

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:

Further detail on the items above are provided in the remainder of the report 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:

Formal employee training did not occur this reporting period. The DPW has faced shortages of labor force due to COVID-19, forcing cutbacks in certain areas. However, Sherborn has also been working diligently with their stormwater consultant and is aware of what illicit discharge evidence to look for.

Charles River Watershed Phosphorus TMDL

- Completed Legal Analysis

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

Sherborn has taken steps to assess achieving compliance with the Charles River watershed Phosphorus TMDL. See the 'Summary of Potential BMPs for Phosphorus Reduction' included in Attachment 1. This report summarizes the findings relevant to the planning effort of determining various phosphorus reduction BMPs, structural and non-structural, contributing to the Charles River watershed that will be considered. The report primarily focuses on non-structural BMPs for paved surfaces in Sherborn within both the urbanized area and across the entire community

RE: Legal analysis

As part of the MS4 process, Sherborn will identify locations where structural BMPs could be installed on Town-owned property and evaluate P-reductions at these locations. There is nothing that would prevent Sherborn from implementing structural BMPs on Town property. If Town-owned structural BMPs do not achieve the P-reduction level of control, the next step would be to partner with local business/industries to

install structural BMPs to meet the P-reduction goals. This would require additional legal reviews on private property, easements, and by-laws to install structural BMPs.

Sherborn is considering verifying that all proposed non-structural BMPs (not including fertilizers) and structural BMPs on Town-owned property are within the Town's jurisdiction to implement, without a regulation. Regulation of fertilizer would require additional by-laws. The Town of Sherborn may engage a lawyer to complete a legal review/easement requirements of proposed structural BMPs located on private property on a case-by-case basis.

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

Sherborn has been proceeding with compliance to MS4 regulations with the intent of early completion of milestones ahead of permit deadlines. Greater detail on the Town's compliance measures are contained in the document below. Please note that since there are no industrial facilities in Sherborn, no educational messages will be sent to this audience.

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:

Sherborn has not made any changes to receiving waters or impairments. However, there were some changes to the outfalls. In May 2020 Sherborn performed mapping analysis of their mapped infrastructure with two objectives: 1) to determine if there were additional outfalls remaining to be mapped, and 2) to determine if there were mapped outfalls that were not actually outfalls under the current permit definition. First, areas that needed field inspection were identified from desktop GIS analysis. Then as determinations were made on site, five new outfalls were found (OF-82 through OF-86). Three of these outfalls had small catchment areas with only 2-5 catch basins, and two of the outfalls had larger catchments including one that drains seven catch basins off Thoroughbred Drive and another off of North Main Street that drains approximately 18 to 25 catch basins. Sherborn maintains a thorough record of discharge locations, including unregulated discharge points where stormwater discharges to land or is outside of the regulated area. Accordingly, four other non-regulated discharge points were mapped. All mapping updates were entered in Sherborn's PeopleGIS geodatabase along with other structure and discharge information.

Six outfalls were removed from the outfall list after further field investigation. Four of the deleted outfalls (OF-20 and OF-21 at the north end of Old Orchard Road; and OF-46 and OF-47 on Washington Street) were actually the upstream and downstream ends of two culverts and not actually outfalls by the 2016 MS4 permit definition. It was verified that these culverts were not longer than the roadway width and that they only carried stream water, not stormwater. These end points were replaced with lines representing the culverts. Two outfalls were actually duplicate records of outfalls that were mapped in dense riparian vegetation and wood debris (OF-31 and OF-34, both off of Peckham Hill Road). One outfall (OF-43 in front of 42 Washington Street) needed to be moved so that tested water was not mixing with other natural sources of flow from a stream culvert.

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:1.1 - Interactive MS4 Map Posted Online

Message Description and Distribution Method:

Sherborn has posted their MS4 infrastructure on a publicly available interactive map. The map is maintained and edited by DPW, PeopleGIS, and the town consultant. The map is available at: <https://www.mapsonline.net/sherbornma/>. To access the stormwater map, users click 'Layers' and check 'Stormwater'. This map helps the citizens to visualize how their stormwater infrastructure is connected to waterbodies.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Continue public education efforts for the remainder of the permit period by maintaining this map online. It will be edited as more complete mapping becomes available. The map was updated with new pipes, catch basins and outfalls during this reporting period. Sherborn also upgraded their mapping and database subscription with PeopleGIS to include tools to more effectively track the stormwater program.

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:1.3 - Meetings with Developers and the Farm Pond Committee Liaison

Message Description and Distribution Method:

Connect developers with the Farm Pond Committee liaison to disseminate information on programs and best stormwater management activities. The Committee educates the public and watershed residents about Farm Pond issues and what they can do to improve water quality. When a new resident or new construction occurs on the pond, they reach out immediately, get their email information and send them information about the pond, and issues it faces with stormwater.

Targeted Audience:

Responsible Department/Parties: DPW Liaison, Board of Selectmen

Measurable Goal(s):

Sherborn has continued to appoint liaisons to developers that have projects in town. The liaisons provide information on relevant programs and activities. However there was no development in the Farm Pond watershed during the reporting period, so there was no outreach opportunities to report.

Message Date(s): Continuous as developers apply for permits.

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:

NA

BMP:1.4 - Web Page for Developers/BMP recommendations

Message Description and Distribution Method:

Provide links to Stormwater BMPs and other water quality educational resources on the Town's website targeted toward developers.

Targeted Audience: Developers (construction)

Responsible Department/Parties: Conservation, Planning, DPW

Measurable Goal(s):

Efforts have been ongoing since 2018. The Town will continue to educate and help apply best management practices. The Town has stormwater information posted at: '<https://www.sherbornma.org/conservation-commission/pages/stormwater-regulations-information>'.

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:

NA

BMP:1.5 Post SWMP on Town Website

Message Description and Distribution Method:

The Sherborn Stormwater Management Program was posted on the Town Website so that it is available to interested parties and stakeholders to review.

Targeted Audience: Residents, Businesses, Developers

Responsible Department/Parties: Conservation Commission, DPW, Planning Board

Measurable Goal(s):

Post this document online and perform updates as the SWMP evolves. This SWMP was updated online along with the improvements that occurred over the last permit term and resides at <https://www.sherbornma.org/department-public-works/pages/stormwater-regulations-information>

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:

NA

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 posted to the town website at: <https://www.sherbornma.org/department-public-works/pages/stormwater-regulations-information>. Here it is available for safe, socially-distanced public review with the Sherborn DPW contact information posted next to it.

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:**

Sherborn DPW typically sponsors a clean-up day at the roadways and along waterbodies in Town during the spring. Responsible Parties include: DPW, Conservation Commission, Forest and Trails, and Friends of Farm Pond. This year because of the pandemic it was expanded to a year round program so that participants did not have to congregate. DPW provided trash pickers, gloves, safety vests, and bags and left them out for participants to use.

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:

All of the elements listed above have been mapped if they are present. More details about outfalls and receiving waters are included above in Part III. Interconnections are not present in the Town. All features are displayed in the interactive Sherborn stormwater map at the following website: <https://www.mapsonline.net/sherbornma/>.

In addition to the required work above, the stormwater mapping of pipes and inlets has been improved at the DPW and various locations around Town. The Town has mapped an estimated 90% to 95% of the pipes and inlets in the regulated area over the duration of the stormwater program and intends to complete the mapping of the stormwater infrastructure of the entire Town. During this reporting period the Town has scoped areas in the regulated area that need to be improved and has plans to map these areas during the next permit year.

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:

See Attachment 2- 'DischargePointInspectionsYear2.pdf.' This document contains results of preliminary visual outfall screening. The number below represents the number of outfalls where screening was completed because there was no flow at the outfalls.

*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:

NA

*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 are currently no 'Problem' outfalls designated in Sherborn, so catchment investigations are not required to be finished until 2028. However, Sherborn intends on beginning these investigations well ahead of the deadline.

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:

NA

*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:

No illicit discharges were suspected during inspections of the stormwater system or during normal maintenance operations. No illicit discharge complaints were filed by residents. Sherborn DPW began a permit program for residents or businesses discharging non-stormwater discharges to the MS4 as listed in permit part 1.4. Details of this permit are in the IDDE Program (Attachment B of the SWMP) in section 1.3.

Employee Training

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

Formal employee training did not occur this reporting period. The DPW has faced shortages of labor force due to COVID-19, forcing cutbacks in certain areas. However, Sherborn has been working diligently with their stormwater consultant to reduce illicit discharges.

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:

No site plan reviews were required during the reporting period.

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:

This is completed. Procedures to require submission of as-built drawings of on-site stormwater controls can be found in the planning board regulations (<https://www.sherbornma.org/sites/sherbornma/files/uploads/rules.pdf>) in section 3.2.11.e.16. The requirement for compliance with the Massachusetts Stormwater Handbook in the planning board regulations in section 3.4.2.16 on page 18 ensures adequate long-term operation and maintenance of stormwater management practices that are put in place after the completion of a construction project through compliance with Handbook Standard #9. These procedures may include the use of dedicated funds or escrow accounts for development projects or the acceptance of ownership by the permittee of all privately owned BMPs. These procedures may also include the development of maintenance contracts between the owner of the BMP and the permittee. Alternatively, these procedures may include the submission of an annual certification documenting the work that has been done over the last 12 months to properly operate and maintain the stormwater control measures.

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:

Preliminary discussions were held within Sherborn's stormwater team.

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:

Preliminary discussions were held within Sherborn's stormwater team.

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:

The Sherborn stormwater team had initial discussions to understand the intent of this inventory. The purpose and basic outline of the report are included in BMP 5.4 of the SWMP.

MCM6: Good Housekeeping

Catch Basin Cleaning

*Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins **during this reporting period.***

Number of catch basins inspected: Number of catch basins cleaned: Total volume or mass of material removed from all catch basins:

Below, report on the total number of catch basins in the MS4 system.

Total number of catch basins:

If applicable:

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

The catch basin cleaning and inspection plan is the Sherborn SWMP Attachment D- Municipal Stormwater Infrastructure Operation and Maintenance Plan at: <https://www.sherbornma.org/conservation-commission/files/attachment-d-municipal-stormwater-infrastructure-operation-and>)

The catch basin cleaning contractor inspected for structural damage after removing sediment from all catch basins. The DPW was notified if there were any deficiencies. Inspections also include a count and location of catch basins that are more than 50% full.

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:

The DPW facility is the only facility that requires a SWPPP in the Sherborn regulated area. There were no inspections beyond the inspection that took place to develop the SWPPP. There were no corrective actions taken as a result of this inspection at the DPW Facility.

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):

NA

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:

NA

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:

Only BMP 2.2 for public participation through the annual clean-up was changed due to COVID-19 as described 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:

As described above, formal employee training did not occur this reporting period. The DPW has faced shortages of labor force due to COVID-19, forcing cutbacks in certain areas. However, Sherborn has also been working diligently with their stormwater consultant and is aware of what illicit discharge evidence to look for.

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:

As described in the mapping section above, Sherborn has preliminary plans in Year 3 to map sections of the regulated area that are known to contain additional infrastructure.

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 David R. Williams
Date: 2020.09.28 13:41:22 -04'00' Date:

[Signatory may be a duly authorized representative]

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

Annual Report Submission

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

EPA: stormwater.reports@epa.gov

MassDEP: laura.schifman@mass.gov

Paper Signature:

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

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