

**Municipality/Organization:** Massachusetts Hospital School

---

**EPA NPDES Permit Number:** MAR42004

---

**MADEP Transmittal Number:** W- 035181

---

**Annual Report Number  
& Reporting Period:** No.9 April

---

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

Contact Person: Richard Pollara

Title: Director of Facilities  
Massachusetts Hospital School

---

Telephone #: (781)830-8358

Email: Richard.Pollara@.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: Sandra Akers

Printed Name: Sandra Akers

Title: Bureau Director, Public Health Hospitals

Date: May 1, 2013

**Part II. Self-Assessment**

**The facility of Massachusetts Hospital School has completed the required self assessment and has determined that it is in compliance with all permit conditions. Please note that this is a State-owned and operated campus facility and not a municipality.**

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 partners indicated, if any)	Future Activities
B1-2	Identify all groups with facilities on campus to target info.	Facilities Management and Human Resources	List of groups with contact info	This list was compiled in permit year 1 and continues to be updated yearly. (Item B2-1 is related and is no longer listed separately)	This list will be updated on a yearly basis to reflect changes.
B2-1	Compile list of existing activities on campus with potential stormwater impact	Facilities Management and Human Resources	List of activities with organization and contacts (this item and B1-2 are related)	This list was compiled in permit year 1 and continues to be updated yearly.	This list will also be updated yearly.
B1-1	Brochure development and distribution	Facilities Management and Human Resources	Brochure completed and published, number and availability	A few hundred brochures have been produced. Brochures are continually available to anyone entering the campus at the administrative building.	Brochures are printed up and distributed and will remain available
B1-3	Integrate good housekeeping into orientation and yearly training	Facilities Management and Human Resources	A training program with recordkeeping on individuals trained in their HR files	A video presentation is available for training by facility staff. Regular orientation and refresher training commenced during permit year 3.	Good housekeeping training will continue.
B1-4	Develop curriculum for school on stormwater	Human Resources	A curriculum unit for some classes in the school	This cannot be put into place due to cognitive level of patients.	Dept. of Education will work with students in regards to recycling and the impact that pollution has to storm water.
B1-5	Guest speaker on stormwater and other environmental issues	Facilities Management and Compliance Officer	One presentation with handouts and/or posters. May be done in coordination with other DPH facilities	This has been incorporated into Annual Orientation for staff and volunteers.	This will continue annually.

1a. Additions (none)

**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 partners indicated, if any)	Future Activities
B2-4	Coordinate with town of Canton	Compliance Officer and Facilities Management	Meetings with town of Canton	The town of Canton is not currently interested in working with the facility on stormwater issues.	Facilities Management will continue to keep in touch with Canton. MHS will submit in writing, a continued interest in support of the storm water permit.
Revised					
B2-3	Stormwater stencil day	Facilities Management and Compliance Officer	Storm drains located in parking lots or roads to be stenciled	Has been completed.	Drain stenciling will continue on an annual (June) basis to maintain stencil's visibility.
Revised	<i>This item has been postponed</i>				
B2-2	Publicize existing environmental/watershed groups	Human Resources and Compliance Officer	Information on local watershed groups are to be made available to staff and visitors to the facility.	Work on publicizing the Neponset River Watershed association has begun. Information on this organization and related activities will be posted in an area visible to staff, patients and visitors to the facility.	Will continue to be posted. Facilities Management will include storm water information in their quarterly news/letter
Revised					

**2a. Additions**

(none)

### 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 partners indicated, if any)	Future Activities
B3-1 Revised	Compile maps and other info of existing stormwater system	Facilities Management	Maps in large format and standard handout size	A base map is available now, and used by facility staff. Additional information is added as it becomes available. GPS mapping has been postponed pending funding availability.	FY 2013 pending funds
B3-3 Revised	Survey of campus buildings for illegal connections	Facilities management	All buildings checked using dye, smoke or other method	The locations of potential interconnections have been determined. The facility is working on obtaining funds to perform smoke or dye testing. This may be available through a Division of Capital Asset Management (DCAM) program for facility repairs currently in use. Placed onto the Deferred Maintenance list, awaiting funding.	FY 2013 pending funds
B3-2 Revised	Develop written SOP for handling illicit connections	Facilities management and human resources	One or more written SOPs. This will serve the purpose that a bylaw would for a town.	Illicit connections are not allowed during any construction activities. A written statement of this has been added to the facility maintenance handbook.	No additional activities are planned on this item.
B3-4 Revised	Repair of any illicit connections discovered (if any are found)	Facilities Management	Full sanitary/storm sewer separation	This item started in spring of 2005 with areas suspected to have connections between the storm sewer system and other piping. If additional locations are identified during the activities listed in B3-3. Facilities completed review, no other findings.	Facilities will include this any future Capital Projects on Campus.
B3-5 Revised					

### 3a. Additions (none)

**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 partners indicated, if any)	Future Activities
B4-1	Work with DCAM to review and develop contract language to address stormwater issues	Compliance Officer	Review and revision to existing SOPS and new contract language as needed to ensure stormwater procedures are followed during construction	Any large project requiring stormwater controls at Mass Hospital School are typically carried out under DCAM project management. Currently we are coordinating the MHS Gym/Pool Capital Project with DCAM.	Coordination with DCAM will continue throughout all permit years.
Revised					
B4-2	Develop/implement training for employees who oversee construction activities	Human Resources and Facilities Management	Training program specific to construction/landscaping related employees on site with documentation in HR files.	A video presentation is available for training by facility staff. (See also B1-3)	Regular orientation and refresher training will continue.
Revised					
Revised					
Revised					
Revised					

**4a. Additions**

B4-4	Green landscaping project	Compliance officer and facilities management	Goal will be small greenspace area collecting some stormwater from the new lot.	Was designed and installed during Permit Year 6.	Green Landscape will continue to be monitored and maintained.
------	---------------------------	--	---	--	---

**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 partners indicated, if any)	Future Activities
B5-1	Codify maintenance of storm drains and other control measures	Compliance Officer and Facilities Management	Written SOPS or use of CAMIS to direct frequency of these maintenance measures	Information has been put into the DCAM CAMIS system (a preventative maintenance database) to direct facilities staff when to perform maintenance; the system is also used to log completion.	This system will be used until further notice.
Revised					
Revised					

**5a. Additions**  
(none)

**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 partners indicated, if any)	Future Activities
B6-5 Revised	Storm drain cleaning	Facilities management	Cleaning on a regular schedule	Began Permit Year 6, ongoing.	Will occur annually.
Revised					
Revised					
Revised					

**6a. Additions**

(none)



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

*Not Applicable for Mass Hospital School*

**Part IV. Summary of Information Collected and Analyzed**

Massachusetts Hospital School does not have water quality data and does not intend to collect any under this permit

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

Since MHS is not a municipality, many of these criteria do not apply. Relevant information on these outputs is contained in the tables above.