



**MARYLAND DEPARTMENT OF THE ENVIRONMENT
WATER AND SCIENCE ADMINISTRATION**

**NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM
GENERAL PERMIT FOR DISCHARGES FROM
STATE AND FEDERAL SMALL MUNICIPAL SEPARATE STORM SEWER
SYSTEMS**

**GENERAL DISCHARGE PERMIT NO. 13-SF-5501
GENERAL NPDES NO. MDR055501**

Final Determination: April 27, 2018
Effective Date: October 31, 2018
Expiration Date: October 30, 2023

This National Pollutant Discharge Elimination System (NPDES) general permit covers State and federal small municipal separate storm sewer systems (MS4s) in certain portions of the State of Maryland. MS4 owners and operators to be regulated under this general permit must submit a Notice of Intent (NOI) to MDE by October 31, 2018. An NOI serves as notification that the MS4 owner or operator intends to comply with the terms and conditions of this general permit.

APPENDIX D

State and Federal Small MS4 Progress Report

Maryland Department of the Environment (MDE)

**National Pollutant Discharge Elimination System (NPDES)
Small Municipal Separate Storm Sewer Systems (MS4) General Permit**

This Progress Report is required for those State and federal agencies covered under General Discharge Permit No. 13-SF-5501. Progress Reports must be submitted to:

Maryland Department of the Environment, Water and Science Administration
Sediment, Stormwater, and Dam Safety Program
1800 Washington Boulevard, Suite 440, Baltimore, MD 21230-1708
Phone: 410-537-3543 FAX: 410-537-3553
Web Site: www.mde.maryland.gov

Contact Information

Permittee Name:	Coppin State University
Responsible Personnel:	Maria del R. Castro
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Mailing Address:	
Phone Number(s):	
Email address:	

Signature of Responsible Personnel

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Maria del R. Castro	Maria del R. Castro	10/29/2020
Printed Name	Signature	Date

Reporting Period (State Fiscal Year):

2020

Due Date:

10/31/2020

Date of Submission:

10/29/2020

Type of Report Submitted:

Impervious Area Restoration Progress Report (Annual):

Six Minimum Control Measures Progress (Years 2 and 4):

Both:

Permittee Information:

Renewal Permittee:

New Permittee:

Compliance with Reporting Requirements

Part VI of the Small MS4 General Discharge Permit (No. 13-SF-5501) specifies the reporting information that must be submitted to MDE to demonstrate compliance with permit conditions. The specific information required in this MS4 Progress Report includes:

1. Annual: Progress toward compliance with impervious area restoration requirements in accordance with Part V of the general permit. All requested information and supporting documentation must be submitted as specified in Section I of the Progress Report.
2. Years 2 and 4: Progress toward compliance with the six minimum control measures in accordance with Part IV of the general permit. All requested information and supporting documentation shall be reported as specified in Section II of the Progress Report. MDE may request more frequent reporting and/or a final report in year 5 if additional information is needed to demonstrate compliance with the permit.

Instructions for Completing Appendix D Reporting Forms

The reporting forms provided in Appendix D allow the user to electronically fill in answers to questions. Users may enter quantifiable information (e.g., number of outfalls inspected) in text boxes. When a more descriptive explanation is requested, the reporting forms will expand as the user types to allow as much information needed to fully answer the question. The permittee must indicate in the forms when attachments are included to provide sufficient information required in the MS4 Progress Report.

Section I: Impervious Area Restoration Reporting Form

Section I: Impervious Area Restoration Reporting

1. a. Was the impervious area baseline assessment submitted in year 1?

Yes No

b. If No, describe the status of completing the required information and provide a date at which all information required by MDE will be submitted:

c. Has the baseline been adjusted since the previous reporting year?

Yes No

2. Complete the information below based on the most recent data:

Total impervious acres of area covered under this permit:

40

Total impervious acres treated by stormwater water quality best management practices (BMPs):

0

Total impervious acres treated by BMPs providing partial water quality treatment (multiply acres treated by percent of water quality provided):

Total impervious acres treated by nonstructural practices (i.e., rooftop disconnections, non-rooftop disconnections, or vegetated swales):

0

Total impervious acres untreated:

40

Twenty percent of this total area (this is the restoration requirement):

8.00

Verify that all impervious area draining to BMPs with missing inspection records is not considered treated. Describe how this information was incorporated into the overall analysis:

3. Has an Impervious Area Restoration Work Plan been developed and submitted to MDE in accordance with Part V.B, Table 1 of the permit or other format?

Yes No

Has MDE approved the work plan?

Yes No

If the answer to either question is No, describe the status of submitting (or resubmitting) the work plan to MDE and provide a date at which all outstanding information will be available:

Section I: Impervious Area Restoration Reporting

Describe progress made toward restoration planning, design, and construction efforts and describe adaptive management strategies necessary to meet restoration requirements by the end of the permit term:

MES has prepared a document detailing the changes needed for the shallow marsh to comply with regulations. Contractors have been working on the Science and Technology Building cistern and contractors are schedule to work on the Library Quad cistern.

4. Has a Restoration Schedule been completed and submitted to MDE in accordance with Part V.B, Table 2 of the permit?

Yes No

In year 5, has a complete restoration schedule been submitted including a complete list of projects and implementation dates for all BMPs needed to meet the twenty percent restoration requirement?

Yes No

Are the projected implementation years for completion of all BMPs no later than 2025?

Yes No

Describe actions planned to provide a complete list of projects in order to achieve compliance by the end of the permit term:

CSU is currently meeting permit requirements for their restoration goal. The university is continually inspecting and providing maintenance to the passing BMPs, The failing BMPs are in planning stages of remediation or retrofit efforts.

Describe the progress of restoration efforts (attach examples and photos of proposed or completed projects when available):

See attachment.

5. Has the BMP database been submitted to MDE in Microsoft Excel format in accordance with Appendix B, Tables B.1.a, b, and c?

Yes No

Is the database complete?

Section I: Impervious Area Restoration Reporting

Yes No

If either answer is No, describe efforts underway to complete all data fields, and a date that MDE will receive the required information:

6. Provide a summary of impervious area restoration activities planned for the next reporting cycle (attach additional information if necessary):

CSU will be investigating the tennis court underground pond for access to the control structure. The facility will then be inspected and repaired. The irrigation system is under repair by the contractor. CSU will reach out to the contractor, who modified the shallow marsh, in order to restore to the facility to original functioning condition.

7. Describe coordination efforts with other agencies regarding the implementation of impervious area restoration activities:
CSU is coordinating with MDE

8. List the total cost of developing and implementing impervious area restoration program during the permit term:

Approximately \$200,000.00

Section II: Minimum Control Measures Reporting Forms

MCM #1: Personnel Education and Outreach

1. Does the permittee maintain a process and phone number for the public and/or staff to report water quality complaints?

Yes No

Number of complaints received:

Describe the actions taken to address the complaints:

Each complain, when received, will be investigated and action will be taken to make sure that it will not happen again.

2. Describe training to employees to reduce pollutants to the MS4:

So far, employees from Parking and Transportation and Facilities Operations and Maintenance have been informed that the washing of vehicles has to be done in a contained space (wash bay, legal car wash, etc.) and not in the parking lots where the contaminated water will make it to the stormwater system.

3. Describe the target audience(s):

Target audience is the university staff and students, as well as the surrounding community.

4. Are examples of educational/training materials attached with this report?

Yes No

Provide the number and type of educational materials distributed:

20

Describe how the personnel education program is appropriate for the target audience(s):

The educational program is designed for the students and staff of Coppin State and targets key issues important to the university. Examples of these issues include dog waste cleanup, treatment of impervious cover in urban settings, and importance of not hand washing cars on campus.

5. Describe how stormwater education materials were distributed to the public and/or staff (e.g., newsletters, website):

MCM #1: Personnel Education and Outreach

Educational material is distributed through the CSU NPDES website. As well as through the CSU twitter account.

6. Describe how educational programs facilitated efforts to reduce pollutants in stormwater runoff:

The educational programs help to raise awareness for the university's effort to reduce litter, pet waste, and pollution from car washing on campus.

7. Provide a summary of activities planned for the next reporting cycle:
1. Deploy CSU NPDES Website for Education, Outreach, as a Training resource, and as a resource to engage with the MS4-Stormwater-Environmental Community.
 2. Document additional training and education material for staff and the website.
 3. Hold public outreach events for students and bystanders.
 4. Hold trainings for CSU staff members.

8. List the total cost of implementing this MCM over the permit term:

\$5,000.00

MCM #2: Public or Personnel Involvement and Participation

1. Describe how the public or personnel involvement and participation program is appropriate for the target audience(s):

The public involvement and participation program is designed to target specific groups within the university. Outreach will be done to specific groups, that the university is best set to reach. Some examples of this include coordination with CSU's greek life on campus cleanup events by giving service hours. Outreach is also given to commuters at CSU about restricting washing of cars on campus property and identifying local car wash services that reuse and properly dispose of cleaning fluid.

2. Quantify and report public and/or staff involvement and participation efforts as shown below where applicable.

Number of participants at public and/or staff events:

0

Quantity of trash and debris removed at clean up events:

0

Number of employee volunteers participating in sponsored events:

0

Number of trees planted:

0

Length of stream cleaned (feet):

0

Number of storm drains stenciled:

0

Number of public notices published to facilitate public and/or staff participation:

0

Number of public and/or staff meetings organized:

0

Total number of attendees at all public and/or staff meetings:

0

Describe the agenda, items discussed, and collaboration efforts with interested parties for public and/or staff meetings:

MCM #2: Public or Personnel Involvement and Participation

Describe how public and/or staff comments have been incorporated into the permittee's MS4 program, including water quality improvement projects to address impervious area restoration requirements:

CSU is working towards resolving the issue regarding public car washes occurring on campus without approval.

Describe any additional events and activities if applicable:

N/A

3. Provide a summary of activities planned for the next reporting cycle:

Outreach event regarding Car Washing on Campus
Inlet Stenciling
Tree planting events
Clean up events

*All activities pending status due to COVID-19

4. List the total cost of implementing this MCM for the permit term:

\$10,000.00

MCM #3: Illicit Discharge Detection and Elimination (IDDE)

1. Does the permittee maintain a map of the MS4 owned or operated by the permittee, including stormwater conveyances, outfalls, stormwater best management practices (BMPs), and waters of the U.S. receiving stormwater discharges?

Yes No

If Yes, attach the map to this report and provide a progress update on any features that are still being mapped. (If submitting a map would compromise the operational security of an agency, indicate that the map is available for MDE review on site.) If No, detail the current status of map development and provide an estimated date of submission to MDE:

2. Does the permittee have a policy, or other agency directive, that prohibits illicit discharges?

Yes No

If Yes, describe the policy utilized for enforcement by the permittee (alternatively, a link may be provided to the permittee's webpage where this information is available). If No, describe the permittee's plan, including approximate time frame, to establish a policy that prohibits illicit discharges into the storm sewer system:

<https://gis.menv.com/portal/apps/sites/#!/coppin-state-university-npdes-permit/pages/csu-mcm-3>

3. Did the permittee submit to MDE standard operating procedures (SOPs) in accordance with Part IV.C of the permit?

Yes No

If No, provide a proposed date that SOPs will be submitted to MDE. MDE may require more frequent reports for delays in program development:

SOP's will be developed this next year and submitted as soon as they are approved by the administration.

Did MDE approve the submitted SOPs?

Yes No

If No, describe the status of requested SOP revisions and approximate date of resubmission for MDE approval:

MCM #3: Illicit Discharge Detection and Elimination (IDDE)

4. Describe how the permittee prioritized screening locations in areas of high pollutant potential and identify the areas within which screenings were conducted during this reporting period:

Due to the number of screening locations being relatively small, all locations were screened this reporting period.

5. Answers to the following questions must reflect this two-year reporting period.

How many outfalls were identified on the map?

How many outfalls were required to be screened for dry weather flows to meet the minimum numeric requirement based on property size?

How many outfalls were screened for dry weather flows?

Per the permittee's SOP, how frequently were outfalls required to be screened?
All outfalls will be screened annually.

At what frequency were outfalls screened during the reporting period?
All outfalls were screened annually

How many dry weather flows were observed?

If dry weather flows were observed, how many were determined to be illicit discharges?

Describe the investigation process to track and eliminate each suspected illicit discharge and report the status of resolution:

Once the sample has been tested and confirmed IDDE, CSU will investigate further upstream to locate the source of the water. This is performed at a desktop level using GIS tools and university infrastructure data. Possible sources will be located and investigated in person. When the source is located the university works internally to resolve the issue. Once the issue is resolved, the information will be posted to the CSU NPDES website. Data is tracked and maintained in an ArcMap geodatabase.

6. Describe maintenance or corrective actions undertaken during this reporting period to address erosion, debris buildup, sediment accumulation, or blockage problems:

Campus landscapers have maintained the vegetation in the stormwater management facilities. Maintenance items provided by the landscapers included: mowing, weed and debris removal, removal of invasive vegetation.

MCM #3: Illicit Discharge Detection and Elimination (IDDE)

7. Is the permittee maintaining all IDDE inspection records and are they available to MDE during site inspections?

Yes No

8. If spills, illicit discharges, and illegal dumping occurred during this reporting period, describe the corrective actions taken, including enforcement activities, and indicate the status of resolution:

No spills could get to the stormwater system.

9. Attach to this report specific examples of educational materials distributed to the public and/or staff related to illicit discharge reporting, illegal dumping, and spill prevention. If these are not available, describe plans to develop public and/or staff education materials and submit examples with the next Progress Report:

10. Specify the number of employees trained in illicit discharge detection and spill

prevention:

11. Provide examples of training materials. If not available, describe plans to develop employee training and submit examples with the next Progress Report:

Training has been verbal during departmental meetings. It will be put in writing during this year and all Facilities Operations and Maintenance will be re-trained.

12. List the cost of implementing this MCM during this permit term:

\$100.00

MCM #4: Construction Site Stormwater Runoff Control

1. Does the permittee have a process for receiving, investigating, and resolving complaints from interested parties related to construction activities and erosion and sediment control?
 Yes No

Describe the process:

The process is still in its final stages of development. The process includes prompting users to fill out a survey. Once the survey is completed, it will send an email to the appropriate parties to handle the issue. The map will then be updated, and the university will investigate the concern.

Provide a list of all complaints and a summary of actions taken to resolve them:

No complaints have been reported.

2. Total number of active construction projects within the reporting period:

Provide a list of all construction projects and tabulate the total disturbed area:

Renovation of Percy Julian Science Building

3. Total number of violation notices issued by MDE related to this MCM on the agency's property:

Describe the status of enforcement activities:

Describe how the permittee communicates and collaborates with MDE to maintain compliance with this MCM for all active construction projects on the agency's property:

CSU and MDE coordinate to maintain permit compliance for construction projects.

Are erosion and sediment control inspection records retained and available to MDE during field review of the agency MS4 program?

Yes No

If No, explain:

MCM #4: Construction Site Stormwater Runoff Control

4. Number of staff trained in MDE's Responsible Personnel Certification:

5. Describe the coordination with other entities regarding implementation of this MCM:
CSU is working with MDE for any construction project on campus.

6. List the total cost of implementing this MCM over the permit term:
Any cost is included in the project.

MCM #5: Post Construction Stormwater Management

1. Has an Urban BMP database been submitted in accordance with the database structure in Appendix B, Tables B.1.a, b, and c as a Microsoft Excel file?
 Yes No

Describe the status of the database, efforts to complete all data fields, and provide a date as to when the required information will be submitted to MDE:

All fields are completed. The database is being refined throughout the permit term.

2. Total number of plans submitted to MDE for review and approval:

Total number of as-built plans submitted to MDE:

Number of submitted as-built plans approved by MDE:

3. Total number of BMPs located on each property covered under the general permit (list individual property, and total BMPs for that property – provide separate attachment if necessary):

9 BMPs located on CSU Campus

Does the permittee perform inspections for all structural BMPs in accordance with the Dam Inspection Checklist in Maryland Pond Code 378 at least once every three years?

Yes No

If No, describe efforts to train staff and develop a program to perform these required inspections on a triennial basis:

Are BMP inspection records retained and available to MDE during field review of local programs?

Yes No

4. Provide a summary of routine maintenance activities for all BMPs:

Landscapers will mow, weed, remove debris, mulch, maintain certain areas of vegetation (i.e cut, clear, grub).

MCM #5: Post Construction Stormwater Management

Are BMP maintenance procedures consistent with maintenance requirements on MDE approved plans?

Yes No

Are completed BMP maintenance checklists available to MDE during field review of local programs?

Yes No

If either answer is No, describe planned actions to implement maintenance checklists and procedures and provide formal documentation of these activities:

Describe all problems discovered during routine maintenance operations and repair work performed to restore the function of the BMP(s) (attach photos and additional documentation as needed):

5. Number of staff trained in proper BMP design, performance, inspection, and routine maintenance:

6. Provide a summary of activities planned for the next reporting cycle:

Repair of Rainwater harvesting device CSU19BMP00002. Continue routine maintenance of BMPs as recommended. Maintenance of shallow marsh wetland CSU19BMP00001 to restore to functioning. Maintenance inspection and workorder creation of underground storage CSU19BMP00007.

7. List the total cost of implementing this MCM over the permit term:

\$100,000.00

MCM #6: Pollution Prevention and Good Housekeeping

1. Provide a list of topics covered during the last training session related to pollution prevention and good housekeeping, and attach to this report specific examples of training materials:

Training was verbal. Written material will be developed, and employees will be re-trained.

List all training dates within this two-year reporting period:

3/16/2020

Number of staff attended:

2. Are the good housekeeping plan and inspection records at each property retained and available to MDE during field review of the local program? Yes No

If No, explain:

Provide details of all discharges, releases, leaks, or spills that occurred in the past reporting period using the following format (attach additional sheets if necessary).

Property Name: CSU

Date: N/A

Describe observations:

N/A

Describe permittee's response:

N/A

3. Quantify and report property management efforts as shown below, where applicable (attach additional sheets if necessary).

Number of miles swept:

Amount of debris collected from sweeping (indicate units):

If roads and streets are swept, describe the strategy the permittee has implemented to maximize efficiency and target high priority areas:

Number of inlets cleaned:

MCM #6: Pollution Prevention and Good Housekeeping

Amount of debris collected from inlet cleaning (indicate units):

Describe how trash and hazardous waste materials are disposed of at permittee owned and operated property(ies), including debris collected from street sweeping and inlet cleaning:

Hazardous waste materials are stored and disposed per EPA and MDE regulations. We have a contract with Veolia ES and we were using Triumvirate in the past years. CSU has a contract with Waste Management for the disposal of trash and recycling.

We have a strong group of contracted housekeeping (WFF) that provide collection of trash and recycling for every building and a group of Groundskeepers that are in charge of disposing outside trash cans as well as collecting trash and debris that are blown into Campus.

We have Grounds contract with BrightView and they are in charge of collecting all vegetative debris and leaves (during fall) for our grounds. We also contact them for a Campus wide clean -up each spring.

Does the permittee have a current State of Maryland public agency permit to apply pesticides?

Yes No

If No, explain (e.g., contractor applies pesticides):

Pesticides are applied by contractors; BrightView for everything related to grounds and Home Paramount for pest control.

Does the permittee employ at least one individual certified in pesticide application?

Yes No

If Yes, list name(s):

If the permittee applied pesticides during the reporting year, describe good housekeeping methods (e.g., integrated pest management, alternative materials/techniques):

Included in contract

If the permittee applied fertilizer during the reporting year, describe good housekeeping methods (e.g., application methods, chemical storage, native or low maintenance species, training):

Included in contract

If the permittee applied materials for snow and ice control during the reporting year,

MCM #6: Pollution Prevention and Good Housekeeping

describe good housekeeping methods (e.g., pre-treatment, truck calibration and storage, salt domes):

CSU utilized specialized snow and ice applicators to minimize impacts to the environment.

Describe good housekeeping BMP alternatives not listed above:

4. If applicable, provide a status update for permittee owned or operated properties regarding coverage under the Maryland General Permit for Stormwater Discharges Associated with Industrial Activity or an individual industrial surface water discharge permit:

N/A

5. List the total cost of implementing this MCM over the permit term:
\$100.00