

**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>

**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:

Phase I mapping: The Town's MS4 mapping includes all Phase I components except interconnections from North Andover's MS4 into other MS4s. The Town has identified potential interconnections and will field verify and add them to the mapping during Permit Year 3. During outfall investigation field work in Permit

Year 2, many outfalls were also recategorized as owned by MassDOT or a culvert inlet/outlet.

### 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:

Virtual training sessions were completed by Town employees on September 17th and 23rd, 2020, which reviewed the overall MS4 program, illicit discharges to the drain, IDDE program responsibilities, and reporting. 23 representatives from the DPW, including operations and engineering, completed the training. The training was intended to be held during Permit Year 2 but was delayed due to COVID-19.

### **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:

## **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:

*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:

Phosphorus Good Housekeeping: The Town completed street sweeping in the Merrimack River watershed in Spring 2020 but was unable to complete this effort again in Fall 2019 due to mechanical problems with the street sweeper.

Phosphorus Potential Structural BMPs: The Town has added known municipal BMPs and stormwater treatment structures as part of Phase I mapping efforts. However, since mapping of BMPs was due in Permit Year 2, BMPs were not tracked or estimated for phosphorus removal. This information will be documented for the municipal BMPs in Permit Year 3.

*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:

North Andover's NOI listed water quality impairments and TMDLs for the Town's receiving waters based on the 2014 303(d) List. The Town has evaluated changes to the impairments and/or receiving waters based on the final 2016 303(d) List and enclosed the analysis herein. The enclosed document will be included in the Town's SWMP.

During outfall investigations completed in Permit Year 2, the Town added 9 new outfalls to the MS4 mapping and removed 94 outfalls because they are private or a different type of drainage structure (e.g., culvert, BMP inlet).

These modifications did not add, remove, or change any receiving waters as listed in the NOI.

## 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: Education and Outreach to Residents**

Message Description and Distribution Method:

The Town distributed electronic materials with information on stormwater management, including proper pet waste management, septic system maintenance, and alternatives to road salt. These materials include:

1. Ongoing Public Education on North Andover Stormwater Website - A List of Stormwater Tips is available on the North Andover Stormwater Website. This list reminds residents of actions to reduce stormwater pollution such as not dumping waste into storm drains, calling the Conservation Commission if they see a suspicious discharge, disposing of pet waste properly, reducing fertilizer use, and sweeping up salt and sand from walkways after snow melts. A Greenscapes Rain Garden Informational Brochure is posted on the Town's stormwater website, which describes how Rain Gardens work and why they are important for stormwater infiltration. Construction instructions and plant suggestions are also included in this brochure. A Greenscapes Alternatives to Road Salt image is also on the Town website. The image presents alternatives to road salt (sand, ashes, sugar beet, coffee grounds, etc.).
2. Merrimack Valley Stormwater Collaborative - The Town of North Andover is a member of the Merrimack Valley Stormwater Collaborative. The Merrimack Valley Stormwater Collaborative posted a brochure online about septic system maintenance. This brochure provides information on how a septic system works, how often to have the tank pumped, and advises not to flush wipes, grease, plastics, or paint, which would damage the system. The Merrimack Valley Stormwater Collaborative also posted two documents about pet waste and water quality. These documents detail the damage that pet waste can cause on water bodies (low oxygen levels can kill fish, nutrients that encourage weed and algae growth, diseases that can make water unsafe for drinking or swimming) and ways to prevent pet waste from polluting water bodies.
3. Social Media Posts - The Town posted septic system maintenance info on Twitter (focusing on not flushing wipes) that includes a link to MassDEP's website about caring for your septic system.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

1. The List of Stormwater Tips, Greenscapes Rain Garden Brochure, and Greenscapes Alternatives to Road Salt are available on the Town website.
2. The Septic System Maintenance Brochure and Pet Waste educational materials are available on the Merrimack Valley Stormwater Collaborative website.
3. The Septic System Maintenance post on Twitter received one comment and 27 likes.

Message Date(s): 1. Stormwater Tips, Rain Garden, and Road Salt education: Ongoing  
 2. Merrimack Valley Stormwater Collaborative education: Ongoing  
 3. Twitter post: May 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: Education and Outreach to All Audiences**

Message Description and Distribution Method:

The following educational materials were provided to representatives from all audiences in Year 2:

1. Think Blue Massachusetts "Fowl Water" Video - the Town shared this video on its stormwater webpage. The video defines stormwater and explains the impact that trash, oil, cigarettes, and dog waste can have on stormwater and waterways. In addition, the Statewide Stormwater Education Campaign, Think Blue Massachusetts, ran an educational advertising campaign on behalf of community members of the Merrimack Valley Stormwater Collaborative. The campaign included posting the Fowl Water video as ads to Facebook, Instagram, and YouTube videos and completing a post-campaign survey.

2. The 2019 Water Quality Report included information on proper pet waste disposal and the effects of pet waste on water quality, the NPDES Stormwater Program, and stormwater tips. This report reaches all water customers, including residents, businesses, etc. The report is also posted on the Water Treatment Plant website.

Targeted Audience: All Audiences

Responsible Department/Parties: Public Works, Conservation

Measurable Goal(s):

1. The "Water Fowl" video is available on the Town website. The Think Blue MA Campaign has reported 84,460 total impressions from YouTube and Facebook/Instagram for North Andover.  
 2. The Town sent a letter to 12,048 residents referring them to the Water Treatment Plant webpage to review the 2019 Annual Water Quality Report. 27 residents requested hard copies of the report.

Message Date(s): 1. "Water Fowl" video on website: Ongoing; Think Blue campaign: May 15-June 5, 2019  
 2. Mailings were sent to residents on March 30, 2020 referring them to the Water Treatment Plant website to review the 2019 Annual Water Quality Report. The 2019 Annual Water Quality Report was posted to the website on February 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: Education and Outreach in Municipal Offices**

Message Description and Distribution Method:

Copies of the Greenscapes Guide discussed earlier in this MCM (details landscaping practices such as composting and using native plants) were distributed by the Conservation Department. Greenscapes brochures explaining the drainage system and providing information about not dumping waste down catch basins are available at the Town Community Development Center. The DPW office also has brochures about pet waste management and why stormwater is important available at its front desk.

Targeted Audience: All audiences

Responsible Department/Parties: Public Works, Conservation

Measurable Goal(s):

These brochures are available to all visitors of the Community Development Center and DPW offices.

Message Date(s): 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:

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 Town's SWMP was made available on the Stormwater Webpage for public review and comment.

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:**

1. Waste Oil Collection - The DPW collections waste oil the first and third Saturday of every month. Residents can drop of waste oil for a fee of \$0.50 per gallon.

2. Fall Leaf Pickup - The DPW collected yard waste from residents homes the weeks of October 27th,

November 3rd, November 10th, and November 17th 2019.

3. Cyr Recycling Center - Residents can drop off grass clippings, leaves, brush, and tree limbs at this site. Residents can pickup wood chips, compost, and fire wood at this center as well.
4. TBI Center - Residents can drop off all recyclables at this center, including mixed paper, paperboard, metal, glass, and plastic food containers. The Town held a Household Hazardous Waste Collection Day with Clean Harbors at the TBI Facility on November 16, 2019.
5. Atkinson Elementary School Clean Up - The Town hosted a cleanup day on September 28, 2019. Volunteers cleaned up the school grounds and helped with minor landscaping.
6. Lake Cleanup Day - The Town hosted this cleanup day on October 19, 2019. Volunteers collected over 520 pounds of trash from the streets, shores, and trails surrounding Lake Cochichewick.

### **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 Town's MS4 mapping includes all Phase I components except interconnections from North Andover's MS4 into other MS4s. The Town has identified potential interconnections and will field verify and add them to the mapping during Permit Year 3. During outfall investigation field work in Permit Year 2, many outfalls were also recategorized as owned by MassDOT or a culvert inlet/outlet.

#### **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:

N/A

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:

There is one historic Problem Catchment to Sutton Pond (OF-73). The "Sutton 06" outfall catchment area was investigated and sewer and drainage improvements were completed in this area during the previous Permit term. Outfall OF-73 was revisited in dry weather under the 2016 General Permit term and there was no evidence of a sanitary sewer discharge.

**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:

N/A

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:

A suspected illicit discharge was discovered by Town employees on July 25, 2018 at 160-162 Water Street during routine drainage system maintenance. Personnel observed suds discharging from a drain pipe which appeared to originate from the residence. Upon further investigation in the home, Town staff discovered that a washing machine at the residence was connected to the drainage system. The resident was verbally informed that the washing machine needed to be re-plumbed to the sewer with documentation provided to the Engineering Department within 60 days. Multiple calls were made to contact the homeowner with no response. The Town will need to escalate enforcement actions.

### **Employee Training**

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

Virtual trainings were completed by Town employees on September 17 and 23, 2020, which reviewed the overall MS4 program, illicit discharges to the drain, IDDE Program responsibilities, and reporting. 23 representatives from the DPW, including operations and engineering, completed the training. The training was intended to be held during Permit Year 2 but was delayed due to COVID-19.

A representative from the Engineering Department attended the PIE-Rivers Partnership 2019 Annual Meeting on December 5, 2019. The meeting discussed topics such as the Municipal Vulnerability Program, MS4 Outreach & Education, the Howlett Brook Restoration Project, and social media methods to encourage summer water conservation.

Town staff regularly attend Merrimack Valley Planning Commission/Stormwater Collaborative meetings, some of which provide education on different aspects of the General Permit.

### **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:

Construction site plan reviews and inspections totaled herein include projects of all size land disturbance (not limited to > 1 acre). The number of construction site inspections includes weekly monitoring by dedicated erosion control monitors as well as Town staff. Every site that receives an Order of Conditions (regardless of the size of disturbance) is required to engage an erosion control monitor that inspects the site weekly and submits reports. The Planning Board uses the same monitor for projects under Planning purview.

## **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:

The Town's Stormwater Management and Erosion Control Regulations require submission of as-built plans. These regulations and the Stormwater Management & Erosion Control Bylaw (Chapter 160 of the General Bylaws) ensure long-term operation and maintenance.

### **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:

Preparation for the Street Design and Parking Lots Report has not yet begun as this requirements is due in Permit Year 4.

### **Green Infrastructure Report**

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

Preparation for the Green Infrastructure Report has not yet begun as this requirements is due in Permit Year 4.

**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:

Preparation for the Retrofit Properties Inventory has not yet begun as this requirements is due in Permit Year 4. The inventory of municipal facilities developed as part of the Town-wide Operation and Maintenance Plan may serve as a baseline for the retrofit inventory.

**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:

No catch basins were observed as being 50%+ full during 2 consecutive visits. If encountered, additional research into the contributing area and possible sources of sediment would be followed including checking for nearby construction sites or potential sources of erosion.

**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:

Weight of material removed:

**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:

None  
 In Permit Year 3, the Town will increase the inspection frequency in accordance with SWPPP inspection schedules in the General Permit.

**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:

North Andover completed dry weather screening of outfalls during Permit Year 2. The data included in the annual report from this permit year should be considered draft as the summary report is being finalized by the Town's stormwater consultant. The Town continues to implement its IDDE Program and complete dry weather outfall screening in accordance with the General Permit schedule.

The Town's Stormwater Management & Erosion Control Bylaw, Chapter 160 of the General Bylaws, and Stormwater Management and Erosion Control Regulations fulfill part of the MCM 4 and MCM 5 Construction and Post-Construction Stormwater Management requirements. Due to the delay of the MassDEP Stormwater Handbook update and in accordance with the revised schedule in the proposed General Permit modifications, the Town's regulatory mechanism is currently undergoing review and will be updated as needed for consistency with the revised General Permit requirements in Permit Year 3.

### **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 COVID-19, the Town switched to a reduced DPW force. As such, the DPW was responding to emergencies only and had to put typical catch basin cleaning operations on hold. The Town anticipates increasing operations when possible.

### **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:

The Town acknowledges the General Permit Year 3 requirements and will complete as many activities as possible based on funding and staff availability.

## 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](mailto:stormwater.reports@epa.gov)

MassDEP: [laura.schifman@mass.gov](mailto: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.*