

# Year 6 Annual Report

## New Hampshire Small MS4 General Permit

### Reporting Period: July 1, 2023-June 30, 2024

***\*\*Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form. Also ensure any websites included on this form are to publicly accessible sites\*\****

*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, 2023 and June 30, 2024 unless otherwise requested.*

## Part I: Contact Information

Name of Municipality or Organization: City of Portsmouth

EPA NPDES Permit Number: NHR041027

### Primary MS4 Program Manager Contact Information

Name: Brian Goetz

Title: Deputy Director of Public Works

Street Address Line 1: 680 Peverly Hill Road

Street Address Line 2:

City: Portsmouth

State: NH

Zip Code: 03801

Email: bfgoetz@cityofportsmouth.com

Phone Number:

### Stormwater Management Program (SWMP) Information

SWMP Location (publicly available web address): [http://files.cityofportsmouth.com/files/dpw/2019SWMP\\_2024update.pdf](http://files.cityofportsmouth.com/files/dpw/2019SWMP_2024update.pdf)

Date SWMP was Last Updated: Sep 20, 2024

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)

- ☒ Bacteria and Pathogen
 ☐ Chloride
 ☐ Lake and Pond 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.

### 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 publicly available website:

- ☒ Updated system map due in year 10 with information from completed catchment investigations  
☒ Provided training to employees involved in IDDE program within the reporting period  
☒ Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters  
☒ All curbed roadways were swept at least once within the reporting period  
☒ Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities  
☒ Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt  
☒ 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 or provide any additional details, please use the box below:

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

#### Annual Requirements

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

- ☒ Annual message was distributed encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- ☒ Permittee or its agents disseminated educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
- ☒ Provided information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria

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

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

### **Chloride Impairment**

- ☒ Implemented the Salt Reduction Plan
- ☒ Reported amount of salt applied to all municipally owned and maintained surfaces using the UNH Technology Transfer Center online tool

*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:

The City was able to incorporate brine application during winter into it's salt reduction efforts for this reporting year.

### **Nitrogen Impairment**

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)

*Structural BMPs*

- ☒ Installed a structural BMP as a demonstration project within the drainage area of the water quality limited water or its tributaries. The type of BMP installed is (*e.g. biofiltration*):

Gravel Wetland

- Any structural BMPs listed in Table 3 of Attachment 1 to Appendix F 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 F. 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.

- ☐ No BMPs were installed
- ☒ The BMP information is attached to the email submission
- ☐ The BMP information can be found at the following publicly available website:

Total estimated nitrogen removed in lbs/year from the installed BMPs: 313

*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:

See attached Nitrogen removal data

**Solids, Oil and Grease (Hydrocarbons), or Metals Impairment(s)**Annual Requirements*Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

- ☒ Increased street sweeping frequency of all municipal owned streets and parking lots to a schedule that targets areas with potential for high pollutant loads
  - ☐ The street sweeping schedule is attached to the email submission
  - ☒ The street sweeping schedule can be found at the following publicly available website:

<https://www.cityofportsmouth.com/publicworks/roads-sidewalks/street-sweeping>

*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:

The City attempts to sweep all streets based on 20 day schedule, 105 centerline miles april through October.

*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:

Refer to page 4 of the Stormwater Management Plan at:

[http://files.cityofportsmouth.com/files/dpw/2019SWMP\\_2024update.pdf](http://files.cityofportsmouth.com/files/dpw/2019SWMP_2024update.pdf)

## 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:Scoop the Poop**

Message Description and Distribution Method:

Postcard to residents with information on proper pet waste disposal. Targeted to dog owners through dog license registration at City clerks office.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Reduction of nitrogen, phosphorus and bacteria outputs to receiving waters.

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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#### **BMP:Greener Grass**

Message Description and Distribution Method:

Postcard to residents with information regarding avoidance of pesticides and fertilizers, information on best practices such as more natural options for lawn and garden care.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Reduction of nitrogen and phosphorus outputs to receiving waters.

Message Date(s): April 2024

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: Get Pumped Septic System**

Message Description and Distribution Method:

Mailer encouraging residents with septic systems to perform routine maintenance. Targeted only residents and businesses with septic systems.

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Reduction in septic discharge into receiving waters.

Message Date(s): April 2023, Sent early and out of cycle however will be back on correct cycle for next period.

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: Rake it or Leave it**

Message Description and Distribution Method:

Mailer distributed to residents and businesses which provides information on proper yard waste disposal.

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Reduction of nitrogen and phosphorous load to receiving waters.



Message Date(s): November 2023

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: Educational outreach videos**

Message Description and Distribution Method:

The City of Portsmouth created educational outreach videos on dog waste, leaf disposal, salt usage and tree maintenance.

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Increased public awareness through short, entertaining and informative videos. Find link below:  
<https://www.youtube.com/watch?v=zsdNHqq9Zs&list=PLNWsoVwtYMQsQRQw0gk3DSkLZo26lhSUQ>

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:

Videos, posted to the City's social media outlets are a great way to supplement standard MS4 outreach.

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Add an Educational Message

## **MCM2: Public Participation**

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

The SWMP is available on the city's website for public comment.

Documents and records relating to the permit are retained and available for 5 years to the public at [http://files.cityofportsmouth.com/files/dpw/2019SWMP\\_2024update.pdf](http://files.cityofportsmouth.com/files/dpw/2019SWMP_2024update.pdf) posted on city website, form for public comment.

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:**

Earth Day public forum held at Connie Bean Center. Reviewed benefits of rain gardens.

### **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**

Percent of Phase II map complete:

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

#### **Screening of Outfalls/Interconnections**

*If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses. 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 publicly available website:

*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 outfalls screened: 

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

**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 publicly available 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:

No initial screenings were needed, 13 Wet and 33 Dry investigations were performed in the permit year.

**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 publicly available website:

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

Number of illicit discharges identified: Number of illicit discharges removed: Estimated volume of sewage removed:  gallons/day

*Below, report on the total number of illicit discharges identified and removed to date. At a minimum, report on the number of illicit discharges identified and removed **since the effective date of the permit (July 1, 2018)**.*

Total number of illicit discharges identified: 0

Total number of illicit discharges removed: 0

*Optional:* Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:

### **Employee Training**

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

We conducted IDDE training for the labor staff (sign-in sheet attached) and held an annual "Snow Rodeo" for further training. "Snow Rodeo" training consisted of snow plow driver training and classes on the MS4 permit, salt usage and reduction, road safety, and storm preparation. Estimated audience of 28 employees.

### **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: 20

Number of inspections completed: 6

Number of enforcement actions taken: 0

*Optional:* Enter any additional information relevant to construction site plan reviews, inspections, and enforcement actions:

The City of Portsmouth works closely with contractors to address environmental concerns for the least environmental impact.

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

#### **Ordinance or Regulatory Mechanism**

Date update was completed (due in year 3): Nov. 19th, 2020

Website of ordinance or regulatory mechanism: <https://files.cityofportsmouth.com/files/planning/SitePlanReviewRegs.pdf>

### **As-built Drawings**

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

Number of as-built drawings received: 10

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

### **Street Design and Parking Lots Report**

Below, describe any changes made or planned to be made to local regulations and guidelines based on the report completed in Year 4:

Reference:

[https://files.cityofportsmouth.com/files/planning/completestreet\\_policy.pdf](https://files.cityofportsmouth.com/files/planning/completestreet_policy.pdf)

<http://files.cityofportsmouth.com/files/planning/CompleteStreetsGuideJuly2017.pdf>

### **Green Infrastructure Report**

Below, describe progress towards making green infrastructure practices allowable based on the report completed in Year 4:

Reference:

<https://files.cityofportsmouth.com/files/planning/SitePlanReviewRegs.pdf>

### **Retrofit Properties Inventory**

Below, list remaining permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas (must maintain a minimum of 5 sites in inventory until less than 5 sites remain):

Portsmouth High School, Little Harbour School, Greenland Road Practice Field, Coakley Borthwick Connector Road, Portsmouth-owned streets throughout city. See NSIR:

[http://files.cityofportsmouth.com/files/dpw/Portsmouth NSIR 2024.pdf#page=14](http://files.cityofportsmouth.com/files/dpw/Portsmouth%20NSIR%202024.pdf#page=14)

Below, list all properties that have been modified or retrofitted with BMPs to mitigate impervious area that were inventoried as part of 2.3.6.e of the permit and the type of BMP(s) implemented. Non-MS4 owned properties that have been modified or retrofitted with BMPs to mitigate impervious area may also be listed, but must be indicated as non-MS4.

2024 - Greenland Road Practice Field (Now Known As "Greenland Road Recreation Facility (Skateboard Park)")  
2020 - Gravel wetland/Bioretenention System at DPW/Recreation Fields

## 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: 700

Number of catch basins cleaned: 307

Total volume or mass of material removed from all catch basins: 60 tons

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

Total number of catch basins: 2,881

If applicable:

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

None were above 50% during two consecutive routine inspections.

### Street Sweeping

Report on the number of miles swept **during this reporting period** below.

Number of miles cleaned: 790

Report either the volume or weight of street sweeping materials collected **during this reporting period** below.

<input type="radio"/> Volume of material removed:	<input type="text"/>	<input type="text" value="[Select Units]"/>
<input checked="" type="radio"/> Weight of material removed:	<input type="text" value="550"/>	<input type="text" value="tons"/>

**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:

Vegetative overgrowth was removed from the gravel wetland, catch basin in vehicle washing area was cleaned, and the recycling center was swept weekly.

**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:

The Piscataqua Region Monitoring Collaborative (PRMC), Great Bay Eelgrass Resilience Project, a NOAA-funded research project led by the University of New Hampshire, the Great Bay National Estuary Reserve System, and PREP. MAAM funded : Estuarine Water Quality Monitoring 2024. Estuarine Water Quality QAPP

**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. If any of the above year 5 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:

## Year 7

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

Yes, I agree ☒

### **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)
- Identify additional permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas so that the permittee maintains a minimum of 5 sites in their inventory, until such a time when the permittee has less than 5 sites remaining



Provide any additional details on activities planned for permit year 7 below:

Pursuing implementation of a Stormwater Utility.

Plan to continue participation in the Municipal Alliance for Adaptive Management as a response to the EPA issuance of the Great Bay Total Nitrogen Permit.

## Part V: Certification of Small MS4 Annual Report 2024

### **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]*

## Part V: Certification of Small MS4 Annual Report 2024

### 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.

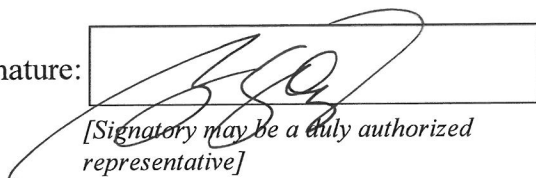
Name:

Brian Goetz

Title:

Deputy Director

Signature:

  
[Signatory may be a duly authorized representative]

Date:

9/23/24