Annual Report Form

Part VII.B of Delaware's Stormwater Multi-Sector General Permit (DE 0051225) requires you to use the NPDES eReporting Tool, or "NeT," to prepare and submit your Annual Report. However, if the Department of Natural Resources and Environmental Control (DNREC) grants you a waiver to use a paper Annual Report form, and you elect to use it, you must complete and submit the following form.

Submission of this Annual Report constitutes notice that the operator identified in Section B of this form is meeting their requirements pursuant to Part VII.C of Delaware's NPDES Multi-Sector General Permit (MSGP). To meet the requirements of Part VII.C of the MSGP, you must submit a complete and accurate Annual Report form. Refer to the instructions at the end of this form to complete your Annual Report.

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NPDES Annual Report
Form 3-GP.SW.AR/27
Revised 2026.11.18

State of Delaware Department of Natural Resources and Environmental Control (DNREC)

Annual Report Form for Stormwater Discharges Associated with Industrial Activity Under the National Pollutant Discharge Elimination System (NPDES) Stormwater Multi-Sector General Permit (MSGP) for Discharges of Stormwater Associated with Industrial Activity

State Permit Number: WPCC 3035/20

NPDES Permit Number: DE 0051225

Exp. Date: MM/DD/YYYY

Submission of fully filled and signed Annual Report constitutes notice that the operator identified in Section B of this form is meeting their requirements pursuant to Part VII.C of Delaware's NPDES Multi-Sector General Permit (MSGP). To meet the requirements of Part VII.C of the MSGP, you must submit a complete and accurate Annual Report form. Refer to the instructions at the end of this form to complete your Annual Report.

Annual Reports must be submitted for each calendar year after the permit is issued and no later than February 15th of the year immediately following the calendar year covered by the annual report.

Approval to Use Paper Annual Report Form

1. Have you been granted a waiver from electronic reporting DNREC*?
   ☐ YES ☐ NO

If yes, check which waiver you have been granted, and provide the name of the DNREC staff person who granted the waiver and the date of approval:

Waiver Granted:

☐ The owner/operator's headquarters is physically located in a geographic area (i.e., ZIP code or census tract) that is identified as under-served for broadband Internet access in the most recent report from the Federal Communications Commission.

☐ The owner/operator has issues regarding available computer access or computer capability

Name of DNREC staff person that granted the waiver: _____

Date the waiver was obtained: ___/___/____

*** Note: You are required to obtain approval from DNREC prior to using this paper Annual Report form. If you have not obtained a waiver, you must file this form electronically using the NPDES eReporting Tool (NeT) at https://www.epa.gov/npdes/stormwater-discharges-industrial-activities-ereporting**

Permit Information

Facility Name: _____

Date of Authorization: _____/_____/_____

NPDES ID: _____

A. Facility Owner Information

Owner Name: _____

Ownership Status: _____

Status as a Federal, State, private, public, or other entity: _____

Mailing Address:
Street: _____

City: _____ State: _____ Zip Code: _____

Owner Point of Contact Information:
First Name, Middle Initial, Last Name: _____

Title: _____ Phone: _____

Email: _____

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B. Facility Operator Information (Complete if the Operator is not the Owner)

Operator Name: _____

Ownership Status: _____

Status as a Federal, State, private, public, or other entity: _____

Mailing Address:
Street: _____

City: _____ State: _____ Zip Code: _____

Operator Point of Contact Information:
First Name, Middle Initial, Last Name: _____

Title: _____ Phone: _____

Email: _____

C. Annual Report Preparer's Information (Complete if Annual Report was prepared by someone other than the certifier)

Preparer's Organization Name: _____

Organization Address:

Street: _____

City: _____ State: _____ Zip Code: _____

Preparer Point of Contact
First Name, Middle Initial, Last Name: _____

Title: _____ Phone: _____

Email: _____

D. Facility Information

1. Facility Name: _____

2. Facility Address:

Street: _____

City: _____ State: _____ Zip Code: _____

County: _____

3. Mailing Address:
Street: _____

City: _____ State: _____ Zip Code: _____

E. General Findings

1. Provide a summary of observations and any changes made to the SWPPP as required in Part II of the MSGP.

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2. A summary of any changes made to the site construction or operating procedures after reviewing the selection, design, installation, and implementation of stormwater control measures as required in Part IV and Part V of the MSGP.

3. Any corrective action documentation (if corrective action is not yet completed at the time of the submission of the annual report, a status update shall be provided) as required in Part V of the MSGP.

4. A summary of the routine facility inspections, a summary and the documentation of the comprehensive site inspection, and a summary of quarterly visual assessment documentation as required in Part VI of the MSGP.

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5. A summary of monitoring and analytical data as required in Part III of the MSGP.

6. Any sector specific requirements, such as employee training or additional inspections not listed above in VII.B of the MSGP.

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F. Certification Information

I certify under penalty of law that I have read and understand the eligibility requirements for claiming a condition of "no exposure" and obtaining an exclusion from NPDES stormwater permitting.

I certify under penalty of law that there are no discharges of stormwater contaminated by exposure to industrial activities or materials from the industrial facility or site identified in this document (except as allowed under 40 CFR 122.26(g)(2)).

I understand that I am obligated to submit a Annual Report form once every five years to DNREC and, if requested, to the operator of the local municipal separate storm sewer system (MS4) into which the facility discharges (where applicable). I understand that I must allow DNREC, or the MS4 operator where the discharge is into the local MS4, to perform inspections to confirm the condition of no exposure and to make such inspection reports publicly available upon request. I understand that I must obtain coverage under an NPDES permit prior to any point source discharge of stormwater from the facility.

Additionally, 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 gathered and evaluated 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.

Signature: _____

Date: _____/_____/_____

First Name, Middle Initial, Last Name: _____

Title: _____ Phone: _____

Email: _____

Instructions for Completing DNREC Form 3-GP.SW.NE/25

NPDES Annual Report for Stormwater Discharges Associated with Industrial Activity Under the NPDES Multi-Sector General Permit

Who May File an Annual Report Form
In accordance with the authority of the Delaware Department of Natural Resources & Environmental Control (the Department) as delegated by the US Environmental Protection Agency under 40 CFR Part 122 and in accordance with the Delaware Regulations Governing the Control of Water Pollution, Permittees must submit an annual report for each calendar year after the permit is issued no later than February 15th of the year immediately following the calendar year covered by the annual report.

Completing the Form
Obtain and read a copy of the MSGP, viewable at https://dnrec.delaware.gov/water/commercial-government/npdes/industrial-stormwater/. To complete this form, type or print, using uppercase letters, in the appropriate areas only. Please place each character between the marks. Abbreviate if necessary to stay within the number of characters allowed for each item. Use only one space for breaks between words, but not for punctuation marks unless they are needed to clarify your response. **Please submit original document with signature in ink. Do not send a photocopied signature.**

Approval to Use Paper Annual Report Form
You must indicate whether you have been granted a waiver from electronic reporting from DNREC. Note that you are not authorized to use this paper Annual Report form unless DNREC has approved its use. Where you have obtained approval to use this form, indicate the waiver that you have been granted, the name of the DNREC staff person who granted the waiver, and the date that approval was provided.

Permit Information
You must provide the unique NPDES ID (i.e., permit tracking number) for the previous permit your facility was covered under.

You must also indicate whether you have a pending enforcement action by EPA, Delaware, or a citizen, related to industrial stormwater.

You must check your reason for submitting this form. You may submit this form for obtaining a new Annual Report, for renewing a previous Annual Report, or for discontinuing an existing Annual Report (for facilities that no longer need the exclusion from permit coverage for industrial stormwater discharges).

Section A-C. Facility Owner Information
Provide the legal name of the person, firm, public organization, or any other entity that owns the facility described in this Annual Report. If the owner is not the operator, provide the same for the operator. An operator of a facility is the legal entity that controls the operation of the facility. Refer to Appendix A of the permit for the definition of "operator". Provide the owner and operator's mailing address, phone number, and e-mail. Correspondence for the Annual Report will be sent to the operator's address. Also provide the name and title for the operator point of contact (note that the point of contact name may be the same as the operator's name).

If the Annual Report was prepared by someone other than the certifier (for example, if the Annual Report was prepared by the facility SWPPP contact or a consultant for the certifier's signature), include the full name, organization, phone number, and e-mail address of the Annual Report preparer.

Section D. Facility Information
Enter the official or legal name and complete address, including city, state, ZIP code, and county or similar government subdivision of the facility. If the facility lacks a street address, indicate the general location of the facility (e.g., Intersection of State Highways 40 and 1). Complete facility information must be provided for permit coverage to be granted.

Section E. General Findings
To complete this section you must provide the following information in your annual report:

1. A summary of observations and any changes made to the SWPPP as required in Part II.
2. A summary of any changes made to the site construction or operating procedures after reviewing the selection, design, installation, and implementation of stormwater control measures as required in Part IV and Part V.
3. Any corrective action documentation (if corrective action is not yet completed at the time of the submission of the annual report, a status update shall be provided) as required in Part V.
4. A summary of the routine facility inspections, a summary and the documentation of the comprehensive site inspection, and a summary of quarterly visual assessment documentation as required in Part VI.
5. A summary of monitoring and analytical data as required in Part III.
6. Any sector specific requirements, such as employee training or additional inspections not listed above in VII.B

Section F. Certification
Certification statement and signature as described in Part IX of the MSGP. Enter certifier's printed name, title and email address. Sign and date the form. (CAUTION: An unsigned or undated Annual Report form will prevent the granting of permit coverage.) Federal statutes provide for severe penalties for submitting false information on this application form. Federal regulations require this application to be signed as follows:

For a corporation: by a responsible corporate officer, which means: (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

For a partnership or sole proprietorship: By a general partner or the proprietor, respectively; or

For a municipality, state, federal, or other public agency: By either a principal executive officer or ranking elected official. For purposes of this Part, a principal executive officer of a federal agency includes (i) the chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of EPA). Include the name and title of the person signing the form and the date of signing.
An unsigned or undated Annual Report form will not be considered eligible for permit coverage.

Instructions for Completing DNREC Form 3-GP.SW/25

NPDES Annual Report for Stormwater Discharges Associated with Industrial Activity Under the NPDES Multi-Sector General Permit

Modifying Your Annual Report

If you have been granted a waiver from DNREC from electronic reporting, and if after submitting your Annual Report you need to correct or update any fields on this Annual Report form, you may do so by indicating changes on this same form.

Submitting Your Form

If you have been granted a waiver from DNREC to submit a paper Annual Report form, you must send your Annual Report by mail to one of the following addresses:

SUBMIT THE Annual Report FORM TO:

DNREC, Division of Water
Commercial and Government Services Section
89 Kings Highway, Dover, DE 19901

Additional information and forms are available at
Industrial Stormwater Runoff - DNREC Alpha (delaware.gov)

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