



Mayor Michael J. Sullivan

City of Holyoke

William D. Fuqua, Superintendent

Department of Public Works

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CERTIFIED MAIL
RETURN RECEIPT REQUESTED

March 2, 2005

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U.S. Environmental Protection Agency
Region 1
One Congress Street
Suite 1100 (SEW)
Boston, MA 02114-2023
Attention: Jason Turgeon

Docket No. 05-308-22

Subject: Request for Information Pursuant to Section 308 of the Clean Water Act

Dear Mr. Turgeon:

Pursuant to the Section 308 Information Request received by the City, please find enclosed the City of Holyoke's NPDES Phase II Small MS4 General Permit Annual Report for the period March 2003 – March 2004.

Sincerely,

William D. Fuqua
General Superintendent

cc: L. Domizio, MDEP


ATTACHMENT

Instructions: Complete and Include With Your Response

DECLARATION

I declare under penalty of perjury that I am William D. Fuqua
[Name]
the General Superintendent of the City/Town of Holyoke, Massachusetts,
[Title]
that I am authorized to respond on behalf of the City/Town and that the foregoing is a complete,
true, and correct response.

Executed on March 4, 2005
[Date]


[Signature]

William D. Fuqua, General Superintendent
[Type Name and Title]

Municipality/Organization: City of Holyoke

EPA NPDES Permit Number: _____

MaDEP Transmittal Number: W- W 036404

**Annual Report Number
& Reporting Period:** No. 1: March 03-March 04

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: William D. Fuqua **Title:** General Superintendent

Telephone #: (413) 322-5645 **Email:** fuquaw@ci.holyoke.ma.us

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, 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.

Signature:  _____

Printed Name: Michael J. Sullivan

Title: Mayor

Date: 3-2-05

Part II. Self-Assessment

The City of Holyoke has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions except the following provisions:

- HOL-PE-1 Stream BMP Letter**
- HOL-PE-1a Stream BMP Pamphlet**
- HOL-PE-3 Web Site**
- HOL-PE-4 Recycling Brochure**
- HOL-PP-2 Stormwater Public Meeting**

Efforts to comply with these items were complicated due to a shortage of staff during the year. With the addition of qualified staff, efforts have been redoubled to ensure that the deficiencies identified from Year 1 are completed in Year 2 along with other scheduled permit requirements. The lateness of filing this report is due to the pressing demands of a significant Combined Sewer Overflow project that has consumed much of management's available time.

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
HOL-PE-1 Revised	Stream BMP Letter	Conservation / A. Zoeller	Mail letters to abutters	Letter template written	Letter mailed to Green Brook abutters
HOL-PE-1a Revised	Stream BMP Pamphlet	Conservation / A. Zoeller	Distribute 200 Pamphlets	No action taken	Pamphlet designed but not yet mailed
HOL-PE-2a Revised	Snow Handling Policy	Conservation / A. Zoeller	Policy Developed	Policy developed	No action required
HOL-PE-2b Revised	Snow Handling Press Release	Conservation / A. Zoeller	Distribute to 10 Outlets	Press release was issued in early Winter 2003 to local media.	Release planned for February 2005.
HOL-PE-3 Revised	Web Site	DPW / W. Fuqua	Update Web Site	No Action	Conservation Commission to include NPDES Phase II material as part of their Web page.
HOL-PE-4 Revised	Recycling Brochure	DPW / W. Fuqua	Distribute 5000 Brochures	The annual distribution of brochures by the State was cancelled due to budget cuts	The Department has received a grant to continue the production and mailing. Distribution expected Spring 2005.
HOL-PE-5 Revised	Hazardous Waste Collection	DPW / W. Fuqua	One collection day/year	One collection day held	Hold one collection day
HOL-PE-6 Revised	Bilingual Stormwater Brochure	DPW / W. Fuqua	Distribute 5000 Brochures	No Action Required	Distribute brochures

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
HOL-PP-1a Revised	Storm Drain Stenciling Development	DPW / W. Fuqua	Develop program – Year 1	Program developed	Monitor program and consider implementation methods.
HOL-PP-1b	Storm Drain Stenciling	DPW / W. Fuqua		No Action Required	Stencil 50% inlets
HOL-PP-1c Revised	Storm Drain Stenciling Maintenance	DPW / W. Fuqua		No Action Required	No Action Required
HOL-PP-2 Revised	Stormwater Public Meeting	Conservation/ A. Zoeller	Host two meetings annually	No Action	Meeting scheduled for February 2005.
Revised					
Revised					
Revised					

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
HOL-IDD-1a Revised	Storm Drain Mapping	DPW / W. Fuqua	Develop map – Year 1	Map developed	Modify mapping as required by new development or system improvements. Modifications will be done as part of grant received to develop and Integrated Water Resources Management Plan.
HOL-IDD-1b Revised	Outfall Inspections	DPW / W. Fuqua	Inspect 20% outfalls annually	No Action Required	Inspect 20% of outfalls
HOL-IDD-1c Revised	Stormwater Ordinance Revision	DPW / W. Fuqua	Ordinance Reviewed	No Action Required	Review and update ordinance
HOL-IDD-1d Revised	Detection Plan	DPW / W. Fuqua	Plan Completed	No Action Required	Complete Plan
HOL-IDD-1e Revised	Elimination of Illicit Connections	DPW / W. Fuqua	Eliminate 50% of Connections	No Action Required	No Action Required
Revised					

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
HOL-CSRC-1 Revised	Erosion Control Ordinance	DPW / W. Fuqua		No Action Required	Ordinance under review
HOL-CSRC-2a Revised	Inspection Plan	DPW / W. Fuqua		No Action Required	No Action Required
HOL-CSRC-2b Revised	Site Inspections	DPW / W. Fuqua		No Action Required	No Action Required
Revised					
Revised					
Revised					

5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
HOL-PCRC-1a Revised	Basin Inventory	Conservation / A. Zoeller	Inventory All Existing Basins	Inventory and database complete	Update inventory as needed
HOL-PCRC-1b Revised	Annual Inspections	Conservation / A. Zoeller	Inspect 50% of Basins/yr.	No Action Required	All known basins inspected
HOL-PCRC-1c Revised	Basin Inventory Follow-up	Conservation / A. Zoeller	Letters to Non-Compliant Owners	No Action Required	There were five informal communications with basin owners
HOL-PCRC-2 Revised	Stormwater Ordinance	DPW / W. Fuqua		No Action Required	No Action Required
Revised					
Revised					

6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
HOL-MGH-1 Revised	Storm Drain Mapping.	DPW / W. Fuqua	Develop Map – Year 1	Map developed	Modify mapping as required by new development or system improvements.
HOL-MGH-2a Revised	Emergency Plans	DPW / W. Fuqua	Revise Plan & Train	No Action Required	Plan updated, training on-going
HOL-MGH-2b Revised	Pollution Prevention Plan	DPW / W. Fuqua	Offer Plan & Training	No Action Required	No Action Required
HOL-MGH-3a Revised	Catch Basin Cleaning Program	DPW / W. Fuqua	Develop Plan	Program developed	Monitor program and consider modifications.
HOL-MGH-3b Revised	Catch Basin Cleaning Program	DPW / W. Fuqua	Clean All Basins	Department crews cleaned 30% of all catch basins.	Continue cleaning schedule. Collect data on number cleaned and volume collected.
HOL-MGH-4a Revised	Street Sweeping Program	DPW / W. Fuqua	Develop Plan	Plan developed	Monitor program and consider modifications.
HOL-MGH-4b Revised	Street Sweeping Program	DPW / W. Fuqua	Sweep All Streets	All streets were swept between March and August at least once. Higher trafficked routes were swept more frequently as needed.	Continue program.
HOL-MGH-5 Revised	Illegal Dumping Ordinance	DPW / W. Fuqua	Review/Revise Ordinance	No Action Required	Review/Revise Ordinance

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) << if applicable >>

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

Part IV. Summary of Information Collected and Analyzed

Nothing further to report here.

**Part V. Program Outputs & Accomplishments (OPTIONAL)
Programmatic**

Stormwater management position created/staffed	(y/n)	N
Annual program budget/expenditures	(\$)	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	N
Stream teams established or supported	(# or y/n)	N
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	Y
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	1
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	N

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination	X			
▪ Erosion & Sediment Control	X			
▪ Post-Development Stormwater Management	X			
Accompanying Regulation Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination		X		
▪ Erosion & Sediment Control	X			
▪ Post-Development Stormwater Management	X			

Mapping and Illicit Discharges

Outfall mapping complete	(%)	70
Estimated or actual number of outfalls	(#)	139
System-Wide mapping complete	(%)	70
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	100
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	
Illicit discharges identified	(#)	
Illicit connections removed	(#)	
	(est. gpd)	
% of population on sewer	(%)	70
% of population on septic systems	(%)	30

Construction

Number of construction starts (>1-acre)	(#)	7
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100
Site inspections completed	(# or %)	30
Tickets/Stop work orders issued	(# or %)	10
Fines collected	(# and \$)	
Complaints/concerns received from public	(#)	5

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	100
Site inspections completed	(# or %)	
Estimated volume of stormwater recharged	(gpy)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	
Total number of structures cleaned	(#)	
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	Compost
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		
Cost of screenings disposal	(\$)	80

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	
Qty. of sand/debris collected by sweeping	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Compost
Cost of sweepings disposal	(\$)	29
Vacuum street sweepers purchased/leased	(#)	1
Vacuum street sweepers specified in contracts	(y/n)	

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	

Anti-/De-Icing products and ratios		25
	% NaCl	
	% CaCl ₂	
	% MgCl ₂	
	% CMA	
	% Kac	
	% KCl	
	% Sand	75
Pre-wetting techniques utilized	(y/n)	N
Manual control spreaders used	(y/n)	Y
Automatic or Zero-velocity spreaders used	(y/n)	N
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	Y
Storage shed(s) in design or under construction	(y/n)	N