

Year 1 Annual Report
New Hampshire Small MS4 General Permit
Reporting Period: May 1, 2018-June 30, 2019

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.

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:

Fax 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 and an explanation of why it is not posted on the web:

Part II: Self Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4.

Impairment(s)			
<input type="checkbox"/> Bacteria/Pathogens	<input checked="" type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input checked="" type="checkbox"/> Phosphorus
<input checked="" type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
TMDL(s)			
<input checked="" type="checkbox"/> Bacteria/ Pathogens	<input checked="" type="checkbox"/> Chloride	<input type="checkbox"/> Lake and Pond Phosphorus	
<input type="button" value="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 1 Requirements

- Develop and begin public education and outreach program
- Identify and develop inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
 - The SSO inventory is attached to the email submission
 - The SSO inventory can be found at the following website:

The SSO inventory is included in the Town's SWMP, which can be found at the following address: <https://www.townofsalemnh.org/engineering-projects/pages/storm-water-reporting>
- Develop written IDDE plan including a procedure for screening and sampling outfalls
- IDDE ordinance complete
- Identify each outfall and interconnection discharging from MS4, classify into the relevant category, and priority rank each catchment for investigation
 - The priority ranking of outfalls/interconnections is attached to the email submission
 - The priority ranking of outfalls/interconnections can be found at the following website:
- Construction/ Erosion and Sediment Control (ESC) ordinance complete
- Develop written procedures for site inspections and enforcement of sediment and erosion control measures
- Develop written procedures for site plan review
- Keep a log of catch basins cleaned or inspected
- Complete inspection of all stormwater treatment structures

Annual Requirements

- Annual opportunity for public participation in review and implementation of SWMP
- Comply with State Public Notice requirements

- 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
- All curbed roadways have been swept a minimum of one time per year

Bacteria/ Pathogens (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

*Public Education and Outreach**

- Annual message encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Permittee or its agents disseminate educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
- Provide 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)*

Chloride Impairment

Annual Requirements

Public Education and Outreach

- Include an annual message in November/ December to private road salt applicators and commercial
- industrial site owners on the proper storage and application rates of winter deicing material, along with the steps that can be taken to minimize salt use and protect local waterbodies

Phosphorus Impairment

Annual Requirements

*Public Education and Outreach**

- Distribute 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 and phosphorus-free fertilizers
- Distribute an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Distribute 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

- Increase street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.1.d.iii 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 shall be tracked and the permittee shall estimate the
- phosphorus removal by the BMP consistent with Attachment 1 to Appendix H. Document the BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated phosphorus removed in mass per year by the BMP in each annual report

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

Annual Requirements

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

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

Chloride TMDL

- Complete a Chloride Reduction Plan that includes specific actions designated to achieve chloride
- reduction on municipal roads and facilities, and on private facilities that drain to the MS4 or complete an Alternative Chloride Reduction Plan

Use the box below to input additional details on any unchecked boxes above or any additional information you would like to share as part of your self assessment:

The Town was only able to inspect and maintain a few of their structural BMPs during Permit Year 1 due to limited available resources. As the Town continues to refine mapping of BMPs in Permit Year 2, and develop written operation and maintenance procedures, including inspection forms for BMPs, the Town will work towards implementing a more comprehensive BMP inspection and maintenance program.

While the Town did not distribute separate targeted public information materials about yard waste and leaf litter disposal, the EPA flyer entitled "Protecting Water Quality from Urban Runoff" that was posted online and made available at Town Hall included some information about both of these topics. There is also separate information posted on the Town's Beach Testing Page that warns residents to keep leaves and debris out of street gutters and storm drains; and to apply lawn and garden chemicals sparingly and according to directions. More targeted messaging is planned for Permit Year 2.

Appendix H requires permittees that have direct discharges to water bodies that are impaired for phosphorus or that are tributary to water bodies that are impaired for phosphorus to track and estimate the amount of phosphorus removed by structural BMPs installed as a result of the retrofit inventory conducted as a part of the Phosphorus Source Identification Report, which is due in Permit Year 4. As dictated by the permit, at least one structural BMP must be installed by the end of Permit Year 6. Appendix H does not require permittees to estimate the amount of phosphorus removed by existing structural BMPs-- that is only a requirement for permittees discharging to a waterbody with an existing TMDL for phosphorus where a municipality wants to obtain credit for phosphorus removed as part of a comprehensive Phosphorus Control Plan. Although Captain Pond does currently have a TMDL for phosphorus, that TMDL was established after the permit effective date, therefore under the current permit, the Town is only subject to the requirements of the permit as included in Appendix H. The structural BMP requirement above is therefore not applicable to Salem. However, once the Town begins installation of structural BMPs as identified as part of their Phosphorus Source Identification Report, the Town will track and estimate the phosphorus removed by the BMP consistent with Attachment 3

to Appendix F, including reporting on BMP type, total area treated, design storage volume, and the estimated phosphorus removed in mass per year.

The Town is working to develop a plan to optimize inspection, cleaning, and maintenance of catch basins to ensure that permit conditions are met and that no catch basin is more than 50% full. The Town will continue to collect the necessary metrics to develop this plan in Permit Year 2.

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:

No changes have been made at present. However, the Town continues to work to confirm outfall ownership and regulated status of outfalls. As field work progresses, the list of regulated outfalls will be revised as needed prior to IDDE investigations.

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 the reporting period:

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

BMP: Displays/Posters/Kiosks

Message Description and Distribution Method:

A copy of the EPA pamphlet/fact sheet "Protecting Water Quality from Urban Runoff" was posted at kiosks at Canobie Lake and Hedgehog Pond. It was also made available at kiosks in Michelle Memorial Park, the Town Forest, Bill Valentine Memorial Park and the Mall at Rockingham Park, as well as at the front desk in Town Hall and the DPW building.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

By posting this information at kiosks around town, the Town was able to reach a wide audience as the pamphlet was made available at many locations around town that see significant foot traffic.

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: Brochures/Flyers/Mailings

Message Description and Distribution Method:

The Town posted a Clean Water Campaign brochure entitled "Pick it up, it's your doodie" available at kiosks at Canobie Lake, Hedgehog Pond, Michelle Memorial Park, the Town Forest, Bill Valentine Memorial Park, and the Mall at Rockingham Park. This brochure was also made available at the front desk of Town Hall and at the DPW building.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The Town made copies of the brochure available throughout town raising awareness among both pet owners and others of the negative impact pet waste has on water quality. By posting this information at kiosks around town, the Town was able to reach a wide audience as the pamphlet was made available at many locations around town that see significant foot traffic.

Message Date(s): FY2019

Message Completed for: Appendix F Requirements Appendix H Requirements

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

If yes, describe why the change was made:

BMP:Brochure/Website**Message Description and Distribution Method:**

Salem created and posted on their website a second brochure entitled "Tips for Responsible Dog Ownership", which references the bylaws associated with pet licensing as well as the hazards associated with mishandled dog waste. In addition to being posted on the Town's website, this message was also made available at the Town Clerk's office, where residents must go to obtain or renew a dog license.

Targeted Audience: Residents

Responsible Department/Parties: Engineering Department, DPW, Town Clerk

Measurable Goal(s):

Copies of the brochure were distributed with newly issued and renewed dog licenses. Posting the brochure online made the information available to a broader audience than just dog owners. The exact number of brochures distributed/views of the online information is not known.

Message Date(s): FY2019

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:Flyer**Message Description and Distribution Method:**

The Town posted a flyer from NHDES regarding proper storage and application of winter deicing material on its website, under "Public Outreach from State of NH for Education on Use of Salt on Private Property": <https://www.townofsalemnh.org/public-works>

Targeted Audience: Businesses, Institutions and Commercial facilities; Industrial Facilities

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:

BMP:Website

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:

BMP:Flyer

Message Description and Distribution Method:

around town, and also made available at Town Hall, at DPW, and on the Town's website.

Targeted Audience: Residents

Responsible Department/Parties: Engineering, DPW

Measurable Goal(s):

The material was circulated widely and reached a large audience. In Permit Year 2, more specific targeted messaging is planned regarding fertilizer use and proper disposal of yard waste.

Message Date(s): FY2019

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 the reporting period:

The Town posted its Stormwater Management Plan to the Engineering Division's web page in June 2019. Hard copies of the SWMP are also available at Town Hall and at DPW for review and input by the public. Once submitted, this report will also be made available on the Town's website, and will be incorporated into the SWMP.

After the SWMP was developed, a presentation was made at a Board of Selectmen Meeting on July 17th regarding the status of the Town's MS4 Permit compliance program. The Selectmen and other citizens present were informed of the permit requirements and how the Town intends to comply with the permit requirements including progress to date.

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

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

Salem continued to provide multiple opportunities for public involvement during the reporting period. The Town held its annual Household Hazardous Waste Day on October 13, 2018, collecting 50 cubic yards of material that might have otherwise been disposed of improperly. Material collected included pesticides, aerosols, antifreeze, engine oil, paint, and various kinds of batteries. The Town also serviced 352 vehicles, helping to mitigate impacts to the MS4 from leaks or improperly handled chemicals and fluids.

The Municipal Services Department hosted and participated in a community-wide roadside litter pick-up from April 1 to April 5, 2019. There were 3.01 tons of paper, cans, bottles, batteries, glass, cardboard, tires, needles,

and other kinds of litter that were collected from 41 different streets, preventing the possibility that any of these items will wash into the MS4 during a storm event.

The Town continued its mandatory recycling program. This year, 2025.47 tons of recyclable material was collected.

The Town also continued its rain barrel program, in which residents can order discounted rain barrels through the Town's website during the spring. An educational video was also included on the Town's website regarding how a rain barrel works.

MCM3: Illicit Discharge Detection and Elimination (IDDE)

Sanitary Sewer Overflows (SSOs)

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:

Below, report on the total number of SSOs identified in the MS4 system and removed to date. At a minimum, report SSOs identified since 2013.

Total number of SSOs identified:

Total number of SSOs removed:

MS4 System Mapping

Describe the status of your MS4 map, including any progress made during the reporting period:

The Town had already developed a comprehensive map of its drainage system prior to the start of the permit term. The map includes outfalls, pipes, manholes, catch basins, interconnections with other MS4s, municipally owned stormwater treatment structures, and impaired water bodies. Catchment areas have been determined for each outfall or interconnection, considering each upstream catch basin and the area that would conceivably drain to that catch basin based on topography and impervious cover. The map will be updated to reflect newly discovered information from investigations over the course of the permit term. The existing map is in accordance with the 2017 MS4 Permit's accuracy guidelines and is attached the NOI included in Appendix D of the Stormwater Management Plan.

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:

Outfall screening data has been posted to the Town's website at the following location:
<https://www.townofsalemnh.org/engineering-projects/pages/storm-water-reporting>

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

Number of outfalls screened:

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

Percent of total 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:

Catchment investigation data has been posted to the Town's website at the following location: <https://www.townofsaalemnh.org/engineering-projects/pages/storm-water-reporting>

Below, report on the number of catchment investigations completed during this reporting period.

Number of catchment investigations completed this reporting period:

Below, report on the percent of catchments investigated to date.

Percent of total catchments investigated:

Optional: Provide any additional information for clarity regarding the catchment investigations below:

IDDE Progress

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

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

Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed during this reporting period.

Number of illicit discharges identified:

Number of illicit discharges removed:

Estimated volume of sewage removed: gallons

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.

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:

The Town has developed catchment investigation procedures and performed a System Vulnerability Factor analysis. Both items have been incorporated into the Town's IDDE Plan.

Employee Training

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

A training on the IDDE program and Good Housekeeping/ Pollution Prevention was conducted on June 20, 2019. There was 14 town employees that attended the training, including the Director of Engineering and the DPW Director. This training covered the purpose of the the IDDE program, including how to identify illicit discharges and SSOs. It also covered the importance of good housekeeping procedures and the impact those procedures have on reducing pollutants in stormwater runoff from municipal activities and facilities.

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:

MCM5: Post-Construction Stormwater Management in New Development and Redevelopment

Ordinance Development

Describe the status of the post-construction ordinance required to be complete in year 2 of the permit term:

The Town has drafted updates to Chapter 417, Stormwater Management, of the Town's municipal code to meet the post construction stormwater runoff control requirements of the permit. That chapter currently focuses on connections to the MS4 relating to sump pumps and basement drains-- the planned amendments will include additional requirements regarding use of the public storm drain system as well as additional requirements for construction and post-construction stormwater management to supplement what is currently included in the Town's Site Plan Review Regulations and Subdivision Regulations.

As-built Drawings

Describe the status of 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 required to be complete in year 2 of the permit term:

The Town is working to incorporate language that requires submission of as-built drawings and long-term operation and maintenance upon completion of construction projects into Chapter 417, Stormwater Management, of the Town's municipal code. These updates have been drafted and will be presented to the Board of Selectmen for adoption in Permit Year 2.

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 Town will complete the required street design and parking lot assessment by the end of Year 4 as required by the permit.

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:

The Town will complete the required green infrastructure report by the end of Year 4 as required by the permit.

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 Town is working to compile an inventory of its properties that could be modified or retrofitted with BMPs. This inventory will be complete by the end of Year 4 as required by the Permit.

MCM6: Good Housekeeping**Catch Basin Cleaning**

Describe the status of the catch basin cleaning optimization plan:

See additional information section below.

If complete, attach the catch basin cleaning optimization plan or the schedule to gather information to develop the optimization plan:

- The catch basin cleaning optimization plan or schedule is attached to the email submission
- The catch basin cleaning optimization plan or schedule can be found at the following website:

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, if known.

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:

Street Sweeping

Describe the status of the written procedures for sweeping streets and municipal-owned lots:

All streets in Town were swept at least once during the reporting period. Streets located in catchments tributary to Captain Pond were swept twice, in accordance with the requirements of Appendix H. Written procedures for street sweeping are currently in draft form, and will be finalized along with the SOPs for other municipal activities and facilities in Permit Year 2.

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

Number of miles cleaned:

Volume of material removed: [UNITS]

Weight of material removed: [UNITS]

Winter Road Maintenance

Describe the status of the written procedures for winter road maintenance including the storage of salt and sand:

The Division of Public Works published its 2018-2019 Winter Emergency Operation Plan in December 2018. This plan is updated each year to account for turnover in operators and equipment, and as existing operations are modified. As part of the Town's Chloride Reduction Plan developed for Policy-Porcupine Brook in Permit Year 1, it was also recommended that this plan be reviewed and updated regularly.

Inventory of Permittee-Owned Properties

Describe the status of the inventory, due in year 2 of the permit term, of permittee-owned properties, including parks and open spaces, buildings and facilities, and vehicles and equipment, and include any updates:

The Town has a draft inventory of municipal facilities and vehicles, which will be updated during Permit Year 2. All vehicles and equipment used for winter road maintenance have been inventoried as part of the Winter Emergency Operation Plan.

O&M Procedures for Parks and Open Spaces, Buildings and Facilities, and Vehicles and Equipment

Describe the status of the operation and maintenance procedures, due in year 2 of the permit term, of permittee-owned properties (parks and open spaces, buildings and facilities, vehicles and equipment) and include maintenance activities associated with each:

The Town has completed draft Standard Operating Procedures for municipal activities and facilities. These SOPs will be finalized during Permit Year 2, and included in Appendix I of the SWMP once complete.

Stormwater Pollution Prevention Plan (SWPPP)

Describe the status of any SWPPP, due in year 2 of the permit term, for permittee-owned or operated facilities including maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater:

A draft SWPPP has been developed for the DPW facility, which will be finalized in Permit Year 2. SWPPPs for other waste handling facilities, such as the Transfer Station, will also be developed as needed during Permit Year 2. There were two inspections conducted at the Transfer Station during Permit Year 2 in compliance with landfill closure requirements. These inspections are highlighted below.

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:

N/A

O&M Procedures for Stormwater Treatment Structures

Describe the status of the written procedure for stormwater treatment structure maintenance:

The Town regularly inspects and maintains the Nazarian Drive Detention Basin and the Silver Brook Stormceptor. The Town will work to inspect other stormwater treatment structures and develop written procedures and inspection forms for structural BMP maintenance in the coming permit year.

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:

Catch basins in Salem are currently cleaned once every three years on a rotating schedule, either by Town personnel or outside contractors when budget allows. To develop the catch basin cleaning optimization plan, data was collected during the 2018 and 2019 cleaning seasons, and will be collected again in the 2020 cleaning season. This data includes depth from the catch basin rim to the top of sediment, to the bottom of the basin, and to the invert of the outlet pipe. This information will provide needed metrics going forward to determine which catch basins are more than 50% full as part of ongoing and future optimization planning efforts. The data collected will be integrated into the Town's GIS to identify which catch basins fill up more quickly. A final optimization plan will be compiled once all pertinent data is collected for each catch basin.

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 2 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

- Complete system mapping Phase I
- Begin investigations of catchments associated with Problem Outfalls
- Develop or modify an ordinance or other regulatory mechanism for post-construction stormwater runoff from new development and redevelopment
- Establish and implement written procedures to require the submission of as-built drawings no later than two years after the completion of construction projects
- Develop, if not already developed, written operations and maintenance procedures
- Develop an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; review annually and update as necessary
- Establish a written program detailing the activities and procedures the permittee will implement so that the MS4 infrastructure is maintained in a timely manner
- Develop and implement a written SWPPP for maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater
- Enclose or cover storage piles of salt or piles containing salt used for deicing or other purposes
- Develop, if not already developed, written procedures for sweeping streets and municipal-owned lots
- Develop, if not already developed, written procedures for winter road maintenance including storage of salt and sand
- Develop, if not already developed, a schedule for catch basin cleaning
- Develop, if not already developed, a written procedure for stormwater treatment structure maintenance
- Develop a written catchment investigation procedure (*18 months*)

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 in the last 5 years
- Continue public education and outreach program
- Implement procedures for sweeping streets and municipal-owned lots
- Implement procedures for winter road maintenance
- 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

Provide any additional details on activities planned for permit year 2 below:

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Part V: Certification of Small MS4 Annual Report 2019

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]