# MARYLAND DEPARTMENT OF THE ENVIRONMENT
# WATER AND SCIENCE ADMINISTRATION

## NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM
## GENERAL PERMIT FOR DISCHARGES FROM
## STATE AND FEDERAL SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS

**GENERAL DISCHARGE PERMIT NO. 13-SF-5501**
**GENERAL NPDES NO. MDR055501**

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| Final Determination: | April 27, 2018 |
| Effective Date: | October 31, 2018 |
| Expiration Date: | October 30, 2023 |

This National Pollutant Discharge Elimination System (NPDES) general permit covers State and federal small municipal separate storm sewer systems (MS4s) in certain portions of the State of Maryland. MS4 owners and operators to be regulated under this general permit must submit a Notice of Intent (NOI) to MDE by October 31, 2018. An NOI serves as notification that the MS4 owner or operator intends to comply with the terms and conditions of this general permit.

# APPENDIX D

## State and Federal Small MS4 Progress Report

**Maryland Department of the Environment (MDE)**

**National Pollutant Discharge Elimination System (NPDES)**
**Small Municipal Separate Storm Sewer Systems (MS4) General Permit**

This Progress Report is required for those State and federal agencies covered under General Discharge Permit No. 13-SF-5501. Progress Reports must be submitted to:

Maryland Department of the Environment, Water and Science Administration
Sediment, Stormwater, and Dam Safety Program
1800 Washington Boulevard, Suite 440, Baltimore, MD 21230-1708
Phone: 410-537-3543 FAX: 410-537-3553
Web Site: www.mde.maryland.gov

## Contact Information

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| Permittee Name: | Coppin State University |
| Responsible Personnel: | Maria del R. Castro |
| Mailing Address: | 2500 West North Avenue |
| | Baltimore, Maryland 21216-3698 |
| Phone Number(s): | 410-951-3771 |
| Email address: | mcastro@coppin.edu |
| Additional Contact(s): | |
| Mailing Address: | |
| | |
| Phone Number(s): | |
| Email address: | |

## Signature of Responsible Personnel

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 gather and evaluate 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. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

| Maria del R. Castro | | 11/4/2022 |
|---|---|---|
| Printed Name | Signature Maria del R. Castro | Date |

**Reporting Period (State Fiscal Year):** 2022

**Due Date:** 10-31-2022 **Date of Submission:** 11/4/2022

**Type of Report Submitted:**

Impervious Area Restoration Progress Report (Annual): ☐

Six Minimum Control Measures Progress (Years 2 and 4): ☐

Both: ☑

**Permittee Information:**

Renewal Permittee: ☐

New Permittee: ☑

**Compliance with Reporting Requirements**

Part VI of the Small MS4 General Discharge Permit (No. 13-SF-5501) specifies the reporting information that must be submitted to MDE to demonstrate compliance with permit conditions. The specific information required in this MS4 Progress Report includes:

1. Annual: Progress toward compliance with impervious area restoration requirements in accordance with Part V of the general permit. All requested information and supporting documentation must be submitted as specified in Section I of the Progress Report.
2. Years 2 and 4: Progress toward compliance with the six minimum control measures in accordance with Part IV of the general permit. All requested information and supporting documentation shall be reported as specified in Section II of the Progress Report. MDE may request more frequent reporting and/or a final report in year 5 if additional information is needed to demonstrate compliance with the permit.

**Instructions for Completing Appendix D Reporting Forms**

The reporting forms provided in Appendix D allow the user to electronically fill in answers to questions. Users may enter quantifiable information (e.g., number of outfalls inspected) in text boxes. When a more descriptive explanation is requested, the reporting forms will expand as the user types to allow as much information needed to fully answer the question. The permittee must indicate in the forms when attachments are included to provide sufficient information required in the MS4 Progress Report.

## Section I: Impervious Area Restoration Reporting Form

## Section I: Impervious Area Restoration Reporting

1. a. Was the impervious area baseline assessment submitted in year 1?
   ☑ Yes ☐ No

   b. If No, describe the status of completing the required information and provide a date at which all information required by MDE will be submitted:

   c. Has the baseline been adjusted since the previous reporting year?
   ☐ Yes ☑ No
2. Complete the information below based on the most recent data:

   Total impervious acres of area covered under this permit: 40

   Total impervious acres treated by stormwater water quality best management practices (BMPs): 0

   Total impervious acres treated by BMPs providing partial water quality treatment (multiply acres treated by percent of water quality provided):
   0

   Total impervious acres treated by nonstructural practices (i.e., rooftop disconnections, non-rooftop disconnections, or vegetated swales):
   0

   Total impervious acres untreated: 40

   Twenty percent of this total area (this is the restoration requirement):
   8

   Verify that all impervious area draining to BMPs with missing inspection records is not considered treated. Describe how this information was incorporated into the overall analysis:

3. Has an Impervious Area Restoration Work Plan been developed and submitted to MDE in accordance with Part V.B, Table 1 of the permit or other format?
   ☑ Yes ☐ No

   Has MDE approved the work plan?
   ☑ Yes ☐ No

## Section I: Impervious Area Restoration Reporting

If the answer to either question is No, describe the status of submitting (or resubmitting) the work plan to MDE and provide a date at which all outstanding information will be available:

Describe progress made toward restoration planning, design, and construction efforts and describe adaptive management strategies necessary to meet restoration requirements by the end of the permit term:
CSU continue to work towards the maintenance of the BMPs.

4. Has a Restoration Schedule been completed and submitted to MDE in accordance with Part V.B, Table 2 of the permit?
☑ Yes ☐ No

   In year 5, has a complete restoration schedule been submitted including a complete list of projects and implementation dates for all BMPs needed to meet the twenty percent restoration requirement?
☐ Yes ☐ No

   Are the projected implementation years for completion of all BMPs no later than 2025?
☑ Yes ☐ No

   Describe actions planned to provide a complete list of projects in order to achieve compliance by the end of the permit term:
CSU is working towards the remediation of failing BMPs.

   Describe the progress of restoration efforts (attach examples and photos of proposed or completed projects when available):

5. Has the BMP database been submitted to MDE in Microsoft Excel format in accordance with Appendix B, Tables B.1.a, b, and c?
■ Yes ☐ No

   Is the database complete?
☑ Yes ☐ No

   If either answer is No, describe efforts underway to complete all data fields, and a date that MDE will receive the required information:

**Section I: Impervious Area Restoration Reporting**

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| 6. Provide a summary of impervious area restoration activities planned for the next reporting cycle (attach additional information if necessary):<br><br>Work needs to start for the investigation of the tennis court underground facility. Irrigation system was repair and will be inspected for functionality. The shallow marsh has been worked on, but more investigation is needed to determine next steps. |
| 7. Describe coordination efforts with other agencies regarding the implementation of impervious area restoration activities:<br>CSU will contract with MES for compliance with requirements. |
| 8. List the total cost of developing and implementing impervious area restoration program during the permit term:<br>Approximately $200,000 |

## Section II: Minimum Control Measures Reporting Forms

**MCM #1: Personnel Education and Outreach**

1. Does the permittee maintain a process and phone number for the public and/or staff to report water quality complaints?
   ☑ Yes ☐ No

   Number of complaints received: 0

   Describe the actions taken to address the complaints:

2. Describe training to employees to reduce pollutants to the MS4:
   There has been a turnover for the staff of Parking and Transportation and Public Safety, and the new employees have been informed of the practices that are allowed and not allowed on Campus, for example: no washing of vehicles near storm drains. All vehicle washing must be done in legal car washes outside of Campus. Students have asked permission to have car washes on Campus and it have been denied and explanations has been provided as why it is not acceptable.

3. Describe the target audience(s):
   Staff and Students

4. Are examples of educational/training materials attached with this report?
   ☑ Yes ☐ No

   Provide the number and type of educational materials distributed:
   30
   Describe how the personnel education program is appropriate for the target audience(s):
   It is design to meet the situations that occur commonly on Campus, especially had washing cars on parking lots.

5. Describe how stormwater education materials were distributed to the public and/or staff (e.g., newsletters, website):
   Material is distributed as requested. Newsletters and fliers.

6. Describe how educational programs facilitated efforts to reduce pollutants in stormwater runoff:
   Raising awareness is the main concern of the University, so staff and students can recognize the issues and implemented them in their own communities.

**MCM #1: Personnel Education and Outreach**

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| 7. Provide a summary of activities planned for the next reporting cycle:<br>Contract MES to finish the work started in the last period. |
| 8. List the total cost of implementing this MCM over the permit term:<br><br>$8,000 |

## MCM #2: Public or Personnel Involvement and Participation

1. Describe how the public or personnel involvement and participation program is appropriate for the target audience(s):
   It is designed to target specific groups.

2. Quantify and report public and/or staff involvement and participation efforts as shown below where applicable.

   Number of participants at public and/or staff events: 0

   Quantity of trash and debris removed at clean up events: 0

   Number of employee volunteers participating in sponsored events: 0

   Number of trees planted: 5

   Length of stream cleaned (feet): 0

   Number of storm drains stenciled: 0

   Number of public notices published to facilitate public and/or staff participation: 0

   Number of public and/or staff meetings organized: 0

   Total number of attendees at all public and/or staff meetings: 0

   Describe the agenda, items discussed, and collaboration efforts with interested parties for public and/or staff meetings:

   Describe how public and/or staff comments have been incorporated into the permittee's MS4 program, including water quality improvement projects to address impervious area restoration requirements:
   Car washing in parking lots is prohibited and it has stopped since last reporting. Parking and Transportation has contracted out a legal car wash for official vehicle washing.

**MCM #2: Public or Personnel Involvement and Participation**

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| Describe any additional events and activities if applicable:<br>N/A |
| 3. Provide a summary of activities planned for the next reporting cycle:<br>Clean-up events<br>Outreach events |
| 4. List the total cost of implementing this MCM for the permit term:<br>$15,000 |

**MCM #3: Illicit Discharge Detection and Elimination (IDDE)**

1. Does the permittee maintain a map of the MS4 owned or operated by the permittee, including stormwater conveyances, outfalls, stormwater best management practices (BMPs), and waters of the U.S. receiving stormwater discharges?
☑ Yes ☐ No

   If Yes, attach the map to this report and provide a progress update on any features that are still being mapped. (If submitting a map would compromise the operational security of an agency, indicate that the map is available for MDE review on site.) If No, detail the current status of map development and provide an estimated date of submission to MDE:

2. Does the permittee have a policy, or other agency directive, that prohibits illicit discharges?
☑ Yes ☐ No

   If Yes, describe the policy utilized for enforcement by the permittee (alternatively, a link may be provided to the permittee's webpage where this information is available). If No, describe the permittee's plan, including approximate time frame, to establish a policy that prohibits illicit discharges into the storm sewer system:
   CSU will contract MES to finish all the work started the past year.

3. Did the permittee submit to MDE standard operating procedures (SOPs) in accordance with Part IV.C of the permit?
☐ Yes ☑ No

   If No, provide a proposed date that SOPs will be submitted to MDE. MDE may require more frequent reports for delays in program development:
   Working on the development of SOPs

   Did MDE approve the submitted SOPs?
☐ Yes ☐ No

   If No, describe the status of requested SOP revisions and approximate date of resubmission for MDE approval:

4. Describe how the permittee prioritized screening locations in areas of high pollutant potential and identify the areas within which screenings were conducted during this reporting period:
   By observation.

**MCM #3: Illicit Discharge Detection and Elimination (IDDE)**

5. Answers to the following questions must reflect this two-year reporting period.

   How many outfalls were identified on the map? 7

   How many outfalls were required to be screened for dry weather flows to meet the minimum numeric requirement based on property size? 7

   How many outfalls were screened for dry weather flows? 7

   Per the permittee's SOP, how frequently were outfalls required to be screened?

   At what frequency were outfalls screened during the reporting period?

   How many dry weather flows were observed? 1

   If dry weather flows were observed, how many were determined to be illicit discharges? 0

   Describe the investigation process to track and eliminate each suspected illicit discharge and report the status of resolution:
   The university will investigate the source of the water and will work to resolve the issue.

6. Describe maintenance or corrective actions undertaken during this reporting period to address erosion, debris buildup, sediment accumulation, or blockage problems:
   Landscape is the main source for the stormwater management on Campus, being debris removal an important part of this.

7. Is the permittee maintaining all IDDE inspection records and are they available to MDE during site inspections?
   ☑ Yes ☐ No

8. If spills, illicit discharges, and illegal dumping occurred during this reporting period, describe the corrective actions taken, including enforcement activities, and indicate the status of resolution:
   No spills where detected.

**MCM #3: Illicit Discharge Detection and Elimination (IDDE)**

9. Attach to this report specific examples of educational materials distributed to the public and/or staff related to illicit discharge reporting, illegal dumping, and spill prevention. If these are not available, describe plans to develop public and/or staff education materials and submit examples with the next Progress Report:
   Trainings are being developed to re-train employees and address new hires as needed.

10. Specify the number of employees trained in illicit discharge detection and spill prevention: 11

11. Provide examples of training materials. If not available, describe plans to develop employee training and submit examples with the next Progress Report:
    We are still working on the development of training materials for employees.

12. List the cost of implementing this MCM during this permit term:
    $150

## MCM #4: Construction Site Stormwater Runoff Control

1. Does the permittee have a process for receiving, investigating, and resolving complaints from interested parties related to construction activities and erosion and sediment control?
   ☑ Yes ☐ No

   Describe the process:
   Due to turnover of personnel, this is still in development. Surveys are still being developed.

   Provide a list of all complaints and a summary of actions taken to resolve them:

   No complaints reported.

2. Total number of active construction projects within the reporting period: 1

   Provide a list of all construction projects and tabulate the total disturbed area:
   Renovation of Percy Julian Science Building into the new School of Business.

3. Total number of violation notices issued by MDE related to this MCM on the agency's property: 0

   Describe the status of enforcement activities:

   Describe how the permittee communicates and collaborates with MDE to maintain compliance with this MCM for all active construction projects on the agency's property:
   Permit compliance has been maintained by construction company and CSU.

   Are erosion and sediment control inspection records retained and available to MDE during field review of the agency MS4 program?
   ☑ Yes ☐ No

   If No, explain:

4. Number of staff trained in MDE's Responsible Personnel Certification: 5

5. Describe the coordination with other entities regarding implementation of this MCM:
   CSU works with MDE for any construction on Campus.

**MCM #4: Construction Site Stormwater Runoff Control**

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| 6. List the total cost of implementing this MCM over the permit term:<br>Project costs. |

## MCM #5: Post Construction Stormwater Management

1. Has an Urban BMP database been submitted in accordance with the database structure in Appendix B, Tables B.1.a, b, and c as a Microsoft Excel file?
☑ Yes ☐ No

   Describe the status of the database, efforts to complete all data fields, and provide a date as to when the required information will be submitted to MDE:
   All fields are completed

2. Total number of plans submitted to MDE for review and approval: 4

   Total number of as-built plans submitted to MDE: 4

   Number of submitted as-built plans approved by MDE:

3. Total number of BMPs located on each property covered under the general permit (list individual property, and total BMPs for that property – provide separate attachment if necessary):
   9 BMPs

   Does the permittee perform inspections for all structural BMPs in accordance with the Dam Inspection Checklist in Maryland Pond Code 378 at least once every three years?
   ☑ Yes ☐ No

   If No, describe efforts to train staff and develop a program to perform these required inspections on a triennial basis:

   Are BMP inspection records retained and available to MDE during field review of local programs?
   ☑ Yes ☐ No

4. Provide a summary of routine maintenance activities for all BMPs:

   Landscape work, such as, mowing, weeding, mulching, maintenance

   Are BMP maintenance procedures consistent with maintenance requirements on MDE approved plans?
   ☐ Yes ☐ No

**MCM #5: Post Construction Stormwater Management**

Are completed BMP maintenance checklists available to MDE during field review of local programs?
☐ Yes ☐ No

If either answer is No, describe planned actions to implement maintenance checklists and procedures and provide formal documentation of these activities:

Describe all problems discovered during routine maintenance operations and repair work performed to restore the function of the BMP(s) (attach photos and additional documentation as needed):

5. Number of staff trained in proper BMP design, performance, inspection, and routine maintenance:

6. Provide a summary of activities planned for the next reporting cycle:
Finish the work needed at the shallow marsh wetland.
Finish the inspection to the underground storage (tennis courts)

7. List the total cost of implementing this MCM over the permit term:

$150,000

## MCM #6: Pollution Prevention and Good Housekeeping

1. Provide a list of topics covered during the last training session related to pollution prevention and good housekeeping, and attach to this report specific examples of training materials:

   List all training dates within this two-year reporting period:
   10/13/2021
   7/11/2022

   Number of staff attended: 11

2. Are the good housekeeping plan and inspection records at each property retained and available to MDE during field review of the local program? ☑ Yes ☐ No

   If No, explain:

   Provide details of all discharges, releases, leaks, or spills that occurred in the past reporting period using the following format (attach additional sheets if necessary).

   Property Name: CSU Date: N/A

   Describe observations:
   N/A

   Describe permittee's response:
   N/A

3. Quantify and report property management efforts as shown below, where applicable (attach additional sheets if necessary).

   Number of miles swept: 0

   Amount of debris collected from sweeping (indicate units): 0

   If roads and streets are swept, describe the strategy the permittee has implemented to maximize efficiency and target high priority areas:

   Number of inlets cleaned: 0

   Amount of debris collected from inlet cleaning (indicate units): 0

## MCM #6: Pollution Prevention and Good Housekeeping

Describe how trash and hazardous waste materials are disposed of at permittee owned and operated property(ies), including debris collected from street sweeping and inlet cleaning:
Trash: Housekeeping contracted company, HES, provides collection of trash and recycling for every building on Campus. Trash is collected in dumpster and compactors located in seven (7) central locations on Campus and those are serviced by our contracted trash and recycling company, Waste Management.

The vegetative debris on the campus grounds is managed by BrightView twice a year, spring, and fall.

The hazardous wastes are managed and disposed per EPA and MDE regulations and we contract out certified companies as Veolia ES.

Does the permittee have a current State of Maryland public agency permit to apply pesticides?
☐ Yes ☑ No

If No, explain (e.g., contractor applies pesticides):
Pesticides are applied by BrightView for grounds related issues and Total Pest Control for pest management.

Does the permittee employ at least one individual certified in pesticide application?
☐ Yes ☑ No

If Yes, list name(s):

If the permittee applied pesticides during the reporting year, describe good housekeeping methods (e.g., integrated pest management, alternative materials/techniques):
Contracted out.

If the permittee applied fertilizer during the reporting year, describe good housekeeping methods (e.g., application methods, chemical storage, native or low maintenance species, training):
Contracted out.

If the permittee applied materials for snow and ice control during the reporting year, describe good housekeeping methods (e.g., pre-treatment, truck calibration and storage, salt domes):
CSU contracted out snow removal with DSM. We also use specialized snow and ice melts that minimizes the impact to the enviromment.

**MCM #6: Pollution Prevention and Good Housekeeping**

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| Describe good housekeeping BMP alternatives not listed above: |
| 4. If applicable, provide a status update for permittee owned or operated properties regarding coverage under the Maryland General Permit for Stormwater Discharges Associated with Industrial Activity or an individual industrial surface water discharge permit:<br>N/A |
| 5. List the total cost of implementing this MCM over the permit term:<br>Included in the contracts. |