (<i>[Required within 24 months of permit coverage]</i> S6.E.7.e.)	Y		In 1998, the Port of Seattle Seaport's began an ambitious program to convert to pesticide-free and synthetic fertilizer-free landscaping at our Seaport, adopting a 100% organic approach to Seaport properties.	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, <u>if applicable</u>
44	SWPPP(s) include measures to prevent, identify and respond to illicit discharges, including illicit connections, spills and improper disposal? (<i>[Required within 24 months of permit coverage]</i> S6.E.7.f)	N		Not due until 2009.	
45	SWPPP(s) include a component related to inspection and maintenance of stormwater facilities and catch basins that is consistent with the Port's Operation and Maintenance Program? (<i>[Required within 24 months of permit coverage]</i> S6.E.7.g)	N		Not due until 2009.	
46	Is there an approved Total Maximum Daily Load (TMDL) applicable to stormwater discharges from a MS4s owned or operated by the Permittee? (S7)	N			
47	Complied with the specific requirements identified in Appendix 2? (S7.A)	N/A		Does not apply	
48	Attached status report of TMDL implementation? (S7.A)	N/A		Does not apply	
49	Where monitoring was required in Appendix 2, did you conduct the monitoring according to a Quality Assurance Project Plan? (S7.A)	N/A		Does not apply	
50	Developed and implemented a comprehensive long-term monitoring program as per S8.C? <i>[Required within 2 years of effective date for independent monitoring and within 2.5 years of effective date for collaborative monitoring, S8.G]</i>	N		Not due until 2009.	
50a	[Attached monitoring report as per S8.H. (Required to begin with [2010] annual report for independent monitoring and with 2010 annual report for collaborative monitoring.)]	N		Not due until 2010 annual report.	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, <u>if applicable</u>
51	Took appropriate action to correct or minimize the threat to human health or the environment or otherwise stop or correct the condition of any instances of non-compliance with any of the terms and conditions of this Permit, including discharges from the Permittee's MS4 which may cause a threat to human health or the environment? (G20 and S4.F)	N/A		Does not apply	
51b	implementation of any actions taken pursuant to S4.F and any information from an assessment and evaluation procedures collected during the reporting period. (S4.F.2.d)]	N/A		Does not apply	
52	Notified Ecology of the failure to comply with the permit terms and conditions within 30 days of becoming aware of the non-compliance? (G20 and S4.F)	N/A		Does not apply	
53	Notified Ecology immediately in cases where the Permittee becomes aware of a discharge from the Permittee's MS4 which may cause or contribute to an imminent threat to human health or the environment? (G20 and S4.F)	N/A		Does not apply	

VII. Information Collection, BMP Evaluation, and Monitoring

Complete Part A for [each] annual report. (S8.B.1 and S9.G.7)

NOTE: Please limit your entries to 255 characters per cell. You may include additional information in your Supplemental Documentation attachment and reference it below with the page number.

If you have no information to report, please note that in #1 below.

A. Information Collection

	Briefly describe any stormwater monitoring, studies, or type of information collected and analyzed during the reporting period. (S8.B.1)	Who/how to contact for additional information?
1.	No information to report.	
2.		
3.		
4.		
5.		
6.		

VII. Information Collection, BMP Evaluation, and Monitoring

Complete Part B for [each] annual report. (S8.B.2 and S9)

B. SWMP Evaluation

You are required to assess the appropriateness of the BMPs you have selected to implement your SWMP. This evaluation is necessary to evaluate whether the MEP standard set by the permit is protective of water quality in your receiving water bodies. This assessment may be entirely qualitative. Select “NA” if you are not yet implementing BMPs for a component of the SWMP. (S8.B.2., and S9.G.7)

Question	Y/N/NA	Comments (50 word limit)
1. Are the BMPs selected and implemented for Public Outreach appropriate to minimize pollutants in the MS4 to the MEP?	N	SWMP has not been developed yet.
2. Are the BMPs selected and implemented for Public Involvement appropriate to minimize pollutants in the MS4 to the MEP?	NA	SWMP has not been developed yet.
3. Are the BMPs selected and implemented for Illicit Discharge Detection and Elimination appropriate to minimize pollutants in the MS4 to the MEP?	NA	SWMP has not been developed yet.
4. Are the BMPs selected and implemented for Construction Stormwater Pollution Prevention appropriate to minimize pollutants in the MS4 to the MEP?	NA	SWMP has not been developed yet.
5. Are the BMPs selected and implemented for Post-Construction Runoff Management appropriate to minimize pollutants in the MS4 to the MEP?	NA	SWMP has not been developed yet.
6. Are the BMPs selected and implemented for Good Housekeeping for Municipal Operations appropriate to minimize pollutants in the MS4 to the MEP?	NA	SWMP has not been developed yet.

VII. Information Collection, BMP Evaluation, and Monitoring

Complete Part C for each annual report. (S8.B and S9)

C. Changes in BMPs or objectives

If any of the BMPs or objectives is being changed, list the old BMP and objective, the new BMP and objective, and a justification for the change below. (S8.B.2., and S9)

NOTE: You may choose to attach additional documentation justifying changes in BMPs or objectives. Note such attachments in the *Justification for change* field.

	Old BMP	Old Objective	New BMP	New Objective	Justification for Change
1	No proposed changes with this annual report.				
2					
3					
4					
5					
6					
7					