

# Year 1 Annual Report

## Massachusetts Small MS4 General Permit

### Reporting Period: May 1, 2018-June 30, 2019

**\*\*Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form\*\***

*Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed.*

### Part I: Contact Information

Name of Municipality or Organization: Town of Wareham

EPA NPDES Permit Number: MAR041168

#### Primary MS4 Program Manager Contact Information

Name: Mr. Kenneth Buckland

Title: Director of Planning and Community Development

Street Address Line 1: 54 Marion Road

Street Address Line 2: N/A

City: Wareham

State: MA

Zip Code: 02571

Email: kbuckland@wareham.ma.us

Phone Number: (508) 291-3100

Fax Number: 508-291-3116

#### Stormwater Management Program (SWMP) Information

SWMP Location (web address): <http://www.wareham.ma.us/stormwater>

Date SWMP was Last Updated: August 2019

If the SWMP is not available on the web please provide the physical address and an explanation of why it is not posted on the web:

N/A

## Part II: Self Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4.

### Impairment(s)

- ☒ Bacteria/Pathogens
 ☐ Chloride
 ☒ Nitrogen
 ☒ Phosphorus  
☐ Solids/ Oil/ Grease (Hydrocarbons)/ Metals

### TMDL(s)

- In State: ☐ Assabet River Phosphorus
 ☒ Bacteria and Pathogen
 ☐ Cape Cod Nitrogen  
☐ Charles River Watershed Phosphorus
 ☒ Lake and Pond Phosphorus

- Out of State: ☐ Bacteria/Pathogens
 ☐ Metals
 ☐ Nitrogen
 ☐ Phosphorus

Clear Impairments and TMDLs

Next, check off all requirements below that have been completed. **By checking each box you are certifying that you have completed that permit requirement fully.** If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.

### Year 1 Requirements

- ☒ Develop and begin public education and outreach program  
☒ Identify and develop inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
  - ☒ The SSO inventory is attached to the email submission
  - ☐ The SSO inventory can be found at the following website:☒ Develop written IDDE plan including a procedure for screening and sampling outfalls  
☒ IDDE ordinance complete  
☒ Identify each outfall and interconnection discharging from MS4, classify into the relevant category, and priority rank each catchment for investigation
  - ☐ The priority ranking of outfalls/interconnections is attached to the email submission
  - ☒ The priority ranking of outfalls/interconnections can be found at the following website:

<http://www.wareham.ma.us/stormwater>

☒ Construction/ Erosion and Sediment Control (ESC) ordinance complete  
☒ Develop written procedures for site inspections and enforcement of sediment and erosion control measures  
☒ Develop written procedures for site plan review  
☒ Keep a log of catch basins cleaned or inspected  
☐ Complete inspection of all stormwater treatment structures

### Annual Requirements

- ☒ Annual opportunity for public participation in review and implementation of SWMP
- ☒ Comply with State Public Notice requirements
- ☒ Keep records relating to the permit available for 5 years and make available to the public
- ☒ Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- ☒ Annual training to employees involved in IDDE program
- ☐ All curbed roadways have been swept a minimum of one time per year

### **Bacteria/ Pathogens** (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

#### Annual Requirements

##### *Public Education and Outreach\**

- ☒ Annual message encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- ☒ Permittee or its agents disseminate educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
- ☒ Provide information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria

*\* Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

### **Nitrogen** (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

#### Annual Requirements

##### *Public Education and Outreach\**

- ☒ Distribute an annual message in the spring (April/May) that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release fertilizers
- ☒ Distribute an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- ☒ Distribute an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

*\* Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

##### *Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

- ☐ Increase street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)

##### *Potential structural BMPs*

- ☐ Any structural BMPs listed in Table 3 of Attachment 1 to Appendix H already existing or installed in the regulated area by the permittee or its agents shall be tracked and the permittee shall estimate the nitrogen removal by the BMP consistent with Attachment 1 to Appendix H. Document the BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated nitrogen removed in mass per year by the BMP in each annual report

### **Phosphorus** (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements*Public Education and Outreach\**

- ☒ Distribute an annual message in the spring (April/May) that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release and phosphorus-free fertilizers
- ☒ Distribute an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- ☒ Distribute an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

*\* Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

*Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

- ☐ Increase street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)

*Potential structural BMPs*

- Any structural BMPs listed in Attachment 3 to Appendix F already existing or installed in the regulated area by the permittee or its agents shall be tracked and the permittee shall estimate the phosphorus
- ☐ removal by the BMP consistent with Attachment 1 to Appendix H. Document the BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated phosphorus removed in mass per year by the BMP in each annual report

**Lake and Pond Phosphorus TMDL**

- ☐ Begin Phase 1 Lake Phosphorus Control Plan (LPCP)

Use the box below to input additional details on any unchecked boxes above or any additional information you would like to share as part of your self assessment:

The Town of Wareham has one of the largest stormwater management systems of any town in the Buzzards Bay watershed. The Municipal Maintenance Dept. is currently staffed at a historically low level. Street sweeping and catch basin cleaning is accomplished with one municipal sweeper, one catch basin cleaning unit, and a private contractor. Compliance with the street sweeping and catch basin cleaning requirements moving forward will be challenging for Wareham until such time as a funding mechanism is in place to pay for the increased level of effort required under the permit. The earliest that this could happen would be at the annual Town Meeting in the Spring of 2020. This also applies to the required inspection, monitoring, and performance evaluations of the Town's structural BMPs.

### **Part III: Receiving Waters/Impaired Waters/TMDL**

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted?

Yes ☐ No ☒

If yes, describe below, including any relevant impairments or TMDLs:

## Part IV: Minimum Control Measures

*Please fill out all of the metrics below. If applicable, include in the description who completed the task if completed by a third party.*

### MCM1: Public Education

Number of educational messages completed during the reporting period:

*Below, report on the educational messages completed during the first year. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.*

**BMP:[Message name here]**

Message Description and Distribution Method:

What you can do as a Citizen. This pamphlet is available on the Town's Stormwater page on their website.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The Town will track the number of "hits" on the web page with a goal of a minimum of 15 per month.

Message Date(s):

Message Completed for: Appendix F Requirements ☒ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

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**BMP:[Message name here]**

Message Description and Distribution Method:

Fertilizing the Lawn. This pamphlet is available on the Town's Stormwater page on their website.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The Town will track the number of "hits" on the web page with a goal of a minimum of 15 per month.

Message Date(s): Ongoing

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☒

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

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**BMP:[Message name here]**

Message Description and Distribution Method:

Rain Garden Brochure. This is available on the Town's Stormwater page on their website.

Targeted Audience: Residents

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

The Town will track the number of "hits" on the web page with a goal of a minimum of 15 per month.

Message Date(s): Ongoing

Message Completed for: Appendix F Requirements ☒ Appendix H Requirements ☒

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

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**BMP:[Message name here]**

Message Description and Distribution Method:

Rain Garden Specifications. This brochure is available on the Town's Stormwater page on their website.

Targeted Audience: Residents

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

The Town will track the number of "hits" on the web page with a goal of a minimum of 15 per month.

Message Date(s): Ongoing

Message Completed for: Appendix F Requirements ☒ Appendix H Requirements ☒

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

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**BMP:[Message name here]**

Message Description and Distribution Method:

Dog Waste. This pamphlet is available on the Stormwater page on the Town's website.

Targeted Audience: Residents

Responsible Department/Parties: Health Department

Measurable Goal(s):

The Town will track the number of "hits" on the web page with a goal of a minimum of 15 per month.

Message Date(s): Ongoing

Message Completed for: Appendix F Requirements ☒ Appendix H Requirements ☒

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

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**BMP:[Message name here]**

Message Description and Distribution Method:

Stormwater Management for Small Businesses. This pamphlet is available on the Stormwater page on the Town's website.

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

The Town will track the number of "hits" on the web site with a goal of a minimum of 15 per month.

Message Date(s): Ongoing

Message Completed for: Appendix F Requirements ☒ Appendix H Requirements ☒



Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

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**BMP:[Message name here]**

Message Description and Distribution Method:

Pollution Prevention for Businesses. This pamphlet is available on the Stormwater page on the Town's website.

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

The Town will track the number of "hits" on the web site with a goal of a minimum of 15 per month.

Message Date(s): Ongoing

Message Completed for: Appendix F Requirements ☒ Appendix H Requirements ☒

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

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**BMP:[Message name here]**

Message Description and Distribution Method:

What Developers Can Do. This pamphlet is available on the Stormwater page on the Town's website.

Targeted Audience: Developers (construction)

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

The Town will track the number of "hits" on the web site with a goal of a minimum of 15 per month.

Message Date(s): Ongoing

Message Completed for: Appendix F Requirements ☒ Appendix H Requirements ☒

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

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**BMP:[Message name here]**

Message Description and Distribution Method:

General Construction and Site Supervision Stormwater Tips. This pamphlet is available on the Stormwater page on the Town's website.

Targeted Audience: Developers (construction)

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

The Town will track the number of "hits" on the web site with a goal of a minimum of 15 per month.

Message Date(s): Ongoing

Message Completed for: Appendix F Requirements ☒ Appendix H Requirements ☒

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

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**BMP:[Message name here]**

Message Description and Distribution Method:

Stormwater Pollution Prevention for Industrial Sites. This brochure is available on the Stormwater page on the Town's website.

Targeted Audience: Industrial facilities

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

The Town will track the number of "hits" on the web site with a goal of a minimum of 15 per month.

Message Date(s): Ongoing

Message Completed for: Appendix F Requirements ☒ Appendix H Requirements ☒

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

Add an Educational Message

## MCM2: Public Participation

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) during the reporting period:

The Board of Selectmen held a public hearing on September 25, 2018 for discussion of the EPA MS4 program. Following public input and discussion the Selectmen voted to authorize the submission of the Town's year 15 annual report.

Was this opportunity different than what was proposed in your NOI? Yes ☐ No ☒

Describe any other public involvement or participation opportunities conducted during the reporting period:

The Municipal Maintenance Dept. has the responsibility to receive and respond to complaints from residents and business owners as it relates to the Town's drainage infrastructure. A complaint report is produced which includes the date of the call and the date when the issue is resolved. Many maintenance concerns are discovered in this manner. The Town also conducts an annual Spring Town Meeting and Fall Special Town Meeting for review and approval of the budgets for each municipal department as well as for the approval of any new bylaws and ordinances.

## MCM3: Illicit Discharge Detection and Elimination (IDDE)

### Sanitary Sewer Overflows (SSOs)

*Below, report on the number of SSOs identified in the MS4 system and removed during this reporting period.*

Number of SSOs identified:

Number of SSOs removed:

*Below, report on the total number of SSOs identified in the MS4 system and removed to date. At a minimum, report SSOs identified since 2013.*

Total number of SSOs identified:

Total number of SSOs removed:

### MS4 System Mapping

Describe the status of your MS4 map, including any progress made during the reporting period:

The outfall maps and catchment areas are complete. The catch basins, drain manholes, and sewer manholes have been located. The maps for those systems were in a separate database. The locations have been downloaded into the town's GIS system.

### **Screening of Outfalls/Interconnections**

*If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses.*

- ☐ The outfall screening data is attached to the email submission
- ☒ The outfall screening data can be found at the following website:

<http://www.wareham.ma.us/stormwater>

*Below, report on the number of outfalls/interconnections screened during this reporting period.*

Number of outfalls screened: 516

*Below, report on the percent of total outfalls/ interconnections screened to date.*

Percent of total outfalls screened: 55%

### **Catchment Investigations**

*If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.*

- ☐ The catchment investigation data is attached to the email submission
- ☒ The catchment investigation data can be found at the following website:

<http://www.wareham.ma.us/stormwater>

*Below, report on the number of catchment investigations completed during this reporting period.*

Number of catchment investigations completed this reporting period: 11

*Below, report on the percent of catchments investigated to date.*

Percent of total catchments investigated: 80%

*Optional: Provide any additional information for clarity regarding the catchment investigations below:*

### **IDDE Progress**

*If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.*

- ☒ The illicit discharge removal report is attached to the email submission  
☐ The illicit discharge removal report can be found at the following website:

*Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed during this reporting period.*

Number of illicit discharges identified:

Number of illicit discharges removed:

Estimated volume of sewage removed:

*Below, report on the total number of illicit discharges identified and removed to date. At a minimum, report on the number of illicit discharges identified and removed since the effective date of the permit.*

Total number of illicit discharges identified:

Total number of illicit discharges removed:

*Optional:* Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:

The illicit discharges consisted of sump pump connections to the town storm drain system.

### **Employee Training**

Describe the frequency and type of employee training conducted during the reporting period:

Three employees working in the Municipal Maintenance Department received training from the Buzzards Bay National Estuary Program on water quality sampling and illicit discharge detection. The training is limited to once per year.

### **MCM4: Construction Site Stormwater Runoff Control**

*Below, report on the construction site plan reviews, inspections, and enforcement actions completed during this reporting period.*

Number of site plan reviews completed:

Number of inspections completed:

Number of enforcement actions taken:

## **MCM5: Post-Construction Stormwater Management in New Development and Redevelopment**

### **Ordinance Development**

Describe the status of the post-construction ordinance required to be complete in year 2 of the permit term:

A Stormwater Management ordinance has been written and will be on the Fall Town Meeting warrant for acceptance by the residents. The ordinance includes provisions for post-construction inspection, monitoring, and enforcement.

### **As-built Drawings**

Describe the status of the measures the MS4 has utilized to require the submission of as-built drawings and ensure long term operation and maintenance of completed construction sites required to be complete in year 2 of the permit term:

The requirement to provide as-built drawings is a standard special condition for projects that undergo site plan review approval as well as those that are required to obtain an Order of Conditions from the Conservation Commission. The Town has prepared a Stormwater Management ordinance which is on the warrant of the upcoming Fall Town Meeting.

### **Street Design and Parking Lots Report**

Describe the status of the street design and parking lots assessment due in year 4 of the permit term, including any planned or completed changes to local regulations and guidelines:

The required assessment is in the planning stage.

### **Green Infrastructure Report**

Describe the status of the green infrastructure report due in year 4 of the permit term, including the findings and progress towards making the practice allowable:

The report is in the initial planning stage. The Town encourages applicant's and design engineers to specify Low Impact Development BMPs for projects which require Planning Board, Zoning Board of Appeals, or Conservation Commission permits.

### **Retrofit Properties Inventory**

Describe the status of the inventory, due in year 4 of the permit term, of permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas and report on any properties that have been modified or retrofitted:

The Selectmen's office keeps a list of Town-owned properties for review and evaluation of the potential for re-

use, improvement, or disposition. The Municipal Maintenance Department keeps track of pending and completed projects which are related to drainage system upgrades. When streets are scheduled for resurfacing the drainage system is evaluated and upgraded to the extent possible due to jurisdictional limitations and monetary constraints.

## MCM6: Good Housekeeping

### Catch Basin Cleaning

Describe the status of the catch basin cleaning optimization plan:

Catch basin cleaning is prioritized based on visual observation of the functioning and condition of the system.

*If complete, attach the catch basin cleaning optimization plan or the schedule to gather information to develop the optimization plan:*

- ☐ The catch basin cleaning optimization plan or schedule is attached to the email submission
- ☐ The catch basin cleaning optimization plan or schedule can be found at the following website:

The optimization plan is in process. The funding mechanism is needed.

*Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins during this reporting period.*

Number of catch basins inspected: 700

Number of catch basins cleaned: 594

Total volume or mass of material removed from all catch basins: 829

Cubic Yards

*Below, report on the total number of catch basins in the MS4 system, if known.*

Total number of catch basins: 4,082

*If applicable:*

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

The catch basin is scheduled for cleaning. The drainage area which contributes runoff to the basin is evaluated to determine the source of the sediment. The road shoulders are stabilized and regraded if necessary to minimize sediment transport.

### Street Sweeping

Describe the status of the written procedures for sweeping streets and municipal-owned lots:

A map is prepared to document the number of streets which have been swept each year. Residents are

encouraged to call the municipal maintenance department to report streets which are in need of sweeping. Streets are prioritized based on their location and amount of sediment in the road.

*Report on street sweeping completed during the reporting period using one of the three metrics below.*

☒ Number of miles cleaned:

☐ Volume of material removed:  [UNITS]

☐ Weight of material removed:  [UNITS]

*If applicable:*

For rural uncurbed roadways with no catch basins, describe the progress of the inspection, documentation, and targeted sweeping plan:

### **Winter Road Maintenance**

Describe the status of the written procedures for winter road maintenance including the storage of salt and sand:

Winter road maintenance procedures are controlled by the Director of Municipal Maintenance who provides instructions to the town employees and contractors responsible for plowing and sanding. Salt and sand is stored within a new storage shed located at the Municipal Maintenance Department facility

### **Inventory of Permittee-Owned Properties**

Describe the status of the inventory, due in year 2 of the permit term, of permittee-owned properties, including parks and open spaces, buildings and facilities, and vehicles and equipment, and include any updates:

The inventory is kept in the office of the Board of Selectmen.

### **O&M Procedures for Parks and Open Spaces, Buildings and Facilities, and Vehicles and Equipment**

Describe the status of the operation and maintenance procedures, due in year 2 of the permit term, of permittee-owned properties (parks and open spaces, buildings and facilities, vehicles and equipment) and include maintenance activities associated with each:

Written procedures have not yet been completed for the operation and maintenance of permittee owned facilities and equipment. Maintenance activities are prioritized based on the relative need and ability to perform the work.

### **Stormwater Pollution Prevention Plan (SWPPP)**



Describe the status of any SWPPP, due in year 2 of the permit term, for permittee-owned or operated facilities including maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater:

The Town's Municipal Maintenance Department facility located at 95 Charge Pond Road is located outside of the Urbanized Area and is therefore not subject to the permit requirements. A salt shed was constructed at the facility during this Reporting Period. There are no other town owned facilities which require a separate SWPPP.

*Below, report on the number of site inspections for facilities that require a SWPPP completed during this reporting period.*

Number of site inspections completed:

Describe any corrective actions taken at a facility with a SWPPP:

### **O&M Procedures for Stormwater Treatment Structures**

Describe the status of the written procedure for stormwater treatment structure maintenance:

Stormwater treatment structures are required to be maintained in accordance with the requirements listed in Volume 2 Chapter 2 of the Massachusetts Stormwater Handbook. The Town's proposed Stormwater Management ordinance includes a reference to the state regulations.

## **Additional Information**

### **Monitoring or Study Results**

*Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.*

- ☒ Not applicable
- ☐ The results from additional reports or studies are attached to the email submission
- ☐ The results from additional reports or studies can be found at the following website(s):

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

### **Additional Information**

*Optional:* Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

### **Activities Planned for Next Reporting Period**

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 2 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ☒

- Complete system mapping Phase I
- Begin investigations of catchments associated with Problem Outfalls
- Develop or modify an ordinance or other regulatory mechanism for post-construction stormwater runoff from new development and redevelopment
- Establish and implement written procedures to require the submission of as-built drawings no later than two years after the completion of construction projects
- Develop, if not already developed, written operations and maintenance procedures
- Develop an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; review annually and update as necessary
- Establish a written program detailing the activities and procedures the permittee will implement so that the MS4 infrastructure is maintained in a timely manner
- Develop and implement a written SWPPP for maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater
- Enclose or cover storage piles of salt or piles containing salt used for deicing or other purposes
- Develop, if not already developed, written procedures for sweeping streets and municipal-owned lots
- Develop, if not already developed, written procedures for winter road maintenance including storage of salt and sand
- Develop, if not already developed, a schedule for catch basin cleaning
- Develop, if not already developed, a written procedure for stormwater treatment structure maintenance
- Develop a written catchment investigation procedure (*18 months*)

### **Annual Requirements**

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
- Continue public education and outreach program

- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all uncurbed streets at least annually

Provide any additional details on activities planned for permit year 2 below:

## Part V: Certification of Small MS4 Annual Report 2019

### 40 CFR 144.32(d) Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, I certify that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name:

Kenneth J. Buckland

Title:

Director of Planning &amp; Community

Signature:

Date:

09/30/19

*[Signatory may be a duly authorized  
representative]*

*Note: When prompted during signing, save the document under a new file name.*

### Annual Report Submission

*Please submit the form electronically via email to both EPA and MassDEP by clicking on one of the links below or using the email addresses listed below. Please ensure that all required attachments are included in the email and not attached to this PDF.*

EPA: [stormwater.reports@epa.gov](mailto:stormwater.reports@epa.gov)MassDEP: [frederick.civian@mass.gov](mailto:frederick.civian@mass.gov)

### Paper Signature:

*If you did not sign electronically above, you can print the signature page by clicking the button below.*

[Print Signature Page](#)

*Optional: If you did not sign electronically above, you may lock the form by clicking the "Lock Form" button below which will prompt you to save the locked version of the form. Save this locked version under a new file name.*

[Lock Form](#)