



JANET T. MILLS
GOVERNOR

STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION



MELANIE LOYZIM
COMMISSIONER

MS4 Annual Report Instructions – for entering into MELS 6/15/2026

MCM 1 - MS4 Public Education and Outreach

MS4 Activity Identifier

Select the specific permitted MS4 activity that corresponds to your Public Education and Outreach minimum control measure (MCM 1)

Not Applicable

Check 'Not Applicable' if your MS4 permit explicitly exempts you from Public Education and Outreach requirements for this reporting period. If you are unsure, consult your permit conditions before checking this box.

MS4 Regulated Entity Compliance Status

Select 'Yes' if the MS4 regulated entity was in compliance with all Public Education and Outreach permit conditions during the reporting period. Select 'No' if any condition was not met. Compliance means you distributed educational materials and conducted outreach activities as required by your permit schedule.

MS4 Regulated Entity Compliance Status Text

Provide a concise summary (1–3 paragraphs) explaining how compliance with MCM 1 was achieved. Include: (1) the target audiences reached (residents, businesses, school-age children, construction site operators, etc.); (2) the types of outreach conducted (brochures, bill inserts, social media, events, school programs); and (3) how activities addressed priority pollutants or water quality concerns in your permit. Reference your permit's measurable goals.

MS4 Program Report Requirements Activities

List public education and outreach activities completed during this reporting period. For each activity include: (1) activity name/description; (2) target audience; (3) estimated reach (number of residents, households, or events); (4) distribution method or medium; (5) date(s) conducted.

Please attach any brochures or documentation (if applicable)

Acceptable attachments include: educational brochures, flyers, or fact sheets distributed to the public; screenshots or printouts of web pages or social media posts; event sign-in sheets or attendance records; photos from community events; copies of utility bill inserts or newsletters. File formats: PDF, JPG, PNG, DOCX. Maximum individual file size: 10 MB.

Please link any videos or websites that may apply

Enter the full URL (including https://) of any publicly accessible web page, video, or online resource related to your public education activities. Examples: a municipal stormwater webpage, a YouTube video about illicit discharge, or an online educational tool. Ensure the link is active and publicly accessible. Format:
<https://www.yourmunicipality.gov/stormwater>

MCM 2 - Public Involvement and Participation

MS4 Activity Identifier

Select the permitted MS4 activity for your Public Involvement/Participation minimum control measure (MCM 2).

Not Applicable

Check 'Not Applicable' ONLY if your permit explicitly waives MCM 2 requirements.

MS4 Regulated Entity Compliance Status

Select 'Yes' if the regulated entity complied with all Public Involvement/Participation permit conditions this reporting period. This includes providing opportunities for public involvement in the development, implementation, and review of the Stormwater Management Program (SWMP). Select 'No' if any required activity (e.g., public meeting, comment period) was not completed

MS4 Regulated Entity Compliance Status Text

Summarize how the MS4 met MCM 2 compliance. Include: (1) public participation mechanisms used (public meetings, hotlines, online comment forms, volunteer events such as storm drain stenciling or stream cleanups); (2) dates and attendance at public meetings; (3) how public input was incorporated into the SWMP. Note any state or local public notice requirements that were followed.

MS4 Program Report Requirements Activities

Describe all public involvement and participation activities completed this reporting period. Include: (1) public meetings held (date, location, attendance, topics); (2) volunteer programs (stream cleanups, storm drain marking, citizen monitoring); (3) hotlines or reporting mechanisms and number of calls/reports received; (4) advisory committees or citizen panels; (5) online engagement (surveys, comment forms). For each activity, provide the date, number of participants, and outcome. Also list activities planned for the next year.

Please attach any brochures or documentation (if applicable)

Attach documentation of public involvement activities. Examples: public meeting sign-in sheets or minutes; photos from volunteer cleanup events; screenshots of online comment portals; newspaper notices of public meetings; records of community advisory committee meetings. PDF, JPG, PNG, or DOCX formats accepted.

Please link any videos or websites that may apply

Provide a full URL to a public-facing web page related to public involvement (e.g., municipal SWMP public comment page, volunteer event registration, or stormwater advisory committee page). Ensure the link is live and accessible to the public. Format: <https://www.yourmunicipality.gov/stormwater-involvement>

MCM 3 - Illicit Discharge Detection and Elimination

MS4 Activity Identifier

Select the permitted MS4 activity for Illicit Discharge Detection and Elimination (IDDE), minimum control measure MCM 3.

Not Applicable

Check 'Not Applicable' ONLY if your permit explicitly exempts IDDE requirements. Most MS4 permits require a complete storm sewer map and dry-weather field screening program. If any IDDE activities occurred (including mapping, screening, or elimination actions), do NOT check this box.

MS4 Program Report Illicit Detection Outfall Mapping Date

Enter the date your storm sewer system outfall map was most recently updated or verified (MM/DD/YYYY). MEPDES permits require permittees to maintain an up-to-date map of all outfalls and the waters they discharge to. If the map was not updated this year, enter the date of the last update. Annual review of mapping is a best practice.

Note: 'outfall' means a point where the municipal separate storm sewer discharges to a water of the State.

MS4 Program Report Illicit Detection Outfall Total Number

Enter the TOTAL number of MS4 outfalls that exist within your regulated service area. Include all pipe outfalls; do not include open channels or roadside ditches unless they are part of the regulated MS4. Please enter a valid Number between 1 and 5. Use an additional tab if necessary.

MS4 Program Report Illicit Detection Outfall Mapped Number

Enter the number of MS4 outfalls that have been physically located and added to your storm sewer map as of the mapping date entered above.

MS4 Regulated Entity Compliance Status

Select 'Yes' if the regulated entity was in compliance with all IDDE permit conditions this reporting period. Compliance typically requires maintaining an updated outfall map; conducting dry-weather field screening; investigating and eliminating confirmed illicit discharges within required timeframes; and maintaining an ordinance prohibiting non-stormwater discharges. Select 'No' if any condition was not met.

MS4 Regulated Entity Compliance Status Text

Provide a compliance summary for IDDE (MCM 3). Include: (1) status of your outfall mapping program (% complete, areas mapped this period); (2) dry-weather screening activities conducted (number of outfalls screened, screening dates); (3) number of illicit discharges detected, investigated, and eliminated; (4) types of illicit discharges found (sanitary sewer connections, septic, industrial, etc.); (5) enforcement actions taken for IDDE violations. Reference measurable goals from your permit.

MS4 Program Report Requirements Activities

Describe all IDDE activities completed this reporting period in detail. Include: (1) outfall mapping updates (areas surveyed, GIS updates, field verification); (2) dry-weather screening (number of outfalls screened, dates, field parameters measured such as conductivity, ammonia, surfactants); (3) illicit discharge investigations (number opened, number resolved, types confirmed); (4) public reporting hotline activity (number of reports received, follow-up actions); (5) ordinance enforcement actions; (6) training provided to staff on IDDE. Describe activities planned for next period.

Please attach any brochures or documentation (if applicable)

Attach any relevant documentation of IDDE. Formats accepted include PDF, JPG, PNG, and DOCX.

Please link any videos or websites that may apply

Provide a full URL to a public-facing web page related to IDDE. Ensure the link is live and accessible to the public. Format: <https://www.yourmunicipality.gov/stormwater-involvement>.

MCM 4 - Construction Site Stormwater Runoff Control

MS4 Activity Identifier

Select the permitted MS4 activity for Construction Site Stormwater Runoff Control (MCM 4).

Not Applicable

Check 'Not Applicable' ONLY if your permit explicitly waives MCM 4. This is rare.

MS4 Regulated Entity Compliance Status

Select 'Yes' if the entity complied with all construction stormwater permit conditions this period. Compliance requires: (1) an enforceable ordinance or mechanism requiring E&S controls; (2) a review procedure for site plans; (3) site inspection procedures; (4) an enforcement mechanism with sanctions; and (5) receipt of information about non-stormwater discharges. Select 'No' if any element was not fully implemented.

MS4 Regulated Entity Compliance Status Text

Summarize MCM 4 compliance. Include: (1) description of your ordinance or regulatory mechanism requiring E&S controls; (2) number of construction site plan reviews completed; (3) number of construction site inspections conducted and findings; (4) number of enforcement actions taken (NOVs, stop-work orders, fines); (5) procedures for receiving public complaints about construction sites; (6) any updates to the construction stormwater program this period. Reference your permit's measurable goals.

MS4 Program Report Requirements Activities

Describe all construction stormwater control activities this reporting period. Include: (1) number of construction sites subject to your program; (2) number of pre-construction plan reviews; (3) number of routine site inspections (and frequency per site); (4) number of complaint-based inspections; (5) compliance findings (number in compliance, number with violations); (6) enforcement summary by action type (informal notice, NOV, stop-work order, fine); (7) staff training on construction site inspection; (8) changes to standard permit conditions or inspection checklists. Describe planned activities for next period.

Please attach any brochures or documentation (if applicable)

Attach any relevant documentation for construction site stormwater runoff control. Formats accepted include PDF, JPG, PNG, and DOCX.

Please link any videos or websites that may apply

Provide a full URL to a public-facing web page related to this MCM. Ensure the link is live and accessible to the public. Format: <https://www.yourmunicipality.gov/stormwater-involvement>.

MCM 5 - Post-Construction Stormwater Management in New Development and Redevelopment

MS4 Activity Identifier

Select the permitted MS4 activity for Post-Construction Stormwater Management in New Development and Redevelopment (MCM 5). This MCM requires structural and/or non-structural BMPs to manage stormwater runoff from new development and redevelopment projects that disturb <1 acre

Not Applicable

If Post-construction Stormwater Requirements are not applicable, please check 'Not applicable'

MS4 Regulated Entity Compliance Status

Check 'Not Applicable' ONLY if your permit explicitly exempts MCM 5. This exemption is uncommon.

MS4 Regulated Entity Compliance Status Text

Summarize MCM 5 compliance. Include: (1) description of your post-construction ordinance or regulatory mechanism; (2) types of post-construction BMPs required (bioretention, detention ponds, green roofs, permeable pavement, etc.); (3) number of projects reviewed for post-construction stormwater compliance; (4) number of post-construction BMP inspections for long-term O&M; (5) number of BMPs in your O&M inventory; (6) any updates to post-construction standards this period (e.g., LID requirements, volume control standards).

MS4 Program Report Requirements Activities

Describe all post-construction stormwater management activities this period. Include: (1) number of new development/redevelopment projects reviewed; (2) number of post-construction BMP inspections conducted; (3) BMP inventory updates (BMPs added, removed, or modified); (4) O&M deficiencies found and corrective actions taken; (5) any inter-municipal agreements for shared BMP management; (6) updates to post-construction standards or design manuals; (7) staff/developer training on post-construction requirements. Include activities planned for next period.

Please attach any brochures or documentation (if applicable)

Attach any relevant documentation for this MCM. Formats accepted include PDF, JPG, PNG, and DOCX.

Please link any videos or websites that may apply

Provide a full URL to a public-facing web page related to this MCM. Ensure the link is live and accessible to the public. Format: <https://www.yourmunicipality.gov/stormwater-involvement>.

MCM 6 - Pollution Prevention/Good Housekeeping for Municipal or Facility Operations

MS4 Activity Identifier

Select the permitted MS4 activity for Pollution Prevention/Good Housekeeping for Municipal or Facility Operations (MCM 6). This MCM requires a program to prevent or reduce pollutant runoff from municipal operations, including maintenance of municipal streets, fleet maintenance facilities, parks, and other municipal operations.

Not Applicable

Check 'Not Applicable' ONLY if your permit explicitly waives MCM 6. All MS4 permittees with municipal operations (streets, fleet, maintenance yards, parks) are expected to have pollution prevention and good housekeeping practices in place. If any municipal maintenance activities occurred this period, do NOT check this box.

MS4 Regulated Entity Compliance Status

Select 'Yes' if the entity complied with all pollution prevention/good housekeeping permit conditions this period. Compliance requires: (1) an employee training program; (2) inspection and maintenance of municipal facilities and operations (streets, storm drains, catch basins, parks, fleet maintenance areas, salt storage); (3) operational BMPs to reduce pollutant discharge. Select 'No' if required elements were not implemented.

MS4 Regulated Entity Compliance Status Text

Summarize MCM 6 compliance. Include: (1) municipal facilities covered under the program; (2) employee training program (topics covered, number of employees trained, training dates); (3) street sweeping program (frequency, miles swept, tons of material collected); (4) catch basin cleaning (number cleaned, frequency); (5) BMPs at facilities (covered storage, spill response kits, secondary containment); (6) any new BMPs implemented this period.

MS4 Program Report Requirements Activities

List all pollution prevention activities completed this period. Include: (1) inspections of municipal facilities (facility name, date, findings, corrective actions); (2) employee training (date, number trained, topics: spill prevention, proper disposal of waste, pesticide/herbicide application, vehicle washing); (3) street sweeping (dates, routes, quantity of debris collected); (4) catch basin cleaning program (number cleaned, quantities removed); (5) salt/sand storage BMP status; (6) integrated pest management activities; (7) updates to O&M procedures or SOPs. Describe planned activities for next period.

Please attach any brochures or documentation (if applicable)

Attach any relevant documentation for this MCM. Formats accepted include PDF, JPG, PNG, and DOCX.

Please link any videos or websites that may apply

Provide a full URL to a public-facing web page related to this MCM. Ensure the link is live and accessible to the public. Format: <https://www.yourmunicipality.gov/stormwater-involvement>.

Other Applicable Requirements

MS4 Activity Identifier

Select the permitted MS4 activity for any requirements beyond the six standard MCMs. Other applicable requirements may include: Total Maximum Daily Load (TMDL) wasteload allocations, special conditions for impaired waters, water quality standards compliance, anti-degradation requirements, or state-specific permit conditions. Check your permit's special conditions for applicable requirements.

Not Applicable

Check 'Not Applicable' if your MS4 permit does not contain any requirements beyond the six standard MCMs. Review your permit's special conditions carefully before checking this box—many permits include TMDL-specific conditions, water quality-based effluent limitations, or other requirements that must be reported here.

MS4 Regulated Entity Compliance Status

Select 'Yes' if the entity complied with all 'other applicable' permit conditions this period (e.g., TMDL wasteload allocations, special watershed conditions, or impaired water requirements). Select 'No' if any condition was not met. If your MS4 discharges to a 303(d)-listed impaired water or is subject to a TMDL, compliance with associated wasteload allocations is particularly important.

MS4 Regulated Entity Compliance Status Text

Describe compliance with other applicable permit requirements. If your permit includes TMDL conditions: (1) identify the TMDL by name and parameter (e.g., phosphorus, bacteria, sediment); (2) summarize your wasteload allocation and current loading estimates; (3) describe BMPs implemented specifically to meet TMDL requirements; (4) provide any monitoring data relevant to TMDL compliance. For other special conditions, describe activities taken to comply with each condition by permit reference number.

MS4 Program Report Requirements Activities

List all activities undertaken to address other applicable permit requirements this period. Reference each condition by permit section/part number. For TMDL requirements: (1) BMPs implemented to reduce target pollutant loads; (2) monitoring conducted; (3) load reduction estimates; (4) progress toward numeric milestones. For special watershed conditions, describe actions taken in priority subwatersheds or for identified water quality concerns. Include activities planned for next period and any schedule milestones.

SWMP Changes

MS4 Regulated Entity Identifier

Enter the MEPDES permit number or system identifier for the MS4 regulated entity whose Stormwater Management Program (SWMP) is being reported on

MS4 SWMP Change Indicator

Select 'Yes' if any changes were made to the Stormwater Management Program (SWMP) during this reporting period. Changes include: modifications to BMPs for any MCM; changes to measurable goals or schedules; revisions to ordinances or regulatory mechanisms; program expansions or contractions; addition or deletion of co-permittees; changes to the legal authority supporting the program. Select 'No' if the SWMP was implemented as written with no modifications.

MS4 SWMP Change Indicator Text

Describe all changes made to the SWMP this reporting period. For each change, provide: (1) the MCM or permit section affected (e.g., MCM 3 – IDDE); (2) a description of what was modified and why; (3) the effective date of the change; (4) whether the change requires permitting authority approval or was self-implementing per permit conditions. Common examples: revising a dry-weather screening schedule; adding a new post-construction BMP type; updating the legal authority ordinance; changing measurable goals due to resource constraints.

Regulated Entity Enforcement

MS4 Regulated Entity Identifier

Enter the MEPDES permit number for the MS4 regulated entity taking or receiving enforcement actions.

Select the type of enforcement action taken during this reporting period. Codes are defined by EPA's ICIS-NPDES system:

- X01 – Notice of Violation (NOV): written notice informing a violator of their non-compliance
- X02 – Stop Work Order: halts construction or activity causing stormwater violation
- X03 – Administrative Order: legally binding directive to achieve compliance
- X04 – Administrative Fine: monetary penalty imposed administratively
- X05 – Civil Penalty: court-imposed monetary penalty
- X06 – Criminal Action: criminal prosecution for willful violations
- X07 – Phase II MS4 Enforcement Action: enforcement taken by the permitting authority against the MS4 itself
- X08 – Referral to Other Agency: case transferred to EPA, state AG, or other authority
- X09 – Encroachment Permit: use of encroachment permit conditions to control stormwater
- OTH – Other: any action not listed above (describe in the 'Other' field)
- NON – No Enforcement Action: no formal enforcement was taken this period

Report each enforcement action type separately using the Repeater.

Please describe the other enforcement action type

Briefly describe the enforcement action type used that does not fit into the standard ICIS codes (X01–X09). Include: (1) the name or type of action (e.g., consent agreement, compliance schedule, license revocation, permit denial); (2) the legal authority under which it was taken (local ordinance citation); (3) the type of stormwater violation it addressed (construction site, illicit discharge, post-construction BMP failure, etc.). Maximum 500 characters.

Program Report Analysis

MS4 Regulated Entity Identifier

Enter the MEPDES permit number(s) for the MS4 regulated entity or entities covered by this program effectiveness analysis. Where two or more co-permittees operate a joint SWMP, list each entity's permit number in a separate row

MS4 Program Report Analysis Text

Provide an overall program effectiveness analysis for the reporting period. This must describe the results of information collected and analyzed, including monitoring data, if any. Address: (1) what data or information was collected to assess program effectiveness (monitoring results, inspection tallies, outreach reach, complaint counts, construction site compliance rates, post-construction BMP counts); (2) what the data shows about progress toward reducing pollutants to the Maximum Extent Practicable (MEP) and protecting water quality; (3) any water quality improvements or remaining concerns identified; (4) how results will inform SWMP adjustments for the next permit year; (5) correlation of program activities with measurable goals stated in the SWMP. If ambient water quality monitoring was conducted, summarize parameters measured, locations, frequency, and results. If no monitoring was conducted, explain what surrogate measures (e.g., BMP implementation rates, inspection findings, complaint response times) were used to gauge effectiveness.

Annual Report Upload

Annual Report Upload

Upload your complete MS4 Annual Report document as required by your MEPDES MS4 permit. The annual report must cover all activities conducted and planned for each MCM during the reporting period. Accepted file formats: PDF (preferred), DOCX, or XLSX. The uploaded report should include at minimum: permit number, permittee name, reporting period, status of compliance with permit conditions, description of activities conducted for each MCM, proposed changes to the SWMP if applicable, and results of program effectiveness analysis including any monitoring data.