

MS4 Annual Report Phase II Western

Number	Permit Section	Question
1	S9.D.6	Attach a map of any annexations, incorporations or boundary changes resulting in an increase or decrease in the Permittee's geographic area of permit coverage during the reporting period per S9.D.6. Not Applicable
2	S5.A.2; S9.D.1	Attach updated annual Stormwater Management Program Plan (SWMP Plan). (S5.A.2; S9.D.1) City of University Place 2025 _2_03182025195736
3	S5.A	Implemented an ongoing program to gather, track, and maintain information per S5.A.3, including costs or estimated costs of implementing the SWMP. Yes
4	S5.A.5.b	Continued to coordinate among departments within the jurisdiction to eliminate barriers to permit compliance. (S5.A.5.b) Yes
5	S9.D.4	If applicable, identify other entities relied on to satisfy any of the obligations under the Permit. (S9.D.4) City of University Place communicates with partnering municipalities as needed for investigation and response to illicit discharges and for capital project coordination and support. City of Tacoma, City of Fircrest, and City of Lakewood all share municipal boundaries with University Place.
6	S5.C.1.a	Continue to convene an interdisciplinary team to inform and assist in the development, progress, and influence of the stormwater planning program? (S5.C.1.a.) Yes
12	S5.C.1.c.i	Continue to design and implement local development-related codes, rules, standards, or other enforceable documents to minimize impervious surfaces, native vegetation loss, and stormwater runoff, where feasible? See S5.C.1.c.i. (Required annually) Yes
13	S5.C.1.c.i(a)	From the assessment described in S5.C.1.c.i(a), did you identify any administrative or regulatory barriers to implementation of LID Principles or LID BMPs? (Required annually) No
19	S5.C.2	Did you choose to adopt one or more elements of a regional program? (S5.C.2) Yes
19a	S5.C.2	If yes, list the elements, and the regional program. Puget Sound Starts Here Month - "Don't Wait to Inflate" (part 2) Award-winning digital ad campaign focused on awareness of 6PPD and car care behaviors. Engaging and surveying ethnic/community media in stormwater,

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		health and habitat projects to begin designing a strategy for annual permit public involvement. Evaluating the impact on the campaign on tire care actions. The priority audience, is adult 18-64 with a portion of the budget to reach overburdened communities using income, ethnicity or race, or those who speak limited English. the creative content is in Korean, Vietnamese, Spanish and English. Campaign goals: Drive people to a PSSH Month landing page and guide them to the engagement/action. Highlight tire-related behaviors that can lessen stormwater pollution. Raise awareness regarding the impact of individual behaviors on preventing stormwater pollution. Build connection with community/ethnic media to understand potential annual permit public involvement strategies. Build understanding of the Spanish, Korean, Vietnamese and English-speaking communities around these clean water actions.
20	S5.C.2	Attach a description of general awareness efforts conducted, including your target audiences and subject areas, per S5.C.2.a.i. Education & Outreach 2024_20_03212025164231
24	S5.C.2.a.iii	Provided, partnered, or promoted stewardship opportunities to encourage resident participation in activities such as those described in S5.C.2.a.iii. Yes
24a	S5.C.2.a.iii	Attach a list of stewardship opportunities provided. 2024 List of Stewardship Oppor_24a_03112025163402
25	S5.C.3.a	Describe in Comments field the opportunities created for the public to participate in the decision-making processes involving the development, implementation, and updates of the Permittee's SWMP and the SMAP. Opportunity for the public to participate in the decision-making process involving the SWMP and SMAP are made available by posting information about the SWMP and SMAP on our website, in the City newsletter. The SWMP draft is posted online for 2 -3 weeks and opportunity to make comments or questions, then the annual adoption of the SWMP is held at a Public Hearing before City Council, where public are provided the opportunity to make comment. When we developed the SMAP we offered information about it in the city newsletter and on our website, always offering for questions and comments.
25a	S5.C.3.a.i	Describe specific public involvement and participation opportunities provided to overburdened communities and specifically, highly impacted communities. (S5.C.3.a.i) Our public involvement and participation (Stewardship) opportunities and education & outreach programs are open to anybody, participation costs are free, advertised on our website, in our newsletter, and partnering agency marketing information sources. We have conducted an analysis of linguistically isolated populations; however, no language group population met state thresholds for providing material in alternate languages.
26	S5.C.3.	Posted the updated SWMP Plan and latest annual report on your website no later than May 31. (S5.C.3.b) No Comment: Yes, we posted the updated SWMP Plan by May 31st, and believe we had posted the Annual Report at that time as well. However, on January 14, 2025, while reviewing or city webpages we noticed that the 2023 Annual report was not present on the website. We immediately posted it on our stormwater webpage on Jan. 16th, 2025. We filed a G20 dated February 3, 2025 stating the mistake and correction.
26a	S5.C.3.	List the website address in Comments field. https://www.cityofup.com/185/Stormwater-Management

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27	S5.C.4.	Maintained an electronic map of the MS4 including the requirements listed in S5.C.4.? Yes
32	S5.C.5.b	Informed public employees, businesses, and the general public of hazards associated with illicit discharges and improper disposal of waste. (S5.C.5.b) Yes
32a	S5.C.5.b	Describe actions in Comments field. (S5.C.5.b) Through information posted in our online newsletter, on our website, Facebook, Twitter, PSA's throughout the year we have assorted articles about the negative impacts to stormwater. Through our Source Control business inspections and private stormwater facility inspections we have the opportunity to share with businesses and facilities of the negative impacts to stormwater from illicit discharges and the need for good housekeeping measures. Our "Shut the Lid" stickers posted on business dumpsters all around town. When doing investigation and follow up with illicit discharge or connections we have opportunity to share the message as well.
33	S5.C.5.c	Implemented an ordinance or other regulatory mechanism to effectively prohibit non-stormwater, illicit discharges as described in S5.C.5.c. Yes
35	S5.C.5.d.i	Implemented procedures for conducting illicit discharge investigations in accordance with S5.C.5.d.i. Yes
35a	S5.C.5.d.i	Cite field screening methodology in Comments field. Our Methodology is that our field screening occurs during the regular stormwater maintenance functions like pond inspections/cleaning, catch basin inspections/cleaning, vault inspections/cleaning that happen during the drier times of the year when the facilities or structures should be dry. We use May 1 to September 30. Any questionable findings are investigated.
36	S5.C.5.d.i(a)	Percentage of MS4 coverage area screened in the reporting year per S5.C.5.d.i. (Required to screen 12% on average each year.) 13 Comment: We screened 35% last year and 31% the year before, this year's lower percentage was due to our vactor truck being broken down for a large part of the May 1 - Sept. 30 time period. We have a new vactor truck coming in 2025 and expect to be back to a much higher % for 2025.
36a	S5.C.5.d.i(a)	Cite field screening techniques used to determine percent of MS4 screened. Catch basins, ponds, other facilities that are inspected, maintained, cleaned, during the May 1st to September 30th timeframe are totaled then divided by total in our system. The facilities should be dry (other than groundwater) if fluid is found investigation is done, by tracing upstream, to locate where said fluid is originating from, odor, color, etc. is used to help determine if it's an illicit discharge, can do a test strip to determine presence of chlorine, pH, as well as other pollutants.
37	S5.C.5.d.ii	Describe how you publicized a hotline telephone number for public reporting of spills and other illicit discharges in the Comments field. (S5.C.5.d.ii) We post it on our city website, on our stormwater webpage, the number is also our after-hours Public Works call out number. It is listed on any illicit discharge/spills etc. educational or outreach materials that are sent out.

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38	S5.C.5.d.iii	Implemented an ongoing illicit discharge training program for all municipal field staff per S5.C.5.d.iii. Yes
39	S5.C.5.e	Implemented an ongoing program to characterize, trace, and eliminate illicit discharges into the MS4 per S5.C.5.e. Yes
40	S5.C.5.f	Implemented an ongoing illicit discharge training program for all staff responsible for implementing the procedures and program described in S5.C.5.f. Yes
41	S5.C.5.g	Attach a report with data describing the actions taken to characterize, trace, and eliminate each illicit discharge reported to, or investigated by, the Permittee as described in S5.C.5.g. The submittal must include all of the applicable information and must follow the instructions, timelines, and format described in Appendix 13. Imported from WQWebIDDE
42	S5.C.6.b.i-iii	Continued to implement an ordinance or other enforceable mechanism to effectively address runoff from new development, redevelopment, and construction sites per the requirements of S5.C.6.b.i-iii. Yes
44		Does the ordinance or other enforceable mechanism follow a Phase I program approved by Ecology (S5.C.6.b.i)? Yes
44a		If yes, state the title of the Stormwater Management Manual and which Phase I Program. King County Surface Water Design Manual
45	S5.C.6.b.i. and Section 5 of Appendix 1	Number of adjustments granted to the minimum requirements in Appendix 1. (S5.C.6.b.i. and Section 5 of Appendix 1) 0
46	S5.C.6.b.i., and Section 6 of Appendix 1	Number of exceptions granted to the minimum requirements in Appendix 1. (S5.C.6.b.i., and Section 6 of Appendix 1) 1
46a	S5.C.6.b.i., and Section 6 of Appendix 2	Number of exceptions granted to the Minimum Requirements #5? 0
47	S5.C.6.c.i	Reviewed Stormwater Site Plans for all proposed development activities that meet the thresholds adopted pursuant to S5.C.6.b.i. (S5.C.6.c.i) Yes
47a	S5.C.6.c.i	Number of site plans reviewed during the reporting period. 215

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48	S5.C.6.c.ii	Inspected, prior to clearing and construction, permitted development sites per S5.C.6.c.ii? Yes
49	S5.C.6.c.iii	Inspected permitted development sites during construction to verify proper installation and maintenance of required erosion and sediment controls per S5.C.6.c.iii. Yes
49a	S5.C.6.c.iii	Number of construction sites inspected per S5.C.6.c.iii. 52
49b	S5.C.6.c.iv	Inspected stormwater treatment and flow control BMPs/facilities and catch basins in new residential developments at least twice per 12-month period with no less than 4 months between inspections, per S5.C.6.c.iv? Yes
50	S5.C.6.	Inspected all permitted development sites upon completion of construction and prior to final approval or occupancy to ensure proper installation of permanent stormwater facilities. (S5.C.6.c.v) Yes
51	S5.C.6.	Verified a maintenance plan is completed and responsibility for maintenance is assigned for projects prior to final approval and occupancy being granted. (S5.C.6.c.v) Yes
52	S5.C.6.c.viii	Number of enforcement actions taken during the reporting period (based on construction phase inspections at new development and redevelopment projects, per S5.C.6.c.ii-iv). (S5.C.6.c.viii) 0
53	S5.C.6.c.vi	Achieved at least 80% of scheduled construction-related inspections. (S5.C.6.c.vi) Yes
54	S5.C.6.d	Made online links to Ecology's Construction Stormwater General Permit Notice of Intent, the Industrial Stormwater General Permit Notice of Intent, and the registration requirements for Underground Injection Control (UIC) available to representatives of proposed new development and redevelopment? (S5.C.6.d) No Comment: Yes, we have always had the information links to Ecology's Construction General Permit Notice of Intent posted on our website but we somehow missed the registration requirements for the Underground Injection Control (UIC) link, it was realized on January 24, 2025 and was corrected and link posted on January 28, 2025. A G20 dated February 3, 2025 was filed noting the oversight and corrective action.
55	S5.C.6.e	All staff whose primary job duties are implementing the program to control stormwater runoff from new development, redevelopment, and construction sites including permitting, plan review, construction site inspections, and enforcement are trained to conduct these activities. (S5.C.6.e) Yes
56	S5.C.7.b	Attach a list of projects that are fully funded, started, completed and/or scheduled for implementation during this permit term for the purpose of meeting S5.C.7.b, with the

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		information and formatting specified in Appendix 12. Attach an updated list annually. (S5.C.7.b,)
		SMED list of projects _56_03252025153346
57	S5.C.8.b	Updated inventory to identify institutional, commercial and industrial properties which have the potential to generate pollutants to the Permittee's MS4 per S5.C.8.b? (Required at least once every five years) Not Applicable
58	S5.C.8.a-d	Attach a summary of actions taken to implement the source control program, per S5.C.8.a-d. 2024 Source Control Summary _58_03172025163939
59	S5.C.8.d	Attach a list of inspections, per S5.C.8.c.v, organized by the business category, noting the number of times each business was inspected and if enforcement actions were taken, per S5.C.8.d. 2024 Source Control Inspection _59_03172025163940
60	S5.C.8.e	Implemented an ongoing source control training program per S5.C.8.e? Yes
61	S5.C.9.a	Implemented maintenance standards that are as protective, or more protective, of facility function than those specified in the Stormwater Management Manual for Western Washington or a Phase I program approved by Ecology per S5.C.9.a? Yes
63	S5.C.9.a	Applied a maintenance standard for a facility or facilities which do not have maintenance standards specified in the Stormwater Management Manual for Western Washington? (S5.C.9.a) Not Applicable
64	S5.C.9.a.ii	Verified that maintenance was performed per the schedule in S5.C.9.a.ii when an inspection identified an exceedance of the maintenance standard. Yes
64a	S5.C.9.a.ii	Attach documentation of maintenance time frame exceedances that were beyond the Permittee's control. Not Applicable
65	S.5.C.9.b.i(a)	Implemented an ordinance or other enforceable mechanisms to verify long-term operation and maintenance of stormwater treatment and flow control BMPs/facilities regulated by the permittee per S.5.C.9.b.i(a)? Yes
66	S5.C.9.b.i(b)	Inspected stormwater treatment and flow control BMPs/facilities regulated by the Permittee per S5.C.9.b.i(b) Yes
66a	S5.C.9.b.i(b)	Are you using a reduced stormwater treatment and flow control BMPs/facilities inspection frequency? No

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66b	S5.C.9.b.i(b)	If using a reduced inspection frequency on stormwater facilities regulated by the Permittee for the first time during this permit cycle, attach documentation per S5.C.9.b.i.(b). Not Applicable
67	S5.C.9.b.ii	Achieved at least 80% of required inspections to verify adequate long-term O&M. (S5.C.7.b.ii) Yes
68	S5.C.9.c.i	Annually inspected municipally owned or operated permanent stormwater treatment and flow control BMPs/facilities. (S5.C.9.c.i) No Comment: Through QA & QC of our GIS tracking we found that some of our treatment and flow control BMPs were incorrectly classified as "catch basins" which were categorized for a two-year inspection cycle rather than the required annual cycle. This resulted in having inspected 85% of the required treatment/flow control structures in 2024. We have filed a G20 and have inspected the remaining 15%.
69	S5.C.9.c.i	If using reduced inspection frequency for the first time during this permit cycle, attach documentation per S5.C.9.c.i. Not Applicable
70	S5.C.9.c.ii	Conducted spot checks and inspections (if necessary) of potentially damaged stormwater facilities after major storms as per S5.C.7.c.ii. Yes
71	S5.C.9.c.iii	Inspected municipally owned or operated catch basins and inlets every two years or used an alternative approach? Cleaned as needed? (S5.C.9.c.iii) No Comment: Through QA & QC of our GIS tracking, we discovered that although over half of the system is inspected annually, only 90% of the catch basins had been inspected in the past 2-years (high traffic areas are typically inspected annually). This was primarily due to our status changes in our tracking system reset with the date of inspection rather than with the calendar year. We have filed a G20 and will have remaining catch basins and inlets inspected by March 31, 2025. Side note: our Vactor truck was broken down and out of service for 2 months in 2024 which did limit our time in the field doing inspections and maintenance. The City will receive a new Vactor this spring, which will improve cleaning an inspection efficiency, and will result in more basins inspected each year.
71a	S5.C.9.c.iii	Number of known catch basins and inlets? 4311
71b	S5.C.9.c.iii	Number of catch basins and inlets inspected during the reporting period? 2878
71c	S5.C.9.c.iii	Number of catch basins and inlets cleaned during the reporting period? 1995
72	S5.C.9.c.iii	Attach documentation of alternative catch basin inspection approach for those owned or operated by the Permittee, if used, per S5.C.9.c.iii. Not Applicable

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73	S5.C.9.d	Implemented practices, policies and procedures to reduce stormwater impacts associated with runoff from all lands owned or maintained by the Permittee, and road maintenance activities under the functional control of the Permittee. (S5.C.9.d) Yes
79	S5.C.9.f	Implemented a Stormwater Pollution Prevention Plan (SWPPP) for all heavy equipment maintenance or storage yards, and material storage facilities owned or operated by the Permittee in areas subject to this Permit that are not required to have coverage under an NPDES permit that covers stormwater discharges associated with the activity. (S5.C.9.f) Yes
80	S5.C.9.g	Implemented an ongoing training program for Permittee employees whose primary construction, operations or maintenance job functions may impact stormwater quality. (S5.C.9.g) Yes
81	S7.A	Complied with the Total Maximum Daily Load (TMDL)-specific requirements identified in Appendix 2. (S7.A) Not Applicable
82	S7.A	For TMDLs listed in Appendix 2: Attach a summary of relevant SWMP and Appendix 2 activities to address the applicable TMDL parameter(s). (S7.A) Not Applicable
83	S8.A.1, S8.A.2.a	Submitted payment for cost-sharing for Stormwater Action Monitoring (SAM) status and trends monitoring no later than December 1, 2024 (S8.A.1); and no later than August 15 of each subsequent year? (S8.A.2.a.) Yes
84	S8.A.2.a, S8.A.2.b	Notified Ecology by December 1, 2024 which option you selected: S8.A.2.a, or S8.A.2.b. Yes
85	S8.B.1, S5.B.2.a or S8.B.2.c	Submitted payment for cost-sharing for SAM effectiveness and source identification studies no later than December 1, 2024 (S8.B.1); and no later than August 15 of each subsequent year (S8.B.2.a or S8.B.2.c)? Yes
86	S8.B.2.a, or S8.B.2.b.	Notified Ecology by December 1, 2024 which option you selected: S8.B.2.a, or S8.B.2.b. Yes
87	S8.C.1.b and Appendix 9	If conducting stormwater discharge monitoring in accordance with S8.C.1, submitted a QAPP to Ecology no later than February 1, 2025? (S8.C.1.b and Appendix 9) Not Applicable
89	G3	Notified Ecology in accordance with G3 of any discharge into or from the Permittees MS4 which could constitute a threat to human health, welfare or the environment. (G3) Yes

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90	G3	Took appropriate action to correct or minimize the threat to human health, welfare, and/or the environment per G3.A. Yes
91	Compliance with standards	Notified Ecology within 30 days of becoming aware that a discharge from the Permittee's MS4 caused or contributed to a known or likely violation of water quality standards in the receiving water. (S4.F.1) Yes
92	Compliance with standards	If requested, submitted an Adaptive Management Response report in accordance with S4.F.3.a. Not Applicable
93	Compliance with standards	Attach a summary of the status of implementation of any actions taken pursuant to S4.F.3 and the status of any monitoring, assessment, or evaluation efforts conducted during the reporting period. (S4.F.3.d) Not Applicable
94	G20	Notified Ecology of the failure to comply with the permit terms and conditions within 30 days of becoming aware of the non-compliance. (G20) Yes
95	G20	Number of non-compliance notifications (G20) provided in reporting year. List permit conditions described in non-compliance notification(s) in Comments field. 3 Comment: G20 June 10, 2024 S5.C.9.f.v - Insufficient Spill Prevention and Emergency Cleanup Plan (SPEC) G20 June 14, 2024 S5.9.f.(i-v).g.h Not keeping SWPPP up to date G20 June 17, 2024 S5.C.9.f.g.h Deficiencies identified in a Facility Inspection of the University Place Public Works and Parks Maintenance Facility: Recordkeeping Secondary Containment BMP A-4 Cover and containment BMP A-5 Storage and use of pesticides & fertilizers BMP S427 secondary containment BMP S427 storage of flammable, ignitable, and reactive chemicals & materials BMP S442 label drain inlets

Attachments:

View Files Attached to Submission

	DocDescr	DocName	DocExt	DocID	SubID	AppName
View	Education & Outreach Efforts - additional for question 20	2024 Educational efforts	.docx	1649598	1969663	wqwebportal
View	WAR045021_24a_03112025163402	2024 List of Stewardship Oppor_24a_03112025163402	.docx	1644519	1969663	wqwebportal
View	WAR045021_59_03172025163940	2024 Source Control Inspection_59_03172025163940	.xlsx	1648223	1969663	wqwebportal
View	WAR045021_58_03172025163939	2024 Source Control Summary _58_03172025163939	.docx	1648222	1969663	wqwebportal
View	WAR045021_2_03182025195736	City of University Place 2025 _2_03182025195736	.pdf	1648631	1969663	wqwebportal
View	Submitted Copy of Record for City of University Place	Copy of Record CityofUniversityPlace Monday March 31 2025	.pdf	1652596	1969663	wqwebportal
View	Submitted Cover Letter for City of University Place	Cover Letter CityofUniversityPlace Monday March 31 2025	.pdf	1652597	1969663	wqwebportal
View	WAR045021_20_03212025164231	Education & Outreach 2024_20_03212025164231	.docx	1649596	1969663	wqwebportal
View	WAR045021_56_03252025153346	SMED list of projects _56_03252025153346	.xlsx	1650345	1969663	wqwebportal
View	ImportedIDDEsWAR045021-2024-ImportedIDDEs_03262025110507	WAR045021-2024-ImportedIDDEs_03262025110507	.xml	1650568	1969663	wqwebportal

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