

**Year 1 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**New Permittees**  
**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:

EPA NPDES Permit Number:

**Primary MS4 Program Manager Contact Information**

Name:  Title:

Street Address Line 1:

Street Address Line 2:

City:  State:  Zip Code:

Email:  Phone Number:

Fax Number:

**Stormwater Management Program (SWMP) Information**

SWMP Location (web address):

Date SWMP was Last Updated:

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

*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

### 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

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:

All street sweeping and catch basin cleaning debris is disposed of at the Amherst Town Landfill on Belchertown Road. The storage area is more than 1,000 feet from any stormwater system catch basin or receiving water.

The Town of Amherst discontinued the use of sand on icy roads in 2014, which has greatly reduced the amount of street sweeping debris deposited at the Town Landfill. The Town also has a Beneficial Use Determination (BUD) with the MassDEP to reuse the sand to grade the Old Landfill (located on the southern side of Belchertown Road) when needed.

### Part III: Receiving Waters/Impaired Waters/TMDL

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted?

Yes  No

If yes, describe below, including any relevant impairments or TMDLs:

N/A

## Part IV: Minimum Control Measures

*Part IV includes some of the metrics that will be required in upcoming annual reports. For this annual report, these metrics are optional for new permittees; please fill out any of the metrics below that you have started. Then, proceed to Part V.*

### 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:[Message name here]**

Message Description and Distribution Method:

N/A

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Message Date(s):

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 SWMP is posted on the Town of Amherst website for viewing by the public. A hard copy of the SWMP is located at the Public Works Office for review by the public as well.

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:

The Town of Amherst organized a town-wide cleanup day on May 4, 2019. Residents participated in the cleanup event, along with Town staff and officials, in collecting garbage and debris on roadsides and public property. The Public Works Department picked up the garbage and debris collected during the cleanup event and disposed of it at the Amherst Town Landfill.

### **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:

Number of SSOs removed:

*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:

Total number of SSOs removed:

#### **MS4 System Mapping**

Describe the status of your MS4 map, including any progress made during the reporting period:

The Town's current MS4 map shows all outfalls in the MS4 regulated area, as well as wetlands and labeled water bodies within Town boundaries.

In addition, Amherst has mapped the majority of its stormwater pipes, catch basins, and drain manholes using the Town's Geographic Information System (GIS) mapping system.

#### **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: 0

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

Percent of total outfalls screened: 0

### **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: 0

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

Percent of total catchments investigated: 0

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

N/A

### **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: 0

Number of illicit discharges removed: 0

Estimated volume of sewage removed: 0 [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 Town is in the process of implementing an IDDE bylaw, which the Town plans to adopt by June 2021.

### **Employee Training**

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

N/A

### **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:

Number of inspections completed:

Number of enforcement actions taken:

### **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:

A post-construction ordinance has not been completed to date.  
According to the permit, this ordinance must be completed by new permittees by Year 3 of the permit term.

#### **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:

Measures to require submission of as-built drawings have not been completed to date.  
According to the permit, these measures must be completed by new permittees by Year 4 of the permit term.

### **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:

This assessment has not been started to date.

### **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:

This report has not been started to date.

### **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:

This inventory has not been compiled to date.

## **MCM6: Good Housekeeping**

### **Catch Basin Cleaning**

Describe the status of the catch basin cleaning optimization plan:

A written catch basin cleaning optimization plan/schedule has not been drafted to date.

*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:

*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:

Number of catch basins cleaned:

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

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

Total number of catch basins:

*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:

Written procedures for street sweeping have not been completed to date. The Town currently sweeps all roadways and parking lots annually and the downtown area more regularly.

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

Number of miles cleaned:

Volume of material removed:

Weight of material removed:

*If applicable:*

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

N/A

**Winter Road Maintenance**

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

Written procedures for winter road maintenance have not been completed to date.

**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 inventory of permittee-owned properties has not been started to date.  
According to the permit, this inventory must be completed by new permittees by Year 4 of the permit term.

**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:

Operation and maintenance procedures have not been started to date.  
According to the permit, these procedures must be completed by new permittees by Year 4 of the permit term.

**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:

Stormwater Pollution Prevention Plans have not been started to date.  
According to the permit, SWPPPs must be completed by new permittees by Year 4 of the permit term.

*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:

N/A

**O&M Procedures for Stormwater Treatment Structures**

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

Written procedures for stormwater treatment structure maintenance have not been started to date.

## Part V: 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:

N/A

### **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:

N/A

### **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

### **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
- Continue public education and outreach program

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

- Begin public education efforts.
- Research and purchase videos regarding proper stormwater management practices and standard operating procedures for residents, business & institutions, and industrial facilities and allow for public viewing of videos.
- Provide stormwater management announcement on Town website directed towards developers & contractors.
- Catch basin stenciling program with local schools or scout group.
- Update wetlands bylaws to incorporate more stringent environmental controls requirements.
- Annual Town Cleanup Day in May 2020.
- Source to Sea Cleanup for the Fort River scheduled for September 28, 2019.
- Create and distribute public education pamphlets regarding pet waste and septic system maintenance.
- Provide seasonal announcements on the Town's stormwater webpage regarding proper disposal of leaf litter, grass clippings, and pet waste.
- Begin working on stormwater by laws and procedures in conjunction with the MS4 General Permit requirements.

### Part VI: 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]*