

**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:

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

An effort to complete IDDE training for incoming members of the USCG BCC Roads and Grounds staff is planned for year 3.

### **Part III: Receiving Waters/Impaired Waters/TMDL**

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted?

- Yes
- No

If yes, describe below, including any relevant impairments or TMDLs:

## Part IV: Minimum Control Measures

Please fill out all of the metrics below. If applicable, include in the description who completed the task if completed by a third party.

### MCM1: Public Education

Number of educational messages completed during this reporting period:

Below, report on the educational messages completed during this reporting period. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.

#### **BMP: 1.1 Stormwater Information to New Residents**

Message Description and Distribution Method:

BCC provides general information about the environment and stormwater pollution prevention, specific to the Base. This existing policy distributes information to new residents on the environmental and stormwater pollution prevention programs at the time that they move in. Additional best management practices are provided in the BCC Housing Manual.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Continue distributing stormwater information to new residents when they move to the base. During the reporting period 44 new residents moved to the base and were provided this information during check-in.

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: 1.2 Drinking Water Quality Report**

Message Description and Distribution Method:

There is a section in the annual Drinking Water Quality Report (released 5/28/20) that discusses storm runoff impacts and management practices. This practice will be continued.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Continue to annually include stormwater information in the annual water quality report that goes to

all residents.

Message Date(s): Distributed annually and posted to the Coast Guard internal 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:

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**BMP: 1.5 Storm Water Information during EHS check-in**

Message Description and Distribution Method:

EHS provides an explanation to all new employee checking ins regarding the goals of stormwater management on Base Cape Cod. EHS will continue the existing policy where new employees sign a form documenting that they acknowledge the environmental and stormwater pollution prevention programs discussed.

Targeted Audience: Employees

Responsible Department/Parties: EHS

Measurable Goal(s):

Continue to provide all new employees information on the environmental and stormwater pollution prevention programs upon checking in with EHS and housing. During this reporting period 32 new employees received this 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:

The Housing Office's "Welcome Aboard Package" has been trimmed down to a single email with a significant amount of the information being provided in links to websites. A collective decision was made to keep the more detailed stormwater information included within the EHS check-in process.

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**BMP: 1.6 Stormwater Pollution Prevention and Spill Prevention Control and Countermeasures Training**

Message Description and Distribution Method:

Incoming personnel are provided Stormwater Pollution Prevention and SPCC training. These trainings are continued annually through presentations to BCC personnel.

Targeted Audience: Employees

Responsible Department/Parties: EHS

Measurable Goal(s):

Continue offering new personnel training and annual presentations. Stormwater Pollution Prevention and SPCC training sessions were provided to USCG personnel on 14 November 2019 and 21 November 2019. New members that reported to the base received an overview of Stormwater Pollution Prevention and SPCC training during their mandated base check-in procedures.

Message Date(s): 14 November 2019 and 21 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: 1.8 Pre-Construction Meetings**

Message Description and Distribution Method:

Stormwater and erosion control requirements are established in a scope of work for construction during meetings before activities begin. Meetings are then held between Facility Engineering, the Contracting Officer Representative, and EHS where education on stormwater procedures and application of best management practices is discussed.

Targeted Audience: Facilities Engineering Department and Contracting Officer Representative

Responsible Department/Parties: Facilities and Engineering Department (FED)

Measurable Goal(s):

Continue pre-construction meetings where stormwater BMPs are presented and discussed.

Message Date(s): Ongoing; pre-construction meetings occur before all major construction projects.

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

Add an Educational Message

**MCM2: Public Participation**

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) **during this reporting period:**

The Base coordinated the annual review of the stormwater management plan with BCC staff and residents. The stormwater management plan is be available for review by the audiences of BCC or agencies during working hours at the EHS office or on BCC's internal website. The SWMP is available and open for comment from public audiences through email.

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:**

BMP 2.3 - The Base continues to advertise to residents specific dates & times for BCC residents to properly dispose of household hazardous waste at Barnstable County's Household Hazardous Waste collection events on an annual basis. The first notice is put out in January with reminder emails being sent out as specific collection dates approach.

BMP 2.4 - BCC planned to host a trash pickup/volunteer day this past spring. The impacts of COVID-19 prevented this effort from taking place. Efforts would have involved employees and Coast Guard affiliates to cleanup public lands around water bodies. Results of these efforts were expected to reduce litter and other solids from storm drains and waterways. An effort will be made to carry out this event in 2021.

### **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:

Continuation of Phase II efforts were delayed by the onset of the COVID-19 pandemic. A draft strategy to complete these efforts is under development.

### **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:

On May 1st 2020, USCG BCC Roads and Grounds staff completed screenings while performing assessments of the condition of all of the stormwater outfalls and conveyances at the Base. In total, 13 regulated outfalls and 7 non-jurisdictional discharges (pipes that do not discharge stormwater to waters of the US) were inspected. Outfalls and discharges were inspected for flow and evidence of illicit discharges. There was also no evidence of illicit discharge. Heavy rain conditions occurred over the course of the inspections; temperatures were in the low 50s. The 13 outfalls are located around Osborn (8), Spit (2), and Edmund (3) Ponds.

Outfalls were also inspected for physical deficiencies, change of sediment, eutrophication, increase or change in surrounding land use, and other hazards. Street sweeping and catch basin monitoring practices continue to minimize introduction of new deposits. USCG will be implementing improvements to the outfalls in the future.

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

Number of outfalls screened:

### **Catchment Investigations**

*If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.*

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

N/A. No catchments were investigated during this permit year. Catchments will be investigated before they are due in 2028.

*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:

USCG will complete 100% of all catchment investigations within 10 years of the permit's effective date (by June 30, 2028).

**IDDE Progress**

*If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.*

- The illicit discharge removal report is attached to the email submission
- The illicit discharge removal report can be found at the following website:

N/A. No illicit discharges were found or reported.

*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:

N/A

**Employee Training**

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

Stormwater Pollution Prevention and SPCC training sessions were provided to USCG personnel on 14 November 2019 and 21 November 2019. New members that reported to the base received an overview of Stormwater Pollution Prevention and SPCC training during their mandated base check-in procedures.

**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 earth disturbing activities occurred that required a site plan 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:

As-built plans for stormwater control structures are kept on record at the base. Long term operation and maintenance is required to be performed by FED staff.

### **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:

The USCG BCC stormwater team held initial discussions to understand the intent of this report. The Street Design and Parking Lots Report will be completed by June 30, 2022 as an attachment to the SWMP.

### **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 requirement is not applicable to BCC. The permit states an exemption in permit part 5.1.3: "Non-traditional MS4s do not need to meet the requirements (for a Green Infrastructure Report) in part 2.3.6.c."

### **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:

USCG held 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. The retrofit opportunities list will be completed by June 30, 2022 as an attachment to the SWMP and will be updated annually thereafter as needed. Beginning with the fifth-year annual report and in each subsequent annual report, BCC will identify additional sites and infrastructure that could be retrofitted. BCC shall maintain a minimum of 5 sites in their inventory, until such a time as when there are less than 5 sites remaining. In addition, BCC will report on all properties that have been modified or retrofitted with BMPs to mitigate impervious area that were inventoried in accordance with this part.

## **MCM6: Good Housekeeping**

### **Catch Basin Cleaning**

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

Number of catch basins inspected:

Number of catch basins cleaned:

Total volume or mass of material removed from all catch basins:  [Select Units]

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

Total number of catch basins:

*If applicable:*

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

Five catch basin sumps were identified as being as more than 50% full during the reporting period inspections. BCC is developing a plan to conduct the sump cleaning.

### **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):

No additional stormwater or receiving water quality monitoring or studies were conducted during this reporting period.

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:

N/A

### **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:

See the attached MCM tasks and implementation schedule reflecting year 2 accomplishments and updates. BCC will make every effort to fulfill all year 3 minimum control measures and other assigned tasks in light of the ongoing COVID-19 pandemic.

## 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:

Digitally signed by  
KIRKPATRICK.ELIZABETH.L.  
1269864539  
Date: 2020.09.18 13:20:11 -04'00'

*[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.*