

**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:

EPA NPDES Permit Number:

**Primary MS4 Program Manager Contact Information**

Name:  Title:

Street Address Line 1:

Street Address Line 2:

City:  State:  Zip Code:

Email:  Phone Number:

Fax Number:

**Stormwater Management Program (SWMP) Information**

SWMP Location (web address):

Date SWMP was Last Updated:

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:
- 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:
- 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)*

### **Chloride**

#### Annual Requirements

##### *Public Education and Outreach*

- Include an annual message in November/ December to private road salt applicators and commercial industrial site owners on the proper storage and application rates of winter deicing material, along with the steps that can be taken to minimize salt use and protect local waterbodies

### **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

### **Solids, Oil and Grease (Hydrocarbons), or Metals**

#### Annual Requirements

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

- Increase street sweeping frequency of all municipal owned streets and parking lots to a schedule to target areas with potential for high pollutant loads
- Prioritize inspection and maintenance for catch basins to ensure that no sump shall be more than 50
- percent full; Clean catch basins more frequently if inspection and maintenance activities indicate excessive sediment or debris loadings

### **Charles River Watershed Phosphorus TMDL**

- Begin Phase 1 Phosphorus Control Plan (PCP)

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:

We have not yet completed all Year 1 Requirements, due in part to this being a new program and the short time frame between receiving our authorization letter (March 5, 2019) and the end of Year 1 (June 30, 2019). We will catch up with the outstanding Year 1 Requirements in Year 2. Our focus has been on developing and implementing our written IDDE Plan since we are a large city with aging infrastructure; as well as developing Good Housekeeping Best Management Practices (BMPs). We are ahead of schedule on these permit tasks.

Our SWMP was completed in early September and is now posted on the City's website. An opportunity to review it during this reporting period was not feasible since it was finalized after June 30th. We are informing the public of its availability via a water / sewer bill insert in October / November.

For the Phosphorus Control Plan (PCP) we are gathering plans and reports for large commercial and publicly owned properties with existing structural BMPs previously installed (since 2005) and calculating the phosphorus load reduction in accordance with Appendix F, Attachment 3 of the MS4 General Permit. This information will provide important baseline data for our Phase I PCP.

### **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: Special Event: Rabies Clinic**

Message Description and Distribution Method:

A table was set up during the Health Department's late summer clinic, offering low cost rabies vaccinations for dogs and cats. Free pet waste bags and carriers were handed out and people were encouraged to sign a pledge to "Scoop the Poop".

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Eleven people signed the pledge and approximately 20 pet waste bag carriers were handed out.

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: Harvest Fair and GreenExpo**

Message Description and Distribution Method:

The Harvest Fair and GreenExpo is a community-wide festival held each fall in Newton. The Public Works Utilities Division had a booth with stormwater educational materials, an interactive watershed model (EnviroScope) and giveaways. Newton's Sustainable Materials Management (Division of DPW) also had a booth on recycling, household hazardous waste collection and composting initiatives.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Approximately 500 people visited one or both of our educational booths.

Message Date(s): October 14, 2018

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: Fall leaf collection and flood prevention**

Message Description and Distribution Method:

Streaming across the front page of the City's website was a message to encourage residents to bag, mulch or compost their leaves to prevent flooding (clogged storm drains) and keep our lakes, rivers and streams clean.

Targeted Audience: Residents

Responsible Department/Parties: DPW Utilities / MS4 Program Manager

Measurable Goal(s):

Post information on website. Newton's home webpage and slide show were accessed 28,786 times during this time frame.

Message Date(s): November 16 - December 15, 2018

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: Lawn and Garden Tips to Help Curb Stormwater Pollution**

Message Description and Distribution Method:

Infographic flier with ten tips on lawn care and advice to get soil tested prior to applying fertilizer to lawns posted on the City's website (home page). Link to UMass Cooperative Extension School for soil testing provided in the flier.

Targeted Audience: Residents

Responsible Department/Parties: DPW Utilities / MS4 Program Manager

Measurable Goal(s):

Information posted. Newton's home page was visited 48,212 times during this time-frame. We do not know how many clicked on the link to the lawn care flier.

Message Date(s): May 15 - June 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:

The message was proposed to be advertised in the NewtonTAB newspaper. We posted it on our website for over 2 months instead.

### **BMP: Proper management of pet waste**

Message Description and Distribution Method:

Write-up in the Newton Canine Quarterly (a Newsletter of the Newton's City Clerk's Office) on proper pet waste management. Graphics and text were based on materials provided by Think Blue Massachusetts.

Targeted Audience: Residents

Responsible Department/Parties: DPW Utilities

Measurable Goal(s):

Promote proper etiquette and reduce environmental issues with respect to pet waste. The Canine Quarterly distribution list has approximately 4,000 subscribers.

Message Date(s): June 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: Web Page**

Message Description and Distribution Method:

Post pollution prevention information on the City's web page.

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: MS4 Program Manger

Measurable Goal(s):

New educational materials were posted on the stormwater web page: [www.newtonma.gov/stormwater](http://www.newtonma.gov/stormwater)



Message Date(s): Spring 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: Public Works Fair**

Message Description and Distribution Method:

During National Public Works Week we host an afternoon of fun and educational activities representing all the functions performed by DPW. The purpose is to engage residents and children with interactive and educational displays and to promote a better understanding and value for public works programs. A student T-shirt design contest and food drive were also incorporated into the festivities. Both stormwater and sustainable material management programs were included.

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Host event and estimate attendance. Approximately 200 people attended the fair.

Message Date(s): May 18, 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:

This is an extra Public Education BMP (not proposed in our NOI) we wish to include in our Annual Report.

### **BMP: School visits**

Message Description and Distribution Method:

Upon request by Newton teachers, we will bring our EnviroScape watershed model and do a classroom presentation on watersheds, pollution prevention or stormwater depending on the curriculum needs and grade level.

Targeted Audience: Residents (Students)

Responsible Department/Parties: MS4 Program Manager

Measurable Goal(s):

Presentations are given upon request.

Message Date(s): Oct. 2, 2018 at The Chestnut Hill School and March 13, 2019 at the Jackson School.

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:

This is an extra Public Education BMP (not proposed in our NOI) we wish to include in our Annual Report.

**BMP: Stormwater Pollution is trash, oil, cigarette butts & dog waste**

Message Description and Distribution Method:

Think Blue Massachusetts "Fowl Water" video - seen here: <https://thinkbluemassachusetts.org> advertisement on Facebook, Instagram and YouTube

Targeted Audience: Residents

Responsible Department/Parties: DPW Utilities

Measurable Goal(s):

There were 97,791 social media impressions from residents in Newton per the ThinkBlue Massachusetts Charles River Stormwater Collaborative report.

Message Date(s): June 23, 2019 - June 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:

This is an extra Public Education BMP (not proposed in our NOI) we wish to include in our Annual Report.

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:

Our SWMP was not complete by June 30, 2019, therefore an opportunity for public involvement could not be offered this reporting period. It is now complete and has been posted to the City's Department of Public Works webpage. Notification of its availability for public review and comment will be made via a bill insert.

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:

We have a robust Household Hazardous Waste (HHW) Collection program. During this reporting period:

- 1,181 cars dropped off HHW material over the course of 22 collection events (days);
- 2,970 gallons (Qty 54, 55-gal drums containing a majority of pesticides/fertilizers) plus 18 cubic yard boxes (containing flammable paint/paint products) of HHW materials were collected and sent for proper disposal.

Newton Serves was held on April 28, 2019. This day of community service draws approximately 1,000 volunteers and includes park and conservation area clean-ups near and adjacent to the Charles River.

Newton has a 311 system and dedicated customer service division. We received one report of illegal dumping into a storm drain during this reporting period. The report was investigated and door hangers were placed in the neighborhood (corner of Otis Street and Somerset Rd).

### **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:

Complete. Our entire MS4 system was mapped in 2006. Updates are made as needed.

#### **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:

[Empty text box]

*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:

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

Percent of total catchments investigated:

*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:

[Empty text box]

*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:

We have removed an estimated 7,445 gallons per day of sewage from the storm drainage system since 2004.

### **Employee Training**

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

On May 29, 2019 we hosted a two-part training. First part was an overview of the NPDES MS4 Permit requirements and the second part was on our IDDE program and efforts to date.

### **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 draft ordinance has been prepared and distributed to our Engineering Division, Planning and Inspectional Services Department. Comments and new information will be incorporated into a revised draft.

#### **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:

Engineering requires the submission of As-built Drawings for all private construction projects. Operations and Maintenance (O&M) Plans have long been required for Special Projects, Administrative Site Plans reviews and projects triggering Conservation Commission review under the Wetlands Protection Act. The above ordinance will strengthen the O&M Requirements.

### **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:

Newton has developed Complete Streets Policy and a Street Design Guide. Low impact development and disconnecting impervious areas are encouraged, as part of a balanced approach for addressing multiple needs. The documents can be viewed here: [http://www.newtonma.gov/gov/planning/transportation\\_planning\\_/planning/default.asp](http://www.newtonma.gov/gov/planning/transportation_planning_/planning/default.asp)

We will assess parking lot requirements by 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:

Newton's Climate Vulnerability Assessment and Action Plan (Natural Resource Recommendations section) encourages greener approaches. [http://www.newtonma.gov/gov/planning/lrplan/city%E2%80%99s\\_climate\\_action\\_plan.asp](http://www.newtonma.gov/gov/planning/lrplan/city%E2%80%99s_climate_action_plan.asp)

### **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:

During the summer of 2018, roof runoff from a portion of the Franklin Elementary School was directed to a new underground infiltration system. The results of this work are documented in a memo provided by Woodard & Curran Engineers.

## **MCM6: Good Housekeeping**

### **Catch Basin Cleaning**

Describe the status of the catch basin cleaning optimization plan:

We are collecting the data we need to develop a CB cleaning optimization plan using tablets in the field.

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:

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:

Number of catch basins cleaned:

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

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

Total number of catch basins:

If applicable:

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

**Street Sweeping**

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

We are developing written procedures. We sweep all City streets five or more times per year, village centers are swept daily during weekdays (excluding holidays and winter months) and municipal parking lots are swept regularly.

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:

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:

DPW and Planning worked together on a reduced road salt policy, which became effective on February 25, 2019. Snow route maps were revised to reflect the policy. Salt is stored in a covered building suitable for this purpose.

**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:

No action yet.

**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:

Obtained example operation and maintenance procedures to use as a guide.

**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:

Written SWPPPs have been developed for our DPW yards and the Resource Recovery Facility on Rumford Ave. Training of SWPPP inspectors and staff is planned for fall/winter 2019.

*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:

Obtained example written procedures to use as a guide.

**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:  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](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.*

*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.*