

# MS4 Annual Report/Interim Progress Certification—2025

version 1.0

(Submission #: HQA-QDAN-DGHNV, version 1)

## Details

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**Originally Started By** Meredith Griffin

**Alternate Identifier** NYR20A565

**Submission ID** HQA-QDAN-DGHNV

**Status** Draft

## Form Input

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### MS4 Operator Information

**Municipality Name or Legal Entity Name**

City of Watertown New York

**Permit ID #:**

NYR20A565

**MS4 Operator Type**

Traditional land use control

**Traditional Land Use Control**

City

**Traditional Land Use Control**

Traditional land use control MS4 Operator requirements are found in Part VI of the MS4 General Permit.

**Legal Municipal/Entity Mailing address**

245 Washington Street  
 Watertown, NY 13601  
 Jefferson

**Ranking Official**

Official Title	First and Last Name	Phone	Email
City Manager	Henricus Wagenaar	315-785-7730	ewagenaar@watertown-ny.gov

**Report Preparer**

Report Preparer Title	First and Last Name	Phone	Email
Municipal Engineer	Meredith Griffin	315-785-7744	mgriffin@watertown-ny.gov

**Stormwater Program Coordinator**

Coordinator Title	First and Last Name	Phone	Email
Stormwater Program Coordinator	Meredith Griffin	315-785-7744	mgriffin@watertown-ny.gov

**Part IV**

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

Yes

**MS4 General Permit Resources**

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

[MS4 Permit Webpage](#)

[MS4 Toolbox](#)

**SWMP Plan**

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**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**

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**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**

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

Yes

**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 VI**

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

MCM 1

MCM 2

## **Minimum Control Measure 1**

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**Within three (3) years of the EDC: Have the focus areas been identified? (Part VI.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 VI.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 VI.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 VI.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 VI.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 VI.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:**

*NONE PROVIDED*

**Minimum Control Measure 2**

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

Yes

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

Public hearings or meetings

Reporting concerns about activities or behaviors observed

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 VI.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)

Displays in public areas (e.g., town halls, library, parks)

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

Yes

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

No

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

*NONE PROVIDED*

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

No

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

*NONE PROVIDED*

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

No

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

*NONE PROVIDED*

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

*NONE PROVIDED*

### Minimum Control Measure 3

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**Within three (3) years of the EDC: Has an inventory of monitoring locations been developed? (Part VI.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 VI.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 VI.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 VI.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 VI.C.1.e.)**

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 the monitoring locations been inspected? (Part VI.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 VI.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 VI.C.1.e.iii.)**

N/A

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

Done through the Jefferson Stormwater Coalition

**In Year 3, Year 4, and Year 5: Have the monitoring locations inspection and sampling procedures been updated? (Part VI.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 VI.C.2.)**

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 illicit discharge track down procedures prior to conducting illicit discharge track down been provided? (Part VI.C.2.b.)**

N/A

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

Done through the Jefferson Stormwater Coalition

**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 VI.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 VI.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 VI.C.3.)**

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 illicit discharge elimination procedures prior to conducting illicit discharge elimination been provided? (Part VI.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 VI.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 VI.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**

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

Yes

**In Year 5: Has training on the MS4 Operator's construction oversight procedures prior to conducting construction oversight been provided? (Part VI.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 VI.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 VI.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 VI.D.4.b.)**

Yes

**How many construction sites are on the inventory?**

3

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

Yes

**How many high priority construction sites are on the inventory?**

0

**In Year 2, Year 3, Year 4, and Year 5: Has the construction site prioritization been updated? (Part VI.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 VI.D.6.a.i.)**

No

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

City Engineer is a Licensed Professional Engineer and has signed up for training class

**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 VI.D.6.d.)**

No

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

Staff have signed up for renewal of the training in proper erosion and sediment control principles from a Soil & Water Conservation District

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

Yes

**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 VI.D.8.a.i.)**

N/A

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

The City has undertaken no construction projects that require SWPPP

**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 VI.D.8.c.)**

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 construction site inspections been updated? (Part VI.D.8.d.)**

N/A

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

Handled by Private Consultants

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

Yes

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

*NONE PROVIDED*

#### **Minimum Control Measure 5**

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**Annually: Has the inventory of post-construction SMPs been updated? (Part VI.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 VI.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 VI.E.4.)**

No

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

Program is being prepared

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

No

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

There are no post-construction SMP's identified yet

**How many post-construction SMPs have been inspected at the required frequency?**

0

**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 VI.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 VI.E.4.c.)**

No

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

No post-construction SMP's exist at this time

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

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

**Annually: Have all streets in business districts and commercial areas been swept? (Part VI.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 VI.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 VI.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**

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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.**

MS4 Certification form - signed.pdf - 02/28/2025 09:39 AM

**Comment**

*NONE PROVIDED*

## **Attachments**

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<b>Date</b>	<b>Attachment Name</b>	<b>Context</b>	<b>User</b>
2/28/2025 9:39 AM	MS4 Certification form - signed.pdf	Attachment	Meredith Griffin