

4/29/11

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Municipality/Organization:
Division of Capital Asset Management

EPA NPDES Permit Number: MAR043018

MaDEP Transmittal Number: W-036168 Grafton Complex,
W-035906 Lancaster Complex, W-037313 Medfield State
Hospital, W-039898 Oakdale Complex

**Annual Report Number
& Reporting Period:** No. 8:
April 1, 2010 - March 31, 2011

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Kim Plunkett

Title: Project Manager

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Email: Kim.Plunkett@state.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: Stephen R Casavecchia

Printed Name: Stephen Casavecchia

Title: Manager, Office of Surplus Properties

Date: 4/27/11

Part II. Self-Assessment

DCAM is in the process of hiring a new Deputy Director of Facilities and until the new person is in place, Kim Plunkett will serve as the point of contact for the permit.

Last year DCAM visited with local facilities managers and transitioned responsibility of education, outreach, involvement and participation tasks to the appropriate facility managers. This seemed to work well and will continue this permit term. A large goal for this coming permit year is to locate and clean catch basins on-site. This will also be directly coordinated with each facility.

Format Notes:

- Facilities no longer owned by DCAM were removed from this annual report (Danvers, Foxborough State Hospital and Metropolitan State).
- BMP descriptions and responsible personnel were updated to reflect current conditions at each facility. BMPs which were no longer applicable have been replaced with more appropriate practices.

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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
1A	Review educational BMP requirements with facility manager (all sites)	Kim Plunkett DCAM	Meet with facility's personnel.	DCAM staff met on-site with facility contacts at Grafton and Oakdale Complexes and conducted a phone interview with facility contacts for Medfield and Lancaster. DCAM staff discussed stormwater educational goals for lease staff and contractors.	DCAM staff to review receiving waters and pollutant parameters of concern at each facility. Meet with facility contact to review current programs and site users, and identify any changes to facility's activities and potential impacts to receiving waters.
1A.2	Education on NPDES and on-site activities - Grafton Job Corps.	Paul Bohnon Job Corps	Number of education materials reviewed/provided.	The NPDES Good Housekeeping Manual is made available to all staff.	Continued stormwater education for facility staff, visitors and contractors.
1A.3	Education on NPDES and on-site activities - Grafton DYS Facility	Jonathan Sawyer DYS	Number of education materials reviewed/provided.	Literature regarding proper snow disposal and removal is displayed on site. Staff members actively participate in the Massachusetts Facility Management Managers Association training program, which includes the following stormwater related trainings: <ul style="list-style-type: none"> • Best Practices Snow Removal • Floor Care and Green Cleaning • Integrated Pest Management • Sweeper Training 	Continued stormwater education for facility staff, visitors and contractors. Continue MAFMA training as applicable.

1A.4	Education on NPDES and on-site activities - Oakdale Complex	John Scannell DCR	Number of education materials reviewed/provided.	Facility user produces several stormwater educational materials and runs a program to educate the local community on stormwater related issues. All staff at the Oakdale complex is trained annually for spill response.	Continued stormwater education for facility staff, visitors and contractors.
1A.5	Education on NPDES and on-site activities - Lancaster Complex	Stephen Casavecchia DCAM	Number of education materials reviewed/provided.	No action	Education of onsite facility staff.
1A.6	Education on NPDES and on-site activities - Medfield	Stephen Casavecchia DCAM	Number of education materials reviewed/provided.	No action	Specific outreach materials will be provided based upon the review of onsite users and activities.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
2A	Public Information Meeting (all sites)	Kim Plunkett DCAM	Review meeting needs	Information pertaining to each applicable site is listed below.	Once annually the DCAM Project Manager will discuss public information meeting needs with each facility manager.
2A.1	Public Information Meeting - Grafton Complexes	Paul Bohnon Job Corps Jonathan Sawyer DYS	Number of meetings	No meetings held.	No meetings anticipated.
2A.2	Public Information Meeting - Oakdale	John Scannell DCR	Conduct meeting.	Facility user at Oakdale site held a meeting on December 10, 2010 to educate DPW directors and Town Administrators, for six of the main watershed communities, about stormwater issues and impacts to the local reservoir. The facility's interpretive staff held both public and school-based programs on watershed management topics.	Continue throughout permit term.
2A.3	Public Information Meeting - Lancaster	Stephen Casavecchia DCAM	Number of meetings	No meetings held.	No meetings anticipated.
2A.4	Public Information Meeting - Medfield	Stephen Casavecchia DCAM	Number of meetings	No meetings held.	No meetings anticipated.

2a. Additions

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3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
3A	Conduct dry weather sampling of outfall.	Kim Plunkett DCAM	Identify suspected illicit connections as DCAM obtains additional surplus property.	Kim Plunkett (DCAM) was assigned to address illicit discharge detection. No suspected illicit connections were identified in previous permit years. Therefore, no action taken.	DCAM to conduct dry weather inspections at all DCAM-owned outfalls and sample, if necessary.
3B	Investigate drainage system.	Kim Plunkett DCAM	For all suspect outfalls, identify outfall tributaries and investigate drainage system.	Kim Plunkett (DCAM) was assigned to address illicit discharge detection. No suspected illicit connections were identified in previous permit years. Therefore, no action taken. DCAM conducted record plan review of available drawings at each facility.	DCAM will continue to conduct record plan review of available drawings at each facility. DCAM will conduct onsite investigations to determine the accuracy of drawings.
3B.1	Investigate drainage system – Grafton Job Corps	Paul Bohannon Job Corps	For all suspect outfalls, identify outfall tributaries and investigate drainage system.		Facility manager to provide a sketch of on-site drainage system connectivity.
3B.2	Investigate drainage system – Grafton DYS Facility	Jonathan Sawyer DYS	For all suspect outfalls, identify outfall tributaries and investigate drainage system.		Facility manager to provide a sketch of on-site drainage system connectivity.
3B.3	Investigate drainage system - Oakdale	John Scannell DCR	For all suspect outfalls, identify outfall tributaries and investigate drainage system.		Facility manager to provide a sketch of on-site drainage system connectivity.

3B.4	Investigate drainage system – Lancaster Complex	Stephen Casavecchia DCAM	For all suspect outfalls, identify outfall tributaries and investigate drainage system.		Facility manager to provide a sketch of on-site drainage system connectivity.
3B	Investigate drainage system - Medfield	Stephen Casavecchia DCAM	For all suspect outfalls, identify outfall tributaries and investigate drainage system.		Facility manager to provide a sketch of on-site drainage system connectivity.
3C	If outfalls are polluted, eliminate the sources.	Kim Plunkett DCAM	Resample sources to verify polluted sources are removed.	Kim Plunkett (DCAM) was assigned to address illicit discharge detection. No suspected illicit connections were identified in previous permit years. Therefore, no action taken.	If illicit connections are identified, and, if time allows, a plan for removal will be prepared.

3a. Additions

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4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
4A	Incorporate EPA's Construction General Permit for all DCAM construction projects. Incorporate EPA's Construction General Permit for DCAM construction projects of 1 acre or greater of disturbed land area.	Kim Plunkett DCAM	Completed	DCAM completed EPA NOIs and incorporated into DCAM Standard Specifications. Contractors also completed NOIs.	Assigned Kim Plunkett as the interim person responsible for this BMP. Continue to incorporate an EPA NOI in DCAM Standard Specifications. Also, continue to require contractors to complete a NOI.
Revised					
Revised					
Revised					

4a. Additions

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

Not Applicable.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

5a. Additions

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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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
6B	Employee training (all sites)	Kim Plunkett DCAM	Discuss employee training needs with individual facility managers. Speak with facility managers at all sites	Reviewed facility information with each facility manager. Information pertaining to each applicable site is listed below.	Continue throughout permit term.
Revised					
6B.1	Employee training – Grafton Job Corps	Paul Bohson Job Corps	Number of employees trained.	Reviewed DCAM’s Stormwater Management Manual with 10 employees.	Continue throughout permit term
6B.2	Employee training – Grafton DYS	Jonathan Sawyer DYS	Number of employees trained.	2 staff members from the Grafton DYS Complex had the opportunity to attend stormwater related trainings offered by Massachusetts Facility Management Managers Association (MAFMA).	Continue to attend stormwater trainings through MAFMA as they are offered.
6B.3	Employee Training - Oakdale	John Scannell DCR	Number of employees trained.	30 to 40 employees received training on hazardous materials handling and spill prevention and response training.	Continue throughout permit term
6B.4	Employee Training – Lancaster & Medfield	Stephen Casavecchia DCAM	Number of employees trained.	One employee received training on hazardous materials handling and spill prevention and response training.	Continue throughout permit term

6C (all sites)	Standard Operating Procedures	Jonathan Sawyer Grafton DYS Paul Bohnon Grafton Job Corps John Scannell DCR Stephen Casavecchia DCAM	Good Housekeeping procedures established and implemented (assessed annually)	Street sweeping is conducted at least once per year. Vehicle maintenance is conducted off site and only basic vehicle rinsing is performed onsite. Snow removal at the Grafton DYS site includes placing snow on the lawn rather than the sidewalks. Pesticides and herbicides are not used in lawn maintenance at any site. A parking lot sweeper and skid loader broom is available from the DCAM tool barn for the Lancaster, Grafton DYS and Medfield sites.	Continue throughout permit term.
6D All Sites	Materials Management	Jonathan Sawyer Grafton DYS Paul Bohnon Grafton Job Corps John Scannell DCR Stephen Casavecchia DCAM	Proper storage of materials (assessed annually)	Outside waste containers/dumpsters are maintained properly including keeping them covered. Sand and salt storage areas are covered.	Continue throughout permit term.

6a. Additions

6a	Site inspection (all sites)	Kim Plunkett DCAM	Number of site inspections performed	Visit each DCAM owned property and inspect current good housekeeping procedures and identify if facility's activities need to be modified or if additional BMPs need to be implemented.
Revised				
6b	Update Good Housekeeping Manual (all sites)	Kim Plunkett DCAM	Good Housekeeping Manual updated	Based upon facility contact meeting and site inspections, update Good Housekeeping Manual to reflect current DCAM property ownership, DCAM policies on stormwater management, and applicable BMPs.
Revised				

6c	Develop catch basin cleaning program (all sites)	Kim Plunkett DCAM		Utilize record plan review and site inspections to identify locations of catch basins. Work with facilities to plan for cleaning in Year 9 or 10.
Revised				
6d	Site management (Medfield)	Kim Plunkett DCAM	SOPs reviewed, site visited, and BMPs recommended.	Identify current maintenance practices and BMPs Medfield site through SOP review and site inspection. Make BMP recommendations.
Revised				
6e	Rain garden review (Oakdale)	John Scannell DCR	Rain garden feasibility researched	If time allows in Permit Year 9, research feasibility of rain garden installation for filtering stormwater before entering reservoir.
Revised				

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)

Not Applicable.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

During this Annual Report period, no data reports have been generated.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/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)	
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	

Legal/Regulatory

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

Mapping and Illicit Discharges

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

Construction

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

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)
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)
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)	
Cost of screenings disposal	(\$)

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)
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)
Cost of sweepings disposal	(\$)
Vacuum street sweepers purchased/leased	(#)
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	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand
Pre-wetting techniques utilized	(y/n)
Manual control spreaders used	(y/n)
Automatic or Zero-velocity spreaders used	(y/n)
Estimated net reduction in typical year salt application	(lbs. or %)
Salt pile(s) covered in storage shed(s)	(y/n)
Storage shed(s) in design or under construction	(y/n)