Chapter 12

Recordkeeping and Reporting
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.

Submit 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.i.1 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.

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

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<tr>
<th>BMP</th>
<th>Measurable Goals</th>
<th>Measures</th>
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<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>
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<td>Date of Municipal Compliance Certification submission</td>
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Table 12.1