

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 Everett

EPA NPDES Permit Number: MAR041078

Primary MS4 Program Manager Contact Information

Name: Gregory St. Louis, PE Title: Exec. Dir. of Public Works and Engineering

Street Address Line 1: 19 Norman Street

Street Address Line 2: na

City: Everett State: MA Zip Code: 02149

Email: Greg.StLouis@ci.everett.ma.us Phone Number: (617) 394-2286

Fax Number: (617) 381-1611

Stormwater Management Program (SWMP) Information

SWMP Location (web address): <http://cityofeverett.com/196/Water-Sewer>

Date SWMP was Last Updated: June 27, 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)

- ☒ 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)*

Phosphorus (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

*Public Education and Outreach**

- ☒ Distribute an annual message in the spring (April/May) that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release and phosphorus-free fertilizers
- ☒ Distribute an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- ☒ Distribute an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

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

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- ☒ Increase street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)

Potential structural BMPs

- Any structural BMPs listed in Attachment 3 to Appendix F already existing or installed in the regulated area by the permittee or its agents shall be tracked and the permittee shall estimate the phosphorus
- ☐ removal by the BMP consistent with Attachment 1 to Appendix H. Document the BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated phosphorus removed in mass per year by the BMP in each annual report

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:

- No septic systems in Everett.
- Developing predictive Catch Basin maintenance plan. Data Collection has already begun.
- Ongoing Catch Basin disconnection from sanitary sewer system identification and removal program.
- Ongoing sanitary sewer infiltration/inflow identification and removal program.
- There are currently no City-owned structural BMPs.

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:

In the SWMP, we have included the proposed Massachusetts Year 2016 additional impairments where they are more stringent than the 2014 listing:

Mystic River (MA62-04) - Non-Native Aquatic Plants was added as an impairment in the 2016 ILW (WQLW)

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: Leaf Cleanup

Message Description and Distribution Method:

Mystic River Watershed Association (MyRWA) made an educational Facebook post on October 30, 2018. MyRWA also posted a Web Site Banner and text on their website to encourage proper leaf disposal and provide information on pollution cause by leaves.

The City's website post encourages residents to keep property clean and tidy. Yard Waste collection services are available from Spring through the Fall seasons on specified dates.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Information regarding Yard Waste is typically posted on the City of Everett's Facebook page early in the month of April. This post included rules, collection dates, and contact information.

The Yard Waste information can also be located on the City's website and was posted on March 28, 2019. 2019 Yard Waste information is available here:

<http://www.ci.everett.ma.us/DocumentCenter/View/2133/Yard-Waste-Schedule>

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:

BMP: Low Impact Development Video

Message Description and Distribution Method:

The video is used to inform of the adverse effects of development and it encourages developers to implement low impact development in their designs.

Targeted Audience: Businesses, Institutions, and Commercial Facilities

Responsible Department/Parties: DPW Director/Communications Dept./MyRWA

Measurable Goal(s):

The video was provided by MyRWA and can be downloaded here:

https://drive.google.com/file/d/1TOhtIJQXIs7Pu4TZ_w72gXbWn4Mt_RgH/view?usp=sharing

Message Date(s): February 28, 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:

BMP: Construction Site Stormwater Management

Message Description and Distribution Method:

MyRWA provided access to a social media post, flyer, and press release regarding educational information about construction BMPs.

Targeted Audience: Developers (construction)

Responsible Department/Parties: DPW Director/Communications Dept./MyRWA

Measurable Goal(s):

The social media post was posted on the Think Blue Massachusetts page and addresses the fact that stormwater pollution often begins at construction sites.

The Facebook post can be found here: <https://www.facebook.com/ThinkBlueMassachusetts/photos/a.946991875469152.1073741828.931968630304810/958240131010993/?type=3&theater>

The Flyer addresses erosion and is to be posted in City Hall, other governmental offices, and other venues as appropriate.

The Flyer template can be found here: https://docs.google.com/document/d/1a_tAWMdqHKTCTcdClOUjorwGo2rv5if3yEAtYsrP3XI/edit

The Press Release is to be sent to local publications. This involves a flyer that addresses erosion prevention.

The Press Release Flyer template can be found here: https://docs.google.com/document/d/1DkBNw_WY6eVKkmAwoljzbQm9ST1XBM00gJE28ADSIA/edit

Message Date(s): 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:

BMP: Education - Grass Clippings

Message Description and Distribution Method:

MyRWA provided education materials that offer alternatives to disposing of grass clippings to the stormwater system.

Targeted Audience: Residents, Businesses, and Industry

Responsible Department/Parties: DPW Director/Communications Dept./MyRWA

Measurable Goal(s):

MyRWA's social media posts designed for Facebook and Twitter encourage residents use grass clippings to compost for fertilizer or bag for curbside pickup. English and Spanish variations were available.

Brochures were distributed at Government offices, community spaces and events, and was included with utility bills. A general version of the brochure can be viewed here: <https://drive.google.com/file/d/1syHtqlkToWRDsygERalzAHF5yhmKvW73/view>

A Web Site post was made available to present on web sites, email lists and other communications.

Message Date(s): June 1, 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:

BMP: Dog Waste and Surface Water Quality

Message Description and Distribution Method:

The City has brochures available on its web site and for residents with licensed dogs as of January 24, 2019. The brochure provides education on the adverse effects on the environment and the methods of prevention.

Targeted Audience: Residents

Responsible Department/Parties: DPW Director/Communications Dept./MyRWA

Measurable Goal(s):

The brochure states that there are over 350 licensed dogs in the City of Everett. It also provides some average statistics to conclude that the City's dogs produce almost 96,000 lbs of dog waste per year.

The brochure can be located through the City's web site here:

<http://www.ci.everett.ma.us/DocumentCenter/View/4836/ms4-dog-waste-swq?bidId=>

Message Date(s): January 24, 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:

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 of Everett uses SeeClickFix to provide opportunities of public involvement in the development of the Stormwater Management Program. Everett has partnered with the Mystic River Watershed Association (MyRWA) on projects to address water quality, promote green infrastructure and provide storm water education. MyRWA provides an opportunity to get involved by signing up for e-mails on their website.

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:

For hazardous waste disposal, The City of Everett holds an annual Household Hazardous Waste Day at the City Services Facility. The most recent Waste day date within the reporting period was August 11, 2018. A Facebook post regarding this day was posted on July 12, 2018. Flyers are posted/distributed with information regarding time, location, and important information about what the residents can bring for disposal. For yard waste collection, the City of Everett designates a couple days a month from April to December each year. Specific dates can be found on the City's website.

Additionally, the Stormwater FAQ section of the City's website has general information about stormwater and of what a resident can do to prevent storm water runoff pollution.

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:

Created with most recent updates in November 2015. GIS Map includes manholes, pipes and connectivity, outfalls, and catchment areas. This map has been included in the SWMP. Map data has been migrated to a cloud based platform for improved accessibility and interaction.

- 1852 catch basins (1,678 Town-owned & 143 State-owned)
- 27 outfalls (19 subject to MS4 Permit)
- 1039 storm drain manholes

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:

Catchments 3 and 3A were completed in Fall 2018. TV inspections of the drain on Ferry St. and Elm St. was completed in the Fall of 2018 in preparation for upcoming road improvements. Bags of dog waste were identified in numerous catch basins.

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:

A potential illicit connection was identified on Robin St. from high flow sewer ex filtration through a manhole. The repair is being designed.

Employee Training

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

IDDE training was conducted on June 19, 2019 audience consisted of the IDDE Program Responsible Parties. The goals of the presentation were to help the audience understand the difference between what is and is not an illicit discharge and to teach them how to report a potential illicit discharge.

The presentation consisted of a PowerPoint given by BETA Group that included the following:

- The Problem: Brief explanation and history of pollution in stormwater runoff and issues as it is directed to waters of the United States. Short video from <https://www.thinkbluemassachusetts.org/>
- The Permit: Brief summary of MS4 Permit focusing on IDDE program and reporting
- The Practicals: Detailed discussion of what is and is not an illicit discharge. Discussed and provided photos of illicit discharge indicators Discussed how to (and to whom) report a suspected illicit discharge using Illicit Discharge Reporting Form, Discussed how to disseminate this information to field staff

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:

Completed.

This Bylaw is available at the following web address:
<http://cityofeverett.com/196/Water-Sewer>

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:

Year 2

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:

Year 4

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:

Year 4

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:

Year 4

MCM6: Good Housekeeping**Catch Basin Cleaning**

Describe the status of the catch basin cleaning optimization plan:

Since 2015, data of before & after sediment depths collected, optimization plan will be created with more info.

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:

The City has been collecting removed volume of material since 2015 and is developing a predictive CB cleaning program.

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:

☐ 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:

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:

Complete.

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:

Planned for 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:

Planned for 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: 0

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:

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:

The stormwater management program is part of the overall stormwater/wastewater integrated plan.

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.

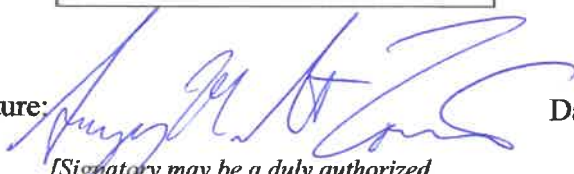
Name:

Gregory St. Louis, P.E.

Title:

Exec. Director DPW

Signature:



Date: 09/26/19

[Signatory may be a duly authorized
representative]

Note: When prompted during signing, save the document under a new file name.

Annual Report Submission

Please submit the form electronically via email to both EPA and MassDEP by clicking on one of the links below or using the email addresses listed below. Please ensure that all required attachments are included in the email and not attached to this PDF.

EPA: stormwater.reports@epa.govMassDEP: frederick.civian@mass.gov

Paper Signature:

If you did not sign electronically above, you can print the signature page by clicking the button below.

Optional: If you did not sign electronically above, you may lock the form by clicking the "Lock Form" button below which will prompt you to save the locked version of the form. Save this locked version under a new file name.