

Municipality/Organization: Massachusetts Bay Community College

EPA NPDES Permit Number: MAR043003

MaDEP Transmittal Number: W-041171

**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: Marco Brancato

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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: Marco Brancato

Title: Director of Facilities

Date: May 1, 2011

Part II. Self-Assessment

Massachusetts Bay Community College has completed the required self-assessment and has determined to the best of our knowledge that our facility is in compliance with the various parts of our NPDES permit, except for the following provisions:

Part II.F Failed to submit annual report on or before May 1, 2011

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
1-1	Develop and distribute Public Educational and Outreach Materials for students, staff and other members of the MBCC community.	Facilities Department	Develop stormwater brochure and distribute at different locations around MBCC, such as library circulation desk, cafeteria tables, and student notice boards. Distribute copies of the Stormwater Management Policy at the same locations where the stormwater brochures are placed. Monitor number of copies of the stormwater brochure and the stormwater policy, respectively distributed at the above locations.	Copies of MassBay’s stormwater policy and stormwater brochure (based on EPA’s After the Storm brochure) that provides a broad overview of stormwater pollution, including runoff from residential and commercial properties, construction sites, automotive facilities, and forestry operations, are available at the facilities building. Efforts have been undertaken to distribute copies of the stormwater policy and the stormwater brochure at the library, cafeteria and place on student notice boards across the campus.	Continue to distribute and monitor number of copies circulated of the stormwater policy and the stormwater brochure at the different locations specified in the Measurable Goals column.
1-2	Training Program	Facilities Department	Present Stormwater Program at two training sessions annually.	The stormwater program has been re-introduced at various training sessions including OSHA safety training and hazardous waste management training. Meetings are regularly conducted by the Facilities Director with the supervisory staff to discuss the status of the daily, quarterly and annual procedures highlighted in MassBay’s stormwater policy.	MassBay will continue to provide training. Regular meetings will continue to be held between the Facilities Director and the supervisory staff to ensure adherence to the procedures outlined in MassBay’s stormwater policy.
1-3	Stormwater Web page	Facilities Department	Upload the stormwater brochure and the stormwater policy as separate links under stormwater information on the MBCC website. Update and continue to add new links as appropriate related to stormwater management on campus.	The publications/marketing office on campus has been communicated with to develop the stormwater management web page and establish this as a link from the MassBay home page.	MassBay will continue to work towards developing the stormwater web page and include the information in their stormwater brochure and the stormwater management policy so that they can be easily viewed by the members of the MassBay community and also outside.
1-4	Storm Drain Stenciling Program	Facilities Department	Develop and implement the storm drain stenciling program. Maintain the storm drain stenciling program.	The Facilities Department has coordinated with the Office of Student Development in order to involve the different student organizations in MassBay to participate in hand stenciling the storm drains across campus. Discussions have also been initiated to incorporate the storm drain stenciling program as part of the annual Earth Day events at MassBay.	MassBay will work towards implementing the storm drain stenciling program and having all or some of the key catch basin locations stenciled to indicate that these storm drains finally discharge to the Charles River Watershed.
1-5	Watershed Signage at Oakland Street Parking Lot Entrance	Facilities Department	Post signage at parking lot entrance that indicates runoff is tributary to the Charles River Watershed. Post signage at both ends of drainage swale to increase public awareness about stormwater pollution and its effects and also to communicate MBCC’s Stormwater Management Policy.	Signage was posted near the entrance of the Oakland Street parking lot.	Additional signage will be posted near the exit of the Oakland Street parking lot. Also, signs depicting MassBay’s stormwater brochure and its stormwater policy are planned to be installed at both ends of the drainage swale.

1a. Additions

1-6	Pet Waste Signage Station at Back of Oakland Street Parking Lot at Trails	Facilities Department	Install a pet waste station that includes signage and trash receptacle at back of Oakland Street parking lot near the entrance to the walking trails (Nature Trail) at the Sisters of Charity Property.	Trash receptacle has been placed at the entrance to the walking trail.	MassBay plans to install two additional signs at the entrance to the walking trail to urge people to dispose of pet waste and also to educate people about how pet waste could be one of the major sources of stormwater pollution.
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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
2-1	Annual “Green Campus” Program	Facilities Department	Develop, implement and maintain a Green Campus Program	MassBay Recycles flyers and Green Initiative table toppers continue to be available at various locations throughout campus. These provide information as to some of the steps MassBay has taken in their Green Campus Program. This program focuses on MassBay using environmentally preferred products.	MassBay will continue to promote green initiatives throughout the campus.
2-2	Partner with Town of Wellesley	Facilities Department	Form a partnership with the Town of Wellesley Maintain partnership with the Town of Wellesley	MassBay has partnered with the town of Wellesley on a joint project that involves landscape planning and pedestrian safety. This project would enhance the use of green space across the campus, which in turn will contribute towards reducing stormwater discharge from the campus and improving the water quality of this discharge.	MassBay will continue to explore other partnership opportunities with the Town of Wellesley on stormwater and other environmental related issues. The institute will also continue to develop partnership with the Town of Wellesley in an effort to expand their recycling program.
2-3	Partner with local Watershed Group	Facilities Department	Form a partnership with local group(s)	MassBay has partnered with the Mass Public Interest Research Group and the South Middlesex Opportunity Council to organize the annual Earth Day event in Spring of every year. This clean-up event is conducted by a group of students under the supervision of a faculty, usually at sites located outside the campus.	MassBay will continue to pursue partnerships with other local watershed or environmental groups on stormwater and environmental related issues if opportunities occur.
2-4	Call Center/Suggestion Box	Facilities Department	Set up designated line or suggestion box. Monitor and maintain designated line or suggestion box.	The suggestion box that was placed on the 2 nd floor of the library by the elevators is regularly monitored and issues are addressed.	MassBay will continue to regularly monitor the suggestion box and address any stormwater or environmental issues that have been addressed in the suggestions.

2a. Additions

2-5	Conduct workshops by educators/speakers /concerned citizens	Facilities Department	Conduct workshops involving educators, speakers and concerned citizens to involve public participation in the stormwater program.	The Facilities Department is considering discussions with the Environmental Sciences and Safety program on hosting lectures or workshops related to stormwater pollution and the solutions to prevent its effects.	MassBay will continue to have follow-up discussions with the Environmental Sciences and Safety program about any potential lectures or one-day workshops on stormwater related issues that would increase public participation in MassBay’s stormwater program.
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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
3-1	Storm Drain System Map	Facilities Department	Complete facility storm drainage system map	All 26 catch basins and storm drain pipes across campus have been mapped and shown on an aerial map of the campus.	Any future modifications to the drainage system will be added to the map. Efforts will be made to map these catch basins in a geographical information database and add attributes to the outfall locations (e.g. diameter of outfall).
3-2	Stormwater Policy	Facilities Department	Develop Stormwater Policy Take Present Policy to MBCC administration Review Policy’s effectiveness	MassBay has developed the Stormwater Management Policy to reduce illicit discharge of contaminants to the stormwater system. The Facilities Department continues to follow a series of procedures on a daily, monthly and quarterly basis as part of this policy. These practices include but are not limited to emptying all exterior trash receptacles daily, cleaning roof top gutters quarterly, checking all heating and cooling equipment for leaks quarterly, removing road sand yearly, cleaning catch basins yearly, regularly cleaning out the drainage swales, maintaining all MBCC vehicles offsite at professional facilities, discontinuing the use of chemical pesticides, and following green practices for lawn care. The MassBay administration is aware of the institute’s stormwater policy.	MassBay will continue to follow the procedures outlined in their Stormwater Policy. During Permit Year 9 the policy will be regularly monitored and reviewed for effectiveness.
3-3	Illicit Discharge Detection Campaign	Facilities Department	Conduct dry-weather field screening of outfall during regular cleaning and track the number of surveys indicating a possible illicit connection. Trace the source of potential illicit discharges.	MassBay drains discharge to the Town of Wellesley’s drainage system. No illicit discharges within the MBCC system, have been detected to date.	MassBay will continue to monitor the drainage system for illicit discharges.
3-4	Illicit Discharge Elimination Program	Facilities Department	Correct illicit discharges that have been identified under BMP 3-3.	Since no illicit discharges have been detected so far, no remedial action has been required.	MassBay proposes to remove illicit discharges if they are detected.
3-5	Education Program	Facilities Department	Develop and distribute copies of MBCC’s Stormwater Policy that addresses how illicit discharges to MBCC’s stormwater system can be minimized.	Copies of MassBay’s Stormwater Policy are available at the Facilities Department Building. MassBay will also have these copies available for pick up at the library and cafeteria tables, and also posted on student notice boards.	MassBay will continue to have copies of the Stormwater Policy available at the different locations specified in the Progress on Goal(s) column. Additionally, MassBay will work towards developing the stormwater web page and include the Stormwater Policy as a link on this web site so that they can be easily viewed by the members of the MassBay community and also outside.

3a. Additions

3-6	Recycling programs	Facilities Department	Initiate recycling programs for commonly dumped wastes, such as motor oil, antifreeze and pesticides.	MassBay has recently partnered with the Waste Management Agency (WMA) for recycling toner cartridges. MBCC has also partnered with Clean Harbors – Braintree for recycling their motor oil, pesticides, antifreeze, biochemical and hazardous waste materials that are generated from the campus. All paper and cardboard are recycled in-house.	MassBay will continue to follow all the existing recycling programs and review their effectiveness.
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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
4-1	Regulatory Controls	Facilities Department	Develop erosion and sediment control contract specifications.	No construction activities related to new development and/or redevelopment have been undertaken or are planned. Therefore erosion and sediment control contract specifications construction site stormwater runoff control guidelines have not been developed by MassBay.	Since no construction activities are planned for Permit Year 9, no planned activities are applicable for BMP 4-1.
4-2	Review and Site Inspection Procedures	Facilities Department	Develop and implement site inspection guidelines. All applicable plans reviewed for compliance with contract specifications and implement inspection program. Maintain inspection program.	No construction activities related to new development and/or redevelopment have been undertaken or are planned. Therefore review and site inspection procedures related to erosion and sediment control have not been developed by MassBay.	Since no construction activities are planned for Permit Year 9, no planned activities are applicable for BMP 4-2.
4-3	Enforcement Procedures	Facilities Department	Develop sanctions for violators All applicable plans reviewed for compliance with contract.	No construction activities related to new development and/or redevelopment have been undertaken or are planned. Therefore enforcement procedures related to erosion and sediment control have not been developed by MassBay	Since no construction activities are planned for Permit Year 9, no planned activities are applicable for BMP 4-3.
4-4	Procedures for Handling Public Comment	Facilities Department	Develop and implement procedure for public comment Maintain a record of comments received and actions taken.	No construction activities related to new development and/or redevelopment have been undertaken or are planned. Therefore procedures for handling public comment related to erosion and sediment control have not been developed by MassBay.	Since no construction activities are planned for Permit Year 9, no planned activities are applicable for BMP 4-4.

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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
5-1	Structural Stormwater Controls	Facilities Department	Develop contract specifications for structural controls.	<p>Since no construction activities have been undertaken or are planned, MassBay has not developed any contract specifications for structural BMPs. However, MassBay has vegetated and planted new shrubs over approximately 1500 square feet, which covers the courtyard, front area of the bookstore, and the corner of Route 9 and Oakland Street. These re-vegetated areas reduce the effective impervious area directly connected to storm sewer systems, serve as effective sediment and erosion control structures, reduce stormwater runoff volume, and also improve the water quality of the runoff.</p> <p>The institute also regularly maintains and cuts grass in the area around the swale and has installed a new wooden fence around the swale to prevent unwanted debris from falling in it.</p>	MassBay will continue to maintain the re-vegetated areas and protect the drainage swale. Since no construction activities related to new development and/or redevelopment are planned for Permit Year 9, the institute has no additional planned activities that are applicable for BMP 5-1.
5-2	Stormwater Policy	Facilities Department	Develop and implement policy.	MassBay has developed the Stormwater Management Policy that addresses reduced pollution in post-construction stormwater discharges. The Facilities Department continues to follow a series of procedures on a regular basis that include but are not limited to cleaning roof top gutters, removing road sand, cleaning catch basins, cleaning out the drainage swales, and following green practices for lawn care.	MassBay will continue to follow the procedures outlined in their Stormwater Policy. During Year 8 the policy will be reviewed for effectiveness.
5-3	Planning Strategies	Facilities Department	Update and implement planning criteria.	No construction activities related to new development and/or redevelopment have been undertaken or are planned. Therefore planning strategies related to post construction stormwater management have not been developed by MassBay.	Since no construction activities are planned for Permit Year 8, no planned activities are applicable for BMP 5-3.

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
6-1	Employee Training Program	Facilities Department	Formalize the existing employee-training program. Conduct employee training annually	The stormwater program has been re-introduced at various training sessions including OSHA safety training and hazardous waste management training. Meetings are regularly conducted by the Facilities Director with the supervisory staff to discuss the status of the daily, quarterly and annual procedures highlighted in MassBay stormwater policy.	MassBay will continue to provide training. Regular meetings will continue to be held between the Facilities Director and the supervisory staff to ensure adherence to the procedures outlined in MBCC’s stormwater policy.
6-2	Recycling Program	Facilities Department	Monitor and maintain recycling program	MassBay has partnered with the Waste Management Agency (WMA) for recycling toner cartridges. MBCC continues to partner with Clean Harbors – Braintree for recycling their motor oil, pesticides, antifreeze, biochemical and hazardous waste materials that are generated from the campus. All paper and cardboard are recycled in-house.	MassBay will continue to monitor and implement the current recycling program with the ultimate goal of preventing or reducing pollutant runoff into the stormwater system.
6-3	Catch Basin Cleaning Program	Facilities Department	Assess on campus catch basins and contract with a company to conduct catch basin cleaning as needed. Maintain record of receipts for catch basin cleaning.	MassBay has cleaned the catch basins across campus in June. This cleaning program is also incorporated into MBCC’s Stormwater Policy as a yearly procedure that occurs every June. This cleaning activity was conducted by an external contractor.	MassBay has committed to cleaning all the 26 catch basins on campus in June of Permit Year 8.
6-4	Street Sweeping Program	Facilities Department	Conduct annual street sweeping of parking lots and interior roads on campus.	MassBay conducts street sweeping as needed, where parking lots and interior roads on campus are swept prior to commencement in May, and one other time in summer. This street sweeping program has also been incorporated into MBCC’s Stormwater Policy. This cleaning activity is performed by in-house facility personnel	MassBay will continue to conduct in-house street sweeping on an as-needed basis since in the process of purchasing street sweeping equipment

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

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					

Part IV. Summary of Information Collected and Analyzed

Not Applicable

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	No
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	(#) (est. gpd)	
% of population on sewer	(%)	
% 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)	