pennsylvania
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Bureau of Clean Water

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) ANNUAL REPORTING SYSTEM

User Guide

Table of Contents

1.0 INTRODUCTION 3
1.1 Data Entry 3
1.2 Saving 3

2.0 REGISTRATION PROCESS 4
2.1 GreenPort Registration 4
2.2 MS4 Reporting Enrollment 4
2.2.1 User Roles 4
2.2.2 Review Account Information 4
2.2.3 Facility Information 5
2.2.4 Review, Sign and Submit 6
2.3 Account Approval 6
2.3.1 Account Managers and Certifiers 6
2.3.2 Preparers and Viewers 7
2.3.3 Account Manager Approval of Preparer and Viewer Accounts 7
2.4 Adding Facilities to Existing Accounts 7

3.0 REPORTING DASHBOARD 8

4.0 ANNUAL REPORT 8
4.1 General Information Screen 8
4.2 Report Modules 9
4.3 Water Quality Information Module 9
4.4 General MCM Information Module 10
4.5 MCM 1: Public Outreach on Stormwater Impacts Module 10
4.6 MCM 2: Public Involvement/Participation Module 11
4.7 MCM 3: Illicit Discharge Detection & Elimination (IDD&E) Module 12
4.8 MCM 4: Construction Site Stormwater Runoff Control Module 14
4.9 MCM 5: PCSM in New Development and Redevelopment Module 15
4.10 PCSM BMP Inventory Table 16
4.10.1 Adding PCSM BMPs Individually 16
4.10.2 Uploading Multiple PCSM BMPs 17
4.10.3 Editing the PCSM BMP Inventory 18
4.11 MCM 6: Pollution Prevention / Good Housekeeping Module 18
4.12 Appendix Selection Module 19
4.13 Pollutant Control Measures (PCMs) Module 19
4.14 Pollutant Reduction Plan (PRP) and TMDL Plan Module 20
4.14.1 Plan Type 20
4.14.2 Joint Plans 21
4.14.3 Combined Plans 21
4.14.4 Pollutant Load Reduction Requirements 22
4.14.5 Final Report Due Date 22
4.14.6 Plan Modifications 22

4.14.7 Current and Anticipated Progress 22
4.15 BMPs for PRP/TMDL Plan Implementation Module 22
4.15.1 New BMPs for PRP/TMDL Plan Implementation Table 22
4.15.2 BMPs for PRP/TMDL Plan Implementation Table 24
4.16 "None" selected in the Appendix Selection Box 24

5.0 CERTIFICATION AND SUBMISSION 25
5.1 Incomplete Reports 25
5.2 Sign and Submit 25
5.3 Printing the Submitted Report 25

6.0 REGULATORY REVIEW 26
6.1 Returned for Revisions 26
6.1.1 Revising a Submitted Report 26
6.2 Acknowledged Reports 26
6.3 Acknowledged with Comments Reports 26
6.4 Report Versions 26

7.0 TROUBLESHOOTING 27
7.1 Greenport Questions 27
7.2. eReporting Application 27
7.2.1 Submitting a Service Now Ticket 27

Attachment A – PCSM BMP Descriptions
Attachment B – PRP BMP Descriptions
Attachment C – BMP Manual BMP Descriptions

1.0 INTRODUCTION

This User Guide has been developed to assist Municipal Separate Storm Sewer System (MS4) permittees in the completion and submission of annual reports through the GreenPort system.

Greenport is a web-based application that allows National Pollutant Discharge Elimination System (NPDES) permittees to electronically submit annual reports to the Department of Environmental Protection (DEP). Greenport is available through https://greenport.pa.gov/gpl/. At this time, electronic reporting through Greenport is only available for use by permittees with MS4 or CAFO NPDES permittees, however DEP anticipates that Greenport will eventually be expanded to allow for the submission of reporting requirements from other NPDES permit programs.

1.1 Data Entry

The electronic MS4 annual reporting application will request data to be entered in several ways.

- **Text Entry** – a text box will be provided for questions that require permittees to write a response. The character limit will be displayed below the entry box. The allowable characters should be sufficient for permittees to answer a question. However, if your response will require additional explanation, an attachment may be added. There is an attachments section at the end of each report module.
- **Check boxes** – questions that require a yes or no response can be answered by clicking the appropriate box. Selections can be unselected by holding down the ctrl key and clicking the box again. This will clear the selection**.**
- **Date picker** – questions that require a date to be entered will be provided with a date picker. Click the down arrow to open the calendar and navigate to the appropriate date.
- **Dropdown menus** – clicking the down arrow will expand the menu to show the options available for selection.
- **Attachments** – each module includes a section for attachments. Users may use the “drag and drop” feature to upload attachments or click Choose File to navigate to where the file is saved on their computer. When a file is uploaded the user must select a document type from the dropdown menu. A short description of the attachment may also be added.

1.2 Saving

There are two save options located on the left side of the report screen.

Save Report – saves all data entered into the report and keeps user on the data entry screen.

Save & Exit – saves all data entered into the report and returns the user to their dashboard.

The application will also save all entered data when the Complete Module option is selected at the bottom of any report module.

NOTE: The application may time out if left open and idle for a significant amount of time. **It is highly recommended that users save their work if they need to step away from the application for any length of time.** Any data entered and not saved may be lost if the application times out.

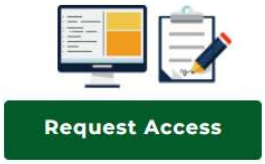
2.0 REGISTRATION PROCESS

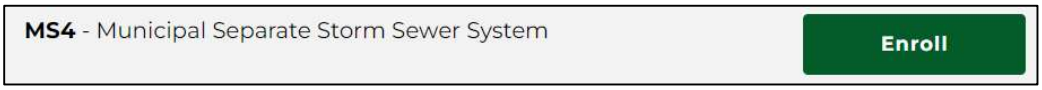
2.1 GreenPort Registration

All users must register and create a GreenPort account to access the MS4 System. Refer to the GreenPort User Guide for instructions on how to create a GreenPort Account.

2.2 MS4 Reporting Enrollment

Once logged in to the GreenPort system, select Request Access to begin the MS4 enrollment process. After selecting Request Access, you will be prompted to select which applications you would like to access. Click the Enroll button next to "MS4 - Municipal Separate Storm Sewer System."





2.2.1 User Roles

Before you proceed with your online enrollment, make sure you have the following information:

- **NPDES Permit Number(s)**
- **Facility Name(s)** – name of facility or facilities you are associated with
- **Your Security role** – For each user account, a specific security role must be selected when the account is associated to a facility. The security roles are as follows:
  - **Viewer** – can view reports but cannot enter data or submit reports.
  - **Preparer** – can view and enter data into reports but cannot submit reports.
  - **Certifier** – can view, enter data, and submit reports.
  - **Account Manager** – can view, enter data, submit reports, and add or remove other users.

Representatives of each facility should decide before starting the registration process who will serve as the Account Manager and other security roles. In general, only individuals who are employed by the permittee may be granted Certifier or Account Manager security roles.[1] The user roles for consultants are limited to those roles that cannot submit reports (Viewers and Preparers).

Each facility must have one (only one) Account Manager. A facility may have as many Certifiers, Preparers, and Viewers as desired. It is recommended that each facility have at least two users that are capable of submitting reports.

Facilities that are co-permittees are required to submit one joint report. Each facility comprising a co-permittee group must have a Certifier. A Certifier from each co-permittee must digitally sign the report before it can be submitted.

Each user may be granted one (and only one) account. Each account may be associated to one or more facilities with reporting requirements under NPDES permits.

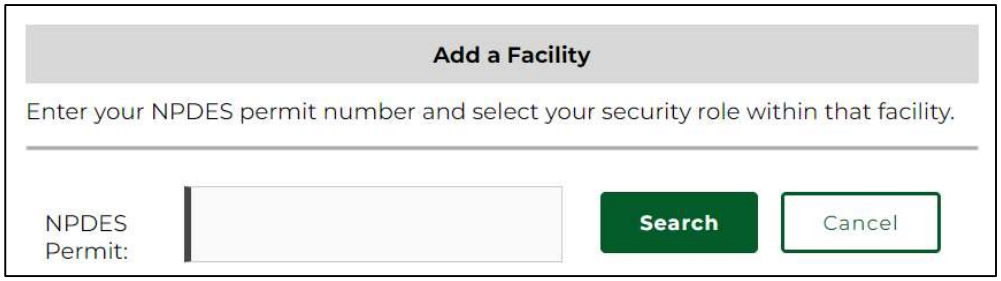
2.2.2 Review Account Information

When you first enter the MS4 Annual Reporting System you will be prompted to review your account information as it is currently listed in Greenport. If the information is incorrect, update as needed. If the information is correct, click Continue.

[1] Where the permittee does not have access to a computer or the internet, DEP may consider granting third parties these securities for a facility when proper authorization is given.

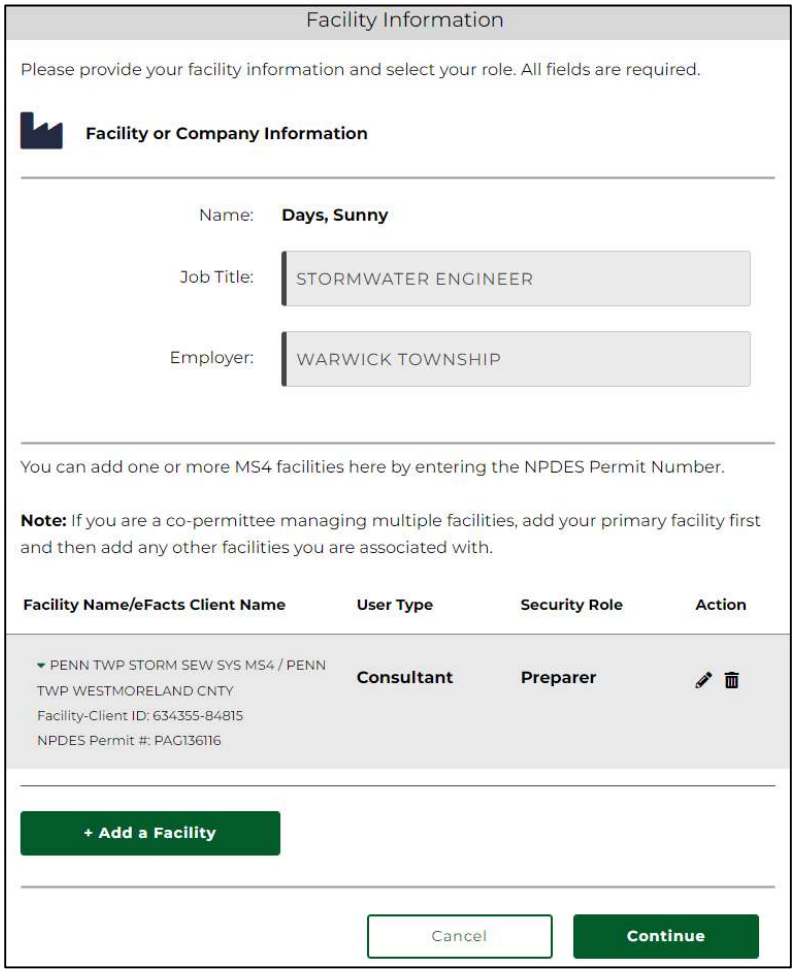
2.2.3 Facility Information

Enter your Job Title and Employer in the provided spaces. Click Add a Facility and search for the NPDES Permit Number associated with the facility you want to add to your account.



Use drop down menus to select your user type (employee or consultant) and security role. Click Add to add the facility to your account.

More than one facility can be added to your account by searching additional NPDES permit numbers and completing the MS4 user type and security role fields for those facilities. Click Add a Facility to search for another permit number or click Continue to proceed.



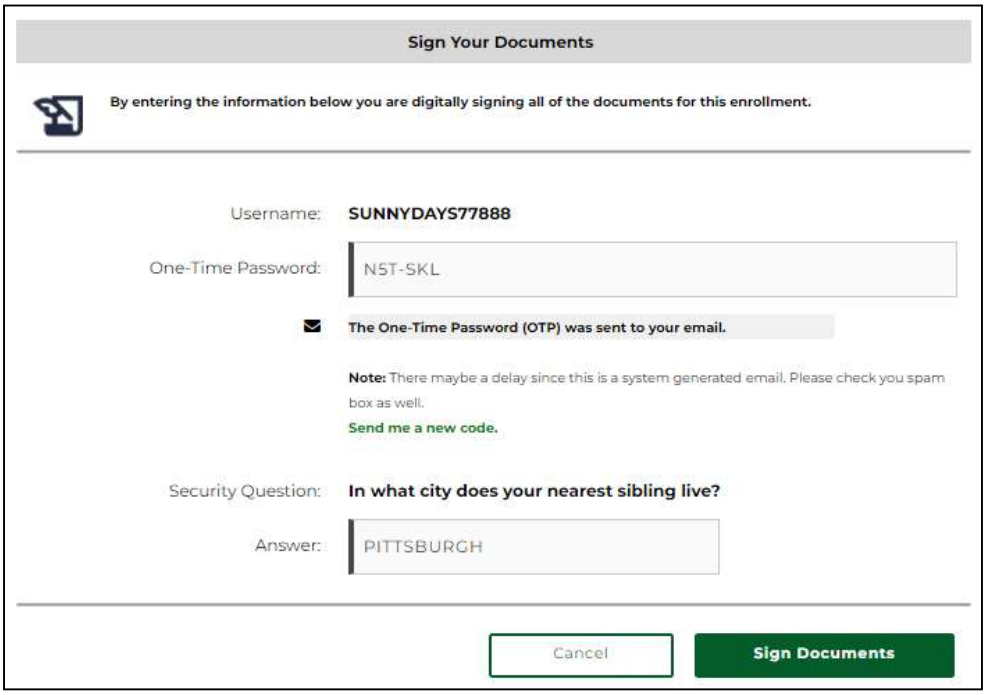
NOTE: Viewers and Preparers will not be able to add a facility to their account until an Account Manager is registered for that facility. **The Account Manager approves the accounts for Viewers and Preparers associated with a facility.**

2.2.4 Review, Sign and Submit

To complete the online enrollment process, review the User Account Information, Address Information, and Facility Information. All users requesting access must review and electronically sign the MS4 Terms and Conditions document.

Users requesting Account Manager or Certifier security roles must review and electronically sign a Trading Partner Agreement (TPA).

Once you have reviewed these documents, click that you agree to the Terms and Conditions and click Sign Documents to digitally sign the TPA (if required). An automated email will be sent to your email address with a one-time password needed to sign your documents. You will also be prompted to answer one of your security questions.



Click Sign Documents. After the required documents are signed, the Submit button will be enabled.

Click Submit to complete the enrollment process. Copies of the signed documents will be sent to the user's email and a success message will appear to indicate the enrollment is complete.

NOTE: Each facility can have only one Account Manager. If you are attempting to enroll as an Account Manager and receive an error message that the facility already has an Account Manager, contact the MS4 Resource Account (RA-EPPAMS4@pa.gov) and inform the DEP System Administrator that the previous Account Manager for the facility needs to be removed. Once the DEP Administrator removes the prior Account Manager, the new Account Manager can complete the enrollment process.

2.3 Account Approval

2.3.1 Account Managers and Certifiers

DEP will review account requests for users requesting Account Manager and Certifier security roles. Users will receive an automated email when their account has been approved. If the account is not approved, the user will receive an email stating the reason their account was unable to be approved.

NOTE: In general, only individuals who are employed by the permittee may be granted Certifier or Account Manager security roles. Requests from consultants for Account Manager or Certifier security roles cannot

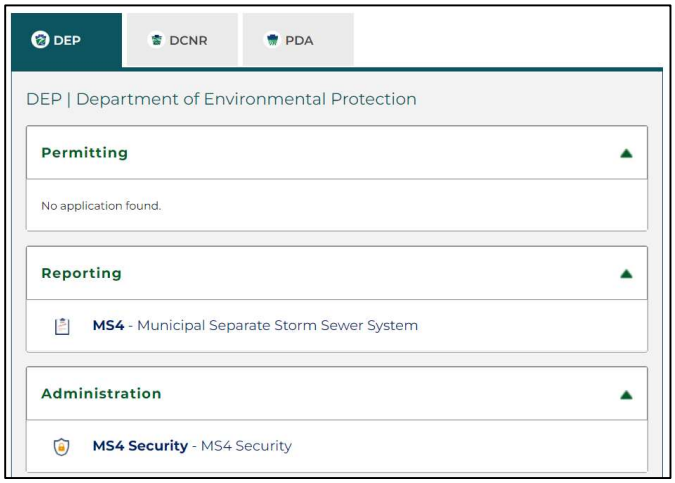
be approved. The user roles for consultants are limited to those roles that cannot submit reports (Viewers and Preparers).

2.3.2 Preparers and Viewers

Accounts for Preparers and Viewers are approved by the Account Manager for the facility. An Account Manager must be approved for a facility before Preparer and Viewer accounts can be added to the facility.

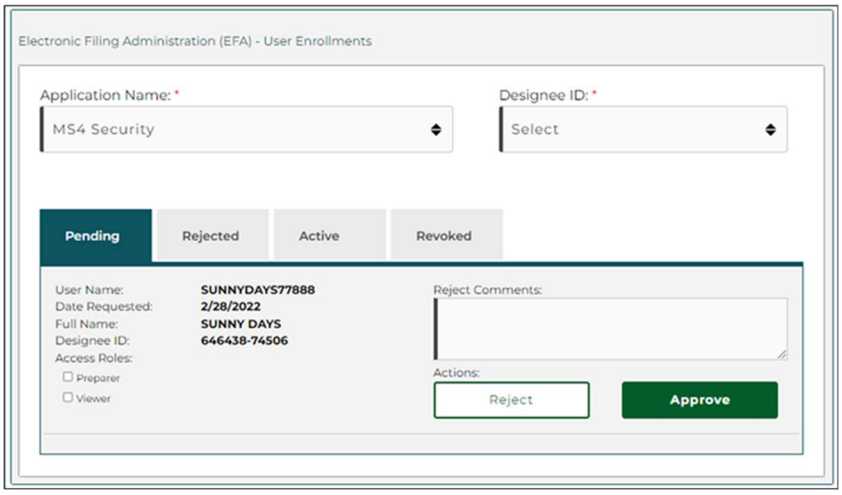
2.3.3 Account Manager Approval of Preparer and Viewer Accounts

To add Preparers or Viewers to a facility, the Account Manager must log in to their Greenport Dashboard and select MS4 Security in the Administration tab. No other user roles will have the access to the Administration tab.



Click on the EFA Security Tab and use the drop-down menu to select Municipal Separate Storm Sewer System as the application name. All users requesting access will be displayed on the Pending tab. Select Approve to grant the user access to the facility or select Reject to prevent the user from accessing the facility. If the user is rejected, include a justification for the rejection in the comment box.

Users will receive an automated email when their account has been approved by the Account Manager. If the account is not approved, the user will receive an email stating the reason their account was unable to be approved.

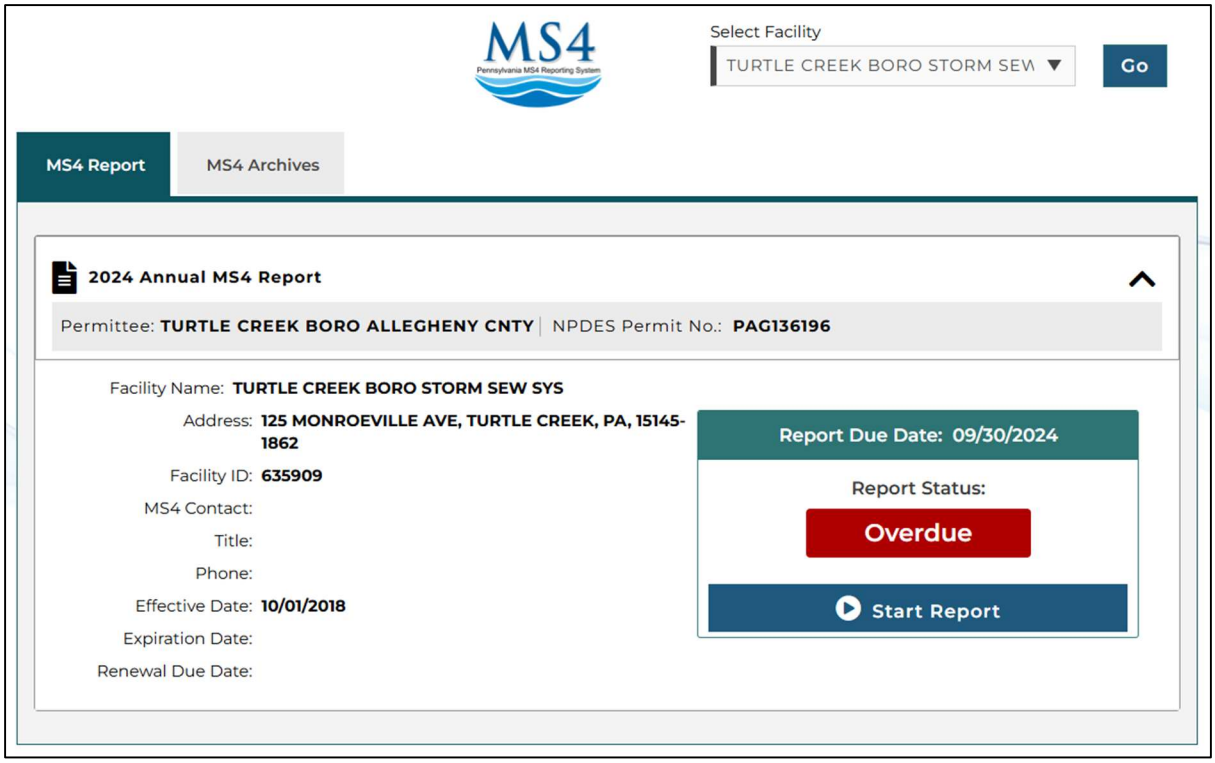


2.4 Adding Facilities to Existing Accounts

Users who have already created an account who wish to add more facilities to their account may do so by repeating the enrollment process. On the GreenPort Dashboard scroll down to the Request DEP Applications Tab and click on Request Access. Repeat the steps listed above in Section 2.2 to add additional facilities to your account.

3.0 REPORTING DASHBOARD

Once your account has been approved, log in to GreenPort and click on MS4-Municipal Separate Storm Sewer System in the Reporting Tab. Users associated with more than one facility can navigate between facilities using the Select Facility dropdown menu at the top of the screen.



The MS4 Report tab displays the report that must be completed for the current reporting year. Reports submitted using the eReporting application during previous reporting years are available for view on the MS4 Archives tab.

The report dashboard will display the facility information for the permittee as well as the permit renewal date, effective date, and expiration date. For permittees with MS4 General Permit coverage, the expiration date may be blank as the MS4 General Permit (PAG-13) has been administratively extended until permit reissuance. In addition, the Renewal Due Date will also be blank for permittees with MS4 General Permit coverage.

The status of the current annual report will also be displayed. If this is the first year that a permittee is using the eReporting system a prior year's report may be listed as overdue. If the prior year's annual report was submitted outside of the eReporting system, the permittee should disregard the overdue notification.

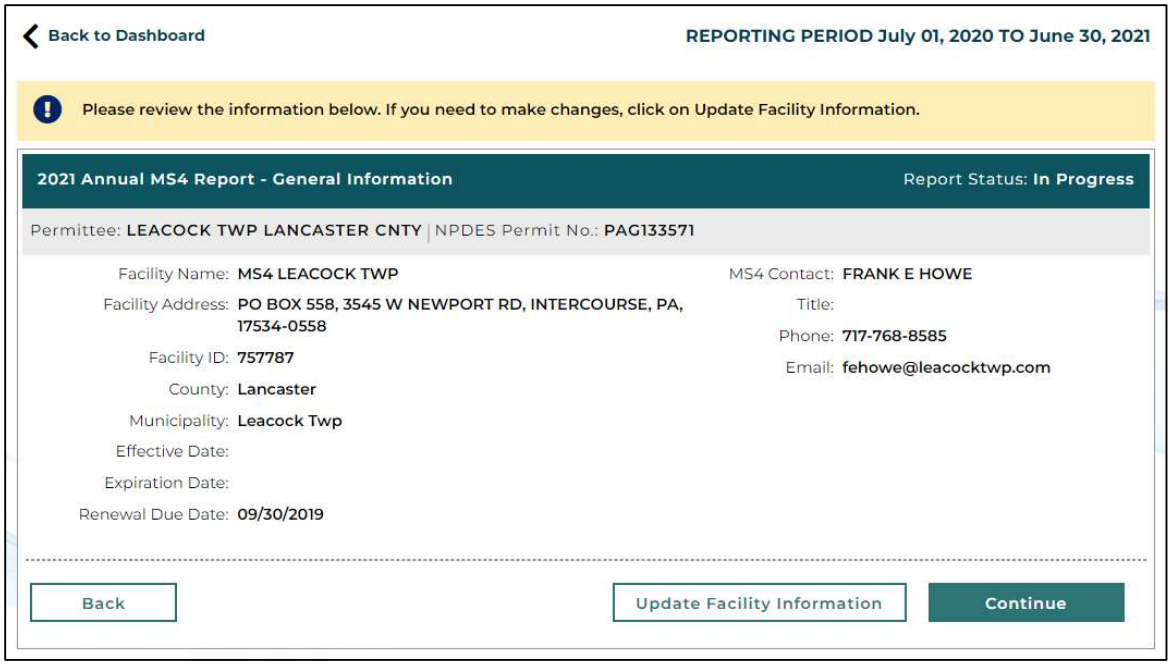
Click Start Report to begin entering data into the current report.

4.0 ANNUAL REPORT

4.1 General Information Screen

The reporting period is displayed at the very top of the page. Users should verify that they are completing a report for the current reporting period before entering data.

The General Information screen is displayed under the reporting period. Users should review the information on the General Information screen and verify that it is correct. The information displayed is pulled from eFacts. If any of the displayed information is incorrect, there is an error in the eFACTs database.



If information on the General Information screen in incorrect, click Update Facility Information. This will generate a box into which the user can request changes. Completing this request will send an email to a DEP Administrator to update eFACTs. The user will receive the following message to indicate that the request as been sent.

Users can proceed with entering data into the report while waiting for the requested facility information to be updated.

If information on the General Information screen is correct, click Continue to proceed with entering data into the report.

4.2 Report Modules

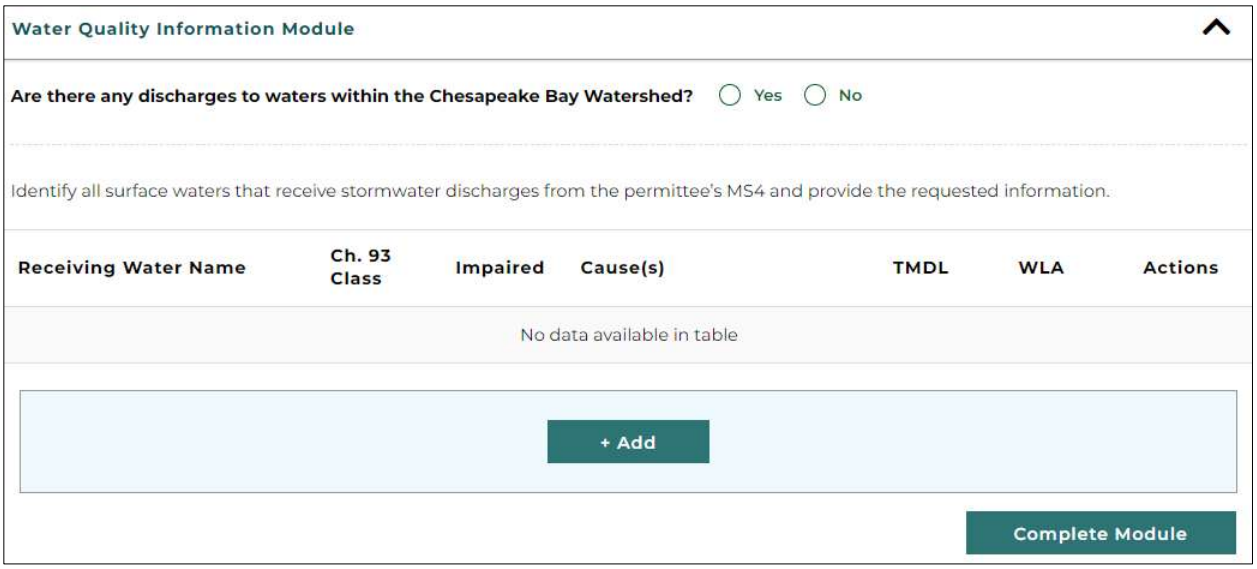
The report is set up in a series of modules. Clicking the down arrow at the right side of the module will expand the module.

Once all questions within a module are complete, a green check will appear next to the module.

If the information in a module is not complete, a red exclamation point will be displayed.

4.3 Water Quality Information Module

Indicate if your facility has discharges to waters within the Chesapeake Bay Watershed. If surface water from your facility ultimately flows into the Chesapeake Bay, select Yes.



Click Add to enter information on all surface waters that receive stormwater discharges from storm sewers within the MS4 urbanized area (including discharges that drain to storm sewers not owned by the permittee).

For each body of water, include the receiving water name, its classification according to Chapter 93, and impairment status. If the water is impaired, select the impairment(s) from a dropdown menu. If the receiving water has multiple impairments, select all that apply. If the water is subject to a TMDL indicate if the TMDL identifies a waste load allocation (WLA) for the permittee.

Click Continue to add the receiving water to your report. Repeat the previous steps to add all other applicable surface waters.

After a surface water has been added, it can be edited or deleted by clicking the icons located under Actions.

Receiving Water Name	Ch. 93 Class	Impaired	Cause(s)	TMDL	WLA	Actions
Spring Creek	CWF, MF	Yes	Priority Organics	No	No	

Once all surface waters have been entered, click Complete Module.

4.4 General MCM Information Module

Select yes/no to indicate whether the permittee has completed all minimum control measure (MCM) activities required by the permit for this reporting period.

For each MCM, identify the entity responsible for the implementation of the MCM, along with the name and phone number of the contact individual for the responsible entity. More than one entity may be listed by clicking the Add button.

Click Complete Module when finished.

4.5 MCM 1: Public Outreach on Stormwater Impacts Module

- ***BMP #1: Develop, implement, and maintain a written public education and outreach program (PEOP)***
  For new permittees, use the dropdown menu to indicate if a written PEOP has been developed and implemented within the first year of permit coverage. Existing permittees should select Not Applicable.

Enter the date of latest review of the PEOP, indicate if updates were made, list the plans and goals for the reporting period, indicate if the goals were achieved, and identify the plans and goals for the upcoming reporting period.

- ***BMP #2: Target Audience List***
  For new permittees, use the dropdown menu to indicate if a written target audience list has been developed and implemented within the first year of permit coverage. Existing permittees should select Not Applicable.

  Enter the date of the latest review of the target audience list and indicate if updates were made.

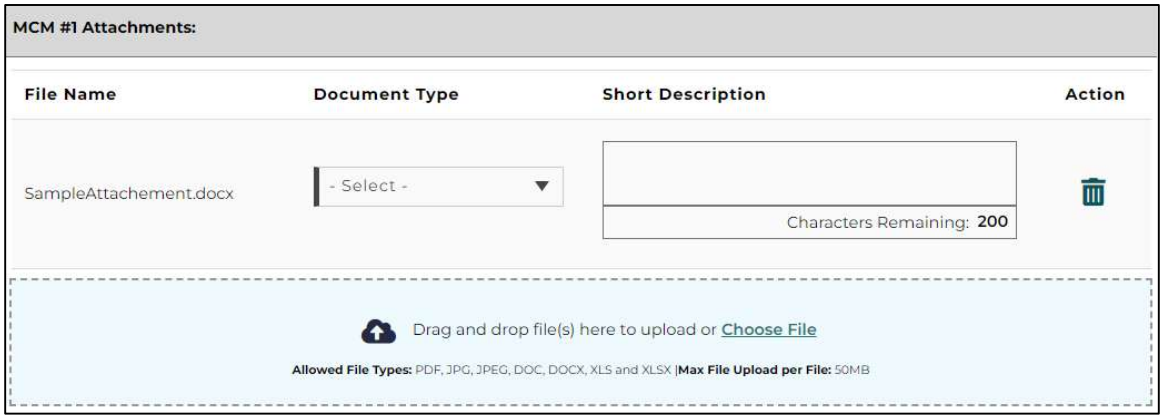
- ***BMP #3: Stormwater Management Educational Materials***
  For new permittees, indicate if stormwater educational items were published in the first year of permit coverage. Existing permittees should select Not Applicable.

  Enter the date of the latest review of educational materials and indicate if updates were made. Indicate if the permittee has a website. If yes, enter the URL for the website and list the MS4-related material it contains. A summary of the materials listed on the website is acceptable (word-for-word language copied from the website is not required). Describe any other method(s) used during the reporting period to provide information on stormwater to the public and identify specific plans for the publication of stormwater materials for the upcoming reporting period.

- ***BMP #4: Distribution of stormwater educational materials***
  Identify the two additional methods of distributing stormwater educational materials that were used during the reporting period.

- ***MCM 1: Comments (Optional)***
  Enter any comments regarding MCM 1.

- ***MCM 1: Attachments***
  Attach any documents relevant to MCM 1. The following file types can be attached: pdf, jpg, jpeg, doc, docx, xls, and xlsx. Attachments may be uploaded by dragging the file from your desktop to the blue upload bar or by selecting Choose File and navigating to the location where the file is saved on your computer. When uploading a file attachment, you will be prompted to select the document type from the dropdown menu and enter a short description of the attachment. Entering a short description is optional.



4.6 MCM 2: Public Involvement/Participation Module

- ***BMP #1: Written Public Involvement and Participation Program (PIPP)***
  For new permittees, indicate if a PIPP was developed and implemented within one year of permit coverage. Existing permittees should select Not Applicable.

  Enter the date of latest review of the PIPP and indicate if updates were made.

- ***BMP #2: Ordinance/SOP Public Comment Opportunities***
  Select yes/no to indicate if a MS4-related ordinance, SOP, PRP or TMDL Plan was developed during the reporting period. If yes, describe how the draft document(s) was advertised and how opportunities for public review, input, and feedback were provided.

  If an ordinance, SOP, or Plan was developed or amended during the reporting period, click Add to provide additional information on the ordinance or SOP in the table.

- ***BMP #3: Public Involvement and Participation Opportunities***
  Select yes/no to indicate if a public meeting or other MS4 event was held during the reporting period. If yes, enter the date of the meeting or event.

  Report instances of cooperation and participation in MS4 activities that occurred during the reporting period. Report activities in which the public assisted or participated in meetings or implementation of the SWMP.

- ***MCM 2: Comments (Optional)***
  Enter any comments regarding MCM 2.

- ***MCM 2: Attachments (Optional)***
  Attach any documents relevant to MCM 2. See the MCM 1 Attachments section for instructions on adding attachments.

4.7 MCM 3: Illicit Discharge Detection & Elimination (IDD&E) Module

- ***BMP #1: Written Program for Detection, Elimination, and Prevention of Illicit Discharges***
  For new permittees, indicate if a written IDD&E program was developed within one year of permit coverage. Existing permittees should select Not Applicable.

  Enter the date the IDD&E program was last reviewed and indicate if updates we made.

- ***BMP #2: Outfall Mapping***
  Select yes/no to indicate if a map with all required BMP#2 components has been developed. If no, provide a date by which the required mapping is anticipated to be complete. If yes, and you are a new permittee and have not previously submitted your mapping, attach your map in the MCM 3 Attachments section.

  Enter the date the IDD&E map was last revised, list the total number of outfalls in the MS4, and the total number of outfalls currently mapped. List the total number of observation points in the MS4 and the total number of observation points mapped.

  Select yes/no to indicate if any new outfalls were identified during the reporting period. If yes, indicate if the newly identified outfalls are a newly identified existing outfall(s), new proposed outfall(s), or both.

- ***BMP #3: MS4 Mapping***
  Select yes/no to indicate if a map with all required BMP#3 components has been developed.

  If yes, and you are a new permittee that has not previously submitted your mapping, attach your map in the MCM 3 Attachments section. If yes, indicate if the BMP#3 mapping requirements are shown on the same map as the BMP#2 mapping requirements (outfalls and receiving waters).

  If no, you will be prompted to provide a date by which the required mapping is anticipated to be complete.

  Enter the date the MS4 mapping was last revised.

- ***BMP #4: IDD&E Outfall Field Screening***
  Indicate the number of outfalls (or observation points) screened during the reporting period, the percentage of outfalls screened during the current permit term, and the percentage of outfalls (or observation points) screened during the reporting period that revealed dry weather flows.

  Select yes/no to indicate if there were any visual indicators present in the dry weather flows (color, turbidity, sheen, floating, or submerged solids) to suggest illicit discharges. If yes, attach sample results and explain the corrective actions taken.

  Select yes/no to indicate if the MS4 Outfall Field Screening Report form was used. If no, attach a copy of the screening Report form that was used.

- ***BMP #5: Stormwater Management Ordinance***
  Select yes/no to indicate if you have an ordinance (or SOP) that prohibits non-stormwater discharges. If yes, click the Add button to enter the date of the ordinance (or SOP) and the name of the municipality or organization that passed the ordinance (or adopted the SOP).

  If the permittee has an ordinance (or SOP) that prohibits non-stormwater discharges, select yes/no to indicate if the current ordinance is consistent with DEP's 2022 Model Stormwater Management Ordinance. If the ordinance (or SOP) has not been submitted to DEP previously, attach the ordinance (or SOP) in the MCM 3 Attachment section.

  Select yes/no to indicate if there were any violations of the Ordinance (or SOP) during the reporting period. If yes, click Add to complete the table with the requested information for each violation.

  Select yes/no to indicate if any waiver or variance was approved during the reporting period that allowed an exception to non-stormwater discharge provisions of the ordinance (or SOP). If yes, identify the entity that received the waiver or variance and the type of non-stormwater discharge that was approved.

- ***BMP #6: IDD&E Education Outreach***
  Select yes/no to indicate if IDD&E-related information was distributed to public employees, businesses, and the general public during the reporting period. If yes, provide a description of the materials that were distributed.

  Select yes/no to indicate if there is a well-published method for the public to report stormwater pollution incidents.

  Select yes/no to indicate if you maintain documentation of all responses, action taken, and the time required to take the action.

- ***MCM 3: Comments (Optional)***
  Enter any comments regarding MCM 3.

- ***MCM 3: Attachments***
  Attach any documents relevant to MCM 3. See the MCM 1 Attachments section for instructions on adding attachments.

4.8 MCM 4: Construction Site Stormwater Runoff Control Module

Select yes/no to indicate if you are relying on PA's statewide program for stormwater associated with construction activities including post-construction stormwater management. Users that indicate their facility is relying on PA's statewide program for stormwater associated with construction activities, will not be required to respond to the questions in the following sections: MCM 4 (BMPs 4, 5, 6, 7, and 8) and MCM 5 (BMPs 4, 5, and 6).

- ***BMP #1: Building Permit Issuance***
  Select yes/no to indicate if during the reporting period, the permittee complied with 25 Pa. Code §102.43 (relating to withholding building or other permits or approvals until DEP or a county conservation district (CCD) has approved NPDES permit coverage). If no building permit applications were received during the reporting period, select Not Applicable.

- ***BMP #2: DEP and CCD Notification***
  Select yes/no to indicate if DEP/CCD was notified within 5 days of receiving applications involving an earth disturbance activity of one acre or more. If no applications were received during the reporting period, select Not Applicable.

- ***BMP #3: E&S Control implementation and maintenance ordinance (or SOP)***
  Select yes/no to indicate if the permittee has an ordinance or other mechanism that requires implementation and maintenance of E&S control BMPs. If yes, click Add to enter the ordinance into the table.

  Select yes/no to indicate if the ordinance or SOP is consistent with DEP's 2022 Model Stormwater Management Ordinance. If the ordinance (or SOP) has not been previously submitted to DEP, attach a copy of the ordinance in the MCM 4 Attachments section.

- ***BMP #4: E&S Control Plan Review (Not Required if Using Statewide Program)***
  Specify the number of E&S Plans reviewed during the reporting period.

- ***BMP #5: E&S Control Measure Inspections (Not Required if Using Statewide Program)***
  Specify the number of E&S inspections completed during the reporting period.

- ***BMP #6: E&S Control Measure Enforcement (Not Required if Using Statewide Program)***
  Specify the number of enforcement actions taken during the reporting period for improper E&S controls.

- ***BMP #7: Construction Site Waste Control (Not Required if Using Statewide Program)***
  Specify the method(s) by which construction site operators are being educated on controlling wastes at construction sites.

- ***BMP #8: Public Comment Tracking (Not Required if Using Statewide Program)***
  Select yes/no to indicate if a tracking system has been established for receipt of public inquiries and complaints. If yes, indicate the number of inquiries and/or complaints received during the reporting period.

- ***MCM 4: Comments (Optional)***
  Enter any comments regarding MCM 4.

- ***MCM 4: Attachments***
  Attach any documents relevant to MCM 4. See the MCM 1 Attachments section for instructions on adding attachments.

4.9 MCM 5: PCSM in New Development and Redevelopment Module

- ***BMP #1: Post-Construction Stormwater Management (PCSM) BMP Ordinance***
  Select yes/no to indicate if there is an ordinance (or SOP) in place that requires implementation and maintenance of PCSM BMPs. If yes, click Add to enter the ordinance into the table.

  Select yes/no to indicate if the ordinance (or SOP) is consistent with DEP's 2022 Model Ordinance. If the ordinance (or SOP) has not been previously submitted to DEP, attach a copy of the ordinance in the MCM 5 Attachments section.

- ***BMP #2: Low Impact Development (LID)***
  Select yes/no to indicate if there is an ordnance (or SOP) in place that encourages the use of LID. If yes, click Add to enter the ordinance into the table. Select yes/no to indicate if the ordinance (or SOP) is consistent with DEP's 2022 Model Ordinance. If the ordinance (or SOP) has not been previously submitted to DEP, attach a copy of the ordinance in the MCM 5 Attachments section.

- ***BMP #3: Ensure Adequate Operations & Maintenance (O&M) of all PCSM BMPs***
  Select yes/no to indicate if you have an inventory of all PCSM BMPs installed to meet NPDES permit for Stormwater Discharges Associated with Construction Activities approved since March 10, 2003. If yes, completion of the PCSM BMP Inventory Table is required (***see Section 4.10, below***).

  Select yes/no to indicate if proper O&M has occurred during the reporting period for all the PCSM BMPs added to the table. If no, explain in the text box what actions have been taken or are planned to be taken to ensure proper O&M.

- ***BMP#4: PCSM Plan Review (Not Required if Using Statewide Program)***
  List the number of PCSM plans reviewed during the reporting period for projects that disturbed areas greater than or equal to one acre. Select yes/no to indicate if a tracking system has been established and maintained to record qualifying projects and their associated BMPs.

- ***BMP#5: PCSM BMP Tracking (Not Required if Using Statewide Program)***
  Select yes/no to indicate if all qualifying development and redevelopment projects have been inspected during the construction phase to ensure proper installation of approved structural BMPs. Select Not Applicable if there were no qualifying projects during the reporting period.

  Select yes/no to indicate if a tracking system has been established and maintained to record qualifying projects and their associated BMPs.

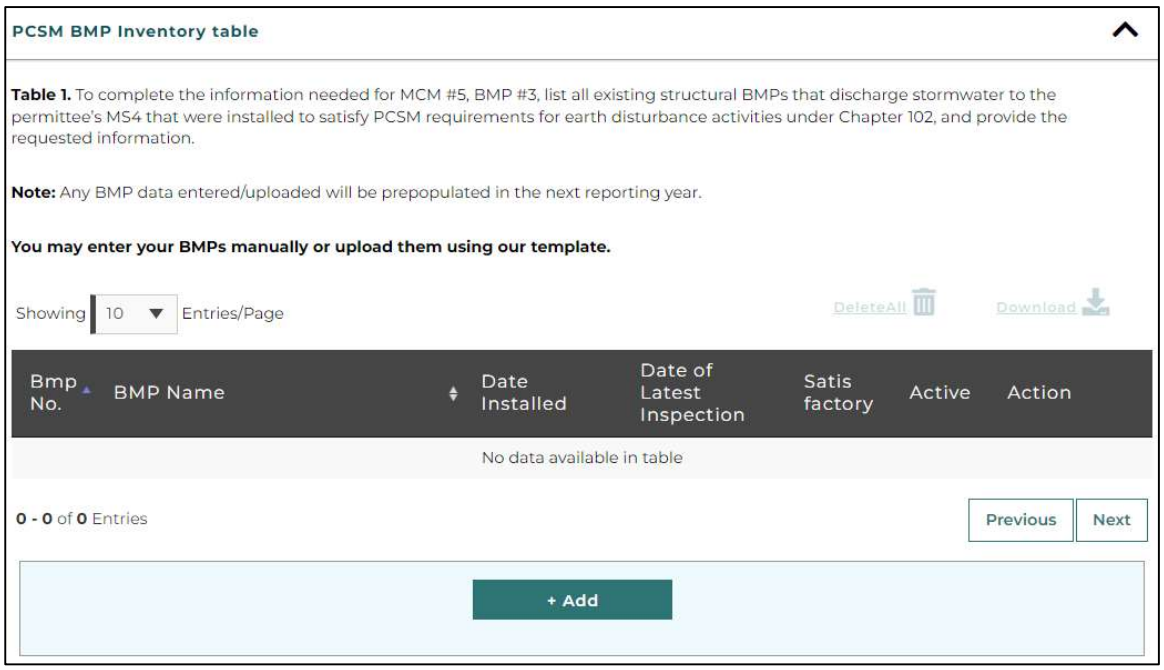
- ***BMP#6: PCSM BMP Design and Inspection Procedure (Not Required if Using Statewide Program)***
  Select yes/no to indicate if a written plan has been developed for the design and inspection of BMPs in new and redevelopment plans.

- ***MCM 5: Comments (Optional)***
  Enter any comments regarding MCM 5.

- ***MCM 5: Attachments***
  Attach any documents relevant to MCM 5. See the MCM 1 Attachments section for instructions on adding attachments.

4.10 PCSM BMP Inventory Table

The PCSM BMP Inventory must include all existing structural BMPs that were installed to meet NPDES Permits requirements for Stormwater Discharges Associated with Construction Activities and that discharge to the permittee's MS4. BMPs may be entered individually or uploaded as a batch using the PCSM BMP Upload Template.



4.10.1 Adding PCSM BMPs Individually

Click the Add button beneath the PCSM BMP Inventory Table and enter the following data for each BMP:

- **BMP number** – Assign each BMP a unique number; no two BMP numbers can be the same.
- **BMP name** – Use the dropdown menu to select the BMP name. If the PCSM BMP type is not included in the dropdown menu, users have the option of selecting "other." If other is selected as the BMP type, the user must enter a brief description of the BMP in the description field. Reference Attachment A for a list of BMP Types available for selection.
- **Date Installed** – Enter the date the BMP was installed in MM/DD/YYYY format. If only the month and year of a BMP installation is known, the first day of the month should be entered in order to meet the MM/DD/YYYY formatting requirement.
- **Date of Last Inspection** – Enter the date the BMP was most recently inspected in MM/DD/YYYY format.
- **Satisfactory?** – Select yes/no to indicate if the BMP was functioning as designed during the most recent inspection.
- **Active Box** – This box will be checked by default for all BMPs reported during the current reporting year. In future reporting years, permittees will be asked to re-verify that the BMPs included on their PCSM BMP Inventory are still active.
- **Entity Responsible for O&M** – List the name(s) of individuals or organizations that have responsibility for long-term operation and maintenance (O&M) of the BMP. Note that under 25 Pa. Code § 102.8(m), unless O&M responsibility is transferred to another party, the Chapter 102 permittee and the landowner remain jointly and severally responsible for O&M of BMPs.

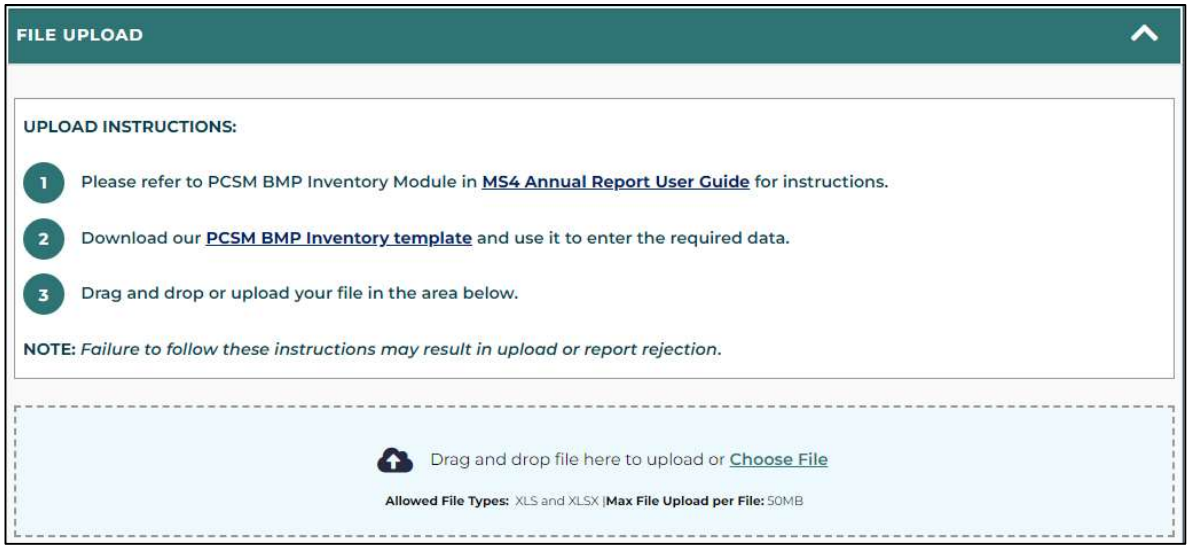
- **NPDES Permit No** – List the NPDES permit number under which the BMP was installed.
- **DA** – Enter the drainage area treated by the BMP in acres.
- **Latitude/Longitude** – Provide the latitude and longitude coordinates of the BMP (i.e., center of BMP) in decimal degrees to at least five (5) decimal places.
- **O&M Requirements** – Report the O&M requirements for the BMP. For BMPs installed after 2010, the O&M requirements should have been recorded with the recorder of deeds. If unknown, the O&M requirements from Pennsylvania's Stormwater BMP Manual or other resources may be used.

Click the Continue button to add the PCSM BMP to the PCSM BMP Inventory table. Repeat the previous steps to add additional PCSM BMPs to the table. Note that the fields with a red asterisk are required. In order to report the BMP, data must be entered into all required fields. Completion of the other fields is encouraged, but not required.

4.10.2 Uploading Multiple PCSM BMPs

Click on File Upload bar to open the upload instructions. Download the PCSM BMP Inventory Template from the link provided in the upload instructions.

Complete the template with the BMP information listed in Section 4.10.1 and save the completed template to your computer. Pay careful attention to formatting requirements. Any information entered into the template that does not match the formatting of the template will not be able to be uploaded into the report. The columns with a red asterisk indicate required fields. In order to report the BMP, data must be entered into all required fields. Completion of the other fields is encouraged, but not required. Any BMPs that are missing required information will not be uploaded into the report.



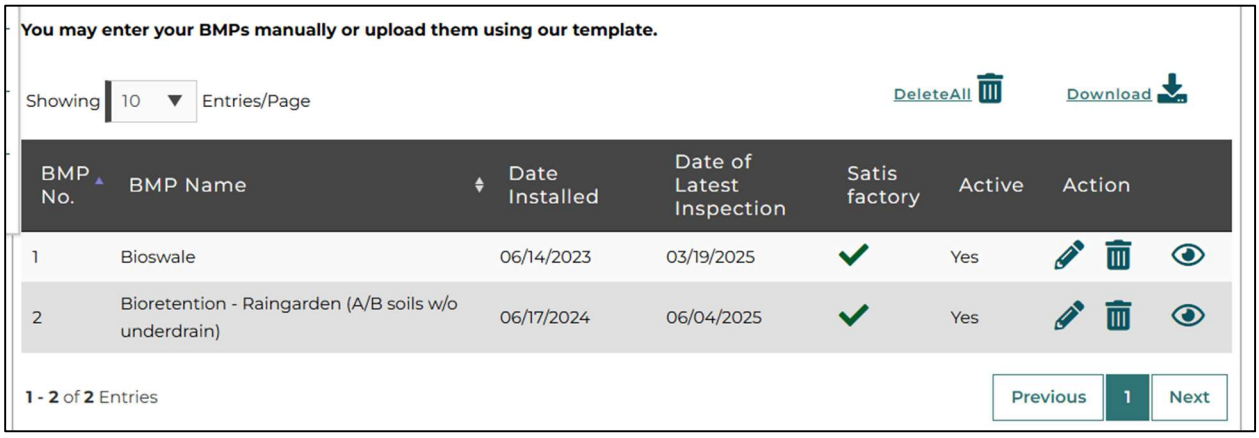
To upload the template, drag and drop the completed template to the blue upload bar or click Choose File to navigate to where the file is saved on your computer.

When the template has successfully updated, your BMPs will be listed in the table. Any BMPs that are formatted incorrectly or are missing required data will not be uploaded.

NOTE: If multiple BMPs in the template do not upload, click the Delete All icon at the top of the PCSM BMP template to remove the uploaded data. Review the data entered into the template to ensure that all formatting is correct and there is no missing data. Once errors have been corrected, re-upload the template.

4.10.3 Editing the PCSM BMP Inventory

Once BMPs are uploaded into the report, a summary of BMP information will be displayed. Clicking on the Eye icon to the right of the BMP will expand the selected BMP to display all information associated with the selected BMP. To edit any of the BMPs in the PCSM BMP inventory, click the pencil icon to the right of the BMP you want to edit.



For permittees that have used the eReporting system in prior years, the BMP Inventory will pre-populate with the BMPs entered during the prior reporting year. Permittees should review the list and make any revisions or updates to the information, including latest inspection date. In the event there are only a few updates, permittees can edit each BMP individually. If there are multiple updates to be made, permittees have the option to use the "Delete All" button to delete the entire inventory and upload a new inventory with all the updates already completed.

Caution: Once the PCSM BMP Inventory is deleted, there is no way to retrieve it. Permittees should only use this function when they are prepared to upload a new file or manually enter the entire Inventory. The "Delete All" function will only remove the entire Inventory from the current report. Any prior reports submitted through the eReporting system will retain the Inventory.

4.11 MCM 6: Pollution Prevention / Good Housekeeping Module

- ***BMP#1: Municipal Property and Operations Inventory***
  Select yes/no to indicate if all facilities and activities owned and operated by the permittee with the potential to generate stormwater runoff have been identified. If yes, enter the date the inventory was last reviewed and the date the inventory was last updated.

- ***BMP#2: Written O&M Program***
  Select yes/no to indicate if a written O&M program for the operations that could contribute to the discharge of pollutants from the MS4 has been developed. If yes, enter the date the O&M program was last reviewed or updated.

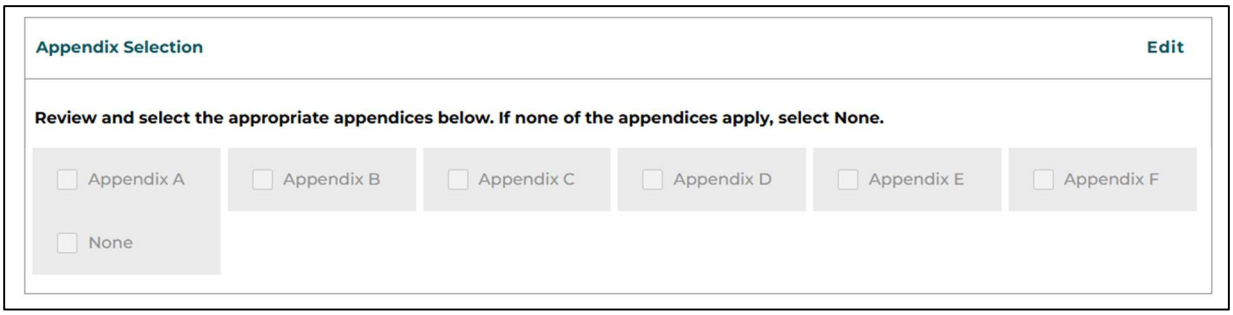
- ***BMP#3: Employee Training Program***
  Select yes/no to indicate if an employee training program addressing appropriate topics to further the goal of preventing or reducing the discharge of pollutants from operations to the MS4 has been developed. If yes, enter the date the training program was last reviewed, the date of the last training, the training topics covered, name of training presenter, and attendees.

- ***MCM 6: Comments (Optional)***
  Enter any comments regarding MCM 6.

- ***MCM 6: Attachments***
  Attach any documents relevant to MCM 6. See the MCM 1 Attachments section for instructions on adding attachments.

4.12 Appendix Selection Module

In the Appendices Tab, include the appendix(ces) with which your facility must comply under the terms of your current MS4 NPDES permit. If no appendices apply, check the box for None.



Clicking Edit will open a window in which you can select the appropriate appendices.

- **Appendix A** – This module is applicable to permittees with pollutant control measure requirements for waters impaired due to metals and/or pH associated with abandoned mine drainage (AMD).
- **Appendix B** – This module is applicable to permittees with pollutant control measure requirements for waters impaired due to pathogens.
- **Appendix C** – This module is applicable to permittees with pollutant control measure requirements for waters impaired due to Priority Organic Compounds
- **Appendix D** – This module is applicable to permittees with pollutant reduction plan requirements for discharges to the Chesapeake Bay Watershed.
- **Appendix E** – This module is applicable to permittees with pollutant reduction plan requirements for discharges to waters impaired for nutrients and/or sediment.
- **Appendix F** – This module is applicable to permittees with at least one stormwater discharge to surface waters with an approved TMDL.
- **None** – If none of the appendices apply, select None.

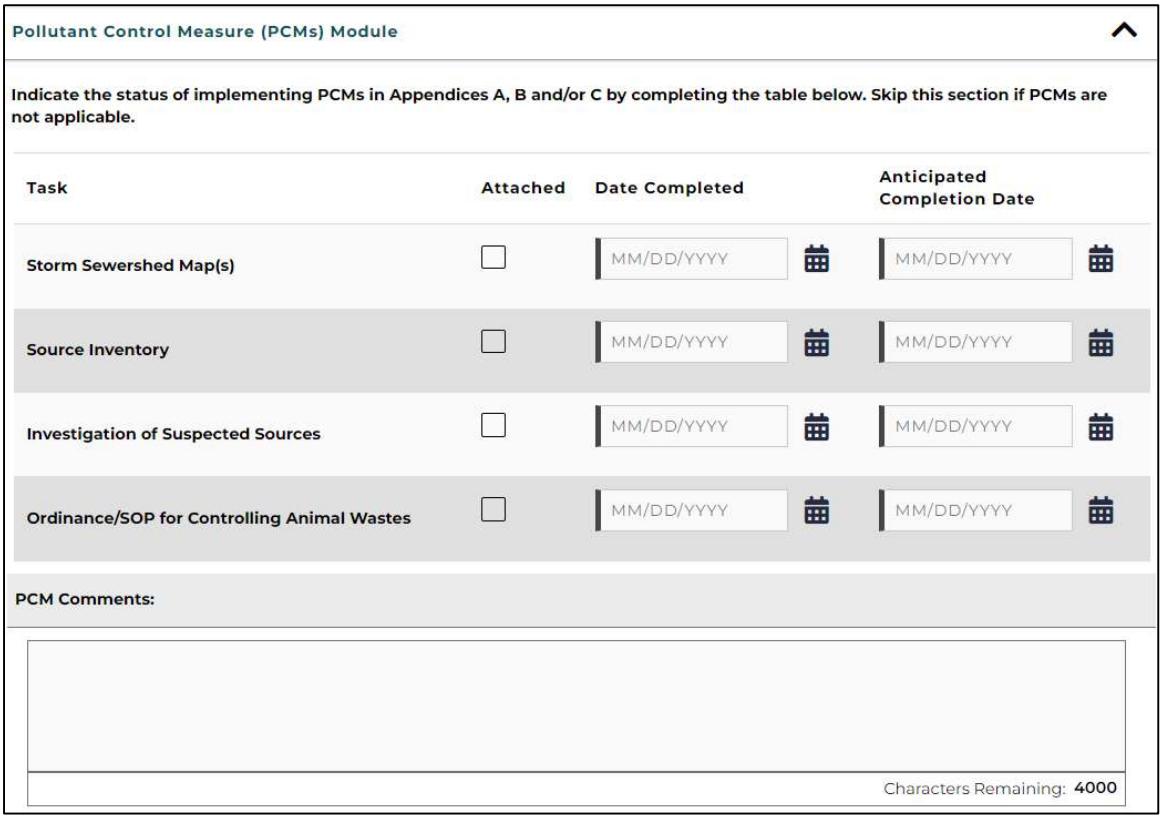
If you are unsure if your facility is subject to any appendices, reference your facility's MS4 permit.

NOTE: It is important to accurately complete the Appendix Selection Module as other parts of the report will populate depending on the selections made in this module.

4.13 Pollutant Control Measures (PCMs) Module

Complete the table to indicate the status of implemented PCMs in Appendices A, B, and/or C. If the facility does not have any PCM requirements, be sure that those boxes are unchecked in the Appendix Selection Module.

NOTE: If your facility has Appendix A, B, or C requirements, but the PCM Screen is not enabled, return to the Appendix Selection Module (the last module in the report) and make sure the appropriate appendices are selected.



All Appendix A, B, and C facilities are required to complete a storm sewershed map(s), source inventory, and source investigation by the deadlines listed in their MS4 permit.

The ordinance/SOP for Controlling Animal Wastes is required only for facilities with Appendix B requirements. If you are unsure if your facility is subject to any of these Appendices, and/or the deadlines for meeting PCM requirements, reference your MS4 permit. All applicable appendices and deadlines are listed in your facility's MS4 permit.

Enter the required information for each task. If the task was completed during the current reporting period, enter the date in the Date Completed column and check the Attached box. If the task was completed during a previous reporting period, enter the date the task was completed in the Date Completed column. Documents submitted during previous reporting periods do not need to be resubmitted unless updates or changes have been made. If the required task has not been completed enter the date when the task will be completed in the Anticipated Completion Date column.

To attach a document, drag and drop the file to the PCM Attachments blue bar, or click Choose File and navigate to the location where the file is saved on your computer.

4.14 Pollutant Reduction Plan (PRP) and TMDL Plan Module

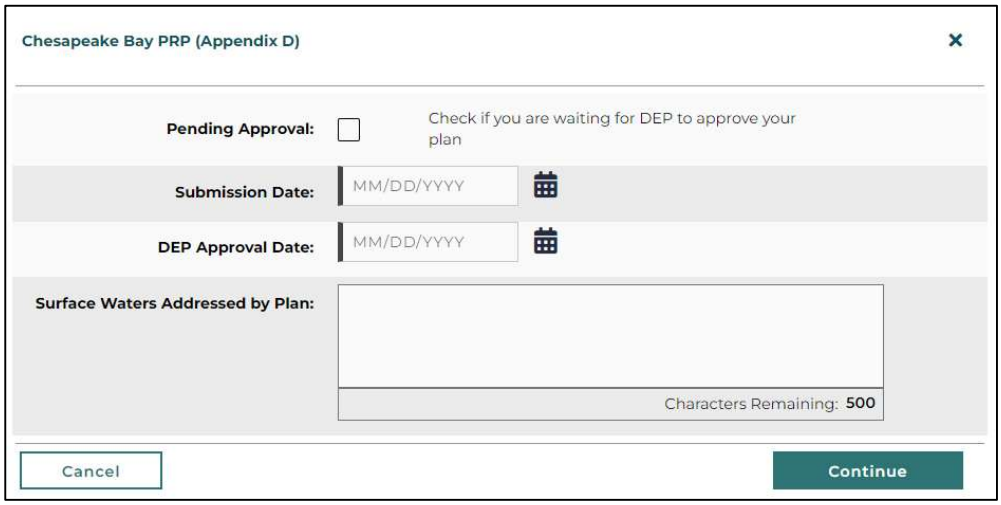
The PRP and TMDL Plan Information section must be completed if the development and submission of a PRP and/or TMDL Plan was required by your facility's MS4 permit (Appendix D,E, or F). This section must be completed regardless of whether DEP has approved the submitted plan(s).

4.14.1 Plan Type

Add information to a PRP or TMDL plan by clicking select in the Action column.

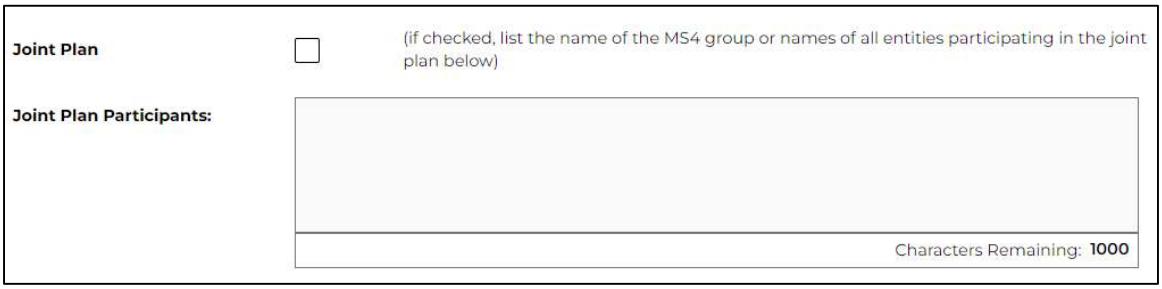
Enter the date the PRP or TMDL Plan was submitted to DEP, the DEP Approval Date, and the surface waters addressed by the Plan.

If the Plan has been submitted, but has not been approved by DEP, leave the DEP Approval Date box blank and check the Pending Approval box.



4.14.2 Joint Plans

If the PRP or TMDL Plan is a Joint Plan, check the Joint Plan box and enter the name of the joint plan participants.



If the facility is part of a joint plan in which only the combined pollutant load reduction requirement was calculated for all facilities, this total load reduction requirement should be entered as the PRP/TMDL Load Reduction. All participants in the Joint Plan will report the same load reduction requirement.

4.14.3 Combined Plans

If the facility has combined Appendix D (Chesapeake Bay PRP) and Appendix E (Impaired Waters PRP) requirements into one plan, plan information (submission date, approval date, waters addressed by the plan, load reduction requirements) should be entered in the Combined Chesapeake Bay/Impaired Waters PRP rows.

4.14.4 Pollutant Load Reduction Requirements

Enter the pollutants of concern for the identified plans. Only the sediment (TSS) load reduction is required. Boxes for nutrient load reductions are provided but the completion of these boxes is optional.

Type of Plan	Select	TSS Load Reduction (lbs/yr)	TP Load Reduction (lbs/yr)	TN Load Reduction (lbs/yr)
Chesapeake Bay PRP (Appendix D)	☐			
Impaired Waters PRP (Appendix E)	☐			
TMDL Plan (Appendix F)	☐			
Combined Chesapeake Bay / Impaired Waters PRP	☐			
Combined PRP / TMDL Plan	☐			

4.14.5 Final Report Due Date

Enter the date the final report demonstrating achievement of pollutant load reductions is due. For facilities with approved permits, final reports are due the first instance of September 30th following five years of permit coverage.

4.14.6 Plan Modifications

Select yes/no to indicate if any modifications to the plans have occurred since DEP approval. If yes, indicate if the modified plan was submitted to DEP, if the public participation requirements were met, and provide a description of Plan modifications.

NOTE*:* Minor revisions to the design of BMPs do not require DEP review or additional public participation. Major revisions such as modification of the location, type, or number of proposed BMPs, or changes to the storm sewershed map (as compared to the original PRP or TMDL Plan approved by DEP), require public participation and DEP review. The same public participation requirements included as part of the original PRP or TMDL Plan development process also apply to major revisions.

4.14.7 Current and Anticipated Progress

Provide a summary of the progress achieved towards meeting the goals of the PRP (or TMDL Plan) during the reporting period in the provided box. Describe anticipated PRP (or TMDL Plan) activities for the next reporting period

4.15 BMPs for PRP/TMDL Plan Implementation Module

The PRP/TMDL Plan Implementation Module contains two tables. One for BMPs implemented during the current reporting period and one for BMPs implemented during previous reporting periods.

4.15.1 New BMPs for PRP/TMDL Plan Implementation Table

List all new structural BMPs and on-going non-structural BMPs implemented during the reporting period that are being used toward achieving the load reduction requirements of the permittee's PRP or TMDL Plan.

NOTE: Facilities that are part of a Joint PRP or TMDL Plan should report only those BMPs that have been installed within their municipal planning area boundaries. Participants in Joint Plans do not need to report every BMP installed as part of the Joint Plan. If you are reporting a joint BMP in which credit is shared with another permittee(s), report only your portion of the BMP credit.

Click the Add button to report a new BMP that has been installed or implemented during the reporting period under a PRP or TMDL Plan. BMPs being reported for the first time within the eReporting system, even if they were implemented in prior reporting periods, should be entered into Table 2. For example, if a BMP was installed in 2022, but the first time it is reported electronically is 2025, if should be entered into the New BMP table. Do not report BMPs that have been previously reported using the MS4 eReporting Application, or future planned BMPs. A sequential number (BMP ID) will be assigned to all entered BMPs, which will remain with the BMP over time.

The following information must be entered for all new BMPs:

- **BMP Name** – Select the name of the BMP (BMP type) from the dropdown list. Refer to Attachment B for definitions of each BMP type. The BMP Name that best matches the description in Attachment B should be selected.

  If none of the listed BMP types match the BMP, "other" may be selected. Selecting "other" will require you to add a description of the BMP. The description must include the BMP name, description of the BMP and the metrics used to calculate the load reduction for the BMP.

- **Drainage Area** – For structural BMPs, the treatment area for the BMP will be in terms of drainage area. Enter the acres of drainage area treated by the BMP.

- **% Impervious** – For structural BMPs, select the percentage of impervious area within the drainage area to the BMP (0 – 100%).

- **Extent** – For non-structural BMPs, enter a numeric value to describe the extent of BMP implementation.

- **Units** – Select the unit of measure characterizing the BMP's drainage area or extent.

- **Latitude/Longitude** – Report the latitude and longitude at the geographic center of structural BMPs in decimal degrees. Report the latitude/longitude at the center of all reported activities for non-structural BMPs; for example, the center of a municipality may be reported for street sweeping.

- **Date Installed/Implemented** – For structural BMPs, enter the date that construction was completed. For non-structural BMPs, enter the date that the last activity was completed during the reporting period.

- **BMP in Planning Area?** – Select yes/no to indicate whether the BMP was installed or implemented within the Planning Area of the PRP or TMDL Plan.

- **Completed for Chapter 102?** – Select yes/no to indicate whether the BMP was installed or implemented as part of a Chapter 102 permit. If yes, the Annual Sediment Load Reduction claimed for the BMP must be shown to be in excess of pollutant reductions required to meet Chapter 102 PCSM requirements. A demonstration of all Annual Sediment Load Reductions must be provided in the Final Report for the PRP and/or TMDL Plan.

- **Collaborative?** – Select yes/no to indicate whether the BMP was part of a collaborative effort with other MS4s. In other words, if another MS4 permittee (that is not a co-permittee) will also receive credit for the BMP, select yes and list the name(s) of the additional MS4 permittees in the space provided. If multiple (more than 3) MS4 permittees are benefiting from the BMP, you may identify the name of the collaborative plan in lieu of listing each beneficiary (e.g., "ABC County-wide PRP municipalities").

- **Retrofit?** – Select yes/no to indicate whether the BMP is a retrofit of an existing BMP. For example, you should select yes where an existing flood control basin is retrofitted to provide enhanced infiltration. If no is selected, it will be assumed that the BMP is a new stormwater BMP.

- **Annual Sediment Load Reduction (lbs/year)** – Report the calculated annual sediment load reduction for the BMP. Note that this value must be documented in the Final Report for the PRP and/or TMDL Plan.
- **Date of Latest Inspection** – Enter the date of the most recent inspection. If the BMP was installed during the current reporting period, the date of latest inspection can be the same date as the construction completion date.
- **Satisfactory?** – Check the Satisfactory box if the inspected BMP was found to be functioning properly.
- **Active Box** – This box will be checked by default for all BMPs reported during the current reporting year. In future reporting years, permittees will be asked to re-verify that the previously reporting BMPs are still active.

4.15.2 BMPs for PRP/TMDL Plan Implementation Table

All existing structural BMPs that have been installed in prior reporting periods that are eligible for use toward achieving the load reduction requirements of the PRP and/or TMDL Plan should be listed on the BMP Inventory. This section is not applicable for the first year the eReporting application is used for the submission of a MS4 Annual Report.

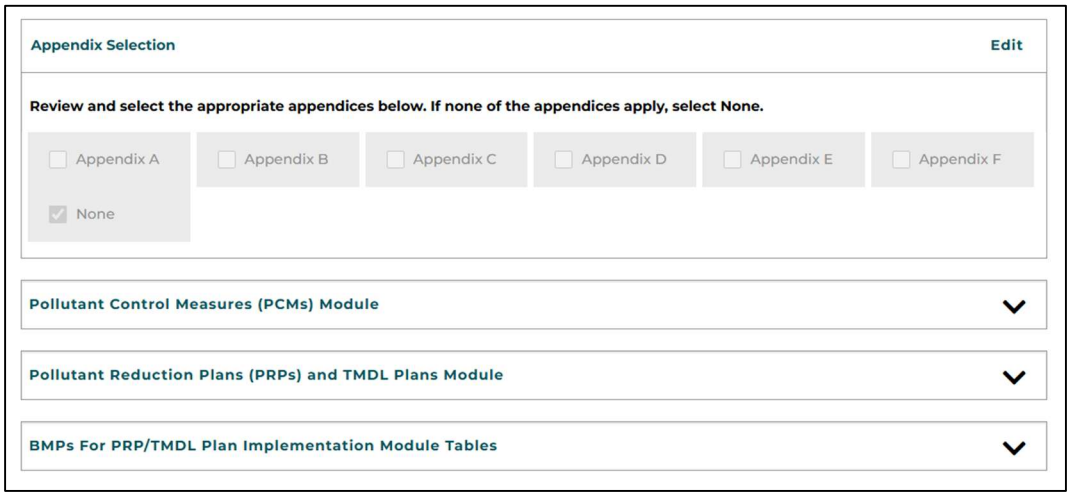
The purpose of this table is to maintain an ongoing inventory of structural BMPs installed by the permittee for the purpose of meeting pollutant load reduction requirements. If structural BMPs are reported as new BMPs in the preceding table during a reporting period, this table will prepopulate in each subsequent year with a comprehensive list of all BMPs reported in prior years within the BMP Inventory.

Following the completion of the 5th year of permit coverage, the facility must provide documentation that all BMPs installed to meet pollutant load reduction requirements of the PRP (or TMDL Plan) have been installed and are functioning properly.

Facilities that are part of a larger joint PRP (or TMDL Plan) are only required to keep an inventory of the BMPs that are installed within their municipal planning area boundaries. Facilities participating in a joint PRP/TMDL Plan should not list every BMP installed as part of the joint Plan that are located outside of their municipal boundaries. Such reporting of all BMPs installed within and outside of the planning area as part of the Joint Plan must be documented in final reports that are due the first instance of September 30th following five years of permit coverage.

4.16 "None" selected in the Appendix Selection Box

When the box is selected that None of the appendices apply, the PCM Module, PRP/TMDL Plan Module, and BMPs for PRP/TMDL Plan Implementation Module Tables will appear below the Appendix Selection box; however, the modules will be disabled.

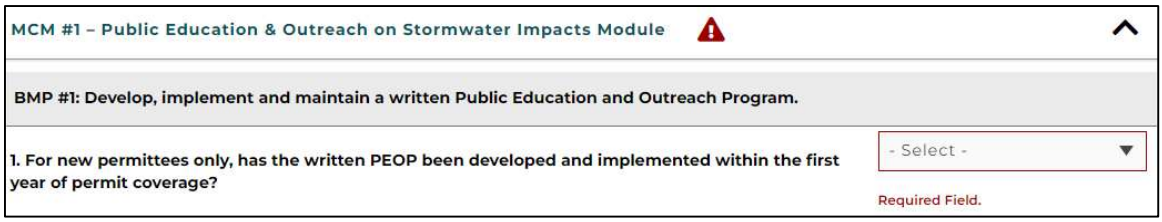


5.0 CERTIFICATION AND SUBMISSION

When all report modules are complete, the Sign & Submit button will be enabled at the end of the report. Only users with Account Manager or Certifier security roles are able to sign and submit reports.

5.1 Incomplete Reports

If any required information is missing from the report or there is an issue with the module validation, a red triangle with an exclamation point will be displayed in the heading of any module(s) with issues. When the module is opened, the missing information will be shown in red, with a note that the field is required or indicating what the validation issue is.



You will not be able to sign and submit a report until all the missing information is completed.

5.2 Sign and Submit

Once the entirety of the report is filled out, the Account Manager or Certifier associated with the facility should click the Sign & Submit button.

Review the statements on the Sign and Submit Application screen and click Sign Document. When Sign Document is clicked, an automated email will be sent with a one-time passcode needed to submit the report. You will also be prompted to answer one of your security questions.

When a report is submitted, the user submitting the report, as well as all other users associated with the facility will receive an automated email confirming the submission of the report.

NOTE: For joint permittees, a Certifier from each co-permittee must digitally sign the report before it can be submitted.

After report submission, the status of the report on the dashboard will change to Submitted.

5.3 Printing the Submitted Report

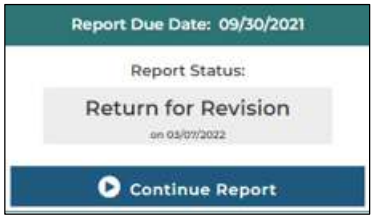
To print a copy of the submitted report, click View Report on the MS4 Report tab, then select the Print Report option located above the reporting modules.

6.0 REGULATORY REVIEW

Permittees may check the status of an Annual Report by logging into their Dashboard.

6.1 Returned for Revisions

If the DEP reviewer requires additional information to complete the report review, the report will be returned for revisions. The status of the report on the Dashboard will be changed to Returned for Revisions. An email will be sent to all users associated with the facility when the status of the report has been changed. All users associated with the facility will receive an email from the DEP reviewer with comments explaining why report revisions are required.



6.1.1 Revising a Submitted Report

When a report is returned for revisions, log in to GreenPort and open the MS4 Reporting Application. Click the report for the facility that requires revisions. Navigate through the report and make the requested revisions in the appropriate modules. There will be a Corrections Response module at the end of the report. Write your response to the DEP reviewer who sent you the correction notice in the Correction Response module and click Resubmit. Follow the same process as was required to originally submit the report to resubmit.

6.2 Acknowledged Reports

The status of the report will change from Submitted to Acknowledged once the report has been reviewed by DEP. An email will be sent to the Account Manager and all other users associated with the facility when the status of the Annual Report has changed. If the report is acknowledged, no further action is required until the next Annual Report is due.

6.3 Acknowledged with Comments Reports

If the report has been reviewed and the DEP Reviewer has acknowledged the report but has comments to share with the permittee, the report the report status will change to Acknowledged with Comments. An email will be sent to the Account Manager and all other users associated with the facility when the status of the Annual Report has changed. If the report is Acknowledged with Comments, this notification email will include the comments provided by the DEP Reviewer.

6.4 Report Versions

When changes are made to a submitted report, the original report is not lost. A new version of the report is created. To view all report versions, click the Report History icon on the left side of the screen.

7.0 TROUBLESHOOTING

7.1 Greenport Questions

For questions on signing up for a Greenport Account contact the IT Service Desk at 717.787.HELP (717.787.4357). The IT Service Desk is available between the hours of 7:30 AM - 5:00 PM Monday - Friday.

7.2. eReporting Application

For questions on the eReporting application, follow the steps in Section 7.2.1 to submit a ticket. Prior to submitting a ticket, it is recommended that users review the Frequently Asked Questions (Section 7.3).

7.2.1 Submitting a Service Now Ticket

Users can call the IT Service Desk (717.787.HELP) for assistance in creating a service ticket. When speaking to the Help Desk representative indicate that your issue is related to the Municipal Separate Storm Sewer System (MS4) eReporting application so that your ticket will be routed appropriately.

7.3. Frequently Asked Questions

1. **I submitted an account request, and it has not been approved yet. How can I check on the status of pending accounts?**

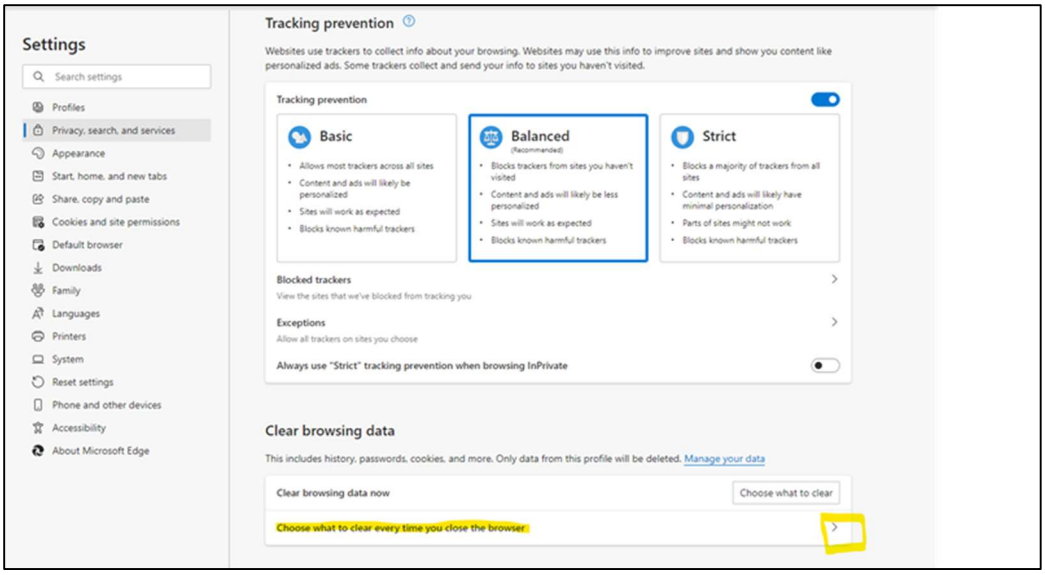
   DEP reviews and approves account requests for users requesting Account Manager or Certifier security roles. This is not an automated process so there may be a lag time between when a request is submitted and when it is approved. Account requests for Account Managers and Certifiers are generally approved within 1 business days. In general, only individuals who are employed by the permittee may be granted Certifier or Account Manager security roles. If you are eligible for an Account Manager or Certifier user role, and it has been more than 2 business days hours since your account request has been submitted, submit a Service Now ticket to request an update on the status of account approval.

   For consultants, the user roles that can be requested are limited to those roles that cannot submit reports (Preparers and Viewers). Access to a facility's annual report as a Preparer or Viewer is approved by the facility's Account Manager. If you are a consultant requesting access as a Preparer or Viewer and have not been granted access to a facility's report, you should contact the facility and ask who is acting in the role of Account Manager. The Account Manger will need to follow the steps listed in Section 2.3.3 of this User Guide to grant you access to their annual report.

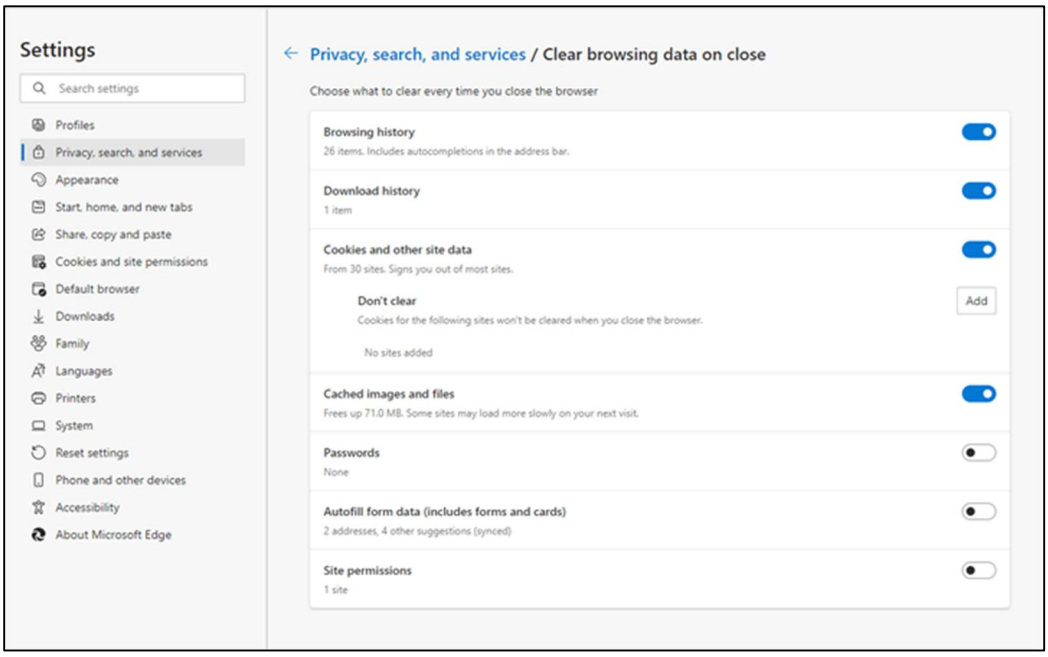
2. **I am having issues logging in to my MS4 Annual Report, what should I do?**

   The first step to resolving many issues is to try clearing your cache, closing your browser, and trying again.

   How to Clear Browsing Data on Edge
   1. Open Edge Browser
   2. Navigate to Settings
   3. Click on "Choose what to clear every time close the browser"



4. Click “ON” for the first 4 settings



5. Close the browser

3. Is there an AutoSave feature in the eReporting system?

No, there is no AutoSave feature. Be sure to frequently click on the Save button located on the left side of the report screen.

Clicking the “Complete Module” button on any module of the report will also save work completed to that point. **The system will timeout after a prolonged period of inactivity and all unsaved work will be lost.** Users are encouraged to save work frequently.

4. I can't access my report because it says that the report is "locked," what can I do?

This issue can happen when multiple users are attempting to access the same report. First, check with other users that have access to the report to see if any of them are actively working on the report. If another user is logged into the report, other users will be blocked from opening the report.

If other users do not have the report open, they may still be the reason the report is locked. When existing a report, users should save the data they entered, then click "back to dashboard" to exit the report. If a user exits a report by just closing the browser window, the report may remain locked for other users. If this occurs, the last person that had the report open will need to go in and click "Back to Dashboard" within the report and then log out.

5. Why is the system telling me that certain rows in my BMP inventory spreadsheet have errors and will not load?

There could be several reasons for this. First check the completeness of your data to ensure that data has been entered in all required fields. The columns with a red asterisk indicate required fields. In order to upload the BMP from the spreadsheet, data must be entered into all required fields. Next, ensure that the formatting of all required fields is correct. The BMP name must match those names found in the Attachment A of this document. The latitude and longitude of the BMP must be in in decimal degrees and fall within the appropriate range for Pennsylvania. Note that the correct formatting for all longitudes in Pennsylvania will include a negative sign. Use of the PCSM BMP Inventory Template is highly encouraged as it will ensure proper formatting.

6. What data fields needs to be included in the PCSM BMP inventory table?

The PCSM BMP Inventory tables includes the following fields: *BMP No, *BMP Name, Drainage area (ac), *Entity Responsible for O&M, *Latitude, *Longitude, *Date Installed, O&M Requirements, NPDES Permit No, Date of Last Inspection, and *Satisfactory? The fields with an asterisk are required fields in which data must be entered in order for the BMP to be reported. Completing the other fields is encouraged but not required.

7. My municipality is located within the Chesapeake Bay Watershed. Will the information I enter into the BMP Inventory and PCSM BMP inventory be provided to the Chesapeake Bay Program and used for tracking progress towards achieving the Chesapeake Bay TMDL?

Any BMPs that meet the Bay Program's data requirements will be exported from the MS4 eReporting system and provided to the Bay Program for reporting to the Bay Model. In order to

meet Bay Program reporting requirements, the drainage area data field must be completed on the PCSM BMP Inventory. The MS4 permit does not require a permittee to provide a drainage area treated for PCSM BMP inventory BMPs; however, if a BMP is to be reported to the Bay Model, the optional drainage area field must be completed. Additionally, in order for the BMP to be eligible for reporting to the Bay Model, the BMP location must be able to be verified. This means that the latitude and longitude of the BMP must be reported in decimal degrees to at least five decimal places.

Attachment A – PCSM BMP Descriptions

BMP Name	BMP Description	Reporting Metric	Units
Bioretention - Raingarden (A/B soils w/ underdrain)	An excavated pit backfilled with engineered media, topsoil, mulch, and vegetation. These are planting areas installed in shallow basins in which the storm water runoff is temporarily ponded and then treated by filtering through the bed components, and through biological and biochemical reactions within the soil matrix and around the root zones of the plants. This BMP has an underdrain and is in A or B soil.	Drainage Area	acres
Bioretention - Raingarden (A/B soils w/o underdrain)	An excavated pit backfilled with engineered media, topsoil, mulch, and vegetation. These are planting areas installed in shallow basins in which the storm water runoff is temporarily ponded and then treated by filtering through the bed components, and through biological and biochemical reactions within the soil matrix and around the root zones of the plants. This BMP has no underdrain and is in A or B soil.	Drainage Area	acres
Bioretention - Raingarden (C/D soils w/ underdrain)	An excavated pit backfilled with engineered media, topsoil, mulch, and vegetation. These are planting areas installed in shallow basins in which the storm water runoff is temporarily ponded and then treated by filtering through the bed components, and through biological and biochemical reactions within the soil matrix and around the root zones of the plants. This BMP has an underdrain and is in C or D soil. Use this BMP where the specific design is unknown.	Drainage Area	acres
Bioswale	With a bioswale, the load is reduced because, unlike other open channel designs, there is now infiltration into the soil. A bioswale is designed to function as a bioretention area.	Drainage Area	acres
Dry Detention Ponds	Dry Detention Ponds are depressions or basins created by excavation or berm construction that temporarily store runoff and release it slowly via surface flow or groundwater infiltration following storms.	Drainage Area	acres
Dry Extended Detention Ponds	Dry extended detention (ED) basins are depressions created by excavation or berm construction that temporarily store runoff and release it slowly via surface flow or groundwater infiltration following storms. Dry ED basins are designed to dry out between storm events, in contrast with wet ponds, which contain standing water permanently. As such, they are similar in construction and function to dry detention basins, except that the duration of detention of stormwater is designed to be longer, theoretically improving treatment effectiveness.	Drainage Area	acres
Filter Strip Runoff Reduction	Urban filter strips are stable areas with vegetated cover on flat or gently sloping land. Runoff entering the filter strip must be in the form of sheet-flow and must enter at a non-erosive rate for the site-specific soil conditions. A 0.4 design ratio of filter strip length to impervious flow length is recommended for runoff reduction urban filter strips.	Drainage Area	acres
Filter Strip Stormwater Treatment	Urban filter strips are stable areas with vegetated cover on flat or gently sloping land. Runoff entering the filter strip must be in the form of sheet-flow and must enter at a non-erosive rate for the site-specific soil conditions. A 0.2 design ratio of filter strip length to impervious flow length is recommended for stormwater treatment urban filter strips.	Drainage Area	acres
Filtering Practices	Practices that capture and temporarily store runoff and pass it through a filter bed of either sand or an organic media. There are various sand filter designs, such as above ground, below ground, perimeter, etc. An organic media filter uses another medium besides sand to enhance pollutant removal for many compounds due to the increased cation exchange capacity achieved by increasing the organic matter. These systems require annual inspection and maintenance to receive pollutant reduction credit.	Drainage Area	acres

Forest Buffer	Forest buffers are linear wooded areas that help filter nutrients, sediments and other pollutants from runoff as well as remove nutrients from groundwater. The recommended buffer width is 100 feet, with a 35 feet minimum width required.	Drainage Area	acres
Hydrodynamic Structures	Hydrodynamic Structures are devices designed to improve quality of stormwater using features such as swirl concentrators, grit chambers, oil barriers, baffles, micropools, and absorbent pads that are designed to remove sediments, nutrients, metals, organic chemicals, or oil and grease from urban runoff.	Drainage Area	acres
Impervious Surface Reduction	Disconnecting existing impervious area runoff from stormwater drainage systems such as directing rooftops and/or on-lot impervious surfaces to pervious areas with amended soils. Report disconnect to un-amended soils as Urban Filter Strip.	Extent	acres
Infiltration Practices	A depression to form an infiltration basin where sediment is trapped and water infiltrates the soil. A sand layer and vegetation are required. No underdrains are associated with infiltration basins and trenches, because by definition these systems provide complete infiltration. Design specifications require infiltration basins and trenches to be built in A or B soil types. Use the other BMP without sand or vegetation where the specific design is unknown.	Drainage Area	acres
Other	If other is selected as the BMP type, enter a brief description of the BMP.	Varies	varies
Permeable Pavement w/ Sand or Veg (A/B soils w/o underdrain)	Pavement or pavers that reduce runoff volume and treat water quality through both infiltration and filtration mechanisms. Water filters through open voids in the pavement surface to a washed gravel subsurface storage reservoir, where it is then slowly infiltrated into the underlying soils or exits via an underdrain. This BMP has no underdrain, has sand and/or vegetation and is in A or B soil.	Drainage Area	acres
Permeable Pavement w/ Sand or Veg (A/B Soils w/ underdrain)	Pavement or pavers that reduce runoff volume and treat water quality through both infiltration and filtration mechanisms. Water filters through open voids in the pavement surface to a washed gravel subsurface storage reservoir, where it is then slowly infiltrated into the underlying soils or exits via an underdrain. This BMP has an underdrain, has sand and/or vegetation and is in A or B soil.	Drainage Area	acres
Permeable Pavement w/ Sand or Veg (C/D soils w/ underdrain)	Pavement or pavers that reduce runoff volume and treat water quality through both infiltration and filtration mechanisms. Water filters through open voids in the pavement surface to a washed gravel subsurface storage reservoir, where it is then slowly infiltrated into the underlying soils or exits via an underdrain. This BMP has an underdrain, has sand and/or vegetation and is in C or D soil.	Drainage Area	acres
Permeable Pavement w/o Sand or Veg (A/B Soils w/o underdrain)	Pavement or pavers that reduce runoff volume and treat water quality through both infiltration and filtration mechanisms. Water filters through open voids in the pavement surface to a washed gravel subsurface storage reservoir, where it is then slowly infiltrated into the underlying soils or exits via an underdrain. This BMP has no underdrain, no sand or vegetation and is in A or B soil.	Drainage Area	acres
Permeable Pavement w/o Sand or Veg (A/B Soils w/ underdrain)	Pavement or pavers that reduce runoff volume and treat water quality through both infiltration and filtration mechanisms. Water filters through open voids in the pavement surface to a washed gravel subsurface storage reservoir, where it is then slowly infiltrated into the underlying soils or exits via an underdrain. This BMP has an underdrain, no sand or vegetation and is in A or B soil.	Drainage Area	acres
Permeable Pavement w/o Sand or Veg (C/D soils w/ underdrain)	Pavement or pavers that reduce runoff volume and treat water quality through both infiltration and filtration mechanisms. Water filters through open voids in the pavement surface to a washed gravel subsurface storage reservoir, where it is then slowly infiltrated into the underlying soils or exits via an underdrain. This BMP has an underdrain, no sand or vegetation and is in C or D soil. Use this BMP where the specific design is unknown.	Drainage Area	acres
Stream Restoration	Stream restoration is a change to the stream corridor that improves the stream ecosystem by restoring the natural hydrology and landscape of a stream and helps improve habitat and water quality conditions in degraded streams. Use this BMP if the specific project design is not known.	Extent	feet
Tree Planting	Urban tree planting is planting trees on urban pervious areas.	Extent	Trees planted

Vegetated Open Channels (A/B soils)	Open channels are practices that convey stormwater runoff and provide treatment as the water is conveyed. Runoff passes through either vegetation in the channel, subsoil matrix, and/or is infiltrated into the underlying soils. This BMP has no underdrain and is in A or B soil. Use this BMP where specific design is unknown.	Drainage Area	acres
Vegetated Open Channels (C/D soils)	Open channels are practices that convey stormwater runoff and provide treatment as the water is conveyed, includes bioswales. Runoff passes through either vegetation in the channel, subsoil matrix, and/or is infiltrated into the underlying soils. This BMP has no underdrain and is in C or D soil.	Drainage Area	acres
Wet Ponds and Wetlands	A water impoundment structure that intercepts stormwater runoff then releases it to an open water system at a specified flow rate. These structures retain a permanent pool and usually have retention times sufficient to allow settlement of some portion of the intercepted sediments and attached nutrients/toxics. There is little or no vegetation living within the pooled area. Outfalls are not directed through vegetated areas prior to open water release.	Drainage Area	acres

Attachment B – PRP BMP Descriptions

BMP Name	BMP Description	Reporting Metric	Units
Bioretention - Raingarden (A/B soils w/o underdrain)	An excavated pit backfilled with engineered media, topsoil, mulch, and vegetation. These are planting areas installed in shallow basins in which the storm water runoff is temporarily ponded and then treated by filtering through the bed components, and through biological and biochemical reactions within the soil matrix and around the root zones of the plants. This BMP has no underdrain and is in A or B soil.	Drainage Area	acres
Bioretention - Raingarden (A/B soils w/ underdrain)	An excavated pit backfilled with engineered media, topsoil, mulch, and vegetation. These are planting areas installed in shallow basins in which the storm water runoff is temporarily ponded and then treated by filtering through the bed components, and through biological and biochemical reactions within the soil matrix and around the root zones of the plants. This BMP has an underdrain and is in A or B soil.	Drainage Area	acres
Bioretention - Raingarden (C/D soils w/ underdrain)	An excavated pit backfilled with engineered media, topsoil, mulch, and vegetation. These are planting areas installed in shallow basins in which the storm water runoff is temporarily ponded and then treated by filtering through the bed components, and through biological and biochemical reactions within the soil matrix and around the root zones of the plants. This BMP has an underdrain and is in C or D soil. Use this BMP where the specific design is unknown.	Drainage Area	acres
Bioswale	With a bioswale, the load is reduced because, unlike other open channel designs, there is now infiltration into the soil. A bioswale is designed to function as a bioretention area.	Drainage Area	acres
Dry Detention Ponds	Dry Detention Ponds are depressions or basins created by excavation or berm construction that temporarily store runoff and release it slowly via surface flow or groundwater infiltration following storms.	Drainage Area	acres
Dry Extended Detention Ponds	Dry extended detention (ED) basins are depressions created by excavation or berm construction that temporarily store runoff and release it slowly via surface flow or groundwater infiltration following storms. Dry ED basins are designed to dry out between storm events, in contrast with wet ponds, which contain standing water permanently. As such, they are similar in construction and function to dry detention basins, except that the duration of detention of stormwater is designed to be longer, theoretically improving treatment effectiveness.	Drainage Area	acres
Filter Strip Runoff Reduction	Urban filter strips are stable areas with vegetated cover on flat or gently sloping land. Runoff entering the filter strip must be in the form of sheet-flow and must enter at a non-erosive rate for the site-specific soil conditions. A 0.4 design ratio of filter strip length to impervious flow length is recommended for runoff reduction urban filter strips.	Drainage Area	acres
Filter Strip Stormwater Treatment	Urban filter strips are stable areas with vegetated cover on flat or gently sloping land. Runoff entering the filter strip must be in the form of sheet-flow and must enter at a non-erosive rate for the site-specific soil conditions. A 0.2 design ratio of filter strip length to impervious flow length is recommended for stormwater treatment urban filter strips.	Drainage Area	acres
Filtering Practices	Practices that capture and temporarily store runoff and pass it through a filter bed of either sand or an organic media. There are various sand filter designs, such as above ground, below ground, perimeter, etc. An organic media filter uses another medium besides sand to enhance pollutant removal for many compounds due to the increased cation exchange capacity achieved by increasing the organic matter. These systems require annual inspection and maintenance to receive pollutant reduction credit.	Drainage Area	acres
Forest Buffer	Forest buffers are linear wooded areas that help filter nutrients, sediments and other pollutants from runoff as well as remove nutrients from groundwater. The recommended buffer width is 100 feet, with a 35 feet minimum width required.	Drainage Area	acres

Hydrodynamic Structures	Hydrodynamic Structures are devices designed to improve quality of stormwater using features such as swirl concentrators, grit chambers, oil barriers, baffles, micropools, and absorbent pads that are designed to remove sediments, nutrients, metals, organic chemicals, or oil and grease from urban runoff.	Drainage Area	acres
Impervious Surface Reduction	Disconnecting existing impervious area runoff from stormwater drainage systems such as directing rooftops and/or on-lot impervious surfaces to pervious areas with amended soils. Report disconnect to un-amended soils as Urban Filter Strip.	Extent	acres
Infiltration Practices	A depression to form an infiltration basin where sediment is trapped and water infiltrates the soil. A sand layer and vegetation are required. No underdrains are associated with infiltration basins and trenches, because by definition these systems provide complete infiltration. Design specifications require infiltration basins and trenches to be built in A or B soil types. Use the other BMP without sand or vegetation where the specific design is unknown.	Drainage Area	acres
Other	If other is selected as the BMP type, the enter a brief description of the BMP.	Varies	varies
Permeable Pavement w/ Sand or Veg (A/B soils w/o underdrain)	Pavement or pavers that reduce runoff volume and treat water quality through both infiltration and filtration mechanisms. Water filters through open voids in the pavement surface to a washed gravel subsurface storage reservoir, where it is then slowly infiltrated into the underlying soils or exits via an underdrain. This BMP has no underdrain, has sand and/or vegetation and is in A or B soil.	Drainage Area	acres
Permeable Pavement w/ Sand or Veg (A/B Soils w/ underdrain)	Pavement or pavers that reduce runoff volume and treat water quality through both infiltration and filtration mechanisms. Water filters through open voids in the pavement surface to a washed gravel subsurface storage reservoir, where it is then slowly infiltrated into the underlying soils or exits via an underdrain. This BMP has an underdrain, has sand and/or vegetation and is in A or B soil.	Drainage Area	acres
Permeable Pavement w/ Sand or Veg (C/D soils w/ underdrain)	Pavement or pavers that reduce runoff volume and treat water quality through both infiltration and filtration mechanisms. Water filters through open voids in the pavement surface to a washed gravel subsurface storage reservoir, where it is then slowly infiltrated into the underlying soils or exits via an underdrain. This BMP has an underdrain, has sand and/or vegetation and is in C or D soil.	Drainage Area	acres
Permeable Pavement w/o Sand or Veg (A/B Soils w/o underdrain)	Pavement or pavers that reduce runoff volume and treat water quality through both infiltration and filtration mechanisms. Water filters through open voids in the pavement surface to a washed gravel subsurface storage reservoir, where it is then slowly infiltrated into the underlying soils or exits via an underdrain. This BMP has no underdrain, no sand or vegetation and is in A or B soil.	Drainage Area	acres
Permeable Pavement w/o Sand or Veg (C/D soils w/ underdrain)	Pavement or pavers that reduce runoff volume and treat water quality through both infiltration and filtration mechanisms. Water filters through open voids in the pavement surface to a washed gravel subsurface storage reservoir, where it is then slowly infiltrated into the underlying soils or exits via an underdrain. This BMP has an underdrain, no sand or vegetation and is in A or B soil.	Drainage Area	acres
Permeable Pavement w/o Sand or Veg (A/B Soils w/ underdrain)	Pavement or pavers that reduce runoff volume and treat water quality through both infiltration and filtration mechanisms. Water filters through open voids in the pavement surface to a washed gravel subsurface storage reservoir, where it is then slowly infiltrated into the underlying soils or exits via an underdrain. This BMP has an underdrain, no sand or vegetation and is in C or D soil. Use this BMP where the specific design is unknown.	Drainage Area	acres
Retrofit – Dry Detention to Bioretention	Retrofit of a Dry Detention basin into a Bioretention Basin (see Bioretention description).	Drainage Area	acres
Retrofit – Dry Detention to Extended Detention	Retrofit of a Dry Detention basin into an Extended Detention Basin (see Extended Detention description).	Drainage Area	acres
Retrofit – Dry Extended Detention to Bioretention	Retrofit of a Dry Extended detention basin into a Bioretention basin (see Bioretention description).	Drainage Area	acres

Retrofit Other	Other type of retrofit that does not fit into the retrofit categories. If this option is selected enter a brief description of the BMP.	Drainage Area	acres
Retrofit - Runoff Reduction	Total post-development runoff volume that is reduced through canopy interception, soil amendments, evaporation, rainfall harvesting, engineered infiltration, extended filtration or evapo-transpiration. Stormwater practices that achieve at least a 25% reduction of the annual runoff volume are classified as providing runoff reduction.	Drainage Area	acres
Retrofit - Stormwater Treatment	Total post-development runoff volume that is reduced through a permanent pool, constructed wetlands or sand filters have less runoff reduction capability. Stormwater retrofit practices that do not achieve at least a 25% reduction of the annual runoff volume are classified as stormwater treatment.	Drainage Area	acres
Storm Drain Cleaning	Removal of sediment and organic matter from catch basins in a targeted manner that focuses on water quality improvements.	Extent	lbs of sediment
Stream Restoration – Default Rate	Stream restoration is a change to the stream corridor that improves the stream ecosystem by restoring the natural hydrology and landscape of a stream and helps improve habitat and water quality conditions in degraded streams. All projects using this BMP must meet minimum qualifying conditions for crediting.	Extent	feet
Stream Restoration – Protocol 1 (Prevented Sediment)	This protocol provides an annual mass nutrient and sediment reduction credit for qualifying stream restoration practices that prevent channel or bank erosion that would otherwise be delivered downstream from an actively enlarging or incising urban stream. All projects using this BMP must meet minimum qualifying conditions for crediting and the requirements listed in the expert panel report for protocol 1.	Extent	lbs of sediment
Stream Restoration – Protocol 2 (Nutrient Processing)	This protocol provides an annual mass nitrogen reduction credit for qualifying projects that include design features to promote denitrification during base flow. All projects using this BMP must meet minimum qualifying conditions for crediting and the requirements listed in the expert panel report for protocol 2.	Extent	lbs of nitrogen
Stream Restoration – Protocol 3 (Floodplain Reconnection)	This protocol provides an annual mass sediment and nutrient reduction credit for qualifying projects that reconnect stream channels to their floodplain over a wide range of storm events. All projects using this BMP must meet minimum qualifying conditions for crediting and the requirements listed in the expert panel report for protocol 3.	Extent	lbs of sediment
Street sweeping – AST 1 pass/12 weeks	Sweeper is equipped with a sweeping head which creates suction and uses forced air to transfer street debris into the hopper or sweeper is equipped with a high power vacuum to suction debris from street surface. Must pass the same street every twelve weeks.	Extent	miles
Street sweeping – AST 1 pass/2 weeks	Sweeper is equipped with a sweeping head which creates suction and uses forced air to transfer street debris into the hopper or sweeper is equipped with a high power vacuum to suction debris from street surface. Must pass the same street once every two weeks.	Extent	miles
Street sweeping – AST 1 pass/4 weeks	Sweeper is equipped with a sweeping head which creates suction and uses forced air to transfer street debris into the hopper or sweeper is equipped with a high power vacuum to suction debris from street surface. Must pass the same street every four weeks.	Extent	miles
Street sweeping – AST 1 pass/8 weeks	Sweeper is equipped with a sweeping head which creates suction and uses forced air to transfer street debris into the hopper or sweeper is equipped with a high power vacuum to suction debris from street surface. Must pass the same street every eight weeks.	Extent	miles
Street sweeping – AST 1 pass/ week	Sweeper is equipped with a sweeping head which creates suction and uses forced air to transfer street debris into the hopper or sweeper is equipped with a high power vacuum to suction debris from street surface. Must pass the same street once a week.	Extent	miles
Street sweeping – AST 2 pass/ week	Sweeper is equipped with a sweeping head which creates suction and uses forced air to transfer street debris into the hopper or sweeper is equipped with a high power vacuum to suction debris from street surface. Must pass the same street twice a week.	Extent	miles

Street sweeping – AST fall 1 pass/1-2 weeks else monthly	Sweeper is equipped with a sweeping head which creates suction and uses forced air to transfer street debris into the hopper or sweeper is equipped with a high power vacuum to suction debris from street surface. Must pass once every week from March to April, October to November and monthly otherwise.	Extent	miles
Street sweeping – AST spring 1 pass/1-2 weeks else monthly	Sweeper is equipped with a sweeping head which creates suction and uses forced air to transfer street debris into the hopper or sweeper is equipped with a high power vacuum to suction debris from street surface. Must pass once every week from March to April and monthly otherwise.	Extent	miles
Street sweeping – MBT - 1 pass/4 weeks	Sweeper is equipped with water tanks, sprayers, brooms, and a vacuum system pump that gathers street debris. Must pass the same street every four weeks. Use this BMP where the specific technology type or frequency is unknown.	Extent	miles
Street sweeping – MBT 1 pass/ week	Sweeper is equipped with water tanks, sprayers, brooms, and a vacuum system pump that gathers street debris. Must pass the same street every week.	Extent	miles
Street sweeping – MBT 2 pass/week	Sweeper is equipped with water tanks, sprayers, brooms, and a vacuum system pump that gathers street debris. Must pass the same street twice every week.	Extent	miles
Vegetated Open Channels (A/B soils)	Open channels are practices that convey stormwater runoff and provide treatment as the water is conveyed. Runoff passes through either vegetation in the channel, subsoil matrix, and/or is infiltrated into the underlying soils. This BMP has no underdrain and is in A or B soil. Use this BMP where specific design is unknown.	Drainage Area	acres
Vegetated Open Channels (C/D soils)	Open channels are practices that convey stormwater runoff and provide treatment as the water is conveyed, includes bioswales. Runoff passes through either vegetation in the channel, subsoil matrix, and/or is infiltrated into the underlying soils. This BMP has no underdrain and is in C or D soil.	Drainage Area	acres
Wet Ponds and Wetlands	A water impoundment structure that intercepts stormwater runoff then releases it to an open water system at a specified flow rate. These structures retain a permanent pool and usually have retention times sufficient to allow settlement of some portion of the intercepted sediments and attached nutrients/toxics. There is little or no vegetation living within the pooled area. Outfalls are not directed through vegetated areas prior to open water release.	Drainage Area	acres
Tree Planting - Canopy	Urban tree planting is planting trees on urban pervious areas.	Extent	Trees planted

Attachment C – BMP Manual BMP Descriptions

BMP Manual Name		PCSM BMP Inventory Name	Notes
BMP#	**BMP Name**		
5.8.1	Rooftop Disconnection	Other	Include BMP type in the Description column.
5.8.2	Disconnection from Storm Sewers	Other	Include BMP type in the Description column.
6.4.1	Pervious Pavement with Infiltration Bed	Permeable Pavement w/o Sand or Veg. (C/D Soils w/ underdrain)	Review the design of the BMP and select the appropriate category: Permeable Pavement w/o Sand or Veg. (C/D Soils w/ underdrain), Permeable Pavement w/o Sand or Veg. (A/B Soils w/ underdrain), Permeable Pavement w/o Sand or Veg. (A/B Soils w/o underdrain), Permeable Pavement w/ Sand or Veg. (A/B Soils w/ underdrain), Permeable Pavement w/ Sand or Veg. (A/B Soils w/o underdrain), or Permeable Pavement w/ Sand or Veg. (C/D Soils w/ underdrain). If the design of the BMP is unknown, select Permeable Pavement w/o Sand or Veg. (C/D Soils w/ underdrain)
6.4.2	Infiltration Basin	Infiltration Practices	
6.4.3	Subsurface Infiltration Bed	Infiltration Practices	
6.4.4	Infiltration Trench	Infiltration Practices	
6.4.5	Rain Garden/Bioretention	Bioretention / Raingarden (C/D soils w/ underdrain)	Review the design of the BMP and select the appropriate category: Bioretention / Raingarden (A/B soils w/ underdrain), Bioretention / Raingarden (A/B soils w/o underdrain), or Bioretention / Raingarden (C/D soils w/ underdrain). If the design of the BMP is unknown, select Bioretention / Raingarden (C/D soils w/ underdrain.
6.4.6	Dry Well/Seepage Pit	Infiltration Practices	
6.4.7	Constructed Filter	Filtering Practices	
6.4.8	Vegetated swale	Vegetated Open Channels (C/D Soils)	Review the design of the BMP and select the appropriate category Vegetated Open Channels (A/B Soils), or Vegetated Open Channels (C/D Soils). If the design of the BMP is unknown select Vegetated Open Channels (C/D Soils).
6.4.9	Vegetated Filter Strip	Filter Strip Stormwater Treatment	Review the design of the BMP and select the appropriate category: Filter Strip Runoff Reduction, or Filter Strip Stormwater Treatment. If the design of the BMP is unknown select Filter Strip stormwater treatment.
6.4.10	Infiltration Berm & Retentive Grading	Infiltration Practices	
6.5.1	Vegetated Roof	Other	Include BMP type in the Description column.
6.5.2	Runoff Capture & Reuse	Other	Include BMP type in the Description column.
6.6.1	Constructed Wetland	Wet Ponds and Wetlands	
6.6.2	Wet Pond/Retention Basin	Wet Ponds and Wetlands	
	Dry Detention Basin	Dry Detention Basin	
6.6.3	Dry Extended Detention Basin	Dry Extended Detention Basin	
6.6.4	Water Quality Filters & Hydrodynamic Devices	Hydrodynamic Structures	
6.7.1	Riparian Buffer Restoration	Forest Buffer	
6.7.2	Landscape Restoration	Other	Include BMP type in the Description column.
6.7.3	Soil Amendment & Restoration	Other	Include BMP type in the Description column.
	Stream Restoration	Stream Restoration	

6.7.4	Floodplain Restoration	Wet Ponds and Wetlands	
6.8.1	Level Spreader	Other	Include BMP type in the Description column.
	Managed Release Concept (MRC)	Bioretention / Raingarden (C/D soils w/ underdrain)	Review the design of the BMP and select the appropriate category: Bioretention / Raingarden (A/B soils w/ underdrain), or Bioretention / Raingarden (C/D soils w/ underdrain). If the design of the BMP is unknown, select Bioretention / Raingarden (C/D soils w/ underdrain).