

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 Norwell

EPA NPDES Permit Number: MAR041052

Primary MS4 Program Manager Contact Information

Name: Glenn Ferguson

Title: Highway Director

Street Address Line 1: 345 Main Street

Street Address Line 2: na

City: Norwell

State: MA

Zip Code: 02061

Email: glenn.ferguson@townofnorwell.net

Phone Number: (781) 645-7710

Fax Number: na

Stormwater Management Program (SWMP) Information

SWMP Location (web address): <http://norwelldpw.com/engineering>

Date SWMP was Last Updated: Jun 26, 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:

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:

Within the IDDE Plan posted at <http://norwelldpw.com/engineering>☒ 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:

Within the IDDE Plan posted at <http://norwelldpw.com/engineering>☐ 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)*

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:

IDDE & ESC ORDINANCE

The Town has formed a group consisting of the Highway Director, Conservation Commission Agent, Town Planner, Board of Health Agent, Executive Director of North South River Watershed Association and Consultant Engineer from BETA Group that has been working on a Stormwater Bylaw and Regulation to bring to the Spring 2020 Town Meeting. This Bylaw will satisfy the IDDE and ESC regulatory requirements of the permit as well as include requirements for post-construction stormwater control. The Town currently reviews and regulates storm water management for construction and post-construction through various boards. The goal of the new stormwater bylaw and regulation is to create a uniform Stormwater/MS4 bylaw that will consolidate the local permitting, meet all requirements of the MS4 permit and implement new stormwater initiatives specific to the Town of Norwell.

INSPECTION OF STORMWATER TREATMENT STRUCTURES

In the past year the Town has been working on identifying record plans and locations of town-owned stormwater treatment structures. In September 2019 these structures were inspected and mapped in GIS. This will be documented for next years annual reporting.

IDDE TRAINING

Town Department heads including DPW, Board of Health and Conservation Commission have been learning about the IDDE program throughout the year with its stormwater consultant and creation of the IDDE plan. The Town held its first formal IDDE training for Highway Department staff on September 18, 2019.

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: School Program - Stormwater and Conservation

Message Description and Distribution Method:

School Program: Stormwater and conservation messaging - Groundwater model, watershed model and cleaning dirty water taught to elementary school students and parent volunteers in school program

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

To educate 5th grade students and parent volunteers in Cole and Vinal Elementary Schools. The program ran for 2 days and there were 163 students and 24 parent volunteers.

In a sample survey, 85% of the students reported having a greater understanding of where their water comes from AFTER the program, 90% reported having a greater understanding of the importance of conserving water AFTER the program, and 80% reported having a greater understanding of how pollutants and runoff affect the quality of water AFTER the program.

A press release went out to the town, The Globe, the Patriot Ledger, Wicked Local, and the Norwell Mariner. The programs were also posted on the NSRWA Facebook page with a reach of 1,134 people and 77 engagements, and on the Norwell Social Facebook page.

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:

BMP: Rain Barrel Sale

Message Description and Distribution Method:

Regional Rain Barrel Sale - Education about water conservation and the reduction of stormwater from impervious surfaces

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

A press release to went out to the town, The Globe, the Patriot Ledger, Wicked Local, and the Norwell Mariner. Facebook posts were made on the NSRWA page. Information about the sale went out in the NSRWA E-newsletter to 6,000+ subscribers. There were 4 rain barrels sold in Norwell. NSRWA recorded 1,352 web page views with 213 on Rain Barrel and Composter page.

Message Date(s): April 2, 2019

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:

BMP: Gardening Green Expo

Message Description and Distribution Method:

Gardening Green Expo - Regional event for WaterSmart South Shore Communities that provides information on how residents can reduce stormwater pollution from better landscaping practices

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

A press release to went out to the town, The Globe, the Patriot Ledger, Wicked Local, and the Norwell Mariner. Several Facebook posts were made on the NSRWA page. Information about the event went out in our E-newsletter 4 times to 6,000+ subscribers each time. There were 500 guests in attendance. The videos of the speakers are now being added to the NSRWA website and shared online and on Facebook. NSRWA recorded 344 web page views on Greenscapes Guide and 181 web page views on Greenscapes page

Message Date(s): Expo was held on March 30, 2019

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:

BMP: Greenscapes Guides

Message Description and Distribution Method:

Greenscapes Guide - Digital download of landscaping techniques that reduce stormwater pollutants

(fertilizers, pesticides, herbicides)

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

We promoted the Greenscapes Guide at the Gardening Green Expo and handed out paper copies. It was promoted online and on the NSRWA Facebook page with a reach of 2,831 people and 187 engagements. There have been 4 downloads from Norwell at this time. It will be posted again. NSRWA recorded 344 web page views on Greenscapes Guide and 181 web page views on Greenscapes page.

Message Date(s): Expo was held on March 30, 2019

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:

BMP: Grass Clippings and Fertilizer Spring Message

Message Description and Distribution Method:

MS4 messages - Grass Clippings, and Fertilizer for May

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

A grass clippings message and a fertilizer message were both posted on the NSRWA Facebook page in May. The grass clippings message had a reach of 11,034 people and 472 engagements. The fertilizer message had a reach of 2,376 people and 239 engagements. Both messages were also posted to the Marshfield MA Forum Facebook page. The grass clippings Facebook post was boosted in June with a \$50 ad targeted to all WaterSmart towns with a reach of 9,678 and 266 engagements, and a \$50 ad targeted to Norwell with a reach of 3,211 and 361 engagements. NSRWA recorded 357 web page views on Know Before You Mow!, 23 web page views on Best Mowing Practices and 19 web page views on Stormwater page.

Message Date(s): Grass clippings message on May 22, 2019 & Fertilizer message on May 28, 2019

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:

BMP: Pet Waste Education Annual Message

Message Description and Distribution Method:

Pet Waste Education - Printed Scoop It cards, web article, press release, and social media posts for June

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

Pet waste Scoop It cards were distributed to Norwell Veterinary Hospital (100), and Devine Feed and Pet (50). An article was written on The Problem of Dog Waste on the South Shore. This was sent to The Globe, the Patriot Ledger, Wicked Local, and the Norwell Mariner. The Patriot Ledger wrote a feature on it from our press release, and WATD did an on air interview. It was posted on the NSRWA Facebook page with a reach of 1,556 people and 197 engagements, and on the Norwell Social Facebook page. NSRWA recorded 453 web page views on The Problem of Dog Waste on the South Shore, 22 web page views on Pet Waste Education page and 202 web page views on Addressing the Elephant in the Room - Dog Waste on the South Shore

Message Date(s): The Problem of Dog Waste on the South Shore posted June 13, 2019

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:

BMP:Dog License Pet Waste Education

Message Description and Distribution Method:

Pet waste Scoop It cards were distributed to the town clerk's office (100) for distribution with pet licenses.

Targeted Audience: Residents - Specifically Dog Owners

Responsible Department/Parties: Town Clerk & SWMP Team

Measurable Goal(s):

Message cards were provided at town Hall for residents to take. Going forward they will be distributed with pet licenses.

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:

BMP: Septic System Maintenance Education

Message Description and Distribution Method:

Septic System Maintenance Education - Brochures or pamphlets at the Board of Health Office and posted to website

Targeted Audience: Residents - Specifically Septic System Owners

Responsible Department/Parties: SWMP Team with NSRWA WaterSmart Regional Program

Measurable Goal(s):

Handouts are available at the Board of Health office regarding Septic System Maintenance.

The Board of Health website has:

- What you should know about Septic Systems.
- Septic System Tips to Avoid Trouble.

Message Date(s): Year-round/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 Stormwater Management Program (SWMP) has been posted to the Town's website for public viewing and on the website the public is encouraged to send questions and comments on the plan to the Town through the "MS4 Questions or Comments?" form on the webpage.

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 Norwell Beautification Committee held its ninth annual Trash Bash on May 4, 2019. This townwide cleanup day has become a tradition as residents, school groups, athletic teams and neighbors come together to remove trash from streets, parks and open land. On average over 270 bags of trash are removed and disposed of by the Town.

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 map included in the SWMP & IDDE Plan is up to date based on currently available information. The system map will continue to be maintained and updated as the Town gains more information.

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:

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

Number of outfalls screened:

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

Percent of total outfalls screened:

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:

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

Number of catchment investigations completed this reporting period: 4

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

Percent of total catchments investigated: 3%

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

The Norwell IDDE Investigation Letter dated 6.12.2018 and attached to this report provides additional information on catchment investigations and recommendations for follow-up on potential illicit discharges.

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: 0

Number of illicit discharges removed: 0

Estimated volume of sewage removed: 0 [UNITS]

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: 0

Total number of illicit discharges removed: 0

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

Employee Training

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

IDDE TRAINING was conducted on September 18, 2019 at the Highway Department facility and the audience consisted of the IDDE Program Responsible Parties. The goals of the presentation were to help the audience understand the difference between what is and is not an illicit discharge and to teach them how to report a potential illicit discharge.

PRESENTATION consisted of Power Point given by BETA Group that included the following:

- The Problem: Brief explanation and history of pollution in stormwater runoff and issues as it is directed to waters of the United States. Short video from <https://www.thinkbluemassachusetts.org/>
- The Permit: Brief summary of MS4 Permit focusing on IDDE program and reporting
- The Practicals: Detailed discussion of what is and is not an illicit discharge. Discussed and provided photos of illicit discharge indicators Discussed how to (and to whom) report a suspected illicit discharge using Illicit Discharge Reporting Form, Discussed how to disseminate this information to field staff

HANDOUTS included a packet with the following:

- Acronyms and Definitions
- Lists of illicit and non-illicit discharges
- Illicit Discharge Reporting Form

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: 41

Number of inspections completed: 370

Number of enforcement actions taken: 0

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:

The Town currently reviews and regulates storm water management for construction and post-construction through various boards. The Town is currently working to create a uniform Stormwater/MS4 bylaw that will include requirements for post-construction stormwater control to be completed in year 2.

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 Town currently reviews and regulates storm water management for construction and post-construction including as-builts and long term operation and maintenance requirements through various boards. The Town is currently working to create a uniform Stormwater/MS4 bylaw that will include these requirements of the Permit to be completed in year 2.

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:

To be completed in year 4

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:

To be completed by year 4

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:

To be completed by year 4

MCM6: Good Housekeeping**Catch Basin Cleaning**

Describe the status of the catch basin cleaning optimization plan:

See plan included in SWMP.

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:

Include in SWMP posted at <http://norwelldpw.com/engineering>

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: 1,588

Number of catch basins cleaned: 1,588

Total volume or mass of material removed from all catch basins: 141.1 TONS

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

Total number of catch basins: 1,400

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 Town contracts catch basin inspection and cleaning to TRUAX. They report on catch basins needing repair/maintenance and those that are excessively full at the time of cleaning. All catchbasins were cleaned in July-August of 2018 and none were reported to be excessively full or in need of maintenance.

Street Sweeping

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

Completed. Procedures included in SWMP. Town swept all streets and parking lots once, meeting requirements of the permit. The mileage below indicates number of miles cleaned, based on length of town owned roads.

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

☒ Number of miles cleaned: 80

☐ 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:

To be completed in year 2

Winter Road Maintenance

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

Procedures included in SWMP.

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 Town has a draft operations and maintenance plan based on the 2010 Draft MS4 Permit which includes an inventory of permittee-owned properties. This plan will be updated and finalized for year 2 of the permit term.

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:

The Town has a draft operations and maintenance plan based on the 2010 Draft MS4 Permit which includes maintenance activities for these types of properties. This plan will be updated and finalized for year 2 of the permit term.

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:

To be completed in year 2

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:

Procedures included in SWMP.

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

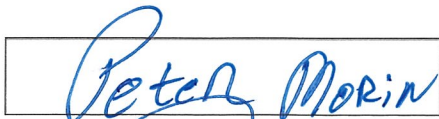

Provide any additional details on activities planned for permit year 2 below:


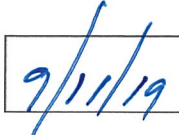
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Part V: Certification of Small MS4 Annual Report 2019

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:  Title: 

Signature:  Date: 

[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

MassDEP: frederick.civian@mass.gov

Paper Signature:

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

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.