

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.

<u>Impairment(s)</u>			
<input checked="" type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input checked="" type="checkbox"/> Phosphorus
<input type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
<u>TMDL(s)</u>			
In State:	<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	
Out of State:	<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:

No municipally owned sanitary sewer overflows
- 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

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 each annual report

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:

Commenced dry weather screening as part of the IDDE process. Cleaning and inspection of all Catch Basins has been completed as well. Phosphorus calculations and BMP verification still underway, will update once final results have been obtained.

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:

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:Neonset Stormwater Partnership Outreach Program

Message Description and Distribution Method:

A comprehensive educational website to serve the Neponset Stormwater Partnership service area as a primary resource for key information for all four target audiences. See yourcleanwater.org

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Achieve at least unique 500 site visits in the first year. Actual results were 1,266 site visitors and and 5,280 page views.

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:Operate Stormwater Hotline

Message Description and Distribution Method:

Operate a regional "stormwater hotline" to field questions and problem reports regarding stormwater from across the region. Collect responses via a website form hosted at yourcleanwater.org, via email submissions to stormwater@neponset.org, and phone calls to 781-575-0354 x 300. Answer questions, provide additional information or follow up investigation and/or refer inquiries/reports to the appropriate municipalities as appropriate. Maintain anonymity of inquiries as requested.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Provide immediate answers to inquiries generated by regionalized outreach activities. A total of eight contacts were handled during the first year of the program.

Message Date(s): In place on May 1, 2018 and ongoing since

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:Distribute Pet Waste Information With Dog Licenses

Message Description and Distribution Method:

Print pets waste cards and posters. Distribute to Town Clerks in each participating community and have Clerks insert cards when mailing back completed dog licenses, display posters at the Town Clerk's office where dog license applications are received and/or distribute pet waste cards in person at the Town Clerk's office. All NSP municipalities participated, but some towns are using on-line licensing systems and do not mail back dog licenses, in which case they relied exclusively on posters and in-person handouts. [The following distribution numbers were based on the number of licensed dogs per NSP town. The number of rack cards distributed correlated to the number of dogs licensed per town to ensure all dog owners received the message. Canton (1,600); Dedham (1,400); Foxborough (1,000); Medfield (1,700); Milton (1,500); Quincy (2,000); Sharon (1,000); Stoughton (1,400), and Westwood (1,500)]

Targeted Audience: Residents

Responsible Department/Parties:

Measurable Goal(s):

Participation by 100% of Town Clerks in order to reach 80% of dog owners annually with pets waste management information. Over the 5 year permit period achieve a reduction in the number of pet waste bags found when cleaning catch basins in the member communities that track this information. A total of 13,100 cards were printed and distributed to Town Clerks for a population of 16,100 dogs (estimated 81% reached) with 100% participation by clerks

Message Date(s): Materials distributed to Town Clerks in January 2019 and disseminated to dog owners over the next several months.

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:Fall Leaf Waste Campaign

Message Description and Distribution Method:

Prepare a social media campaign “Don’t Leaf Clean Water to Chance”. Distribute the campaign to the Neponset River Watershed Association’s Facebook and Twitter Accounts and ask Neponset Stormwater Partnership member communities to re-distribute it to their own facebook and/ or twitter followers by sharing the messages. Create a leaf campaign page, and homepage banner at yourcleanwater.org to refer audience for more detailed information. Create a town specific leaf campaign flyer for towns upon request, including detailed local information on yard waste disposal options (Stoughton, Westwood, Medfield and Milton) which was printed for distribution at town halls and/or posted on town websites. Prepare text and images for a business-specific version of the leaf campaign with images and text and have the Neponset River Regional Chamber of Commerce and Canton Association of Business and Industry add this information to their member email newsletter for distribution to more than 500 member businesses.

Targeted Audience: Residents, Businesses, Industr

Responsible Department/Parties:

Measurable Goal(s):

Participation by 100% of NSP communities, and reaching at least 1,000 people in the NSP region through social media. All NSP communities participated by redistributing one or more of the campaign materials with most communities participating in multiple distribution methods. A total of 2,213 people were reached through Facebook, with an additional 1,031 people reached through Twitter. In addition more than 500 businesses, institutional and industrial land owners were reached directly through communication via business associations in addition to those businesses reached through other means.

Message Date(s): October 3, 2019 through October 31.

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:Spring Fertilizer and Grass Clipping Campaign

Message Description and Distribution Method:

Prepare a multi media campaign “Be a Lawn Hero”. Distribute the campaign to the Neponset River Watershed Association’s Facebook and Twitter Accounts and ask Neponset Stormwater Partnership member communities to re-distribute it to their own facebook and/or twitter followers by “sharing the messages. Create a Lawn Hero campaign page and homepage banner at yourcleanwater.org to refer audience for more detailed information. Create a ‘Be a Lawn Hero’ poster in two different sizes (8.5” x 11” and 8.5” x 14”) for flexibility for potential bill stuffing or poster hanging) as well as a Lawn Hero rack card/bill stuffer (3” x 8.5”). NSP communities throughout the service area installed the posters in conspicuous locations in town halls or libraries throughout the NSP service area and in some cases reproduced the rack cards as handouts. In addition the poster and/or rack card was reproduced and distributed as a bill stuffer in several communities (Milton and Quincy, 39,000 households). A number of communities utilized the social media post and/or poster to create major features on their town website homepages (Sharon, Foxborough, Norwood, Dedham) distributed it through town email newsletters (Medfield), or ran it as a print ad in the local newspaper (Canton Citizen 3,160 subscribers).

Targeted Audience: Residents, Businesses, Industry

Responsible Department/Parties:

Measurable Goal(s):

Participation by 100% of NSP communities, and reach at least 1,000 people in the NSP region through social media. All NSP communities participated by redistributing one or more of the campaign materials with most communities participating in multiple distribution methods. A total of 7,995 people were reached through Facebook, with an additional 3,421 people reached through Twitter. In addition more than 500 businesses, institutional and industrial land owners were reached directly through communication via business associations in addition to those businesses reached through other means.

- Sharon: Added the campaign photo and the yourcleanwater.org/lawn link to the main page of the Town of Sharon website; Posted the campaign on both Twitter and Facebook, distributed the poster and rack card at Municipal buildings.
- Canton: Ran the campaign poster in the Canton Citizen as well as the E-Citizen (reaching 3,160 Canton Households); Circulated the via e-blast to the Canton Association of Business & Industry and Neponset Valley Chamber of Commerce; Posted the campaign on both Twitter and Facebook, as well as through the Town’s Planning Board Facebook, Everything Canton, and Canton Bulletin Board Facebook pages. Distributed the poster and rack card at Municipal buildings.
- Norwood: Added the campaign photo and the yourcleanwater.org/lawn link to the main page of the Town of Norwood website; Posted the campaign on both Norwood Town Twitter and Facebook; added the fertilizer poster to the e-newsletter (Neponset River Regional Chamber email chain).
- Westwood: Posted the campaign on both Westwood Town Twitter and Facebook
- Dedham: Posted the campaign on the DPW Facebook, Green Dedham Facebook, and Dedham Trails Facebook and Twitter accounts with the recommended hashtags.
- Foxborough: Posted the 8.5” x 11” poster on the Foxborough Facebook Page; Added the campaign photo and the yourcleanwater.org/lawn link to the main page of the Town of Foxborough website; Printed and distributed the 3” x 8.5” rack card at the information desk at the Town Administrative Office.
- Medfield: Created a ‘Newsflash’ on the DPW Main Website which was also texted to any resident signed up for notifications from the DPW; printed and distributed the posters and rack cards at the Town Hall and DPW; Posted the campaign on Medfield Town Facebook and Twitter.
- Milton: Utilized the rack card and inserted into water bills that will reach approximately 9,000 Milton residents; distributed poster in Town offices that receive traffic such as Treasurer, Library, and the Senior Center; shared the Twitter post on the Milton Town Twitter (Milton does not have a facebook)
- Quincy: Utilized the 8.5” x 11” poster and inserted into water bills that will reach approximately 30,000 Quincy residents; shared the social media post on facebook, twitter, and nextdoor.com, Organized the flyer to be distributed in press release format; and added the flyer as a spot on Quincy Public Television.
- Stoughton: Printed and distributed the rack cards at Library, Town Hall, and the Council on Aging/Youth Commission; shared the social media post on Stoughton Town Twitter and Facebook Pages;

Message Date(s): April 11, 2019 through April 30

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:School Outreach Program

Message Description and Distribution Method:

Prepare a hands on watershed education curriculum for 4th or 5th grade students. Curriculum discusses water, wastewater and stormwater infrastructure, where water comes from and goes to, water conservation techniques, and stormwater pollution prevention techniques, and incorporates slides, video and hands on activities. Curriculum is designed and adapted with input from teachers in participating schools and aligned with science curriculum frameworks. The program is delivered at the individual classroom level over the course of one (Quincy) or two (Foxborough, Milton, Canton, Sharon, Stoughton, Dedham and Westwood), 60 minute visits by a watershed educator. The educator also provides students with a water use / pollution prevention checklist and summary of the program for students to take home and review with their families. In addition to the elementary program a limited number of high school level programs were conducted in Sharon and Canton, wherein the watershed educator visited several times with art or media classes to educate them about stormwater and engage them in creating original artwork or outreach materials of their own design that are then shared with the community. Sharon students painted multiple murals around the town storm drains with "no dumping" types of messages and Canton students designed, built, and painted rain barrels for auction.

Targeted Audience: Residents

Responsible Department/Parties:

Measurable Goal(s):

Reach at least 80% of households with children in participating communities, and 100% positive feedback from participating classroom teachers.

During the 2018-2019 school year a total of 95 classrooms were visited once and 72 classrooms were visited twice, representing 75% of total 4th or 5th grade classrooms in the participating communities and an estimated 2,000 families.

Message Date(s): September 2018 through June 2019 (school year).

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:Regional Education Mailing #1

Message Description and Distribution Method:

Prepare a regional educational mailing for participating communities. The mailing was an 9x12 postcard that highlighted general stormwater / storm drain awareness and a project to create storm drain murals by local students. The mailpiece also referenced additional key information on fertilizer and pet waste and referred readers to additional information available at yourcleanwater.org and the stormwater hotline. The mailing was distributed to all residential addresses in the participating communities (Canton, Stoughton and Foxborough) totaling approximately 29,000 mailing addresses in all.

Targeted Audience: Residents

Responsible Department/Parties:

Measurable Goal(s):

Conduct a pilot project for a regional mailing that reaches 100% of households including those who do not use social media or follow town government communication channels. 100% of households (29,000) in the target area were reached.

Message Date(s): Week of July 9, 2018.

Message Completed for: Appendix F Requirements [x] Appendix H Requirements [x]

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

If yes, describe why the change was made:

BMP:Regional Education Mailing #2

Message Description and Distribution Method:

Prepare a regional educational mailing for participating communities. The mailing was an 11x17 newsletter, that highlighted general stormwater / storm drain awareness, as well as specific information of fertilizers, lawn care, phosphorous pollution, pet waste management, dumping, and trash-can / dumpster maintenance. The content targeted key messages for both residential, business / institutional and industrial audiences. The mailpiece also referenced additional information available at yourcleanwater.org and the stormwater hotline. The mailing was distributed to all residential and business addresses in the participating communities (Avon, Canton, Dedham, Foxborough, Medfield, Milton, Norwood, Quincy, Sharon, Stoughton, and Westwood) totaling approximately 75,000 mailing addresses in all. This mailing was completed and sent to the printer in June of 2019, but due to unanticipated printing and postal service delays was not received in homes until the week of July 8, 2019.

Targeted Audience: Residents, Businesses, Industry

Responsible Department/Parties:

Measurable Goal(s):

Ensure that at least one message reaches 100% of households including those who do not use social media or follow town government communication channels. 100% of households and businesses in the target communities were reached, albeit several weeks later than originally planned.

Message Date(s): July 8, 2019.

Message Completed for: Appendix F Requirements [x] Appendix H Requirements [x]

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

If yes, describe why the change was made:

BMP:Think Blue “Duckie” Video #1

Message Description and Distribution Method:

Partner with MA Statewide Municipal Stormwater Coalition to secure MassDEP grant funding to distribute original 1990’s vintage “Rubber Duckie” video originally developed by San Diego, through online advertising campaign on Facebook, YouTube.

Targeted Audience: Residents

Responsible Department/Parties:

Measurable Goal(s):

Reach a significant portion of the NSP service area population with a stormwater awareness message in a highly engaging format. A total of 106,752 people in the NSP service area were reached via 641,193 Facebook “impressions,” of which 16,682 watched more than 1 seconds of the video. Via YouTube there were 96,873 of whom 78,516 watched 10 seconds or more. Some 866 people clicked through to thinkbluemassachusetts.org from the NSP service area. A more detailed report on campaign impressions is available at: https://docs.wixstatic.com/ugd/e78125_9f1ae1c584414896b79ae11a6606192a.docx?dn=TOCTBM-Neponset-Campaign-Report-06252018.docx. Further analysis of the results can be found in the pre and post campaign online public opinion surveys for the project which are available at: https://docs.wixstatic.com/ugd/e9082a_00cfb11d42564d59a1ce1d37b9f41d98.docx?dn=TOC-TBM-Resident-Survey-Report-04162018.

Message Date(s): May 31 to June 25, 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:Think Blue “Duckie” Video #2

Message Description and Distribution Method:

Partner with MA Statewide Municipal Stormwater Coalition to secure MassDEP grant funding to update the Think Blue Duckie video for modern screens and to a MA Specific audience. Video focuses on basic stormwater awareness including litter, oil and pet waste. Distribute video through grant-funded online advertising campaign on Facebook, YouTube and Instagram.

Targeted Audience: Residents

Responsible Department/Parties:

Measurable Goal(s):

Reach a significant portion of the NSP service area population with a stormwater awareness message in a highly engaging format. A total of almost 220,000 “impressions” were achieved on Facebook and/or YouTube in NSP communities during the portion of the advertising campaign that occurred prior to June 30, 2019. Pre and post campaign online public opinion surveys indicated that more than 15% of those surveyed could remember seeing the video and that there was an improvement in the understanding of how stormwater

infrastructure works in those who could recall seeing the video. A more detailed report including an estimate of impressions by community is available at: https://docs.wixstatic.com/ugd/e78125_080970e1017847e78def190f64d6d903.pdf and a summary of the pre and post campaign survey is available at: https://docs.wixstatic.com/ugd/e78125_247214c5492b49fba96b65ca0b1dc960.pdf

Message Date(s): June 24, 2019 through July 5, 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:Regional Water Quality Forum

Message Description and Distribution Method:

Organized an evening public presentation on the 2018 water quality data collected in the Neponset River Watershed. The presentation covered the results from the 2018 sampling season and how they fit into the broader context of long term water quality trends in the watershed. The remaining challenges facing various waterways in the Watershed, and actions individuals can take to address those challenges was also covered. Hillary Waite from the Town of Milton presented on the Town’s efforts to combat stormwater pollution with green infrastructure and a stormwater utility fee. Event was held at the Canton Public Library, was publicized across the entire NSP service area and drew attendees from numerous communities.

Targeted Audience: Residents

Responsible Department/Parties:

Measurable Goal(s):

Deliver detailed site specific water quality data to interested residents and local officials in addition to general “how to” information for broader audiences. The meeting was attended by more than 25 people from across the NSP service area.

Message Date(s): 2/7/2019

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:

Posted the SWMP on the town website for public comment and review. Presented the SWMP to the Board of Health during a public meeting and asked for comment.

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:

Shared NRWA's Twitter and Facebook posts regarding dog waste through town media outlets. Updated the public on activities and on-going information related to stormwater via facebook and twitter.

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

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:

BMPS and outfall mapping is complete and available on our GIS systems

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:

None

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:

No catchment investigation has been completed at this time.

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:

None

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 Cubic Feet

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: 0

Total number of illicit discharges removed: 0

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

No IDDE sampling or testing has been completed at this time

Employee Training

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

Preliminary contact and assessment of training needs.

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: 32

Number of inspections completed: 1204

Number of enforcement actions taken: 17

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:

Bylaw has been developed and implemented.

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:

Bylaw is enforced and construction sites have complied to the requirements of the bylaw as of this date. Most project decisions require As-built plans and operation and maintenance plans.

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:

Preliminary review is in progress

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:

Preliminary review is in progress

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:

Preliminary review is in progress

Catch Basin Cleaning

Describe the status of the catch basin cleaning optimization plan:

Plan is in action, no issues at this time.

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: 835

Number of catch basins cleaned: 835

Total volume or mass of material removed from all catch basins: 20,978 Cubic Feet

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

Total number of catch basins: 2717

If applicable:

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

second routine inspection has not commenced at this time. We have committed to twice the amount of cleaning previously performed. Every catch basin will be cleaned in year 2019.

Street Sweeping

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

Street sweeping procedures have been developed and are part of the Stormwater Management Plan document available online at townofsharon.org.

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

Number of miles cleaned: 106

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:

Sweeping occurs twice a year and is documented per the procedures outlined in the SWMP.

Winter Road Maintenance

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

Winter road maintenance plan and written procedures are in the SWMP

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:

Inventory of permittee-owned properties is underway

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 for permittee-owned properties is under development

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:

SWPPP is under development.

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:

Continuing to perform screening and preparing for IDDE action and testing.

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]

Appendix B

Catch Basin Inspection and Cleaning Procedure

Catch Basin Inspection Form & Catch Basin Cleaning Log Example

Catch Basin Cleaning 2018	
ID	2906
Operator	Rodney
Cleaning Date (Text)	Thu Dec 20 2018 10:51:59 GMT-0500 (EST)
Catch Basin ID No. (type 0, if not on map)	2104
GPS Location	Latitude:42.132207, Longitude:-71.170383, Altitude:62.099998, Speed:0.210000, Accuracy:12.500000, Provider:gps, Time:12/20/2018 10:52:02 EST
Latitude	42.132207
Longitude	-71.170383
Grate Condition	Serviceable
Overall Structural Condition	Good
Able to Remove Grate?	Yes
Depth to Top of Debris (inches) - BEFORE CLEANING Measure from Ground Surface to Top of Debris	48
Depth to Bottom of Sump (inches) - AFTER CLEANING Measure from Ground Surface to Bottom of Sump	84
Depth to Outlet Invert (inches) - Measure from Ground Surface to Bottom of Lowest Pipe	48
Calculated Depth of Sump (inches)	36
Calculated Debris Removed (inches)	36
Debris/Sump Ratio	1

Appendix D

Inventory of Structural Stormwater Best Management Practices

Inventory of Structural Stormwater Best Management Practices (BMPs): Town of Sharon, Massachusetts

BMP Description	Parcel ID	No.	Location	Inspection Frequency	BMP ID
Detention Basin	119049000	38	RICHARDS AVE	Annually	23
Detention Basin	119043000	90	MASKWONICUT ST	Annually	3
Detention Basin	125030000	27	PHEASANT WOOD RD	Annually	49
Retention Basin	021002000	17R	OLD WOLOMOLPOAG ST	Annually	53
Detention Basin	114018000	13	GINGER WAY	Annually	43
Detention Basin	074074000	74	ASPEN RD	Annually	39, 41, 42
Detention Basin	024099000	6	BRAMBLE LN	Annually	8
Proprietary Treatment Devices	029059000	12	MINK TRAP LN	Annually	29
Retention and Detention Basin	023027000	229	LAKEVIEW ST	Annually	25, 26, 27, 28, 52
Retention and Detention Basin	029045000	100	GAVINS POND RD	Annually	32, 33, 34, 35
Retention and Detention Basins	007005006	15	RED FOX RUN	Annually	6
Infiltration Structures / Detention and Retention Basins	092099000	36	COTTAGE ST	Annually	55, 56, 57
Retention Basin	080043000	19	FLINTLOCK RD	Annually	2

Drainage Swale / Detention Basin	112118000	1	BELLA RD	Annually	7
Retention Basin	111096000	11	WOODS WAY	Annually	4
Detention Basin	121088000	6	CHIVE DR	Annually	37
Retention Basin	039108000	9	CHIPPEWA LN	Annually	5
Detention Basin	093101000	9R	LU STUBBS LN	Annually	44
Retention Basin	038047000	30	GAVINS POND RD	Annually	30, 31, 54
Retention / Detention Basin	020011000	233	FURNACE ST	Annually	36
Retention Basin	031078000	12	BURNT BRIDGE RD	Annually	17
Detention Basin	003019005	2	MASSASOIT RD	Annually	19



