

**Instructions for
Form AR – SWI – Annual Report for Multi-Sector Storm Water Discharges Associated with
Industrial Activity (MTR000000)**

IMPORTANT: Permittees must submit the standard Department Annual Report (AR-SWI) form for each calendar year of active coverage under the General Permit. **The Annual Report for a given calendar year must be submitted by February 1 of the year following that respective calendar year.** The permittee is waived from Annual Report requirements for a given calendar year if authorization to discharge was obtained less than three months before the end of that respective calendar year. The AR-SWI form must be signed by an authorized signatory and submitted to the Department. The Annual Report is addressed in Part 2.10.3 of the General Permit. Multi-Sector General Permit documents and related forms are available from the Storm Water Program at (406) 444-3080 or on the DEQ website at: <http://www.deq.mt.gov>.

You must type or print legibly; forms that are not legible will be returned. Do not leave blank spaces. You must maintain a copy of the completed form for your records. Submit the AR-SWI form to:

Montana Department of Environmental Quality
Water Protection Bureau
P.O. Box 200901
Helena, MT 59620-0901

INSTRUCTIONS FOR SPECIFIC SECTIONS

Section A – Facility or Operation Information:

Enter the legal or official name and complete street address. This information must be identical to the information provided in the facility's authorization letter. The permit number is the 9-digit code beginning with MTR00. Provide the latitude and longitude for the location of the approximate center point of the industrial activity site. It is preferred the latitude and longitude location be specified in decimal degrees, accurate to the fourth decimal place. If the preferred decimal degrees are not used, then the latitude and longitude must be provided in degrees, minutes, and seconds, accurate to the nearest second.

Those facilities/operations with periodic changes in the contact person may provide the contact person position instead of a person's name.

The permittee must identify the SWPPP Administrator and the requested contact information.

Section B – Summary of Findings

Provide the following information in the annual report:

A summary of the past year's routine facility inspections documentation as required by Part 2.6.2.1.4 of the General Permit;

A summary of the past year's significant storm event inspection documentation as required by Part 2.6.2.1.4 of the General Permit;

A summary of the past year's corrective actions performed (reference Part 2.8 of the General Permit). If corrective action is not yet completed at the time of submission of this Annual Report, the permittee must describe the status of any outstanding corrective action(s). Corrective Action Reporting requirements are in Part 2.8.3.5 of the General Permit.

A summary of any incidents of noncompliance observed (reference Part 4 of the General Permit). Describe any incidents of noncompliance in the past year or currently ongoing, or if none, provide a statement that the permittee is in compliance with the General Permit or "NA";

A summary of the past year's benchmark monitoring results (reference Part 2.4 of the General Permit). If monitoring of storm water discharges is required for the identified industrial sector or subsector in Part 3.4 or the Department has required monitoring, provide a summary of the past year's results; and

A summary of the past year's required revisions to the SWPPP. The SWPPP requirements are in Part 3.1 and SWPPP Modifications and Updates requirements are in Part 3.2 of the General Permit. Upon the permittee's convenience and discretion, the permittee may voluntarily provide a where the SWPPP can be found, and voluntarily maintain the current SWPPP at this URL. SWPPP availability through a URL is not a permitting requirement. This voluntary option is a means of further engaging the public in the permittee's storm water pollution prevention efforts.

Section C – Certification

The AR-SWI Form certification must be completed in accordance with ARM 17.30.1323 and Part 4.18 of the General Permit.