NPDES PII Small MS4 General Permit
Annual Report

Part I. General Information

Contact Person: William Tuttle
Title: Superintendent
Telephone #: 978-422-6767
Email: btuttle@sterlingdpw.com

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: [Signature]
Printed Name: William P. Tuttle
Title: Superintendent of Public Works
Date: 4/01/12
Part II. Self-Assessment

The Town of Sterling has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions, except the following provisions.

Part II.F

Failure to report by May 1.

After further review, I believe the permit number and dates on last year’s report were incorrect.
# Part III. Summary of Minimum Control Measures

## 1. Public Education and Outreach

<table>
<thead>
<tr>
<th>BMP ID #</th>
<th>BMP Description</th>
<th>Responsible Dept./Person Name</th>
<th>Measurable Goal(s)</th>
<th>Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)</th>
<th>Planned Activities – Permit Year 9</th>
</tr>
</thead>
</table>
| 1-1      | Co-sponsor Biennial Household Hazardous Waste Collection Events | Sterling Department of Public Works | Spring/Fall '03, Spring/Fall '04, Spring/Fall '05, Spring/Fall '06, Spring/Fall '07/’09 | - Wachusett Earthday Inc. has officially opened. It is a 7 town collaborative recycle center which collects bulk waste and Hazardous Household Products.  
- A total of 61 collections were held in calendar 2011 with 4 of them collecting HHW.  
- This included 4372 cart trips to the center from the 7 member towns.  
- Over 5000 gallons of HHW have been collected.  
- The center will remain open with 4 HHW collections per year. | - The Wachusett Regional Recycle Center will continue to open every Wednesday from 2:30 – 4:30 pm and every 3rd Saturday from 8-11 am  
- 4 HHW collections are set for 2012, May 19, June 16, September 15 & November 17. |
| 1-2      | Place Educational Information on Sterling Public Access Television | Sterling Department of Public Works | Fall '03, Winter '03/’04 – Winter '07/’08/’09 | - Sterling/Lancaster Community television has been in operation for several years. This has allowed us to broadcast multiple PSA's including Trash and Recycling and Don't Pollute your local drainage systems.  
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- The DSR has offered new CD's available for 2012 including Reduce, Reuse, Reuse in the storm, and Think Blue MA which will be available on local access. | - Sterling/Lancaster Community television has been in operation for several years. This has allowed us to broadcast multiple PSA's including Trash and Recycling and Don't Pollute your local drainage systems.  
- The DSR has offered new CD's available for 2012 including Reduce, Reuse, Reuse in the storm, and Think Blue MA which will be available on local access. |
| 1-3      | Post Educational Information on the Town’s Official Web Site | Sterling Department of Public Works | Spring ‘05 – Winter 07/’08/’09 | Stormwater related information has been posted on the DPW website www.sterlingdpw.com and the Town of Sterling official website www.sterlingma.gov (under protective bylaws) | Stormwater related information has been posted on the DPW website www.sterlingdpw.com and the Town of Sterling official website www.sterlingma.gov (under protective bylaws) |
| 1-4      | Promote Water Conservation Practices to Homeowners | Sterling Department of Public Works | Spring/Summer '08, Spring '09 – Winter 07/’09/’09 | - Water conservation information is in the Sterling 2011 Annual Water-Quality Report.  
- A new Water Use Restriction Bylaw has been adopted by the Water Commission to protect, preserve and maintain the public health, safety and welfare of the town.  
- Water conservation info is posted on the DPW website www.sterlingdpw.com and maintained regularly.  
- A mandatory water use restriction under the Water Mgt Act was in place from May 1 to Sep 30  
- Water conservation information in the Sterling 2011 Annual Water-Quality Report.  
- A new Water Use Restriction Bylaw has been adopted by the Water Commission to protect, preserve and maintain the public health, safety and welfare of the town.  
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- Water conservation info is posted on the DPW website www.sterlingdpw.com and maintained regularly.  
- A mandatory water use restriction under the Water Mgt Act was in place from May 1 to Sep 30.  
- Water use restriction will start May 1, 2012. |
| 1-5 | Publish Educational Information Targeted to Community Businesses | Sterling Department of Public Works | Spring ’06  
- Develop an educational press release targeted to the stormwater management practices of local businesses.  
- Submit press release to the Sterling Gazette for publishing.  
- Post the informational press release on the Town’s official website. | Information on best management practices has been posted on DPW website [www.sterlingdpw.com](http://www.sterlingdpw.com) | Information on best management practices has been posted on DPW website [www.sterlingdpw.com](http://www.sterlingdpw.com) |

| 1-6 | Conduct EnviroScape Demonstrations at Local Schools | Sterling Department of Public Works | Spring ’05, Spring ’06, Spring ’07/08/09  
- Each Spring during the permit term, the Sterling DPW will borrow the EnviroScape watershed/contaminant source model from the NDC office for use in their educational demonstrations.  
- Each year conduct the EnviroScape demonstrations for all fourth grade students at Sterling’s public middle school. | The DCR division of Water Supply Protection will be performing outreach to watershed residents the week of May 2, 2010, it will include brochures and a display informing Sterling residents about water quality and ways to protect drinking water, ground water supplies, surface waters, as well as ways to improve stormwater runoff.  
- It was called Earth Day at Wachusett Reservoir and all watershed areas were posted and invited to attend. Many residents from Sterling attended. | The DCR Rangers visited many schools in the Wachusett District providing stormwater education for schoolchildren including Watershed Model and Mapping, History, Forest Succession and Field Trips. |
## 2. Public Involvement and Participation

<table>
<thead>
<tr>
<th>BMP ID #</th>
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<th>Planned Activities – Permit Year 9</th>
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</table>
| 2-1      | Public Access to Draft SWMP & Receipt of Comment | Sterling Department of Public Work | Summer ’07  
- Make draft SWMP available to the public and conduct public comment period.  
- Finalize SWMP.  
- Make the final SWMP accessible to the public via the Town’s public library and web page. | No Activities planned beyond Permit Year 1 | No Activities planned beyond Permit Year 1 |
| 2-2      | Public Access to Annual Report & Receipt of Comment | Sterling Department of Public Work | Spring ‘06/07/08/09/10/11  
- Prepare an annual report.  
- Submit an annual report to both the EPA and MA DEP. | Prepare report as well as work with consultants to stay in compliance with the new permit once issued. The DCR has notified Sterling that they will be working closely with us to meet all the requirements of the new permit as our efforts tend to overlap. | Prepare report as well as work with consultants to stay in compliance with the new permit once issued. The DCR has notified Sterling that they will be working closely with us to meet all the requirements of the new permit as our efforts tend to overlap. |
| 2-3      | Provide Support to Local Cleanup Activities | Sterling Department of Public Work | Spring ‘06/07/08/09/10/11  
- Draft and distribute an annual letter offering assistance with local cleanup activities to neighborhood associations, homeowner associations, lake associations, and civic groups active in Sterling.  
- Track which entities the letters are sent to each year.  
- Track the number of cleanup activities the DPW assists in conducting each year.  
- Track the number of cleanup participants at each activity the DPW assists in conducting.  
- Track which areas of Town are cleaned by each activity the DPW assists in conducting. | Last year Sterling advertised a Town-wide cleanup from April 9 to 24th and many tons of debris was collected and put at roadside. The DPW assisted in collecting all of this material. | This year’s roadside clean-up is advertised for April 14 thru May 30, 2012. The DPW continues to collect these materials for disposal. |

### 2a. Additions

No additions to report.
### 3. Illicit Discharge Detection and Elimination

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| 3-1    | Update the Town’s Storm Drain System Map | Sterling Planning Board, Sterling Department of Public Works | Spring ’06 – Winter ’07/08/09  
- Draft and take to Town Meeting an amendment to the Protective Bylaws that would require project proponents for any project regulated by the Zoning Board to submit a copy of the as-built plans to the Planning Board in digital format.  
- Draft an amendment to the Rules and Regulations Governing the Subdivision of Land that would require project proponents to submit a copy of the subdivision’s as-built plans to the Planning Board in digital format.  
- Adopt the proposed amendment to the Rules and Regulations Governing the Subdivision of Land at a meeting of the Planning Board.  
- Continuously update the storm drainage system map as new components are added to the municipal storm drainage system.  
- Conduct an inventory of all mapped storm drainage facilities and digitize the as-built plans for conversion to a GIS format for inclusion in the Town’s Storm Drainage System Map. | At the May 11, 2009 Annual Town Meeting the General Bylaws of the Town were amended to create a new Sterling Stormwater Management Bylaw. It was designed to protect public health, safety, and environment by establishing requirements and procedures to manage stormwater runoff, promote groundwater recharge, and prevent water pollution from new development and redevelopment.  
Continue to update the municipal storm drainage system.  
There have not been many additions due to lack of development in the past few years. | Continue to update the municipal storm drainage system. |
| 3-2    | Adopt a Bylaw Governing Discharges to the Municipal Storm Drain System | Sterling Town Department of Public Works, Sterling Conservation Commission, Sterling Board of Health | Fall ’06  
- Draft the Bylaw Governing Discharges to the Municipal Storm Drainage System.  
- Take the Bylaw Governing Discharges to the Municipal Storm Drainage System to Town Meeting for acceptance.  
- Track the number of enforcement actions taken.  
- Post Bylaw on Town’s website. | Proposed bylaw has been developed and will be on the Fall ’07 Town Meeting warrant.  
Article 13 on the Special Town Meeting of Oct. 15, 2007 amended the Town’s General Bylaws by adding a new section entitled ILLEI7 CONNECTIONS AND DISCHARGES TO THE STORM DRAIN SYSTEM. This addresses Purpose and Authority, Definitions, Regulations, Prohibited Activities, Suspension of Access, Notification of Spills, Enforcement, Severability and, Transitional Provisions.  
- All Bylaws have been adopted at Town Meetings.  
- Enforcement actions are continuing by Sterling Conservation Commission as well as the DCR.  
- The Bylaws governing discharges are posted on the Town of Sterling website. | All Bylaws have been adopted at Town Meetings. |
| 3-3    | Implement an Illicit Discharge Detection and Elimination Plan | Sterling Department of Public Works | Fall ’06 – Winter ’07/08/09  
- Develop an Illicit Discharge Detection and Elimination Plan.  
- Conduct dry-weather field screening of outfalls and track the number of surveys indicating a possible illicit connection.  
- Trace the source of potential illicit discharges.  
- Track the number of illicit connections found.  
- Track the number of illicit connections required to be replaced.  
- Field screening of outfalls are conducted when catch basins and manhole cleaning is performed along with the sweeping of road sand.  
- The DCR continues the screening of outfalls as well as labeling these outfalls. | Field screening of outfalls are conducted when catch basins and manhole cleaning is performed along with the sweeping of road sand. |
| 3-4    | Establish a Formal Septic System Management Program (SSMP) | Sterling Board of Health | Fall ’06 – Winter ’07/08/09  
- Track the distribution of the public education packets.  
- Post educational information on the BOH’s website.  
- Track the number of septic system pumping companies licensed by the Town each year.  
- Track the number of septic system installations that are licensed by the Town each year.  
- Track the number of Certificates of Compliance issued each year.  
- Track the number of failed septic systems identified each year and action taken.  
- Track the number of property owners that participate in the Septic System Repair Loan Program (SSRIP). | _12_ septic system pumping companies were licensed by the Town in 2011.  
_30_ septic system installers that were licensed by the Town in 2009.  
_22_ Certificate of Compliance were issued in 2008.  
_10_ septic systems were identified as having failed and were repaired in 2009.  
_2_ property owners participated in the SSRIP in 2009.  
- Date supplied by Sterling Board of Health | Tracking to continue. |

3a. Additions
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</table>
| 4-1      | Adopt a Stormwater Management and Land Disturbance Bylaw | Sterling Conservation Commission | Spring '06  
- Draft the Stormwater Management and Land Disturbance Bylaw.  
- Take the Stormwater Management and Land Disturbance Bylaw to Town Meeting for acceptance.  
- Track the number of enforcement actions taken. | • Prepared bylaws have been developed and will be on the Fall '08 Town Meeting warrant  
• STM Articles 11 + 12 on Oct. 15, 2007 amended the Protective Zoning Bylaws in both Site Development Requirements and Site Plan Review. These two amended By-laws address both Stormwater Management and Land Disturbance. | • All necessary Bylaws have been adopted.  
• Enforcement continues by Sterling Conservation Commission and DCR. |
| 4-2      | Develop a Site Inspection Form and Conduct Site Inspections | Sterling Conservation Commission | Spring ’06 – Winter ’07/08/09  
- Develop a Site Inspection Form that reflects the ESCP requirements.  
- Track the frequency of inspections conducted for each site.  
- Track the completion of inspection forms.  
- Track the number of failed ESCP BMPs discovered on each site. | • The Sterling Conservation Commission in conjunction with their Agent handle all site inspections as well as the Department of Conservation and Recreation. | • Enforcement and inspections are conducted by the Conservation Commission and DCR. |
| 4-3      | Develop and Implement a Citizen Complaint Hotline | Sterling Department of Public Works  
Sterling Conservation Commission | Spring ’06  
- Establish the Citizen Complaint Hotline.  
- Advertise the Citizen Complaint Hotline.  
- Track the number of complaints received via the Citizen Complaint Hotline.  
- Track the problems/incidents remedied as a result of the Citizen Complaint Hotline. | A citizen complaint link is provided on the DPW web site www.springleey.com  
To date no complaints have been received | A citizen complaint link is provided on the DPW web site www.springleey.com  
Several complaints have been logged and forwarded to proper authorities, DCR/Conservation. |

4a. Additions

No additions to report.
## 5. Post-Construction Stormwater Management in New Development and Redevelopment

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</table>
| 5-1      | Revise the Site Development Requirements of the Protective Bylaws | Sterling Planning Board Sterling Conservation Commission | Spring '06  
- Draft an amendment to Section 3.3 of Article 3 (General Regulations) and Section 6.4 of Article 6 (Administration and Procedures) of the Protective Bylaws.  
- Submit the amendment to the Planning Board and hold a public hearing.  
- Take the amendment to Town Meeting for a vote of acceptance. | - Proposed bylaws have been developed and will be on the Fall '07 Town Meeting warrant.  
The Protective Zoning Bylaw of the Town of Sterling at section 3.3 (Site Development Requirements) + 6.4 (Site Plan Review) were amended at STM of Oct. 15, 2007. Public hearings were held. | - The Sterling Stormwater Bylaw was adopted at ATM on May 11, 2009. |
| 5-2      | Revise the Rules & Regulations Governing the Subdivision of Land | Sterling Planning Board Sterling Conservation Commission | Spring '06  
- Draft amendments to Sections 3300 (Definitive Plan) and 4300 (Stormwater Management) of the Rules and Regulations Governing the Subdivision of Land and submit the amendments to the Planning Board.  
- Adopt the proposed amendments at a meeting of the Planning Board. | - Proposed bylaws have been developed and will be on the Fall '07 Town Meeting warrant.  
The Protective Zoning Bylaw of the Town of Sterling at section 3.3 (Site Development Requirements) + 6.4 (Site Plan Review) were amended at STM of Oct. 15, 2007. Public hearings were held. | - The Sterling Stormwater Bylaw was adopted at ATM on May 11, 2009. |

### 5a. Additions

No additions to report.
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<th>Planned Activities – Permit Year 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-1</td>
<td>Develop a Formal Training Program for DPW Staff</td>
<td>Sterling Department of Public Works Superintendent</td>
<td>Fall '06 – Winter '07/08</td>
<td>- Goals were revised. No activities took place this year.</td>
<td>Activities to proceed as noted in the Measurable Goal's column.</td>
</tr>
<tr>
<td>6-2</td>
<td>Formalize the Catch Basin Cleaning Program</td>
<td>Sterling Department of Public Works</td>
<td>Summer '07 – Winter '07/08</td>
<td>- Conduct training sessions with all current employees.</td>
<td>Continue to track catch basin cleaning. Sterling DPW is on a 3-year cleaning cycle.</td>
</tr>
<tr>
<td>6-3</td>
<td>Maintain Municipally Operated Structural BMPs</td>
<td>Sterling Department of Public Works</td>
<td>Spring '06</td>
<td>- Maintain an accurate log of catch basins cleaned.</td>
<td></td>
</tr>
<tr>
<td>6-4</td>
<td>Formalize the Existing Parking Lot and Street Sweeping Program</td>
<td>Sterling Department of Public Works</td>
<td>Summer '07 – Winter '07/08</td>
<td>- Maintain an accurate log of streets swept.</td>
<td></td>
</tr>
<tr>
<td>6-5</td>
<td>Develop a Vehicle &amp; Equipment Maintenance Policy</td>
<td>Sterling Department of Public Works</td>
<td>Winter '07</td>
<td>- Develop and implement a vehicle maintenance program.</td>
<td></td>
</tr>
<tr>
<td>6-6</td>
<td>Develop a Vehicle &amp; Equipment Cleaning Policy</td>
<td>Sterling Department of Public Works</td>
<td>Winter '07/08</td>
<td>- Develop and implement a vehicle and equipment cleaning policy that works toward complying with the Massachusetts DEP's upcoming vehicle washing policy.</td>
<td></td>
</tr>
<tr>
<td>6-7</td>
<td>Develop a Landscape and Lawn Care Policy</td>
<td>Sterling Department of Public Works</td>
<td>Winter '06</td>
<td>- Develop and implement a landscape and lawn care policy.</td>
<td>Activities to proceed as noted in the Measurable Goal's column.</td>
</tr>
<tr>
<td>6-8</td>
<td>Develop and Implement a Spill Prevention and Response Plan (SPRP) for the DPW Worcester Road Facility</td>
<td>Sterling Department of Public Works</td>
<td>Summer/Winter '06</td>
<td></td>
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<tr>
<td></td>
<td>• Develop and implement a formal Spill Prevention and Response Plan (SPRP) for the DPW Worcester Road DPW facility.</td>
<td></td>
<td>Goals have been revised</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Incorporate the SPRP into the DPW employee-training program.</td>
<td></td>
<td>We have procured and store emergency spill containment and cleanup supplies in a specially designated area.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Procure and store emergency spill containment and cleanup supplies in a specially designated area.</td>
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<tr>
<td></td>
<td>• Post a summary of the Spill Prevention and Response Plan at various locations throughout facility.</td>
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<tr>
<td></td>
<td>• Conduct an annual review of the Spill Prevention and Response Plan.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>6-9</th>
<th>Open a Year Round Materials Collection Program</th>
<th>Sterling Department of Public Works</th>
<th>Spring '03 — Winter '07/08/09</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Accept hazardous materials year round at the Worcester Road DPW facility.</td>
<td></td>
<td>Accepted hazardous and non-hazardous materials year round at the Worcester Road DPW facility.</td>
</tr>
<tr>
<td></td>
<td>• Accept additional non-hazardous materials on a fee basis year round at the Worcester Road DPW facility.</td>
<td></td>
<td>Accepted hazardous and non-hazardous materials year round at the Worcester Road DPW facility.</td>
</tr>
<tr>
<td></td>
<td>Maintain records of materials collected at the DPW Facility and submit a report of materials collected to the DEP as a part of the Massachusetts Municipal Recycling Program.</td>
<td></td>
<td>Maintained records of materials collected throughout 2007 at the DPW facility and submitted a report of the materials collected to the DEP as a part of the Massachusetts Municipal Recycling Program.</td>
</tr>
</tbody>
</table>

6a. Additions

No additions to report.
7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)  

<table>
<thead>
<tr>
<th>BMP ID #</th>
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<th>Planned Activities – Permit Year 2</th>
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<tbody>
<tr>
<td>Revised</td>
<td></td>
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</table>

7a. Additions

7b. WLA Assessment