

**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:

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

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

**Impairment(s)**

Bacteria/Pathogens     
  Chloride     
  Nitrogen     
  Phosphorus  
 Solids/ Oil/ Grease (Hydrocarbons)/ Metals

**TMDL(s)**

*In State:*     
  Assabet River Phosphorus     
  Bacteria and Pathogen     
  Cape Cod Nitrogen  
 Charles River Watershed Phosphorus     
  Lake and Pond Phosphorus

*Out of State:*     
  Bacteria/Pathogens     
  Metals     
  Nitrogen     
  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:
- 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:

As noted in the IDDE Plan the Town of Essex completed an extensive investigation into possible SSOs as part of the Town's sewer program that was completed in the 1990s. Since the completion of the sewer project, no additional SSOs have been identified. The website listed references the IDDE Plan.

As noted in the SWMP, written procedures for Site Inspections and Site Plan Review will be adopted and the ordinance will be reviewed prior to 6/30/2020.

Since the SWMP and IDDE plan were only recently completed, opportunity for public review of the SWMP, compliance with State Public Notice requirements, and annual IDDE training for employees have not yet been addressed but will occur during the next year.

The Town has contracted with Greenscapes to comply with the Public Education and Outreach requirements. "Scoop the Poop" post was disseminated to Town officials, posted on partner social media platforms

(Facebook & Twitter) and available at [www.greenscapes.org/resources-social-media/](http://www.greenscapes.org/resources-social-media/).

Information regarding septic system maintenance was limited during this year and only included an "unflushables" post.

The Town performs regular street sweeping and the program was continued throughout the past year. During Year 2 the Town will improve documentation of the street sweeping program performance with focus on the Chebacco Lake area of Town. Although catchbasin cleaning inspections were not documented in the past, the Town is confident that due to the frequency of street sweeping and the reduced use of sand, catchbasin sumps do not reach 50% full.

### 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:

## 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: 17

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: RAIN GARDEN BROCHURE**

Message Description and Distribution Method:

Completed by Greenscapes North Shore Coalition under contract to Essex.  
Informational brochure on the function and importance of Rain Gardens and stormwater filtration.  
Construction instructions and plant suggestions also included.

Targeted Audience: Residents

Responsible Department/Parties: External Contractor

Measurable Goal(s):

500 made available in town hall. Distributed by Salem Sound Coastwatch and Ipswich River Watershed Association at many community events. PDF available for download at [www.greenscapes.org/resources-brochures/](http://www.greenscapes.org/resources-brochures/)

Message Date(s): 11/1/2018

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:

Was an additional message that was not listed in the NOI.

#### **BMP: LID WORKSHOP**

Message Description and Distribution Method:

Completed by Greenscapes North Shore Coalition under contract to Essex.  
Workshop/Seminar reintroduced the basics of low impact development and its importance. MS4 requirements, as they relate to LID were discussed and Fred Civian (MassDEP) provided tips for designing and passing municipal ordinances to promote LID.

Targeted Audience: Developers (construction)

Responsible Department/Parties: External Contractor

Measurable Goal(s):

Attended by 35. Presentation PDF and "Tip Sheet" sent to municipal contacts and was temporarily available

on Greenscapes website.

Message Date(s): Jan-17-19

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: SOAK UP THE RAIN PRESENTATION**

Message Description and Distribution Method:

Completed by Greenscapes North Shore Coalition under contract to Essex. Public presentation held at Nahant Life Saving Station, sponsored by Nahant SWIM, hosted by Greenscapes. Presentation conducted by Greenscapes representative, Barbara Warren, executive director of Salem Sound Coastwatch. Barbara shared natural ways to slow the flow of rainwater, including the planting of gardens designed to capture and absorb rainwater. In these times of unusually high rates of rainfall, small-scale stormwater management, such as a rain garden, is very important for all our communities to help reduce pollution and flooding of our basements, land, driveways and streets.

Targeted Audience: Residents

Responsible Department/Parties: External Contractor

Measurable Goal(s):

Attended by 35

Message Date(s): Mar-6-19

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:

Not described in NOI proposal.

**BMP: GREENSCAPES 101 & WATER TALK PRESENTATION**

Message Description and Distribution Method:

Completed by Greenscapes North Shore Coalition under contract to Essex. Public presentation hosted by the Lynnfield Conservation Commission and Planning Department. Presenters included the Lynnfield Water District and Lynnfield Center Water District directors and Kristen Grubbs, Greenscapes representative and Environmental Planner for the Ipswich River Watershed Association. Topics included a general water conservation and stormwater overview, discussion of the watershed's issues and concerns, followed by solutions – including homeowner greenscaping practices and municipal solutions.

Targeted Audience: Residents

Responsible Department/Parties: External Contractor

Measurable Goal(s):

Attended by 30

Message Date(s): May-15-19

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:

Not described in NOI proposal.

**BMP: NEW GREENSCAPES GUIDE**

Message Description and Distribution Method:

Completed by Greenscapes North Shore Coalition under contract to Essex.  
A revised version of the comprehensive Greenscapes Guide. A new 24 page magazine (PDF) outlining the importance of small-scale stormwater management and sustainable landscaping. Project ideas, plant suggestions and best practices included.

Targeted Audience: Residents

Responsible Department/Parties: External Contractor

Measurable Goal(s):

Sent to 70 municipal contacts and available at [www.greenscapes.org/greenscapes-guide/](http://www.greenscapes.org/greenscapes-guide/)

Message Date(s): Published on website 6-30-19

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:

Revised guide does not include messaging about sewer/septic maintenance. This information will be delivered in other Greenscapes materials and messaging.

**BMP: KEEPING WATER CLEAN SCHOOL PROGRAM**

Message Description and Distribution Method:

Completed by Greenscapes North Shore Coalition under contract to Essex.  
Program engages 5th grade students in several activities designed to raise their stormwater and water conservation awareness. Students learn about what a watershed is, what stormwater, groundwater and

wastewater are, how they can negatively or positively impact these water systems, along with more details about each system and how it should be protected/maintained.

Targeted Audience: Residents

Responsible Department/Parties: External Contractor

Measurable Goal(s):

Conducted KWC at 27 different schools, reaching 2002 5th grade students and 300 adults across the North Shore.

Message Date(s): 27 programs conducted Sept '18 - June '19.

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:

Was an additional message that was not listed in the NOI.

**BMP: "YARD WASTE MANAGEMENT" POST**

Message Description and Distribution Method:

Completed by Greenscapes North Shore Coalition under contract to Essex. Social media post describing the best ways to properly dispose of leaf litter and yard waste, keeping your yard clean and our water resources safe. Composting leaves, leaving them on the lawn for nutrient deposition, or having them picked up by the town are described as good options.

Targeted Audience: Residents

Responsible Department/Parties: External Contractor

Measurable Goal(s):

Sent to 70 municipal contacts for further dissemination, posted on partner social media platforms (Facebook & Twitter) and available at [www.greenscapes.org/resources-social-media/](http://www.greenscapes.org/resources-social-media/)

Message Date(s): Created October 2018

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:

Was an additional message that was not listed in the NOI.

**BMP: "KEEP DRAINS CLEAR" POST**

Message Description and Distribution Method:

Completed by Greenscapes North Shore Coalition under contract to Essex.

Social media post describing the importance of keeping storm drains clear of leaf debris and litter.

Targeted Audience: Residents

Responsible Department/Parties: External Contractor

Measurable Goal(s):

Sent to 70 municipal contacts for further dissemination, posted on partner social media platforms (Facebook & Twitter) and available at [www.greenscapes.org/resources-social-media/](http://www.greenscapes.org/resources-social-media/)

Message Date(s): Created November 2018

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:

Was an additional message that was not listed in the NOI.

**BMP: "ROAD SALT" POST**

Message Description and Distribution Method:

Completed by Greenscapes North Shore Coalition under contract to Essex.

Social media post describing many alternatives to traditional road salting practices. The use and benefits of coffee grounds, pickle brine, kitty litter, ashes, sugar beet juice and/or sand were discussed.

Targeted Audience: Residents

Responsible Department/Parties: External Contractor

Measurable Goal(s):

Sent to 70 municipal contacts for further dissemination, posted on partner social media platforms (Facebook & Twitter) and available at [www.greenscapes.org/resources-social-media/](http://www.greenscapes.org/resources-social-media/)

Message Date(s): Created December 2018

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:

Was an additional message that was not listed in the NOI.

**BMP: "UN-FLUSHABLES" POST**

Message Description and Distribution Method:

Completed by Greenscapes North Shore Coalition under contract to Essex.

Social media post warning residents of the harm caused by flushing "unflushables" such as q-tips, feminine

hygiene products, oil, grease, "flushable" wipes, and more in their wastewater systems. The post clearly states that those items belong in the trash!

Targeted Audience: Residents

Responsible Department/Parties: External Contractor

Measurable Goal(s):

Sent to 70 municipal contacts for further dissemination, posted on partner social media platforms (Facebook & Twitter) and available at [www.greenscapes.org/resources-social-media/](http://www.greenscapes.org/resources-social-media/)

Message Date(s): Created January 2019

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:

Was an additional message that was not listed in the NOI.

**BMP: "SCOOP THE POOP" POST**

Message Description and Distribution Method:

Completed by Greenscapes North Shore Coalition under contract to Essex. Social media post educating residents on the harmful bacterial impacts that pet waste can have on our waterways and our health, if not properly disposed of.

Targeted Audience: Residents

Responsible Department/Parties: External Contractor

Measurable Goal(s):

Sent to 70 municipal contacts for further dissemination, posted on partner social media platforms (Facebook & Twitter) and available at [www.greenscapes.org/resources-social-media/](http://www.greenscapes.org/resources-social-media/)

Message Date(s): Created February 2019

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:

Was an additional message that was not listed in the NOI.

**BMP: "RAIN GARDENS" POST**

Message Description and Distribution Method:

Completed by Greenscapes North Shore Coalition under contract to Essex. Social media post describing the many important benefits rain gardens can have on our waterways by

retaining and filtering stormwater as it travels through our watershed(s).

Targeted Audience: Residents

Responsible Department/Parties: External Contractor

Measurable Goal(s):

Sent to 70 municipal contacts for further dissemination, posted on partner social media platforms (Facebook & Twitter) and available at [www.greenscapes.org/resources-social-media/](http://www.greenscapes.org/resources-social-media/)

Message Date(s): Created March 2019

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:

Was an additional message that was not listed in the NOI.

**BMP: "CAREFUL LAWN CARE" POST**

Message Description and Distribution Method:

Completed by Greenscapes North Shore Coalition under contract to Essex. Social media post describing many different sustainable and earth-friendly landscaping practices. Soil testing, mowing routines, watering routines, proper fertilization timing and suggested products are discussed.

Targeted Audience: Residents

Responsible Department/Parties: External Contractor

Measurable Goal(s):

Sent to 70 municipal contacts for further dissemination, posted on partner social media platforms (Facebook & Twitter) and available at [www.greenscapes.org/resources-social-media/](http://www.greenscapes.org/resources-social-media/)

Message Date(s): Created April 2019

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:

Was an additional message that was not listed in the NOI.

**BMP: "WATER SMART" POST**

Message Description and Distribution Method:

Completed by Greenscapes North Shore Coalition under contract to Essex. Social media post highlighting the importance of thoughtful watering practices such as watering deeply and only when the lawn/plants are "thirsty".

Targeted Audience: Residents

Responsible Department/Parties: External Contractor

Measurable Goal(s):

Sent to 70 municipal contacts for further dissemination, posted on partner social media platforms (Facebook & Twitter) and available at www.greenscapes.org/resources-social-media/

Message Date(s): Created July 2019

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:

Was an additional message that was not listed in the NOI.

**BMP: RAIN BARREL SALE**

Message Description and Distribution Method:

Completed by Greenscapes North Shore Coalition under contract to Essex. Greenscapes North Shore Coalition hosted a rain barrel sale and created associated advertisements that promoted water conservation and described how using a rain barrel can greatly reduce a resident's household water use as well as mitigating roof run-off. The barrel sale was open to all residents on the North Shore.

Targeted Audience: Residents

Responsible Department/Parties: External Contractor

Measurable Goal(s):

Post sent to 70 municipal contacts, press release sent to 20 local and regional newspapers, 300 "engagements" with post on Salem Sound Coastwatch Facebook, 520 "engagements on IRWA Facebook, 20 rain barrels sold.

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:

Not described in original NOI

**BMP: THINK BLUE FOWL WATER VIDEO**

Message Description and Distribution Method:

Completed by Greenscapes North Shore Coalition under contract to Essex. Think Blue Massachusetts "Fowl Water" video defines stormwater and explains the impact that pollution like trash, oil, cigarettes and dog poop can have on stormwater and our waterways.

Targeted Audience: Residents

Responsible Department/Parties: External Contractor

Measurable Goal(s):

Outreach/"# of impressions" was evaluated in 9 out of 23 Greenscapes Communities. Results claimed that 121,520 impressions were made on Facebook or Youtube. The video was also sent to 70 municipal contacts and is available on the ThinkBlue website and the Greenscapes website at www.greenscapes.org/resources-videos/.

Message Date(s): Spread by ThinkBlue June 23 - June 30, 2019. Shared further July 2019.

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:

Not described in original NOI

**BMP: MISCELLANEOUS GREENSCAPES TABLING EVENTS**

Message Description and Distribution Method:

Completed by Greenscapes North Shore Coalition under contract to Essex. Informational table with Greenscapes demonstrations and materials at local community and school events, including: Grow Spring Expo, Essex STEM Night, Middleton Earth Day, STEAM Night Beverly, Ipswich Garden Club Plant Sale, MassAudubon Nature Fest, Cape Ann Farmer's Market, Rowley Farmer's Market, Beverly Farmer's Market, North Reading Farmer's Market, Billerica Farmer's Market, Waldorf School at Moraine Farm, Wilmington Farmer's Market, Underwater in Salem Sound Lecture Series, Beverly Public Library Lecture Series

Targeted Audience: Residents

Responsible Department/Parties: External Contractor

Measurable Goal(s):

Miscellaneous.

Message Date(s): Events held September '18 - May '19. Farmers markets held weekly in the spring/summer.

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:

Not described in original NOI

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:

Since the SWMP and IDDE plan were only recently completed, opportunity for public review of the SWMP, compliance with State Public Notice requirements, and annual IDDE training for employees have not yet been addressed but will occur during the next permit year. This is consistent with the NOI, which stated that SWMP annual review and public comment will begin during 2019. The only difference from the NOI is that quarterly Stormwater Committee meetings will begin 4th quarter 2019.

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:

[Empty text box for describing other public involvement opportunities]

### 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:

Outfall and connectivity mapping was completed in 2010. Modifications will be made, if appropriate, during the outfall screening activities.

[Empty text box for describing MS4 system mapping status]

**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:

During the late 1990s, the Town undertook an extensive IDDE program under the direction of the DEP and EPA as part of a downtown sanitary sewer project. At that time, illicit discharges were identified and removed. Information regarding that program is available at the Town Hall.

**Employee Training**

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

To be conducted during permit Year 2, following the completion of the SWMP and IDDE Plan.

**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:

Not yet addressed.

**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:

Not yet addressed.

**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:

Not yet addressed.

**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:

Not yet addressed.

**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:

Not yet addressed.

**MCM6: Good Housekeeping**

**Catch Basin Cleaning**

Describe the status of the catch basin cleaning optimization plan:

To be completed in Year 2.

*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:

**Street Sweeping**

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

To be completed in Year 2.

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

○ Number of miles cleaned:

○ Volume of material removed:  yards

○ 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:

**Winter Road Maintenance**

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

To be completed in Year 2.

**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:

To be completed in Year 2.

**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:

To be completed in Year 2.

**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:

To be completed in Year 2.

*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:

To be completed in Year 2.

**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:

[Empty rectangular box for providing details on activities planned for permit year 2]

## 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]*

