Humpback Whale in NYC Harbor
Annually, in accordance with Part IV.M of the MS4 Permit, the City will prepare a report documenting the status of compliance activities related to the MS4 Permit. The reporting year for each Annual Report will be the calendar year (January 1 to December 31). The City will submit Annual Reports in both electronic and paper formats to NYSDEC by September 30 following each reporting year.

12.1 Recordkeeping and Data Management

In accordance with Part IV.L of the MS4 Permit, each City agency is responsible for maintaining its own records generated in support of MS4 Permit compliance for at least five years after it generates those records. The City developed a Consolidated Information Tracking (CIT) System Framework to guide the building of the CIT System that will be used for the recordkeeping and reporting required by the MS4 Permit. Appendix 12.1 is the City’s certification of the CIT System Framework.

The CIT System will store SWMP implementation and Annual Report information. The CIT System will allow agencies to upload information and supporting documentation on their measurable goals and other annual reporting items. These records include original paperwork, reports, electronic data and files, and other information regarding implementation of the SWMP. DEP will use this information for Annual Reports that describe SWMP implementation and effectiveness. The CIT System will also serve as a resource for providing information requested by NYSDEC and the public. The public can request information on the SWMP by emailing MS4@dep.nyc.gov.

12.2 Annual Report Process and Schedule

The City will produce the Annual Report in four stages:

Data Consolidation. As discussed in Section 12.1, DEP will collect data on agencies’ activities completed during the reporting year through the CIT System. DEP will obtain additional information through the Stormwater Permitting and Tracking System, the Industrial and Commercial System, and additional reports prepared for other purposes. DEP will compile these materials for reporting on measurable goals and their associated measures.

Draft of the Annual Report. DEP will draft an Annual Report in compliance with Part IV.M of the MS4 Permit that summarizes the compiled data and reports, and describes the implementation of the SWMP. DEP will provide this draft to the participating agencies for internal discussion and review. The draft Annual Report will generally include a brief description of the SWMP-activities completed during the reporting year, measurable goals, and specific reporting requirements included in the MS4 Permit. The draft Annual Report will also include activities planned for the next year, and, if applicable, any proposed changes to this Plan.

Public Review of the Draft Annual Report. As described in Chapter 3: Public Involvement and Participation, the City will publish the draft Annual Report on the DEP website and present the draft Annual Report for public questions and comments by July 1 following each reporting year, and prior to submittal of the final Annual Report to NYSDEC.

Submittal to NYSDEC. In accordance with Part IV.M of the Permit, once the City addresses public comments and modifies the draft report accordingly, the City will submit the final Annual Report to DEC by September 30 following each reporting year.
12.3 Monitoring and Assessment of Controls

In accordance with Part IV.M.4.j.i of the Permit, the City will include an Annual Effectiveness Assessment in each Annual Report. This assessment will evaluate the effectiveness of the overall SWMP and progress towards reducing stormwater pollution from the MS4. The City will review effectiveness of the SWMP through achievement of its measurable goals. As data from the Monitoring Program become available, the City will also provide results from the information collected and analyzed.

The Annual Effectiveness Assessment will review:

- appropriateness of significant best management practices (BMPs);
- effectiveness of the implementation of the SWMP components; and
- progress towards reducing the discharge of pollutants of concern to the maximum extent practicable.

12.4 Measurable Goals and Program Assessment

Table 12.1 lists measurable goals and measures for identified Recordkeeping and Reporting BMPs. Annual Reports will use these measures to detail the status of each measurable goal and BMP. Part IV.M.4.j.i of the MS4 Permit requires an Annual Effectiveness Assessment in each Annual Report, as described above. The City will base the Annual Effectiveness Assessment on its achievement of the stated measureable goals for each chapter of this Plan, including this program. The City will also refine these measurable goals with information gained from program planning and implementation, interagency working groups, and public input. Continuing to refine and update the measureable goals will allow the City to better quantify and accurately represent the effectiveness of each one.

Summary of BMPs, Measurable Goals, and Measures for Recordkeeping and Reporting

Table 12.1

<table>
<thead>
<tr>
<th>BMP</th>
<th>Measurable Goals</th>
<th>Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide annual reports to document compliance with the MS4 permit</td>
<td>Develop Annual Reports after submission of the Plan due September 30 following each reporting Year</td>
<td>Summary of annual effectiveness assessment</td>
</tr>
<tr>
<td></td>
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<td>Date of Municipal Compliance Certification submission</td>
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