



**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](http://www.mde.maryland.gov)

**Contact Information**

Permittee Name:	Coppin State University
Responsible Personnel:	Maria del R. Castro
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	Baltimore, MD 21216-3698
Phone Number(s):	410-951-3771
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Additional Contact(s):	
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  
Printed Name

\_\_\_\_\_  
*Maria del R. Castro*  
Signature

\_\_\_\_\_  
10/31/2023  
Date

**Reporting Period (State Fiscal Year):**

**Due Date:**

**Date of Submission:**

**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:

40.43

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

1.61

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:

38.82

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

7.76

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:

*All facilities counted for baseline treatment have been inspected. Only those in functioning condition are considered treated.*

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

### Section I: Impervious Area Restoration Reporting

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:

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:

*Since CSU's stormwater management facilities were not in place before 2006, all water quality BMPs are eligible for restoration credit. Two of these facilities showed a net increase in impervious surface since modifications began in 2006. This contributed 1.61 acres of treatment toward the baseline, with remaining credit applied to CSU's restoration credit. CSU's restoration credit totals 9.94 acres, surpassing their 20% restoration requirement of 7.76 acres.*

*The university continues to investigate future restoration projects, including impervious area removal. This impervious area removal would provide 1.89 acres of restoration credit, meeting their 2030 goal of 1.70 acres.*

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, failing BMPs are in the planning stages of remediation or retrofit efforts.*

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



**Section I: Impervious Area Restoration Reporting**

*CSU is currently meeting permit requirements for their restoration goal with completed projects. Additionally, CSU conducted maintenance on the library cistern to repair functionality. The cistern provides water quantity management. The university will continue BMP maintenance and restore failing facilities. CSU plans to investigate the underground tennis court pond for water quantity management.*

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?

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 for additional maintenance needs.*

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

*CSU is coordinating with MDE as needed. CSU will contract with MES for compliance with requirements.*

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

*Approximately \$200,000*

## **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:

*Facilities management may be contacted at (410) 951-1234 or complaints can be submitted through the stormwater complaint form on CSU's MS4 Hub page (<https://gis.menv.com/portal/apps/sites/#/coppin-state-university-npdes-permit/pages/report-a-stormwater-issue>).*

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

*Employees have been informed of the practices that are allowed and not allowed on Campus, for example: no washing of vehicles near storm drains. All vehicle washing must be done in legal car washes outside of Campus. Students have asked permission to have car washes on Campus and it have been denied and explanations has been provided as why it is not acceptable. Provided training has also covers general knowledge of requirements under the MS4 Permit such as managing stormwater runoff and pollution prevention.*

3. Describe the target audience(s):

*Target audience is the university staff and students.*

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

Yes  No

Provide the number and type of educational materials distributed:

*Stormwater Pollution Prevention Presentation  
IDDE & pollution prevention handout  
BMP inspection and maintenance handout  
EPA flyers for car washing and IDDE*

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

*The educational program is designed for staff of Coppin State and focus on situations that may occur on Campus. Examples of these issues include car washing practice, proper bagging and disposal of grass clippings, proper containment in a dumpster, and chemical and oil spill containment and prevention.*

**MCM #1: Personnel Education and Outreach**

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

*Educational material is distributed through handouts and email. As well as the CSU Hub.*

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

*The educational programs showcase the proper practices that are in place to facilitate pollution prevention for common activities on campus. Raising awareness is the main concern of the University, so staff and students can recognize the issues and implement them in their own communities.*

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

1. *Hold public outreach events for students and bystanders.*
2. *Hold training courses for CSU staff members.*

7. List the total cost of implementing this MCM over the permit term:  
*\$8,000*

**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 or Coppin Mile Project on campus cleanup events and tree plantings.*

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:

5

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:

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:

**MCM #2: Public or Personnel Involvement and Participation**

*Car washing in parking lots is prohibited. Parking and Transportation has contracted out a legal car wash for official vehicle washing.*

Describe any additional events and activities if applicable:

*CSU Wine in the Garden Event - August 2019*

*CSU Composting & Garden Tour - September 2019*

*CSU Composting & Trash Pick Up - October 2019*

*CSU Trash Clean Up - September 2019*

*CSU partnership with DNR's Five Million Trees project tree planting – Fall 2022*

*MLK Celebration Trash Pick Up - January 2023*

*Project Clean Stream Volunteer Event with Bowie State University and the Alliance for the Chesapeake Bay at Horseshoe Falls - September 15, 2023*

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

*CSU is investigating future activities that may include:*

- *An Earth Day event that will allow volunteers to perform stream and street cleanings.*
- *A student orientation program focused around environmental and stormwater management topics to encourage volunteers and student interest.*
- *General trash clean up days.*
- *Inlet stenciling which would be a unique way to encourage artistically inclined students' participation.*

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

*\$15,000*

### 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:

*Policy is attached to submission. IDDE information provided on CSU MS4 Hub (<https://gis.menv.com/portal/apps/sites/#/coppin-state-university-npdes-permit/pages/mcm3>)*

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:

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:

*MDE requested contact information be updated which has been complete and is attached to this submission.*

**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.*

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 illicit discharges or spills occurred.*

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:

*Educational materials are attached to this submission as well as publicly available on CSU's MS4 webpage (<https://gis.menv.com/portal/apps/sites/#/coppin-state-university-mpdes-permit/pages/mcm3>).*

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:

*Illicit Discharges was included in the topics covered within the general stormwater management training provided to staff. This presentation and materials are attached to this submission as well as publicly available on CSU's MS4 webpage along with additional information sources.*

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

*\$8,000*

**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:

*Facilities management may be contacted at (410) 951-1234 or complaints can be submitted through the stormwater complaint form on CSU's MS4 hub page (<https://gis.menv.com/portal/apps/sites/#/coppin-state-university-npdes-permit/pages/report-a-stormwater-issue>).*

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:

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:

*Permit compliance has been maintained by construction company and CSU.*

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:

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

**MCM #4: Construction Site Stormwater Runoff Control**

5. Describe the coordination with other entities regarding implementation of this MCM:

*CSU is working with MDE regarding construction projects on campus.*

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

*\$5,000*

**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):

*8 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).*

Are BMP maintenance procedures consistent with maintenance requirements on MDE approved plans?  
 Yes  No

**MCM #5: Post Construction Stormwater Management**

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):

*CSU conducted maintenance on the library cistern to restore functionality. The cistern could only be connected to a campus fountain and not the irrigation system. As a result, this facility only provides water quantity management.*

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:

*CSU will continue to inspect and maintain BMPs as needed.*

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

*\$150,000*

**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:

*Spill response and good housekeeping practices were included in the topics covered within the general stormwater management training provided to staff. This presentation and materials are attached to this submission as well as publicly available on CSU's MS4 webpage along with other information sources.*

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

10/13/2021

7/11/2022

10/17/2023

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:

Date:

Describe observations:

Describe permittee's response:

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:

**MCM #6: Pollution Prevention and Good Housekeeping**

Number of inlets cleaned:

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:

*Trash: Housekeeping contracted company, HES, provides collection of trash and recycling for every building on Campus. Trash is collected in dumpster and compactors located in seven (7) central locations on Campus and those are serviced by our contracted trash and recycling company, Waste Management.*

*The vegetative debris on the campus grounds is managed by BrightView twice a year, spring, and fall.*

*The hazardous wastes are managed and disposed of per EPA and MDE regulations and we contract certified companies such as Veolia ES.*

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 BrightView for grounds related issues and Total Pest Control for pest management.*

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):

*To ensure efficient and accurate use of pesticides and chemicals, a licensed contractor is procured for such application*

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

**MCM #6: Pollution Prevention and Good Housekeeping**

species, training):

*To ensure efficient and accurate use of fertilizers and chemicals, a licensed contractor is procured for such application*

If the permittee applied materials for snow and ice control during the reporting year, describe good housekeeping methods (e.g., pre-treatment, truck calibration and storage, salt domes):

*CSU contracted snow removal with DSM. CSU also uses specialized snow and ice melts that minimizes the impact 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:

*Not applicable*

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

*\$107,600*