

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:

Physical address is 16C Perry Way, City of Newburyport, 01950. The Engineering Division, within the DPS Administration Building houses the SWMP and will post online once the stormwater section of the City's website has been reviewed and updated. This activity was scheduled for year 2, but has not been completed and will be pushed back to year 3.

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

Two permittee owned and operated facilities were identified for the development of a written SWPPP. These properties being the DPS Facility and the City's Recycling Center. The DPS Facility SWPPP was completed during year 2 of the permit and was submitted to the City, by our consultant, in June of 2020. The Recycling

Center SWPPP was started in year 2 of the permit, but had to be put on hold after a loss in stormwater funds from COVID-19. The work started back up at the start of the new fiscal year, July 1st, and is nearing completion. The SWPPP is expected to be completed early 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:

The City's Stormwater Advisory Committee was unable to hold a public meeting to provide an opportunity for public participation in review and implementation of SWMP for year 2 of the permit.

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:

Unfortunately, we did not disseminate education material to dog owners during the issuance or renewal of a dog license. However, we are currently in the process of fulfilling this annual requirement in year 3 with coordination between the Engineering Division and the City Clerk.

A database of property's that are on septic systems is ongoing. Once complete, it will be used to distribute information to owners about proper maintenance of a septic system.

In addition to the Bacteria/Pathogens Requirement the City's Parks Department collected 12.1 tons of dog waste and distributed 153,600 dog waste bags through 14 waste collections stations throughout the City. This was disposed of through the City's solid waste contract.

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:

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: Keeping Water Clean School Presentation

Message Description and Distribution Method:

We sponsored a pilot run of a two hour storm water instructional session for a fifth grade science class at the Molin Upper Elementary School. This multi-stationed hands on workshop was facilitated by Greenscapes.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

It was attended by approximately 25 students and a handful of teachers who expressed interest in providing this message to the entire 5th grade class.

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:

The Greenscapes Presentation was not included in the NOI.

BMP:Industrial Brochure

Message Description and Distribution Method:

Distributed a 'Stormwater Pollution Prevention for Industrial Sites' brochure to all occupants of the Newburyport Business (formerly Industrial) Park.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

40 Industrial Facilities were sent the PDF brochure via an e-mail list. 34 were successfully delivered while 6 e-mail addresses came back as invalid.

Message Date(s): 5/25/2020

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 NOI states a discussion with the business groups in the Industrial Park will take place, but what changed is we reached out via e-mail to a Newburyport Area Industrial Foundation (NAID) member because of COVID-19 to distribute the brochure. This NAID member is specifically responsible for getting messages out so the information was sent to a comprehensive list of all of the business park owners.

BMP: Educational Advertisement Campaign Report

Message Description and Distribution Method:

On behalf of the members of the Merrimack Valley Stormwater Collaborative, Think Blue Massachusetts ran an advertising campaign. This "Fowl Water" ad helped viewers visualize stormwater pollution from various sources and identify its importance. Facebook, Instagram, and Youtube were all used to convey the message as well as provide metric information for overall effectiveness.

Targeted Audience: Residents

Responsible Department/Parties: External

Measurable Goal(s):

FY2020 Campaign Perform was measured in Facebook/Instagram ad impressions (42,386), Youtube add impressions (11,071) for a total of 53,457 Impressions.

Message Date(s): July 1st - 12th

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:

Advertisement campaign not included in the 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 this reporting period:**

The City's Stormwater Advisory Committee did not hold a public meeting to provide an opportunity for public participation in review and implementation of SWMP for year 2 of the permit.

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:**

A public involvement and participation opportunity that conducted throughout the reporting period is a group known as Plogging Newburyport. Plogging Newburyport is a community led initiative that started as a beautification effort, but quickly turned into an environmental movement. The notion that any litter on the street will eventually end up in our storm system and waterways is why over 450 people have joined their Facebook page to help. One of the most active municipality's, the group looks to inspire others through their connection with Keeping Massachusetts Beautiful. Plogging is a concept exported from Sweden where you pick up (trash, recyclables, and other waste) as you run. In Newburyport that idea is to be walking, jogging, or running to pick up whatever waste you can. It is truly a grass roots movement; there are no meetings, no officers, no dues, just walk out with a bucket and start picking up. This has resulted in almost every street, public area, park, trail, shoreline, and even the banks of our water supply to be cleaned up. In November of 2019, Plogging Newburyport was recognized for their dedicated efforts with commendation from the City of Newburyport's Mayor and City Council President.

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 addition to the elements listed above, our stormwater map also includes: Catchbasins, manholes, drain pipes, culverts, inlets, separators, detention basins, retention basins, bioretention basins and other miscellaneous features. Throughout this reporting period, extensive edits have been made to a number of features and feature attributes throughout the City. Edits to our GIS system are made multiple times a week as the drain system is investigated and documented.

In addition to the added features above, the City has also created 3 different related tables to help with the requirements of the IDDE program. These include an inspection table, physical indicator table, and sampling table. The sampling table is geared to collect all relevant information to keep all of our IDDE testing data in one GIS system.

Screening of Outfalls/Interconnections

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

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

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

Number of outfalls screened:

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:**

The frequency of IDDE employee training is at a minimum once per year. Two were completed this year.

IDDE PowerPoint Training presented by MVPC at the MV Stormwater Collaborative on April 1st. This was created by the Town of Tewksbury and the Northern Middlesex Council of Governments.

Central Massachusetts Regional Stormwater Coalition (CMRSWC) IDDE Training Workshop: Thursday May 7th, from 1:00 - 3:30pm.

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:

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:

Every project that goes through the site plan review process with the Planning Board is required to submit as-built drawings in CAD format. These as-built drawings are used for incorporation into our stormwater mapping. The Planning Board is diligent in requiring new developments to conform to our stormwater ordinance and when applicable, they require the Home Owner's Associations to be obligated to perform O+M and inspections, in addition to City inspections.

Street Design and Parking Lots Report

Describe the status of the street design and parking lots assessment due in year 4 of the permit term, including any planned or completed changes to local regulations and guidelines:

Green Infrastructure Report

Describe the status of the green infrastructure report due in year 4 of the permit term, including the findings and progress towards making the practice allowable:

Retrofit Properties Inventory

Describe the status of the inventory, due in year 4 of the permit term, of permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas and report on any properties that have been modified or retrofitted:

MCM6: Good Housekeeping**Catch Basin Cleaning**

*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: [Select Units]

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:

We logged less than one dozen basins that met this threshold primarily because our data collection forms weren't filled out due to lack of manpower during the COVID 19 shutdown.

Note on catch basin cleaning: Similar to last years effort, the City's Highway Division was expecting to clean the remaining number of catch basins to clean all 1672 basins in 2 years. Last permit period 852 were cleaned, leaving 820 for this year. The cleaning period was expected to take place this spring. Due to COVID-19, all allocated stormwater funds not previously spent, were revoke. This left no money for any cleaning effort.

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:

There have been no corrective action taken at any facility with a SWPPP. Site inspection forms have been created and quarterly inspections will be conducted at sites with SWPPP's moving forward in year 3.

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:

The total volume or mass of material removed from all catch basins was not reported due to COVID-19. The loss of funding significantly hindered our CBC efforts from intending to clean ~820 basin, down to 40. These 40 were spread out throughout the year which made reporting the amount of material removed difficult. The catch basins that were cleaned were either completed full, which was documented, or they were cleaned because it was necessary for work to be done on that basin.

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]

Note: When prompted during signing, save the document under a new file name.

Annual Report Submission

Please submit the form electronically via email to both EPA and MassDEP by clicking on one of the links below or using the email addresses listed below. Please ensure that all required attachments are included in the email and not attached to this PDF.

EPA: stormwater.reports@epa.gov

MassDEP: laura.schifman@mass.gov

Paper Signature:

If you did not sign electronically above, you can print the signature page by clicking the button below.

Optional: If you did not sign electronically above, you may lock the form by clicking the "Lock Form" button below which will prompt you to save the locked version of the form. Save this locked version under a new file name.