

Municipality/Organization: Massachusetts Bay Community College

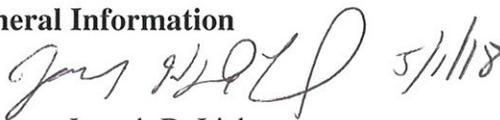
EPA NPDES Permit Number: MAR043003

MassDEP Transmittal Number: W-

Annual Report Number **Year 15**
& Reporting Period: **April 1, 2017 – March 31, 2018**

NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2017)

Part I. General Information

 5/1/18

Contact Person: Joseph DeLisle

Title: Director of Facilities

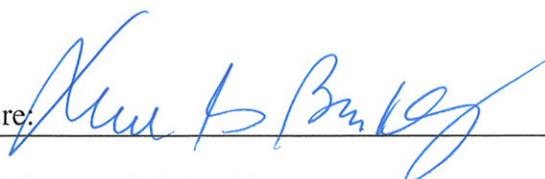
Telephone #: 781-239-2571

Email: jdelisle@massbay.edu

Mailing Address: 50 Oakland Street Wellesley Hills, Ma.
02481

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: Neil Buckley

Title: Interim Vice President for Finance and Administration

Date: 5/16/2018

Part II. Self-Assessment

The college has continued to make tremendous strides in maintaining and educating the campus community in storm water awareness. The college scheduled two related campus activities this permit year which included 22 Wellesley Middle School students spending the morning cleaning up debris around campus. These efforts will continue to grow in the next permit year with the college sustainability/wastewater website going live in the Fall of 2018. The college will purchase exterior recycling containers to be placed around playing field and common areas Fall of 2018. It was determined that the roof solar panel project was not feasible due to the new SRECS and replacement cost of roofs.

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 15 (Reliance on non-municipal partners indicated, if any) | Planned Activities |
|----------|--|-------------------------------|--|---|--|
| 1-1 | Developed and distributed Public Educational and Outreach Materials for students, staff and other members of the MBCC community. | Facilities Department | <p>Developed storm water brochure and distributed at different locations around MBCC, such as library circulation desk, cafeteria tables, and student notice boards.</p> <p>Distributed copies of the Storm water Management Policy at the same locations where the storm water brochures are placed.</p> <p>Monitor number of copies of the storm water brochure and the storm water policy, respectively distributed at the above locations.</p> | MassBay updated its storm water 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 3. Work was completed |
| 1-2 | Training Program | Facilities Department | Present Storm water Program at two training sessions annually. | Facilities staff review policies and techniques during monthly meetings. Presented during professional day. One session at the beginning of each semester | <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. 3. Work completed |
| 1-3 | Storm water Web page | Facilities Department | <p>Upload the storm water brochure and the storm water policy as separate links under storm water information on the MBCC website.</p> <p>Update and continue to add new links as appropriate related to storm water management on campus.</p> | <p>No progress made during this permit year as the College is working through an overall website upgrade.</p> <p>Website scheduled to go live Fall 2018</p> | <p>Once the new website is live, links to the expanded policy, brochure and other related information will be posted.</p> <p>Website scheduled to go live Fall 2018</p> |

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| 1-4 | Storm Drain Stenciling Program | Facilities Department | Develop and implement the storm drain stenciling program. Maintain the storm drain stenciling program. | Stenciling project scheduled for April 28, 2017. Continue to maintain stenciling. | <ol style="list-style-type: none"> 1. Working with Environmental Science classes, stenciling will be completed next permit year. 2. Present completed stenciling as part of Earth Day 2017 events. 3. Annual maintenance of storm drain stenciling. |
| 1-5 | Watershed Signage at Oakland Street Parking Lot Entrance | Facilities Department | Post signage at parking lot entrance that indicates runoff is tributary to the Charles River Watershed. Post signage at both ends of drainage swale to increase public awareness about storm water pollution and its effects and also to communicate MBCC's Storm water Management Policy. | Signs were maintained | Signs are 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 Bags are replenished as necessary. | 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 Year13 | 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. In progress- | 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. Students did not form a Sustainability Club this school year. |
| 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 recently met with the Town of Wellesley in March 2107. Solar project has shifted to rooftop solar and Town of Wellesley has approved program. The College continues to maintain a relationship with the Town of Wellesley and other colleges in Wellesley. The focus of conversations this year was regarding food insecurities and food recycling. Discussions also focused around combining transportation needs to reduce carbon emissions. | The College will continue to develop this relationship. It was determined that the roof solar panel project was not feasible due to the new SRECS and replacement cost of roofs. We meet in January 2018 with other area colleges and Town of Wellesley concerning food insecurities. We will be meeting in May 2018 to discuss combining transportation needs. |

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| 2-3 | Partner with local Watershed Group | Facilities Department | Form a partnership with local group(s) | Existing relationships were maintained. | The college will continue to monitor and respond to suggestions and questions. |
| 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 last permit year. Continue to maintain and monitor boxes | 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 storm water program. | Planning meetings were held to design future workshops Winter 2017 formed solar Team comprised of students, Faculty and Staff. Students have an application in to start a sustainability club. Club should be formed in May 2014. | Partnering with Environmental Science faculty, workshops will be held each semester to bring awareness to and foster involvement in Mass Bay's storm water program |

3. Illicit Discharge Detection and Elimination

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 13 | Planned Activities |
|----------|------------------------|-------------------------------|---|--|--|
| 3-1 | Storm Drain System Map | Facilities Department | Complete facility storm drainage system map | Initial conversations took place with potential GIS companies. In progress. | Map catch basins in a GIS database and add outfall location attributes. The college is waiting on funding before moving forward with the project. |
| 3-2 | Storm water Policy | Facilities Department | Develop Storm water Policy Take Present Policy to MBCC administration Review Policy's effectiveness | MassBay updated its storm water policy last permit year to reflect current best practices Maintaining current policy. | The College plans to expand the storm water management policy next permit year. The college is hiring a consulting firm that will prepare the permit in the Fall of 2018. |

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| 3-3 | Illicit Discharge Detection Campaign | Facilities Department | <p>Conduct dry-weather field screening of outfall during regular cleaning and track the number of surveys indicating a possible illicit connection.</p> <p>Trace the source of potential illicit discharges.</p> | 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 Storm water Policy that addresses how illicit discharges to MBCC's storm water 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. | <p>The College continues to review the Waste disposal operations.</p> <p>In July 2016 the College hired Triumvirate environmental imitate recycling programs, monitor and track and dispose of chemical wastes on campus.</p> | Proposed changes were implemented in July of 2016. |

4. Construction Site Storm water Runoff Control

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 15 (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 Storm Water Management in New Development and Redevelopment

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 15 | Planned Activities |
|----------|---------------------------------|-------------------------------|--|--|---|
| 5-1 | Structural Storm water 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. |

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| 5-2 | Storm water 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 15 (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 | Distributed information to all staff and faculty as part of Professional Day literature. Training to begin in Fall 2017 | 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. Completed. |
| 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. The college contract with Waste Management for the recycling and Triumvirate Environmental for the waste removal. | Proposed changes implemented in July 2016 |

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| 6-3 | Catch Basin Cleaning Program | Facilities Department | <p>Assess on campus catch basins and contract with a company to conduct catch basin cleaning as needed.</p> <p>Maintain record of receipts for catch basin cleaning.</p> | Catch basins are cleaned annually by an external vendor as stated in the policy. | Catch basin cleaning is budgeted for annually. |
| 6-4 | Street Sweeping Program | Facilities Department | Conduct annual street sweeping of parking lots and interior roads on campus. These cleaning practices will remove surface sediment, debris, and other pollutants that are a potential source of significant pollution. | Street sweeping is scheduled to completed in May 2018. Snowplowing contractor doesn't apply sand during snowstorms. | Street sweeping is budgeted annually. |
| 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. Vegetation scheduled to be installed in June 2018. | The College will introduce additional vegetation to the swale in June 2018. This project is budgeted. |
| 6-6 | Spill Response and Prevention Program | Facilities Department | Inventory locations at risk for spills. | Develop procedures for spill response and prevention plans that will state how to stop, contain, clean-up, and dispose of contaminated materials and train personnel to prevent and control future spills. This plan will be applicable to locations where hazardous wastes are stored and used. | Spill Response and Prevention will be discussed over the Summer 2018. |

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*