North Carolina Department of Environment and Natural Resources
Division of Water Quality

Beverly Eaves Perdue
Governor

Charles Wakild, P. E.
Director

Dee Freeman
Secretary

July 12, 2012

MEMORANDUM

TO: Local Governments subject to Jordan Lake Nutrient Management Strategy Rules

RE: Stage One Adaptive Management Program Annual Report 2012

The Stage One Program annual report form and guidance may be downloaded at www.jordanlake.org. When completing the annual report, pay special attention to the reporting requirements listed below. Some of last year's annual reports were incomplete in these areas. This information must be provided in addition to all other sections of the form. Stage One Adaptive Management Program annual reports must be submitted by **Oct. 30, 2012**:

- Provide samples of materials developed/distributed for public outreach and education, as well as forms and materials developed for the Illicit Discharge Detection and Elimination Program.
- Provide a link to the section of your website that includes Jordan Rules and/or stormwater outreach and education information.
- Provide contact information for all third parties that are involved in reporting or satisfying other Stage One Program requirements. Typical third parties include consulting firms, stormwater education groups or other local governments.
- Use the Jordan/Falls Nutrient Loading Accounting Tool available at: http://portal.ncdenr.org/web/jordanlake/implementation-guidance-archive.
- Provide a copy of the Accounting Tool spreadsheet calculations for retrofit opportunities.
- Include a vicinity map that shows the locations of retrofit opportunities.
- If the local government does not own or operate a municipal separate storm sewer system, complete and submit DWQ's Stormwater Non-Ownership /Non-Operation Certification form each year. This form is available for download at www.jordanlake.org
- Refer to your local government's original Stage One Adaptive Management Program approved by the N.C. Environmental Management Commission, paying particular attention to BMP implementation timelines. Report on progress of those tasks.

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