

## Annual Report Requirements

DEQ will not be providing a template for the annual report; permittees and their contractors may format the report how they like, as long as it contains the minimum requirements outlined below. Annual reports may contain more than the minimum elements listed below, at the discretion of the permittee, and DEQ may also request additional, clarifying information, if needed after the annual report is reviewed by the DEQ Adaptive Management Program Scientist. The annual report must be submitted through Fees, Applications and Compliance Tracking System (FACTS) by January 31<sup>st</sup> of each year.

### Annual Implementation Summary

- Optimization efforts – Plan, Do, Study, Act
  - **Plan:** Describe how operators might make operational changes that can promote nutrient reductions.
  - **Do:** Implement the planned changes then monitor the results. Describe which changes were implemented and which were not.
  - **Study:** Assess the monitored results; determine if optimization efforts were successful; determine changes that did not work and additional changes that might further drive nutrient reduction. Describe reductions that were achieved.
  - **Act:** Eliminate ineffective changes, institute new changes; or maintain status quo if reduction efforts are successful.
  - Compare annual optimization reductions to previous years.
  - Show reductions have been maintained – Rolling annual average, concentration reduction and mass reduction.
  - Technical assistance received from DEQ (if any).
    - What were DEQ's recommendations?
  - What is being monitored to achieve reductions (e.g., oxidation reduction potential, ammonia, etc.).
  - What has been done to achieve reductions (e.g., cycling blowers on and off).
- Efforts to maintain reductions (e.g., training new people).
- Areas for improvement.
- Nonpoint source agreements (if in watershed-scale implementation).
  - Progress on nonpoint source work or potential nonpoint source projects that are being considered.
  - Expected timeline for completion.
  - Expected and realized reductions.
- Upgrades (if performed)
  - Planned completion date or if already completed, when?
  - What upgrades were done.
  - Expected and realized reductions.

### Annual Monitoring Summary – Post Sampling Plan

Provide a summary for:

- Near field

- Up/down stream summary of nutrient stats
- Up/down stream summary of response variable stats
  - Summarize dissolved oxygen  $\Delta$  data
  - Summarize Hilsenhoff Biotic Index data
- Watershed – For modeling or nonpoint source implementation/trading
- Most of this can be pulled from DMR and EQulS, but a summary should be provided
- If response variables are not met, develop a plan of action
- At least in the first annual report, results from nutrient diffusing substrates
- Deviations from adaptive management sampling plan
  - Annual % completeness by measurement
  - Description of problems encountered (lab/field issues)
  - Flagged data summary
  - Corrective measures for next year
  - A plan to overcome lacking/lagging data to meet adaptive management program timelines if annual monitoring expectation not fully completed

### **Overall**

- Plan for meeting the interim limit or final effluent limit
- Present site-specific data
- Highlight the successes
- Adherence to adaptive management plan and deviations