

Year 1 Annual Report
Massachusetts Small MS4 General Permit
Reporting Period: May 1, 2018-June 30, 2019

Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form

Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed.

Part I: Contact Information

Name of Municipality or Organization: City of Amesbury

EPA NPDES Permit Number: MAR041177

Primary MS4 Program Manager Contact Information

Name: Robert Desmarais, P.E.

Title: Director of Public Works

Street Address Line 1: 39 South Hunt Road

Street Address Line 2:

City: Amesbury

State: MA

Zip Code: 01913

Email: rob@amesburyma.gov

Phone Number: (978) 388-8116

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Stormwater Management Program (SWMP) Information

SWMP Location (web address): <https://www.amesburyma.gov/public-works/pages/ms4-stormwater-program>

Date SWMP was Last Updated: Jun 28, 2019

If the SWMP is not available on the web please provide the physical address and an explanation of why it is not posted on the web:

Part II: Self Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4.

Impairment(s)			
<input checked="" type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input type="checkbox"/> Phosphorus
<input checked="" type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
TMDL(s)			
<i>In State:</i>	<input type="checkbox"/> Assabet River Phosphorus	<input type="checkbox"/> Bacteria and Pathogen	<input type="checkbox"/> Cape Cod Nitrogen
	<input type="checkbox"/> Charles River Watershed Phosphorus	<input type="checkbox"/> Lake and Pond Phosphorus	
<i>Out of State:</i>	<input type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Metals	<input type="checkbox"/> Nitrogen
			<input type="checkbox"/> Phosphorus
			Clear Impairments and TMDLs

Next, check off all requirements below that have been completed. By checking each box you are certifying that you have completed that permit requirement fully. If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.

Year 1 Requirements

- Develop and begin public education and outreach program
- Identify and develop inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
 - The SSO inventory is attached to the email submission
 - The SSO inventory can be found at the following website:

https://www.amesburyma.gov/sites/amesburyma/files/uploads/annual_ii_report.pdf
- Develop written IDDE plan including a procedure for screening and sampling outfalls
- IDDE ordinance complete
- Identify each outfall and interconnection discharging from MS4, classify into the relevant category, and priority rank each catchment for investigation
 - The priority ranking of outfalls/interconnections is attached to the email submission
 - The priority ranking of outfalls/interconnections can be found at the following website:
- Construction/ Erosion and Sediment Control (ESC) ordinance complete
- Develop written procedures for site inspections and enforcement of sediment and erosion control measures
- Develop written procedures for site plan review
- Keep a log of catch basins cleaned or inspected
- Complete inspection of all stormwater treatment structures

Annual Requirements

- Annual opportunity for public participation in review and implementation of SWMP
- Comply with State Public Notice requirements
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- All curbed roadways have been swept a minimum of one time per year

Bacteria/ Pathogens (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

*Public Education and Outreach**

- Annual message encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Permittee or its agents disseminate educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
- Provide information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria

** Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

Solids, Oil and Grease (Hydrocarbons), or Metals

Annual Requirements

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- Increase street sweeping frequency of all municipal owned streets and parking lots to a schedule to target areas with potential for high pollutant loads
- Prioritize inspection and maintenance for catch basins to ensure that no sump shall be more than 50 percent full; Clean catch basins more frequently if inspection and maintenance activities indicate excessive sediment or debris loadings

Use the box below to input additional details on any unchecked boxes above or any additional information you would like to share as part of your self assessment:

The city is currently developing its IDDE program and ordinance. The draft plan and ordinance are uploaded. The updated plan should be completed by the end of October 2019. The ordinance will be presented to the administration in November 2019.

The assessment and priority ranking of outfalls will be completed as part of the development of the IDDE program.

Finally, the city is working with its Board of Health to develop a list of properties with septic systems so that educational materials on proper maintenance may be distributed especially in any catchment that discharges to a water body impaired for bacteria or pathogens.

Part IV: Minimum Control Measures

Please fill out all of the metrics below. If applicable, include in the description who completed the task if completed by a third party.

MCM1: Public Education

Number of educational messages completed during the reporting period:

Below, report on the educational messages completed during the first year. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.

BMP: 2018-2019 Trash and Recycling Flyer

Message Description and Distribution Method:

Two page flyer mailed to residents annually and posted on the city's website with information on the disposal of yard waste at the Compost Site.

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

Track number of visitors to web page and notices published annually.

Message Date(s): Annually beginning in January

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

BMP: Snow Removal and Ice Control Policy & Procedures

Message Description and Distribution Method:

Policy and procedures for snow removal and ice control available for viewing on the city's website and for distribution in brochure/pamphlet format.

Targeted Audience: Business, institutions and commercial facilities

Responsible Department/Parties: Engineering

Measurable Goal(s):

Distribute and maintain list of businesses that receive brochures/pamphlets annually.

Message Date(s): July 1, 2018 to present

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

BMP: Erosion and Sedimentation Control

Message Description and Distribution Method:

Provide guidance on erosion and sedimentation control available for viewing on the city's website and for distribution in brochure/pamphlet format.

Targeted Audience: Developers (construction)

Responsible Department/Parties: Conservation Commission, Planning Board and Engineering

Measurable Goal(s):

Distribute and maintain list of developers that receive brochures/pamphlets annually.

Message Date(s): July 1, 2018 to present

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

BMP: Spill Prevention and Response

Message Description and Distribution Method:

Provide guidance on spill prevention and response through the city's Industrial Pretreatment Program available for viewing on the city's website and for distribution in brochure/pamphlet format.

Targeted Audience: Industrial Facilities

Responsible Department/Parties: Waste Water and Engineering

Measurable Goal(s):

Distribute and maintain list of facilities that receive brochures/pamphlets annually.

Message Date(s): July 1, 2018 to present

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

BMP: Household Hazardous Waste Program

Message Description and Distribution Method:

Publish dates for community HHW events on the city's website and in the local newspaper.

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

Track volume of HHW collected annually.

Message Date(s): Annually through the months of April and October.

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

BMP: Stormwater Management and BMPs

Message Description and Distribution Method:

Overall plan for public education and outreach on stormwater management and BMPs at both local and regional levels.

Targeted Audience: All 4 target audiences

Responsible Department/Parties: Engineering

Measurable Goal(s):

Review and expand on-going public education program to all 4 target audiences by updating web page and printed materials on a periodic basis.

Message Date(s): July 1, 2018 to present

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

Add an Educational Message

MCM2: Public Participation

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) during the reporting period:

The city is a member of the Merrimack Valley Stormwater Collaborative which is a coalition of 15 MVPC communities working together on regional approaches to cost-effective stormwater management. The Collaborative is focused on intermunicipal coordination in training, public education and best management practices implementation, all key elements in each community’s Stormwater Management Program and compliance with federal Environmental Protection Agency’s NPDES Phase II regulations and the MS4 Permit for Massachusetts. (Website: www.merrimackvalleystormwater.org)

The city is also a member of the Greenscapes North Shore Coalition which is a collaborative of municipalities and partner organizations, focusing on stormwater and watershed related issues. Specifically, Greenscapes provides outreach and education to support municipal compliance with water-related regulatory requirements, including the MS4 Stormwater and the Water Management Act permits. (Website: www.greenscapes.org)

The Amesbury DPW periodically meets with other departments and boards such as the Conservation Commission, Planning Board, etc. to discuss stormwater topics. Discussions include current and future construction projects within the city, as well as operations and maintenance of the MS4.

Finally, the Amesbury Lakes and Waterways Commission also conducts monthly meetings to discuss lake related issues such as stormwater impacts. These meetings are open to interested members of the public. The Lakes and Waterways Commission coordinates lake cleanup efforts such as trash removal, elimination of invasive species, etc. as funds are available. The commission also actively pursues funding opportunities for lake cleanup efforts.

Was this opportunity different than what was proposed in your NOI? Yes No

Describe any other public involvement or participation opportunities conducted during the reporting period:

MCM3: Illicit Discharge Detection and Elimination (IDDE)

Sanitary Sewer Overflows (SSOs)

Below, report on the number of SSOs identified in the MS4 system and removed during this reporting period.

Number of SSOs identified: 4 _____

Number of SSOs removed: 3 _____

Below, report on the total number of SSOs identified in the MS4 system and removed to date. At a minimum, report SSOs identified since 2013.

Total number of SSOs identified: 4 _____

Total number of SSOs removed: 3 _____

MS4 System Mapping

Describe the status of your MS4 map, including any progress made during the reporting period (phase I map due in year 2):

The city has completed GPS location and mapping of all drainage outfalls and structures, and is currently delineating the catchment areas for each outfall for the purposes of prioritizing areas for investigation as required under the IDDE program.

Screening of Outfalls/Interconnections

If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses.

- The outfall screening data is attached to the email submission
- The outfall screening data can be found at the following website:

Below, report on the number of outfalls/interconnections screened during this reporting period.

Number of outfalls screened: _____

Below, report on the percent of total outfalls/ interconnections screened to date.

Percent of total outfalls screened: _____

Catchment Investigations

If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.

- The catchment investigation data is attached to the email submission

The catchment investigation data can be found at the following website:

Below, report on the number of catchment investigations completed during this reporting period.

Number of catchment investigations completed this reporting period: _____

Below, report on the percent of catchments investigated to date.

Percent of total catchments investigated: _____

Optional: Provide any additional information for clarity regarding the catchment investigations below:

IDDE Progress

If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.

- The illicit discharge removal report is attached to the email submission
- The illicit discharge removal report can be found at the following website:

Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed during this reporting period.

Number of illicit discharges identified: _____

Number of illicit discharges removed: _____

Estimated volume of sewage removed: _____ [UNITS]

Below, report on the total number of illicit discharges identified and removed to date. At a minimum, report on the number of illicit discharges identified and removed since the effective date of the permit.

Total number of illicit discharges identified: _____

Total number of illicit discharges removed: _____

Optional: Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:

The city is in the process of developing its written IDDE program, and it is anticipated that this effort will be completed by the end of October 2019. However, the city is not aware of any illicit discharges within the MS4 as of this writing.

Employee Training

Describe the frequency and type of employee training conducted during the reporting period:

Employee training occurs annually and will be supplemented upon completion of the written IDDE program.

MCM4: Construction Site Stormwater Runoff Control

Below, report on the construction site plan reviews, inspections, and enforcement actions completed during this reporting period.

Number of site plan reviews completed: 0

Number of inspections completed: 0

Number of enforcement actions taken: 0

MCM5: Post-Construction Stormwater Management in New Development and Redevelopment

Ordinance Development

Describe the status of the post-construction ordinance required to be complete in year 2 of the permit term:

The city is currently conducting a review of its land use regulations for the purpose of streamlining the permitting process. As part of this effort, the existing rules and regulations are being reviewed to determine whether they fully address the post-construction stormwater management objectives of the MS4 program. This review process is scheduled to be completed by next spring in accordance with the year 2 permit requirements.

As-built Drawings

Describe the status of the measures the MS4 has utilized to require the submission of as-built drawings and ensure long term operation and maintenance of completed construction sites required to be complete in year 2 of the permit term:

The Planning Board has been incorporating these requirements in all approval decisions for projects subject to their review.

Street Design and Parking Lots Report

Describe the status of the street design and parking lots assessment due in year 4 of the permit term, including any planned or completed changes to local regulations and guidelines:

No update at this time.

Green Infrastructure Report

Describe the status of the green infrastructure report due in year 4 of the permit term, including the findings and progress towards making the practice allowable:

No update at this time.

Retrofit Properties Inventory

Describe the status of the inventory, due in year 4 of the permit term, of permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas and report on any properties that have been modified or retrofitted:

No update at this time.

MCM6: Good Housekeeping

Catch Basin Cleaning

Describe the status of the catch basin cleaning optimization plan:

Complete

If complete, attach the catch basin cleaning optimization plan or the schedule to gather information to develop the optimization plan:

- The catch basin cleaning optimization plan or schedule is attached to the email submission
- The catch basin cleaning optimization plan or schedule can be found at the following website:

https://www.amesburyma.gov/sites/amesburyma/files/uploads/stormwater_maintenance_.pdf

Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins during this reporting period.

Number of catch basins inspected: 1779

Number of catch basins cleaned: 1779

Total volume or mass of material removed from all catch basins: 90 Cubic Yards

Below, report on the total number of catch basins in the MS4 system, if known.

Total number of catch basins: 1779

If applicable:

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

N/A

Street Sweeping

Describe the status of the written procedures for sweeping streets and municipal-owned lots:

Complete

Report on street sweeping completed during the reporting period using one of the three metrics below.

Number of miles cleaned: 80

Volume of material removed: [UNITS]

Weight of material removed: [UNITS]

If applicable:

For rural uncurbed roadways with no catch basins, describe the progress of the inspection, documentation, and targeted sweeping plan:

Winter Road Maintenance

Describe the status of the written procedures for winter road maintenance including the storage of salt and sand:

Complete

Inventory of Permittee-Owned Properties

Describe the status of the inventory, due in year 2 of the permit term, of permittee-owned properties, including parks and open spaces, buildings and facilities, and vehicles and equipment, and include any updates:

The city will complete this inventory in year 2 of the permit term as required.

O&M Procedures for Parks and Open Spaces, Buildings and Facilities, and Vehicles and Equipment

Describe the status of the operation and maintenance procedures, due in year 2 of the permit term, of permittee-owned properties (parks and open spaces, buildings and facilities, vehicles and equipment) and include maintenance activities associated with each:

The city will develop O&M procedures for parks and open spaces, buildings and facilities, and vehicles and equipment in year 2 of the permit term as required.

Stormwater Pollution Prevention Plan (SWPPP)

Describe the status of any SWPPP, due in year 2 of the permit term, for permittee-owned or operated facilities including maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater:

The city will prepare SWPPPS for all permittee-owned or operated facilities in year 2 of the permit term as required.

Below, report on the number of site inspections for facilities that require a SWPPP completed during this reporting period.

Number of site inspections completed:

Describe any corrective actions taken at a facility with a SWPPP:

O&M Procedures for Stormwater Treatment Structures

Describe the status of the written procedure for stormwater treatment structure maintenance:

Additional Information

Monitoring or Study Results

Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.

- Not applicable
 The results from additional reports or studies are attached to the email submission
 The results from additional reports or studies can be found at the following website(s):
-

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

Additional Information

Optional: Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

Activities Planned for Next Reporting Period

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 2 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

- Complete system mapping Phase I
- Begin investigations of catchments associated with Problem Outfalls
- Develop or modify an ordinance or other regulatory mechanism for post-construction stormwater runoff from new development and redevelopment
- Establish and implement written procedures to require the submission of as-built drawings no later than two years after the completion of construction projects
- Develop, if not already developed, written operations and maintenance procedures
- Develop an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; review annually and update as necessary
- Establish a written program detailing the activities and procedures the permittee will implement so that the MS4 infrastructure is maintained in a timely manner
- Develop and implement a written SWPPP for maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater

- Enclose or cover storage piles of salt or piles containing salt used for deicing or other purposes
- Develop, if not already developed, written procedures for sweeping streets and municipal-owned lots
- Develop, if not already developed, written procedures for winter road maintenance including storage of salt and sand
- Develop, if not already developed, a schedule for catch basin cleaning
- Develop, if not already developed, a written procedure for stormwater treatment structure maintenance
- Develop a written catchment investigation procedure (*18 months*)

Annual Requirements

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all uncurbed streets at least annually

Provide any additional details on activities planned for permit year 2 below:

Part V: Certification of Small MS4 Annual Report 2019

40 CFR 144.32(d) 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, I certify that 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.

Name: Title:

Signature:  Date:

[Signatory may be a duly authorized representative]