



## GET THE NEWS!

Massachusetts Stormwater News is a collaborative effort of the Massachusetts Department of Environmental Protection (MassDEP) and the New England office of the U.S. Environmental Protection Agency (EPA).

This newsletter will be sent via email every few months to provide information to municipalities and others related to the Massachusetts Small Municipal Separate Storm Sewer System (MS4) permit. MA Stormwater News will feature topics of interest, provide updates on upcoming permit deadlines, and highlight assistance resources from MassDEP, EPA and others.

EPA and MassDEP know that stormwater management is just one of the many challenges facing municipalities. We are committed to working with municipalities as you move forward on permit implementation.

This issue focuses on the topic of MS4 Annual Reports. We also highlight some upcoming assistance and training resources from EPA and MassDEP.

## Tips and Techniques for Submitting Your MS4 Annual Progress Report

Massachusetts (MA) municipalities that are permitted to discharge stormwater under the Municipal Separate Storm Sewer System (MS4) Permit are required to submit Annual Reports that describe their progress addressing stormwater pollution and include a self-evaluation of the effectiveness of their program. This article shares results from the recent EPA review of reports submitted and provides some tips and techniques for preparing and submitting future reports.

### EPA Evaluation of Annual Reports Submitted by MA MS4 Communities

EPA Region 1 conducted an analysis of 2016 and 2017 Annual Reports submitted by MA MS4s as required by the 2003 permit. This analysis was an opportunity for EPA to evaluate reported progress by municipalities in meeting permit requirements and to identify potential needs and opportunities for assistance. EPA's review found that there was a decrease in compliance with annual reporting in 2017. Of the 236 communities required to report, 56 reported late and 34 did not report

in 2017. Failure to submit reports, in part or in whole, could subject communities to further review and possible enforcement action.

EPA and MassDEP thank all communities that did report in 2017, and have some positive trends to share. More than 70 percent of communities reported successful completion of outfall mapping and ordinance requirements and are in a strong position to comply with new permit requirements. Additionally, MS4 communities are increasingly reporting completed post-construction ordinances. For communities that have not completed ordinances or maps, EPA and MassDEP encourage focusing on these products, as no additional time is provided in the new permit for existing permittees to complete 2003 permit requirements.

EPA and MassDEP share the following information to assist communities in preparing their report and being well-positioned to comply with new permit requirements. A goal for 2018 is to improve Annual Report submission compliance.

MS4 Annual Reports are Due

**May 1, 2018**

**All requirements of the 2003 Small MS4 General Permit remain in effect until the effective date of the new (2016) MA Small MS4 General Permit, currently July 1, 2018.**

## Why are Annual Reports Important?

Under the 2003 and 2016 MS4 permits, municipalities must develop a Stormwater Management Program (SWMP) that describes the methods (best management practices) they will implement to comply with permit requirements. Self-reporting on progress is a key component to assessing overall compliance with the permit. Annual Reports document actions taken, provide information on program effectiveness and completeness, showcase accomplishments, and identify where changes may be needed. While Annual Reports can be an important tool for informing the public about the expenditure of community resources and the actions taken by cities and towns to manage stormwater and protect resources, preparing the report is an opportunity for communication and collaboration within the community. Key information in each Annual Report includes:

- Self-assessment of compliance with the permit conditions.
- Appropriateness of the selected Best Management Practices (BMPs) – including identifying whether the BMP was effective and/or changes needed.
- Changes to BMPs or measurable goals based on self-assessment and effectiveness.
- Progress made towards achieving identified measurable goals (e.g., ordinances, the percent of system mapped, etc.).
- A summary of results from any sampling, data collection or analysis (e.g., outfall screening and sampling data, etc.).
- Identifying activities for the next reporting cycle (e.g., next steps or approach to pass an ordinance that may have previously failed).
- Identify any other entities responsible for achieving measurable goal(s).

Communities that have not submitted Annual Reports are missing an important opportunity to bring focus to the stormwater program, its associated requirements, and the budget implications for the community. Cities and towns that fail to submit reports may also be subject to further review and possible enforcement action.

## Best Practices for Creating MS4 Annual Reports

The best MS4 Annual Reports are timely, current, and provide detailed information in each section to clearly illustrate the status of Stormwater Management Program (SWMP) work in the community. Please consider the following best practices when preparing an Annual Report:

- **Start early!** It takes time to create an up-to-date Annual Report that accurately reflects the work completed within the past reporting year. Starting early also gives you more time to resolve or develop plans for issues you identify while preparing your Annual Report. Annual Reports may be submitted electronically or by mail by May 1, 2018.
- **Clearly identify** the form of current maps (e.g., paper, CADD or GIS), the percent of outfalls that have been mapped, and any additional attributes included in maps (e.g., GPS located 90 percent of outfalls and their receiving waters, awaiting a software and hardware upgrade prior to loading into GIS).
- **Clearly identify** whether bylaws or ordinances have been adopted and are in effect and highlight any bylaws or ordinances that have not yet been adopted.
- **Include** a detailed summary of what the municipality has done to date to comply with each minimum control measure.
- **Share your draft report** with other municipal departments and seek their input to ensure the report includes a detailed summary of what each department has done.
- **Include information** from the previous year(s) that remains pertinent in the current reporting year (e.g., date and year a bylaw or ordinance was passed). A previous year's report can be used as a template, but content must be updated to reflect the current reporting year. Archived copies of reports are available online at: <https://go.usa.gov/xnASy>.
- **Double check** the entire report before submission. Be sure all updates are correct, information accurately reflects current practice, additional actions or initiatives you've taken over the past year are included, and there are no inconsistencies between the different sections of the report (e.g., narrative content in the report matches the tables at the end of the report).

*For technical assistance completing your Annual Report, contact Fred Civian at MassDEP at [frederick.civian@state.ma.us](mailto:frederick.civian@state.ma.us) or 617-292-5821.*

## How to Submit an Annual Report

A suggested reporting format and applicable guidance for submitting your Annual Report are available on the EPA website at: <https://go.usa.gov/xnHub>. Reports must be sent to both EPA AND MassDEP. Reports can be submitted electronically OR by mail as shown below.

	EPA	MassDEP
<b>Email (preferably in PDF)</b>	stormwater.reports@epa.gov	Frederick.Civian@state.ma.us
<b>Mail (postage)</b>	Glenda Velez US EPA - OEP06-1 5 Post Office Square, Suite 100 Boston, MA 02109	Fred Civian Mass DEP, Bureau of Water Resources, 5th floor One Winter Street Boston, MA 02108

## Upcoming Assistance from EPA and MassDEP

### Webinar

The Guiteras Green Infrastructure Community School Project, February 28, 2018, 2:00 - 3:30 pm EST  
<https://attendee.gotowebinar.com/register/2984532340645539843>

### Webinar

Stormwater Standards for the Future: Environmental and Financial Benefits of Adopting Local Stormwater Regulations, March 28, 2018, 1:00 - 2:00 pm EST  
<https://attendee.gotowebinar.com/register/3714120980069080578>

### Stormwater Financing Roundtables

EPA New England and the Consensus Building Institute are offering four free workshop sessions for municipal leaders interested in facilitating community-wide stormwater program funding solutions. The workshops are scheduled for March 6, March 30, May 3 and May 24. Location(s) will be chosen to reduce travel time for participants. Pre-registration required. For further information, please contact Carri Hulet at the Consensus Building Institute at: [chulet@cbuilding.org](mailto:chulet@cbuilding.org).

### Soak Up the Rain Webinar Series

<https://go.usa.gov/x5zn2>

### Soak Up the Rain Outreach Tools

<https://go.usa.gov/x5znT>

### EPA GPS Equipment Loan and On-site Training Program

In order to help with system mapping, EPA has a limited number of GPS units available to loan. If your MS4 was covered under the 2003 permit, a web address where the MS4 map is published or an electronic or paper copy of the outfall map must be included with your NOI submission under the 2016 permit. EPA will provide on-site training on the use of the equipment and how to manage the data for use in GIS. For more information on the GPS program, contact Deborah Cohen at: [cohen.deborah@epa.gov](mailto:cohen.deborah@epa.gov).

### Public Education and Outreach Program

The MS4 Permit requires each town to implement a public education and outreach program that reaches four different audiences and that includes messages that are most relevant to that community. Local officials can click on the links below to download the brochures, pamphlets and other materials and use those to help comply with Section 2.3.2.c of the MS4 permit: <https://go.usa.gov/xnHug>.

*For "hands on" MS4 training and assistance for your community, call MassDEP's Stormwater Coordinator Fred Civian at 617-292-5821.*

**Resources, including a model annotated report, are provided below for additional assistance.**

MA MS4 2003 Permit Reporting Requirements, MS4 Annual Report Information and Archive, includes Year 15 Annual Report Suggested Template: <https://go.usa.gov/xnptj>

Annotated Model Annual Report (PDF): <https://go.usa.gov/xnptz>

**Specific questions about the permit should go to:**

EPA  
Newt Tedder  
[tedder.newton@epa.gov](mailto:tedder.newton@epa.gov)  
617-918-1038

MassDEP  
Fred Civian  
[frederick.civian@state.ma.us](mailto:frederick.civian@state.ma.us)  
617-292-5821

*Massachusetts Stormwater News is a collaborative effort of the Massachusetts Department of Environmental Protection (MassDEP) and the New England Office of the U.S. Environmental Protection Agency (EPA).*

Suggestions for future topics, questions, assistance or requests to be added or removed from the MA Stormwater News mailing list can be sent to: [StormwaterNewsMA@epa.gov](mailto:StormwaterNewsMA@epa.gov).