

**Municipality/Organization:** Town of Sterling

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**EPA NPDES Permit Number:** MA041222

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**MaDEP Transmittal Number:** W-041087

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**Annual Report Number  
& Reporting Perimit : No. 12 March 2014- March 2015**

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## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

Contact Person: William Tuttle Title: Superintendent

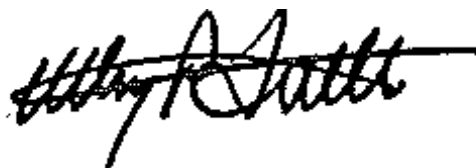
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Telephone #: 978-422-6767 Email: btuttle@sterlingdpw.com

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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: William P. Tuttle

Title: Superintendent of Public Works

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Date: 4/01/15

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## **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*

*Failure to report by May1, 2015*

**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
1-1	Co-sponsor Biennial Household Hazardous Waste Collection Events	Sterling Department of Public Works	<b>Spring/Fall '03 -Spring/Fall '04 -Spring/Fall '05 - Spring/Fall '06 - Spring/Fall '07-'09-13</b> <ul style="list-style-type: none"> <li>Co-sponsor two Wachusett Earthday Collection events each year.</li> <li>Continue to provide financial assistance for the development of the Wachusett Earthday Collection brochure on a bi-annual basis.</li> <li>Make the Wachusett Earthday Collection brochure available to the public at the Sterling Town Hall and other municipal buildings.</li> <li>Advertise the Wachusett Earthday Collection events via a press release to the Sterling Meetinghouse News and the Holden Landmark newspapers.</li> <li>Update the Town's web page to include details of the Wachusett Earthday Collection events and links to the Massachusetts Department of Environmental Protection (MADEP) and U.S. Environmental Protection Agency (EPA) web sites pertaining to household hazardous waste.</li> <li>Track the amounts and types of waste collected at each event.</li> <li>Track the number of Sterling vehicles that participate in the event each.</li> </ul>	<ul style="list-style-type: none"> <li>Wachusett Earthday Inc. continues to operate weekly. It is a 7 town collaborative recycle center which collects bulk waste and Hazardous Household Products.</li> <li>A total of 99 collections were held in calendar 2013 with 4 of them collecting HHW.</li> <li>Visits from the 7 towns increased by 30% in 2013 to a total of 9548 trips to the center from member Towns.</li> <li>Over 5000 gallons of HHW have been collected in May, June, September and November 2013.</li> </ul> <p>The center will remain open with 4 HHW collections per year.</p>	<ul style="list-style-type: none"> <li>The Wachusett Regional Recycle Center will continue to open every Wednesday from 2:30 – 4:30pm and every 3<sup>rd</sup> Saturday from 8-11am and now Tuesdays in May.</li> <li>4 HHW collections are set for 2015</li> <li>March 20, 2015, May 16, 2015, September 19, 2015 &amp; October 18, 2015</li> </ul>
1-2	Place Educational Information on Sterling Public Access Television	Sterling Department of Public Works	<b>Fall '03, Winter '03/04 – Winter '07/08/09/10/11/12/13</b> <ul style="list-style-type: none"> <li>Broadcast "Save Your Lake" video on Channel 8, the public access cable station, at least twice each year during the spring and summer months of the permit term beginning in the Spring of 2004.</li> <li>Obtain "Oil Leak" &amp; "Fertilizer" PSAs from the Washington State Department of Ecology Water Quality Consortium.</li> <li>Track how frequently the PSA's are broadcast on Channel 8 from the Fall of 2003 through the end of the permit term.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>Reigning in the storm and Reduce Runoff are being broadcast periodically in 2012 &amp; 2013.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>PSA's including Reduce Runoff, Reigning in the storm, and Think Blue MA will continue to run on local access.</li> </ul>
1-3	Post Educational Information on the Town's Official Web Site	Sterling Department of Public Works	<b>Spring '05 – Winter 07/08/09/10/11/12/13</b> <ul style="list-style-type: none"> <li>Post stormwater related information on the Sterling Public Services web site upon its complete implementation.</li> <li>Update web site regularly.</li> </ul>	Stormwater related information has been posted on the DPW website <a href="http://www.sterlingdpw.com">www.sterlingdpw.com</a> and the Town of Sterling official website <a href="http://www.sterling-ma.gov">www.sterling-ma.gov</a> (under protective bylaws)	Stormwater related information has been posted on the DPW website <a href="http://www.sterlingdpw.com">www.sterlingdpw.com</a> and the Town of Sterling official website <a href="http://www.sterling-ma.gov">www.sterling-ma.gov</a> (under protective bylaws)
1-4	Promote Water Conservation Practices to Homeowners	Sterling Department of Public Works	<b>Spring/Summer '04, Spring '05 – Winter '07/08/09/10/11/12/13</b> <ul style="list-style-type: none"> <li>Include water conservation information in the Sterling Annual Water-Quality Report.</li> <li>Include water conservation educational information in the DPW Notes section of the Sterling Meetinghouse News two times per year.</li> <li>Post water conservation information on the DPW's web page.</li> </ul>	<ul style="list-style-type: none"> <li>Water conservation information is in the Sterling 2012 Annual Water-Quality Report.</li> <li>A new Water Use Restriction Bylaw has been adopted by the Water Commissioners to protect, preserve and maintain the public health, safety and welfare during imposed restrictions.</li> <li>Water conservation info is posted on the DPW website <a href="http://www.sterlingdpw.com">www.sterlingdpw.com</a> and maintained regularly.</li> <li>A mandatory water use restriction under the Water Mgt Act was in place from May 1 to Sep. 30</li> </ul>	<p>Water conservation information is in the Sterling Annual Water-Quality Report.</p> <ul style="list-style-type: none"> <li>A Water Use Restriction Bylaw has been adopted by the Water Commissioners to protect, preserve and maintain the public health, safety and welfare during imposed restrictions.</li> <li>Water conservation info is posted on the DPW website <a href="http://www.sterlingdpw.com">www.sterlingdpw.com</a> and maintained regularly.</li> <li>Water use restriction will start May 1, 2015. Odd/even watering was implemented in 2014</li> </ul>

1-5	Publish Educational Information Targeted to Community Businesses	Sterling Department of Public Works	<b>Spring '06-2013</b> <ul style="list-style-type: none"> <li>Develop an educational press release targeted to the stormwater management practices of local businesses.</li> <li>Submit press release to the Sterling Meetinghouse News for publishing.</li> <li>Post the informational press release on the Town's official website.</li> </ul>	<i>Information on best management practices has been posted on DPW website <a href="http://www.sterlingdpw.com">www.sterlingdpw.com</a></i>	<p style="text-align: right;"><i>Information on best management practices has been posted on DPW website <a href="http://www.sterlingdpw.com">www.sterlingdpw.com</a></i></p> <p style="text-align: center;">Distributed 2014 200 copies of DCR dog waste procedures 100 copies DCR General Construction site supervision 100 copies DCR Basin Maintenance procedures</p>
1-6	Conduct EnviroScape Demonstrations at Local Schools	Sterling Department of Public Works	<b>Spring '05, Spring '06, Spring '07/08/09/10/11/12/13</b> <ul style="list-style-type: none"> <li>Each Spring during the permit term, the Sterling DPW will borrow the EnviroScape watershed/nonpoint source model from the MDC office for use in their educational demonstrations.</li> <li>Each year conduct the EnviroScape demonstrations for all fourth grade students at Sterling's public middle school.</li> </ul>	<ul style="list-style-type: none"> <li>The DCR division of Water Supply Protection will be performing outreach to watershed residents. 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.</li> <li>It was called Earth Day at Wachusett Reservoir and all watershed towns were posted and invited to attend. Many residents from Sterling attended.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>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 totaling 2063 attendees (Teachers and schoolchildren).</li> </ul>

**1a. Additions**

No additions to report.

**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
2-1	Public Access to Draft SWMP & Receipt of Comment	Sterling Department of Public Work	<b>Summer '03</b> <ul style="list-style-type: none"> <li>• Make draft SWMP available to the public and conduct public comment period.</li> <li>• Finalize SWMP.</li> <li>• Make the final SWMP accessible to the public via the Town's public library and web page.</li> </ul>	<p style="text-align: center;"><i>No Activities planned beyond Permit Year 1</i></p>	<p>Opportunities for public involvement and participation in stormwater management decisions and activities have, and are increasing as a result of the efforts of the newly created Central Mass Regional Stormwater Coalition which Sterling recently joined.</p>
2-2	Public Access to Annual Report & Receipt of Comment	Sterling Department of Public Work	<b>Spring '04/05/06/07/08/09/10/11/12/13</b> <ul style="list-style-type: none"> <li>• Prepare an annual report.</li> <li>• Submit an annual report to both the EPA and MA DEP.</li> </ul>	<p>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.</p>	<p>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.</p>
2-3	Provide Support to Local Cleanup Activities	Sterling Department of Public Work	<b>Spring '04/05/06/07/08/09/10/11/12/13</b> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Track which entities the letters are sent to each year.</li> <li>• Track the number of cleanup activities the DPW assists in conducting each year.</li> <li>• Track the number of cleanup participants at each activity the DPW assists in conducting.</li> <li>• Track which areas of Town are cleaned by each activity the DPW assists in conducting.</li> </ul>	<ul style="list-style-type: none"> <li>• A town wide cleanup was held on the 2014 Earthday weekend. All the debris and bags of trash were removed by the DPW.</li> </ul>	<ul style="list-style-type: none"> <li>• Earthday clean-up once again created many truckloads of trash and debris.</li> <li>• Targeted areas have been identified for further clean-up in conjunction with the Sterling Open Space Implementation Committee.</li> </ul>

**2a. Additions**

No additions to report.

### 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
3-1	Update the Town's Storm Drain System Map	Sterling Planning Board Sterling Department of Public Works	<b>Spring '06– Winter '07/08/09/10/11/12/13</b> <ul style="list-style-type: none"> <li>Draft and take to Town Meeting an amendment to the Protective Bylaws that would require project proponents for any project regulated by Site Plan Review to submit a copy of the as-built plans to the Planning Board in digital format.</li> <li>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.</li> <li>Adopt the proposed amendment to the Rules and Regulations Governing the Subdivision of Land at a meeting of the Planning Board.</li> <li>Continuously update the storm drainage system map as new components are added to the municipal storm drainage system.</li> <li>Conduct an inventory of the unmapped storm drainage facilities and digitize the as-built plans for conversion into a GIS format for inclusion in the Town's Storm Drainage System Map.</li> </ul>	The DCR has done extensive mapping of catchbasins and stormwater drainage structures in Sterling , and, with the help of the newly formed Regional Stormwater Coalition, GPS and support equipment will be available to Sterling to help map any new additions.	The DCR has done extensive mapping of catchbasins and stormwater drainage structures in Sterling , and, with the help of the Regional Stormwater Coalition, Coalition supplied Leica surveying equipment has been used by the Town to map previously unmapped outfalls, drainage structures and other components of the MS4.
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	<b>Fall '06-07</b> <ul style="list-style-type: none"> <li>Draft the Bylaw Governing Discharges to the Municipal Storm Drainage System.</li> <li>Take the Bylaw Governing Discharges to the Municipal Storm Drainage System to Town Meeting for acceptance.</li> <li>Track the number of enforcement actions taken.</li> <li>Post Bylaw on Town's web site.</li> </ul>	<ul style="list-style-type: none"> <li>Proposed bylaws have been developed and will be on the Fall '07 Town Meeting warrant</li> <li>Article 13 on the Special Town Meeting of Oct. 15, 2007 amended the Towns General Bylaws by adding a new section entitled ILLICIT 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.</li> </ul>	<ul style="list-style-type: none"> <li>All Bylaws have been adopted at Town Meetings.</li> <li>Enforcement actions are continuing by Sterling Conservation Commission as well as the DCR.</li> <li>The Bylaws governing discharges are posted on the Town of Sterling website.</li> </ul>
3-3	Implement an Illicit Discharge Detection and Elimination Plan	Sterling Department of Public Works	<b>Fall '06 - Winter '07/08/09</b> <ul style="list-style-type: none"> <li>Develop an Illicit Discharge Detection and Elimination Plan.</li> <li>Conduct dry-weather field screening of outfalls and track the number of surveys indicating a possible illicit connection.</li> <li>Trace the source of potential illicit discharges.</li> <li>Track the number of illicit connections found.</li> <li>Track the number of illicit connections repaired/replaced.</li> <li>Report on the success of obtaining alternative funding to assist in illicit connection removal.</li> </ul>	<ul style="list-style-type: none"> <li>Article 13 on the Special Town Meeting of Oct. 15, 2007 amended the Towns General Bylaws by adding a new section entitled ILLICIT 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.</li> </ul>	<ul style="list-style-type: none"> <li>Field screening of outfalls are conducted when catch basins and manhole cleaning is performed along with the sweeping of road sand.</li> <li>The DCR continues the screening of outfalls as well as labeling these outfalls for the anticipated new permit.</li> </ul>
3-4	Establish a Formal Septic System Management Program (SSMP)	Sterling Board of Health	<b>Fall '03 - Winter '07/08/09/10/11/12/13</b> <ul style="list-style-type: none"> <li>Track the distribution of the public education packets.</li> <li>Post educational Information on the BOH's website.</li> <li>Track the number of septic system pumping companies licensed by the Town each year.</li> <li>Track the number of septic system installers that are licensed by the Town each year.</li> <li>Track the number of Certificates of Compliance issued each year.</li> <li>Track the number of failed septic systems identified each year and action taken.</li> <li>Track the number of property owners that participate in the Septic System Repair Loan Program (SSRLP).</li> </ul>	<ul style="list-style-type: none"> <li>__11__ septic system pumping companies were licensed by the Town in 2014.</li> <li>__36__ septic system installers that were licensed by the Town in 2014.</li> <li>__N/A__ Certificates of Compliance were issued in 2014.</li> <li>In 2014 __3__ septic systems were identified as having failed and were repaired in 2012.</li> <li>In 2012 __8__ septic systems were upgraded.</li> <li>Data supplied by Sterling Board of Health</li> </ul>	<ul style="list-style-type: none"> <li>Tracking to continue through Sterling Board of Health and its Agent.</li> </ul>

#### 3a. Additions

No additions to report.



#### 4. Construction Site Stormwater Runoff Control

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
4-1	Adopt a Stormwater Management and Land Disturbance Bylaw	Sterling Conservation Commission	<b>Spring '06-2013</b> <ul style="list-style-type: none"> <li>Draft the Stormwater Management and Land Disturbance Bylaw.</li> <li>Take the Stormwater Management and Land Disturbance Bylaw to Town Meeting for acceptance.</li> <li>Track the number of enforcement actions taken.</li> </ul>	<ul style="list-style-type: none"> <li>Proposed bylaws have been developed and will be on the Fall '07 Town Meeting warrant</li> <li>STM Articles 11 + 12 on Oct. 15, 2007 amended the Protective Zoning By-laws in both Site Development Requirements and Site Plan Review. These two amended By-laws address both Stormwater Management and Land Disturbance.</li> </ul>	<ul style="list-style-type: none"> <li>All necessary Bylaws have been adopted.</li> <li>Enforcement continues by Sterling Conservation Commission, its Agent and DCR.</li> </ul>
4-2	Develop a Site Inspection Form and Conduct Site Inspections	Sterling Conservation Commission	<b>Spring '06 – Winter '07/08/09/10/11/12/13</b> <ul style="list-style-type: none"> <li>Develop a Site Inspection Form that reflects the ESCP requirements.</li> <li>Track the frequency of inspections conducted for each site.</li> <li>Track the completion of inspection forms.</li> <li>Track the number of failed ESC BMPs discovered on each site.</li> </ul>	<ul style="list-style-type: none"> <li>Enforcement and inspections are conducted by the Conservation Commission through its agent and by DCR within the watershed boundaries.</li> <li>There were 3 CM4 sites visited 2014 with 13 dry inspections and 0 storm event inspections.</li> <li>Also 17 sites with BMPs needed maintenance out of a total of 70 BMPs</li> </ul>	<ul style="list-style-type: none"> <li>Site and Enforcement inspections to continue by DCR staff and Conservation Agent.</li> </ul>
4-3	Develop and Implement a Citizen Complaint Hotline	Sterling Department of Public Works Sterling Conservation Commission	<b>Spring '06-2013</b> <ul style="list-style-type: none"> <li>Establish the Citizen Complaint Hotline.</li> <li>Advertise the Citizen Complaint Hotline.</li> <li>Track the number of complaints received via the Citizen Complaint Hotline.</li> <li>Track the problems/incidents remedied as a result of the Citizen Complaint Hotline.</li> </ul>	<p>A citizen complaint link is provided on the DPW web site <a href="http://www.sterlingdpw.com">www.sterlingdpw.com</a></p> <p>To date no complaints have been received</p>	<p>A citizen complaint link is provided on the DPW web site <a href="http://www.sterlingdpw.com">www.sterlingdpw.com</a></p> <p>Several complaints have been logged and forwarded to proper authorities, DCR/ Conservation.</p>

#### 4a. Additions

No additions to report.



**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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12
5-1	Revise the Site Development Requirements of the Protective Bylaws	Sterling Planning Board Sterling Conservation Commission	<b>Spring '05-09</b> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Submit the amendment to the Planning Board and hold a public hearing.</li> <li>• Take the amendment to Town Meeting for a vote of acceptance.</li> </ul>	<ul style="list-style-type: none"> <li>• Proposed bylaws have been developed and will be on the Fall '07 Town Meeting warrant The Protective (Zoning) By-laws 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.</li> </ul>	<ul style="list-style-type: none"> <li>• The Sterling Stormwater Bylaw was adopted at ATM on May 11, 2009.</li> <li>• 50 copies each of 'General Construction and Site Supervision Tips' as well as 'BMP Maintenance' were given to Sterling Con Comm for distribution with new Orders of Conditions.</li> </ul>
5-2	Revise the Rules & Regulations Governing the Subdivision of Land	Sterling Planning Board Sterling Conservation Commission	<b>Spring '05-09</b> <ul style="list-style-type: none"> <li>• Draft amendments to Sections 3300 (Definitive Plan) and 4300 (Stormwater Management) of the Rules and Regulations Governing the Subdivision of Land and submit the amendment to the Planning Board.</li> <li>• Adopt the proposed amendments at a meeting of the Planning Board.</li> </ul>	<ul style="list-style-type: none"> <li>• Proposed bylaws have been developed and will be on the Fall '07 Town Meeting warrant The Protective (Zoning) By-laws 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.</li> </ul>	<ul style="list-style-type: none"> <li>• The Sterling Stormwater Bylaw was adopted at ATM on May 11, 2009.</li> </ul>

**5a. Additions**

No additions to report.

## 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
6-1	Develop a Formal Training Program for DPW Staff	Sterling Department of Public Works Superintendent	<b>Fall '06 – Winter '07/08/09/10/11/12/13</b> <ul style="list-style-type: none"> <li>Develop the DPW employee-training manual.</li> <li>Conduct training sessions with all current employees.</li> <li>Train all new DPW employees in accordance with the training manual.</li> <li>Track employees trained in accordance to the training manual.</li> <li>Conduct refresher training for employees after every two years of employment.</li> </ul>	<ul style="list-style-type: none"> <li>Goals were revised. No activities took place this year</li> </ul>	<ul style="list-style-type: none"> <li>Goals are being revised. The Stormwater Coalition is planning several employee training events for 2015.</li> </ul>
6-2	Formalize the Catch Basin Cleaning Program	Sterling Department of Public Works	<b>Summer '03 – Winter '07/08/09/10/11/12/13</b> <ul style="list-style-type: none"> <li>Clean all municipal catch basins a minimum of once every three-year period.</li> <li>Document catch basin cleaning activities.</li> </ul>	<ul style="list-style-type: none"> <li>During 2014 approximately 30% of the Town's catch basins were cleaned.</li> <li>An accurate log of catch basin cleaning activities was completed and is filed at the DPW facility.</li> <li>Documentation to continue in the Measurable Goals column.</li> </ul>	<p>Continue to track catch basin cleaning. Sterling DPW is on a 3 year cleaning cycle. Extensive records continue to be documented.</p> <p>A new Basin truck has been added to the DPW fleet.</p>
6-3	Maintain Municipally Operated Structural BMPs	Sterling Department of Public Works	<b>Spring 06 - 2013</b> <ul style="list-style-type: none"> <li>Conduct an inventory of municipally maintained structural BMPs.</li> <li>Clean municipally maintained structural BMPs on an as needed basis.</li> <li>Track maintenance activities conducted for each structural BMP.</li> <li>Once a year, place a notice in the DPW Notes section of the Sterling Meetinghouse News that informs residents that any maintenance requests for municipally maintained detention basins located within their subdivisions should be directed to the Department of Public Works.</li> </ul>	<ul style="list-style-type: none"> <li>All goals were achieved</li> </ul>	<ul style="list-style-type: none"> <li>Significant maintenance of BMP's was accomplished in 2013 including silt removal and tree removal.</li> <li>Work to continue in 2015.</li> </ul>
6-4	Formalize the Existing Parking Lot and Street Sweeping Program	Sterling Department of Public Works	<b>Summer '03 – Winter '07/08/09/10/11/12/13</b> <ul style="list-style-type: none"> <li>Sweep all municipal streets and parking lots a minimum of once per year.</li> <li>Maintain an accurate log of streets swept, sweepings collected and method of disposal.</li> <li>Re-evaluate storage practices and make improvements in order to ensure compliance with the MADEP BWP Reuse and Disposal of Street Sweepings Policy by the end of the permit term.</li> <li>Update inventory of municipal streets and parking lots as needed.</li> </ul>	<ul style="list-style-type: none"> <li>All municipal streets and parking lots were swept a minimum of once during 2014.</li> <li>An accurate log of streets swept, sweepings collected and method of disposal was completed and is filed at the DPW facility.</li> <li>The street sweeping tracking sheets were updated and the inventory of municipal streets and parking lots were revised.</li> </ul>	<ul style="list-style-type: none"> <li>Accurate logs and inventory continues.</li> </ul>
6-5	Develop a Vehicle & Equipment Maintenance Policy	Sterling Department of Public Works	<b>Winter 06-2013</b> <ul style="list-style-type: none"> <li>Develop and implement a vehicle and equipment maintenance policy and incorporate policy requirements into the DPW employee-training program.</li> </ul>	<ul style="list-style-type: none"> <li>Goals have been revised</li> </ul>	<ul style="list-style-type: none"> <li>Sterling has an extensive vehicle maintenance program through the DPW for all Town vehicles.</li> </ul>
6-6	Develop a Vehicle & Equipment Cleaning Policy	Sterling Department of Public Works	<b>Winter '04/05/06/07/08/09/10/11/12/13</b> <ul style="list-style-type: none"> <li>Develop and implement a vehicle and equipment cleaning policy that works toward complying with the Massachusetts DEP's upcoming vehicle washing policy.</li> <li>Incorporate policy requirements into the DPW employee-training program and provide to the Town's Police Department and Fire Department.</li> </ul>	<ul style="list-style-type: none"> <li>We have implemented a vehicle and equipment cleaning policy that works toward complying with the Massachusetts DEP's upcoming vehicle washing policy.</li> <li>A new garage facility is currently being designed which will incorporate a recycled water wash bay. Construction has started and is expected to be completed by Feb. '08.</li> </ul>	<ul style="list-style-type: none"> <li>The Sterling DPW is in full compliance with the Massachusetts DEP vehicle washing policy.</li> <li>The renovated DPW facility has water recycling wash bay. All departments town-wide are using the wash bay.</li> </ul>
6-7	Develop a Landscape and Lawn Care Policy	Sterling Department of Public Works	<b>Winter 06</b> <ul style="list-style-type: none"> <li>Develop and implement a landscape and lawn care policy.</li> <li>Incorporate the policy requirements into the DPW employee-training program.</li> </ul>	<ul style="list-style-type: none"> <li>Goals have been revised</li> </ul>	<ul style="list-style-type: none"> <li>Activities to proceed as noted in the Measurable Goal's column.</li> </ul>

6-8	Develop and Implement a Spill Prevention and Response Plan (SPRP) for the DPW Worcester Road Facility	Sterling Department of Public Works	<p><b>Summer/Winter '06</b></p> <ul style="list-style-type: none"> <li>• Develop and implement a formal Spill Prevention and Response Plan (SPRP) for the Worcester Road DPW facility.</li> <li>• Incorporate the SPRP into the DPW employee-training program.</li> <li>• Procure and store emergency spill containment and cleanup supplies in a specially designated area.</li> <li>• Post a summary of the Spill Prevention and Response Plan at various locations throughout facility.</li> <li>• Conduct an annual review of the Spill Prevention and Response Plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Goals have been revised</li> <li>• We have procured and store emergency spill containment and cleanup supplies in a specially designated area.</li> </ul>	<ul style="list-style-type: none"> <li>• We have procured and store emergency spill containment and cleanup supplies in a specially designated area at DPW</li> </ul>
6-9	Operate a Year Round Materials Collection Program	Sterling Department of Public Works	<p><b>Spring '03 '– Winter '07/08/09/10/11/12/13</b></p> <ul style="list-style-type: none"> <li>• Accept hazardous materials year round at the Worcester Road DPW facility.</li> <li>• Accept additional non-hazardous materials on a fee basis year round at the Worcester Road DPW facility.</li> </ul> <p>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.</p>	<ul style="list-style-type: none"> <li>• Accepted hazardous and non-hazardous materials year round at the Worcester Road DPW facility. Assessed a fee for those materials that were categorized as “non-hazardous”.</li> <li>• Maintained records of materials collected throughout 2014 at the DPW Facility and submitted a report of the materials collected to the DEP as a part of the Massachusetts Municipal Recycling Program.</li> </ul>	<ul style="list-style-type: none"> <li>• The recycling center at DPW continues to operate 3 days per week in addition to the Wachusett Watershed Recycle Center of which Sterling is a partner.</li> <li>• Wachusett Earthday recycle center handles the HHW collections for the 7 participating towns.</li> </ul>

**6a. Additions**

No additions to report.

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

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
Revised	<div style="font-size: 48px; opacity: 0.5; pointer-events: none;">Not Applicable</div>				

**7a. Additions**

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**7b. WLA Assessment**

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

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