

**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):

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>

<b>Impairment(s)</b>			
<input type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input checked="" type="checkbox"/> Phosphorus
<input type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
<b>TMDL(s)</b>			
<i>In State:</i>	<input type="checkbox"/> Assabet River Phosphorus	<input checked="" type="checkbox"/> Bacteria and Pathogen	<input type="checkbox"/> Cape Cod Nitrogen
	<input checked="" type="checkbox"/> Charles River Watershed Phosphorus	<input type="checkbox"/> Lake and Pond Phosphorus	
<i>Out of State:</i>	<input type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Metals	<input type="checkbox"/> Nitrogen
			<input type="checkbox"/> Phosphorus
<input type="button" value="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:

Written procedures to require submission of as-built drawings were not completed because of the COVID-19 impacts on Town meetings. Submission of as-built drawings is required as part of the Town's site plan review process. A document outlining the procedures for submission of as-built drawings per the MS4 General

Permit requirements will be developed in Year 3.

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:
- 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:

N/A

**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:

N/A

[Empty rectangular box]

**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:

[Empty rectangular box for website 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:

Currently, there are no structural BMPs pertaining to Attachment 3 of Appendix F of the permit in the regulated area. The Town is evaluating the potential to add structural BMPs, as needed, as part of new development projects in Town. Particular focus will be in areas that discharge stormwater proximal to phosphorous TMDL water bodies.

**Charles River Watershed Phosphorus TMDL**

- Completed Legal Analysis

*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:

Existing regulatory mechanisms pertaining to the MS4 have been identified in the SWMP. Potential changes to these bylaws and ordinances are being considered as Phase I PCP components are being discussed. Financial authorities and funding mechanisms have not been established in the wake of COVID-19.

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

- The Annual Dover Day's Fair occurred in September 2019. Dover plans to resume its annual public cleanup events in 2021, including the Dover Clean Up Day in April 2021 and the Hazardous Waste Collection event in April 2021. These events were canceled in 2020 due to COVID-19. The Dover Day's Fair will likely not occur again until the Fall of 2021 due to COVID-19. These public events are intended to raise environmental awareness, promote Town cleanup efforts, and promote stormwater pollution awareness and education among the public.
- Dover will continue annual training in December 2020 for staff that enforce and oversee its IDDE Program.
- Dover will distribute a public education message in October 2020 encouraging the proper disposal of leaf litter.
- Potential structural BMPs - Dover does not currently have any existing structural BMPs for phosphorus removal in place for tracking. Dover plans to evaluate the potential for future addition of structural BMPs in Year 3.

### 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:

N/A

## 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: General Stormwater Educational Video for All Ages**

Message Description and Distribution Method:

This public education video is from ThinkBlue Massachusetts and is designed to provide basic stormwater knowledge to the viewer. The video covers various causes of stormwater pollution including lawn care, pet waste, trash and debris, farms, construction, and industrial sites, along with corrective and preventative actions that can be implemented. A web link to the video was displayed on the Town website stormwater link. A link to the video will be posted to the Town's Facebook page and Twitter account during the Year 3 reporting period.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The Town will begin quantifying this message in Year 3 when the video is distributed to the Town's followers on Facebook and Twitter. The Town currently has 335 followers on Facebook and 333 followers on Twitter.

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: Freddy the Fish - Fun Stormwater Educational Video for Kids**

Message Description and Distribution Method:

This public education video is designed to provide basic stormwater knowledge to children. The video was displayed on the Town website stormwater link. A link to the video will be posted to the Town's Facebook page and Twitter account during the Year 3 reporting period.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The Town will begin quantifying this message in Year 3 when the video is distributed to the Town's followers on Facebook and Twitter. The Town currently has 335 followers on Facebook and 333 followers on Twitter.

Message Date(s): 6/27/2020

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: Caring for Your Septic System**

Message Description and Distribution Method:

The public education brochure included tips involving caring for and maintaining a septic system that would help reduce stormwater pollution. The brochure was distributed at Town offices. A new link to the brochure was provided under the stormwater page at the Town's new website.

Targeted Audience: Residents

Responsible Department/Parties: Highway Department

Measurable Goal(s):

250 copies were printed for distribution at the end of the Year 1 reporting period. The brochure has been on the Town website since the end of the Year 1 reporting period. The Town continues to print and distribute additional copies of the brochure as needed and make copies available at public events. The Town is monitoring the number of copies distributed.

Message Date(s): 6/27/2020

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: Proper Disposal of Pet Waste**

Message Description and Distribution Method:

The public education flyer encourages pet owners to properly dispose of pet waste in order to help reduce stormwater pollution. A copy of the flyer is provided with a dog license application or renewal. The flyer was distributed at Town offices. A new link to the brochure was provided under the stormwater page at the Town's new website. A link to the flyer will be posted to the Town's Facebook page and Twitter account during the Year 3 reporting period.

Targeted Audience: Residents

Responsible Department/Parties: Highway Department

Measurable Goal(s):

500 copies were printed for distribution at the end of the Year 1 reporting period. The flyer has been on the Town website since the end of the Year 1 reporting period. In July 2020, an additional 150 copies were printed for distribution. The Town is monitoring the number of copies distributed. The Town will further quantify this message in Year 3 when the flyer is distributed to the Town's followers on Facebook and Twitter. The Town currently has 335 followers on Facebook and 333 followers on Twitter.

Message Date(s): 5/30/2019, 7/28/2020

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: Stormwater Pollution and Lawn Maintenance**

Message Description and Distribution Method:

The public education flyer included tips involving lawn maintenance and use of phosphorus free slow release fertilizers to help reduce stormwater pollution. The flyer was distributed at Town offices. A new link to the brochure was provided under the stormwater page at the Town's new website.

Targeted Audience: Residents

Responsible Department/Parties: Highway Department

Measurable Goal(s):

500 copies were printed for distribution at the end of the Year 1 reporting period. The flyer has been on the Town website since the end of the Year 1 reporting period. The Town continues to print and distribute additional copies of the brochure as needed and make copies available at public events. The Town is monitoring the number of copies distributed.

Message Date(s): 5/26/2020

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: Stormwater Pollution Prevention**

Message Description and Distribution Method:

The public education flyer provides tips to residents as to how they can help reduce stormwater pollution. This includes creating rain gardens, maintaining septic systems, and using rain barrels. The flyer was distributed at

Town offices. A new link to the brochure was provided under the stormwater page at the Town's new website.

Targeted Audience: Residents

Responsible Department/Parties: Highway Department

Measurable Goal(s):

500 copies were printed for distribution at the end of the Year 1 reporting period. The flyer has been on the Town website since the end of the Year 1 reporting period. The Town continues to print and distribute additional copies of the brochure as needed and make copies available at public events. The Town is monitoring the number of copies distributed.

Message Date(s): 5/26/2020

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: Tips for Proper Leaf Disposal**

Message Description and Distribution Method:

The public education flyer provides tips to residents as to how they can help protect local waterways through proper leaf disposal. This includes mulching and composting. The flyer was distributed at Town offices and displayed on the Town website stormwater link.

Targeted Audience: Residents

Responsible Department/Parties: Highway Department

Measurable Goal(s):

250 copies were initially printed for distribution. The flyer has been on the Town website since October 2019. The Town is monitoring the number of copies distributed.

Message Date(s): 10/28/2019

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

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:**

The updated SWMP is posted on the Town of Dover website stormwater link for viewing by the public. In addition, a hard copy of the SWMP is located at the Highway Department Office for review by the public.

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:**

The Dover Day's Fair was hosted by the Dover Parks and Recreation Department in September 2019. The annual Dover Clean Up Day typically occurs in April but was postponed due to COVID-19. The annual Hazardous Waste Collection event, hosted by the Dover Recycling Committee, typically occurs in April but was canceled due to COVID-19.

## 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:

The Phase I map is included in the Town's updated SWMP.

**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:

**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:

The Town has developed a methodology for catchment investigations and will utilize this methodology during dry weather outfall inspections in Year 3.

**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:

N/A

**Employee Training**

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

A training session was conducted for Highway Department personnel and other Town staff members on December 12, 2019. A total of eight Town employees attended the session. The training session included a presentation on the basic principles of illicit discharges, examples of illicit and non-illicit discharges, short training videos, an overview of the Town's IDDE bylaw, discussion on SSOs, review of Town inspection forms, and methods for implementing corrective actions if an illicit discharge is discovered. Documentation of the IDDE training session is included in the Town's written IDDE Plan, which was updated in June 2020 and included as part of the Town's SWMP.

**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:

The enforcement action taken was a cease and desist relative to a requirement from the Dover Conservation Commission for the Contractor to enhance erosion controls at the construction site. The Contractor fulfilled this requirement to the satisfaction of the Dover Conservation Commission.

## **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:

Submission of as-built drawings is required as part of the Town's site plan review process. A document outlining the procedures for submission of as-built drawings per the MS4 General Permit requirements will be developed in Year 3.

### **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:

This assessment has not been started.

### **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:

This report has not been started.

### **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:

This inventory has not been compiled.

## 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:

The Town of Dover cleans all catch basins in its stormwater system at least once per year and typically twice per year. Problem catch basins are cleaned more frequently. No catch basins were observed as being more than 50% full during the reporting period.

### Street Sweeping

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

Number of miles cleaned:  lane miles

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:

No corrective actions were required during the reporting period.

**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:

N/A

**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:

- Dover completed Stormwater Pollution Prevention Plans (SWPPPs) for the Highway Department Garage and Transfer Station in accordance with Massachusetts MS4 General Permit requirements during the reporting period. Site inspections associated with creating SWPPPs for the Highway Department Garage and Transfer

Station were completed in March 2019.

- Although no illicit discharges were detected during the current reporting period, the Town's catch basin cleaning contractor is instructed to report to the Town any illicit discharges that are observed during catch basin cleaning operations.
- All roads were swept once and main roads were swept twice. The mild winter and lack of sand use on roadways reduced the amount of street sweeping required.

### **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:

- During the reporting period, catch basin cleaning was conducted once in the fall and but was not completed a second time in the spring as the Town typically does each year. Due to COVID-19, the Town's contractor that conducts catch basin cleaning would not complete the work in the spring.
- Written procedures to require submission of as-built drawings are currently being drafted by the Town. These procedures were not completed due of the COVID-19 impacts on Town meetings. Submission of as-built drawings is required as part of the Town's site plan review process. A document outlining the procedures for submission of as-built drawings per the MS4 General Permit requirements will be developed in 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:

- Dover intends to resume all annual events to raise environmental and stormwater pollution awareness during the Year 3 reporting period, subject to relaxing of restrictions relative to COVID-19. This includes the Dover Clean Up Day in April 2021 and the Hazardous Waste Collection event in April 2021. The Dover Day's Fair, which typically occurs in the Fall, will likely not occur again until the Fall of 2021.
- During the Year 3 reporting period, Dover plans to return to cleaning all catch basins in its stormwater system twice annually, once in the fall and once in the spring.

## 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]*