You are currently logged in as:

U of M-Duluth MS4

If this is correct, click the 'Next' button. If this information is incorrect, contact Cole Landgraf (651-757-2880, cole.landgraf@state.mn.us) or Megan Handt (megan.handt@state.mn.us, 651-757-2843).

Before you begin...

A fillable Microsoft Word document with all of the questions is available at https://www.pca.state.mn.us/sites/default/files/wq-strm4-06a.doc (for personal use only, not for submittal).

The MS4 Annual Report for 2016 will automatically save your answers when you hit the ‘Next’ button at the bottom of each page.

If you wish to leave the MS4 Annual Report for 2016 and complete the document at another time, you may do so by clicking ‘Next’ at the bottom of your current page to save your progress before exiting the document. Return to the survey by following the previously used web link, and again login using your email and assigned password credentials. Once you successfully log in, your previous answers will appear.
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MS4 Annual Report for 2016

Reporting period: January 1, 2016 to December 31, 2016

Due: June 30, 2017

Instructions: Complete this annual report to provide a summary of your activities under the 2013 MS4 Permit (Permit) between January 1, 2016 and December 31, 2016. MPCA staff may contact you for additional information.

Fillable document available at https://www.pca.state.mn.us/sites/default/files/wq-strm4-06a.doc (for personal use only, not for submittal).

Questions: Contact Cole Landgraf (cole.landgraf@state.mn.us, 651-757-2880) or Megan Handt (megan.handt@state.mn.us, 651-757-2843)
MS4 General Contact Information

<table>
<thead>
<tr>
<th>Full name</th>
<th>John Rashid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Director - UMD Facilities Management</td>
</tr>
<tr>
<td>Mailing address</td>
<td>1049 University Drive, 241 DAdB</td>
</tr>
<tr>
<td>City</td>
<td>Duluth</td>
</tr>
<tr>
<td>State</td>
<td>MN</td>
</tr>
<tr>
<td>Zip code</td>
<td>55812</td>
</tr>
<tr>
<td>Phone</td>
<td>218-726-6930</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:jrashid@d.umn.edu">jrashid@d.umn.edu</a></td>
</tr>
</tbody>
</table>

Preparer Contact Information (if different from the MS4 General Contact)

<table>
<thead>
<tr>
<th>Full name</th>
<th>Erik Larson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Campus Planning, Engineering, and Safety Professional 4</td>
</tr>
<tr>
<td>Organization</td>
<td>UMD Facilities Management</td>
</tr>
<tr>
<td>Mailing address</td>
<td>1049 University Drive, 241 DAdB</td>
</tr>
<tr>
<td>City</td>
<td>Duluth</td>
</tr>
<tr>
<td>State</td>
<td>MN</td>
</tr>
<tr>
<td>Zip code</td>
<td>55812</td>
</tr>
<tr>
<td>Phone</td>
<td>218-726-6915</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:elarson@d.umn.edu">elarson@d.umn.edu</a></td>
</tr>
</tbody>
</table>

MCM 1: Public Education and Outreach

The following questions refer to Part III.D.1. of the Permit.

Q2 Did you select a stormwater-related issue of high priority to be emphasized during this Permit term? [Part III.D.1.a.(1)]

- Yes
- No
Q3  What is your stormwater-related issue(s)? Check all that apply.

☐ TMDL(s)
☐ Local businesses
☐ Residential BMPs
☐ Pet waste
☐ Yard waste
☐ Deicing materials
☐ Household chemicals
☐ Construction activities
☐ Post-construction activities
☒ Other

Describe:

Litter control, which is an important campus outreach and action initiative each year.

Q4  Have you distributed educational materials or equivalent outreach to the public focused on illicit discharge recognition and reporting? [Part III.D.1.a.(2)]

☒ Yes
☐ No

Q5  Do you have an implementation plan as required by the Permit? [Part III.D.1.b.]

☒ Yes
☐ No

Q6  How did you distribute educational materials or equivalent outreach? Check all that apply and provide circulation/audience associated with each item. [Part III.D.1.a.]

☒ Brochure
☒ Newsletter
☐ Utility bill insert
☐ Newspaper ad
☐ Radio ad
☐ Television ad
☐ Cable access channel  
☒ Stormwater-related event  
☒ School presentation or project  
☒ Website  
☒ Other (1)  
☒ Other (2)  
☐ Other (3)

Other (1), describe:  
Survey

Other (2), describe:  
PSA before Movies - (Cloquet / RSPT)

Q7 Intended audience? Check all that apply.

<table>
<thead>
<tr>
<th></th>
<th>Residents</th>
<th>Local Businesses</th>
<th>Developers</th>
<th>Students</th>
<th>Employees</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brochure</td>
<td>✔</td>
<td></td>
<td></td>
<td>✔</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Newsletter</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Stormwater-related event</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>School presentation or project</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Website</td>
<td></td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Other (1)</td>
<td>✔</td>
<td></td>
<td></td>
<td>✔</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Other (2)</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td>✔</td>
<td></td>
<td>✔</td>
</tr>
</tbody>
</table>

Q8 Enter the total circulation/audience (if unknown, use best estimate):

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Brochure</td>
<td>6300</td>
</tr>
<tr>
<td>Newsletter</td>
<td>16500</td>
</tr>
<tr>
<td>Stormwater-related event</td>
<td>31776</td>
</tr>
<tr>
<td>School presentation or project</td>
<td>3325</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Website</td>
<td>9061</td>
</tr>
<tr>
<td>Other (1)</td>
<td>20</td>
</tr>
<tr>
<td>Other (2)</td>
<td>96199</td>
</tr>
</tbody>
</table>

Provide a brief description of each activity related to public education and outreach (e.g. rain garden workshop, school presentation, public works open house) held and the date each activity was held from January 1, 2016 to December 31, 2016. [Part III.D.1.c.(4)]

<table>
<thead>
<tr>
<th>Q9 Date of activity</th>
<th>Q10 Description of activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date (mm/dd/yyyy)</td>
<td>01/01/2016</td>
</tr>
<tr>
<td></td>
<td>See attachment 1 and 2 for storm water related activities</td>
</tr>
<tr>
<td>Date (mm/dd/yyyy)</td>
<td></td>
</tr>
<tr>
<td>Date (mm/dd/yyyy)</td>
<td></td>
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<tr>
<td>Date (mm/dd/yyyy)</td>
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<td>Date (mm/dd/yyyy)</td>
<td></td>
</tr>
<tr>
<td>Date (mm/dd/yyyy)</td>
<td></td>
</tr>
</tbody>
</table>
Q11 Between January 1, 2016 and December 31, 2016, did you modify your BMPs, measurable goals, or future plans for your public education and outreach program? [Part IV.B.]

- Yes
- No

MCM 2: Public Participation/Involvement

The following questions refer to Part III.D.2.a. of the Permit.

Q12 You must provide a minimum of one opportunity each year for the public to provide input on the adequacy of your Stormwater Pollution Prevention Program (SWPPP). Did you provide this opportunity between January 1, 2016 and December 31, 2016? [Part III.D.2.a.(1)]

- Yes
- No

Q13 What was the opportunity that you provided? Check all that apply.

- Public meeting
- Public event
- Other

Q15 Public event

World Water Week Tabling: March 22, 2016. Students and groups tabling in Kirby Student Center on the following issues:

- Student pledge to reduce disposable water bottle use
- Water related "carnival" game
- Artistic display using disposable water bottles found around campus
- Giving out buttons and advertising water week events
- Fact sheets on water use/stormwater pollution

Enter the date of the public event: 03/22/2016
Enter the number of citizens that attended and were informed about your SWPPP:

100

Q17 Between January 1, 2016 and December 31, 2016, did you receive any input regarding your SWPPP?

- Yes
- No

Q19 Between January 1, 2016 and December 31, 2016, did you modify your BMPs, measurable goals, or future plans for your public participation/involvement program? [Part IV.B.]

- Yes
- No

MCM 3: Illicit Discharge Detection and Elimination

The following questions refer to Part III.D.3. of the Permit.

Q20 Do you have a regulatory mechanism which prohibits non-stormwater discharges to your MS4? [Part III.D.3.b.]

- Yes
- No

Q21 Did you identify any illicit discharges between January 1, 2016 and December 31, 2016? [Part III.D.3.h.(4)]

- Yes
- No
Q22 Enter the number of illicit discharges detected: 1

Q23 How did you discover these illicit discharges? Check all that apply and enter the number of illicit discharges discovered by each category.
- [ ] Public complaint
- [x] Staff

Q25 Enter the number discovered by staff: 1

Q26 Did any of the discovered illicit discharges result in an enforcement action (this includes verbal warnings)?
- [ ] Yes
- [ ] No

Q30 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your illicit discharge regulatory mechanism(s)? [Part III.B.]
- [ ] Yes
- [ ] No

Q31 Between January 1, 2016 and December 31, 2016, did you train all field staff in illicit discharge recognition (including conditions which could cause illicit discharges) and reporting illicit discharges for further investigations? [Part III.D.3.e.]
- [ ] Yes
- [ ] No

Q32 How did you train your field staff? Check all that apply.
- [ ] Email
- [x] PowerPoint
- [ ] Presentation
An Illicit Discharge overview is integrated into Facilities Management Grounds staff training when hired, and they also receive training through the various Construction Stormwater Certification certificates they maintain. Training on Illicit Discharges takes place during annual August UMD Police Department training (via Environmental Health and Safety required trainings) In addition, Illicit Discharge training for two staff in UMD Student Life's Transportation & Parking Services takes place every August, integrated with other annual trainings. These two staff are primarily outdoors - even during winter months - as they constantly walk the streets and parking lots around campus.

The following questions refer to Part III.C.1. of the Permit.

Q33 Did you update your storm sewer system map between January 1, 2016 and December 31, 2016? [Part III.C.1.]
   - Yes
   - No

Q34 Does your storm sewer map include all pipes 12 inches or greater in diameter and the direction of stormwater flow in those pipes? [Part III.C.1.a.]
   - Yes
   - No

Q35 Does your storm sewer map include outfalls, including a unique identification (ID) number and an associated geographic coordinate? [Part III.C.1.b.]
   - Yes
   - No

Q36 Does your storm sewer map include all structural stormwater BMPs that are part of your MS4? [Part III.C.1.c.]
   - Yes
   - No
Q37 Does your storm sewer map include all receiving waters? [Part III.C.1.d.]
  - Yes
  - No

Q38 In what format is your storm sewer map available?
  - Hardcopy only
  - GIS
  - CAD
  - Other

Q39 Between January 1, 2016 and December 31, 2016, did you modify your BMPs, measurable goals, or future plans for your illicit discharge detection and elimination (IDDE) program? [Part IV.B.]
  - Yes
  - No

MCM 4: Construction Site Stormwater Runoff Control

The following questions refer to Part III.D.4. of the Permit.

Q40 Do you have a regulatory mechanism that is at least as stringent as the Agency's general permit to Discharge Stormwater Associated with Construction Activity (CSW Permit) No. MN R100001 (http://www.pca.state.mn.us/index.php/view-document.html?gid=18984) for erosion and sediment controls and waste controls? [Part III.D.4.a.]
  - Yes
  - No

Q41 Have you developed written procedures for site plan reviews as required by the Permit? [Part III.D.4.b.]
  - Yes
  - No
Q42 Have you documented each site plan review as required by the Permit? [Part III.D.4.f.]
- Yes
- No

Q43 Enter the number of site plan reviews conducted for sites an acre or greater of soil disturbance between January 1, 2016 and December 31, 2016:

1

Q44 What types of enforcement actions do you have available to compel compliance with your regulatory mechanism? Check all that apply and enter the number of each used from January 1, 2016 to December 31, 2016.
- Verbal warnings
- Notice of violation
- Administrative orders
- Stop-work orders
- Fines
- Forfeit of security of bond money
- Withholding of certificate of occupancy
- Criminal actions
- Civil penalties
- Other

Enter the number of verbal warnings issued: 0
Enter the number of notice of violations issued: 0
Enter the number of stop-work orders issued: 0

Q45 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your construction site stormwater runoff control regulatory mechanism(s)? [Part III.B.]
- Yes
- No
Q46 Enter the number of active construction sites an acre or greater that were in your jurisdiction between January 1, 2016 and December 31, 2016:

1

Q47 Do you have written procedures for identifying priority sites for inspections? [Part III.D.4.d.(1)]
- Yes
- No

Q48 How are sites prioritized for inspections? Check all that apply.
- Site topography
- Soil characteristics
- Types of receiving water(s)
- Stage of construction
- Compliance history
- Weather conditions
- Citizen complaints
- Project size
- Other

Q49 Do you have a checklist or other written means to document site inspections when determining compliance? [Part III.D.4.d.(4)]
- Yes
- No

Q50 Enter the number of site inspections conducted for sites an acre or greater between January 1, 2016 and December 31, 2016:

1

Q51 Enter the frequency at which site inspections are conducted (e.g. daily, weekly, monthly): [Part III.D.4.d.(2)]

2-5X per project - as described in SOP 4f-1 Permitted Construction Site MS4 Inspections
Q52 Enter the number of trained inspectors that were available for construction site inspections between January 1, 2016 and December 31, 2016:

3

Q53 Provide the contact information for the inspector(s) and/or organization that conducts construction stormwater inspections for your MS4. List your primary construction stormwater contact first if you have multiple inspectors.

<table>
<thead>
<tr>
<th>(1) Inspector name</th>
<th>Organization</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erik Larson</td>
<td>University of Minnesota Duluth - Facilities Management</td>
<td>Phone: 218-726-6915, Work Cell: 218-428-2562, Email: <a href="mailto:elarson@d.umn.edu">elarson@d.umn.edu</a>, Preferred contact method: email</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(2) Inspector name</th>
<th>Organization</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julianne Rantala</td>
<td>University of Minnesota - Dept of Environmental Health &amp; Safety</td>
<td>Phone: 612.626.7957, Work Cell: 651.230.6872, Email: <a href="mailto:jrantala@umn.edu">jrantala@umn.edu</a>, Preferred contact method: email</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(3) Inspector name</th>
<th>Organization</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrew Kimball</td>
<td>University of Minnesota - Dept of Environmental Health &amp; Safety (Duluth)</td>
<td>Phone: 218-726-6764, Work Cell: 763-226-7011, Email: <a href="mailto:akimball@d.umn.edu">akimball@d.umn.edu</a>, Preferred contact method: office phone</td>
</tr>
</tbody>
</table>
Q54  What training did inspectors receive? Check all that apply.

- University of Minnesota Erosion and Stormwater Management Certification Program
- Qualified Compliance Inspector of Stormwater (QCIS)
- Minnesota Laborers Training Center Stormwater Pollution Prevention Plan Installer or Supervisor
- Minnesota Utility Contractors Association Erosion Control Training
- Certified Professional in Erosion and Sediment Control (CPESC)
- Certified Professional in Stormwater Quality (CPSWQ)
- Certified Erosion, Sediment and Storm Water Inspector (CESSWI)
- Other

Q55  Between January 1, 2016 and December 31, 2016, did you modify your BMPs, measurable goals, or future plans for your construction site stormwater runoff control program? [Part IV.B.]

- Yes
- No

MCM 5: Post-Construction Stormwater Management

The following questions refer to Part III.D.5. of the Permit.

Q56  Do you have a regulatory mechanism which meets all requirements as specified in Part III.D.5.a. of the Permit?

- Yes
- No

Q57  What approach are you using to meet the performance standard for Volume, Total Suspended Solids (TSS), and Total Phosphorus (TP) as required by the Permit? [Part III.D.5.a.(2)]

Check all that apply.


- Retain a runoff volume equal to one inch times the area of the proposed increase of impervious surfaces on-site
☐ Retain the post-construction runoff volume on site for the 95th percentile storm
☒ Match the pre-development runoff conditions
☐ Adopt the Minimal Impact Design Standards (MIDS)
☐ An approach has not been selected
   Other method (Must be technically defensible--e.g. based on modeling, research and acceptable engineering practices)

Q58  Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your post-construction stormwater management regulatory mechanism(s)? [Part III.B.]
   ☐ Yes
   ☒ No

Q59  Between January 1, 2016 and December 31, 2016, did you modify your BMPs, measurable goals, or future plans for your post-construction stormwater management program? [Part IV.B.]
   ☑ Yes
   ☐ No

**MCM 6: Pollution Prevention/Good Housekeeping for Municipal Operations**

The following questions refer to Part III.D.6. of the Permit.

Q60  Enter the total number of structural stormwater BMPs, outfalls (excluding underground outfalls), and ponds within your MS4 (exclude privately owned).

<table>
<thead>
<tr>
<th>Structural stormwater BMPs</th>
<th>41</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outfalls</td>
<td>59</td>
</tr>
<tr>
<td>Ponds</td>
<td>5</td>
</tr>
</tbody>
</table>

Q61  Enter the number of structural stormwater BMPs, outfalls (excluding underground outfalls), and ponds that were inspected from January 1, 2016 to December 31, 2016 within your MS4 (exclude privately
Have you developed an alternative inspection frequency for any structural stormwater BMPs, as allowed in Part III.D.6.e.(1) of the Permit?
- Yes
- No

Based on inspection findings, did you conduct any maintenance on any structural stormwater BMPs?
- Yes
- No

Briefly describe the maintenance that was conducted:
Cleaned out sediment from sediment traps, misc. repairs to rain gardens/sand filters, aerated grass areas.

Do you own or operate any stockpiles, and/or storage and material handling areas?
- Yes
- No

Did you inspect all stockpiles and storage and material handling areas quarterly?
- Yes
- No

Based on inspection findings, did you conduct maintenance at any of the stockpiles and/or storage and material handling areas?
- Yes
- No
Q69 Between January 1, 2016 and December 31, 2016, did you modify your BMPs, measurable goals, or future plans for your pollution prevention/good housekeeping for municipal operations program? [Part IV.B.]
- Yes
- No

Partnerships

Q78 Did you rely on any other regulated MS4s to satisfy one or more Permit requirements?
- Yes
- No

Q79 Describe the agreements you have with other regulated MS4s and which Permit requirements the other regulated MS4s help satisfy: [Part IV.B.6.]

Regional Storm Water Protection Team (made up of local MS4's and other interested parties) – 1a-1, 1b-2, 1c-1 – See attached MOU (attachment 1). U of M Twin Cities Campus MS4 – 1c-4, 1c-5, 3b-1, 4a-1, 4b-2, 4c-1, 4d-1, 4e-1, 4f-1, 5b-1, IV.D-1

Additional Information

If you would like to provide any additional files to accompany your annual report, use the space below to upload those files. For each space, you may attach one file. You may provide additional explanation and/or information in an email with the subject YourMS4NameHere_2016AR to ms4permitprogram.pca@state.mn.us.

Q80 Click the "up arrow" icon below to upload a file. When it has uploaded successfully, a unique ID will appear in the box. Only files less than 10 MB in size will upload.

Q81 Click the "up arrow" icon below to upload a file. When it has uploaded successfully, a unique ID will appear in the box. Only files less than 10 MB in size will upload.
Q82 Click the "up arrow" icon below to upload a file. When it has uploaded successfully, a unique ID will appear in the box. Only files less than 10 MB in size will upload.

Optional, describe the file(s) uploaded:

- Attachment 1_2016 RSPT Activities - MOU: Regional Stormwater Protection Team Educational Record and Memorandum of Understanding.
- Attachment 2_2016 UMD Stormwater Educational Activities: Sample of educational materials including: a) results from Fall 2016 survey b) poster boards submitted to a contest via the Environmental Protection Agency called Campus Rainworks (A study was done of how to improve stormwater runoff from the Natural Resources Research Institute was instituted, complete with a hydrologic model and both short and long-term improvement project ideas. Five UMD students worked with staff in UMD Sustainability and the Natural Resources Research Institute, and advised by Rebecca Teasley, faculty in Civil Engineering (Water Resources)). c) Photo examples of our UMD mascot we use in outreach posts on websites, Facebook, and Twitter. Using the popular mascot, Champ, helps call attention to our campus efforts to prevent stormwater pollution. d) staff clean-up flyer and student clean-up number of participants.

Owner or Operator Certification

The person with overall administrative responsibility for SWPPP implementation and Permit compliance must certify this MS4 Annual Report. This person must be duly authorized and should be either a principal executive (i.e., Director of Public Works, City Administrator) or ranking elected official (i.e., Mayor, Township Supervisor).

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 the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete (Minn. R. 7001.0070). I am aware that there are significant penalties for submitting false information,
including the possibility of fine and imprisonment (Minn. R. 7001.0540).

☑ Yes

By typing my name in the following box, I certify the above statements to be true and correct, to the best of my knowledge, and that information can be used for the purpose of processing my MS4 Annual Report.

Name: John Rashid
Title: Director - UMD Facilities Management
Date: 6/28/17

When you are ready to submit, you must click the 'Submit' button at the bottom of this page.

Provide the email(s) of the individual(s) you would like to receive the MS4 Annual Report for 2016 submittal confirmation email from the MPCA. After you click the Submit button below, please allow up to three business days to receive this email.

Email (1) jrashid@d.umn.edu
Email (2) elarson@d.umn.edu
Email (3) jrantala@umn.edu

Print or save a copy of your completed MS4 Annual Report for 2016 for your records. The MPCA will email a PDF of your MS4 Annual Report for 2016 information in a confirmation email within three business days after you submit this form to the email(s) you provided above.
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