

Memorandum To: Sarah Davis
From: Stormwater Manager
Subject: Public Review of Annual SW Report
July 24, 2023

TDEC requires that the county give the public the opportunity to review and comment on the annual stormwater report before its submission.

A draft of the report is attached. Please scan a copy for inclusion on the web page along with the below and hold original in your office for public review.

The following notice needs to be posted on the stormwater web site until September 8th. Thereafter, I will review the comments/suggestions and finalize the report:

“The annual stormwater report is attached for public review, suggestions, and comments until September 8th. Please call Vince Pishner, 423-523-4598, with your comments or send to vincepishner@yahoo.com or Hawkins County Stormwater, 150 Washington St, Rogersville TN 37857.”



Vince Pishner

Encl
as

NPDES MS4 Annual Report

version 1.3

(Submission #: HPV-T6R6-HNF33, version 1)

Details

Originally Started By Vincent Pishner

Submission ID HPV-T6R6-HNF33

MS4 Owner Name Hawkins County

Status Draft

Active Steps Form Submitted

Form Input

General Information

Permit Number
TNS075574

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

County
Hawkins

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
06/30/2023

MS4 Population At NOI Submittal
Population \leq 10,000

Name and contact information of MS4 Responsible Authority (e.g. Mayor ...)

Prefix

Hon.

First Name Last Name

Mark *Dewitte*

Title

Mayor

Company Name

Hawkins County

Phone Type Number Extension

Business 423-272-7359

Email

mark.dewitte@hawkinscountyttn.gov

Address

150 East Washington Street, Suite 2
Rogersville, TN 37857

Designated MS4 Stormwater Management Program Contact

Prefix

Mr.

First Name Last Name

Vince Pishner

Title

Storm Water Program Manager

Company Name

Hawkins County

Phone Type Number Extension

Business 423-523-4598

Email

vincepishner@yahoo.com

Address

150 E. Washington St. Suite 2

Rogersville, TN 37857

MCM 1: Public Education

Below report on the educational activities completed during the reporting year. Delete unused rows (click X at end of row). Add rows (add row button on bottom of table) to report add activities.

Provide the number of activities completed during the reporting year for the Public (Subpart 4.2.1.1. of the permit).

5

Provide the number of activities completed during the reporting year for the Engineering and Development Community (Subpart 4.2.1.2. of the permit).

0

How many employees (that are new to the MS4 or new to the job category) have NOT been educated in accordance with the PIE plan within 6 months?

0

For existing employees: provide the total number of employees NOT educated in accordance with the PIE plan within the permit term.

0

A population of ≤10,000 at NOI submittal was selected in the General Information Section. Per Subpart 4.2.1.1. the MS4 is required to conduct two (2) activities during the permit term addressing each of the four (4) management measures for the public. A single activity may address multiple management measures.

You may need to use the scroll bars to view the whole table.

To Add a Row - Click Add Row near the bottom right of the table

To Delete a Row - Click the "X" at the far right end of the row.

Column Descriptions

Target Audience (This column is fixed and cannot be changed.)

Activity Description: (Provide details as to the specific activity that was conducted.)

Management Measure: Impacts on Water Quality (Select Yes if the activity listed in this row addressed the 4.2.1.1.a.General awareness of the impacts on water quality.)

Management Measure: SCM/BMP Maintenance (Select Yes if the activity listed in this row addressed the 4.2.1.1.b. Awareness of the importance of maintenance activities for operators of permanent Best Management Practices (BMPs)/Stormwater Control Measures (SCMs).)

Management Measure: Storage, Use, Disposal of Fluids (Select Yes if the activity listed in this row addressed the 4.2.1.1.c. Awareness of the proper storage, use, and disposal of pesticides, herbicides, fertilizers oil and other automotive-related fluids.)

Management Measure: Illicit Discharges (Select Yes if the activity listed in this row addressed the 4.2.1.1.d. Awareness of identifying and reporting procedures for illicit connections/discharges, sanitary sewer seepage, spills, etc.)

Date of Activity (Enter the date the activity took place. If the activity took place across multiple days enter the Date of the first day of the activity.)

Specifically Targeted Audience (This column is used to provide more details as to the audience the activity was targeting e.g. school age children, Homeowners with SCMs) A broad based event such as tabling at a festival may list general public as the specifically targeted audience.

of Audience (Enter the approximate number of individuals that were reached with this activity.)

Sponsored Activities (Identify if the event sponsored monetarily e.g. money or as a donation in kind e.g. goods or services by the MS4 program. If it was not a sponsored activity, leave N/A in the cell.)

Provide the status of your MS4 program's public education and outreach activities for the Public audience during the reporting period.

Target Audience	Activity Description	Management Measure: Impacts on Water Quality	Management Measure: SCM/BMP Maintenance	Management Measure: Storage, Use, Disposal of Fluids	Management Measure: Illicit Discharges	Date of Activity	Specifically Targeted Audience	# of Audience	Sp A
Public	TNSA Ad	Yes	No	No	No	07/01/2023	Homeowners	100	N//
Public	TNSA Ad	Yes	No	No	No	08/01/2022	Homeowners	100	N//
Public	TNDA Ad	Yes	No	Yes	No	08/01/2022	Homeowners	100	N//
Public	TNSA Ad	No	Yes	No	No	01/01/2023	HOAs	10	N//
Public	TNSA Ad	No	No	Yes	No	05/01/2023	Vehicle Repairmen	10	N//

A population of ≤10,000 at NOI submittal was selected in the General Information Section. Per Subpart 4.2.1.2. the MS4 is required to conduct one (1) activity during the permit term addressing each of the two (2) management measures for the Engineering and Development Community. A single activity may address multiple management measures.

You may need to use the scroll bars to view the whole table.

To Add a Row - Click Add Row near the bottom right of the table

To Delete a Row - Click the "X" at the far right end of the row.

Column Descriptions

Target Audience (This column is fixed and cannot be changed.)

Activity Description: (Provide details as to the specific activity that was conducted.)

Management Measure: Long Term Water Quality Impacts (Select Yes if the activity listed in this row addressed the 4.2.1.2.a Awareness of the stormwater ordinances, regulations, and guidance materials related to long-term water quality impacts.)

Management Measure: Construction Water Quality Impacts (Select Yes if the activity listed in this row addressed the 4.2.1.2.b. Awareness of stormwater ordinances, regulations, and guidance materials related to construction phase water quality impacts.)

Date of Activity (Enter the date the activity took place. If the activity took place across multiple days enter the Date of the first day of the activity.)

Specifically Targeted Audience (This column is used to provide more details as to the audience the activity was targeting e.g. restaurants, Engineers, Developers) A broad based event such as tabling at a local trade show may list commercial and development community as the specifically targeted audience.

of Audience (Enter the approximate number of individuals that were reached with this activity.)

Provide the status of your MS4 program's public education and outreach activities for the Engineering and Development Community during the reporting period.

Target Audience	Activity Description	Management Measure: Long Term Water Quality Impacts	Management Measure: Construction Water Quality Impacts	Date of Activity	Specifically Targeted Audience	# of Audience
Engineering and Development Community	None	No	No	06/30/2023	None	0

Supporting Documentation for Activities described in this section.

NONE PROVIDED

Comment

This first year of the cycle Hawkins County has requested funding for educational materials and determining where to conduct educational activities.

Notes:

NONE PROVIDED

MCM 2: Public Involvement And Participation

Below report on the involvement/participation activities completed during the reporting year. Delete unused rows (click X at end of row). Add rows (add row button on bottom of table) to report add activities.

Is your Stormwater Management Program Plan documentation available online?

Yes

Provide the web address for the Stormwater Management Program plan documentation

https://hawkinscountyn.gov/stormwater_mgmt.html

Was the MS4 program documentation formally placed on public notice during the reporting year?

Yes

Provide a copy of the public notice and response to comments.

[2022 permit public notice for volunteers 9.11.22.pdf - 07/01/2023 09:41 AM](#)

Comment

The public notice attached was posted mid September 2023 and continues to be posted on Hawkins County postings sites. No responses but the Planning Commission members have agreed to act as a citizens advisory committee. As such, the Planning Commission participates in the development and adoption of required documents.

Subpart 4.2.2. requires the following in the annual report
Detail applicable changes as directed in subpart 4.4.1
This requirement will be located in the Program Modifications Section

Is information for all construction site projects accessible to the public?

Yes

Number of comments received from the public on construction site projects.

0

Are all comments from the public on construction site projects considered?

Yes

Number of reports during the reporting period received from the public via public reporting system (IDDE reports)?

0

Provide the number of activities completed during the reporting year for the General Public (Subpart 4.2.2.1. of the permit).

0

Provide the number of activities completed during the reporting year for the Commercial and Development Community (Subpart 4.2.2.2. of the permit).

0

A population of ≤10,000 at NOI submittal was selected in the General Information Section. Per Subpart 4.2.2.1. the MS4 is required to conduct two (2) activities during the permit term addressing each of the four (4) management measures for the general public. A single activity may address multiple management measures.

You may need to use the scroll bars to view the whole table.

To Add a Row - Click Add Row near the bottom right of the table

To Delete a Row - Click the "X" at the far right end of the row.

Column Descriptions

Target Audience (This column is fixed and cannot be changed.)

Activity Description: (Provide details as to the specific activity that was conducted.)

Management Measure: Pollution Prevention (Select Yes if the activity listed in this row addressed the 4.2.2.1.a Pollution Prevention Management Measure.)

Management Measure: Impacts on Water Quality (Select Yes if the activity listed in this row addressed the 4.2.2.1.b. Impacts on water quality or local stormwater management issues.)

Management Measure: Storage, Use, Disposal of Fluids (Select Yes if the activity listed in this row addressed the 4.2.2.1.c. Storage, use, and disposal of household hazardous waste, automotive related fluids, pesticides, herbicides, and fertilizers use.)

Management Measure: Illicit Discharges (Select Yes if the activity listed in this row addressed the 4.2.2.1.d. Identifying and reporting procedures for illicit connections/discharges, sanitary sewer seepage, spills, etc.)

Date of Activity (Enter the date the activity took place. If the activity took place across multiple days enter the Date of the first day of the activity.)

Specifically Targeted Audience (This column is used to provide more details as to the audience the activity was targeting e.g. school age children, Homeowners with SCMs) A broad based event such as tabling at a festival may list general public as the specifically targeted audience.

of Audience (Enter the approximate number of individuals that were reached with this activity.)

Sponsored Activities (Identify if the event sponsored monetarily e.g. money or as a donation in kind e.g. goods or services by the MS4 program. If it was not a sponsored activity, leave N/A in the cell.)

Provide the status of your MS4 program's public involvement/participation activities for the General Public audiences during the reporting period.

Target Audience	Activity Description	Management Measure: Pollution Prevention	Management Measure: Impacts on Water Quality	Management Measure: Storage, Use, Disposal of Fluids	Management Measure: Illicit Discharges	Date of Activity	Specifically Targeted Audience	# of Audience	Spc Ac
General Public	None	No	No	No	No	06/30/2023	None	0	N/A

A population of ≤10,000 at NOI submittal was selected in the General Information Section. Per Subpart 4.2.2.2. the MS4 is required to conduct one (1) activity during the permit term addressing each of the two (2) management measures for the Commercial and Development Community. A single activity may address multiple management measures.

You may need to use the scroll bars to view the whole table.

To Add a Row - Click Add Row near the bottom right of the table

To Delete a Row - Click the "X" at the far right end of the row.

Column Descriptions

Target Audience (This column is fixed and cannot be changed.)

Activity Description: (Provide details as to the specific activity that was conducted.)

Management Measure: Pollution Prevention (Select Yes if the activity listed in this row addressed the 4.2.2.2.a Pollution Prevention Management Measure.)

Management Measure: Impacts on Water Quality (Select Yes if the activity listed in this row addressed the 4.2.2.2.b. Impacts on water quality or local stormwater management issues.)

Date of Activity (Enter the date the activity took place. If the activity took place across multiple days enter the Date of the first day of the activity.)

Specifically Targeted Audience (This column is used to provide more details as to the audience the activity was targeting e.g. restaurants, Engineers, Developers) A broad based event such as tabling at a local trade show may list commercial and development community as the specifically targeted audience.

of Audience (Enter the approximate number of individuals that were reached with this activity.)

Provide the status of your MS4 program's public involvement/participation activities for the Commercial and Development Community during the reporting period.

Target Audience	Activity Description	Management Measure: Pollution Prevention	Management Measure: Impacts on Water Quality	Date of Activity	Specifically Targeted Audience	# of Audience
Commercial and Development Community	None	No	No	06/30/2023	None	0

Supporting Documentation for Activities described in this section.

NONE PROVIDED
Comment
 NONE PROVIDED

Notes:

Hawkins County budgeted for necessary funds and where/how to provide opportunities this first year of the report cycle.

MCM 3: Illicit Discharge Detection & Elimination (IDDE)

Is the storm sewer map available through Spatial Rest Services?

No

Attach Most Recent Copy of Storm Sewer Map in accordance with subpart 4.2.3

Co Storm Sewer System Map 11.1.22.pdf - 07/01/2023 09:49 AM

Comment

NONE PROVIDED

The number of potential illicit discharges reported by the public.

1

The number of potential illicit discharges reported by internal personnel.

0

Total number of potential illicit discharges reported (from any source) that are under investigation at the time of the annual report.

1

Were all potential illicit discharges investigated within 7 days of receipt?

Yes

Number of identified illicit discharges

1

Were all initial enforcement actions on confirmed illicit discharges taken within seven (7) calendar days of the investigation?

Yes

Number of corrective actions plans received for confirmed illicit discharges.

0

Were all corrective actions plans reviewed in accordance with established procedures?

Yes

Number of non-stormwater discharges or flows identified as a significant contributor of pollutants to the MS4.

0

Total number of non-stormwater discharges or flows investigated.

0

Were all non-stormwater discharges or flows identified as a significant contributor of pollutants to the MS4 investigated?

No

MCM 4: Construction Site Stormwater Runoff Pollutant Control

For reporting construction activities in this section, count all activities e.g., projects, sites that were active during the reporting period. It is understood that activities will overlap multiple reporting years. For example: If a project plan is submitted and reviewed in reporting year 1, that plan review will go only on the report for that year. If that same project begins construction in reporting year 2, it would be included in the year 2 report for active construction activity, but not the year 1 report. If a construction activity is terminated in the beginning of a reporting year before the first inspection for that reporting year is required, that activity may be left off the count.

Identify if the regulatory mechanisms for construction site runoff control have been updated to be consistent with the CGP?

In Effect

Total number of active construction activities.

0

Total number of active non-priority construction activities with incomplete inventory information.

0

Number of new development and redevelopment projects reviewed in accordance with established policies and procedures.

0

Were all new development and redevelopment projects reviewed in accordance with the established policy and procedure?

No

Number of active non-priority construction activities.

0

Were all nonpriority active construction activities inspections conducted accordance with Stormwater Management Program.

No

Number of active priority construction activities.

0

Did all Priority Construction Activities have Pre-Construction meetings?

No

Were all priority Construction Activities inspected at least once per calendar month?

No

MCM 5: Post Construction/ Permanent Stormwater Management

Has an offsite mitigation program or payment in lieu into a public stormwater fund been developed as outlined in subpart 4.2.5.3.?

No

Did all of the projects approved meet the buffer requirements of subpart 4.2.5.4?

No

Does the Stormwater Management Program implement alternative buffer widths?

No

Information on EPA's Water Quality Scorecard can be found on the EPA's website.

[Water Quality Scorecard Information](#)

The scorecard can be found on EPA's website.

[Water Quality Scorecard](#)

Scorecard

NONE PROVIDED

Comment

NONE PROVIDED

Number of all new development and redevelopment projects reviewed.

0

Number of new development and redevelopment projects reviewed in accordance with the established policy and procedure.

0

Number of sites verified that 100% of SCMs are installed per design specifications in accordance with approved plan.

0

Were all SCMs verified to be installed per design specifications in accordance with approved plan within 90 days of installation?

Yes

Does the permittee have adequate legal authority as required by 4.2.5.7 for all SCMs installed?

Yes

Number of SCMs that have not been properly operated or maintained.

0

Have enforcement actions been taken in accordance with the appropriate legal authority or ERP?

No

Number of public requests for SCM inventory.

0

Are all SCMs in the inventory tracking system?

No

Do all SCMs in the inventory tracking system have complete information?

No

SCM inventory tracking system information

NONE PROVIDED

Comment

Funds are included in budget which will permit completion of rewrite of the permanent stormwater section of the stormwater resolution. No activity during report period and none planned. Questions above answered no because no projects reviewed.

MCM 6: Pollution Prevention/Good Housekeeping For Municipal Operations

Number of Municipal Operations Facilities under subpart 4.2.6.2.

1

Do all Municipal Operations Facilities have a O&M Facility Plan?

Yes

Number Municipal Operations Facilities NOT Inspected in accordance with the Stormwater Management Program in the previous 12 months.

0

Stormwater Management Program Modification

Have any municipal facilities covered under this permit been added during the reporting term?

Yes

In the table below identify if any changes were made to your Stormwater Management Program during the reporting period.

For minor modifications that add, but neither subtract nor replace, components, controls, or requirements to the Stormwater Management Program provide a description of that modification. - See Subpart 4.4.1.1.a

For minor modifications that replace an ineffective or infeasible BMP, or SCM which is specifically identified in the Stormwater Management Program provide a description of the analysis of why the former BMP was ineffective or infeasible; Expectations on the effectiveness of the replacement BMP or SCM; and an analysis, if applicable, of why the replacement BMP or SCM will ensure the optimization of equipment use. a description of that modification. - See Subpart 4.4.1.1.e

For major modifications that subtract BMPs, SCMs, components, controls, or requirements of the Stormwater Management Program provide a description of the analysis of why the component was ineffective or infeasible; and detailed explanation of why, with the elimination of this component, the Stormwater Management Program will continue to achieve a reduction in pollutants to the MEP and shall not cause or contribute to violations of State water quality standards in the receiving stream. - See Subpart 4.4.1.2.a.

Where any changes were made to the program elements during the reporting period?

Program Elements	Changes	Modifications that Add Components	Replaced an Ineffective or Infeasible BMP or SCM	Subtracted BMP, SCM, Components, Controls etc.
MCM 1	No	NONE PROVIDED	NONE PROVIDED	NONE PROVIDED
MCM 2	No	NONE PROVIDED	NONE PROVIDED	NONE PROVIDED
MCM 3	No	NONE PROVIDED	NONE PROVIDED	NONE PROVIDED
MCM 4	No	NONE PROVIDED	NONE PROVIDED	NONE PROVIDED
MCM 5	No	NONE PROVIDED	NONE PROVIDED	NONE PROVIDED
MCM 6	No	NONE PROVIDED	NONE PROVIDED	NONE PROVIDED
QLP	N/A	NONE PROVIDED	NONE PROVIDED	NONE PROVIDED
Enforcement	No	NONE PROVIDED	NONE PROVIDED	NONE PROVIDED
Monitoring & Program Evaluation	No	NONE PROVIDED	NONE PROVIDED	NONE PROVIDED

Other Program Changes not Identified above

The Hawkins County Highway Department facility of Flora Ferry Rd, Rogersville, TN was added to the MS4 program and inspected during the report year.

Summary Of Enforcement Actions

Note: Non-traditional MS4s may not have legal authority to enforce one or more MS4 permit requirements. For example, a university campus regulated as a MS4 permittee or co-permittee may not have the legal authority to enforce MS4 permit requirements against another entity.

Summary of Enforcement Actions Taken during the reporting year

Action	IDDE	Construction	Permanent Stormwater/Post-Construction	Total
Verbal Warnings	0	0	0	0
Written Notice of Violation	0	0	0	0
Citations or Administrative Orders	0	0	0	0
Stop Work Orders	0	0	0	0
Withholding of Plan Approvals or Other Authorizations	0	0	0	0
Civil Penalties	0	0	0	0
Additional Measures	0	0	0	0

Action	IDDE	Construction	Permanent Stormwater/Post-Construction	Total
				Sum: 0

Results Of Information Collected And Analyzed (Monitoring)

Was monitoring for the reporting year performed in accordance with either 4.6.1.1.1 (Option 1) or 4.6.1.1.2 (Option 2)?

Yes

Provide a summary describing the results of information collected and analyzed, including monitoring data (analytical and non-analytical), if any, during the reporting period. If no monitoring was completed, explain.

The portion of Smith Creek that goes through the urbanized area was analytically sampled and non analytically observed. The pollutant of concern is e-coli. Results are varied but several samples are excessive with the causes though to be animal wastes and perhaps septic seepage. Neither of these are under control of the County and therefore further action is not planned.

For your convenience, links to the required standard templates for reporting the results of your monitoring data are provided below. EDD Sheets (Field Stream Survey and Habitat Sheets, Macroinvertebrate Taxa Report, and the TDEC E. coli and Field Water Parameter Report) are in the section labelled Water Quality Assessment Publications as excel files.

Publications

Attach results of all analytical and non-analytical monitoring data collected during this reporting period.

[2022 MFR E-coli sampling results Smith Creek Dec 22.pdf - 07/01/2023 09:28 AM](#)

[MFR non-analytical sampling Smith Creek 12.4.22.pdf - 07/01/2023 09:28 AM](#)

Comment

NONE PROVIDED

Legal Authority

Per subpart 4.7.1. The initial solicitor's statement will be required in the 2024 annual report for existing permittees and in the third annual report for new permittees.

If modifications are made to the legal authority that necessitate a new evaluation by a solicitor, a new certification statement must be submitted.

Attach a signed solicitor's certification statement.

NONE PROVIDED

Comment

NONE PROVIDED

Stormwater Management Program Evaluation

Stormwater Management Program Evaluation

In accordance with subpart 4.6.2. The permittee shall conduct an annual evaluation of the Stormwater Management Program to evaluate compliance with the terms and conditions of the permit, including the effectiveness of the BMPs, components, or controls of its stormwater management program, and the status of achieving the measurable requirements in the permit.

Summarize the results of the permittee's annual evaluation of the current Stormwater Management Program.

The review of the SWMP indicates that the program is effective as now written. Changes are not needed at this time.

Identify modifications or replacement of an ineffective activity/control measure/component/BMP.

None

Summarize the assessment results, and any modifications and improvements scheduled to be implemented in the next reporting period to improve the program or remedy deficiencies or weaknesses

None

Is MCM 1: Public Education and Outreach on Stormwater Impacts compliant with Permit Requirements?

Yes

Is MCM 2: Public Involvement/Participation compliant with Permit Requirements?

Yes

Is MCM 3: Illicit Discharge Detection and Elimination (IDDE) compliant with Permit Requirements?

Yes

Is MCM 4: Construction Site Stormwater Runoff Control compliant with Permit Requirements?

Yes

Is MCM 5: Post-Construction/Permanent Stormwater Management In New Development and Redevelopment compliant with Permit Requirements?

Yes

Is MCM 6: Pollution Prevention/Good Housekeeping compliant with Permit Requirements?

Yes

Is Monitoring Program (subpart 4.6.1.1) compliant with Permit Requirements?

Yes

The following questions are from subpart 5.2 Annual Report Requirements.

Is the permittee compliant with the permit terms and conditions?

Yes

This determination should be made as to the status of the program at the end of the reporting period and the requirements applicable at that date. For example, the permanent stormwater program changes are not required to be implemented until 24 months after the effective date of the permit. So if the MS4 has not yet implemented those changes at the first annual report, they would still be in compliance, if their program meets the previously established requirements.

Please Explain

The program is on track to fully implement 2022 permit requirements fully by June 30, 2024. Changes are not needed at this time.

Is the permittee relying on another governmental entity to satisfy some of the permit obligations?

No

Enter additional or clarifying information not elsewhere reported in this document.

NONE PROVIDED

Any other data specifically requested by the Division to substantiate statements and conclusions reached in the Annual Reports.

NONE PROVIDED

Comment

NONE PROVIDED

Attachments

Date	Attachment Name	Context	User
7/1/2023 9:49 AM	Co Storm Sewer System Map 11.1.22.pdf	Attachment	Vincent Pishner
7/1/2023 9:41 AM	2022 permit public notice for volunteers 9.11.22.pdf	Attachment	Vincent Pishner
7/1/2023 9:28 AM	MFR non-analytical sampling Smith Creek 12.4.22.pdf	Attachment	Vincent Pishner
7/1/2023 9:28 AM	2022 MFR E-coli sampling results Smith Creek Dec 22.pdf	Attachment	Vincent Pishner

Status History

	User	Processing Status
7/1/2023 8:21:26 AM	Vincent Pishner	Draft

Processing Steps

Step Name	Assigned To/Completed By	Date Completed
Form Submitted		
Assign Technical Reviewer		
EFO Technical Review		
Submission Deemed Complete		