



**RULE 13 –  
Monthly Summary Report of Construction Projects**

State Form 51276 (R4 / 4-08)  
INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

**For questions regarding this form, contact:**

IDEM – Rule 13 Coordinator  
100 North Senate Avenue, Rm 1255  
MC 65-42  
Indianapolis, IN 46204-2251  
Phone: (317) 234-1601 or  
(800) 451-6027, ext. 41601 (within Indiana)

Web Access:  
<http://www.in.gov/idem> (Search for Stormwater)

**NOTE:**

- Starting one (1) year after the submittal of the Notice of Intent (NOI) letter and once the regulated MS4 entity has a sufficient construction site storm water run-off control program, this completed form must be submitted each month pursuant to 327 IAC 15-13-18(b).
- This completed form must be submitted by the last day of the following month.
- If no projects occur within a given month, this form does not need to be submitted.
- This exact form does not need to be used if the information is conveyed using a form of another format containing the same type of information - providing the form is preapproved by, and provided to, IDEM.
- Return this completed and signed form, and any required addenda by mail to the IDEM Rule 13 Coordinator at the address listed in the box on the upper-right.

Reporting Month/Year: (check one in each column)	X	Month	X	Year
	<input type="checkbox"/>	January	<input type="checkbox"/>	2005
<input type="checkbox"/>	February	<input type="checkbox"/>	2006	
<input type="checkbox"/>	March	<input type="checkbox"/>	2007	
<input type="checkbox"/>	April	<input type="checkbox"/>	2008	
<input type="checkbox"/>	May	<input type="checkbox"/>	2009	
<input type="checkbox"/>	June	<input type="checkbox"/>	2010	
<input type="checkbox"/>	July	<input type="checkbox"/>	2011	
<input type="checkbox"/>	August	<input type="checkbox"/>	2012	
<input type="checkbox"/>	September	<input type="checkbox"/>	2013	
<input type="checkbox"/>	October	<input type="checkbox"/>	2014	
<input type="checkbox"/>	November	<input type="checkbox"/>	2015	
<input type="checkbox"/>	December	<input type="checkbox"/>	2016	

MONTHLY SUMMARY REPORT OF CONSTRUCTION PROJECTS					
	Project Name	Project Address	Project Duration	Permit Status	Enforcement Actions
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**MS4 Entity:** \_\_\_\_\_  
(typed or printed)

**NPDES Permit #:** INR040 \_\_\_\_\_

**Responsible Individual\*:** \_\_\_\_\_  
(typed or printed)

**Date:** \_\_\_\_\_  
(mm/dd/year)

\*Example: the individual can be the MS4 Operator, or a responsible individual for a regulated MS4 entity.

# **Instruction Sheet for Completing the Monthly Summary Report of Construction Projects**

## **Project Name**

Project name refers to the proposed name of the development, as it is stated in the documentation provided by the developer or other person responsible for the construction project. If a project name is changed, the original and replacement name(s) should be indicated and provided.

## **Project Address**

Project address refers to the physical address and location of the proposed construction project site. The address must include the section, township, and range for the site, and, if known, the street address.

## **Permit Duration**

Permit duration refers to the proposed construction project duration. The duration will likely be an estimate, based on projected start and end dates. While exact start and end dates will change, due to weather, approvals, and other factors, the approximated duration will provide some idea of the project length. The duration could be expressed in whole yearly increments (for example, one, two, five, ten years), and should reflect the timetable known at the time of application or NOI letter submittal. The duration estimate will provide a general idea of when Notices of Termination should be issued.

## **Permit Status**

Permit status refers to the key points in the permitting process that have occurred since the application or Notice of Intent (NOI) letter submittal for a construction project permit. At a minimum, the key points, as they occur within a given month, should identify and reference: (1) application or NOI letter reviewed; (2) construction plan reviewed; and (3) Notice of Termination issued.

## **Enforcement Actions**

Enforcement actions refer to actions taken as a result of noncompliance with the construction site run-off control program requirements. Unless the environmental damage of noncompliance is severe, the state enforcement process is usually progressive, meaning that sufficient noncompliance warnings are given prior to notices involving financial or work-stoppage penalties. At a minimum, the actions should identify and reference the issuance of: (1) warning letters of noncompliance; (2) violation notices; (3) penalties assessed; and (4) work-stoppage orders.