

Municipality/Organization: Massachusetts Bay Community College
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April 1, 2015 – March 31, 2016

NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2016)

Part I. General Information

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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: Kathleen E. Kirleis

Printed Name: Kathleen E. Kirleis

Title: Vice President for Finance and Administration

Date: 6/10/16

Part II. Self-Assessment

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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1-1	Develop and distribute Public Educational and Outreach Materials for students, staff and other members of the MBCC community.	Facilities Department	<p>Develop stormwater brochure and distribute at different locations around MBCC, such as library circulation desk, cafeteria tables, and student notice boards.</p> <p>Distribute copies of the Stormwater Management Policy at the same locations where the stormwater brochures are placed.</p> <p>Monitor number of copies of the stormwater brochure and the Stormwater Policy, respectively distributed at the above locations.</p>	MassBay updated its Stormwater Policy and brochure this permit year and distributed copies to all public and private offices on campus. Copies were also distributed in student areas such as the café, recreation center and posted on the bulletin boards.	<ol style="list-style-type: none"> 1. Expand Policy 2. Work with Marketing to redesign the brochure to be catchy and engaging
1-2	Training Program	Facilities Department	Present Stormwater Program at two training sessions annually.	Facilities staff review policies and techniques during monthly meetings.	<ol style="list-style-type: none"> 1. Information will be distributed biannually at Professional Day for staff and faculty. 2. Include information in new student orientation packets and distribute during the first week of each semester.
1-3	Stormwater Web page	Facilities Department	<p>Upload the stormwater brochure and the Stormwater Policy as separate links under stormwater information on the MBCC website.</p> <p>Update and continue to add new links as appropriate related to stormwater management on campus.</p>	No progress made during this permit year as the College is working through an overall website upgrade.	Once the new website is live, links to the expanded policy, brochure and other related information will be posted.

1-4	Storm Drain Stenciling Program	Facilities Department	<p>Develop and implement the storm drain stenciling program.</p> <p>Maintain the storm drain stenciling program.</p>	No progress made during this permit year.	<ol style="list-style-type: none"> Working with Environmental Science classes, stenciling will be completed next permit year. Present completed stenciling as part of Earth Day 2017 events.
1-5	Watershed Signage at Oakland Street Parking Lot Entrance	Facilities Department	<p>Post signage at parking lot entrance that indicates runoff is tributary to the Charles River Watershed.</p> <p>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.</p>	Signs were maintained.	Signs will be maintained.
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.	A pet waste disposal bags and informative sign were installed near the trash receptacle located at the entrance to Centennial Reservation.	Bags will be replenished as necessary, sign and trash receptacle will be maintained.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year12	Planned Activities
2-1	Annual “Green Campus” Program	Facilities Department	Develop, implement and maintain a Green Campus Program.	The College adheres to Executive Order 515, in an effort to conserve natural resources, reduce waste, protect public health and the environment and promote the use of clean technologies, recycled materials, and less toxic products.	The College will identify a benchmark and set percentage spend goals in particular EPP categories next permit year. Preference will be given to high risk categories.
2-2	Partner with Town of Wellesley	Facilities Department	Form a partnership with the Town of Wellesley. Maintain partnership with the Town of Wellesley.	The College continues to maintain a relationship with the Town of Wellesley. The focus of conversations this year was regarding the potential installation of solar canopy on campus.	The College will continue to develop this relationship.
2-3	Partner with local Watershed Group	Facilities Department	Form a partnership with local group(s)	Existing relationships were maintained.	The College will look to develop additional relationships.
2-4	Call Center/Suggestion Box	Facilities Department	Set up designated line or suggestion box. Monitor and maintain designated line or suggestion box.	An additional 12 suggestion boxes were installed this permit year.	The College will continue to monitor and respond to suggestions and questions.
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.	Planning meetings were held to design future workshops	Partnering with Environmental Science faculty, workshops will be held each semester to bring awareness to and foster involvement in MassBay’s stormwater program

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8	Planned Activities
3-1	Storm Drain System Map	Facilities Department	Complete facility storm drainage system map	Initial conversations took place with potential GIS companies.	Map catch basins in a GIS database and add outfall location attributes.
3-2	Stormwater Policy	Facilities Department	Develop Stormwater Policy. Take present Policy to MBCC administration. Review Policy's effectiveness.	MassBay updated its Stormwater Policy this permit year to reflect current best practices.	The College plans to expand the Stormwater Management Policy next permit year.
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.	College drains discharge to the Town of Wellesley's drainage system; no illicit discharges have been identified.	The College 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.	None identified.	The College will correct illicit discharges, if identified.
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.	The College will continue to distribute copies to all public and private offices on campus, and in student areas such as the café, recreation center and posted on the bulletin boards.	The College will continue to distribute copies to all public and private offices on campus, and in student areas such as the café, recreation center and posted on the bulletin boards. Once the new website is complete, all materials will also be posted there.
3-6	Recycling programs	Facilities Department	Initiate recycling programs for commonly dumped wastes, such as motor oil, antifreeze and pesticides.	The College reviewed the Waste disposal operation and as a result will be implementing changes for the next permit year.	Proposed changes will be finalized and implemented.

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
4-1	Regulatory Controls	Facilities Department	Develop erosion and sediment control contract specifications.	There were no applicable construction projects this permit year.	There are no applicable construction projects scheduled for next permit year, though runoff control will be implemented if a project arises.
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.	There were no applicable construction projects this permit year.	There are no applicable construction projects scheduled for next permit year, though runoff control will be implemented if a project arises.
4-3	Enforcement Procedures	Facilities Department	Develop sanctions for violators. All applicable plans reviewed for compliance with contract.	There were no applicable construction projects this permit year.	There are no applicable construction projects scheduled for next permit year, though runoff control will be implemented if a project arises.
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.	There were no applicable construction projects this permit year.	There are no applicable construction projects scheduled for next permit year, though runoff control will be implemented if a project arises.

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	Planned Activities
5-1	Structural Stormwater Controls	Facilities Department	Develop contract specifications for structural controls.	There were no applicable construction projects this permit year.	There are no applicable construction projects scheduled for next permit year.
5-2	Stormwater Policy	Facilities Department	Develop and implement policy.	There were no applicable construction projects this permit year.	There are no applicable construction projects scheduled for next permit year.
5-3	Planning Strategies	Facilities Department	Update and implement planning criteria.	There were no applicable construction projects this permit year.	There are no applicable construction projects scheduled for next permit year.

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
6-1	Employee Training Program	Facilities Department	Formalize the existing employee-training program. Conduct employee training annually.	No progress this permit year	The College will look to incorporate this training as part of Professional Day activities and at a minimum distribute information to all staff and faculty as part of Professional Day literature.
6-2	Recycling Program	Facilities Department	Monitor and maintain recycling program.	The College reviewed the Waste disposal operation and as a result will be implementing changes for the next permit year. Additional recycling containers were located in high traffic areas and every trash can is accompanied by a recycling receptacle.	Proposed changes will be finalized and implemented.
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.	Catch basins are cleaned annually by an external vendor as stated in the policy.	Catch basin cleaning is budgeted for next permit year.
6-4	Street Sweeping Program	Facilities Department	Conduct annual street sweeping of parking lots and interior roads on campus.	Street sweeping was completed in April after the final winter storm to remove all sand.	Street sweeping is budgeted for next permit year.
6-5	Swale Cleaning Program	Facilities Department	Monitor and clean the drainage swale that runs through the campus.	The College maintains the grass surrounding the swale following best practices.	The College will introduce additional vegetation to the swale next permit year following best practices. This project is budgeted.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) *Not Applicable*

Part IV. Summary of Information Collected and Analyzed *Not Applicable*