

Year 2 Annual Report
Massachusetts Small MS4 General Permit
Reporting Period: July 1, 2019-June 30, 2020

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. Please ONLY report on activities between July 1, 2019 and June 30, 2020 unless otherwise requested.

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:

Stormwater Management Program (SWMP) Information

SWMP Location (web address):
Appendix:

Date SWMP was Last Updated:

If the SWMP is not available on the web please provide the physical address:

Part II: Self-Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4. Make sure you are referring to the most recent EPA approved Section 303(d) Impaired Waters List which can be found here: <https://www.epa.gov/tmdl/region-1-impaired-waters-and-303d-lists-state>

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 2 Requirements

- Completed Phase I of system mapping
- Developed a written catchment investigation procedure and added the procedure to the SWMP
- Developed written procedures to require the submission of as-built drawings and ensure the long term operation and maintenance of completed construction sites and added these procedures to the SWMP
- Enclosed or covered storage piles of salt or piles containing salt used for deicing or other purposes
- Developed written operations and maintenance procedures for parks and open space, buildings and facilities, and vehicles and equipment and added these procedures to the SWMP
- Developed an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment and added this inventory to the SWMP
- Completed a written program for MS4 infrastructure maintenance to reduce the discharge of pollutants
 - Developed written SWPPPs, included in the SWMP, for all of the following permittee owned or
 - operated facilities: maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater

Optional: If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above year 2 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

In process of completing Phase I system mapping, behind schedule due to COVID-related delays. SWPPPs completed in August 2020.

Annual Requirements

- Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice requirements
- Kept records relating to the permit available for 5 years and made available to the public
- The SSO inventory has been updated, including the status of mitigation and corrective measures implemented
 - This is not applicable because we do not have sanitary sewer
 - This is not applicable because we did not find any new SSOs
 - The updated SSO inventory is attached to the email submission
 - The updated SSO inventory can be found at the following website:

<https://www.townofchelmsford.us/DocumentCenter/View/11473/SSO-Inventory-Table---Year-2-2019-2020>
- Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- Provided training to employees involved in IDDE program within the reporting period
- All curbed roadways were swept at least once within the reporting period
- Updated outfall and interconnection inventory and priority ranking as needed

Optional: If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above annual requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

Some employees have been trained. Some employee training has been postponed due to COVID-19, but plans to be completed in permit Year 3.

Bacteria/ Pathogens (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)Annual Requirements*Public Education and Outreach**

- Annual message was distributed encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Permittee or its agents disseminated educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
- Provided 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)*

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

Very few septic systems in Chelmsford. We plan on providing information to septic system owners next year.

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

Annual Requirements

*Public Education and Outreach**

- Distributed an annual message in the spring (April/May) encouraging the proper use and disposal of grass clippings and encouraging the proper use of slow-release and phosphorus-free fertilizers
- Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Distributed 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

- Increased 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 already existing or installed in the regulated area by the permittee or its agents was tracked and the phosphorus removal by the BMP was estimated consistent with Attachment 3 to Appendix F. 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 were documented.

- The BMP information is attached to the email submission
- The BMP information can be found at the following website:

Have not begun Phosphorus Source Identification Report, but it will be completed by year 4 of the permit. Report will include potential BMP retrofit properties.

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

Street sweeping did not occur twice, for 100% of streets, during permit year 2. This was due to early snowfall. All streets were swept in the Spring and approx. 1/3 of streets were swept in the Fall. We now have additional equipment, and street sweeping of all municipal owned streets are planned to occur a minimum of two times per year (spring and fall) going forward.

Solids, Oil and Grease (Hydrocarbons), or Metals

Annual Requirements

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- Increased street sweeping frequency of all municipal owned streets and parking lots to a schedule that targets areas with potential for high pollutant loads
- Prioritized inspection and maintenance for catch basins to ensure that no sump shall be more than 50 percent full; Cleaned catch basins more frequently if inspection and maintenance activities indicated excessive sediment or debris loadings

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

Currently still in the process of collecting data to complete catch basin maintenance prioritization. In the preliminary data there's no indication for increased cleaning needs.

Optional: Use the box below to provide any additional information you would like to share as part of your self-assessment:

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:

See Changes Made to 2020 Impaired Waters Since NOI Table, available here:

<https://www.townofchelmsford.us/DocumentCenter/View/11613/Changes-to-Impaired-Waters-Since-NOI---Year-2>

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 this reporting period:

Below, report on the educational messages completed during this reporting period. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.

BMP: Public Education - Erosion Control

Message Description and Distribution Method:

Distribute information about erosion control requirements to all developers who get building permits, trench permits, sewer permits or road opening permits. Developers are required to sign an Erosion Control Agreement prior to being issued a permit.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Number of agreements signed and ultimately how many construction sites have adequate erosion control installed. Approximately 53 agreements signed during reporting period

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: Resident Message - Stormwater pollution is trash, oil, cigarette butts, & dog waste

Message Description and Distribution Method:

Think Blue Massachusetts "Fowl Water" video (www.thinkbluemassachusetts.org) advertisement on Facebook, Instagram, and YouTube

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

80,256 Facebook/Instagram Ad Impressions; 21,937 YouTube Ad Impressions- social media impressions

from residents of Chelmsford.

Over 7 Million impressions across Massachusetts

Those who recalled seeing the video were more likely to correctly answer that stormwater pollution ends up in local waterways (comparable to FY2018).

Those who recalled seeing the video rated polluted runoff as a more serious threat to waterways than those who didn't recall seeing the video (Comparable to FY2018).

Message Date(s): July 2019

Message Completed for: Appendix F Requirements Appendix H Requirements

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

If yes, describe why the change was made:

BMP: Cable TV PSA

Message Description and Distribution Method:

Run PSA on local TV channel at different times throughout the year that promotes proper management of pet waste, low phosphorous fertilizer, grass clipping and leaf litter disposal, etc.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Hundreds of views

Message Date(s): Runs April-June and September-November

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: Leaf Litter and Yard Waste Drop-Off Events

Message Description and Distribution Method:

Free Leaf and Brush Drop Off advertised throughout Town, on social media, and on The Town of Chelmsford Website prior to the June 2020 and November 2019 events. Information and dates for the events also included on the Annual Chelmsford Recycling and Trash Schedule/Guide, which gets mailed to every mailbox in Chelmsford annually. Events typically occur every May and November. Due to COVID-19 the May 2020 event was postponed to June 20, 2020 and did not include brush disposal.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

16,000 Recycling and Trash Schedule/Guide pamphlets mailed. Approx. 40-45 tons of yard waste collected at the November 2019 event. Approx. 15 tons of waste collected at the June 2020 event.

Message Date(s): November 2019 and June 2020

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 May 2020 Event was postponed to June 20, 2020 and did not include brush drop-off due to COVID-19

BMP: Pet Waste Informational Flyers

Message Description and Distribution Method:

Informational flyer encouraging the proper management of pet waste handed out to residents at the time of issuance/renewal of annual dog license. Also provided to Chelmsford Veterinary Clinics (Chelmsford Animal Hospital and Countryside Veterinary Hospital) to include in their New Puppy Packets.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Approx 4,500 flyers distributed.

Message Date(s): Winter 2019-20; ongoing

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: Informational Flyers

Message Description and Distribution Method:

Yard & Landscaping Waste Educational Flyers, aided at Businesses, encouraging proper disposal of leaf litter emailed to CBA Members and published in the Fall 2019 CBA Newsletter

Targeted Audience: Businesses

Responsible Department/Parties: DPW

Measurable Goal(s):

Approx. 175 CBA members emailed.

Message Date(s): October 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: Educational Flyer

Message Description and Distribution Method:

Posted Yard Waste Flyer, encouraging proper disposal of leaf litter, on Chelmsford DPW Facebook page

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

According to Facebook analytics, 733 people reached and 55 engagements

Message Date(s): September 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: Educational Flyer

Message Description and Distribution Method:

Mailed yard and pet waste educational flyer to every mailbox in Chelmsford

Targeted Audience: Residents, businesses, and institutions

Responsible Department/Parties: DPW

Measurable Goal(s):

16,000 flyers mailed

Message Date(s): October 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: Educational Flyer

Message Description and Distribution Method:

Fertilizer and Grass Clippings Public Educational Flyer. Posted on Town Website News Flash and to Town and DPW Facebook Pages. Distributed at DPW front office, Town Hall, and Library

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

According to Facebook Analytics, 707 people reached and 142 engagements

Message Date(s): March 2020

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: Educational Flyer

Message Description and Distribution Method:

Fertilizer and Grass Clippings Spring Public Educational Flyer aimed at businesses. Posted to DPW Facebook page, shared on Chelmsford Business Development Facebook Page, distributed by Chelmsford Director of Business Development to Chelmsford Business email contacts, shared in Spring 2020 CBS Newsletter

Targeted Audience: Businesses

Responsible Department/Parties: DPW

Measurable Goal(s):

Emailed to approx 400 business contacts; according to Facebook analytics 256 people reached and 10 engagements.

Message Date(s): March 2020

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: Educational Flyer

Message Description and Distribution Method:

Pet waste educational flyer. Posted to Town Website News Flash and town and DPW Facebook pages

Targeted Audience: Residents and Businesses

Responsible Department/Parties: DPW

Measurable Goal(s):

According to Facebook analytics, 716 people reached and 58 engagements

Message Date(s): June 2020

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: Social Media Post

Message Description and Distribution Method:

Shared Think Blue Massachusetts Scoop the Poop Facebook post to the DPW Facebook Page

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

According to Facebook analytics, 439 people reached and 32 engagements with DPW Facebook post

Message Date(s): June 24, 2020

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: Art on the Brook Educational Booth

Message Description and Distribution Method:

Art on the Brook interactive educational booth- included EnviroScape display/presentation; test your stormwater IQ quiz; distributed educational material regarding pet waste, yard waste, rain barrels, rain gardens, storm drain stenciling, yard care, etc.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Approx 700 people in attendance

Message Date(s): October 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: CDA Presentation

Message Description and Distribution Method:

Provided educational materials and presentation for Chelmsford Dog Association members regarding proper disposal of pet waste

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Approx 30 people in attendance

Message Date(s): October 9, 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: CBA Presentation

Message Description and Distribution Method:

Presented at Chelmsford Business Association (CBA) meeting discussed how businesses can help with Stormwater Management and utility. Presentation was filmed.

Targeted Audience: Businesses

Responsible Department/Parties: DPW

Measurable Goal(s):

Approx 50 people in attendance

Message Date(s): October 29, 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:5th Grade Presentations

Message Description and Distribution Method:

Educational presentation to 5th graders at both Chelmsford Middle Schools; interactive EnviroScape learning; Stormwater Poster Contest

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Approx 380 students

Message Date(s): December 2019 and January 2020

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: Localized Flooding Survey

Message Description and Distribution Method:

Localized Flooding Survey available online on Town website, Town Facebook and DPW Facebook Page. Also mailed to residents identified in the 7 flood-prone areas throughout town.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

437 postcards mailed. 751 people reached and 190 engagements on Facebook Post.

Message Date(s): December 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: Stormwater Quizzes

Message Description and Distribution Method:

Stormwater General Info Quizzes on Facebook

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

115 Responses

Message Date(s): January and February 2020

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:Compost Bin and Rain Barrels Program

Message Description and Distribution Method:

Rain barrel and town-subsidized compost bin program.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Sold 72 rain barrels & 104 compost bins

Message Date(s): May 2020

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 Message - Stormwater pollution is trash, oil, cigarette butts, & dog waste

Message Description and Distribution Method:

Think Blue Massachusetts "Fowl Water" video (<https://www.thinkbluemassachusetts.org/>)
Advertisement on Facebook & YouTube.

Targeted Audience: Residents

Responsible Department/Parties: Massachusetts Statewide Municipal Stormwater Coalition

Measurable Goal(s):

55,904 Facebook/Instagram Ad Impressions; 45,908 YouTube Ad Impressions- social media impressions from residents of Chelmsford.
Over 13 Million impressions across Massachusetts

Message Date(s): June 2020

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:Annual message - Proper lawn maintenance

Message Description and Distribution Method:

Think Blue Massachusetts shared posts on Facebook in the spring encouraging the proper use and disposal of grass clippings and encouraged the proper use of slow-release fertilizers.

Targeted Audience: Businesses, institutions and commercial facilities; Residents

Responsible Department/Parties: Think Blue Massachusetts

Measurable Goal(s):

The Think Blue Massachusetts Facebook account has approximately 300 followers and averages approximately 3,000 reaches per month.

Message Date(s): Nov 1, 2019; April 28 & 30, 2020; May 14 & 22, 2020

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:Annual leaf litter message - Leaf litter & brush collection

Message Description and Distribution Method:

Think Blue Massachusetts shared posts on Facebook in Fall to encourage proper disposal of leaf litter.

Targeted Audience: Residents

Responsible Department/Parties: Think Blue Massachusetts

Measurable Goal(s):

The Think Blue Massachusetts Facebook account has approximately 300 followers and averages approximately 3,000 reaches per month.

Message Date(s): Sep 26 & 27, 2019; Oct 1, 8, & 11, 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: Annual pet waste message - Scoop the Poop

Message Description and Distribution Method:

Think Blue Massachusetts shared posts on Facebook in summer to encourage the proper management of pet waste.

Targeted Audience: Residents

Responsible Department/Parties: Think Blue Massachusetts

Measurable Goal(s):

The Think Blue Massachusetts Facebook account has approximately 300 followers and averages approximately 3,000 reaches per month.

Message Date(s): July 17, 2019; Aug 14, 2019; April 9, 14, & 16, 2020; May 13, 18, 28 & 29, 2020; June 2, 2020

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: Annual septic maintenance message

Message Description and Distribution Method:

Think Blue Massachusetts shared posts on Facebook regarding Septic Smart week to provide information to owners of septic systems about proper maintenance.

Targeted Audience: Residents

Responsible Department/Parties: Think Blue Massachusetts

Measurable Goal(s):

The Think Blue Massachusetts Facebook account has approximately 300 followers and averages approximately 3,000 reaches per month.

Message Date(s): September 16, 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: Annual winter deicing/salt message

Message Description and Distribution Method:

Think Blue Massachusetts shared posts on Facebook regarding road salt application for residential, commercial, & industrial site owners on the proper storage and application rates of winter deicing material

Targeted Audience: Businesses, institutions and commercial facilities; Industrial; Residential

Responsible Department/Parties: Think Blue Massachusetts

Measurable Goal(s):

The Think Blue Massachusetts Facebook account has approximately 300 followers and averages approximately 3,000 reaches per month.

Message Date(s): Nov 14, 2019; Dec 5, 9, 13, 17, 18, 16, & 24, 2019; Jan 7, 2020

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 this reporting period:**

Public announcement that the Stormwater Management Plan is publicly available and looking for comments. Posted on Town Website NEWS FLASH, Town Facebook, and DPW Facebook page that public input was welcome for the Draft SWMP before the final was posted in August 2020- received public input.

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

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

Residential rain barrel and compost bin program.
Free leaf and yard waste disposal events.

5th grade interactive EnviroScape Presentation and stormwater poster contest.
 Stormwater Facebook Photo Contest.
 Art on the Brook interactive educational booth and EnviroScape display.
 Educational presentations and Q & A opportunities (i.e. CBA, CDA, etc.).
 Localized flooding surveys.
 Facebook Stormwater Quizzes.
 Monthly meetings with Stormwater Master Plan Advisory Committee (SWMPAC).

MCM3: Illicit Discharge Detection and Elimination (IDDE)

Sanitary Sewer Overflows (SSOs)

Check off the box below if the statement is true.

- This SSO section is NOT applicable because we DO NOT have sanitary sewer

*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:

MS4 System Mapping

Below, check all that apply.

The following elements of the Phase I map have been completed:

- Outfalls and receiving waters
- Open channel conveyances
- Interconnections
- Municipally-owned stormwater treatment structures
- Waterbodies identified by name and indication of all use impairments
- Initial catchment delineations

Optional: Describe any additional progress you made on your map during this reporting period or provide additional status information regarding your map:

In process of mapping open channel conveyances and interconnections. Disconnections in our mapping are being investigated.

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:

<https://www.townofchelmsford.us/DocumentCenter/View/11586/Year-2-Annual-Report---Outfall-and-Interconnections-Screening-Log-Upto-June-2020>

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

Number of outfalls screened:

Catchment Investigations

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

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

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

Number of catchment investigations completed this reporting period:

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

Percent of total catchments investigated:

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

IDDE Progress

If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.

- The illicit discharge removal report is attached to the email submission
- The illicit discharge removal report can be found at the following website:

Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed **during this reporting period**.

Number of illicit discharges identified:

Number of illicit discharges removed:

Estimated volume of sewage removed: gallons/day

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 (July 1, 2018)**.

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:**

Ongoing training to all current and new employees on the proper procedure to inspect, locate, remediate and track illicit discharges. Training occurs annually. Due to COVID-19, some employees did not receive training during this reporting period, but we are on track to complete employee training during the Year 3 Reporting Period. Meetings and training opportunities offered by the Northern Middlesex Stormwater Collaborative during the Year 2 Reporting Period are available online here: <https://www.townofchelmsford.us/DocumentCenter/View/11592/NMSC-Activities-2019-2020>

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:

Optional: Enter any additional information relevant to construction site plan reviews, inspections, and enforcement actions:

Required developer to install catch basin silt sacks on Tobin Ave.

MCM5: Post-Construction Stormwater Management in New Development and Redevelopment

Ordinance or Regulatory Mechanism

Below, select the option that describes your ordinance or regulatory mechanism progress.

- Bylaw, ordinance, or regulations are updated and adopted consistent with permit requirements
- Bylaw, ordinance, or regulations are updated consistent with permit requirements but are not yet adopted
- Bylaw, ordinance, or regulations have not been updated or adopted

As-built Drawings

Describe 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:

Existing regulations require as-built drawings and ongoing O&M procedures. These regulations are being reviewed and modified as needed. As-built drawings are required for final occupancy and get reviewed by the DPW Engineering Department

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:

Have not begun. However, this has been introduced to the Planing Board and Community Development.

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:

Have not begun. However, this has been introduced to the Planing Board and Community Development.

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:

In process of preparing Stormwater Master Plan, which will include potential retrofit properties.

MCM6: Good Housekeeping

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:

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.

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

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

Number of miles cleaned:

Volume of material removed: [Select Units]

Weight of material removed: [Select Units]

O&M Procedures and Inventory of Permittee-Owned Properties

Below, check all that apply.

The following permittee-owned properties have been inventoried:

- Parks and open spaces
- Buildings and facilities
- Vehicles and equipment

The following O&M procedures for permittee-owned properties have been completed:

- Parks and open spaces
- Buildings and facilities

Vehicles and equipment

Stormwater Pollution Prevention Plan (SWPPP)

*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:

Added label to locked pesticide storage area at 9 Alpha Rd.

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:

COVID-19 Impacts

Optional: If any of the above year 2 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

Due to the potential contamination of outfall water with human waste and the spread of COVID-19 in human waste we are not conducting any outfall sampling during this time. Outfall inspections, without sample collection, are still being conducted. This has not impacted our year 2 requirements, but has put us behind schedule. As stated earlier, some employees have received annual training during this permit cycle, but some employee training has been postponed due to COVID-19 and social distancing requirements. We plan to complete all required employee training in Permit Year 3.

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 3 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

- Inspect all outfalls/ interconnections (excluding Problem and Excluded outfalls) for the presence of dry weather flow
- Complete follow-up ranking as dry weather screening becomes available

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
- 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
- Continue investigations of catchments associated with Problem Outfalls
- Review inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; update if necessary

Provide any additional details on activities planned for permit year 3 below:



Part V: Certification of Small MS4 Annual Report 2020

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]