

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:

https://www.tewksbury-ma.gov/sites/tewksburyma/files/uploads/table_4.1_sso_inventory.pdf

- Develop written IDDE plan including a procedure for screening and sampling outfalls
 IDDE ordinance complete
 Identify each outfall and interconnection discharging from MS4, classify into the relevant category, and priority rank each catchment for investigation
 - The priority ranking of outfalls/interconnections is attached to the email submission
 - The priority ranking of outfalls/interconnections can be found at the following website:

https://www.tewksbury-ma.gov/sites/tewksburyma/files/uploads/table_5_1_outfall_inventory_and_priority_ranking_matrix_-_landscape.pdf

- 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)*

ChlorideAnnual Requirements*Public Education and Outreach*

- Include an annual message in November/ December to private road salt applicators and commercial industrial site owners on the proper storage and application rates of winter deicing material, along with the steps that can be taken to minimize salt use and protect local waterbodies

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:

- The Town did not complete inspections of all stormwater treatment structures during the permit year. All of the Town owned stormwater detention basins were inspected in 2014. Annual inspections are planned in the following permit year.
- Our annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter was sent out in May 1, 2019 as part of more comprehensive yard care message. Future messages will be sent out during the spring and fall season
- Due to budget constraints in the permit year the Town did not 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). The Town currently is planning to increase street sweeping frequency to twice a year to all roads in town and currently following the Street Sweeping Standard Operating Procedures developed in the Town's SWMP.
- The Town has no potential structural BMPs that exist or were installed in the permit year

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: Dedicated Town Web Page

Message Description and Distribution Method:

The Town's website has a dedicated url page that contains all information to residents about the stormwater management program, public outreach messages and important documents for public viewing.

www.tewksbury-ma.org/stormwater

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The Town's Stormwater Website was visited 427 times over the permit year

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: "All About Stormwater" Brochure Distribution

Message Description and Distribution Method:

The Town designed it's own Tri-fold brochure "All About Stormwater" which is available for download and viewing on the website and is distributed at displays at following public buildings:

- Library
- Town Hall (2 Locations)
- Senior Center
- Public Works Building

Brochure was also distributed at the Town Events Stormwater Booth.

Targeted Audience: Residents, Businesses

Responsible Department/Parties: Engineering

Measurable Goal(s):

Approximately 250 copies printed and distributed throughout the permit year

Message Date(s): July 1, 2018 to June 30, 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: Resident Salt Use Public Awareness Message

Message Description and Distribution Method:

Public Awareness Message for Alternatives for De-Icing At Your Home or Business.

The message was distributed town-wide on our website, posted to facebook, twitter and broadcasted though the Town's local access TV station.

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

Broadcasted 182 times on the Town's local access TV station

Message Contained Link to Town's Dedicated Web page, which received 427 views over the permit year

Message Date(s): January 31, 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:

For a more effective public awareness campaign, the Town has designed a series of Public Awareness Messages to be distributed on an annual basis through social media and local access TV.

BMP: Commercial and Contractor Road Salt Use Public Awareness Message

Message Description and Distribution Method:

Public Awareness Message for Snow Removal and Salt/Sand Contractors.

The message was distributed town-wide on our website, posted to facebook, twitter and broadcasted though the Town's local access TV station.

Targeted Audience: Businesses, Institutions and Commercial facilities

Responsible Department/Parties: Engineering

Measurable Goal(s):

The message was broadcasted 186 times on the Town's local access TV station

Message Contained Link to Town's Dedicated Web page which received 427 view over the permit year

Message Date(s): February 13, 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:

For a more effective public awareness campaign, the Town has designed a series of Public Awareness Messages to be distributed on an annual basis through social media and local access TV.

BMP: Pest Waste Disposal Public Awareness Message

Message Description and Distribution Method:

Public Awareness Message for proper disposal of pet wastes.

The message was distributed town-wide on our website, posted to facebook, twitter and broadcasted though the Town's local access TV station.

A messages is included in the text of all new and renewed dog permits

Additionally, a message was distributed, via door hanger, in problem area where pet waste had been discovered in the catch basins or wetland/wooded areas

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

2542 Annual Dog Permits issued that included the Pest Waste Disposal Public Awareness Message

The message was broadcasted 252 times on the Town's local access TV station

Message Contained Link to Town's Dedicated Web page which received 427 view over the permit year

Message Date(s): April 4, 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:

For a more effective public awareness campaign, the Town has designed a series of Public Awareness Messages to be distributed on an annual basis through social media and local access TV.

BMP: Lawn Maintenance and Yard Waste Tips Public Awareness Message

Message Description and Distribution Method:

Public Awareness Message for Tips about lawn maintenance and yard waste.

The message was distributed town-wide on our website, posted to facebook, twitter.

Targeted Audience: Residents, Local Buisnesses

Responsible Department/Parties: Engineering

Measurable Goal(s):

Message Contained Link to Town's Dedicated Web page which received 427 view over the permit year

Message Date(s): May 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:

For a more effective public awareness campaign, the Town has designed a series of Public Awareness Messages to be distributed on an annual basis through social media and local access TV.

BMP: Septic Systems Maintenance Public Awareness Message

Message Description and Distribution Method:

Public Awareness Message for Tips for homeowners about maintaining there septic system and what do do if its failing.

The message was distributed town-wide on our website, posted to facebook, twitter and broadcasted though the Town's local access TV station.

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

The message was broadcasted 104 times on the Town's local access TV station

Message Contained Link to Town's Dedicated Web page which received 427 view over the permit year

Message Date(s): June 14, 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:

For a more effective public awareness campaign, the Town has designed a series of Public Awareness Messages to be distributed on an annual basis through social media and local access TV.

BMP: Stormwater Pollution Prevention for Industrial Sites Brochure Distribution

Message Description and Distribution Method:

Stormwater Pollution Prevention for Industrial Sites brochure to be available for download and viewing on the website.

Brochure to be distributed by mail to all properties in town classified as industrial facilities/sites

Link to Brochure:

https://www.tewksbury-ma.gov/sites/tewksburyma/files/uploads/industrial_sites_stormwater_brochure.pdf

Targeted Audience: Businesses, Commercial Facilities. Industrial Sites

Responsible Department/Parties: Engineering

Measurable Goal(s):

Mailed brochure to 40 industrial facilities/sites in the Town.

Message Date(s): June 10, 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:Licensed Drain Layers Construction Site BMP's Mailing

Message Description and Distribution Method:

List of Stormwater Best Management Practices (BMPs) for Construction Sites are available on the website and were distributed by mail to all Licensed Drain Layers

Targeted Audience: Licensed Drain Layers Contractors, Developers

Responsible Department/Parties: Engineering

Measurable Goal(s):

Mailed Letter with list of BMP's to the 37 Licensed Drain Layers

Message Date(s): May 21, 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:Special Events and Presentations

Message Description and Distribution Method:

The town staffed a booth at town-wide public events and provide educational information about stormwater impacts to local residents and included demonstration with the EnviroScape Model

Staff participated in the following events:

Community Market on July 10, 2018

National Night Out on August 7, 2018

Welcome to Tewksbury Reception on October 22, 2018

Staff participated in a one hour presentation on Stormwater and performed a demonstration using EnviroScape Model for high school science classes on February 15, 2019

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

Approximately 150 visitors to the Stormwater booths at Town Events

Approximately 40 Students participated in high school science classes presentation

Message Date(s): Multiple Dates as Shown Above

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: Article in annual Consumer Confidence Report (CCR)

Message Description and Distribution Method:

Annual newsletter distributed by the Water Treatment Plant about the Town's Drinking water supply that is distribute to entire town that includes Stormwater Public Awareness Information

Link to CCR:

<https://www.tewksbury-ma.gov/water-treatment-plant/pages/consumer-confidence-reports>

Targeted Audience: Residents, Businesses

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Consumer Confidence Report (CCR) is displayed on the Town's Website and is distributed to be viewed by every resident and business in Town

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: Video PSA's On Local Access TV

Message Description and Distribution Method:

Broadcasting of two Stormwater Videos PSA's that were produced by NMCOG on the Town's Local Access TV Station

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

30 Second NMCOG Stormwater PSA aired 144 times
2 Minute NMCOG Stormwater PSA aired 77 times

Message Date(s): May 1, 2018-June 30, 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:

The Town added a Telemedia Department and Local Access TV last fiscal year

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 Town allowed the SWMP to be available on the Town's website for comment and review for two weeks, prior to publishing the final version.

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

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

The Town worked with volunteers from the Valley Collaborative and Stenciled approximately 30 Catch basins located the Shawsheen River catchment area

MCM3: Illicit Discharge Detection and Elimination (IDDE)

Sanitary Sewer Overflows (SSOs)

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

Number of SSOs identified:

Number of SSOs removed:

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

Total number of SSOs identified:

Total number of SSOs removed:

MS4 System Mapping

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

The map is completed and is available at this link:
https://www.tewksbury-ma.gov/sites/tewksburyma/files/uploads/tewksbury_drainagesystem_and_receivingwaters_0.pdf

The staff continuously updates the MS4 System Map as needed to correct any discrepancy and new additions to the drainage system.

Screening of Outfalls/Interconnections

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

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

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

Number of outfalls screened:

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:

https://www.tewksbury-ma.gov/sites/tewksburyma/files/uploads/table_7_1_outfall_catchment_system_vulnerability_factor_svf_inventory_landscape.pdf

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:

https://www.tewksbury-ma.gov/sites/tewksburyma/files/uploads/illicit_discharge_incidents_master_list.pdf

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: GAL

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:

Employee Training

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

The Engineering Division staff conducted IDDE training for all employees who participate in field work, site inspections and facilities management. The Town offered three separate days so that all employees may attend.

39 Full Time Employees attended

The Training Slide Show Presentation is available Online:

https://www.tewksbury-ma.gov/sites/tewksburyma/files/uploads/idde_training_2019_final.pdf

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:

The Town has completed post-construction ordinance which is included in the Stormwater By Law
<https://www.tewksbury-ma.gov/sites/tewksburyma/files/file/file/stormwaterbylaw.pdf>

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:

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:

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:

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:

MCM6: Good Housekeeping

Catch Basin Cleaning

Describe the status of the catch basin cleaning optimization plan:

The town maintains a digital log of all catch basin cleaned which includes amount of sediment removed.

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:

The Street Sweeping Standard Operating Procedures are located at the following link:
https://www.tewksbury-ma.gov/sites/tewksburyma/files/uploads/street_sweeping_-_sop.pdf

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

Number of miles cleaned:

Volume of material removed: [UNITS]

Weight of material removed: [UNITS]

If applicable:

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

Winter Road Maintenance

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

The Winter Maintenance Standard Operating Procedures are located at the following link:
https://www.tewksbury-ma.gov/sites/tewksburyma/files/uploads/winter_road_maintenance_program_-_sop.pdf

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:

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

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

The O&M Procedures were completed in 2013 are located at the following link:
<https://www.tewksbury-ma.gov/engineering-division/webforms/stormwater-operations-and-maintenance-plans>

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:

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:

The O&M Procedures for Stormwater Treatment Structures are located at the following link:
https://www.tewksbury-ma.gov/sites/tewksburyma/files/uploads/stormwater_treatment_structures_-_sop.pdf

Additional Information

Monitoring or Study Results

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

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

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

Additional Information

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

Activities Planned for Next Reporting Period

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

Yes, I agree

- Complete system mapping Phase I
- Begin investigations of catchments associated with Problem Outfalls
- Develop or modify an ordinance or other regulatory mechanism for post-construction stormwater runoff from new development and redevelopment
- Establish and implement written procedures to require the submission of as-built drawings no later than two years after the completion of construction projects
- Develop, if not already developed, written operations and maintenance procedures
- Develop an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; review annually and update as necessary
- Establish a written program detailing the activities and procedures the permittee will implement so that the MS4 infrastructure is maintained in a timely manner
- Develop and implement a written SWPPP for maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater
- Enclose or cover storage piles of salt or piles containing salt used for deicing or other purposes
- Develop, if not already developed, written procedures for sweeping streets and municipal-owned lots
- Develop, if not already developed, written procedures for winter road maintenance including storage of salt and sand
- Develop, if not already developed, a schedule for catch basin cleaning
- Develop, if not already developed, a written procedure for stormwater treatment structure maintenance
- Develop a written catchment investigation procedure (*18 months*)

Annual Requirements

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program

- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all uncurbed streets at least annually

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

Part V: Certification of Small MS4 Annual Report 2019

40 CFR 144.32(d) Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, I certify that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: Title:

Signature: Date:

[Signatory may be a duly authorized representative]