

# Year 3 Annual Report

## Massachusetts Small MS4 General Permit

### Reporting Period: July 1, 2020-June 30, 2021

**\*\*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, 2020 and June 30, 2021 unless otherwise requested.*

### Part I: Contact Information

Name of Municipality or Organization: Town of Swansea

EPA NPDES Permit Number: MAR041163

#### Primary MS4 Program Manager Contact Information

Name: William Anderson

Title: Highway Dept Director

Street Address Line 1: 101 Gardeners Neck Road

Street Address Line 2:

City: Swansea

State: MA

Zip Code: 02777

Email: wanderson@town.swansea.ma.us

Phone Number: (508) 678-5615

#### Stormwater Management Program (SWMP) Information

SWMP Location (web address): <https://www.town.swansea.ma.us/highway-department/pages/swansea-swmp-cover-and-appendices>

Date SWMP was Last Updated: June 27, 2019

If the SWMP is not available on the web please provide the physical address:

Some parts of SWMP are still in the process of being posted; a hard copy of non-posted components are at the Highway Department at 101 Gardners Neck Road, Swansea, MA 02777

## 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>

<b><u>Impairment(s)</u></b>			
<input checked="" type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input checked="" type="checkbox"/> Nitrogen	<input type="checkbox"/> Phosphorus
<input type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
<b><u>TMDL(s)</u></b>			
<i>In State:</i>	<input type="checkbox"/> Assabet River Phosphorus	<input type="checkbox"/> Bacteria and Pathogen	<input type="checkbox"/> Cape Cod Nitrogen
	<input type="checkbox"/> Charles River Watershed Phosphorus	<input type="checkbox"/> Lake and Pond Phosphorus	
<i>Out of State:</i>	<input checked="" type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Metals	<input type="checkbox"/> Nitrogen
			<input type="checkbox"/> Phosphorus
<div>Clear Impairments and TMDLs</div>			

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 3 Requirements

- ☐ Inspected and screened all outfalls/interconnections (excluding Problem and Excluded outfalls)
- ☐ Updated outfall/interconnection priority ranking based on the information collected during the dry weather inspections as necessary
- ☐ Post-construction bylaw, ordinance, or other regulatory mechanism was updated and adopted consistent with permit requirements

*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 3 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:

All of Swansea's outfalls have now been inspected, however the inspections were not completed until after June 30. Of the inspected outfalls, six had dry weather flow and five of the six were screened by field and laboratory analysis. One outfall still needs dry weather sample collection, which is scheduled to occur in the next few months when weather conditions are favorable. Seven outfalls need further evaluation to confirm the upstream connections for flow inspection/sampling because the outfalls were either inundated or potentially buried by beach sand. The priority ranking of the outfalls has now been revised based on the inspections and screening conducted to date, however was not complete as of June 30. The current stormwater by-law references the Massachusetts Stormwater standards. Since the MassDEP is in the process of updating their regulations/standards to align with EPA's MS4 requirements, the Town of Swansea plans to rely on MassDEP's imminent update to the stormwater standards (<https://www.mass.gov/doc/stormwater-advisory-committee-meeting-6-presentation/download>). The Town is also in the process of updating the by-law to lower the lot size requiring review from one acre to one-half acre, and hopes to have this update approved at the spring Town meeting. In addition, preparation of stormwater regulations to implement the by-law is in process so that these can be adopted by the Planning Board.

#### 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 system map due in year 2 as necessary
- ☒ Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- ☒ Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- ☒ Updated inventory of all permittee owned facilities as necessary
- ☒ O&M programs for all permittee owned facilities have been completed and updated as necessary

- ☒ Implemented all maintenance procedures for permittee owned facilities in accordance with O&M programs
- ☒ Implemented program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- ☒ Inspected all permittee owned treatment structures (excluding catch basins)

*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:

The SWMP is available on the Town website and at the Highway Department for review. There were four public participation clean-up events held during the reporting period, however these were not noticed in accordance with State Public Notice Requirements. In the upcoming year, public clean-up events will be noticed in accordance with State Public Notice Requirements. The events held consisted of two clean-ups by two different volunteer groups at Town Beach in April and May 2021; a May 2021 clean-up along Lee's River Drive; and a June 2021 clean-up along Locust Street. The Town has not completed all the Phase 1 Mapping. The Town intended to complete required updates using Highway Department staff, however due to COVID-19 and resulting staff shortages and demands on available staff, these updates have been delayed. All catchbasins and manholes have been physically located and will be added to the GIS system shortly. Approximately 80% of the town-owned BMPs and their associated outlet structures have been located. Plans include identifying the remaining town-owned BMPs in fall 2021 and completing the mapping of the entire system completed by June 30th of 2022.

## **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:

As reported in last year's Annual Report, educational brochures were previously available at Town Hall and addressed stormwater management including appropriate use and disposal of grass clippings/leaf litter and fertilizers as well as pet waste management. However, Town Hall was closed during COVID-19 so the Town is in the process of posting educational material on the Town website. On-line posting has not yet been completed due to staffing resources, but is planned to occur soon.

## **Nitrogen** (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

### Annual Requirements

#### *Public Education and Outreach\**

- ☐ Distributed an annual message in the spring (April/May) that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release fertilizers
- ☐ Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- ☐ Distributed an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

*\* Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

*Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

- ☒ Increased street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)

*Potential structural BMPs*

- Any structural BMPs listed in Table 3 of Attachment 1 to Appendix H already existing or installed in the regulated area by the permittee or its agents was tracked and the nitrogen removal by the BMP was
- ☐ estimated consistent with Attachment 1 to Appendix H. The BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated nitrogen removed in mass per year by the BMP were documented.

- ☐ The BMP information is attached to the email submission
- ☐ The BMP information can be found at the following website:

The Town does not currently have any BMPs that are designed to remove nitrogen.

*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:

As reported in last year's Annual Report, educational brochures were previously available at Town Hall and addressed stormwater management including appropriate use and disposal of grass clippings/leaf litter and fertilizers as well as pet waste management. The Town is in the process of transitioning from hard copy brochures to on-line postings on the Highway website, but on-line posting of materials has been delayed.

*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:

Outfall number 6 has been removed from the list of MS4 outfalls, as it has been determined to be a privately owned outfall draining impervious area from a private development/road and is not owned by the Town or draining impervious areas owned by the Town. Outfall 4 has been removed from the list of outfalls as it has been confirmed to be a culvert crossing conveying a natural stream under a road and is not a MS4 outfall.

## 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:[Message name here]**

Message Description and Distribution Method:

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

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:

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### 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 is available for review online and at the Highway Department and the public is able to provide comments to Town officials regarding suggestions for additional actions to be added to the SWMP.

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:**

There were four public participation clean-up events held during the reporting period. The events held consisted of two clean-ups by two different volunteer groups at Town Beach in April and May 2021; a May 2021 clean-up along Lee's River Drive; and a June 2021 clean-up along Locust Street.

### **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**

*Optional:* Provide additional status information regarding your map:

The Town has not completed all the Phase 1 Mapping. The Town intended to complete required updates using Highway Department staff, however due to COVID-19 and resulting staff shortages and demands on available staff, these updates have been delayed. All catchbasins and manholes have been physically located and will be added to the GIS system shortly. Approximately 80% of the town-owned BMPs and their associated outlet structures have been located. Plans include identifying the remaining town-owned BMPs in fall 2021 and completing the mapping of the entire system completed by June 30th of 2022.

#### **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. Please also include the updated inventory and ranking of outfalls/interconnections based on monitoring results.*

☐ No outfalls were inspected



- ☒ 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:

*Below, report on the percent of outfalls/interconnections screened **to date**.*

Percent of outfalls screened:

*Optional: Provide additional information regarding your outfall/interconnection screening:*

All 52 outfalls were subject to an initial inspection, however eight of the 52 require a follow-up visit/sampling event and two were determined not to be MS4 outfalls. Of the total outfalls initially evaluated, seven (5, 13, 14, 16, 18, 20 and 50) require follow-up as the outfall was either submerged during the inspection and upstream connecting catchbasin/manhole could not be confirmed to facilitate sampling, or the outfalls could not be found and may be buried by beach sand or below the coastal water elevation; one (42) had dry weather flow observed, but due to access issues, sampling has been delayed and is scheduled for later this year.

### **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.*

- ☒ No catchment investigations were conducted
- ☐ 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:*

Catchment investigations are proposed for future years and will be completed by Year 10 of the 2016 MS4 Permit, in compliance with Section 2.3.4.8 of the permit. Catchments of outfalls recently identified as potentially including sewage (Outfalls 3, 7, and 12) will be prioritized for catchment investigations.

### **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.*

- ☐ No illicit discharges were found

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

During Highway Department inspections and cleaning four illicit discharges were identified and disconnected. These were determined to be grey water from washing machines and one was connected to a sink being operated for dog grooming. An illicit discharge removal report has not yet been prepared, but will be completed shortly and placed on the Highway Department website. Suspicious discharges were identified in August and September 2021 at Outfalls 3, 7, and 12 and additional investigation of these flows is currently planned - however potential illicit discharge sources for these three suspicious discharges have not yet been identified.

*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:

During Highway Department inspections and cleaning four illicit discharges were identified and disconnected. These were determined to be grey water from washing machines and one was connected to a sink being operated for dog grooming. In addition, three outfalls (3,7, and 12) were recently identified as potentially conveying flow from illicit connections due to elevated bacteria and nitrogen levels as well as low DO level and suspicious odor at one outfall (outfall 7). These sampling results were just obtained in September 2021, and these outfalls have been re-prioritized as high priority for catchment investigations. However, the actual sources and numbers of these suspicious discharges have not yet been identified.

### **Employee Training**

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

The Highway Director performed an internal training with operators of the catch basin cleaner vehicle in September 2020. Training focused on observations that would flag the need to further investigate a potential illicit connection, such as: unusual pipe connections to catch basins; odors; visual discolorations; and water flowing when rain has not occurred in over 4 days. The Highway Director held an additional training internally with Highway staff to help identify illicit connects to the drainage system. During these inspections and cleaning, four illicit discharges were identified and disconnected. These were determined to be grey water from washing machines and one was connected to a sink being operated for dog grooming.

**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:

There were four commercial site plan reviews conducted by the Highway Director and the Planning Board consultant. There were five reviews for smaller lots meeting the 1 acre criteria. There were two proposed subdivision reviews. No enforcement actions taken.

**MCM5: Post-Construction Stormwater Management in New Development and Redevelopment****As-built Drawings**

*Below, report on the number of as-built drawings received **during this reporting period**.*

Number of as-built drawings received:

*Optional:* Enter any additional information relevant to the submission of as-built drawings:

The Town received 2 sets of as-built plans for two subdivisions - Oak Estates located off of Oak Street and Toussiett Point located on the south side of Barton Ave. Both roadways were accepted at Town Meeting

**Street Design and Parking Lots Report**

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

This assessment has not yet been done but is scheduled to be completed by June 30, 2022; the status will be reported in next year's annual report.

**Green Infrastructure Report**

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

This assessment has not yet been done but is scheduled to be completed by June 30, 2022; the status will be reported in next year's annual report.

### **Retrofit Properties Inventory**

Describe the status of the inventory, due in year 4 of the permit term, of permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas and report on any properties that have been modified or retrofitted:

This assessment has not yet been done but is scheduled to be completed by June 30, 2022; the status will be reported in next year's annual report.

## **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: 1,561

Number of catch basins cleaned: 1,561

Total volume or mass of material removed from all catch basins: 528 cubic yards

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

Total number of catch basins: 1,927

*If applicable:*

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

### **Street Sweeping**

*Report on street sweeping completed **during this reporting period** using one of the three metrics below.*

● Number of miles cleaned: 175

- ☐ Volume of material removed:  [Select Units]
- ☐ Weight of material removed:  [Select Units]

**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:

A few areas of debris were removed and new erosion controls were established to protect adjacent wetland areas. Although the SWPPP identifies that four inspections will be completed annually (one each quarter), only two were completed during the reporting period, but inspection frequency will be increased in order to comply with the quarterly inspection requirement in the SWPPP.

**Additional Information****Monitoring or Study Results**

*Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.*

- ☒ Not applicable
- ☐ The results from additional reports or studies are attached to the email submission
- ☐ The results from additional reports or studies can be found at the following website(s):

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

**Additional Information**

*Optional:* Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

### **COVID-19 Impacts**

*Optional:* If any of the above year 3 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:

Between July 2020 and June 2021, COVID -19 impacts have affected the availability of Town staff to conduct a variety of tasks, including updating mapping of initial catchment delineations, open channel conveyances, and Town-owned structural BMPS, as well as on-line posting of educational materials. In addition, there are eight outfalls in need of follow-up dry weather sampling or confirmatory investigations to confirm absence of dry weather flow. The Town intends to address these issues between September 2021 and June 2022.

### **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 4 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ☒

- Develop a report assessing current street design and parking lot guidelines and other local requirements within the municipality that affect the creation of impervious cover
- Develop a report assessing existing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist
- Identify a minimum of 5 permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas

#### 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 curbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- 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
- Review O&M programs for all permittee owned facilities; update if necessary
- Implement all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implement program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Enclose all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Review as-built drawings for new and redevelopment to ensure compliance with post construction bylaws, regulations, or regulatory mechanism consistent with permit requirements
- Inspect all permittee owned treatment structures (excluding catch basins)

Provide any additional details on activities planned for permit year 4 below:



## Part V: Certification of Small MS4 Annual Report 2021

### **40 CFR 144.32(d) Certification**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, I certify that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name:

Title:

Signature:

Date:

*[Signatory may be a duly authorized  
representative]*

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

### **Annual Report Submission**

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

EPA: [stormwater.reports@epa.gov](mailto:stormwater.reports@epa.gov)

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

### **Paper Signature:**

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

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