

**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:

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:

**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:

Due to the Covid-19 pandemic, the Pet waste Scoop It cards were not distributed by North South River

Watershed Association to town clerk's offices, vets and businesses.

**Nitrogen** (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) that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release 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 listed in Table 3 of Attachment 1 to Appendix H already existing or installed in the regulated area by the permittee or its agents was tracked and the nitrogen removal by the BMP was  estimated consistent with Attachment 1 to Appendix H. The BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated nitrogen 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** (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:

*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:

As seen in the Massachusetts Year 2016 Integrated List of Waters, Indian Head River (MA94-04; Category 5 Water) is now impaired for E.coli in addition to the impairments listed in the Massachusetts Year 2014 Integrated List of Waters.

## 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: School curriculum, programs, press release, social media post**

Message Description and Distribution Method:

School Program: Stormwater and conservation messaging - Groundwater model, watershed model and cleaning dirty water taught to elementary school students and parent volunteers in school program

Targeted Audience: Residents

Responsible Department/Parties: NSRWA as part of the WaterSmart regional program, and the town of Pembroke

Measurable Goal(s):

Due to the Covid-19 pandemic, the school program had to go virtual. Environmental Educator Brian Taylor created videos on the school program content that teachers used with their students. The teachers also had the Watershed Jeopardy game to play with the students. All of the teachers were also given a packet of supplemental materials to go with the program.  
A press release went out to the town, The Globe, the Patriot Ledger, Wicked Local, and the Pembroke Mariner & Express. There were 535 views on the school program web page. The program was also posted on the NSRWA Facebook page with a reach of 884 people and 83 engagements.

Message Date(s): May 21, 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: Press release, social media post, flyer, web page**

Message Description and Distribution Method:

Regional Rain Barrel Sale - Education about water conservation and the reduction of stormwater from impervious surfaces

Targeted Audience: Residents

Responsible Department/Parties: NSRWA as part of the WaterSmart regional program, and the town of Pembroke

## Measurable Goal(s):

A press release to went out to the town, The Globe, the Patriot Ledger, Wicked Local, and the Pembroke Mariner & Express. Facebook posts were made on the NSRWA page and Pembroke Connect, Pembroke Happenings, and Pembroke Chat. Information about the sale went out in the NSRWA E-newsletter to 7,800+ subscribers. There were 60 rain barrels sold with 9 sold to residents of Pembroke.

Message Date(s): March 5, 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:Special event, festival, fairs**

Message Description and Distribution Method:

Gardening Green Expo - Regional event for WaterSmart South Shore Communities that provides information on how residents can reduce stormwater pollution from better landscaping practices.

Targeted Audience: Residents

Responsible Department/Parties: NSRWA as part of the WaterSmart regional program, and the town of Pembroke

Measurable Goal(s):

Due to the Covid-19 pandemic, the Gardening Green Expo had to go virtual. We put speaker videos online and we had 2,399 web page views. We took orders for rain barrels, had downloadable water saving plant lists, and also reposted last years speaker videos. We also had a drawing for a custom water saving garden design and 38 people registered for that drawing.

Message Date(s): March 12, 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:Brochures and pamphlets, social media posts**

Message Description and Distribution Method:

Greenscapes Guide - Digital download of landscaping techniques that reduce stormwater pollutants (fertilizers, pesticides, herbicides)

Targeted Audience: Residents



Responsible Department/Parties: NSRWA as part of the WaterSmart regional program, and the town of Pembroke

Measurable Goal(s):

Due to the Covid-19 pandemic, the Greenscapes Guide could not be handed out at Gardening Green Expo. The downloadable Greenscapes Guide was promoted online and on the NSRWA Facebook page. It was also promoted on the Pembroke Connect, Pembroke Happenings, and Pembroke Chat Facebook pages. There were 8 downloads from Pembroke. We also held a How to Build a Rain Garden Zoom webinar with 25 attendees.

Message Date(s): June 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:

**BMP:Social media posts**

Message Description and Distribution Method:

MS4 message - Fertilizer for May

Targeted Audience: Residents

Responsible Department/Parties: NSRWA as part of the WaterSmart regional program, and the town of Pembroke

Measurable Goal(s):

A fertilizer message was posted on the NSRWA Facebook page in June with a reach of 23,001 people and 2,183 engagements. It was also posted to the Pembroke Connect, Pembroke Happenings, and Pembroke Chat Facebook pages. The Facebook post was boosted in June with a \$50 ad targeted to Pembroke with a reach of 2,186 people and 244 engagements. There were also 19 page views on the Know Before You Mow! web page, 106 page views on the Best Mowing Practices web page, and 172 page views on the Stormwater web page. We also hosted a Zoom webinar on Stormwater in May with 17 attendees.

Message Date(s): May 13, 2020

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

**BMP:Social media posts**

Message Description and Distribution Method:

MS4 messages - Grass Clippings in June

Targeted Audience: Residents

Responsible Department/Parties: NSRWA as part of the WaterSmart regional program, and the town of Pembroke

Measurable Goal(s):

A grass clippings message was posted on the NSRWA Facebook page in June with a reach of 119,638 people and 24,325 engagements. It was also posted to the Pembroke Connect, Pembroke Happenings, and Pembroke Chat Facebook pages. The Facebook post was boosted in June with a \$50 ad targeted to Pembroke with a reach of 13,736 people and 686 engagements. There were also 19 page views on the Know Before You Mow! web page, 106 page views on the Best Mowing Practices web page, and 172 page views on the Stormwater web page.

Message Date(s): June 16, 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:

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**BMP: Brochures and pamphlets, social media posts, press release**

Message Description and Distribution Method:

Pet Waste Education - Printed Scoop It cards, web article, press release, and social media posts for June

Targeted Audience: Residents

Responsible Department/Parties: NSRWA as part of the WaterSmart regional program, and the town of Pembroke

Measurable Goal(s):

Due to the Covid-19 pandemic, the Pet waste Scoop It cards were not distributed to town clerk's offices, vets and businesses. An article was written on The Problem of Dog Waste on the South Shore. This was sent to The Globe, the Patriot Ledger, Wicked Local, and the Pembroke Mariner & Express. It was posted on the NSRWA Facebook page with a reach of 67,503 people and 10,088 engagements, and on the Pembroke Connect, Pembroke Happenings, and Pembroke Chat Facebook pages. The Facebook post was boosted with a \$50 ad targeted to Pembroke with a reach of 8,398 people and 237 engagements. There were also 453 page views on The Problem of Dog Waste on the South Shore web page, 22 page views on the Pet Waste Education page, 202 page views on the Addressing the Elephant in the Room - Dog Waste on the South Shore web page.

Message Date(s): June 2, 2020

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

**BMP:Press release, social media post, web page, brochure**

Message Description and Distribution Method:

Septic maintenance - Maintenance of septic systems, corresponding with SepticSmart week in September

Targeted Audience: Residents

Responsible Department/Parties: NSRWA as part of the WaterSmart regional program, and the town of Pembroke

Measurable Goal(s):

A press release went out to the town, The Globe, the Patriot Ledger, Wicked Local, and the Pembroke Mariner & Express. A Facebook post was boosted in September with a \$50 ad targeted to all WaterSmart towns with a reach of 27,648 people and 656 engagements, and a \$50 ad targeted to Pembroke with a reach of 2,809 people and 171 engagements.

Message Date(s): September 18, 2019

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

**BMP:Social media posts**

Message Description and Distribution Method:

MS4 messages - DON'T BLOW IT!

Don't blow, sweep or dump grass clippings and yard waste into streets or storm drains. Social media posts for October

Targeted Audience: Residents

Responsible Department/Parties: NSRWA as part of the WaterSmart regional program, and the town of Pembroke

Measurable Goal(s):

A message about leaf litter was posted on the NSRWA Facebook page in October. The Facebook post was boosted with a \$50 ad targeted to all WaterSmart towns with a reach of 25,444 people and 1,492 engagements, and a \$50 ad targeted to Pembroke with a reach of 1,670 people and 199 engagements. There were also 106 page views on the Best Mowing Practices web page, and 172 page views on the Stormwater web page.

Message Date(s): October 18, 2019

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

**BMP: Press release, social media post, web page**

Message Description and Distribution Method:

Video Contest - Video submissions will help educate the public about stormwater pollution and water conservation

Targeted Audience: Residents

Responsible Department/Parties: NSRWA as part of the WaterSmart regional program, and the town of Pembroke

Measurable Goal(s):

We are holding a WaterSmart Video Contest. Submissions will be a 1-3 minute videos to help educate the public by creating a fun video that highlights either stormwater pollution and how to prevent it, or ways to conserve water. We partnered with Harbor Media for the contest and they provided the guidelines as well as a cash prize for the 1st place winner. All of the videos will be shared on the NSRWA and WaterSmart website pages and on social media.

Message Date(s): Summer of 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: Brochure to be handed out with permits in towns**

Message Description and Distribution Method:

Proper Sediment and Erosion Control Management - Provided by Planning, Conservation, Building Department at permit request

Targeted Audience: Developers (construction)

Responsible Department/Parties: NSRWA as part of the WaterSmart regional program, and the town of Pembroke

Measurable Goal(s):

A brochure entitled Construction Stormwater Pollution Prevention Guide was created and delivered to the town Building Department. These brochures will be handed to the person when they receive their permit. There were 500 distributed to the town of Pembroke.

Message Date(s): October 2019 and onward

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:

[Empty text box for describing changes]

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:**

Annual review and public comment of SWMP and posting of plan in DPW Office and Town Library.

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:**

Hold quarterly Stormwater Committee/Task Force meetings, biannual household hazardous waste collection days and yearly waterway clean-ups.

### 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:

### **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:**

**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:

Of the 4 site plans that have been reviewed, only one has begun the construction phase. Some sites that had site plans approved in FY2019 were inspected during FY2020, but the number of sites is currently unclear.

## **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:

As-built drawings required as part of Site Plan Approval, as stated in Planning Board Rules and Regulations.

### **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 been performed and is part of the memorandum regarding assessment of the Town of Pembroke's current Bylaws.

### **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 assessment has been performed and is part of the memorandum regarding assessment of the Town of Pembroke's current Bylaws.



### **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 assessment has been performed and is part of the memorandum regarding assessment of the Town of Pembroke's current Bylaws.

## **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:

N/A

### **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:

**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:

### **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](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.*