

Maine Department of Environmental Protection
CSO Program
Annual CSO Progress Report Instructions



Purpose

The purpose of this document is to aid CSO communities and districts in complying with the requirements of Maine Department of Environmental Protection (Maine DEP) Chapter 570 rules, specifically, completing and submitting annual CSO progress reports.

Introduction

Chapter 570§7 of Maine DEP rules requires CSO communities to submit yearly CSO progress reports covering the previous calendar year. Maine DEP created an annual CSO progress report template that is submitted annually to each CSO community for completion and submission by March 1st of each year in order to fulfill this requirement. Annual CSO progress reports are considered public information once they have been submitted to Maine DEP and for this reason, Maine DEP requires communities to report the most accurate information available to the community at the time of completion. By providing accurate CSO abatement progress information, CSO communities fulfill the requirements of Chapter 570§7 and enable Maine DEP to have an up-to-date understanding of each CSO community's efforts, their abatement progress made to date, and the technical and financial challenges that each CSO community faces.

Prior to 2016, the Maine CSO Coordinator distributed electronic copies of the Annual CSO Progress Report template under cover letter, instructing communities as to the acceptable timeline for completion and submission of the Annual CSO Progress Report. Starting in reporting year 2016, Maine DEP will be providing this supplemental instructions document with the Annual CSO Progress Report to help communities better understand what information Maine DEP is requesting and provide the most accurate information as possible to the public.

If you have questions about any of the information contained within this supplemental instructions document or the Annual CSO Progress Report, please do not hesitate to contact the Maine CSO Coordinator:

Michael Riley, P.E.
Maine CSO Abatement Coordinator
Maine Department of Environmental Protection
Bureau of Water Quality
Division of Water Quality Management
17 State House Station
Augusta, Maine 04333-0017
Telephone: 207-287-7766
Email: Michael.S.Riley@maine.gov

CSO ANNUAL PROGRESS REPORT INSTRUCTIONS	
SECTION	INSTRUCTIONS
Permittee	Enter your organization's name as it appears on your current MEPDES discharge license.
Address	Enter your mailing address in standard postal format using the 3 boxes provided.
Contact Person	Enter the full name and title of the person in responsible charge of your organization's CSO program. This person will be the CSO primary contact for your organization. For example: this person may be the wastewater treatment facility superintendent, a municipal official, a board chairman or selectman, the licensed operator or engineer.
Telephone No.	Enter the business telephone number, including area code, of the person listed as the Contact Person. If you would like to provide additional phone numbers for the Contact Person or other pertinent individuals, enter their full name, title and telephone number in the box provided for all other information on CSOs under section 2-K at the end of the Annual CSO Progress Report.
MEPDES Permit No.	Select from the drop-down menu the MEPDES license number that corresponds to your organization and your current MEPDES discharge license.
Maine License No.	Enter your current Maine Waste Discharge License number as it appears on your MEPDES discharge license.
1-A	Enter an estimate of the current number of people served by the combined and separated sanitary sewer collection and treatment system. If your organization is not directly responsible for a combined sewer system, do not enter population information on the Annual CSO Progress Report, but make note of this under section 2-K of the Annual CSO Progress Report.
1-B	Enter the current number of residential-type connections to the sewer collection system. For example: single and multi-family dwelling units, mobile homes. If your organization is not directly responsible for a combined sewer system, do not enter population information on the Annual CSO Progress Report, but make note of this under section 2-K of the Annual CSO Progress Report.
1-C	Enter the current number of commercial, industrial and institutional-type connections to the sewer collection system. For example: restaurants, shopping malls, office buildings, hospitals, schools, manufacturing facilities, military bases. If your organization is not directly responsible for a combined sewer system, do not enter the number of connections on the Annual CSO Progress Report, but make note of this under section 2-K of the Annual CSO Progress Report.
1-D	Enter the current single-family residential user rate based on 8,000 cubic feet of water consumption in dollars per year.
1-E	Enter the Median Household Income (MHI) of the community(ies) that your organization serves. Income data must be from a state-

CSO ANNUAL PROGRESS REPORT INSTRUCTIONS	
SECTION	INSTRUCTIONS
	approved system-wide income survey that was finalized in the last two years or the U.S. Census Bureau American FactFinder webpage: http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml . If your organization is not directly responsible for a combined sewer system, do not enter MHI information on the Annual CSO Progress Report, but make note of this under section 2-K of the Annual CSO Progress Report.
1-F	The current residential user charge expressed as a percentage of MHI is automatically calculated in the corresponding box. Do not attempt to override this calculation or enter information in this box.
1-G	Enter the initial number of CSOs present within the collection system at the beginning of your organization's CSO abatement program. If additional CSOs were discovered after the beginning of the CSO abatement program, include these CSOs in the initial number of CSOs present.
1-H	Enter the current number of licensed CSOs present within the sewer collection system. Do not include CSOs that have been closed or have been physically removed.
1-I	The percent reduction of CSOs to date is automatically calculated in the corresponding box. Do not attempt to override this calculation or enter information in this box.
1-J	Enter in the left column of the box provided the CSO number listed in your MEPDES discharge permit for each CSO removed. In the right column enter the description of the CSO listed in your MEPDES discharge permit corresponding to each CSO removed.
1-K Total Sewer Footage	Enter your estimate of the total linear footage of all sewer collection mains including combined and separated street, branch, trunk and interceptor sewer pipes. Do not include sewer service connection pipes and dedicated stormwater drainage pipes in your estimate.
1-L % of Combined Sewer - Original	Enter your estimate of the total linear footage of sewer pipes used to convey a combination of sanitary, industrial and stormwater flows as a percentage of the total linear footage of combined and sanitary sewer pipes entered in section 1-K that was present at the initiation of your organization's CSO abatement program.
1-M % of Combined Sewer - Current	Enter your estimate of the total linear footage of sewer pipes used to convey a combination of sanitary, industrial and stormwater flows as a percentage of the total linear footage of combined and sanitary sewer pipes entered in section 1-K that was part of the sewer collection system at the end of the reporting year.
1-N % Reduction in Combined Sewers	The percent reduction of combined sewer is automatically calculated in the corresponding box. Do not attempt to override this calculation or enter information in this box.

CSO ANNUAL PROGRESS REPORT INSTRUCTIONS	
SECTION	INSTRUCTIONS
2-A CSO Abatement Schedule Progress	If you have completed all CSO abatement projects and recommendations requiring action listed within your approved CSO Long-Term Control Plan by the dates listed within the Plan's abatement schedule, select "YES" from the dropdown menu. If you have not completed all CSO abatement projects and recommendations requiring action listed within your approved CSO Long-Term Control Plan by the dates listed within the Plan's abatement schedule, select "NO".
2-B	If you selected "NO" from the dropdown menu in section 2A, briefly describe the reasons why you are behind the approved schedule and what steps you plan to take to come back into compliance with the approved compliance schedule.
2-C CSO Abatement Accomplishments	Enter in the left column of the boxes provided a brief description of each major CSO-related abatement project completed in the reporting year. If possible, enter in the right column an estimate of the CSO flow reductions that may be expected from each CSO-related project. For example: if your CSO Master Plan estimates that a sewer separation project listed on your abatement schedule will remove an estimated volume of excess flow, enter the name or a brief description of the project and the estimated flow reduction if the project was substantially complete by the end of the reporting year. If you accomplished more projects than the boxes provided allow, list additional major projects under section 2-K of the Annual CSO Progress Report. Do not include sewer system operations and maintenance tasks (e.g., routine pump station maintenance, debris removal, CCTV inspection) in this section.
2-D-1 Original Cost to Complete CSO Abatement	Enter the initial estimated cost, in dollars, to complete your organization's entire CSO abatement schedule listed in your original CSO Long-Term Control Plan.
2-D-2 Updated Cost to Complete CSO Abatement	Enter the total estimated cost, in dollars, to complete your organization's entire CSO abatement schedule listed in your most recently approved CSO Long-Term Control Plan. Include both the cumulative actual dollars spent to implement your CSO abatement schedule and estimated cost to complete the remaining CSO abatement schedule as of the end of the reporting year. For example: if your original CSO LTCP cost estimate to complete your abatement schedule was \$7,000,000, but by the end of this reporting year your organization has spent \$8,500,000 and your most recent LTCP estimates the cost of the remaining CSO abatement schedule milestones to cost \$2,000,000 more, you would enter \$10,500,000 as the total revised cost estimate.
2-D-3	Enter the total cumulative cost to implement your CSO abatement schedule as of the end of the reporting year.

CSO ANNUAL PROGRESS REPORT INSTRUCTIONS	
SECTION	INSTRUCTIONS
Cumulative Expenditure	
2-D-4 % Complete by Cost	The percent complete by cost is automatically calculated in the corresponding box. Do not attempt to override this calculation or enter information in this box.
2-D-5 Cumulative SRF Loans for CSO Abatement	Enter your organization's cumulative total of Maine DEP Clean Water State Revolving Fund (SRF) loan dollars that have been reimbursed by the SRF Program as of the end of the reporting year used to complete CSO abatement projects (e.g., sewer separation, pump station upgrades, WWTF capacity upgrade, CSO storage tanks, etc.). Do not include SRF loan reimbursements that did not fund CSO abatement projects (e.g., laboratory equipment upgrades, pump station back-up generator or process equipment upgrades that are not specifically to increase capacity, or improve treatment during wet-weather events). Please note that this value must not include SRF loan funds that have not yet been reimbursed as of the end of the reporting year. For example: if you took out a \$500,000 SRF loan for a CSO abatement project and DEP has only reimbursed your organization for \$425,000 as of the end of the reporting year, you would include \$425,000 in the cumulative total SRF loans to date, not \$500,000.
2-D-6 CSO Abatement Cost for Current Year	Enter the summation of ALL CSO-related projects costs (regardless of the funding source) attributable to work completed during the reporting year. Do not enter entire project cost for projects that span multiple years. Enter only the portion of costs attributable to the reporting year. For example: if CSO project X was designed and constructed in the current reporting year, the entire project cost would be counted toward the total. If CSO project Y was designed in the previous reporting year and will not be completed until after the current reporting year, only the portion of the cost of work that was performed during the current reporting year would be counted toward the total.
2-D-7 CSO Abatement Cost for Next Year	Enter an estimate of the total anticipated cost of CSO abatement projects for the next reporting year. Do not include routine operations and maintenance costs in this estimate.
2-D-8 Sewer O&M Budget – Current Year	Enter the total funding approved for completing operations and maintenance tasks on your wastewater-related assets in the reporting year.
2-D-9 Sewer O&M Budget – Next year	Enter the anticipated funding required to complete operations and maintenance tasks on your wastewater-related assets for the next reporting year.
2-D-10 5 Year CSO Abatement Budget	Enter an estimate of the total anticipated cost of CSO abatement projects for the next 5 reporting years. Do not include costs from the current reporting year or routine operations and maintenance costs in this estimate. Include the cost entered in section 2-D-7 . If

CSO ANNUAL PROGRESS REPORT INSTRUCTIONS	
SECTION	INSTRUCTIONS
	CSO projects are expected to span beyond the next five years, enter an estimated cost for the portion of work that will take place during the next 5 years.
2-E-1 Private Inflow Survey	Enter “YES” from the dropdown menu if your organization has completed a door-to-door survey documenting private residential, commercial, industrial and/or institutional sewer user connections for a portion of, or the entire sewer collection system. Enter “NO” if you have not completed a door-to-door survey on any portion of the sewer collection system and proceed to the question in section 2-E-3.
2-E-2 Date of Inflow Survey	If you answered “YES” to section 2-E-1 enter the date of the door-to-door survey in the box provided using mm/dd/yyyy format. If your survey did not include the entire collection system, or you have completed multiple surveys, list additional survey dates in the box provided in section 2-K.
2-E-3	If you answered “NO” to the question in section 2-E-1 and you plan to perform a door-to-door survey on any portion of the sewer collection system in the future, select “YES” from the dropdown menu. If you answered “NO” to the question in section 2-E-1 and you <u>do not</u> plan to perform a door-to-door survey on any portion of the sewer collection system in the future, select “NO” from the dropdown menu and provide your reasoning for not performing a door-to-door survey in the space provided in section 2-K.
2-E-4	If you answered “NO” to the question in section 2-E-1 and you plan to perform a door-to-door survey on any portion of the sewer collection system in the future, enter the anticipated date of the survey in mm/yyyy format in the box provided. If you plan to perform phased or multiple surveys, list additional survey dates in the box provided in section 2-K.
2-E-5 Roof Drains Removed To Date	Enter the number of known roof drain/leader connections to the sewer system that have been removed or rerouted to date .
2-E-6 Roof Drains Removed Current Yr	Enter the number of known roof drain/leader connections to the sewer system that have been removed or rerouted during the reporting year .
2-E-7 Roof Drains Still Connected	Enter the number of known roof drain/leader connections to the sewer system that have <u>not</u> been removed or rerouted.
2-E-8 Sump Pumps Removed To Date	Enter the number of known sump pumps and/or basement drain connections to the sewer system that have been removed or rerouted to date.
2-E-9 Sump Pumps Removed Current Yr	Enter the number of known sump pumps and/or basement drain connections to the sewer system that have been removed or rerouted during the reporting year.

CSO ANNUAL PROGRESS REPORT INSTRUCTIONS	
SECTION	INSTRUCTIONS
2-E-10 Sump Pumps Still Connected	Enter the number of known sump pumps and/or basement drain connections to the sewer system that have <u>not</u> been removed or rerouted.
2-E-11 Foundation Drains Still Connected	Enter the number of known foundation drain connections to the sewer system that have <u>not</u> been removed or rerouted.
2-E-12 Private Inflow Surcharge?	Select “YES” from the dropdown menu if you apply a surcharge to private sewer users who have known connections to the sewer system that contribute to direct inflow of stormwater. Select “NO” if you do not apply a surcharge to users who have known connections to the sewer system that contribute to direct inflow of stormwater.
2-E-13	If you answered “YES” to the question in section 2-E-12b , enter the dollar value per unit charged in the left box provided and enter the measured units to determine the charge in the right box provided.
2-F-1 Catch Basins Removed Current Yr	Enter the number of known stormwater catch basins connected to the sewer system that have been removed or rerouted during the reporting year.
2-F-2 Catch Basins Still Connected	Enter the number of known stormwater catch basins connected to the sewer system that have <u>not</u> been removed or rerouted.
2-F-3 Wetlands Draining into Sewer?	Select “YES” from the dropdown menu if you are aware of any wetlands (seasonal or year-round), ponds, lakes or other standing waterbodies that drain, or could potentially drain to the combined sewer system. Select “NO” if you are not aware of any such potential sources of inflow to the sewer collection system.
2-F-4 Streams Draining into Sewer?	Select “YES” from the dropdown menu if you are aware of any streams, brooks, rivers or other free-flowing waterbodies that are intercepted, or could potentially drain to the combined sewer system. Select “NO” if you are not aware of any such potential sources of inflow to the sewer collection system.
2-F-5 Plan to Eliminate Inflow from Wetlands/Streams	If you answered yes to either questions in sections 2-F-3 and 2-F-4 , briefly describe each potential source of inflow and your plans to deal with them including an estimation of the date (mm/yyyy) when each inflow source will be addressed in the box provided.
2-G Flow Monitoring Results	If you have performed flow monitoring of remediated and/or separated areas of the sewer collection system, briefly describe the results of the flow monitoring with regard to flow reductions and CSO abatement. Compare the results to estimated flow reductions in your CSO Master Plan. For example: if your flow monitoring showed that rehabilitation of an old, leaking sewershed reduced infiltration by 0.5 MGD and your CSO Master Plan estimated that 1.5 MGD would be removed if that area was rehabilitated, include this information in the box provided.

CSO ANNUAL PROGRESS REPORT INSTRUCTIONS	
SECTION	INSTRUCTIONS
2-H	See the supplemental instructions for the <i>CSO Activity and Volumes</i> form in Appendix I & II of this document.
2-I-1-a Operator of Record	If applicable, enter the name, title and telephone number of the individual in your organization that is in responsible charge of operation and maintenance of the combined sewer collection system in the corresponding boxes. Enter this individual's department, section or unit name and the number of individuals who participate in operations and maintenance tasks in the corresponding boxes. Enter the responsible individual's email address under section 2-K of the Annual CSO Progress Report.
2-I-1-b Inspection/Maintenance Schedules	Enter the number of CSO regulators, tide gates, pump stations with CSOs and individual CSO outfalls in the boxes provided and select from the dropdown menus their respective inspection and maintenance frequency intervals.
2-I-1-c Maintenance and Cleaning of Collection System	Under " <u>Catch Basin Cleaning</u> ", enter the total number of catch basins connected to the combined sewer system, the number of catch basins cleaned and the magnitude of debris removed from the catch basins in the reporting year in the boxes provided. Select from the dropdown menu the units of debris removed. Attach a copy of your catch basin cleaning schedule if available. Under " <u>Sewer Cleaning</u> ", enter an estimate of the linear footage of sewer pipe in the combined sewer collection system, an estimate of the linear footage of sewer pipe cleaned in the reporting year and the magnitude of the debris removed as a result of this cleaning in the boxes provided. Select the units of debris removed from the corresponding dropdown menu. Attach a copy of your sewer cleaning schedule if available. Under " <u>Pump Station Cleaning</u> " select the cleaning and inspection frequency from their respective dropdown menus. Under " <u>TV Work</u> ", enter the cumulative linear footage of combined and separate sanitary sewer and storm drain that has been inspected using closed-circuit television (CCTV) inspection methods in the box provided. Select the average CCTV inspection frequency from the corresponding dropdown menu. Under " <u>Smoke Testing</u> ", enter the cumulative linear footage of combined and separate sanitary sewer and storm drain pipes that have been smoke tested and the dates (in mm/dd/yy format) of smoke testing events in the boxes provided. If you have performed more smoke testing events than the space provided allows, list the linear footage of pipe tested and dates of the additional smoke testing under section 2-K of the Annual CSO Progress Report. Under " <u>Infiltration/Inflow Study</u> ", list the cumulative total linear footage of combined and separate sanitary sewer pipe that has been evaluated as part of sewer system I/I studies.
2-I-2-a	Enter the name or a description of the location of any CSO regulation devices or weirs that were adjusted to optimize for

CSO ANNUAL PROGRESS REPORT INSTRUCTIONS	
SECTION	INSTRUCTIONS
Regulator Adjustments to Maximize Storage	maximum storage within the sewer collection system pipes in the reporting year in the boxes provided. If more regulating structures were adjusted in the reporting year than the space provided allows, enter the name or a description of the location of these additional structures in section 2-K of the Annual CSO Progress Report.
2-I-2-b Flow Control Devices	In the first box provided, enter the number of specialized flow-retarding storm drain gratings installed in the reporting year. Use the second box provided to add any additional comments regarding the installation of these devices such as a description or trade name of the device, installation locations and CSOs impacted. In the third box provided, enter the number of all other flow control devices installed in the reporting year. Use the fourth box provided to add any additional comments regarding the installation of these devices such as a description or trade name of the device, installation locations and CSOs impacted.
2-I-2-c Tide Gate Maintenance	List any tide gate maintenance and repair activities performed in the reporting year in the table provided. In the left column of the table, briefly describe each tide gate location and in the right column, describe the maintenance or repair activity performed. If any other minor construction activities have been scheduled to maximize the storage capacity of the collection system, please attach a list of activities to this report including: the anticipated start date(s) of construction work and a description of each activity and its purpose.
2-I-3 Industrial Impact on CSO's	Select "YES" from the dropdown menu if there are any industrial or non-domestic entities that discharge to the sewer collection system and may impact downstream CSOs. Select "NO" if industrial or non-domestic sources of wastewater do not impact downstream CSOs. If an industrial or non-domestic source of wastewater contributes to base flow in, or upstream of a combined sewershed, select "YES". In the second box provided, describe measures or operational modifications that were undertaken in the reporting year to minimize the impact that industrial and non-domestic sources of wastewater have on CSO discharges.
2-I-4 Upgrades to Maximize Flow to the WWTP	In the table provided, enter each planned physical change to the collection and/or treatment systems to maximize flow to the collection and/or treatment systems, the estimated cost, the estimated completion date, an estimation of the anticipated decrease in CSO discharge days and an estimate of the anticipated decrease in CSO discharge volume in million gallons per day (MGD).
2-I-5 Dry Weather Overflows	Select "YES" from the dropdown menu if your system experienced a dry weather CSO discharge during the reporting year. Select "NO" if your system did not experienced a dry weather CSO discharge during the reporting year. If you selected

CSO ANNUAL PROGRESS REPORT INSTRUCTIONS	
SECTION	INSTRUCTIONS
	“YES” from the dropdown menu, list the date(s) of any dry-weather CSO discharges and briefly explain the reason(s) for each dry-weather CSO discharges in the boxes provided. Please note that a Sanitary Sewer Overflow (SSO) is not a dry-weather CSO discharge.
2-I-6-a Efforts to Control Solids & Floatables	In each of the boxes provided, enter the number of baffle structures, trash racks, catch basin modifications and end of pipe nets in the reporting year. Select, in your opinion, the level of success of each structure type at reducing solids and floatables from escaping through the CSO. If your organization participated in litter control activities such as removing solids, trash and debris discharged after a CSO event, select “YES” from the dropdown menu. If your organization has not participated in litter control activities, select “NO” from the dropdown menu. Select the level of success of litter control. If your organization has implemented additional types of solids and floatables controls not listed, enter the type of control in the box provided and select its relative success from the dropdown menu.
2-I-6-b Volume/Weight of Solids and Floatables Removed	Enter the amount of solids and floatables removed in the reporting year as a result of the control measures listed in section 2-I-6-a in the box provided. Select the units of measurement from the dropdown menu. Attach an estimate of the hours spent implementing these controls, the frequency of checking/cleaning these controls and estimation of the total cost to implement these controls in the reporting year.
2-I-7-a Education of Public on Need for CSO Abatement	Describe local public education efforts or water conservation programs/ campaigns encouraging reductions in water consumption in the box provided. Describe any local efforts to locate trash receptacles, increase efficiency of garbage collection or promote public awareness of proper trash disposal to prevent contaminants from entering the combined sewer system in the second box provided. Describe local street sweeping efforts including frequency and an estimate of the total material removed in the reporting year including measured units (tons, cubic yards, etc.) in the third box provided. Describe any local anti-litter campaigns (public service announcements, distribution of outreach materials, booths/presentations at local civic events, etc.) employed that target the effects of littering, over-fertilizing, improper oil disposal and other water pollution sources on water quality in the fourth box provided. Describe any local efforts such as law enforcement and public education employed to eliminate illegal dumping of litter, tires and other materials into waterbodies or onto the ground in the fifth box provided.
2-I-7-b	If the community(ies) you serve have a hazardous waste collection program, select “YES” from the dropdown menu. If the

CSO ANNUAL PROGRESS REPORT INSTRUCTIONS	
SECTION	INSTRUCTIONS
Collection of Hazardous Wastes	community(ies) you serve do not have a hazardous waste collection program, select “NO” from the dropdown menu. If you selected “YES” enter the frequency of hazardous waste collection in the first box provided and the total hazardous waste collected in the reporting year, including units (lbs, tons, etc.), in the second box.
2-I-7-c Stormwater Management	In the box provided, list the person in charge of your community’s stormwater management program, their title and contact information.
2-I-7-d Stormwater Pollution Prevention Measures	In the box provided, list and describe any planned or implemented stormwater best management practices or technology-based controls (biofilters, bioswales, rain gardens, etc.) used to capture or reduce pollutants in stormwater runoff.
2-I-8-a Required Signage at CSO’s	Select “YES” if all of your licensed CSO outfall locations are marked with a sign in accordance with your MEPDES wastewater discharge permit. Select “NO” if not all of the CSO outfall locations have been marked with a sign. In the box provided, list any other locations where CSO notification signs are posted.
2-I-8-b Proof of Public Participation in CSO Abatement Program	In the boxes provided, list the dates of any CSO-related public hearings or meetings in the reporting year. If additional space is needed, list all other CSO-related public hearings or meetings in the reporting year under section 2-K of the Annual CSO Progress Report.
2-I-8-c Measures Taken to Inform Public	In the box provided, list any other measures used to inform the public about CSO impacts on receiving waters (e.g., organization’s webpage or social media account posts, flyers/mailers with sewer bills, posters or pamphlets at public meeting locations) in the reporting year.
2-I-9-a CSO Monitoring Methods	If you have installed CSO flow meters, enter the CSO identification number and description listed in your MEPDES wastewater discharge permit in the boxes on the left and select the frequency of data collection of each flow meter from the dropdown menus on the right. If you have blocks installed to monitor CSO activation, enter the associated CSO identification number and description listed in your MEPDES wastewater discharge permit in the boxes on the left and select the frequency of data collection of each block from the dropdown menus on the right. If you use chalk lines or similar stationary CSO flow level markers, enter the associated CSO identification number and description listed in your MEPDES wastewater discharge permit in the boxes on the left and select the chalk line inspection frequency from the dropdown menu on the right. If you have implemented other CSO monitoring methods, enter the associated CSO identification number and description listed in your

CSO ANNUAL PROGRESS REPORT INSTRUCTIONS	
SECTION	INSTRUCTIONS
	MEPDES wastewater discharge permit and a brief description of the monitoring method used in the box provided.
2-I-9-b Hydraulic Model of the Sewer System?	If you have modeled the combined sewer system, CSOs and/or other pertinent structures using hydraulic/hydrologic modeling software (e.g., EPA's SWMM), select "YES" from the corresponding dropdown menu. If you do not use hydraulic/hydrologic modeling software select "NO" from the dropdown menu. If you answered "YES" to the use of hydraulic/hydrologic modeling software and you use the model to determine if CSO discharges have occurred, select "YES" from the dropdown menu, otherwise, select "NO". If you answered "YES" to the use of hydraulic/hydrologic modeling software and the model has been updated to reflect changes to the combined sewer system, select "YES" from the dropdown menu, otherwise, select "NO". If you answered "YES" that the hydraulic/hydrologic model has been updated, enter the date of its last update/calibration in mm/dd/yy format.
2-I-9-c CSO Impact on Beaches and Shellfishing Areas	In the box provided, individually enter each swimming beach that may be impacted by CSOs in any given year. If you, or another state or local entity test water quality at beaches or near your organization's CSOs, select "YES" from the dropdown menu, otherwise, select "NO". If you answered "YES", select the water quality testing frequency from the dropdown menu and enter the sampling/testing dates and a description of the results in the corresponding boxes provided. If any of the listed beaches were closed during the reporting year, select "YES" from the dropdown menu. If there were no closures at the listed beaches during the reporting year, select "NO". If you answered "YES" that there were beach closures and could they be attributed in whole, or in part, to your CSO discharges, select "YES" from the dropdown menu, otherwise, select "NO". Describe the current procedure for notifying the public of public beach closures in the box provided. In the boxes provided, enter the name each shellfishing area (waterbody) that could be impacted by CSO discharges and their current Maine Department of Marine Resources (DMR) commercial shellfishing status determination in the appropriate column. If DMR issued conditional, temporary, or permanent

CSO ANNUAL PROGRESS REPORT INSTRUCTIONS	
SECTION	INSTRUCTIONS
	shellfish closures for the listed waterbodies, select “YES” from the dropdown menu you, otherwise, select “NO”. If you answered “YES” that shellfishing area closures were issued or still in effect during the reporting year, list the dates of each individual shellfish area closure in mm/dd/yy format in the boxes provided. If you answered “YES” that shellfishing area closures were issued or still in effect during the reporting year and the closures were determined to be caused in whole or in part by discharges from your organization’s CSOs, select “YES” from the dropdown menu, otherwise, select “NO”. Attach the results of any receiving water quality tests or CSO sampling tests performed during the reporting year to the Annual CSO Progress Report.
2-J New Collection System Flows	Enter the estimated flows from any sewer extensions, new commercial or industrial sources of flow during the reporting year and any mitigating measures planned or implemented to prevent these flows from contributing to CSO discharges in the box provided.
2-K	Provide any other CSO information not included elsewhere on the form

APPENDIX I

CSO ACTIVITY AND VOLUMES	
SECTION	INSTRUCTIONS
Municipality Or District Name	Enter the name of your municipality or district in the cell provided.
Contact Person	Enter the full name of the person responsible for completing and submitting this form and the Annual CSO Progress Report form.
MEPDES/NPDES Permit No.	Enter the MEPDES or NPDES wastewater discharge license number associated with your CSOs.
Reporting Year	Enter the year for which the reported information applies.
Total Annual Precipitation	Enter an estimate of the total annual precipitation in inches for your community or district area.
CSO Discharge Start Date	For each CSO discharge event, enter the date (mm/dd) when the CSO(s) started discharging.
CSO Discharge End Date	For each CSO discharge event, enter the date (mm/dd) when the CSO(s) stopped discharging.
Discharge Volume Or Block Activity	For each CSO location, enter a brief description of the CSO location and the CSO number listed in your MEPDES license in the cells provided. For each CSO discharge event, enter the estimated volume in gallons discharged from each CSO location in the cells provided. The total volume discharged from all CSO locations during a discharge event is automatically calculated in the "Discharge Event Volume" cells. The total annual volume discharged from each CSO location is automatically calculated in the "TOTALS" row at the bottom of the sheet. If you only have block data available at a CSO location, enter "1" if the block floated away during the event or "0" if it did not. If you experience more than the default number of CSO discharge events during the reporting year, see Appendix II for step-by-step instructions for adding additional rows to the CSO FLOWS worksheet.

Event Rainfall Total	Enter the total estimated rainfall in inches from each precipitation event that contributed to a CSO discharge in the cells provided.
Maximum Rainfall Intensity	If available, enter the maximum rainfall intensity in inches per hour during each precipitation event that contributed to a CSO discharge in the cells provided. Do not try to calculate this value if you do not have access to proper precipitation measuring/recording equipment. Precipitation intensity information from a local weather station data is an acceptable substitute.
Is Ground Frozen?	If the ground was frozen at the time of a precipitation event that contributed to a CSO discharge event, enter "YES" in the box provided. If the ground was not frozen at the time of a precipitation event that contributed to a CSO discharge event, enter "NO".
Est. Snow Melt	Enter an estimate for the total snowmelt in inches that is believed to have contributed to each CSO discharge event in the cells provided.
Precip. Event Duration	Enter the estimated duration of each precipitation event that contributed to a CSO discharge event in the cells provided.
Comments	Enter any comments that may facilitate the review of the CSO activity and volumes information.

APPENDIX II

Adding a CSO Discharge Event row to the CSO FLOWS worksheet

If it looks like you will experience more than 40 CSO discharge events throughout the year, follow these steps to add additional rows to the CSO FLOWS worksheet to record these discharge events.

Step 1: Select the cell in the “CSO Event No.” column containing the text “40” and drag the cursor to the right to highlight the entire row as shown in Figure 1.

The screenshot shows the 'MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION CSO ACTIVITY AND VOLUMES' worksheet. At the top, there are input fields for 'MUNICIPALITY OR DISTRICT NAME', 'CONTACT PERSON', 'HEPDOS / NPDES PERMIT NO.', 'REPORTING YEAR', and 'TOTAL ANNUAL PRECIPITATION'. Below these is a table with columns for 'CSO DISCHARGE EVENT' (Event No., Start Date, End Date), 'LOCATION' (multiple columns), 'DISCHARGE VOLUME (GALLONS) OR BLOCK ACTIVITY ("I")', 'PRECIPITATION EVENT' (Rainfall Total, Rainfall Intensity, Snow Melt), and 'COMMENTS'. Row 40 is highlighted in yellow. At the bottom, there are two notes: 'Note 1: Discharge volume data should be reported in yellow. Discharge events lasting more than one day should show total volume discharged for each day.' and 'Note 2: Block activity should be shown as "I" if the block floated away.' The file path 'DocNum: DEPLW0462 CSO FLOWS.xlsx (rev. 10/17/16)' is visible in the bottom right corner.

Figure 1

Step 2: Right-click anywhere within the highlighted area and select “Copy” from the dropdown menu that appears, or press **Ctrl + C** on the keyboard to copy the selected cells. The selected cells will be highlighted with a flashing border as shown in the Figure 2 below.

This is a close-up screenshot of row 40 from the worksheet shown in Figure 1. The row is highlighted in yellow, and a dashed border is visible around the cells, indicating they are selected. The same two notes and file path are visible at the bottom of the screenshot.

Figure 2

Step 3: Click on the cell in the “CSO Event No.” column containing the text “40”. Once you have clicked on this cell, right-click in the same cell and select “Insert Copied Cells...” from the dropdown menu that appears, or in the “Home” tab, click on the lower half of the “Insert” command button in the “Cells” group to see a dropdown list of insert options as shown in Figure 3. From the dropdown menu that appears, select “Insert Copied Cells...”.

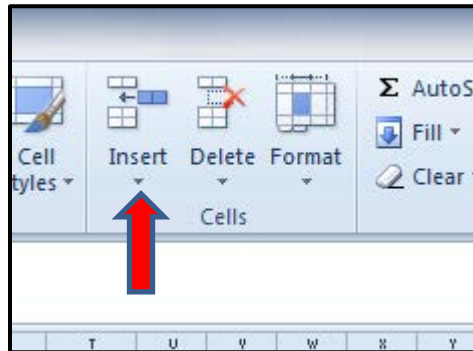


Figure 3

Step 4: A dialog box will appear requiring you to select the direction to shift the cells adjacent to the copied cells. Make sure that the “Shift cells down” button is selected as shown in Figure 4. Once the “Shift cells down” button is selected, click the “OK” button.

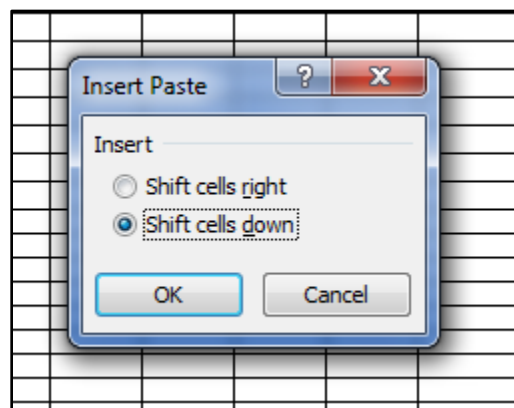


Figure 4

The copied cells will be inserted into the row below their original location as shown in Figure 5.

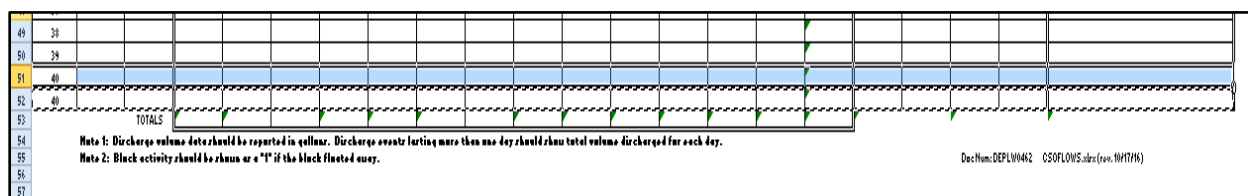


Figure 5

Step 6: Enter the new CSO discharge event number in the cell within the “CSO Event No.” column as shown in Figure 6.

48	37		
49	38		
50	39		
51	40		
52	41		
53	Note 1: Discharge v Note 2: Block activ		
54			
55			
56			
57			

Figure 6

To add more than one additional CSO Discharge Event row, press the **ESC** key on the keyboard and repeat **Step 1** through **Step 6** as many times as needed to record all of your CSO discharge events during the reporting year.