

Municipality/Organization: Division of Capital Asset Management & Maintenance

EPA NPDES Permit Number: MAR043018

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

Annual Report Number & Reporting Period: Year 11
April 1, 2013 – March 31, 2014

NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2014)

Part I. General Information

Contact Person: John O'Donnell

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Environmental Services

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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: Edward Nicosia

Title: Regional Deputy Director – Office of Facilities
Management & Maintenance

Date: April 25, 2014

Part II. Self-Assessment

DCAMM has been continuing work on stormwater management at each of the permitted facilities. Each facility has received a copy of the updated Stormwater Management Manual. DCAMM is planning another Stormwater Management Training workshop for the upcoming permit year.

In Fall 2013, DCAMM demolished the Laundry building and Carriage house as well as several surrounding catch basins at the facility in Medfield. Proper erosion and sediment controls were in place. The stormwater mapping GIS will be updated to reflect changes.

DCAMM also continued to work on its catch basin cleaning program. In 2013, 35 catch basins were cleaned at the Lancaster and Medfield facilities. It is a goal to clean all catch basins annually.

DCAMM is currently utilizing sheep and goats landscaping management techniques for its facility in Westborough. It is likely that a contract for goatscaping will be in place in Year 12 at more facilities.

DCAMM has been informed that as part of the Commonwealth's new Integrated Facilities Management Plan, the Office of Surplus Property will gain several facilities under its control over the next few years. DCAMM has begun to compile a list of properties that they will assume stormwater management responsibilities for in Permit Year 12. We will work to assess each facility's stormwater needs in the upcoming year. DCAMM has conducted a site inspection in accordance with Good Housekeeping control measures, inventoried and screened outfalls, and mapped the stormwater system at the Westborough State Hospital site, identified last year as an added facility. Facilities that come under DCAMM's control applicable to the MS4 program will be inspected to determine which BMPs are appropriate, and until a new permit is issued, DCAMM will strive to implement the proper BMPs as currently implemented at other DCAMM permitted facilities.

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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12
1A	Review educational BMP requirements with facility manager (all sites)	Ed Nicosia DCAMM	Meet with facility's personnel.	Facility managers have all been trained or have received a briefing on Stormwater Management Manual is kept on site at all facilities.	If the facility managers staff position contact changes then meet at facility with new facility manager. If a meeting is required then the goals are to review current programs and site users, and identify any needed changes to facility's activities and potential impacts to receiving waters. Otherwise a phone call check in will be sufficient.
1A.2	Education on NPDES and on-site activities - Grafton Job Corps.	Paul Bohinson Job Corps	Number of education materials reviewed/provided.	The Stormwater Management Manual is kept on site and used to train and educate staff and contractors.	Continued stormwater education for facility staff, visitors and contractors.
1A.3	Education on NPDES and on-site activities - Grafton DYS Facility	Stephen Connor, 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 The Stormwater Management Manual is kept on site and used to train and educate staff and contractors.	Continued stormwater education for facility staff, visitors and contractors. Continue MAFMA training as applicable.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12
1A.4	Education on NPDES and on-site activities - Oakdale Complex	John Scannell DCR	Number of education materials reviewed/provided.	Facility user provides ongoing stormwater pollution training to general public through brochures and events. Spill response training was conducted with approximately 20 staff in November 2013. Four staff attended a Green Cleaning workshop. In addition, staff will begin to implement Green Cleaning techniques with guidance from TURI staff.	Continued stormwater education for facility staff, visitors and contractors.
1A.5	Education on NPDES and on-site activities - Lancaster Complex	Stephen Casavecchia DCAMM	Number of education materials reviewed/provided.	A Stormwater Management Manual is kept on site and used to train and educate staff and contractors.	Continued education for onsite facility staff.
1A.6	Education on NPDES and on-site activities - Medfield	Ed Nicosia DCAMM	Number of education materials reviewed/provided.	A Stormwater Management Manual is kept on site and used to train and educate staff and contractors.	Distribute updated manual as appropriate.

1a. Additions

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12
2A	Public Information Meeting (all sites)	Ed Nicosia DCAMM	Review meeting needs	Meeting needs were discussed. No meetings identified.	Once annually the DCAMM Project Manager will discuss public information meeting needs with each facility manager.
2A.1	Public Information Meeting - Grafton Complexes	Paul Bohson 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 continues to work directly with DPW directors and Town Administrators from some of the main watershed communities, focusing on individual stormwater management issues, such as BMP maintenance. In addition, DCR is assisting West Boylston with mapping its stormwater system.	Continue throughout permit term.
2A.3	Public Information Meeting Lancaster	Stephen Casaavecchia DCAMM	Number of meetings	No meetings held.	No meetings anticipated.
2A.4	Public Information Meeting Medfield	Ed Nicosia DCAMM	Number of meetings	No meetings held.	No meetings anticipated.

2a. Additions

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12
3A	Conduct dry weather sampling of outfall.	Ed Nicosia DCAMM	Identify suspected illicit connections as DCAMM obtains additional surplus property.	Complete. DCAMM is beginning to identify what additional surplus property will be added to its control and gathering pertinent stormwater system information for each facility.	No action required.
3B	Investigate drainage system.	Ed Nicosia DCAMM	For all suspect outfalls, identify outfall tributaries and investigate drainage system.	Drainage system maps are available for each facility GIS mapping of Westborough State hospital was completed in 2013. The Laundry Building and Carriage House, as well as several catch basins were demolished at the Medfield facility; GIS maps will be updated to reflect the changes in Year 11.	Continue to update GIS mapping throughout permit term, as necessary.
3B.1	Investigate drainage system – Grafton Job Corps	Paul Bohnon Job Corps	For all suspect outfalls, identify outfall tributaries and investigate drainage system.	Complete.	No action required.
3B.2	Investigate drainage system – Grafton DYS Facility	Stephen Connor DYS	For all suspect outfalls, identify outfall tributaries and investigate drainage system.	Complete.	No action required.
3B.3	Investigate drainage system - Oakdale	John Scannell DCR	For all suspect outfalls, identify outfall tributaries and investigate drainage system.	Complete.	No action required
3B.4	Investigate drainage system – Lancaster Complex	Stephen Casavecchia DCAMM	For all suspect outfalls, identify outfall tributaries and investigate drainage system.	Complete.	No action required.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12
3B	Investigate drainage system - Medfield	Ed Nicosia DCAMM	For all suspect outfalls, identify outfall tributaries and investigate drainage system.	Complete.	No action required.
3C	If outfalls are polluted, eliminate the sources.	Ed Nicosia DCAMM	Resample sources to verify polluted sources are removed.	No suspected illicit connections were identified in previous permit years. All outfalls were re-inspected in this permit term and no illicit discharges were found. Therefore, no action taken.	No action required.

3a. Additions

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 11
4A	Incorporate EPA's Construction General Permit for all DCAMM construction projects.	John O'Donnell DCAMM	Completed	DCAMM continues to incorporate EPA NOIs into DCAMM Standard Specifications. Contractors also completed NOIs.	DCAMM continues to incorporate EPA NOIs into DCAMM Standard Specifications. Contractors also completed NOIs.
Revised	Incorporate EPA's Construction General Permit for DCAMM construction projects of 1 acre or greater of disturbed land area.				
Revised					
Revised					
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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 11
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

5a. Additions

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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12
6B	Employee training (all sites)	John O'Donnell DCAMM	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.
6B.1	Employee training – Grafton Job Corps	Paul Bohannon Job Corps	Number of employees trained.	An updated Stormwater Management Manual is currently being used to train maintenance employees on stormwater matters.	Continue throughout permit term
6B.2	Employee training – Grafton DYS	Stephen Connor DYS	Number of employees trained.	1 staff members from the Grafton DYS Complex attended stormwater related trainings offered by Massachusetts Facility Management Managers Association (MAFMA).	Continue to attend stormwater trainings through MAFMA as they are offered. Stephen Connor will attend the next Stormwater Management training workshop held by DCAMM.
6B.3	Employee Training - Oakdale	John Scannell DCR	Number of employees trained.	14 employees received training on roadway spill response in November 2013 with 20 participants.	Continue throughout permit term
6B.4	Employee Training – Lancaster & Medfield	Stephen Casavecchia DCAMM	Number of employees trained.	On site security guards and shooting range user (Medfield Police Chief) have been trained on appropriate stormwater BMPs during separate educational meetings.	Continue throughout permit term
6C (all sites)	Standard Operating Procedures	Stephen Connor Grafton DYS Paul Bohannon Grafton Job Corps John Scannell DCR Stephen Casavecchia DCAMM	Good Housekeeping procedures established and implemented (assessed annually)	The updated Stormwater Management Manual includes discussion and education related to all applicable Good Housekeeping BMPs. It can be found in a designated location at each site.	Update SOPs as necessary throughout permit term.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12
6D All Sites	Materials Management	Stephen Connor Grafton DYS Paul Bohannon Grafton Job Corps John Scannell DCR Stephen Casavecchia DCAMM	Proper storage of materials (assessed annually)	Outside waste containers/dumpsters are maintained properly including keeping them covered. Sand and salt storage areas are covered. A Good Housekeeping assessment (inspection form) was performed at each facility in April 2014.	Continue throughout permit term.

6a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12
6a	Site inspection (all sites)	Ed Nicosia DCAMM	Number of site inspections performed	A Good Housekeeping assessment (inspection form) was performed at each facility in April 2014. Current good housekeeping practices were reviewed and compared to BMPs in the Stormwater Management Manual.	Continue annual assessments.
6b	Update Good Housekeeping Manual (all sites)	Ed Nicosia DCAMM	Good Housekeeping Manual updated	Complete: Good Housekeeping BMPs are included in the updated Stormwater Management Manual.	Continue to utilize manual throughout permit term.
6c	Develop catch basin cleaning program (all sites)	Ed Nicosia DCAMM		DCAMM cleaned 35 catch basins at two facilities (Lancaster and Medfield) in 2013 and has begun forming a baseline assessment for scheduling of catch basin inspections and maintenance in the future.	Develop an SOP for catch basin cleaning for all DCAMM facilities to include measurement of accumulation levels (spring-fall) and extraction cleaning when accumulations reaches 75% of catch basin sump capacity.
6d	Site management (Medfield)	Ed Nicosia DCAMM	SOPs reviewed, site visited, and BMPs recommended.	Annual site assessment was completed in April 2014.	Continue throughout permit term.
6e	Rain garden review (Oakdale)	John Scannell DCR	Rain garden feasibility researched	Complete. Construction of a rain garden was completed in September 2012. Rain garden provides treatment of storm flows from two parking areas and a driveway.	Continue to maintain rain garden.

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

Not Applicable.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

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7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

(Since beginning of permit coverage unless specified otherwise by a **, which indicates response is for period covering April 1, 2012 through March 31, 2013)

Programmatic

Accomplishment	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures **	(\$)	
Total program expenditures since beginning of permit coverage	(\$)	
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		

Education, Involvement, and Training

Accomplishment	(Preferred Units)	Response
Estimated number of property owners 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.)	
Shoreline cleaned since beginning of permit coverage	(mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored **	(#)	

Accomplishment	(Preferred Units)	Response
▪ community participation **	(# or %)	
▪ material collected **	(tons or gal)	
School curricula implemented	(y/n)	

Legal/Regulatory

Regulatory Mechanism Status (indicate with "X")	In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft in Review	Adopted
▪ 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

Accomplishment	(Preferred Units)	Response
Outfall mapping complete	(%)	100
Estimated or actual number of outfalls	(#)	33 outfalls total at 5 locations
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	

▪ GIS	(%)	
Outfalls inspected/screened **	(# or %)	
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	100
Illicit discharges identified **	(#)	
Illicit discharges identified (Since beginning of permit coverage)	(#)	
Illicit connections removed **	(#); and (est. gpd)	
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	
% of population on sewer	(%)	
% of population on septic systems	(%)	

Construction

Accomplishment	(Preferred Units)	Response
Number of construction starts (>1-acre) **	(#)	2 (Medfield Demo)
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	100
Site inspections completed **	(# or %)	100
Tickets/Stop work orders issued **	(# or %)	0
Fines collected **	(# and \$)	0
Complaints/concerns received from public **	(#)	0

Post-Development Stormwater Management Accomplishment	(Preferred Units)	Response
Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	
Site inspections (for proper BMP installation & operation) completed **	(# or %)	
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	
Low-impact development (LID) practices permitted and encouraged	(y/n)	

Post-Development Stormwater Management Accomplishment

	(Preferred Units)	Response

Operations and Maintenance

Accomplishment	(Preferred Units)	Response
Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	1x/yr
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	n/a
Qty of structures cleaned **	(#)	
Qty. of storm drain cleaned **	(%, LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	< 1 ton
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	
Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	
• Hourly or per basin contract rate **	(\$/hr or \$ per basin)	
• Disposal cost**	(\$)	
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	
• Vacuum truck(s) owned/leased	(#)	
• Vacuum trucks specified in contracts	(y/n)	
• % Structures cleaned with clam shells **	(%)	
• % Structures cleaned with vactor **	(%)	
Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	< 1x/yr
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	n/a
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	< 1 ton
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Commercial contract
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	small

Accomplishment	(Preferred Units)	Response
<ul style="list-style-type: none"> Hourly or lane mile contract rate ** 	(\$/hr. or in mi.)	
<ul style="list-style-type: none"> Disposal cost** 	(\$)	
Sweeping Equipment		
<ul style="list-style-type: none"> Rotary brush street sweepers owned/leased 	(#)	1 (available to any DCAMM site)
<ul style="list-style-type: none"> Vacuum street sweepers owned/leased 	(#)	
<ul style="list-style-type: none"> Vacuum street sweepers specified in contracts 	(y/n)	
<ul style="list-style-type: none"> % Roads swept with rotary brush sweepers ** 	%	
<ul style="list-style-type: none"> % Roads swept with vacuum sweepers ** 	%	
Reduction (since beginning of permit coverage) in application on public land of: ("N/A" = never used; "100%" = elimination)		
<ul style="list-style-type: none"> Fertilizers 	(lbs. or %)	None
<ul style="list-style-type: none"> Herbicides 	(lbs. or %)	None
<ul style="list-style-type: none"> Pesticides 	(lbs. or %)	None
Integrated Pest Management (IPM) Practices Implemented		
Average Ratio of Anti-/De-Icing products used **		
(Also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)		
Pre-wetting techniques utilized **	(y/n or %)	Yes, as of April 2012
Manual control spreaders used **	(y/n or %)	Yes
Zero-velocity spreaders used **	(y/n or %)	No

Accomplishment	(Preferred Units)	Response
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/ln mi. or %)	
Estimated net reduction or increase in typical year sand application rate **	(±lbs/ln mi. or %)	
% of salt/chemical pile(s) covered in storage shed(s)	(%)	100
Storage shed(s) in design or under construction	(y/n or #)	None
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	Yes

Water Supply Protection

Accomplishment	(Preferred Units)	Response
Storm water outfalls to public water supplies eliminated or relocated	# or y/n	
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n	
Treatment units induce infiltration within 500-feet of a wellhead protection area	# or y/n	

