

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: Town of Weston

EPA NPDES Permit Number: MAR041068

Primary MS4 Program Manager Contact Information

Name: Stephen Fogg, PE

Title: Town Engineer

Street Address Line 1: 190 Boston Post Road By-Pass

Street Address Line 2:

City: Weston

State: MA

Zip Code: 02493

Email: fogg.s@westonmass.org

Phone Number: (781) 786-5100

Fax Number: (781) 786-5109

Stormwater Management Program (SWMP) Information

SWMP Location (web address): <https://www.weston.org/stormwater>

Date SWMP was Last Updated: 6/2019

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
- 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

Charles River Watershed Phosphorus TMDL

- Begin Phase 1 Phosphorus Control Plan (PCP)

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:

A written IDDE Plan was not completed of Permit year-1. A draft IDDE Plan is current.

Employee training for IDDE Program in process of being developed

Bacteris/Pathogens - education material is available to dog owners at the Town Clerk office, and educational materials is available at the Board of Health on the maintenance of septic systems, but the material was not issued, sent, or delivered to the public.

Phosphorous - Annual messages will be sent in the fall, 2019 encouraging the proper disposal of leaf litter; and in the spring, 2020 encouraging the proper disposal of lawn clippings and proper use of fertilizer.

Street sweeping is done every spring; additional street sweeping is done in the fall at problem areas. The structural BMPs are located, inspected, and maintained; phosphorous removal has not yet been determined.

Documents and information has been gathered for the development of the Phosphorus Control Plan, but the written Plan has not been started.

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:

There were 108 outfalls indicated in the NOI for Weston.
The IDDE Plan lists 137 outfalls

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: 8 .

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: Display/Posters/Kiosks

Message Description and Distribution Method:

Poster boards and post cards - on display at DPW or at the Town Hall

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

Replenish amount of post cards and positive resident comments

Message Date(s): 2018-2019

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: Meeting

Message Description and Distribution Method:

Pre-construction meetings; Stormwater Management Permit Conditions

Targeted Audience: Developers (construction), contractors

Responsible Department/Parties: Engineering

Measurable Goal(s):

Approximately 73 Stormwater Management Permit projects were approved, all with conditions for construction; projects in construction included pre-construction meetings and stormwater construction inspections. Measured by conditions of construction site, and no negative impacts due to the construction.

Message Date(s): May 2018 through June, 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: School Curricula/Programs

Message Description and Distribution Method:

Presentations to school classes; Conservation Agent presented class to High School Environmental Students on Stormwater issues

Targeted Audience: Residents - School Students

Responsible Department/Parties: Conservation Committee

Measurable Goal(s):

Minimum one school presentation per year completed. When students bring message home, the message is a success

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: Web page and e-mail

Message Description and Distribution Method:

Public education on proper management of pet waste Message tagline on all Conservation Agent's e-mails - "Pet waste belongs in the trash!-You hate stepping in it. And fish hate swimming in it too. When you walk your dog"

Targeted Audience: Resident dog owners

Responsible Department/Parties: Conservation Commission

Measurable Goal(s):

Decrease observed in pet waste or pet waste bags on the ground in typical dog walking areas, with increase in pet waste bags in waste containers

Message Date(s): June 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: Meeting

Message Description and Distribution Method:

Stormwater Awareness Meeting and Presentation

Targeted Audience: Weston Garden Club - Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

Approximately 20 attendees asked questions and amount of interest; follow-up e-mails and calls showing interest

Message Date(s): April 2019

Message Completed for: Appendix F Requirements Appendix H Requirements

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

If yes, describe why the change was made:

BMP: School Curricula/Programs

Message Description and Distribution Method:

School Curricula/Programs - DPW Presentation on Stormwater; and, Tour of DPW Operations

Targeted Audience: Residents - High School Environmental Studies Class

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Students ask questions; feedback from teachers

Message Date(s): June 11 and 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:

BMP: Brochures/Pamphlets

Message Description and Distribution Method:

Educational materials on proper maintenance of septic systems
Septic system information - pamphlets and brochures on display continuously at the Board of Health.

Targeted Audience: Residents

Responsible Department/Parties: Health Department

Measurable Goal(s):

The amount of brochures and pamphlets that require replenishing; questions from the public regarding the content from the available material

Message Date(s): 5/1/20108 - 6/30/2019

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: Brochure/Pamphlets

Message Description and Distribution Method:

Stormwater Management Permit Application Package available at the DPW and on the Town web pages. The Application package includes the Stormwater & Erosion Control By-Law and Regulations, and a Checklist which provides instructions and guidance for the design and construction for projects that are submitting for the Stormwater Management Permit

Targeted Audience: Developers (construction), contractors, residents

Responsible Department/Parties: Engineering and Stormwater Permitting Authority

Measurable Goal(s):

The construction projects are following the Regulations and the Stormwater Management Permit Conditions

Message Date(s): 5/1/2018 - 6/30/2019

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:

This BMP is in addition to the Public Education and Outreach BMPs listed in the submitted NOI

Add an Educational Message

MCM2: Public Participation

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) during the reporting period:

Public Meeting - Stormwater Permitting Authority (SWPA) meetings are open to the public, and are given the opportunity to comment; 4/18/2019 and 5/23/2019 Meetings. These public meetings were held for the purpose of updating the Stormwater & Erosion Control Regulations, where comments from the public are welcome.

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:

Rain Barrel Program - April 2019, sold approximately 40 Great American Rain Barrel Company rain barrels to Town residents

Hazardous Waste Day - April 10, 2019 held at the Weston Department of Public Works - for Weston Residents - 214 cars

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: 1

Number of SSOs removed: 1

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: 1

Total number of SSOs removed: 1

MS4 System Mapping

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

MS4 map was created in 2005, and has been updated annually since to reflect drainage system improvements. Work on the IDDE Plan was started during the reporting period and included review and update of the MS4 map, inventory and initial ranking of outfalls. The MS4 Stormwater system map is also included in Stormwater ManagementPlan.

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:

Outfall screening has not been conducted in reporting period Year-1.

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

Number of outfalls screened: 0

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

Percent of total outfalls screened: 0

Catchment Investigations

If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.

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

A written procedure for investigation of each catchment associated with an outfall has not been prepared yet.

Below, report on the number of catchment investigations completed during this reporting period.

Number of catchment investigations completed this reporting period: 0

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

Percent of total catchments investigated: 0

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

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: gallons

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:

6/28/19 at Highland Meadows (private) development: lift station power failure and backup generator failure resulted in overflow to catch basin. Sewage was pumped out of catch basin same day. 100 gallons.

Employee Training

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

Employee training on illicit discharges has not been conducted during the Reporting period. An employee training program will be created and implemented.

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: 1

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 Post construction ordinance is included in the Stormwater & Erosion Control Regulations. The Stormwater & Erosion Control By-Law and Regulations were updated in and have been in place since 2012. Post construction runoff requirements are also included in the Stormwater Management Permit Conditions.

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:

Construction projects permitted with a Stormwater Management Permit, require Operation & Maintenance Plans referencing the final as-built plan and signed by the property owner before a Certificate of Completion is issued, and before a Certificate of Occupancy is issued for projects with a Building Permit. Final site inspections are also required.

Additional measures will be implemented in Permit Year-2 to help ensure continued maintenance of stormwater systems.

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:

Currently, the changes in the impervious areas in the street and parking lots is addressed in the Stormwater and Erosion Control By-Law and Regulations. A report on the assessment of the streets and parking lots guidelines regarding the creation of impervious cover has not yet been prepared. An assessment will be prepared before 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:

A green infrastructure report has not been drafted yet.

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:

Some Town properties have been and are currently being upgraded to include new improved drainage including deep sump catch basins and water quality units. An inventory is not currently developed, but will be prepared and it will include the recent and current upgrades.

MCM6: Good Housekeeping

Catch Basin Cleaning

Describe the status of the catch basin cleaning optimization plan:

The 2017 and 2018 Catch basin cleaning is completed; The 2019 Catch basin cleaning to be done in the fall of



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:

The box above does not allow to continue more than the one line of text that is readable. The CB cleaning optimization plan is in progress, and work on the plan will continue following the fall, 2019 catch basin cleaning.

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: 1,322

Number of catch basins cleaned: 1,322

Total volume or mass of material removed from all catch basins: 29,959 Cu. Ft.

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

Total number of catch basins: 1,450

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 catch basins that are more than 50% filled will be cleaned at least once annually; and, will be noted on the catch basin cleaning optimization plan to be cleaned annually at a minimum. It will also be noted that additional inspections of these catch basins will be conducted throughout the year.

Street Sweeping

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

A Street Sweeping schedule and description of the sweeping procedure with a map of the routes for street sweeping is available on the Town web pages.

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

Number of miles cleaned: 87

Volume of material removed: [UNITS]

Weight of material removed:

If applicable:

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

Winter Road Maintenance

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

The Department of Public Works "Snow Response and Plans" includes written procedures for winter road maintenance.

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:

An inventory of permittee-owned properties has not yet been prepared. The inventory will be prepared in Year-2 of the Permit period.

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:

A written procedure for the Operation and Maintenance of permittee-owned properties has not been prepared yet.

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 will be written for the Weston Department of Public Works and the Weston Transfer Station.

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:

There are 20 Water quality units for stormwater runoff in the Town of Weston. Each water quality unit has written operation & maintenance information including the unit size, depth, when to clean, instructions for cleaning, and log sheets to document the 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:

Cambridge Water Department provided their annual water quality monitoring information for selected streams in Weston for this Annual Report. The monitoring information sheet is attached to this Report.

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:

Additional educational messages for phosphorous requirements - one message in the fall regarding leave cleanup and proper disposal; and, message in Spring, 2020 regarding proper use of fertilizers and disposal of grass clipping. Additional information and presentations to be presented on the local cable channel; additional web postings, and additional messages distributed via social media.

Dry weather screening to be conducted for outfalls.

SWPPP to be written for the Transfer Station and the DPW

IDDE Training for employees; Draft catch basin cleaning optimization plan.

Develop an inventory of Town owned facilities.

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]