

## **General Information for Submitting a SWMP**

- Your Storm Water Management Program (SWMP) becomes a part of the NPDES Permit, upon SWMP approval. It must be a complete document containing all the necessary components. Although ordinances, procedures, etc., were submitted with the previous SWMPs, the current SWMP must include the most recent version of these documents. Ensure that you submit all of the necessary components, including copies of the latest versions of the following:
  - 1) Adopted stormwater ordinances (Illicit Discharge, Erosion and Sedimentation, and Post-Construction);
  - 2) Standard Operating Procedures (e.g. dry weather screening procedures, construction site inspection procedures, street sweeping procedures);
  - 3) Blank copies of forms to be used to implement the SWMP, including inspection forms;
  - 4) Signed Memorandum of Agreements; and
  - 5) Maps and inventories.
  
- The NPDES Permit contains a table for each of the minimum control measures (MCMs). For four of the MCMs, the BMPs in the table contain a measurable goal that states what must be submitted with each annual report. Incorporate this information into the BMP's measurable goal in your SWMP. If the Permit does not specify what must be submitted, then the measurable goal for each BMP in your SWMP must still state what documentation will be submitted with the annual report.
  
- Documentation to be submitted as appendices to the SWMP can be submitted by hard copy or on CD. For example, copies of ordinances or maps can be submitted using either method. If information is submitted on a CD, EPD must be able to open and read all files on the CD (e.g. GIS maps).