

**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:

Due to COVID-19 impacts to municipal resources and activities, some of these activities were only partially completed during the reporting period. These are to be fully completed early in permit Year 3. These include:  
 1. Written as-built drawing submission and long-term O&M requirements for construction sites and adding to

the SWMP.

2. Updating the SWMP.

Development of O&M procedures for parks and open space, buildings and facilities, and vehicles and equipment was completed, but the SWMP update is pending.

Development of an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment was completed, but the SWMP update is pending.

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:

**Solids, Oil and Grease (Hydrocarbons), or Metals**

Annual Requirements

*Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

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

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

*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:

The Town has completed a comprehensive assessment of receiving waters, MS4 regulated outfalls, and interconnections. The SWMP and associated documents will be updated to reflect the findings. The SWMP update has been delayed due to COVID-19 related resource restrictions. It is anticipated that the SWMP update will be completed early in permit Year 3. Additionally, the Town has become aware that Upper Shawme Pond and Lower Shawme Pond are listed on the latest MassDEP Integrated List of Waters as Category 5 Nutrient/Eutrophication Biological Indicators. A study commissioned by the Town indicates elevated phosphorus levels in both. As a result, the Town intends to add Upper Shawme Pond and Lower Shawme Pond to the list of impaired waters for phosphorus and comply with the requirements of Appendix H starting in Year 3.

## 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:1.01: Stormwater Web Page**

Message Description and Distribution Method:

The Town developed an education and outreach webpage on the Town's website dedicated to Stormwater with practical information on a variety of subject areas targeting several audiences.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

There were 186 reported page views during permit year 2.

Message Date(s):

Message Completed for:    Appendix F Requirements     Appendix H Requirements

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

If yes, describe why the change was made:

**BMP:1.02: Resident Educational Brochures/Pamphlets**

Message Description and Distribution Method:

Display and distribute brochures/pamphlets at Town offices. Topic(s) include: Town of Sandwich Homeowners Septic Maintenance Fact Sheet, Rain Garden Basics, Going Green with Stormwater, Pet Waste Disposal. Also display stormwater educational posters Car Washing, Pet Waste, Oil disposal and Lawn Fertilization at Town offices.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

-Approximately 75 pet waste brochures were distributed

-25 of the Rain Gardens and Going Green with Stormwater were distributed at the Town Clerk, Library & Building Department

Message Date(s): January 2020 distribution

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:1.04: Developer Educational Message**

Message Description and Distribution Method:

Poster "Stormwater and the Construction Industry" displayed in Town offices. Also distributed erosion control and stormwater best management practice documents to developers at Town offices and allow access of education and outreach materials at web address listed above.

Targeted Audience: Developers

Responsible Department/Parties: Engineering

Measurable Goal(s):

-Posters displayed  
-25 each of Stormwater – What you can do as a Developer? pamphlets were distributed to the Building Department, Town Clerk and Library

Message Date(s): Pamphlets distributed January 2020, posters on continuous display beginning December 2018; erosion control and BMP documents available on the website.

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:1.05 Industrial Facilities Educational Brochures/Pamphlets**

Message Description and Distribution Method:

Distributed brochures/pamphlets to Industrial Facilities at Town offices and allow access of education and displayed outreach materials at web address listed above.

Targeted Audience: Industrial facilities

Responsible Department/Parties: Engineering

Measurable Goal(s):

25 each of Stormwater Pollution Prevention for Industrial Sites pamphlets were distributed to the Building

Department, Town Clerk and Library and displayed outreach materials at web address listed above.

Message Date(s): Pamphlets distributed January 2020

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

**BMP:1.06 Pet Waste Educational Message**

Message Description and Distribution Method:

Develop annual message encouraging the proper management of pet waste, disseminate to dog owners at the time of pet license renewal email notification and reminders

Targeted Audience: Residents

Responsible Department/Parties: Engineering, Town Clerk

Measurable Goal(s):

Emailed 1300 residents pet license renewal reminders with a link to the Pet Waste pamphlet and displayed outreach materials at web address listed above.

Message Date(s): Pet license reminders with a link to the Pet Waste pamphlet were emailed during November 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:1.07 Septic System Educational Message**

Message Description and Distribution Method:

Develop annual message with information for owners of septic systems about proper maintenance in any catchment area that discharges to a water body impaired for bacteria. Disseminated by direct mailing.

Targeted Audience: Residents

Responsible Department/Parties: Engineering, Health Department

Measurable Goal(s):

Mailed 205 residents with septic systems in catchment areas that discharge to a water body impaired for

bacteria an educational message and poster about the proper maintenance of septic systems.

Message Date(s): Due to COVID-19 municipal resource issues, this was delayed until August 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:1.08 Think Blue Advertising Campaign**

Message Description and Distribution Method:

The “Fowl Water” advertisement helps viewers visualize stormwater pollution from motor oil, pet waste, and trash become stormwater pollution. We selected Facebook and Instagram sponsored video and YouTube pre-roll advertisements because these channels offer superior “bang for the buck” to cable and broadcast television. They provide granular reporting that helps demonstrate what was accomplished.

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

Facebook/Instagram Impressions: 21,131  
YouTube Ad Impressions: 24,642  
Total: 45,773

Message Date(s): 5/16/20 - 6/5/20

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:  
This message is a voluntary addition made possible through the Cape Cod Stormwater Collaborative.

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 SWMP was publicly posted on the Town of Sandwich Engineering Department webpage with a message inviting comment and feedback.

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

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

The Hazardous Waste Collection Day, originally scheduled for April 25, 2020, was canceled due to COVID-19 concerns. The Town Spring clean up day originally scheduled for April 22, 2020 was also canceled due to COVID-19.

### **MCM3: Illicit Discharge Detection and Elimination (IDDE)**

#### **Sanitary Sewer Overflows (SSOs)**

*Check off the box below if the statement is true.*

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

*Below, report on the number of SSOs identified in the MS4 system and removed **during this reporting period.***

Number of SSOs identified:

Number of SSOs removed:

#### **MS4 System Mapping**

*Below, check all that apply.*

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

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

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

#### **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:**

Employee IDDE training was conducted 6/24/2020. This was in-person training with instruction from staff at Comprehensive Environmental Inc.

**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:

COVID-19 related restrictions on municipal resources limited development of these activities. It is anticipated that this will be advanced during permit year 3.

**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:

COVID-19 related restrictions on municipal resources limited development of these activities. It is anticipated that this will be advanced during permit year 3.

**Street Design and Parking Lots Report**

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

**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:

*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:

When a catch basin sump is found to be more than 50 percent full during two consecutive routine inspections or cleaning events, the findings are documented, the contributing drainage area is investigated for sources of excessive sediment loading, and to the extent practicable, contributing sources are addressed. If no contributing sources are found, the inspection and cleaning frequency is increased.

**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:

Note: The Town's Consultant, Comprehensive Environmental, Inc., evaluated site conditions and permit requirements and determined that a SWPPP was not required for the Town's solid waste transfer station or DPW maintenance facility. This is due in part to the fact that neither facility discharges to any water of the United States.

## **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):

<https://sandwichmass.org/DocumentCenter/View/5185/2018-Investigation-of-Twelve-Sandwich-Ponds>

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:

A report detailing the findings of a new assessment of freshwater ponds in Sandwich was made available to the Engineering Department during permit Year 2. The assessment was comprehensive and examined numerous physical and biological characteristics of the subject ponds. As a result of this work, the Town has adjusted the list of Impaired Waters and intends to incorporate additional measures as indicated herein.

### **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:

Stormwater treatment BMPs were added at several locations through the Town's on-going stormwater mitigation program. This work was not required as part of the Town's MS4 permit, and is Town-initiated. The program is aimed at addressing stormwater runoff to shellfish growing areas, bathing beaches, and other resource areas. Support of the Town's program has been provided by grant funding through the USDA-NRCS and Mass. Office of Coastal Zone Management.

### **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 impacts to municipal resources and activities, some of the Year 2 activities were only partially completed during the reporting period. The Town intends to complete these activities in permit Year

3. These include:

1. Written as-built drawing submission and long-term O&M requirements for construction sites and adding to the SWMP.
  2. Updating the SWMP.
  3. Updating the list of impaired waters and associated measures.
  4. Public message to owners of septic systems adjacent to receiving waters was delayed until August 2020.
  5. Development of activities for MCM4 and bylaw amendments for MCM5 were delayed.
- Development of O&M procedures for parks and open space, buildings and facilities, and vehicles and equipment was completed, but the SWMP update is pending.
- Development of an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment was completed, but the SWMP update is pending.
- Additionally, COVID-19 severely impacted spring stormwater inspections. The Town is working to develop a program to ensure timely inspections occur for all stormwater infrastructure.

**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:

Due to COVID-19 impacts to municipal resources and activities, some of the Year 2 activities were only partially completed during the reporting period. The Town intends to complete these activities in permit Year

3. These include:

1. Written as-built drawing submission and long-term O&M requirements for construction sites and adding to the SWMP.
  2. Updating the SWMP.
  3. Updating the list of impaired waters and associated measures.
  4. Public message to owners of septic systems adjacent to receiving waters was delayed until August 2020.
  5. Development of activities for MCM4 and bylaw amendments for MCM5 were delayed.
- Development of O&M procedures for parks and open space, buildings and facilities, and vehicles and equipment was completed, but the SWMP update is pending.
- Development of an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment was completed, but the SWMP update is pending.

## 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:  Digitally signed by Samuel Jensen  
DN: cn=Samuel Jensen, o=Town of  
Sandwich, Mass., ou=Engineering Dept.,  
email=sjensen@townofsandwich.net, c=US  
Date: 2020.09.28 11:42:02 -0400 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.*