

MS4 Annual Report/Interim Progress Certification—2025

version 1.0

(Submission #: HQA-4FN3-NKH8P, version 1)

Details

Originally Started By George Birth

Alternate Identifier NYR20A568

Submission ID HQA-4FN3-NKH8P

Status Draft

Form Input

MS4 Operator Information

Municipality Name or Legal Entity Name

Jefferson County

Permit ID #:

NYR20A568

MS4 Operator Type

Traditional non-land use control

Traditional Non-Land Use or Non-Traditional

Traditional non-land use and non-traditional MS4 Operator requirements are found in Part VII of the MS4 General Permit.

Legal Municipal/Entity Mailing address

195 Arsenal Street

Watertown, NY 13601

Jefferson

Ranking Official

Official Title	First and Last Name	Phone	Email
Other: Board Chairman	William Johnson	315-785-3075	wjohnson@co.jefferson.ny.us

Report Preparer

Report Preparer Title	First and Last Name	Phone	Email
Stormwater Program Coordinator	Sarah Trick	315-782-2749	ers@jeffersoncountyswcd.org

Stormwater Program Coordinator

Coordinator Title	First and Last Name	Phone	Email
Stormwater Program Coordinator	Andy Nevin	(315)785-3144	andyn@jeffersoncountyny.gov

Part IV

Was the information in this section completed as part of a coalition/group?

Yes

MS4 General Permit Resources

Use the following webpages for more information on the permit and fact sheet:

[MS4 Permit Webpage](#)

[MS4 Toolbox](#)

SWMP Plan

Annually: Have the alternative implementation agreements in the SWMP Plan been updated? (Part IV.A.1.e.)

Yes

Annually: Has the SWMP been updated? (Part IV.B.3.)

Yes

Mapping

Annually: Has the comprehensive system mapping been updated? (Part IV.D.)

Yes

What tools are used to satisfy the comprehensive system mapping requirements? (e.g. paper maps, GIS, web mappers, etc.)

GIS

Within three (3) years of the EDC: Has Phase I of the comprehensive mapping been completed? (Part IV.D.2.a.)

No

Please clarify the reason for selecting "No" for this item.

item is not due this year

Within five (5) years of the EDC: Has Phase II of the comprehensive mapping been completed? (Part IV.D.2.b.)

No

Please clarify the reason for selecting "No" for this item.

item is not due this year

Legal Authority

Within three (3) years of the EDC: For newly designated MS4 Operators, has adequate legal authority been developed and implemented? (Part IV.E.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

In previous permit iterations it was determined Jefferson County did not need these mechanisms. The county lawyer is looking into whether or not they need them under this new permit.

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Part V

In Year 5: Has the SWMP Plan been evaluated? (Part V.C.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

item is not due this year

Part VII

Which MCMs in this Part were completed as a coalition/group, if any?

MCM 1

MCM 2

Minimum Control Measure 1

Within three (3) years of the EDC: Have the focus areas been identified? (Part VII.A.1.a.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

item is not due this year

Within three (3) years of the EDC: Have the target audience(s) and associated pollutant generating activities been identified? (Part VII.A.1.b.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

item is not due this year

Within three (3) years of the EDC: Have the education and outreach topics been identified and how the education and outreach topics will reduce the potential for pollutants explained? (Part VII.A.1.c.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

item is not due this year

In Year 5: Has the method(s) used for distribution of educational messages been identified? (Part VII.A.2.a.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

item is not due this year

In Year 5: Has one educational message been delivered to each target audience(s) for each focus area based on the education and outreach topic(s)? (Part VII.A.2.b.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

item is not due this year

In Year 4 and Year 5: Have target audiences, focus areas, and/or education and outreach topics been updated? (Part VII.A.2.c.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

item is not due this year

Please enter any comments related to the questions in this section below:

While the coalition's education committee has not identified focus areas or groups as the new permit will require by year 3, education efforts have been ongoing. In 2024, these activities included trainings for MS4 staff, in-school elementary education, Facebook posts, newsletter articles, creation of a new stormwater pamphlet, a rain barrel workshop, and a trash clean-up.

Minimum Control Measure 2

Annually: Has an opportunity for public involvement/participation in the development and implementation of the SWMP been provided? (Part VII.B.1.a.)

Yes

What was the opportunity for public involvement/participation in the SWMP?

Reporting concerns about activities or behaviors observed

Public hearings or meetings

Coordination with other pre-existing public involvement/participation opportunities

Stewardship activities

Annually: Has the public been informed about the opportunity for their involvement in the development and implementation of the SWMP and how they can get involved? (Part VII.B.1.b.)

Yes

What is the method(s) used for distribution to inform the public of the opportunity for involvement?

Electronic materials (e.g., websites, email listservs)

Social Media (e.g., Facebook, Twitter, blogs)

Printed materials (e.g., mail inserts, brochures and newsletters)

Annually: Has an opportunity to review and comment on the publicly available SWMP Plan been provided? (Part VII.B.2.a.)

Yes

Annually: Has an opportunity to review and comment on the draft annual report been provided? (Part VII.B.2.b.i.)

NONE PROVIDED

Annually: Have the comments received on the SWMP Plan been summarized? (Part VII.B.2.c.i.)

NONE PROVIDED

Annually: Have the comments received on the draft annual report been summarized? (Part VII.B.2.c.i.)

NONE PROVIDED

Please enter any comments related to the questions in this section below:

The three questions above will be completed before submission of this report. First, we must release the draft annual report for comment.

Minimum Control Measure 3

Within three (3) years of the EDC: Has an inventory of monitoring locations been developed? (Part VII.C.1.c.i.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

In Year 4 and Year 5: Has the monitoring location inventory been updated? (Part VII.C.1.c.ii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

Within three (3) years of the EDC: Have monitoring locations been prioritized? (Part VII.C.1.d.i.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

In Year 4 and Year 5: Has the monitoring location prioritization been updated? (Part VII.C.1.d.iii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

Within two (2) years of the EDC: Has a monitoring locations inspection and sampling program been developed and implemented? (Part VII.C.1.e.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year, program in draft form

In Year 5: Have all the monitoring locations been inspected? (Part VII.C.1.e.i.a)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

In Year 5: Has training on the MS4 Operator's monitoring locations inspection and sampling procedures been provided? (Part VII.C.1.e.ii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

In Year 3, Year 4, and Year 5: Have the names, titles, and contact information for the individuals who have received monitoring locations inspection and sampling training been updated? (Part VII.C.1.e.iii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

In Year 3, Year 4, and Year 5: Have the monitoring locations inspection and sampling procedures been updated? (Part VII.C.1.e.iv.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

Within two (2) years of the EDC: Has an illicit discharge track down program been developed and implemented? (Part VII.C.2.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year; program in draft form

In Year 5: Has training on the MS4 Operator's illicit discharge track down procedures prior to conducting illicit discharge track down been provided? (Part VII.C.2.b.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

In Year 3, Year 4, and Year 5: Have the names, titles, and contact information for the individuals who have received illicit discharge track down procedures training been updated? (Part VII.C.2.c.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

In Year 3, Year 4, and Year 5: Have the illicit discharge track down procedures been reviewed and updated? (Part VII.C.2.d.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

Within two (2) years of the EDC: Has an illicit discharge elimination program been developed and implemented? (Part VII.C.3.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year; program is in draft form

In Year 5: Has training on the MS4 Operator's illicit discharge elimination procedures prior to conducting illicit discharge elimination been provided? (Part VII.C.3.b.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

In Year 3, Year 4, and Year 5: Have the names, titles, and contact information for the individuals who have received illicit discharge elimination procedures training been updated? (Part VII.C.3.c.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

In Year 3, Year 4, and Year 5: Have the illicit discharge elimination procedures been reviewed and updated? (Part VII.C.3.d.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Minimum Control Measure 4

Within one (1) year of the EDC: Has a construction oversight program been developed and implemented? (Part VII.D.3)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

The policy was drafted year one but was not approved and signed until February 2025. Program is now in place.

In Year 5: Has training on the MS4 Operator's construction oversight procedures prior to conducting construction oversight been provided? (Part VII.D.3.b.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

In Year 2, Year 3, Year 4, and Year 5: Have the names, titles, and contact information for the individuals who have received construction oversight procedures training been updated? (Part VII.D.3.c.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

In Year 2, Year 3, Year 4, and Year 5: Have the construction oversight procedures been reviewed and updated? (Part VII.D.3.e.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

Annually: Has the inventory of construction sites been updated? (Part VII.D.4.b.)

Yes

How many construction sites are on the inventory?

0

Within one (1) year of the EDC: Have construction sites been prioritized? (Part VII.D.5.a.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

There are no sites to prioritize

In Year 2, Year 3, Year 4, and Year 5: Has the construction site prioritization been updated? (Part VII.D.5.c.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

Within three (3) years of the EDC: Have the individuals responsible for reviewing SWPPPs for acceptance received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity prior to conducting SWPPP reviews and/or approvals? (Part VII.D.6.a.i.)

Yes

Annually: Have the names, titles, and contact information for the individuals who have received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity, for individuals responsible for reviewing SWPPPs been updated? (Part VII.D.6.d.)

Yes

Are pre-construction meetings conducted prior to the commencement of construction activity? (Part VII.D.7.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

The county is listed at the owner/ operator on all construction NOIs they have jurisdiction over.

Within three (3) years of the EDC: Have the individuals responsible for construction site inspections received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity prior to conducting construction site inspections? (Part VII.D.8.a.i.)

Yes

Annually: Have all sites with construction activity identified in the inventory been inspected during active construction after the pre-construction meeting, or sooner if deficiencies are noted that require attention? (Part VII.D.8.c.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

There are no sites in the construction inventory

Annually: Have the names, titles, and contact information for the individuals who have received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity, for individuals responsible for construction site inspections been updated? (Part VII.D.8.d.)

Yes

Are final construction site inspections conducted? (Part VII.D.9.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

The county is listed at the owner/ operator on all construction NOIs they'd have jurisdiction over. Therefore final inspections are not required under MCM4

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Minimum Control Measure 5

Annually: Has the inventory of post-construction SMPs been updated? (Part VII.E.2.c.)

Yes

How many post-construction SMPs are on the inventory?

0

Within five (5) years of the EDC: Have the required components been included in the post-construction SMP inventory? (Part VII.E.2.d.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

Within one (1) year of the EDC: Has a post-construction SMP inspection and maintenance program been developed and implemented? (Part VII.E.4.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

The county as no SMPs listed in the inventory. They are also listed at the owner/ operator on all construction NOIs they'd have jurisdiction over. This would cause SMP maintenance to fall under MCM6.

Has each post-construction SMP identified in the inventory been inspected at the required frequency? (Part VII.E.4.a.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

The county has no SMPs listed in their inventory.

In Year 5: Has training on the MS4 Operator's post-construction SMP inspection and maintenance procedures prior to conducting post-construction SMP inspection and maintenance been provided? (Part VII.E.4.b.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

Annually: Have names, titles, and contact information for the individuals who have received post-construction SMP inspection and maintenance procedures training updated? (Part VII.E.4.c.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

The county does not have an SMP program

In Year 2, Year 3, Year 4, and Year 5: Have the post-construction SMP inspection and maintenance procedures been reviewed and updated? (Part VII.E.4.d.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Minimum Control Measure 6

Within three (3) years of the EDC: Have best management practices (BMPs) been incorporated into the municipal facility program and municipal operations program? (Part VII.F.1.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

Within three (3) years of the EDC: Has a municipal facility program been developed and implemented? (Part VII.F.2.a.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

In Year 5: Has training on the MS4 Operator's municipal facility procedures prior to conducting municipal facility procedures been provided? (Part VII.F.2.a.ii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

In Year 4 and Year 5: Have the names, titles, and contact information for the individuals who have received municipal facility procedures training been updated? (Part VII.F.2.a.iii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

In Year 4 and Year 5: Have the municipal facility procedures been updated? (Part VII.F.2.a.iv.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

Within two (2) years of the EDC: Has a municipal facility inventory been developed? (Part VII.F.2.b.i.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

In Year 3, Year 4, and Year 5: Has the municipal facility inventory been updated? (Part VII.F.2.b.ii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

Within three (3) years of the EDC: Have the municipal facilities been prioritized? (Part VII.F.2.c.i.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

In Year 4 and Year 5: Has the municipal facility prioritization been updated? (Part VII.F.2.c.iii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

Within five (5) years of the EDC: Has a municipal facility specific SWPPP for each high priority municipal facility been developed? (Part VII.F.2.d.i.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

In Year 5: Has all wet weather visual monitoring of the monitoring locations at all high priority municipal facilities been conducted? (Part VII.F.2.d.ii.a))

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

In Year 5: Has a comprehensive site assessment for each high priority municipal facility been completed? (Part VII.F.2.d.ii.c))

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

In Year 5: Has a comprehensive site assessment for each low priority municipal facility been completed? (Part VII.F.2.e.ii.c))

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

Within three (3) years of the EDC: Has a municipal operations program been developed? (Part VII.F.3.a.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

In Year 5: Has training on the MS4 Operator's municipal operations procedures prior to conducting municipal operations been provided? (Part VII.F.3.a.ii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

In Year 4 and Year 5: Have the names, titles, and contact information for the individuals who have received municipal operations procedures training been updated? (Part VII.F.3.a.iii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

In Year 4 and Year 5: Have the municipal operations procedures been reviewed and updated? (Part VII.F.3.a.iv.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

Within three (3) years of the EDC: Have catch basins in need of inspection been identified? (Part VII.F.3.c.i.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

Within three (3) years of the EDC: Has catch basin inspection information been inventoried? (Part VII.F.3.c.ii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

In Year 5: Have all streets, bridges, parking lots, and right of ways been swept? (Part VII.F.3.d.i.a))

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year, but all applicable streets, bridges, parking lots, and right of ways are swept on an annual basis.

Annually: Have all streets in business districts and commercial areas been swept (Part VII.F.3.d.i.b))

Yes

Within five (5) years of the EDC: Have roads, bridges, parking lots, and right of way maintenance specific BMPs been implemented? (Part VII.F.3.d.ii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

Within five (5) years of the EDC: Have winter road maintenance specific BMPs been implemented? (Part VII.F.3.d.iii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Part VIII

Does the MS4 Operator discharge to an impaired water listed in Appendix C of GP-0-24-001?

No

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Part IX

Does the MS4 Operator discharge to a TMDL listed in Table 3 of GP-0-24-001?

No

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Interim Progress Status

Interim Progress Resources

Use the following webpages for more information on the permit and fact sheet:

[MS4 Permit Webpage](#)

[MS4 Toolbox](#)

Have you reviewed compliance items due within two years of EDC?

Yes

Have you reviewed compliance items due within three years of EDC?

Yes

Have you reviewed compliance items due within four years of EDC?

Yes

Have you reviewed compliance items due within five years of EDC?

Yes

Have you reviewed compliance items which need to be completed routinely (annually, every five (5) years, etc.)?

Yes

Please enter any comments related to the questions in this section.

NONE PROVIDED

Certification

The ranking elected official or Principal Executive Officer for the MS4 Operator will be signing the form.

Yes

As the Ranking Elected Official or Principal Executive Officer, please download the certification form using the link below. Complete and sign the certification. Then, upload the certification form to this Interim Progress Certification and/or Annual Report.

[Certification Form](#)

Attach completed certification form.

NONE PROVIDED

Comment

NONE PROVIDED