



Minnesota Pollution Control Agency

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March 2012

RE: Municipal Separate Storm Sewer System General Permit MNR040000
Annual Report for Calendar Year 2011

Dear MS4 Stormwater Contact:

This letter is to remind you of your annual reporting requirement under the Municipal Separate Storm Sewer System (MS4) General Permit MNR040000 (Permit). Annual reports are to be completed and submitted to the Minnesota Pollution Control Agency (MPCA) by June 30 of each year, detailing permit activities of the previous calendar year. The *MS4 Annual Report for 2011* form (2011 Annual Report) is due by June 30, 2012, and covers permit activities from January 1, 2011, through December 31, 2011. The Annual Report is mandatory and fulfills the reporting requirements of the MPCA MS4 General Permit. The 2011 Annual Report requirements can be found in Part VI.D – Annual Reporting of the MS4 General Permit.

The 2011 Annual Report **must be electronically submitted** to the MPCA using the submit button found at the end of the form and an e-mail client, or an e-mail with the form attached through a Web-based e-mail program. ***Scanned copies of the paper form or paper forms will not be accepted.*** Detailed instructions on how to download the form and complete it are provided below. Please read the instructions carefully.

The electronic version of the *MS4 Annual Report for 2011* form is available for download from the MPCA website at <http://www.pca.state.mn.us/water/stormwater/ms4-reports.html>. To begin the download, right click on the form link and choose "Save to file" or "Save Target As", then save it to a location on your computer, and open it from that location after downloading is complete. You may also simply click on the report form icon and it will open into your Web browser, from which you can save it to a location on your computer.

The *MS4 Annual Report 2011* form is an Adobe Reader document which requires all questions marked with an asterisk (the fields are highlighted with a red border) be complete before the form will send. If your form does not show highlighted red borders around fields, you may not have them highlighted. To show the highlighted red borders, click on the "Highlight Fields" box in the purple header at the top of the form. If your form does not contain a purple header at the top, you may be using an older version of Adobe Reader, and you may need to download the latest version free from the Adobe website, <http://www.adobe.com/products/reader.html>. You may save information entered in draft form on your computer until you are ready to submit it to the MPCA.

Once completed, the 2011 Annual Report form must be electronically certified by the person that is duly authorized by checking the "Yes" box under the Owner or Operator **Certification** heading. This person does not have to submit the form to the MPCA, but must certify the information contained within the form.

When the form is complete and ready to send, hit the submit button and the form will ask you to choose your method of sending the report and any attachments. There are two methods of electronically submitting the 2011 Annual Report form:

1) Desktop E-mail Applications:

Select "Desktop E-mail Application" if you currently use an e-mail application, such as Microsoft Outlook, Eudora, or Mail and click "OK". The form will then open an email addressed to the MPCA MS4 Permit Program mailbox with the form attached and a subject line of "New_MS4 Report_Form". Please type in the name of the MS4 you are reporting from next to this subject line (ex. New_MS4 Report Form_AnywhereUSA) to identify your report form. You may attach any further documents at this time. Be sure not to type anything additional into the attachments line as this will prevent the email from sending. Your e-mail with report attachments should now be ready to send through your email application. You may alternately submit the form and document through a Web-based e-mail program to the MS4 Program mailbox as indicated below.

2) Internet E-mail:

Select "Internet E-mail" if you currently use an internet mail system, such as Yahoo mail, Gmail, or Hotmail. Once you have selected "Internet E-mail", click "OK". You will then be prompted to save the form to your computer. Save it to a location where you will easily be able to retrieve it. You will then have to attach the form separately to an e-mail once you are within your internet mail. Please include the name of your MS4 in the subject line along with 'Annual Report' (AnyCityMS4 Annual Report). All Internet mail submissions should be addressed to: MS4PermitProgram.PCA@state.mn.us.

The MPCA will not accept paper copies of the form or scanned versions of the paper form. If paper copies or scanned versions are submitted, you will be asked to resubmit the Adobe Reader version of the form. A confirmation e-mail will be sent in response to electronic submissions.

Thank you for your cooperation in completing this reporting requirement. If you have any problems with downloading, completing, or submitting the electronic version of the 2011 Annual Report form, please contact MPCA staff listed on the Annual Report form or the MPCA MS4 Stormwater website at <http://www.pca.state.mn.us/water/stormwater/ms4-reports.html>.

Sincerely,

Marni Karnowski
Supervisor, Municipal Stormwater Unit
St. Paul Office
Municipal Division

MK/JC:wgp