



Department of
**Environment &
Conservation**

MS4 Annual Report Training

Session 1
May 2023

Topics for Session 1

- Registering for an Account
 - Signing up
 - Enabling electronic signatory
 - Signatory Authority
 - Account Issues
- How to Locate the Form in MyTDEC Forms
- Reviewing a Form
- Signing a Form
- MS4 Annual Report -
General Information Section
- Primary Annual Report Contacts
- Troubleshooting (will not be a dedicated section)
- Helpful Hints (will not be a dedicated section)



**Registering for an
Account**

User Accounts- FAQ

- Who can get a user account?
 - Anyone with an email address
- Who should have user accounts
 - Wastewater Manager/Coordinator
 - Collection Systems
 - Management
 - Pretreatment Coordinator
 - MS4 Program Manager
 - Official Contact
 - Delegated Signatory (a.k.a., Duly Authorized Representative - 7.11.2.)
- How many people can have accounts?
 - No limits

User Accounts

- Everyone who will use the portal needs their **own accounts**.
 - Unique emails
 - We DO NOT recommend using a personal email address.
- You only need 1 account to fill out all reports
 - Unless
 - You work for multiple agencies and use a different email address for each one.

Three Steps

1. Staff at your facility will be need to register for an account.
2. Submit Identity Verification *only required for form signatories
3. Submit a delegation of signatory authority for those not an “official contact”

FAQ- Home Page



[Home](#) [Finder](#) [Help](#) [Sign In](#) [Register](#)

Organizations

Select the organization from which you would like to submit a form.

Select Organization ▾

Forms

To locate a specific form please use our form finder.

[Form Finder](#)

Frequently Asked Questions

? [Which browsers are compatible with MyTDEC Forms?](#)

? [How do I register?](#)

? [How do I find a form?](#)

[view more FAQs](#)

Welcome to MyTDEC Forms!

Welcome to MyTDEC Forms, the State of Tennessee's Department of Environmental Conservation online form portal!

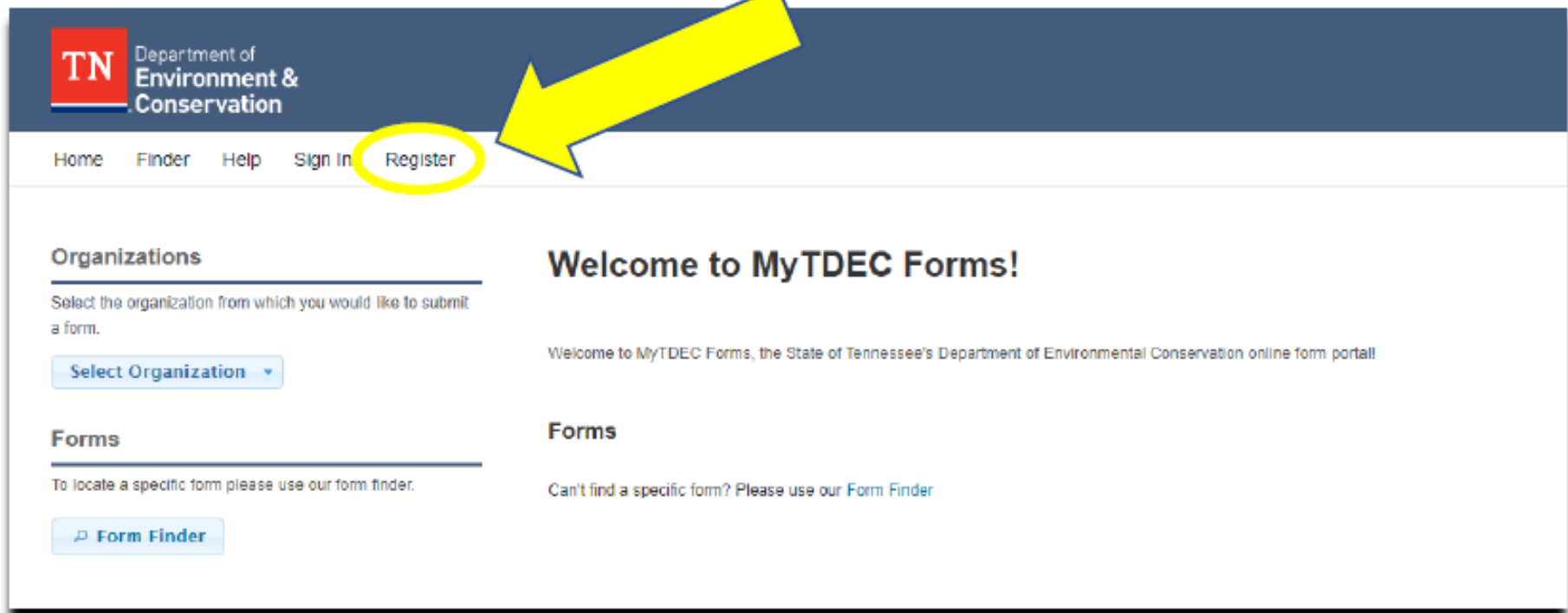
Please refer to the Frequently Asked Questions section for more information on using this portal.

Forms

Can't find a specific form? Please use our [Form Finder](#)

Step 1 - Registering

1. Click on the **Register** link on the home page.



Create User Profile

Create User Profile

This system requires that you register prior to submitting a form or receiving any roles in the system. To register, you must fill out the field marked with a red asterisk (*), and provide a matching password. Passwords must be greater than 8 characters, with a minimum of 1 number, 1 uppercase letter, 1 lowercase letter and 1 special character.

User Identification

Prefix:

User Identification

✘ A last name is required.

Prefix:

Password: *

Confirm Password: *

Your password must contain:

- a minimum of 8 characters
- at least one number
- at least one uppercase letter
- at least one lowercase letter
- at least one special character

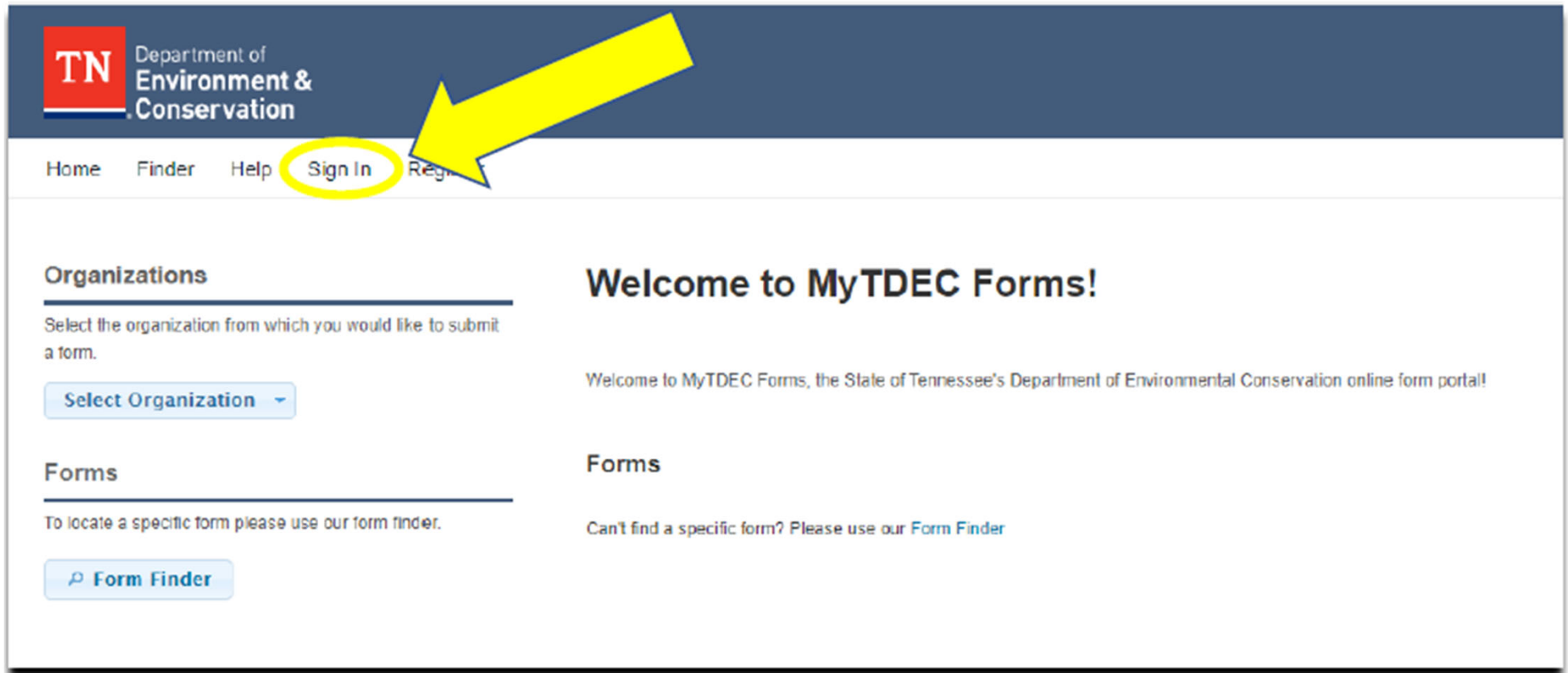
Confirmation

Confirmation Code *

 Confirm Email

- Spam folder
- Contact your IT department and make sure **mytdec-forms@tn.gov** is on your organization's email "allow list"

Step 2 - Submit Identity Verification



The screenshot shows the MyTDEC Forms portal. At the top left is the TN Department of Environment & Conservation logo. The navigation menu includes Home, Finder, Help, Sign In, and Register. The Sign In button is circled in yellow, and a large yellow arrow points to it from the right. Below the navigation menu, there are two main sections: Organizations and Forms. The Organizations section has a dropdown menu labeled 'Select Organization'. The Forms section has a button labeled 'Form Finder'. On the right side, there is a 'Welcome to MyTDEC Forms!' heading and a paragraph of text: 'Welcome to MyTDEC Forms, the State of Tennessee's Department of Environmental Conservation online form portal!'. Below this, there is another 'Forms' heading and a link: 'Can't find a specific form? Please use our Form Finder'.

TN Department of Environment & Conservation

Home Finder Help **Sign In** Register

Organizations

Select the organization from which you would like to submit a form.

Select Organization ▾

Forms

To locate a specific form please use our form finder.

Form Finder

Welcome to MyTDEC Forms!

Welcome to MyTDEC Forms, the State of Tennessee's Department of Environmental Conservation online form portal!

Forms

Can't find a specific form? Please use our [Form Finder](#)

Enable Electronic Signature


Sign In ✕

In most cases your User ID is your registered email address. If you are an agency user and your agency has opted to use Windows Authentication, your agency's Windows username will be your User ID.

User ID: *

Password: *

OK Forgot Password Register Cancel



Enable Electronic Signature

After signing in to MyTDEC Forms Portal, select your name in the top right-hand corner. This will redirect you to the **"Edit Profile"** page.

The screenshot shows the MyTDEC Forms Portal interface. At the top left is the TN Department of Environment & Conservation logo. The navigation menu includes Home, Finder, History, and Help. In the top right corner, the user's name 'Elizabeth' is displayed and circled in red, with a red arrow pointing to it. To the right of the name is a 'Sign Out' link. The main content area is divided into two columns. The left column has sections for 'Organizations' and 'Forms', each with a corresponding button ('Select Organization' and 'Form Finder'). The right column has a 'Welcome to MyTDEC Forms!' message and a 'Forms' section with a 'Form Finder' link.

Enable Electronic Signature

Within your **"Edit Profile"**, scroll down to the **"E-Signature"** section. Select **"Add Electronic Signature Capability"**, as highlighted below.

E-Signature

Account is not authorized to provide electronic signatures

[Add Electronic Signature Capability](#)

Enable Electronic Signature

When redirected to the screen below, again select **“Enable Electronic Signatures”** to proceed to the next step of verification.

ENABLE ELECTRONIC SIGNATURES

Enable Electronic Signatures

Some forms will require signatures before they can be submitted. Providing a digital (electronic) signature is the fastest and easiest way to do this.

To enable electronic signatures for your account, you will need to follow a few short steps to **verify your identity**.

Enable Electronic Signatures

You will be asked to verify your identity with Tennessee Department of Environment and Conservation.

Skip

You can add this permission later at any time, by choosing the option inside your User Profile.

Enable Electronic Signature

In order to use a digital signature on MyTDEC Portal, you must verify your identity. To do so, select **“Use Digital Authentication Service (recommended)”**. Please do not hit **“Download Mail-in Form”** or **“Skip identity verification”**. These options will not allow you to continue with the digital signature process until the mail in form is processed.

ENABLE ELECTRONIC SIGNATURES

Choose Identity Verification Method

To be able to digitally sign form submissions, you must verify with Tennessee Department of Environment and Conservation that your identity matches the information you provided during registration.

Choose one of the following methods to verify your identity with Tennessee Department of Environment and Conservation:

[Use Digital Authentication Service \(recommended\)](#) [Download Mail-in Form](#)

[Skip identity verification](#)

Enable Electronic Signature

The next screen will prompt you to agree to TDEC's terms of use. Read the terms of use document by using the scroll bar at the right. When you have finished reading, click **"Continue"** to continue with the identity verification process.

Terms of Use [Back](#)

To digitally verify your identity, you will be asked to provide several pieces of identifying information to the LexisNexis identity-verification service.

First, you will need to certify that you agree with the terms of use. Please read the following carefully:

1 of 2

— + 🔍 | A) Read aloud | 🖋 Draw | 📌 Highlight | ✂ Erase | 🖨 📄 📌

TN Department of
**Environment &
Conservation**

**MYTDEC FORMS ELECTRONIC SUBSCRIBER TERMS AND
CONDITIONS**

This Agreement will allow a Signatory Authority to electronically submit forms and reports using the MyTDEC Forms System (MyTDEC Forms) when those forms and reports require a signature, using the account identified

By choosing "Continue," you certify you agree with the above terms.

Enable Electronic Signature

You will now be prompted to verify your personal information. All fields below that are marked with a **red asterisk** are **required** and you will not be able to continue with the e-signature process without completing them. Once you have filled in all blanks with the appropriate information, please click "**Submit**". The submit button will be **dark blue** when all fields have been filled and you can proceed.

Verify Personal Info [Back](#)

To verify your identity, please enter the following information.

First Name Last Name

Phone Number *

i Tip: Verification is more likely to succeed if you use a phone number whose billing is associated with your address below.

Address Line 1 *

Address Line 2

City * State/Area * Postal Code *

Date of Birth *

Last 4 Digits of Social Security Number *

Common Issues with Identity Verification

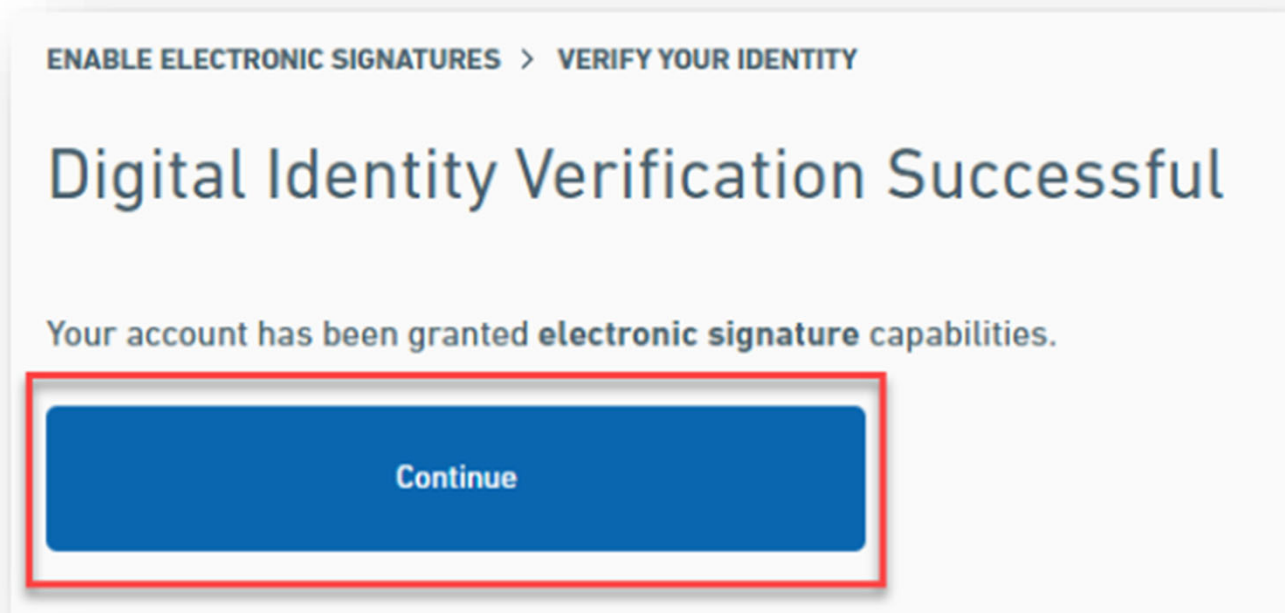
- The information in this section is for you as an **individual. DO NOT** use your work phone number or address.
- Other common causes to fail identity proofing
 - If you have moved recently
 - Nickname vs. given name
 - Use a prepaid cell phone
 - Don't have a phone in your name
 - Have a P.O. Box
 - You have a family name e.g. Junior, Senior, III
- You have a maximum of 5 attempts per day. If you keep failing and don't know why, email Ariel.Wessel-Fuss@tn.gov

Continued Failure to Pass Identity Verification

- If someone cannot pass identity verification after working with Division staff, a paper subscriber agreement can be submitted as an alternative.
- The Division **MUST** receive the subscriber agreement with a wet-ink signature.
- This process can take anywhere from 1-2 weeks.

Enable Electronic Signature

If your information was submitted successfully, you will be prompted to the following screen notifying you that you have been granted electronic signature capabilities. Click “**Continue**” to proceed.



Add Challenge Questions

After selecting continue, you are prompted to create challenge questions. If this is the case, you will see a **yellow and blue alert** button next to your name. Click on your name to view your **user profile**. Then select **enter new Challenge Questions** to enter the first step of e-signing.

Only individuals who will be signing forms will need to fill out the challenge questions

The screenshot shows a web interface for editing a user profile. At the top right, the user's name 'Elizabeth' is displayed next to a small profile icon and a 'Sign Out' link. A prominent yellow banner with a blue border contains the following text: 'Your account has been partially authorized to provide digital signatures. In order to be able to sign form submissions, you must enter new Challenge Questions'. A red rectangular box highlights the text 'enter new Challenge Questions'. Below the banner, the 'User Identification' section is visible, featuring a 'Prefix:' label and a dropdown menu with a downward arrow.

Add Challenge Questions


- To complete the enablement of electronic signatures, you need to select and answer **5 challenge questions**. You can choose from a variety of questions by selecting the **drop-down arrow**. The answer must be at least **5 characters** long. The answer must be **distinct** from the other questions.
- Once you have answered the questions, select **"Save"**.

You must answer one randomly selected challenge question each time you enter your password to sign a document. Only a correct answer to the challenge question will allow the user's password to be applied to the electronic document.


Add Challenge Questions

ENABLE ELECTRONIC SIGNATURES


Create Challenge Questions

Question 1 Prompt
What was your childhood nickname? 


Question 1 Answer
Your answer

Question 2 Prompt
In what city did you meet your spouse/significant other? 


Question 2 Answer
Your answer

Question 3 Prompt
What is the name of your favorite childhood friend? 

Question 3 Answer
Your answer

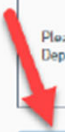
Question 4 Prompt
What street did you live on in third grade? 

Question 4 Answer
Your answer

Question 5 Prompt
What is your oldest sibling's birthday month and year? (e.g., January 1900) 

Question 5 Answer
Your answer

Please ensure the above information is entered accurately. Once you save your challenge questions, **they cannot be changed** without contacting a Tennessee Department of Environment and Conservation administrator.



Step 3 – Signatory Authority

- The Official Contact is the principal executive officer or ranking elected official. This will be someone like a **Mayor, City Administrator or a Utility director/president**. These individuals have the authority to sign reports and applications by rule.
- The official contact identified in our database is able start and sign reports as soon as they have their account set up and completed identify verification.

Delegation of Signatory Authority

- The Official Contact can delegate their authority to draft and sign reports.
- **This must be done in writing.** The authorization (letter) specifies either an individual **or a position** having **responsibility for the overall operation of the regulated facility or activity** such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company, (A duly authorized representative may be either a named individual or any individual occupying a named position.)

Delegation of Signatory Authority - Letter

- Letter preferably on Letterhead signed by the official contact
- Email from the official contact
- Needs to state which individuals or positions are authorized to sign/submit the forms
- There can be one letter per municipality/utility or one per individual
- You can list as many people as needed

Delegation of Signatory Authority - Letter

- This letter should be a signed pdf
- Send to Water.Permits@tn.gov
- Or as requested

Example Delegation Letter

Date: (Insert)

“System Mayor/Director Name”

“Official Title”

Tennessee Division of Water Resources
ATTN: Water-Based Systems Unit
William R. Snodgrass TN Tower, 11th Floor
312 Rosa L. Parks Avenue
Nashville, TN 37243-1534

Subject: (Insert WWTP and MS4 Permit Numbers as applicable)

To whom it may concern,

In accordance with the 40 C.F.R Part 122.22(a) and the State of Tennessee Subscriber Agreement for the MyTDEC Portal for Overflow Reporting, I (Insert System Mayor/Director Name) authorize (Insert Designated Signatory Name) by my powers as the “Reporter” per Part I of the MyTDEC Forms Subscriber Agreement to be a “Signatory Authority” for the (Insert Town/City Name).

Per Part III of the MyTDEC Forms Subscriber Agreement, I as the “Reporter” and my designated “Signatory Authority” hold all legal responsibility of the system and that all reports are subject to approval and question by the State of Tennessee.

Should any further information not contained in this letter or the MyTDEC Forms Subscriber Agreement be required, you may contact myself at (Insert Accessible Phone Number).

Sincerely,
(Sign Print System Mayor/Director Name)

How Do I Know If My Account is Set Up?

- Log into MyTDEC Forms and Click on your name. If it shows Electronic Signatory, you have the authority to sign reports.
- Organization may be Stormwater

| User Roles | |
|--------------|------------------------|
| Organization | Role <i>*cascading</i> |
| Global | Self-Registered User |
| TDEC | Electronic Signatory* |

This lets you know you passed identity verification.

More on Signing Reports

- The system is set up by permit number. The signatory must have passed identify verification and set up their challenge questions in order to be physically able to sign the form. Depending on the position, they may also need the delegated authority.
- DWR has to review reports to ensure the appropriate person is signing reports.

Notes

- Unique email addresses are key to the system
- You must use the same email address
 - To register for an account
 - On your subscriber agreement
 - In our database
- If the email you have listed on the permit is different than the one you use to sign up on My TDEC Forms then you will not be able to see your permit.
- You can register for an account at any time
 - Password resets every 90 days



Account Issues

Who Do I Call?

For Technical Questions about the report

- Robby Karesh 615- 253-5402
Robert.Karesh@tn.gov
- Brown Patton 423-254-7407
Brown.Patton@tn.gov

For Portal Questions

- *Password Reset*
- *Locked accounts*
- *Challenge question Reset*
- *Site doesn't work*
- *Form Functionality*
- BG-Help_Desk@tn.gov

Put MyTDEC Forms in the subject line



Issue: Password doesn't work

Sign In ✕

In most cases your User ID is your registered email address. If you are an agency user and your agency has opted to use Windows Authentication, your agency's Windows username will be your User ID.

User ID or Password is incorrect.

User ID: *

Password: *

OK Forgot Password Register Cancel

Resolution: Password doesn't work

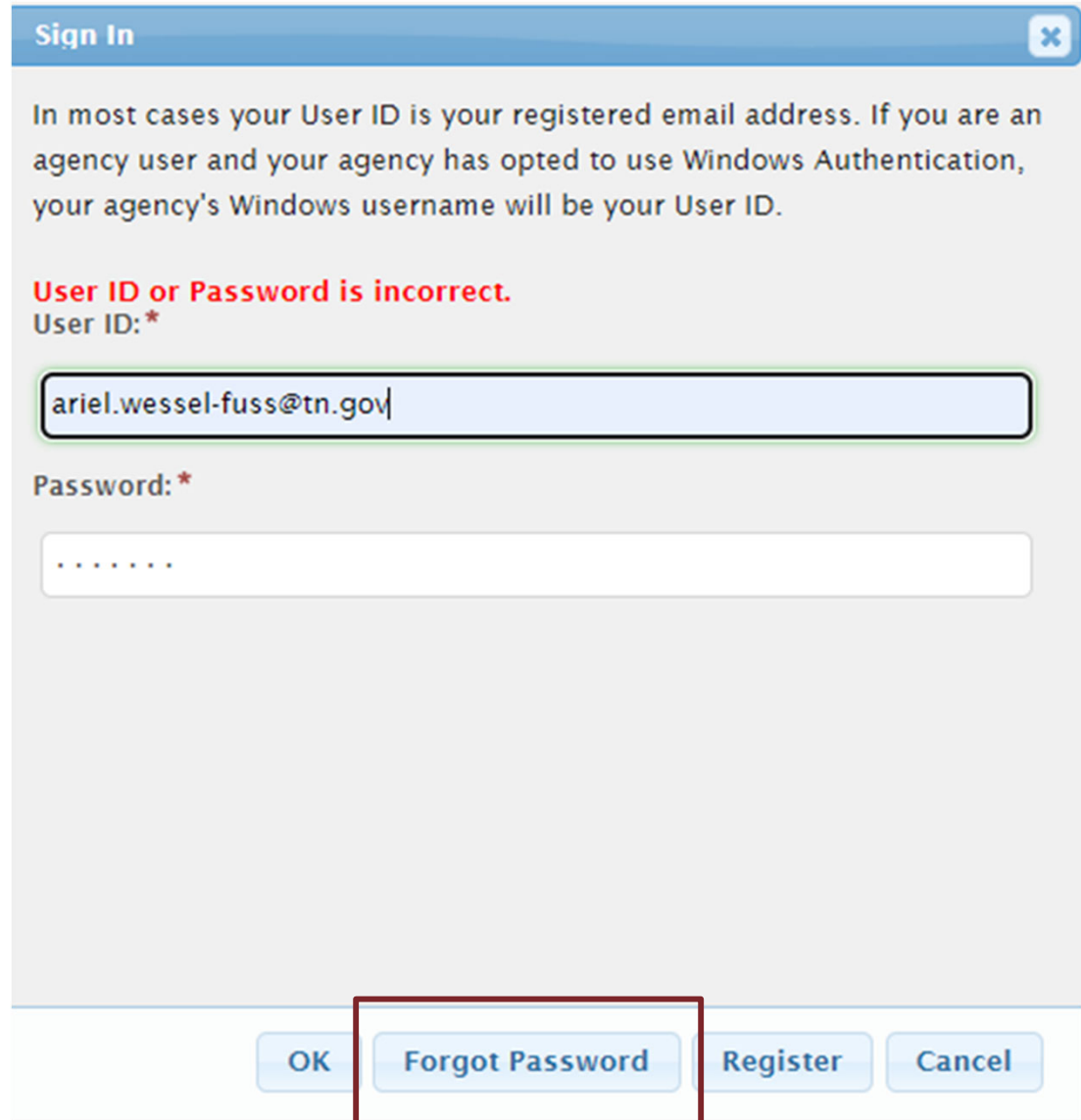
- Caps Lock or Num Lock
- Wrote it down wrong
- Saved in browser
- Password expire after 90 days

How to Fix

- Click “forgot password” and reset password
- Send email to

BG-Help_Desk@tn.gov

Put MyTDEC Forms in the subject line



Sign In

In most cases your User ID is your registered email address. If you are an agency user and your agency has opted to use Windows Authentication, your agency's Windows username will be your User ID.

User ID or Password is incorrect.

User ID: *

Password: *

OK **Forgot Password** Register Cancel



How to Locate the Form in MyTDEC Forms

Locating the MS4 Annual Report - New

- Log into MyTDEC Forms
- Click on Finder
- Typically in the top Left Hand Corner (may be in a dropdown menu)



Locating the MS4 Annual Report - New

- Type in Keyword to search e.g. MS4
- Click on the link for the NPDES MS4 Annual Report

Form Search

To search, type in what you are looking for and results will appear automatically.

You can search for:

Form names
Keywords
Description of the activity you need to perform

Matching forms will appear in a list below.

Recommended Forms

Based on your description, the following 3 forms may match your needs.

NPDES MS4 Annual Report

Annual Report - Phase II Municipal Separate Storm Sewer System (MS4)

NPDES Small MS4 NOI

Notice of Intent - Phase II Municipal Separate Storm Sewer System (MS4)

Issue: Can't Type in Your Permit Number

- Type in "T" then select your MS4 permit number.
- Click Begin Form Entry

NPDES MS4 Annual Report

VERSION 1.12

INSTRUCTIONS

Per Part 5.1 of the Small MS4 General permit

- a. The Annual Report shall cover the period beginning on July 1st and ending on June 30th;
- b. The Annual Report shall be due on September 30th after the end of the reporting period.;
- c. The permittee shall sign and certify the Annual Report in accordance with subpart 7.11.; and
- d. The annual report shall be submitted electronically through MyTDEC Forms

Please note references in this form to "the permit" or specific subparts are referencing the 2022 Small MS4 General Permit.

NPDES Tracking Number (ex. TNS00####)



Begin Form Entry

Issue: Can't type in your permit number

NPDES MS4 Annual Report

VERSION 1.12


INSTRUCTIONS

Per Part 5.1 of the Small MS4 General permit

- a. The Annual Report shall cover the period beginning on July 1st and ending on June 30th;
- b. The Annual Report shall be due on September 30th after the end of the reporting period.;
- c. The permittee shall sign and certify the Annual Report in accordance with subpart 7.11.; and
- d. The annual report shall be submitted electronically through MyTDEC Forms

Please note references in this form to "the permit" or specific subparts are referencing the 2022 Small MS4 General Permit.

NPDES Tracking Number (ex. TNS00####)

 NPDES Tracking Number (ex. TNS00####) can't be blank

Resolution: Can't Type in Your Permit Number

- Delegation of authority letter hasn't been received by the division
- There is a typo or incorrect email in our database
- Division personnel received the delegation of authority letter, but missed your name.
- Delegation of authority letter listed a position.

How to Fix

- Contact Robby Karesh or Brown Patton


Locating the MS4 Annual Report - Existing

- Log into MyTDEC Forms
- Click on My Submissions
- Typically in the top Left Hand Corner (may be in a dropdown menu)




Locating the MS4 Annual Report - Existing

- Navigate to the correct submission
 - Pencil to Edit
 - Trash can to delete
 - Arrow to view

My Submissions  Print Quick search

15 results found

| Name | Alternate Identifier | Submission ID | Started on  | Submitted on | Balance Due | Status | |
|--|--|----------------|--|-------------------|-------------|-----------|-------|
| NPDES MS4 Annual Report | MS4 Owner Name: Metropolitan Government of Nashville & Davidson County | HPT-BTWX-D9D8T | 5/03/2023 8:06 AM | 5/03/2023 8:08 AM | — | COMPLETE | > |
| NPDES MS4 Annual Report | MS4 Owner Name: Metropolitan Government of Nashville & Davidson County | HPT-B7WY-3ZM3S | 5/02/2023 1:58 PM | 5/02/2023 3:48 PM | — | IN REVIEW | > ⋮ |
| NPDES Notice of Intent - Construction General Permit (CGP) | Site Name: Valley Land Company Fill Site at 3820 Cummings Highway (a.k.a Austin Fill Site) | HPS-004A-MXE3P | 3/08/2023 12:15 PM | | — | DRAFT | > ✎ ⋮ |

What does this email mean?

Your NPDES MS4 Annual Report submission [HPQ-Y4RC-GEZDC](#) in the Tennessee Department of Environment and Conservation MyTDEC Forms System has been inactive for 80 days. The **submission will be deleted in 9 days.**

If you wish to keep this submission, please complete the submission. Alternatively, the submission will be retained for an additional 90 days if you open the submission for editing in the submission wizard, update the submission data and click on the "Save Progress" button.

Thank you,
Tennessee Department of Environment and Conservation
Division of Water Resources
Central Office: Water.Permits@tn.gov
TDEC Phone: 888-891-8332

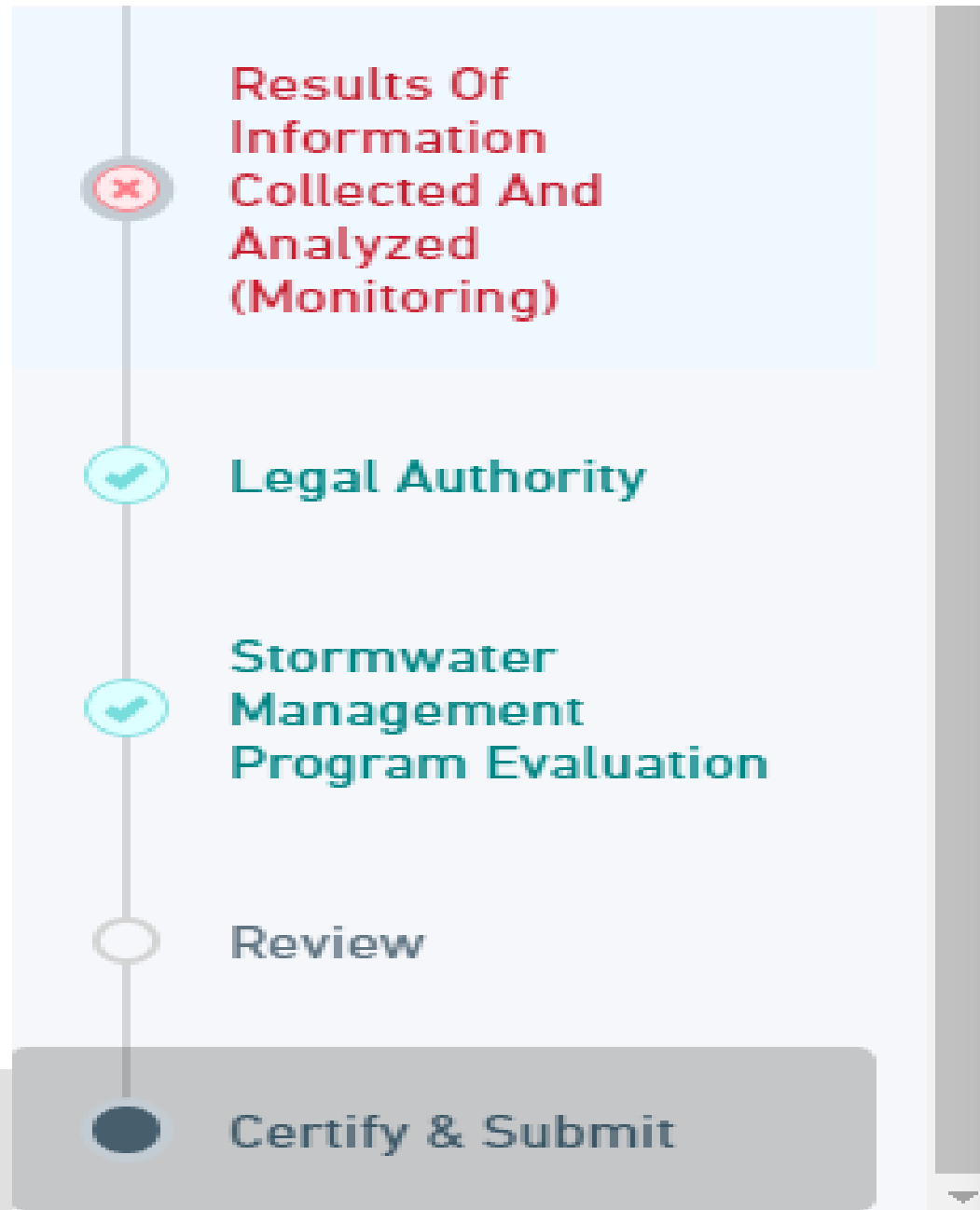
What does this email mean?

- That is an email generated automatically by the system when a submission has been created, but not edited or submitted in 80 days. Most likely the user went into MyTDEC Forms opened up a form to look at it and closed the browser.
- If the user clicks on the link [HPD-3JSX-QZTDM](#), he can either delete it or let the system delete it in 9 days. On the off chance it was a legitimate report that just wasn't submitted, the user can submit it now.
- The link will only work for the user who the email was sent to.



Reviewing a Form

Review Form





Signing a Form

Who Can Sign a Report?

- Rule 0400-40-10-.03(2)(e)1 & 2
 - Traditional Municipality
 - Official Contact i.e. Mayor, City Administrator/ Manager
 - Corporation
 - 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 a duly authorized representative of such person**

Who Can Be a Duly Authorized Representative?

- (i) The representative so authorized is responsible for the overall operation of the facility from which the discharge originated, e.g., a plant manager, superintendent or person of equivalent responsibility;
 - (ii) The authorization is made in writing by the person designated under part 1. of this subparagraph; and
 - (iii) The written authorization is submitted to the Director.
-
- NOTE: Consultants can be granted access to fill out the form on behalf of the MS4 through the same

What About Consultants?

- Consultants can be granted access to fill out the form on behalf of the MS4.
- Right now it is done using the same process as the delegation of authority letter.
- Since Consultants don't meet the requirements of the rules for an appropriate duly authorized individual, their signature **cannot** be accepted.

More on Signing Reports

- For MS4s that are not Co-Permittees – 1 person must sign the report
- For MS4s that are Co-Permittees – at least one person must sign the report, but maybe more if your program requires it.
- As long as an appropriate representative from the MS4 signs the report, we will not reject an Annual Report if a consultant has signed it as well. Note: the consultant's signature has no significance.

Signing a Report

- In order to sign the form, a certification statement will pop up. Please read the statement and check all of the highlighted boxes below confirming your agreement with the statements. Then, “Enter your password” and provide an answer to one of your challenge questions. Finally, click “SIGN”. This concludes the e-signature process.

Signing a Report

- * I am the owner of the account used to perform the electronic submission and signature.
- * I have the authority to submit the data on behalf of the facility I am representing.
- * I agree that providing the account credentials to sign the submission document constitutes an electronic signature equivalent to my written signature.
- * I have reviewed the electronic form being submitted in its entirety, and agree to the validity and accuracy of the information contained within it to the best of my knowledge.

Caution: 4 unsuccessful attempts will result in your account being locked.

Enter your password

What is your oldest siblings birthday month and year? (e.g., January 1900)

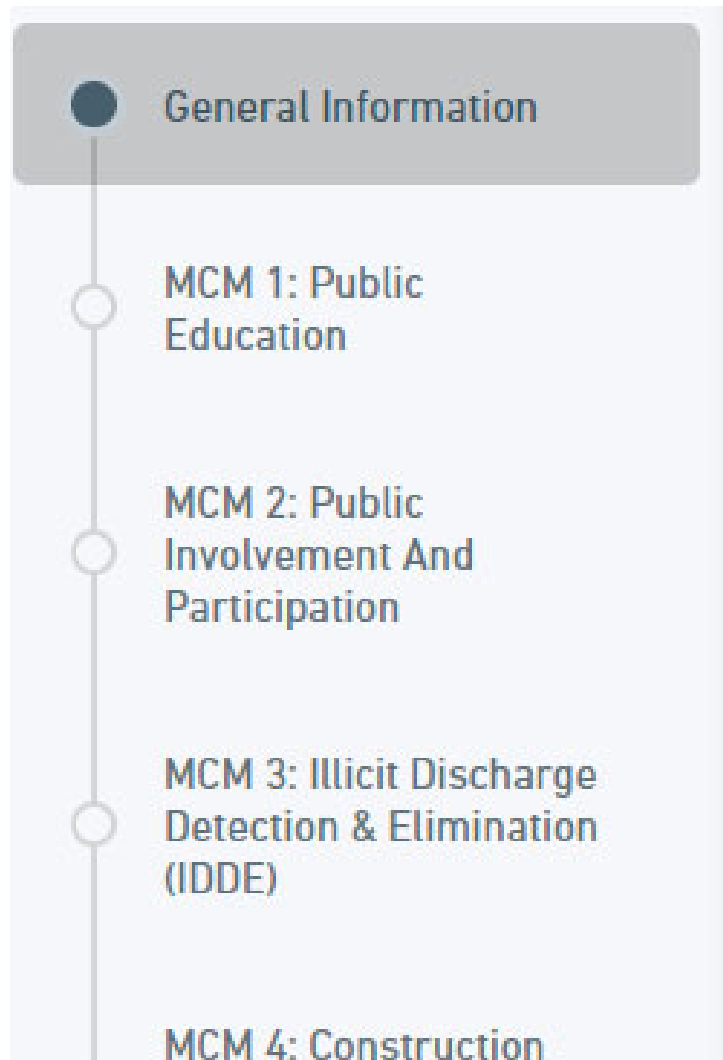
SIGN

CANCEL



MS4 Annual Report - General Information Section

General Information



General Information

Permit Number

TESTMS4

MS4 Owner/Operator (e.g. City of ...)

Olivia's Diaper Recycling Facility(TEST)

County

Davidson

Reporting Period

- Anywhere there is a citation e.g. subpart x.x it is a reference to the 2022 General Permit
- Only a date can be entered and fields are required

Reporting Period

Per subpart 5.1

a. The Annual Report shall cover the period beginning on July 1st and ending on June 30th;

b. The Annual Report shall be due on September 30th after the end of the reporting period.


Reporting Period Start Date



07/01/2022

Reporting Period End Date



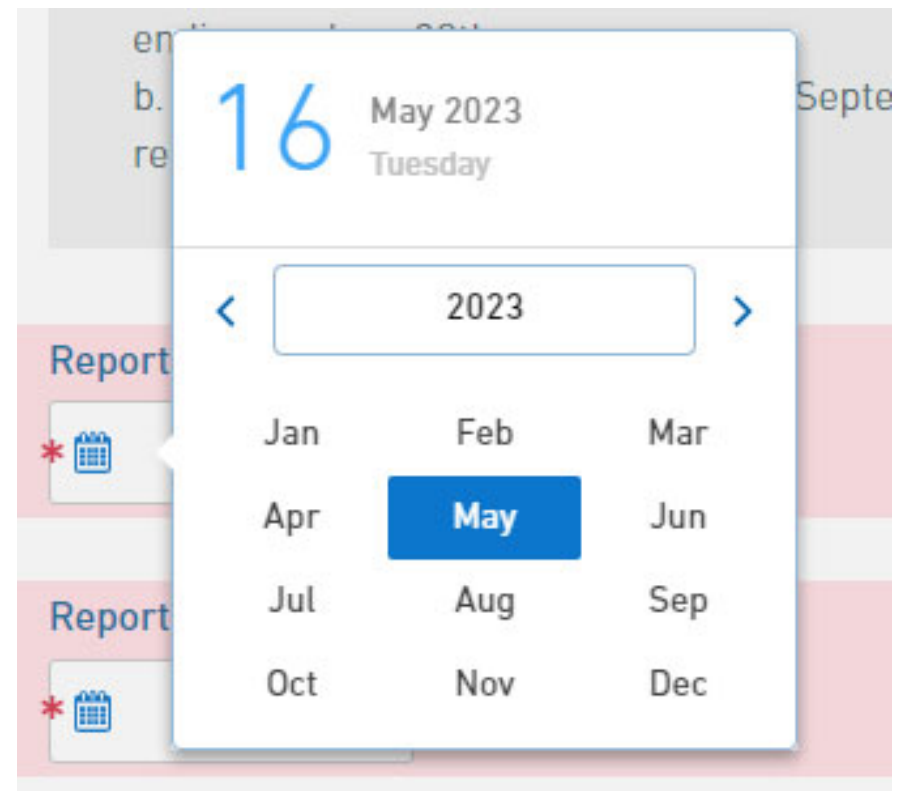
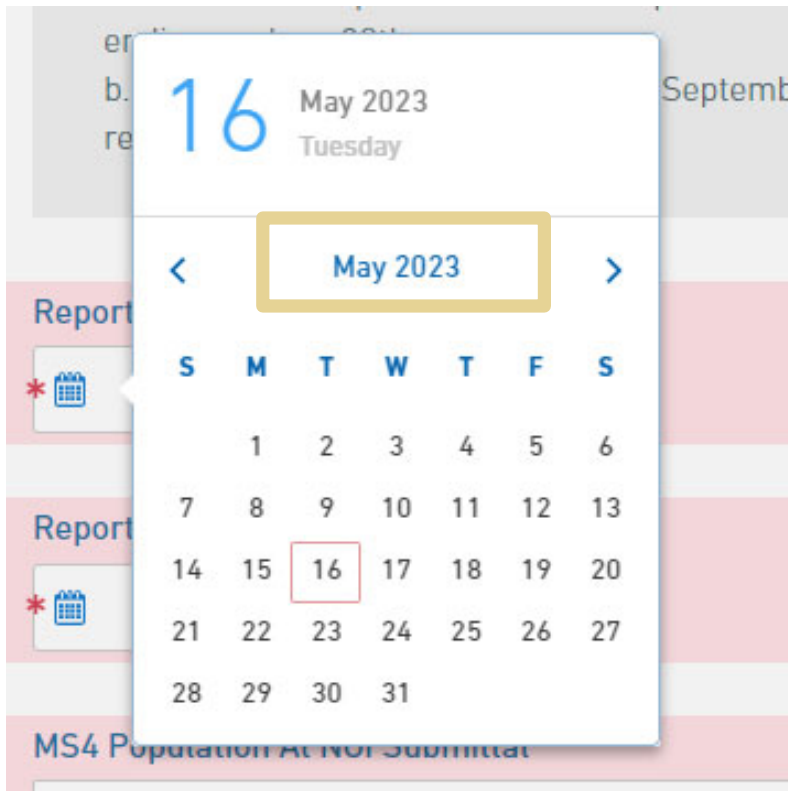
 Please enter a valid Date

Reporting Period

- All existing small MS4s will have the same start and end date for the reporting period 7/1/XX-6/30/XX
- New MS4s will use their EFFECTIVE DATE on their NOI for the reporting period start date. The subsequent June 30th will be the reporting period end date. For annual reports submitted in year 2 and beyond the reporting period will be 7/1/XX-6/30/XX.

Helpful Hint: Dates

- Click on the calendar icon
- Click on the Blue Date/Year to open up a list of months and scroll through years.



MS4 Population At NOI Submittal

MS4 Population At NOI Submittal

* 🔍 Search...

CANCEL

Population $\leq 10,000$

$10,001 \leq$ Population $\leq 25,000$

$25,001 \leq$ Population $\leq 50,000$

Population greater than or equal to 50,001

Helpful Hint: Help Text

- At the end of each question, a lowercase “i” will show if you hover your mouse over it revealing help text for that question.

MS4 Population At NOI Submittal



Population $\leq 10,000$

Select the appropriate population range submitted on the NOI

Contact Information

- Name and contact information of MS4 Responsible Authority (e.g. Mayor ...)
- Name and contact information Designated MS4 Stormwater Management Program Contact
- Both should prepopulate based on what we have in our database
- If these contacts have changed, you may change them in these fields.
- **IMPORTANT:**
 - They **CANNOT** be the same person or share the same email address.

Potential Causes for a Change Requests

- Here are examples of potential issues that we anticipate during the 2022-2023 reporting year that would likely cause the Division to issue a change request.
- This is not all inclusive...just examples.
- INCORRECT SIGNATORY
- INCORRECT REPORTING PERIOD START AND END DATES
- Population range differs from NOI
- Submittal Prior to end of reporting period
- Duplicate contacts

Recordings

- A copy of the slides and a recording of each session will be uploaded to the MS4 page
- <https://www.tn.gov/environment/permit-permits/water-permits1/npdes-permits1/npdes-stormwater-permitting-program/npdes-municipal-separate-storm-sewer-system-ms4--program.html>

Primary Annual Report Contacts

- Brown Patton

- 423-254-7407

Brown.Patton@tn.gov

- Bradley
- Hamilton
- McMinn
- Putnam
- Warren
- Carter
- Greene
- Hawkins
- Washington
- Cumberland
- Anderson
- Blount
- Hamblen
- Jefferson
- Knox
- Loudon
- Sevier
- Sullivan

- Robby Karesh

- 615- 253-5402

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- Davidson
- Dickson
- Montgomery
- Robertson
- Rutherford
- Sumner
- Williamson
- Wilson
- Shelby
- Dyer
- Haywood
- Henry
- Madison
- Obion
- Weakley
- Bedford
- Coffee
- Marshall
- Maury

MyTDEC Forms – MS4 Annual Report Status

- The annual report form is expected to go live on

June 1, 2023

Session 2

- **MS4 Training - Session 2**
- **Friday – June 9, 2023**
- **(2:00 PM - 3:30 PM CT / 3:00 PM - 4:30 PM ET)**
- During this session the Division will provide an overview of the form related to Minimum Control Measure 1: Public Education and Minimum Control Measure 2: Public Involvement & Participation.