Stormwater Management Program (SWMP) Plan

MassBay Community College

Prepared June 30, 2019
Revised June 30, 2021

Prepared For:

MassBay College
50 Oakland Street
Wellesley Hills, MA 02481

Prepared By:

Comprehensive Environmental Inc.
41 Main Street
Bolton, MA 01740

Stormwater Management Program (SWMP) Plan Revision Log

Revision Date	Section(s) Revised	Revisions Made	Revisions Made by
June 30, 2019	All	Original SWMP Plan prepared.	Nick Cristofori, CEI
June 30, 2021	All	SWMP Plan amended to document work completed during Permit Year 1 and Permit Year 2.	Nick Cristofori, CEI

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Stormwater Management Program (SWMP) Plan 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 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: JOSEPH DELISLE Title: Director of Facilities

Signature: Joseph H DeLisle Date: 7/1/2021

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1 Introduction

MassBay Community College is one of a number of non-traditional Small Municipal Separate Storm Sewer Systems (MS4s) regulated under the Environmental Protection Agency's (USEPA) National Pollutant Discharge Elimination System (NPDES) Phase II rule (40 CFR 122). The rule requires regulated operators of MS4s to develop a Stormwater Management Program (SWMP) and Best Management Practices (BMPs) to reduce the impacts of stormwater discharges. The requirements are outlined in the NPDES General Permits for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems in Massachusetts. The 2016 Massachusetts MS4 Permit was signed on April 4, 2016 with an effective date of July 1, 2018, and more recently updated on December 7, 2020 with an effective date of January 6, 2021.

This SWMP Plan describes and details the activities and measures that are being and will be implemented to meet the terms and conditions of the permit.

1.1 Regulatory Background

The Stormwater Phase II Final Rule was promulgated in 1999 and was the next step after the 1987 Phase I Rule in the United States Environmental Protection Agency's effort to preserve, protect, and improve the Nation's water resources from polluted stormwater runoff. The Phase II program expands the Phase I program by requiring operators of Small Municipal Separate Storm Sewer Systems in urbanized areas, through the use of National Pollutant Discharge Elimination System permits, to implement programs and practices to control polluted stormwater runoff. Phase II is intended to further reduce adverse impacts to water quality and aquatic habitat by instituting the use of controls on the unregulated sources of stormwater discharges that have the greatest likelihood of causing continued environmental degradation. Under the Phase II rule all MS4s with stormwater discharges from Census designated Urbanized Area are required to seek NPDES permit coverage for those stormwater discharges.

On May 1, 2003, EPA Region 1 issued its Final General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (2003 MS4 Permit) consistent with the Phase II rule. The 2003 MS4 Permit covered "traditional" (i.e., cities and towns) and "non-traditional" (i.e., certain Federal and state agencies and/or facilities) MS4 Operators located in the states of Massachusetts and New Hampshire. This permit expired on May 1, 2008 but remained in effect until operators were authorized under the USEPA's 2016 NPDES General Permit for Stormwater Discharges from MS4 in Massachusetts, hereafter referred to as the "2016 Massachusetts MS4 Permit", "2016 Permit", "MS4 Permit, and/or "2016 MS4 Permit" which replaces the 2003 MS4 Permit.

The 2016 Massachusetts MS4 Permit was signed on April 4, 2016 with an original effective date of July 1, 2017, however was postponed by 1 year to a new effective date of July 1, 2018. The permit was cosigned by the Massachusetts Department of Environmental Protection (MassDEP) and thus is jointly regulated by EPA and MassDEP for Massachusetts permittees. After several years of litigation, the permit was updated in December 2020 with

a revised effective date of January 6, 2021. Authorization to discharge expires at June 30, 2022.

The following sections outline how MassBay Community College, hereafter referred to as "MassBay College" or "MassBay" is meeting and will meet Phase II regulatory and schedule requirements.

1.2 MS4 Program

As required by the 2016 MS4 Permit, MassBay College submitted a Notice of Intent (NOI) and required accompanying information, including endangered species, historic preservation, and an outfall map to EPA Region 1 by the September 29, 2018 deadline (**Appendix A**) requesting authorization to discharge under the new permit. MassBay received official authorization to discharge stormwater form its MS4 on February 14, 2019.

This Stormwater Management Program Plan has been developed by MassBay College to address the requirements of the 2016 MS4 Permit as a follow-up to the NOI. This SWMP Plan documents MassBay College's program, including Best Management Practices, plans, activities, and measures that have been implemented to date, those that are ongoing, and those proposed for the future to comply with the 2016 MA MS4 Permit. This is a "living" document and should be updated and/or modified as required during the permit term as the permittee's activities are modified, changed or updated to meet permit conditions during the permit term.

This permit in part requires that each permittee, or regulated community, address 6 Minimum Control Measures. These measures include the following:

1. Public Education and Outreach;
2. Public Involvement and Participation;
3. Illicit Discharge Detection and Elimination Program;
4. Construction Site Stormwater Runoff Control;
5. Stormwater Management in New Development and Redevelopment (Post Construction Stormwater Management); and
6. Good Housekeeping and Pollution Prevention for Permittee Owned Operations.

In addition to the 6 MCMs above, permittees must also address water quality impacts from waterbodies with approved Total Maximum Daily Loads (TMDLs) and certain impairments, generally known as water quality limited waterbodies.

It should be noted that MassBay College is a very small regulated entity, a small fraction of the size of a typical city or town regulated under the permit. Consequently, MassBay has far smaller public education and outreach needs, comparatively little stormwater infrastructure, and very minimal regulatory authority for which to meet some of the permit requirements. This SWMP Plan notes BMPs that cannot be met in their entirety due to MassBay's status as a "non-traditional" permittee and/or propose alternate efforts as outlined in the NOI.

1.3 Regulated Area

Requirements of the 2016 MS4 Permit are limited to a regulated area, defined as the College's Urbanized Areas (UAs) which generally constitute the largest and most dense areas of settlement in a region. The Bureau of the Census determines UAs by applying a detailed set of published UA criteria to the latest decennial census data. Although the full UA definition is complex, the Bureau of the Census' general definition of a UA, based on population and population density, is provided below:

> *"An urbanized area (UA) is a densely settled core of census tracts and/or census blocks that have population of at least 50,000, along with adjacent territory containing non-residential urban land uses as well as territory with low population density included to link outlying densely settled territory with the densely settled core. It is a calculation used by the Bureau of the Census to determine the geographic boundaries of the most heavily developed and dense urban areas."*

The most recent UA maps are based on the 2010 which covers the entirety of the college in Wellesley. Also note that although MassBay College operates 3 separate campuses statewide, only the campus in Wellesley is regulated under the MS4 Permit. Thus, this plan only applies to the Wellesley location.

1.4 How to Use this Plan

For the purposes of the 2016 MS4 Permit and ease of use, the College's SWMP encompasses several separate written documents:

1. SWMP Plan (this document);
2. Discharge Detection and Elimination (IDDE) Plan (standalone document);
3. Facilities Operation and Maintenance (O&M) Plan (standalone document);
4. Stormwater Pollution Prevention Plan (SWPPP) (standalone document); and
5. Phosphorus Control Plan (PCP) (standalone document).

This SWMP Plan is divided into several sections and includes the following components:

Section 2 **College Characteristics** – Section 2 provides an overview of relevant characteristics, focusing on those aspects related to stormwater runoff and the water quality of surface waters.

Section 3 **MCM 1: Public Education and Outreach** – regulated operators of MS4s are required to implement a public education program.

Section 4 **MCM 2: Public Participation and Involvement** – regulated MS4s are required to obtain public participation throughout the stormwater management program.

Section 5 **MCM 3: Illicit Discharge, Detection, and Elimination** – regulated MS4s must develop and implement an illicit discharge detection and

elimination program and develop a regulation to prohibit illicit discharges to the storm drain system.

Section 6 **MCM 4: Construction Site Stormwater Runoff Control** – regulated MS4s are required to implement and enforce a program to reduce pollutants in stormwater runoff from construction activities that disturb 1 or more acres. Permittees are also responsible for inspections and enforcement.

Section 7 **MCM 5: Stormwater Management in New Development and Redevelopment** – regulated MS4s are required to develop and enforce a program to require treatment of stormwater at sites where construction activities disturb 1 or more acres. The controls must also be maintained over the long-term.

Section 8 **MCM 6: Good Housekeeping and Pollution Prevention** – regulated MS4s must review their operations at specific facilities and those that occur throughout the College (i.e., catch basin cleaning and street sweeping) and make improvements where needed to minimize pollution to stormwater runoff.

Section 9 **TMDL and Impaired Waters Controls** – regulated MS4s are required to evaluate and address stormwater contributions to impaired waters.

Section 10 **Annual Reporting** – Section 10 provides a summary of annual reporting requirements in order to meet the 2016 MS4 Permit.

Section 11 **Program Documentation** – Section 11 provides a brief summary of ongoing documentation that should be completed.

1.5 Program Responsibilities

This plan is intended to be used by MassBay College staff whose job involves administering the MS4 permit and associated requirements. The College's MS4 program is headed by the following:

Table 1-1. MS4 Responsible Personnel

Name	Title, Department	Contact
Joseph DeLisle	Director of Facilities	(781) 239-2571 jdelisle@massbay.edu

Table 1-1 provides a list of responsible departments and their general responsibilities within the MS4 program. The responsible person is the most senior person (e.g. department head, administrator, senior elected official, etc.) within each department listed below.

Table 1-2. Program Responsibilities

Department / Division	General Responsibilities
Marketing Department	Public education and participation
Facilities Department	Public education and participation; system mapping; IDDE program creation and implementation; employee training; regulation development; site plan review and inspection procedures; as-built submittal; target properties to reduce impervious areas and for BMP retrofit; inventory buildings and facilities; develop operation and maintenance procedures; SWPPP development and implementation; catch basin cleaning and street sweeping; road salt optimization program; BMP inspections and maintenance; TMDL and water quality limited requirements

2 College Characteristics

This section provides some background information on MassBay College, Massachusetts, useful in understanding the College's characteristics and resources to develop a tailored Stormwater Management Plan. College characteristics are described below.

2.1 Community Information

Founded in 1961, MassBay College is 1 of 15 publicly-funded community colleges in Massachusetts and serves approximately 6,000 full-time and part-time commuter students from the greater Boston and Metrowest region on 3 campuses – Wellesley Hills, Framingham, and Ashland. The subject of this SWMP, the Wellesley Hills campus is located in eastern Massachusetts in Norfolk County. Wellesley Hills is bordered to the east by Newton, the north by Weston, the west by Natick, and the south by Needham and Dover. Though located in the Town of Wellesley, MassBay College operates under its own MS4 permit and thus is not included in Wellesley's town program. Note that Wellesley occupies approximately 6,700 acres MassBay's campus occupies 84 acres, or only 1.3% of Wellesley's total land area.

2.2 Demographics

Demographics play a role in developing a public education program that targets the appropriate audience through the most appropriate means. All students at MassBay College commute to campus so the public education program is targeted towards commuter students. Other target audiences include college campus operations and developers.

2.2 Land Use

The land uses within the regulated area of MassBay College are shown on **Figure 2-1** and provided below. Impervious area is shown on **Figure 2-2**.

- Undeveloped forest and wetland 81% (68 acres)
- Impervious 12% (10 acres)
- Grass 7% (6 acres)

As noted previously, MassBay occupies only 84 acres, of which approximately 81% is undeveloped. The majority of MassBay's impervious area (approximately 7 acres of the 10 acres total) is disconnected, discharging to either leaching structures or sheet flowing onto undeveloped areas, with only an estimated 3 acres of impervious area discharging via closed drainage systems through conventional stormwater outfalls.

2.3 303(d) Impaired Waterbodies

The ultimate goal of this Stormwater Management Plan is to outline a program to effectively maintain the College's stormwater infrastructure and to improve the water quality of receiving waters (waters which receive stormwater discharges from the MS4) in compliance

with the 2016 MS4 Permit. 303(d) impaired waters are those surface waters identified by the MassDEP as priority waters that do not meet water quality criteria.

As per the 2016 Massachusetts Integrated List of Waters produced by MassDEP, there are no impaired waters located within the boundaries of MassBay College. However, MassBay is located within the phosphorus-impaired Charles River (MA72-07), discharging via Stony Brook (MA72-26). As noted in the NOI (**Appendix A**), MassBay College will meet portions of the Upper/Middle Charles River phosphorus TMDL requirements on an abbreviated level as outlined in Section 9, as some of the requirements are not applicable to the college and MassBay's required total phosphorus reduction is expected to be minimal.

2.4 Endangered Species Act Determination

In order to be eligible to discharge stormwater under the 2016 MS Permit, MassBay College must certify that its stormwater system is not impacting federally listed rare or endangered species habitat or other critical environmental locations. This was completed in the summer of 2018 as meeting "Criterion C" on the Notice of Intent with the results documented in **Appendix A**. The Northern Long-eared Bat *(Myotis septentrionalis)* was the only species identified as potentially being present within MassBay College's regulated area. No critical habitats were identified.

2.5 National Historic Preservation Act Determination

Regulated MS4s must also evaluate whether its discharges have the potential to affect historic properties. The MS4 Permit typically authorizes discharges from existing facilities and requires control of the pollutants discharged from the facility, however, EPA does not anticipate effects on historic properties from the pollutants in the authorized discharges. Thus, to the extent EPA's issuance of the MS4 General Permit authorizes discharges of such constituents, confined to existing channels, outfalls or natural drainage areas, the permitting action does not have the potential to cause effects on historical properties. If there have been no relevant changes in operation of the MS4 since the 2003 MS4 General Permit, the discharge can still be considered to have no potential to have an effect on historic properties. This has been documented as "Criterion A" on the Notice of Intent (**Appendix A**) and thus no additional information is required for documentation.

Where there is disturbance of land through the construction and/or installation of control measures, there is a possibility that artifacts, records, or remains associated with historic properties could be impacted. In these cases, such as during future construction of structural stormwater BMPs, the College will need to ensure that historic properties will not be impacted by their activities, or that they are in compliance with a written agreement with the State Historic Preservation Officer (SHPO), Tribal Historic Preservation Officer (THPO), or other tribal representative that outlines all measures the applicant will carry out to mitigate or prevent any adverse effects on historic properties. This will be completed as required during a later date(s).

3 MCM 1: Public Education and Outreach

3.1 Summary of Permit Requirements

3.1.1 Core Permit Requirements

Under MCM 1, permittees must develop an educational program, define educational goals, express specific messages, define the targeted audience for each message, and identify responsible parties for program implementation. At a minimum, the program must provide information concerning the impact of stormwater discharges on water bodies within the community, especially those waters that are impaired or identified as priority waters. The program must identify steps and/or activities that the public can take to reduce the pollutants in stormwater runoff and their impacts to the environment.

The College must address 4 core target audiences, unless 1 of these audiences is not present in the MS4 community:

1. Residents;
2. Businesses, Institutions, and Commercial facilities;
3. Developers and Construction; and
4. Industrial facilities.

As noted in the NOI (**Appendix A**), MassBay Community College has unique public education requirements that do not follow the typical 4 audiences as categorized by EPA. The College has no "Residents" in the traditional sense, as there is no on-campus housing. For the sake of this permit, "Residents" has been replaced by "Students". Additionally, as the College has no "Industrial" audience, this audience has been omitted from the Public Education and Outreach measure. At least 2 educational messages must be distributed to the remaining audiences over the permit term spaced at least a year apart. See sections below for more information.

3.1.2 TMDL & Impaired Waters Requirements

Public education and outreach programs must also address impaired waterbodies or those identified as priority waters. In MassBay, the only waterbody impairments listed as having specific requirements under the 2016 MS4 Permit is phosphorus under the Charles River, however does not require supplementary public education.

3.2 Objectives and Goals

MassBay College implements an education program that includes educational goals based on stormwater issues of significance within the MS4 area, increase knowledge, and change behavior of the public so that pollutants in stormwater are reduced.

3.3 Public Education Program

The following sections outline how MassBay is meeting the requirements of the 2016 MS4 Permit by completing targeted outreach to the 3 remaining audiences. As noted previously and in the NOI filing, the "Residential" audience has been replaced by "Students". Additionally, "Industrial" audiences are not present in MassBay and are not being targeted.

3.3.1 Students

Informational Topics
The following topics are addressed under the Students public education and outreach program:

- Illicit storm drain dumping;
- Hazardous waste disposal;
- Use of environmentally friendly products;
- Effects of outdoor activities such as lawn care (use of pesticides, herbicides, and fertilizers) on water quality;
- Proper management of pet waste; and
- Maintenance of septic systems.

Note that many of the above requirements mirror those for the typical "Residential" audience, however, some change have been made to more closely tailor outreach materials to students.

Educational Message and Methods of Distribution
The following table shows the educational messages and methods of distribution for the above topics, along with responsible parties and measurable goals.

Table 3-1. BMP Description – Student Outreach

Message	Method of Distribution	Responsible Parties	Measurable Goal
Stormwater flyers and brochures	Distribute flyers regarding stormwater awareness and healthy lawns and landscapes, detailing pet waste disposal, lawn care, and the minimization or elimination of pesticide and fertilizer use.	Facilities Department	Continue to provide information at various campus locations. Distribute brochures to students.
Web page	Provide information related to illicit storm drain dumping, private septic system and well maintenance, proper hazardous waste disposal, and use of detergents, fertilizers, etc., and use of environmentally friendly products.	Facilities Department, Marketing Department	Continue to update and maintain the websites to include relevant stormwater information

Table 3-1 (continued). BMP Description – Student Outreach

Message	Method of Distribution	Responsible Parties	Measurable Goal
Social media outreach	Provide relevant information to different audiences via various social media platforms	Marketing Department	Follow statewide "Think Blue" campaign on social media platforms

Schedule
Topics are made available continuously via brochures, website, and social media.

3.3.2 Businesses, Institutions, and Commercial Facilities

Informational Topics
The following topics are addressed under the Business, Institutions, and Commercial public education and outreach program:

- Illicit storm drain dumping;
- Hazardous waste disposal;
- Use of environmentally friendly products;
- Effects of outdoor activities such as lawn care (use of pesticides, herbicides, and fertilizers) on water quality; and
- Proper management of pet waste.

Note that many of the above requirements mirror those for the typical topics, however, some changes have been made to more closely tailor outreach materials to college-related areas.

Educational Message and Methods of Distribution
The following table shows the educational messages and methods of distribution for the above topics, along with responsible parties and measurable goals. All informational topics are addressed on the College's website.

Table 3-2. BMP Description – Businesses, Institutions, and Commercial Outreach

Message	Method of Distribution	Responsible Parties	Measurable Goal
Web page	Provide information related to illicit storm drain dumping, proper hazardous waste disposal, and use of detergents, fertilizers, etc., and use of environmentally friendly products.	Facilities Department, Marketing Department	Continue to update and maintain the websites to include relevant stormwater information
Social media outreach	Provide relevant information to different audiences via various social media platforms	Marketing Department	Follow statewide "Think Blue" campaign on social media platforms

Schedule
Information pertaining to the Business, Institutions, and Commercial public education and outreach program are made available continuously on the website and via social media.

3.3.3 Developers and Construction

Informational Topics
As required for all communities under the 2016 MS4 Permit, the following topics are addressed under the Developers and Construction public education and outreach program:

- Proper sediment and erosion control management practices;
- Information about Low Impact Development (LID) principles and technologies; and
- Information about EPA's construction general permit (CGP).

Educational Message and Methods of Distribution
The following table shows the educational messages and methods of distribution for the above topics, along with responsible parties and measurable goals. All informational topics are addressed on the College's website and via erosion control and fact sheets provided to developers when applying for applicable permits.

Table 3-3. BMP Description – Developers and Construction Outreach

Message	Method of Distribution	Responsible Parties	Measurable Goal
Web page	Provide information on website related to illicit storm drain dumping, proper hazardous waste disposal, and use of detergents, fertilizers, etc., and use of environmentally friendly products.	Facilities Department, Marketing Department	Continue to update and maintain the websites to include relevant stormwater information
Social media outreach	Provide relevant information to different audiences via various social media platforms	Marketing Department	Follow statewide "Think Blue" campaign on social media platforms

Schedule
Information pertaining to the Developers and Construction are made available continuously on the website and via social media.

3.4 Measuring Public Education Program Effectiveness

During completion of MassBay College's annual report as detailed further under **Section 10**, the college briefly reviews the effectiveness of each message and the overall education program. Effectiveness varies by message, however is generally measured based on quantities of materials distributed. Educational messages and/or distribution techniques will be modified as needed, should program managers determine that they are ineffective.

4 MCM 2: Public Participation & Involvement

4.1 Summary of Permit Requirements

Under MCM 2, permittees must provide annual opportunities for public participation in the review and implementation of the College's SWMP as part of a public education and involvement program. All public involvement activities must comply with state public notice requirements. The SWMP and annual reports must also be made available so that the public has opportunities to review and comment.

4.2 Objectives and Goals

MassBay implements a public participation and involvement program that provides opportunities for review and implementation of the College's SWMP. This helps support public education and outreach items under MCM 1.

4.3 Public Participation and Involvement Opportunities

4.3.1 Make Documents Publicly Available for Comment

MassBay makes this written SWMP Plan, annual reports, and other relevant documents available for review and comment via the College's website, along with the name, email address and/or phone number of a contact person from the College government to request additional information or submit comments. This allows the public to comment on the program at least once per year. An updated SWMP Plan will be posted to the website as additional tasks are completed. The following table shows the BMP, responsible parties and measurable goals.

Table 4-1. BMP Description – Make Documents Publicly Available for Comment

BMP Description	Responsible Parties	Measurable Goal
Make SWMP Plan Available on Website	Facilities Department, Marketing Department	Annual review of stormwater management plan and posting on website. Allow public to comment on the plan at least annually.

5 MCM 3: Illicit Discharge, Detection, and Elimination

5.1 Summary of Permit Requirements

Under MCM 3, permittees must implement an IDDE program to systematically find and eliminate sources of non-stormwater discharges to its MS4 and implement procedures to prevent such discharges. A summary of the required IDDE activities and timelines are provided below. See sections below for more information.

5.1.1 Legal Authority

The IDDE program shall include adequate legal authority in the form of a currently effective ordinance, bylaw, or other regulatory mechanism to prohibit, investigate, and eliminate illicit discharges.

5.1.2 Sanitary Sewer Overflow

Regulated communities must identify all known locations where sanitary sewer overflows (SSOs) have discharged to the MS4 during the previous 5-years and update it annually.

5.1.3 System Mapping

Regulated communities must complete a comprehensive map of their stormwater system in 2 phases. Phase 1 must be completed within 2 years and include infrastructure such as outfalls and preliminary catchment delineations, waterbodies, open channel conveyances, interconnections with other MS4s, and structural stormwater BMPs. Phase 2 must be completed within 10 years and include information such as outfalls with high accuracy GPS location and refined catchment delineations, catch basins, manholes, pipe connectivity, and sanitary or combined sewer systems as available/applicable.

5.1.4 Illicit Discharge, Detection, and Elimination Program

The 2016 MS4 Permit requires preparation of a comprehensive written IDDE Program or IDDE Plan that provides detailed procedures for assessment and priority ranking of outfalls and interconnections, dry and wet weather outfall sampling, catchment investigation procedures, system vulnerability factor (SVF) assessment, identification of an illicit discharge, illicit discharge removal, and ongoing screening requirements.

5.2 Objectives and Goals

MassBay College implements an IDDE program to systematically find and eliminate sources of non-stormwater discharges to its MS4 and implement procedures to prevent such discharges. The ultimate goal is to remove sources of pollution and improve water quality in receiving waterbodies.

5.3 IDDE Program

The following sections outline how MassBay is meeting the requirements of the 2016 MS4 Permit to implement an IDDE program to locate, eliminate, and prohibit illicit discharges.

5.3.1 Establish Legal Authority

Permittees must develop an ordinance, bylaw or regulatory mechanism to prohibit illicit discharges, investigate suspected illicit discharges; eliminate illicit discharges, including discharges from properties not owned by or controlled by the MS4 that discharge into the MS4 system, and implement appropriate enforcement procedures and actions. As noted in the NOI (**Appendix A**), MassBay Community College has no regulatory authority, and thus no bylaws, ordinances, or other legal regulatory mechanisms will be enacted in response to the 2016 MS4 Permit.

5.3.2 Complete System Mapping

Requirements
The 2016 MS4 Permit requires the storm system map to be updated in 2 phases. Phase I mapping must be completed within 2 years of the effective date of the permit (July 1, 2020) and include the following information:

- Outfalls and receiving waters (previously required by the MS4-2003 permit);
- Open channel conveyances (swales, ditches, etc.);
- Interconnections with other MS4s and other storm sewer systems;
- College-owned stormwater treatment structures;
- Waterbodies identified by name with a list of impairments as identified on the most recent EPA approved Massachusetts Integrated List of Waters report; and
- Initial catchment delineations based on topography or contributing structures.

Phase II mapping must be completed within 10 years of the effective date of the permit (July 1, 2028) and include the following information:

- Outfall locations (latitude and longitude with a minimum accuracy of +/-30 feet);
- Pipe connectivity;
- Manholes;
- Catch basins;
- Refined catchment delineations based on updated mapping information;
- College-owned sanitary sewer system; and
- College-owned combined sewer system.

Work to be Performed
MassBay College has largely completed mapping its stormwater system, however, will continue to update its stormwater mapping in GIS format by the required deadlines to include the above information. Where applicable, GIS information can be exported into other formats, such as Microsoft Excel, for use with annual reporting or tracking. Current stormwater mapping is provided in **Appendix B**. The following table shows the BMPs, responsible parties and measurable goals.

Table 5-1. BMP Description – Complete System Mapping

BMP Description	Responsible Parties	Measurable Goal
Phase I Storm Sewer System Map	Facilities Department	Complete preliminary system map within 2 years of effective date of permit
Phase II Storm Sewer System Map	Facilities Department	Complete full system map 10 years after effective date of permit

5.3.3 Complete Sanitary Sewer Overflow Inventory

The 2016 MS4 Permit requires permittees to prohibit illicit discharges, including SSOs, to the separate storm sewer system. SSOs are discharges of untreated sanitary wastewater from a permittees' sanitary sewer that can contaminate surface waters, cause serious water quality problems and property damage, and threaten public health. MassBay's campus relies on septic systems for wastewater management. Therefore, SSO considerations do not apply to the College's program, as noted in the NOI (**Appendix A**).

5.3.4 Develop and Implement Written IDDE Program

Requirements

MassBay College must develop an IDDE Program, the majority of which is contained in a written Illicit Discharge, Detection, and Elimination Plan, a standalone document separate from this SWMP Plan. The IDDE Plan must include a statement of responsibilities and detailed written procedures for the following:

- Assessment and priority ranking of outfalls and interconnections;
- Dry and wet weather outfall sampling;
- Catchment investigation procedures;
- System vulnerability factor (SVF) assessment;
- Identification of an illicit discharge;
- Illicit discharge removal; and
- Ongoing screening requirements.

Work to be Performed

MassBay has developed a written IDDE Plan as a separate standalone document to address the illicit discharge requirements of the 2016 MS4 Permit. MassBay is currently working towards implementing the IDDE Plan and program, according to the schedule set forth in the permit. The following table shows the BMPs, responsible parties and measurable goals.

Table 5-2. BMP Description – Written IDDE Program and Program Implementation

BMP Description	Responsible Parties	Measurable Goal
Written IDDE Program	Facilities Department	Create written IDDE program within 1 year of the effective date of the permit and update periodically
Outfall Inventory and Ranking	Facilities Department	Classify and rank outfalls and interconnections within 1 year of the effective date of the permit.
Implement IDDE Program	Facilities Department	Implement catchment investigations and complete within 10 years of the effective date of the permit

5.3.5 Perform Dry and Wet Weather Outfall Screening

Requirements

Outfalls and contributing catchment areas must be categorized into Problem, High, Low, and Excluded outfalls and then ranked within each category. The 2016 MS4 Permit then requires all outfalls classified as High and Low to be inspected for the presence of dry conditions within 3 years of the permit effective date. While completing screening, permittees must also document various physical indicators of the outfall and sample flowing outfalls. Additionally, outfalls with at least 1 SVF must also be sampled during wet weather. Depending on the results, additional screening and sampling may be required further up into the contributing catchment. Once dry and wet weather sampling is complete, additional ongoing screening shall be performed once every 5 years in accordance with the catchment prioritization and ranking. Both dry and wet weather outfall screening must be conducted in accordance with screening procedures outlined in the written IDDE Plan. All sampling results shall be reported in the permittee's annual report.

Work to be Performed

MassBay College prepared an outfall sampling program to sample known outfalls in accordance with the written procedures and schedules in the IDDE Plan. Known outfalls were evaluated during dry weather conditions during 2021 and did not note the presence of any likely sewer input indicators. Results are documented in the IDDE Plan. Additionally, the College currently does not have any outfalls with SVFs. Additional work will be completed as noted in the IDDE Plan. The following table shows the BMPs, responsible parties and measurable goals.

Table 5-3. BMP Description – Perform Dry and Wet Weather Outfall Screening

BMP Description	Responsible Parties	Measurable Goal
Dry Weather Screening	Facilities Department	Complete in accordance with outfall screening procedure within 3 years of the effective permit date
Wet Weather Screening	Facilities Department	Complete in accordance with outfall screening procedure within 10 years of the effective permit date
Ongoing Screening	Facilities Department	Conduct ongoing dry and wet weather outfall screening upon completion of the IDDE program

5.3.6 Perform Annual IDDE Training

The 2016 MS4 Permit requires annual IDDE training to be provided to all employees involved in the IDDE program. MassBay provides annual training that at a minimum include information on how to identify illicit discharges and may also include additional training specific to the functions of particular personnel and their function within the framework of the IDDE program. The Facilities Department is the sole department responsible for implementing the IDDE program, and thus training focuses on these departments. Frequency and type(s) of training is included in the annual report. The following table shows the BMP, responsible parties and measurable goals.

Table 5-4. BMP Description – Perform Annual IDDE Training

BMP Description	Responsible Parties	Measurable Goal
Perform IDDE Training	Facilities Department	Complete annual training

5.4 Measuring IDDE Program Effectiveness

The success of the IDDE Program is evaluated according to the following parameters:

- Storm system mapping progress;
- Number of illicit discharges identified and removed;
- Number of catchments evaluated using the catchment investigation procedures;
- Updated SVF and catchment inventory and ranking;
- Dry weather and wet weather screening and sampling results;
- Estimated volume or quantity of sewage removed; and
- Number of employees successfully trained on IDDE.

The above are tracked throughout the year and reported as part of each annual report submitted to EPA each year by September 29.

6 MCM 4: Construction Site Stormwater Runoff Control

6.1 Summary of Permit Requirements

Under MCM 4, permittees are required to implement and enforce a program to reduce pollutants in stormwater runoff discharged to the MS4 from all construction activities that result in a land disturbance of greater than or equal to 1 acre within the regulated area. This program shall also regulate disturbances less than 1 acre if they are part of a larger common plan of development or sale that would disturb 1 or more acres. A summary of the required Construction Site Stormwater Runoff Control Program activities and timelines are provided below:

6.1.1 Legal Authority

The Construction Site Stormwater Runoff Control Program shall include adequate legal authority in the form of a currently effective ordinance, bylaw, or other regulatory mechanism to require the use of sediment and erosion control practices at construction sites, and include controls for other wastes on construction sites.

6.1.2 Construction Site Stormwater Runoff Control Program

The 2016 MS4 Permit requires preparation of a written Construction Site Stormwater Runoff Control Program procedures that includes pre-construction site plan review and onsite construction inspections. Permittees must also establish requirements for developers to implement a Sediment and Erosion Control Program as part of its Construction Site Stormwater Runoff Control Program that includes BMPs to reduce pollutant sources from construction sites. This program should also include requirements for controlling other wastes during construction.

6.2 Objectives and Goals

MassBay College will implement an effective construction stormwater runoff control program to minimize or eliminate erosion and maintain sediment onsite so that it is not transported in stormwater and allowed to discharge to a water of the U.S through the permittee's MS4.

6.3 Construction Site Stormwater Runoff Control Program

The following sections outline how MassBay is meeting the requirements of the 2016 MS4 Permit to establish a Construction Site Stormwater Runoff Control Program.

6.3.1 Establish Legal Authority

Permittees must develop an ordinance, bylaw or regulatory mechanism to require the use of sediment and erosion control practices at construction sites and include controls for other wastes on construction sites. As noted in the NOI (**Appendix A**), MassBay Community College has no regulatory authority, and thus has no bylaws, ordinances, or other legal regulatory mechanisms will be enacted in response to the 2016 MS4 Permit.

6.3.2 Establish Written Procedures for Site Plan Review

Requirements
The 2016 MS4 Permit requires establishing written procedures for pre-construction plan review of the site design, planned operations, planned BMPs during the construction phase, and planned BMPs to manage runoff after development that includes the following:

- Potential water quality impacts;
- Consideration of information submitted by the public; and
- Evaluation of opportunities for use of LID and green infrastructure (GI).

Work to be Performed
The College briefly reassessed its site plan review program for compliance with the 2016 MS4 Permit. MassBay College works closely with the Massachusetts Department of Capital Asset Management and Maintenance (DCAMM) on all construction projects that occur on-campus, with formal site plan reviews generally conducted by DCAMM and informal reviews conducted by the College. Note that due to the small size of the College, only infrequent development generally occurs at the college (less than 1 project per year). The following table shows the BMP, responsible parties and measurable goals.

Table 6-1. BMP Description – Establish Site Plan Review Procedures

BMP Description	Responsible Parties	Measurable Goal
Procedures for Site Plan Review	Facilities Department	Establish procedures for site plan review within 1 year of the effective date of the permit

6.3.3 Establish Procedures for Site Inspections and Enforcement

Requirements
The 2016 MS4 Permit requires the development of written procedures for site inspections and enforcement actions to take place both during construction of BMPs and after construction of BMPs is completed to ensure they are working as described in the approved plans. Procedures must define the following:

- Who is responsible for site inspections;
- Qualifications necessary to perform inspections;
- Who has authority to implement enforcement procedures;
- Ability to impose sanctions to ensure program compliance;

- The use of standardized inspection forms (if appropriate); and
- How to track the number inspections and enforcement actions for reporting in the Annual Report.

Work to be Performed
As noted previously, MassBay College works closely with DCAMM on construction projects and cooperates with DCAMM to develop and implement an inspection process within 1 year of the effective date to provide formal inspection procedures. The following table shows the BMP, responsible parties and measurable goals.

Table 6-2. BMP Description – Establish Site Inspections and Enforcement Procedures

BMP Description	Responsible Parties	Measurable Goal
Site Inspections and Enforcement	Facilities Department	Establish procedures for site inspections and enforcement within 1 year of the effective date of the permit

6.3.4 Establish a Sediment and Erosion Control Program

Requirements
Permittees must establish requirements for construction site operators performing land disturbance activities within the MS4 jurisdiction that result in stormwater discharges to the MS4 to implement a sediment and erosion control program that includes BMPs appropriate for the conditions at the construction site. Examples of sediment and erosion control measures for construction sites include local requirements to:

1. Minimize the amount of disturbed area and protect natural resources;
2. Stabilize sites when projects are complete or operations have temporarily ceased;
3. Protect slopes on the construction site;
5. Protect all storm drain inlets and armor all newly constructed outlets;
6. Use perimeter controls at the site;
7. Stabilize construction site entrances and exits to prevent off-site tracking;
8. Inspect stormwater controls at consistent intervals.

Work to be Performed
MassBay College worked with DCAMM to develop a sediment and erosion control program for compliance with the 2016 MS4 Permit within 1 year of the effective date in order to reduce the erosion of sediments on construction sites. The erosion control program is reviewed as part of the written procedures for site plan review by both DCAMM and MassBay College. The following table shows the BMP, responsible parties and measurable goals.

Table 6-3. BMP Description – Develop an Erosion and Sediment Control Program

BMP Description	Responsible Parties	Measurable Goal
Procedures for Erosion and Sediment Control	Facilities Department	Establish procedures for development of an erosion and sediment control program within 1 year of the effective date of the permit
Develop Procedures for Waste Control	Facilities Department	Establish requirements to control construction site wastes within 1 year of the effective date of the permit

7 MCM 5: Stormwater Management in New Development and Redevelopment

7.1 Summary of Permit Requirements

Under MCM 5, permittees shall develop, implement, and enforce a program to address post-construction stormwater runoff from new development and redevelopment sites that disturb 1 or more acres and discharge into an MS4 system. This program shall also regulate disturbances less than 1 acre if they are part of a larger common plan of development or sale that would disturb 1 or more acres. A summary of the required Stormwater Management in New Development and Redevelopment, also known as Post Construction Stormwater Management, activities and timelines are provided below:

7.1.1 Legal Authority

The Post Construction Stormwater Management Program shall include adequate legal authority in the form of a currently effective ordinance, bylaw, or other regulatory mechanism to require LID site planning and design strategies, meet many of the requirements of the Massachusetts Stormwater Handbook and stormwater standards, and incorporate runoff volume storage and/or pollutant removal requirements. Updates must be made within 2 years of the effective permit date.

7.1.2 As-Built Submittals

The permittee must require the submission of as-built drawings within 2 years after completion of construction projects and include structural and non-structural controls.

7.1.3 Operation and Maintenance

The program must include procedures to ensure adequate long-term operation and maintenance of BMPs are established after completion of a construction project, along with a dedicated funding source within 2 years of the effective permit date.

7.1.4 Regulatory Assessment

The permittee must complete an assessment of existing regulations that could affect creation of impervious cover to determine if changes are required to support LID. Additionally, the permittee must assess current regulations to ensure that green infrastructure is allowable. Any required changes must be completed within 4 years of the effective permit date.

7.1.5 Inventory of Potential Retrofit Sites

The permittee must complete an inventory within 4 years of the effective permit date to determine at least 5 permittee-owned properties that could be modified or retrofitted with stormwater BMP improvements.

7.2 Objectives and Goals

MassBay College will implement and enforce a program to reduce pollutants in stormwater runoff discharged to the MS4 from all construction activities that result in a land disturbance greater than or equal to 1 acre within the regulated area.

7.3 Post-Construction Stormwater Management Program

The following sections outline how MassBay is meeting the requirements of the 2016 MS4 Permit to establish a Post-Construction Stormwater Management Program.

7.3.1 Establish Legal Authority

Under the 2016 MS4 Permit, permittees shall develop or modify an ordinance, bylaw, or other regulatory mechanism within 2 years of the effective date of the permit to require LID site planning and design strategies, meet many of the requirements of the Massachusetts Stormwater Handbook and stormwater standards, and incorporate runoff volume storage and/or pollutant removal requirements. As noted in the NOI (**Appendix A**), MassBay Community College has no regulatory authority, and thus has no bylaws, ordinances, or other legal regulatory mechanisms will be enacted in response to the 2016 MS4 Permit.

7.3.2 Require Submittal of As-Built Plans

MassBay College and DCAMM require the submission of as-built drawings that show structural and non-structural stormwater controls. The following table shows the BMP, responsible parties and measurable goals.

Table 7-1. BMP Description – Require Submittal of As-Built Plans

BMP Description	Responsible Parties	Measurable Goal
Require Stormwater As-Built Plan Submittal	Facilities Department	Require submittal of as-built plans for completed projects within 2 years of completion

7.3.3 Require Long Term Operation and Maintenance

As part of its Post Construction Stormwater Management Program, MassBay College worked with DCAMM to develop procedures to ensure that the adequate long-term operation and maintenance of BMPs is accounted for at the conclusion of a construction project, along with a dedicated funding source. Long-term O&M is typically performed by the College with outside assistance by contractors as required. The following table shows the BMP, responsible parties and measurable goals.

Table 7-2. BMP Description – Require Long Term Operation and Maintenance Plans

BMP Description	Responsible Parties	Measurable Goal
Require Long Term Operation and Maintenance	Facilities Department	Require submittal of operation and maintenance plans and dedicated funding to ensure long term maintenance within 2 years of the effective date of the permit

7.3.4 Complete Regulatory Assessment

Requirements

The 2016 MS4 permit requires permittees to complete a report that assesses current street design, parking lot guidelines, and other local requirements that could affect creation of impervious cover to determine if changes to existing design standards are required to support LID. If the assessment indicates that changes can be made, the assessment shall include recommendations and proposed schedules to incorporate policies and standards into relevant documents and procedures to minimize impervious cover. Any required changes to reduce mandatory creation of impervious cover in support of LID should be made within 4 years of the effective permit date.

Additionally, the permittee must complete a report that assesses current regulations to determine the feasibility of allowing green roofs, infiltration practices, porous/pervious pavement, and water harvesting/storage devices where feasible. The assessment must indicate if the practices are allowed in the MS4 area and under what circumstances they are allowed. If the practices are not allowed, the permittee shall determine what hinders the use of these practices, what changes in local regulations may be made to make them allowable, and provide a schedule for implementation of recommendations. Any required changes to allow for these BMPs must be completed within 4 years of the effective permit date.

Work to be Performed

Although MassBay College does not have legal authority to establish a bylaw, ordinance, or other regulatory mechanism, it can enforce regulations for development on campus. Although no known barriers to LID and GI are known, MassBay College will work with DCAMM to review and update relevant regulations within 4 years of the effective permit date to meet permit requirement. The following table shows the proposed BMP, responsible parties and measurable goals.

Table 7-3. BMP Description – Complete LID and GI Regulatory Updates

BMP Description	Responsible Parties	Measurable Goal
Allow green infrastructure	Facilities Department	Complete regulatory updates within 4 years of the effective date of the permit
Street design and parking lot guidelines	Facilities Department	Complete regulatory updates within 4 years of the effective date of the permit

7.3.5 Complete Inventory of Potential BMP Retrofit Sites

Requirements

Permittees must complete an inventory of at least 5 existing permittee-owned properties that could be modified or retrofitted with structural stormwater BMP improvements to reduce the frequency, volume, and pollutant loads within 4 years of the effective permit date. The inventory provided in **Appendix C** should include properties with significant impervious cover such as parking lots, buildings, and maintenance yards, along with infrastructure such as existing rights-of-way, outfalls and stormwater conveyances such as swales or detention practices. The permittee should address potential site constraints that could hinder BMP construction, such as subsurface conditions, depth to water table, and utility impacts, and should ideally allow opportunities for public education. In addition, the inventory must consider BMPs to reduce phosphorus discharges because of the phosphorus impairment to the Charles River.

Beginning with the fifth annual report, should BMPs at 1 or more sites be constructed, the inventory should be updated so that it always contains at least 5 sites in the inventory for potential improvement. Additionally, the permittee must report on all properties that have been modified or retrofitted to mitigate impervious area.

Work to be Performed

As noted in the NOI, the entire campus is owned by MassBay Community College. Instead of identifying 5 facilities, MassBay will identify 5 potential areas on campus that could be suitable for structural BMP modification or retrofit, along with a review of existing site conditions within 4 years of the effective date. This inventory (**Appendix C**) will be updated continuously starting in Year 5. The following table shows the proposed BMP, responsible parties and measurable goals.

Table 7-4. BMP Description – Complete Inventory of Properties for BMP Retrofit

BMP Description	Responsible Parties	Measurable Goal
Target properties to reduce impervious areas	Facilities Department	Complete inventory within 4 years of the effective date of the permit and update annually on retrofitted properties

8 MCM 6: Good Housekeeping and Pollution Prevention

8.1 Summary of Permit Requirements

Under MCM 6, permittees shall develop and implement an operations and maintenance program to reduce stormwater pollution from permittee activities. This includes optimizing existing activities related to parks and open space, buildings and facilities, vehicles and equipment, and stormwater infrastructure maintenance. A summary of the required Good Housekeeping and Pollution Prevention for Permittee Owned Operations activities and timelines is provided below.

8.1.1 Operations and Maintenance Programs

Permittees shall develop written operations and maintenance procedures for parks and open space, buildings and facilities, vehicles and equipment, winter road maintenance, stormwater infrastructure, and structural stormwater BMPs within 2 years of the effective permit date. This program shall also optimize catch basin cleaning and street sweeping, along with establishing proper storage techniques for cleaning residuals. All maintenance activities, inspections, and training shall be logged for annual reporting.

8.1.2 Stormwater Pollution Prevention Plans

Develop and implement SWPPPs for permittee-owned maintenance garages within 2 years of the effective permit date.

8.2 Good Housekeeping and Pollution Prevention Program

The following sections outline how MassBay is meeting the requirements of the 2016 MS4 Permit to establish a Good Housekeeping and Pollution Prevention Program.

8.2.1 Complete Facilities O&M Procedures

Requirements
The permittee must complete an inventory of all parks and open space, buildings and facilities where pollutants are exposed to stormwater runoff, including those coming from vehicles and equipment, within 2 years of the permit effective date. The inventory must be reviewed annually and updated as necessary. Upon completion, the permittee must establish written procedures as part of an Operation and Maintenance Plan within 2 years of the permit effective date for the following items:

Parks and Open Space

- Proper use, storage, and disposal of pesticides, herbicides, and fertilizers;
- Lawn maintenance and landscaping activities to protect water quality, such as reducing mowing, lawn clippings handling, and use of alternative materials;
- Pet waste handling collection and disposal locations at all locations where pets are permitted, including signage;
- Control of waterfowl in areas where they congregate to reduce waterfowl droppings from entering the MS4s;
- Management of trash containers; and
- Addressing erosion or poor vegetative cover, particularly near a surface waterbody.

Buildings and Facilities

- Use, storage, and disposal of petroleum products and other potential pollutants.
- Materials handling training to applicable employees;
- Ensuring that Spill Prevention, Control, and Countermeasures (SPCC) Plans are in place if needed (aboveground petroleum storage greater than 1,320 gallons or underground petroleum storage greater than 42,000 gallons);
- Dumpsters and other waste management equipment; and
- Sweeping parking lots and keeping facility areas clean to reduce pollutants in runoff.

Vehicles and Equipment

- Storage of vehicles to prevent fluid leaks to stormwater;
- Fueling area evaluation, including feasibility of fueling under cover; and
- Preventing vehicle wash waters from entering surface waters or the MS4.

Work to be Performed

Although MassBay College does not have formal park areas, remaining items above, including open space and other campus green areas, have been incorporated into a detailed written Operation and Maintenance Plan, a standalone document separate from this SWMP Plan, to cover applicable College-owned facilities. This document also includes the inventory of relevant College-owned properties. The following table shows the BMP, responsible parties and measurable goals.

Table 8-1. BMP Description – Complete Written Facilities O&M Procedures

BMP Description	Responsible Parties	Measurable Goal
Inventory open spaces, buildings and facilities, and vehicles and equipment	Facilities Department	Complete inventory of open spaces, buildings and facilities, and vehicles and equipment within 2 years of the effective date of the permit
Establish Operation and Maintenance Procedures	Facilities Department	Create written O&M Plan for open spaces, buildings and facilities, and vehicles and equipment within 2 years of the effective date of the permit

8.2.2 Complete Infrastructure O&M Procedures

Requirements
The permittee must establish written procedures as part of an Operation and Maintenance Plan within 2 years of the permit effective date to ensure that MS4 infrastructure is maintained in a timely manner to reduce the discharge of pollutants from the MS4 for the following items:

Catch Basin Cleaning

- Prioritization of catch basins located near construction activities for more frequent inspection and maintenance;
- Establishing a schedule with a goal that at the time of maintenance, no catch basin is more than 50% full;
- For catch basins that are more than 50% full during 2 consecutive inspections or cleaning events, methods for investigating the contributing drainage area for sources of excessive sediment loads; and
- Establishing a plan for optimizing catch basin cleaning, inspections, and documentation (**Appendix D**).

Street Sweeping

- Sweeping all streets and permittee-owed parking lots, with the exception of rural uncurbed roads with no catch basins or high-speed limited access highways at least 1 per year in the spring following winter sanding events;
- More frequent sweeping of targeted areas based on inspections, land use, or known water quality impacts;
- For rural uncurbed roadways with no catch basins or limited access highways, either an evaluation to meet the minimum frequencies above or development and implementation of an inspection, documentation, and targeted sweeping plan within 2 years of the effective date and submitted with the Year 1 annual report.

Catch Basin and Street Sweeping Residuals Management

- Ensure proper storage of catch basins cleanings and street sweepings prior to disposal or reuse such that they will not be discharged to receiving waters based on available MassDEP policies.

Winter Operation and Maintenance

- Establish and implement procedures for winter road maintenance including the use and storage of salt and sand
- Minimizing use of sodium chloride and other salts and evaluation of opportunities to use alternative materials; and
- Ensuring that snow disposal activities do not result in disposal of snow into waters of the United States.

Work to be Performed
The College updated its existing street sweeping, catch basin cleaning, and winter O&M procedures during Permit Year 1 in order to meet permit requirements. Street sweeping is

expected to continue under the existing Street Sweeping Prioritization Plan provided in the O&M Plan, with possible expansion in Year 4 and beyond in response to Charles River TMDL requirements as outlined further in Section 9. Catch basin prioritization will be completed according to the methodology and schedule outlined in the Catch Basin Optimization Plan provided in **Appendix D** and in the standalone O&M Plan. The following table shows the BMP, responsible parties and measurable goals.

Table 8-2. BMP Description – Complete Written Infrastructure O&M Procedures

BMP Description	Responsible Parties	Measurable Goal
Review Infrastructure O&M Procedures	Facilities Department	Create written O&M Plan for stormwater infrastructure within 2 years of the effective date of the permit
Catch Basin Cleaning	Facilities Department	Clean catch basins on established schedule and report number of catch basins cleaned and volume of material moved annually
Street Sweeping	Facilities Department	Sweep all streets and parking lots at least annually
Road salt optimization program	Facilities Department	Implement salt use optimization during winter maintenance operations

8.2.3 Stormwater Pollution Prevention Plans

Requirements

The permittee must establish written Stormwater Pollution Prevention Plans for certain permittee-owned or operated facilities, such as maintenance garages or similar areas where pollutants are exposed to stormwater as determined by the permittee. SWPPPs must address a number of components, including the following:

- Pollution Prevention Team and facility description;
- Identification of potential pollutant sources, and stormwater controls;
- Stormwater management practices, spill prevention and response, erosion and sediment control, management of runoff, salt storage, employee training; and
- Procedures for site inspections and sampling.

Work to be Performed

MassBay College does not have any formal facilities as outlined in the permit, however, select areas of the college, including the salt storage shed, waste material storage areas, and vehicle maintenance areas, have been determined to fit the intent of the permit. Thus, MassBay College completed an abbreviated SWPPP meeting applicable permit requirements during Year 2 of the permit. The SWPPP is retained as a separate standalone document. Note that the College has no other maintenance garages or waste handling facilities. The following table shows the BMP, responsible parties and measurable goals.

Table 8-3. BMP Description – Prepare SWPPPs for Regulated Facilities

BMP Description	Responsible Parties	Measurable Goal
Assess regulated facilities to determine SWPPP eligibility	Facilities Department	Complete facilities assessment within 2 years of the effective date of permit.
Develop SWPPPs for applicable facilities	Facilities Department	Complete and implement within 2 years of the effective date of the permit
Spill Prevention and Response Training	Facilities Department	Train employees involved with spill prevention and response annually

8.2.4 Structural Stormwater BMP Inspections

Requirements
The permittee must establish and implement written inspection and maintenance procedures and frequencies for all stormwater treatment structures, such as infiltration and detention basins, proprietary stormwater treatment structures, gravel wetlands, etc. at least annually.

Work to be Performed
MassBay College developed an inventory (**Appendix E**) of known structural stormwater BMPs by the end of Year 2 as required by MCM 3, mapping requirements. A total of three permittee-owned BMPs were identified. The College then developed inspection and maintenance procedures for the various types of BMPs located within the College's regulated area as documented in the standalone O&M Plan which also provides logs for BMP inspection and maintenance. BMPs are inspected annually with results provided in **Appendix E**. The following table shows the BMP, responsible parties and measurable goals.

Table 8-4. BMP Description – Inspect Structural BMPs Annually

BMP Description	Responsible Parties	Measurable Goal
Establish BMP O&M Procedures	Facilities Department	Create written O&M Plan for stormwater BMPs within 2 years of the effective date of the permit
Inspect and maintain stormwater BMPs	Facilities Department	Inspect and maintain treatment structures annually

BMP inspection Standard Operating Procedures (SOPs) and results are tracked under the standalone O&M Plan under separate cover.

9 TMDL and Impaired Waters Controls

9.1 Permit Requirements

The 2016 MS4 Permit requires regulated operators of MS4s to determine whether stormwater discharges from their MS4 contribute to any impaired waterbodies, including those subject to an approved TMDL and certain water quality limited waterbodies. Water quality limited waters are any waterbodies that do not meet applicable water quality standards, including waterbodies listed in categories "4a" and "5" on the Massachusetts Integrated List of Waters, also known as the "303(d) List". MassDEP is responsible for preparing TMDLs for many of these listed waters to identify the problem pollutant and establish water quality goals. TMDLs are prepared based on the priority assigned to the waterbody and are being completed over the course of several years.

As outlined in Section 2.3, MassBay College is subject to the following TMDL and impaired waters requirements:

Table 9-1. TMDL and Impaired Waters Requirements

Waterbody Name	Impairment	2016 Permit Requirements
Charles River	Phosphorus	Appendix F, Part A.I

Thus, MassBay College must implement control measures for discharges to approved TMDL waters and to impaired waters without a TMDL as summarized in the sections below.

9.2 Charles River Phosphorus TMDL Requirements

To address the discharge of phosphorus from its MS4, MassBay College must develop a PCP designed to reduce the amount of phosphorus in stormwater discharges from its MS4 to the Charles River and its tributaries. This Plan shall be completed in 3 phases and should be fully implemented as soon as possible but no later than 20 years after the permit effective date. The timing of each phase over 20 years from the permit effective date is outlined in the following table.

Table 9-2. Phosphorus Control Plan Phase Schedule

Years 1-5	Years 6-10	Years 11-15	Years 16-20
Create Phase 1 Plan	Implement Phase 1		
	Create Phase 2 Plan	Implement Phase 2	
		Create Phase 3 Plan	Implement Phase 3

The following provides a brief summary of permit requirements to be implemented:

9.2.1 Phase 1 Requirements

The Phase 1 Plan of the MassBay PCP will contain the following elements by the following required milestones:

Item 1 **Legal Analysis** – Identify regulatory mechanisms that may be necessary to implement the PCP, complete a legal analysis within 2 years of the permit effective date, and adopt changes by the end of the permit term.

Item 2 **Funding Source Assessment** – Identify funding mechanisms that will be used to fund PCP implementation, describe the steps to be taken in implementing the funding plan, and complete funding source assessment within 3 years of permit effective date.

Item 3 **Define PCP Scope, Baseline Load, Reduction Requirement, and Allowable Load** – Determine whether to implement the PCP College wide or only in the UA and select the corresponding Baseline Phosphorus Load, Stormwater Phosphorus Reduction Requirement and Allowable Phosphorus Load. Note that MassBay College does not have specifically published values, so these will need to be determined based off of Wellesley's requirements. This requirement should be completed within 4 years of permit effective date

Item 4 **Non-Structural Controls** – Determine non-structural stormwater controls to help reduce phosphorus, including planned measures, areas where measures will be implemented, and expected annual phosphorus reductions within 5 years of effective permit date. Non-structural BMPs fully implemented within 6 years of the permit effective date.

Item 5 **Structural Controls** – Priority rank areas and infrastructure where potential structural phosphorus controls could be implemented, including an assessment of site suitability for phosphorus control measures based on soil types and other factors, within 5 years of effective permit date.

Item 6 **Operation and Maintenance Program** – Establish an O&M Program for current and planned structural BMPs, including an inspection and maintenance schedule with program or department responsible within 5 years of effective permit date.

Item 7 **Written Plan** – Prepare a written plan to determine implementation cost estimate, and schedule that addresses the above items within 5 years of the effective permit date.

Item 8 **Implementation and Performance Evaluation** – Structural BMPs must be designed and constructed per the 8 and 10-year milestones outlined in the permit. Phase 1 shall be fully implemented no later than 10 years after the

effective date of permit. Phosphorus loading increases and reductions must be evaluated annually.

9.2.2 Phase 2 Requirements

Phase 2 requirements generally follow much of Phase 1 as follows:

- Item 1 – Legal Analysis must be completed as necessary
- Item 4 – Non-Structural Controls, Item 5 – Structural Controls, Item 6 – O&M Program, and Item 7 – Written Plan must be completed within 10 years of the effective permit date.
- Item 8 – Implementation and Performance Evaluation must follow the schedule outlined above, adding 5 years onto each milestone for implementation.

9.2.3 Phase 3 Requirements

Phase 2 requirements generally follow much of Phase 1 as follows:

- Item 1 – Legal Analysis must be completed as necessary
- Item 4 – Non-Structural Controls, Item 5 – Structural Controls, Item 6 – O&M Program, and Item 7 – Written Plan must be completed within 15 years of the effective permit date.
- Item 8 – Implementation and Performance Evaluation must follow the schedule outlined above, adding 10 years onto each milestone for implementation.

9.2.4 Reporting

MassBay College shall include a progress report in each Annual Report on the planning and implementation of the PCP. Once the PCP has started implementation 5 years after the permit effective date, the Annual Report shall also include the following:

- Non-structural control measures implemented during the reporting year along with the calculated phosphorus reduction;
- Structural control measures implemented during the reporting year with location information, calculated phosphorus reduction, ad date of last inspection and maintenance;
- Phosphorus load increases due to development; and
- Estimated yearly phosphorus export rate accounting for development and implementation of both non-structural and structural BMPs.

Work to be Performed

As noted in the NOI, MassBay College is not specifically listed in the 2016 NPDES MS4 Permit, the Upper/Middle Charles River nutrient TMDL, or the Lower Charles River phosphorus TMDL as having to meet any TMDL requirements under the permit. However, the Town of Wellesley (where MassBay College is located in its entirety) is required to achieve a 46% reduction in phosphorus, or 661 kg/yr, and it is assumed that this same reduction percentage will apply to MassBay College. Thus, MassBay College will meet components of Appendix F, Part I on an abbreviated level as applicable to the college, as

some of the requirements of the PCP will not apply (e.g. legal requirements) and MassBay's required total phosphorus reduction is expected to be minimal.

Wellesley occupies a total of approximately 6,700 acres, and per the Town of Wellesley Tax Assessor, MassBay College occupies a total of 84 acres, or 1.3% of Wellesley's total land area. Of the 84 total acres, approximately 10 acres are impervious cover, 6 acres are grass, and the remaining 68 acres are undeveloped forest and wetland area. The majority of MassBay's impervious area (approximately 7 acres of the 10 acres total) is disconnected, discharging to either leaching structures or sheet flowing onto undeveloped areas, with only an estimated 3 acres of impervious area discharging via closed drainage systems through conventional stormwater outfalls. Furthermore, existing swales present at the end of 2 of the 5 outfalls will help meet PCP requirements, and may address them in their entirety after minor improvements.

Actual required phosphorus reductions, along with non-structural and structural BMP requirements will be determined at a later date as part of an abbreviated PCP under Appendix F, Part I. The PCP is a standalone document separate from this SWMP Plan. Requirements for meeting the Charles River TMDL requirements will be performed according to the schedule in the 2016 Permit.

Table 9-3. TMDL Requirements – Charles River Phosphorus

BMP Description	Responsible Parties	Measurable Goal
TMDL Requirements – Charles River Phosphorus	Facilities Department	Adhere to requirements in part A.I of Appendix F

10 Annual Reporting

The permittee shall submit annual reports each year of the permit term. The reporting period will be a one-year period commencing on the permit effective date, and subsequent anniversaries thereof, except that the first annual report under this permit shall also cover the period from May 1, 2018 to the permit effective date. The annual report is due 90 days from the close of each reporting period, or by September 29 of each year. The annual reports must contain the following relevant information which should be tracked throughout the year, and should be filed within **Appendix F**:

- A self-assessment review of compliance with the permit terms and conditions.
- An assessment of the appropriateness of the selected BMPs.
- The status of any plans or activities, including:
    - Identification of all discharges determined to be causing or contributing to an exceedance of water quality standards and description of response;
    - For discharges subject to TMDL or water quality limited waterbody requirements, identification of BMPs used to address the impairment and assessment of the BMPs effectiveness;
    - For discharges to water quality limited waters a description of each BMP and any deliverables required.
- An assessment of the progress towards achieving the measurable goals and objectives of each of the 6 minimum measures:
    - Evaluation of the public education program including a description of the targeted messages for each audience; method and dates of distribution; methods used to evaluate the program; and any changes to the program.
    - Description of the activities used to promote public participation including documentation of compliance with state public notice regulations.
    - Description of IDDE activities including: status of mapping and results of the ranking and assessment; identification of problem catchments; status of all IDDE Plan components; number and identifier of catchments evaluated; number and identifier of outfalls screened; number of illicit discharges located and removed; gallons of flow removed; identification of tracking indicators and measures of progress; and employee training.
    - Evaluation of construction runoff management including number of project plans reviewed; number of inspections; and number of enforcement actions.
    - Evaluation of stormwater management for new and redevelopment including status of bylaw development; review and status of the street design and barriers to green infrastructure assessment; and inventory status.
    - Status of the O&M Programs.
    - Status of SWPPPs, including inspection results.
- All outfall screening and monitoring data during the reporting period and cumulative for the permit term; and a description of any additional monitoring data received by the permittee during the reporting period.
- Description of activities for the next reporting cycle.
- Description of any changes in identified BMPs or measurable goals.
- Description of activities undertaken by any entity contracted for achieving any measurable goal or implementing any control measure.

11 Program Documentation

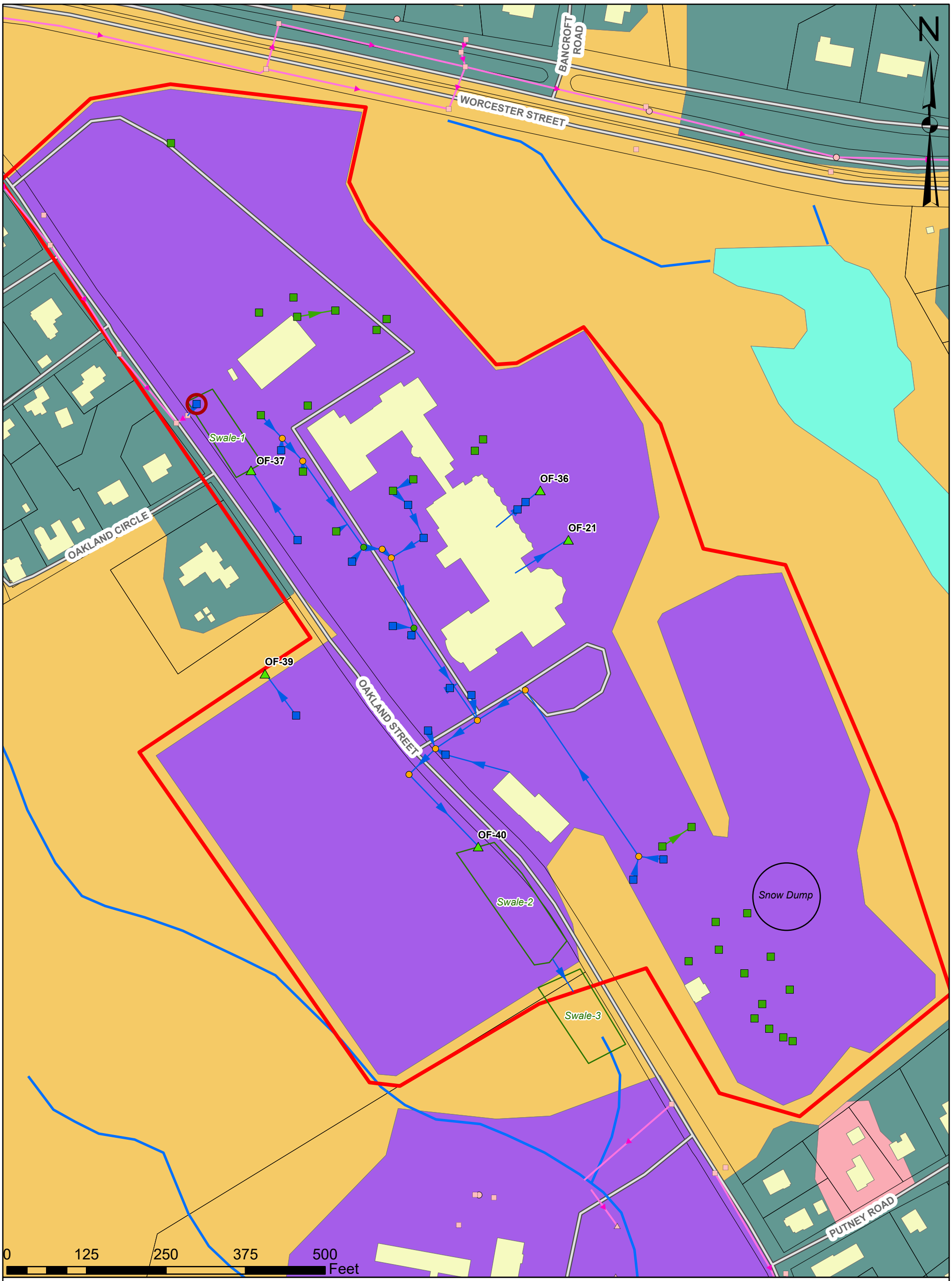
In addition to the implementation activities outlined in this plan, the College will also document the following activities throughout the duration of the permit:

1. **Program Evaluation** – conduct annual evaluations of the Stormwater Management Program for compliance with permit conditions. The evaluation must include a determination of the appropriateness of the selected BMPs in efforts towards achieving the measurable goals.

2. **Record Keeping** – maintain records that pertain to the Stormwater Management Program for a period of at least 5 years. Records need to be made available to the public and the College may charge a reasonable fee for copying. Records need not be submitted to EPA or MassDEP unless specifically requested.

3. **Reporting** – submit an annual report to EPA and MassDEP, including the information as noted in Section 10.

Refer to the following link for a copy of the 2016 MA MS4 Permit:
https://www.epa.gov/npdes-permits/massachusetts-small-ms4-general-permit



Legend

- MassBay Outfall
- MassBay Catch Basin
- MassBay Leaching Basin
- MassBay Dry Well
- MassBay DMH
- Interconnection
- Drain Pipe
- Leach Drain Pipe
- Town Outfall
- Town CB
- Town DMH
- Town Gravity Main
- Buildings
- Approx. Regulated Area
- Streams
- Road
- Parcels
- Cropland
- Forest
- Forested Wetland
- Medium Density Residential
- Multi-Family Residential
- Open Land
- Urban Public/Institutional

Figure 2-1 Land Use Map

Mass Bay Community College
Wellesley, MA

Comprehensive Environmental Incorporated

Data Sources: MassGIS, MassBay Community College, CEI

6.25.2021

Legend

- MassBay Outfall
- MassBay Catch Basin
- MassBay Leaching Basin
- MassBay Dry Well
- MassBay DMH
- Interconnection
- Drain Pipe
- Leach Drain Pipe
- Town Outfall
- Town CB
- Town DMH
- Town Gravity Main
- Buildings
- Approx. Regulated Area
- Streams
- Road
- Impervious Surface
- Parcels

Figure 2-2 Impervious Area Map

Mass Bay Community College
Wellesley, MA

Comprehensive Environmental Incorporated

Data Sources: MassGIS, MassBay Community College, CEI

6.25.2021

Appendix A

Notice of Intent

Notice of Intent (NOI) for coverage under Small MS4 General Permit

Part I: General Conditions

General Information

Name of Municipality or Organization: MassBay Community College

State: MA

EPA NPDES Permit Number (if applicable): MAR043003

Primary MS4 Program Manager Contact Information

Name: Joseph DeLisle

Title: Director of Facilities

Street Address Line 1: 50 Oakland Street

Street Address Line 2:

City: Wellesley Hills

State: MA

Zip Code: 02481

Email: jdelisle@massbay.edu

Phone Number: (781) 239-2571

Fax Number:

Other Information

Stormwater Management Program (SWMP) Location (web address or physical location, if already completed):

Eligibility Determination

Endangered Species Act (ESA) Determination Complete? Yes

Eligibility Criteria (check all that apply): ☐ A ☐ B ☒ C

National Historic Preservation Act (NHPA) Determination Complete? Yes

Eligibility Criteria (check all that apply): ☒ A ☐ B ☐ C

☑ Check the box if your municipality or organization was covered under the 2003 MS4 General Permit

MS4 Infrastructure (if covered under the 2003 permit)

Estimated Percent of Outfall Map Complete? *(Part II, III, IV or V, Subpart B.3.(a.) of 2003 permit)*: 90%

If 100% of 2003 requirements not met, enter an estimated date of completion (MM/DD/YY): 06/30/19

Web address where MS4 map is published:

If outfall map is unavailable on the internet an electronic or paper copy of the outfall map must be included with NOI submission (see section V for submission options)

Regulatory Authorities (if covered under the 2003 permit)

Illicit Discharge Detection and Elimination (IDDE) Authority Adopted? *(Part II, III, IV or V, Subpart B.3.(b.) of 2003 permit)*: No

Effective Date or Estimated Date of Adoption (MM/DD/YY):

Construction/Erosion and Sediment Control (ESC) Authority Adopted? *(Part II,III,IV or V, Subpart B.4.(a.) of 2003 permit)*: No

Effective Date or Estimated Date of Adoption (MM/DD/YY):

Post- Construction Stormwater Management Adopted? *(Part II, III, IV or V, Subpart B.5.(a.) of 2003 permit)*: No

Effective Date or Estimated Date of Adoption (MM/DD/YY):

Notice of Intent (NOI) for coverage under Small MS4 General Permit

Part II: Summary of Receiving Waters

Please list the waterbody segments to which your MS4 discharges. For each waterbody segment, please report the number of outfalls discharging into it and, if applicable, any impairments.

Massachusetts list of impaired waters: *Massachusetts 2014 List of Impaired Waters*- http://www.mass.gov/eea/docs/dep/water/resources/07v5/14list2.pdf

Check off relevant pollutants for discharges to impaired waterbodies (see above 303(d) lists) without an approved TMDL in accordance with part 2.2.2.a of the permit. List any other pollutants in the last column, if applicable.

Waterbody segment that receives flow from the MS4	Number of outfalls into receiving water segment	Chloride	Chlorophyll-a	Dissolved Oxygen/ DO Saturation	Nitrogen	Oil & Grease/ PAH	Phosphorus	Solids/ TSS/ Turbidity	E. coli	Enterococcus	Other pollutant(s) causing impairments
None (not applicable)		☐	☐	☐	☐	☐	☐	☐	☐	☐	
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		☐	☐	☐	☐	☐	☐	☐	☐	☐	

Click to lengthen table

Notice of Intent (NOI) for coverage under Small MS4 General Permit

Part III: Stormwater Management Program Summary

Identify the Best Management Practices (BMPs) that will be employed to address each of the six Minimum Control Measures (MCMs). For municipalities/organizations whose MS4 discharges into a receiving water with an approved Total Maximum Daily Load (TMDL) and an applicable waste load allocation (WLA), identify any additional BMPs employed to specifically support the achievement of the WLA in the TMDL section at the end of part III.

For each MCM, list each existing or proposed BMP by category and provide a brief description, responsible parties/departments, measurable goals, and the year the BMP will be employed (public education and outreach BMPs also requires a target audience). **Use the drop-down menus in each table or enter your own text to override the drop down menu.**

MCM 1: Public Education and Outreach

BMP Media/Category (enter your own text to override the drop down menu)	**BMP Description**	**Targeted Audience**	**Responsible Department/Parties** (enter your own text to override the drop down menu)	**Measurable Goal**	**Beginning Year of BMP Implementation**
Brochures/Pamphlets	Distribute flyers regarding stormwater awareness and healthy lawns and landscapes, detailing pet waste disposal, lawn care, and the minimization or elimination of pesticide and fertilizer use.	Students	Facilities Department	Continue to provide information at various campus locations. Distribute brochures to students.	2018
Web Page	Provide information on website related to illicit storm drain dumping, private septic system and well maintenance, proper hazardous waste disposal, and use of detergents, fertilizers, etc., and use of environmentally friendly products.	Students	Facilities Department, Marketing	Continue to update and maintain the websites.	2018

Web Page	Provide information on website related to illicit storm drain dumping, proper hazardous waste disposal, and use of detergents, fertilizers, etc., and use of environmentally friendly products.	Businesses, Institutions, and Commercial Facilities	Facilities Department, Marketing	Continue to update and maintain the websites.	2018
Web Page	Provide information on website related to erosion and sediment control, Low Impact Development, and the Construction General Permit.	Developers (construction)	Facilities Department, Marketing	Continue to update and maintain the websites.	2018
Social Media	Provide relevant stormwater information to different audiences via social media.	Students, Businesses, Institutions, Con	Marketing	Follow statewide "Think Blue" campaign on social media platforms.	2019

Notice of Intent (NOI) for coverage under Small MS4 General Permit

Part III: Stormwater Management Program Summary (continued)

MCM 2: Public Involvement and Participation

BMP Categorization	Brief BMP Description (enter your own text to override the drop down menu)	Responsible Department/Parties (enter your own text to override the drop down menu)	Additional Description/ Measurable Goal	Beginning Year of BMP Imple-mentation
Public Review	SWMP Review	Facilities Department, Marketing	Allow annual review of stormwater management plan and posting of stormwater management plan on website.	2018
Public Participation	Upload SWMP to the College website and provide a link to contact info	Facilities Department, Marketing	Allow public to comment on stormwater management plan annually.	2018

Notice of Intent (NOI) for coverage under Small MS4 General Permit

Part III: Stormwater Management Program Summary (continued)

MCM 3: Illicit Discharge Detection and Elimination (IDDE)

BMP Categorization (enter your own text to override the drop down menu)	**BMP Description**	**Responsible Department/Parties** (enter your own text to override the drop down menu)	**Measurable Goal** (all text can be overwritten)	**Beginning Year of BMP Imple-mentation**
SSO inventory	Develop SSO inventory in accordance of permit conditions	Facilities Department	Complete within 1 year of effective date of permit	2018
Storm sewer system map	Create map and update during IDDE program completion	Facilities Department	Update map within 2 years of effective date of permit and complete full system map 10 years after effective date of permit	2018
Written IDDE program	Create written IDDE program	Facilities Department	Complete within 1 year of the effective date of permit and update as required	2018
Implement IDDE program	Implement catchment investigations according to program and permit conditions	Facilities Department	Complete 10 years after effective date of permit	2020
Employee training	Train employees on IDDE implementation	Facilities Department	Train annually	2018
Conduct dry weather screening	Conduct in accordance with outfall screening procedure and permit conditions	Facilities Department	Complete 3 years after effective date of permit	2019
Conduct wet weather screening	Conduct in accordance with outfall screening procedure	Facilities Department	Complete 10 years after effective date of permit	2024
Ongoing screening	Conduct dry weather and wet weather screening (as necessary)	Facilities Department	Complete ongoing outfall screening upon completion of IDDE program	2024

Notice of Intent (NOI) for coverage under Small MS4 General Permit

Part III: Stormwater Management Program Summary (continued)

MCM 4: Construction Site Stormwater Runoff Control

BMP Categorization (enter your own text to override the drop down menu or entered text)	**BMP Description**	**Responsible Department/Parties** (enter your own text to override the drop down menu)	**Measurable Goal** (all text can be overwritten)	**Beginning Year of BMP Imple-mentation**
Site inspection and enforcement of Erosion and Sediment Control (ESC) measures	Complete written procedures of site inspections and enforcement procedures	Facilities Department	Complete within 1 year of the effective date of permit	2018
Site plan review	Complete written procedures of site plan review and begin implementation	Facilities Department	Complete within 1 year of the effective date of permit	2018
Erosion and Sediment Control	Adoption of requirements for construction operators to implement a sediment and erosion control program	Facilities Department	Complete within 1 year of the effective date of permit	2018
Waste Control	Adoption of requirements to control wastes, including but not limited to, discarded building materials, concrete truck wash out, chemicals, litter, and sanitary wastes	Facilities Department	Complete within 1 year of the effective date of permit	2018

Notice of Intent (NOI) for coverage under Small MS4 General Permit

Part III: Stormwater Management Program Summary (continued)

MCM 5: Post-Construction Stormwater Management in New Development and Redevelopment

BMP Categorization (enter your own text to override the drop down menu or entered text)	**BMP Description**	**Responsible Department/Parties** (enter your own text to override the drop down menu)	**Measurable Goal** (all text can be overwritten)	**Beginning Year of BMP Imple-mentation**
As-built plans for on-site stormwater control	The procedures to require submission of as-built drawings and ensure long term operation and maintenance will be a part of the SWMP	Facilities Department	Require submission of as-built plans for completed projects	2018
Target properties to reduce impervious areas	Identify at least 5 permittee-owned properties that could be modified or retrofitted with BMPs to reduce impervious areas and update annually	Facilities Department	Complete 4 years after effective date of permit and report annually on retrofitted properties	2020
Allow green infrastructure	Develop a report assessing existing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist	Facilities Department	Complete 4 years after effective date of permit and implement recommendations of report	2020
Street design and parking lot guidelines	Develop a report assessing requirements that affect the creation of impervious cover. The assessment will help determine if changes to design standards for streets and parking lots can be modified to support low impact design options.	Facilities Department	Complete 4 years after effective date of permit and implement recommendations of report	2020

Notice of Intent (NOI) for coverage under Small MS4 General Permit

Part III: Stormwater Management Program Summary (continued)

MCM 6: Municipal Good Housekeeping and Pollution Prevention

BMP Categorization (enter your own text to override the drop down menu or entered text)	**BMP Description**	**Responsible Department/Parties** (enter your own text to override the drop down menu)	**Measurable Goal** (all text can be overwritten)	**Beginning Year of BMP Imple-mentation**
O&M procedures	Create written O&M procedures including all requirements contained in 2.3.7.a.ii for parks and open spaces, buildings and facilities, and vehicles and equipment	Facilities Department	Complete and implement 2 years after effective date of permit	2019
Inventory all permittee-owned parks and open spaces, buildings and facilities, and vehicles and equipment	Create inventory	Facilities Department	Complete 2 years after effective date of permit and implement annually	2019
Infrastructure O&M	Establish and implement program for repair and rehabilitation of MS4 infrastructure	Facilities Department	Complete 2 years after effective date of permit	2019
Stormwater Pollution Prevention Plan (SWPPP)	Create SWPPPs for maintenance garages, transfer stations, and other waste-handling facilities	Facilities Department	Complete and implement 2 years after effective date of permit	2019
Catch basin cleaning	Establish schedule for catch basin cleaning such that each catch basin is no more than 50% full and clean catch basins on that schedule	Facilities Department	Clean catch basins on established schedule and report number of catch basins cleaned and volume of material moved annually	2018
Street sweeping program	Sweep all streets and permitee-owned parking lots in accordance with permit conditions	Facilities Department	Sweep all streets and permitee-owned parking lots once per year in the spring	2018
Road salt use optimization program	Establish and implement a program to minimize the use of road salt	Facilities Department	Implement salt use optimization during deicing season	2018

Inspections and maintenance of stormwater treatment structures	Establish and implement inspection and maintenance procedures and frequencies	Facilities Department	Inspect and maintain treatment structures at least annually	2018

Notice of Intent (NOI) for coverage under Small MS4 General Permit

Part III: Stormwater Management Program Summary (continued)

Actions for Meeting Total Maximum Daily Load (TMDL) Requirements

Use the drop-down menus to select the applicable TMDL, action description to meet the TMDL requirements, and the responsible department/parties. If no options are applicable, or more than one, **enter your own text to override drop-down menus.**

Applicable TMDL	Action Description	Responsible Department/Parties (enter your own text to override the drop down menu)
	Adhere to requirements in part A.I of Appendix F	
	Adhere to requirements in part A.I of Appendix F	
	Adhere to requirements in part A.I of Appendix F	

Notice of Intent (NOI) for coverage under Small MS4 General Permit

Part III: Stormwater Management Program Summary (continued)

Actions for Meeting Requirements Related to Water Quality Limited Waters

Use the drop-down menus to select the pollutant causing the water quality limitation and enter the waterbody ID(s) experiencing excursions above water quality standards for that pollutant. Choose the action description from the dropdown menu and indicate the responsible party. If no options are applicable, or more than one, **enter your own text to override drop-down menus.**

Pollutant	Waterbody ID(s)	Action Description	Responsible Department/Parties (enter your own text to override the drop down menu)

Part IV: Notes and additional information

Use the space below to indicate the part(s) of 2.2.1and 2.2.2 that you have identified as not applicable to your MS4 because you do not discharge to the impaired water body or a tributary to an impaired water body due to nitrogen or phosphorus. Provide all supporting documentation below or attach additional documents if necessary. Also, provide any additional information about your MS4 program below.

MassBay Community College obtained an official species list for threatened and endangered species via the IPaC system (Consultation Code: 05E1NE00-2018-SLI-2799) within the regulated urbanized area. Per the IPaC system, one species exists within the MS4 regulated area: the Northern Long-eared Bat (Myotis septentrionalis). Based on the habitat of this species, it is our opinion that the current stormwater discharges will have "no effect" on the listed species. As no construction is being conducted, there will be no disturbances to terrestrial habitats of the Long-eared Bat. Existing stormwater discharges will have no effect on these habitats, as they are to aquatic areas. If structural Best Management Practices (BMPs) not identified on the NOI are proposed for installation or construction during the course of the permit term, MassBay Community College agrees to conduct endangered species screening for the proposed site and contact USFWS if it is determined that the new activity "may affect "or is "not likely to adversely affect" listed species or critical habitat under jurisdiction of the USFWS.

MassBay Community College has unique public education requirements that do not follow the typical 4 audiences as categorized by EPA. The College has no "Residents" in the traditional sense, as there is no on-campus housing. For the sake of this permit, "Residents" has been replaced by "Students". Additionally, as the College has no "Industrial" audience, this audience has been omitted from the Public Education and Outreach measure.

MassBay Community College has no regulatory authority, and thus has no bylaws, ordinances, or other regulatory mechanisms.

For the BMP "SSO inventory", MassBay Community College has no sanitary sewer or sanitary sewer overflows (SSOs).

For the BMP "Target properties to reduce impervious areas", the entire campus is owned by MassBay Community College. Instead of identifying 5 facilities, MassBay will identify 5 potential areas on campus that could be suitable for structural BMP modification or retrofit.

Part V: 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: David Podell, Ph.D

Title: President

Signature: David Podell Digitally signed by David Podell Date: 2018.09.18 14:24:11 -04'00'

Date:

[To be signed according to Appendix B, Subparagraph B.11, Standard Conditions]

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

United States Department of the Interior

FISH AND WILDLIFE SERVICE
New England Ecological Services Field Office
70 Commercial Street, Suite 300
Concord, NH 03301-5094
Phone: (603) 223-2541 Fax: (603) 223-0104
http://www.fws.gov/newengland

In Reply Refer To: August 17, 2018
Consultation Code: 05E1NE00-2018-SLI-2799
Event Code: 05E1NE00-2018-E-06552
Project Name: MassBay Community College MS4 Endangered Species Review

Subject: List of threatened and endangered species that may occur in your proposed project location, and/or may be affected by your proposed project

To Whom It May Concern:

The enclosed species list identifies threatened, endangered, proposed and candidate species, as well as proposed and final designated critical habitat, that may occur within the boundary of your proposed project and/or may be affected by your proposed project. The species list fulfills the requirements of the U.S. Fish and Wildlife Service (Service) under section 7(c) of the Endangered Species Act (Act) of 1973, as amended (16 U.S.C. 1531 *et seq.*).

New information based on updated surveys, changes in the abundance and distribution of species, changed habitat conditions, or other factors could change this list. Please feel free to contact us if you need more current information or assistance regarding the potential impacts to federally proposed, listed, and candidate species and federally designated and proposed critical habitat. Please note that under 50 CFR 402.12(e) of the regulations implementing section 7 of the Act, the accuracy of this species list should be verified after 90 days. This verification can be completed formally or informally as desired. The Service recommends that verification be completed by visiting the ECOS-IPaC website at regular intervals during project planning and implementation for updates to species lists and information. An updated list may be requested through the ECOS-IPaC system by completing the same process used to receive the enclosed list.

The purpose of the Act is to provide a means whereby threatened and endangered species and the ecosystems upon which they depend may be conserved. Under sections 7(a)(1) and 7(a)(2) of the Act and its implementing regulations (50 CFR 402 *et seq.*), Federal agencies are required to utilize their authorities to carry out programs for the conservation of threatened and endangered species and to determine whether projects may affect threatened and endangered species and/or designated critical habitat.

A Biological Assessment is required for construction projects (or other undertakings having similar physical impacts) that are major Federal actions significantly affecting the quality of the human environment as defined in the National Environmental Policy Act (42 U.S.C. 4332(2)(c)). For projects other than major construction activities, the Service suggests that a biological evaluation similar to a Biological Assessment be prepared to determine whether the project may affect listed or proposed species and/or designated or proposed critical habitat. Recommended contents of a Biological Assessment are described at 50 CFR 402.12.

If a Federal agency determines, based on the Biological Assessment or biological evaluation, that listed species and/or designated critical habitat may be affected by the proposed project, the agency is required to consult with the Service pursuant to 50 CFR 402. In addition, the Service recommends that candidate species, proposed species and proposed critical habitat be addressed within the consultation. More information on the regulations and procedures for section 7 consultation, including the role of permit or license applicants, can be found in the "Endangered Species Consultation Handbook" at:

http://www.fws.gov/endangered/esa-library/pdf/TOC-GLOS.PDF

Please be aware that bald and golden eagles are protected under the Bald and Golden Eagle Protection Act (16 U.S.C. 668 *et seq.*), and projects affecting these species may require development of an eagle conservation plan (http://www.fws.gov/windenergy/eagle_guidance.html). Additionally, wind energy projects should follow the wind energy guidelines (http://www.fws.gov/windenergy/) for minimizing impacts to migratory birds and bats.

Guidance for minimizing impacts to migratory birds for projects including communications towers (e.g., cellular, digital television, radio, and emergency broadcast) can be found at: http://www.fws.gov/migratorybirds/CurrentBirdIssues/Hazards/towers/towers.htm; http://www.towerkill.com; and http://www.fws.gov/migratorybirds/CurrentBirdIssues/Hazards/towers/comtow.html.

We appreciate your concern for threatened and endangered species. The Service encourages Federal agencies to include conservation of threatened and endangered species into their project planning to further the purposes of the Act. Please include the Consultation Tracking Number in the header of this letter with any request for consultation or correspondence about your project that you submit to our office.

Attachment(s):

- Official Species List

Official Species List

This list is provided pursuant to Section 7 of the Endangered Species Act, and fulfills the requirement for Federal agencies to "request of the Secretary of the Interior information whether any species which is listed or proposed to be listed may be present in the area of a proposed action".

This species list is provided by:

New England Ecological Services Field Office
70 Commercial Street, Suite 300
Concord, NH 03301-5094
(603) 223-2541

Project Summary

Consultation Code: 05E1NE00-2018-SLI-2799

Event Code: 05E1NE00-2018-E-06552

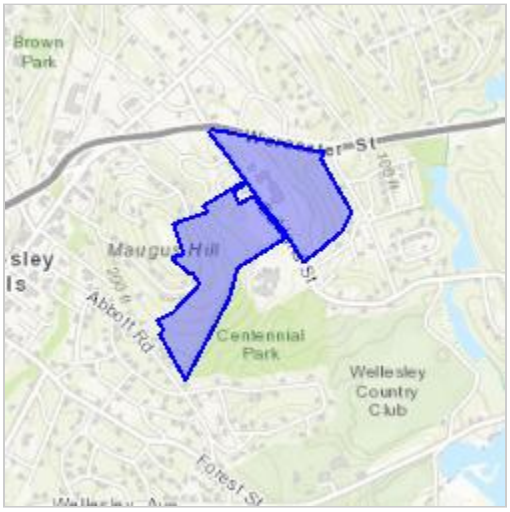
Project Name: MassBay Community College MS4 Endangered Species Review

Project Type: LAND - DRAINAGE

Project Description: Determination of impact of stormwater discharges and discharge related activities to threatened and endangered species per Appendix C of the MA MS4 General Permit. Stormwater discharge occurs from pre-existing outfalls within the regulated zone, as shown on the map.

Project Location:

Approximate location of the project can be viewed in Google Maps: https://www.google.com/maps/place/42.31206665252408N71.26241112593092W



Counties: Norfolk, MA

Endangered Species Act Species

There is a total of 1 threatened, endangered, or candidate species on this species list.

Species on this list should be considered in an effects analysis for your project and could include species that exist in another geographic area. For example, certain fish may appear on the species list because a project could affect downstream species.

IPaC does not display listed species or critical habitats under the sole jurisdiction of NOAA Fisheries[1], as USFWS does not have the authority to speak on behalf of NOAA and the Department of Commerce.

See the "Critical habitats" section below for those critical habitats that lie wholly or partially within your project area under this office's jurisdiction. Please contact the designated FWS office if you have questions.

---

1. NOAA Fisheries, also known as the National Marine Fisheries Service (NMFS), is an office of the National Oceanic and Atmospheric Administration within the Department of Commerce.

Mammals

NAME	STATUS
Northern Long-eared Bat *Myotis septentrionalis* No critical habitat has been designated for this species. Species profile: https://ecos.fws.gov/ecp/species/9045	Threatened

Critical habitats

THERE ARE NO CRITICAL HABITATS WITHIN YOUR PROJECT AREA UNDER THIS OFFICE'S JURISDICTION.

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 1
5 POST OFFICE SQUARE, SUITE 100
BOSTON, MA 02109-3912

VIA EMAIL

February 14, 2019

David Podell, Ph.D
President

And;

Joseph DeLisle
Director of Facilities
50 Oakland Street
Wellesley Hills, MA. 02481
jdelisle@massbay.edu

Re: National Pollutant Discharge Elimination System Permit ID #: MAR043003, MassBay Community College

Dear Joseph DeLisle:

The 2016 NPDES General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems in Massachusetts (MS4 General Permit) is a jointly issued EPA-MassDEP permit. Your Notice of Intent (NOI) for coverage under this MS4 General Permit has been reviewed by EPA and appears to be complete. You are hereby granted authorization by EPA and MassDEP to discharge stormwater from your MS4 in accordance with the applicable terms and conditions of the MS4 General Permit, including all relevant and applicable Appendices. This authorization to discharge expires at midnight on **June 30, 2022.**

For those permittees that certified Endangered Species Act eligibility under Criterion C in their NOI, this authorization letter also serves as EPA's concurrence with your determination that your discharges will have no effect on the listed species present in your action area, based on the information provided in your NOI.

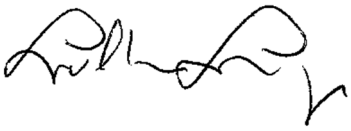
As a reminder, your first annual report is due by **September 30, 2019** for the reporting period from May 1, 2018 through June 30, 2019.

Information about the permit and available resources can be found on our website: https://www.epa.gov/npdes-permits/massachusetts-small-ms4-general-permit. Should you have any questions regarding this permit please contact Newton Tedder at tedder.newton@epa.gov or (617) 918-1038.

Sincerely,

Thelma Murphy, Chief
Stormwater and Construction Permits Section
Office of Ecosystem Protection
United States Environmental Protection Agency, Region 1

and;



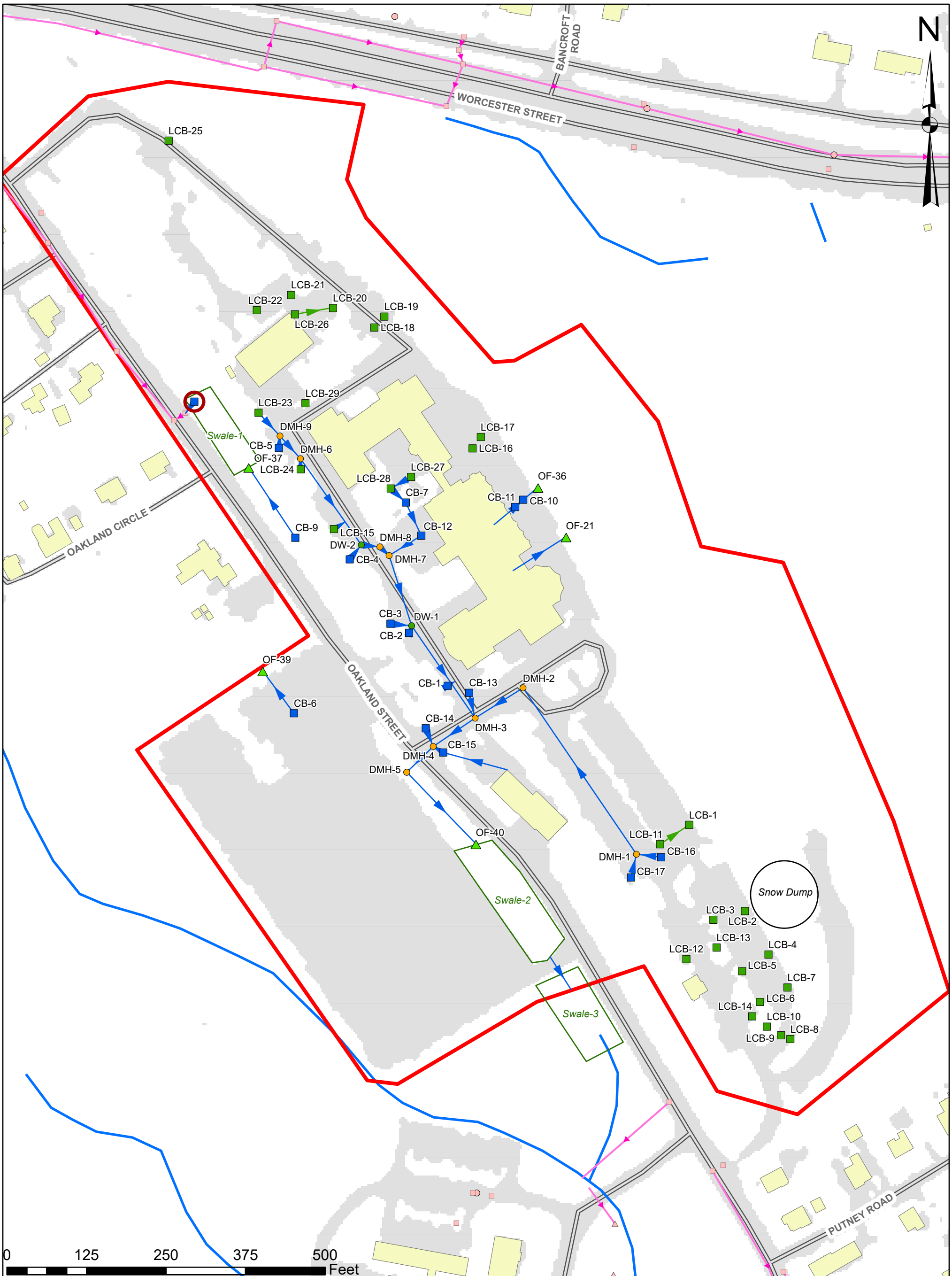
Lealdon Langley, Director
Wetlands and Wastewater Program
Bureau of Water Resources
Massachusetts Department of Environmental Protection

Appendix B

Stormwater System Mapping

Mapping Status

Requirement Summary	Status
Phase I – Must be Complete by July 1, 2020	
1. Outfalls and receiving waters	Complete
2. Open channel conveyances	Complete
3. Interconnections with other MS4s	Complete (not applicable)
4. Municipally owned structural BMPs	Complete
5. Waterbody names and impairments	Complete
6. Initial catchment delineations by topography	Complete
Phase II – Must be Complete by July 1, 2028	
1. Outfalls with spatial accuracy +/-30 feet	Complete
2. Pipe connectivity	Complete (updates ongoing)
3. Manholes	Complete (updates ongoing)
4. Catch basins	Complete (updates ongoing)
5. Refined catchment delineations	Not started
6. Municipal sanitary system	Not applicable
7. Municipal combined sewer system	Not applicable



Legend

- MassBay Outfall
- MassBay Catch Basin
- MassBay Leaching Basin
- MassBay Dry Well
- MassBay DMH
- Interconnection
- Town Outfall
- Town CB
- Town DMH
- Drain Pipe
- Leach Drain Pipe
- Town Gravity Main
- Buildings
- Approx. Regulated Area
- Impervious Surface
- Streams
- Road

Stormwater Infrastructure Map

Mass Bay Community College
Wellesley, MA

Comprehensive Environmental Incorporated

Data Sources: MassGIS, MassBay Community College, CEI

6.25.2021

Appendix C

Inventory and Ranking of Stormwater Retrofit Sites

Appendix D

Catch Basin Optimization Plan

Plan for Optimizing Catch Basin Cleaning

MassBay Community College

Wellesley, MA

June 30, 2019

Prepared For:

MassBay Community College
50 Oakland St
Wellesley Hills, MA 02481

Prepared by:

Comprehensive Environmental Inc.
41 Main Street
Bolton, MA 01740

Table of Contents

Plan for Optimizing Catch Basin Cleaning – MassBay College

List of Appendices

1 Introduction

This Catch Basin Cleaning Optimization Plan has been prepared by MassBay Community College to address the catch basin inspection, cleaning and maintenance requirements of the United States Environmental Protection Agency's (USEPA's) 2016 National Pollutant Discharge Elimination System (NPDES) General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4) in Massachusetts, hereafter referred to as the "2016 MS4 Permit."

The 2016 MS4 Permit requires the permittee to document its plan for optimizing catch basin cleaning, inspections, or its schedule for gathering information to develop the optimization plan. This plan documents the Town's existing catch basin cleaning program and its plans for gathering additional information to refine its program to meet the requirements of the permit.

2 Permit Requirements

This Catch Basin Cleaning Optimization Plan addresses Section 2.3.7.1.a.iii.2 of the 2016 MS4 Permit (Infrastructure Operations and Maintenance), which includes the following requirements:

- **Establish a schedule** with the goal that the frequency of routine cleaning will ensure that no catch basin at any time will be more than 50 percent full[1];

- **Prioritize** inspection and maintenance for catch basins:
  - located near construction activities[2]. These should be cleaned more frequently if inspection and maintenance activities indicate excessive sediment or debris loadings;
  - discharging to impaired waters where the pollutant of concern is E. coli or enterococcus; and
  - with sumps more than 50% full during consecutive inspections.

- **Establish proper documentation** of catch basin inspections to include:
  - the location and total number of catch basins;
  - the location and total number of catch basins cleaned or inspected; and
  - the total volume or mass of material removed from catch basin

- **Develop an optimization plan** for catch basin cleaning, inspection plans, or a schedule for gathering information to develop the optimization plan in the first annual report and in the SWMP.

[1] A catch basin sump is more than 50 percent full if the contents within the sump exceed one half the distance between the bottom interior of the catch basin to the invert of the deepest outlet of the catch basin.
[2] Roadway construction; residential, commercial, or industrial development or redevelopment.

3 Existing Catch Basin Management Program

MassBay has approximately 40 catch basins to clean and maintain. Refer to the map in **Appendix A**. Given the expense of cleaning, all catch basins are cleaned approximately every other year by an outside contractor. Of the 40 known catch basins, approximately half are leaching structures with no overflow device. The contractor is responsible for disposing of materials offsite.

4 Plans to Refine Catch Basin Cleaning Optimization

4.1 Optimization Methodology

the college will continue to implement its existing catch basin cleaning schedule. During this time, it will collect data on the sump depth and sediment depth in each catch basin and evaluate leaching basins, but priority will be given to standard catch basins regarding inspections and maintenance activities. A spreadsheet will be used to track sediment depth at each location. The catch basin inspection form included with the standard operating procedure (SOP) in **Appendix B** will be used to document data collected during cleaning.

A minimum of two years of data will be collected and evaluated to determine the status of the catch basins and whether the sump was more than half full. The catch basins that are more than 50% full will be evaluated for potential factors that may have contributed to it being 50% full (i.e., smaller sump, nearby construction, etc.) The evaluation will be used to identify catch basins that require more frequent inspection and/or cleaning and to develop an optimization plan that prioritizes these structures accordingly.

4.2 Catch Basin Cleaning Standard Operation Procedure (SOP)

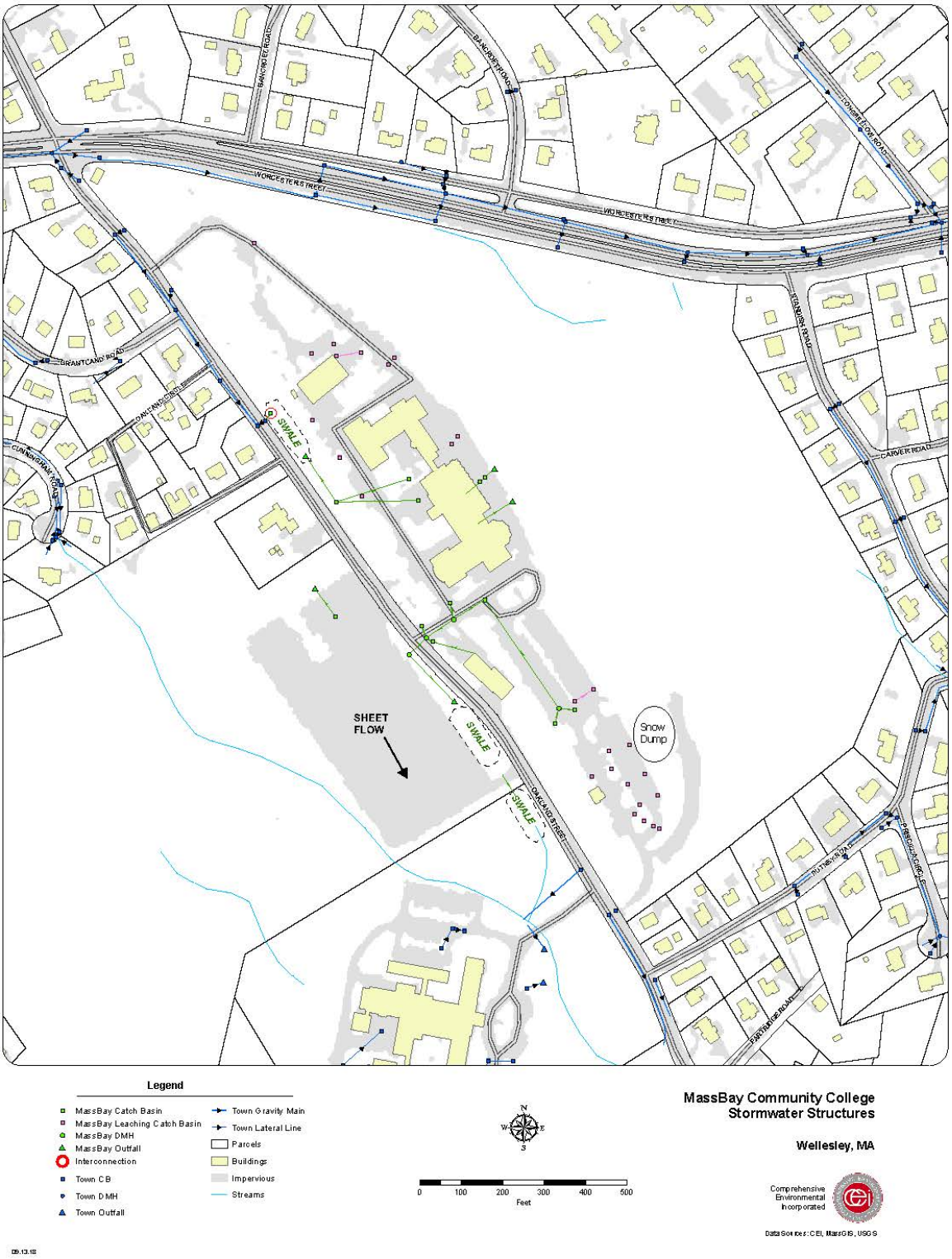
All catch basins will be inspected and cleaned following the standard operating procedures (SOP) provided in **Appendix B**.

4.3 Catch Basin Cleanings Storage and Disposal

MassBay College uses an outside contractor for catch basin cleanings and the contractor is responsible for removal, storage, and disposal of all materials. MassBay will explore possible beneficial uses for its collected catch basin cleanings.

Appendix A

Map of Drainage Infrastructure


WORCESTER STREET
BANCROFT ROAD
HOUSE ROW ROAD
GRANTLAND ROAD
CUNNINGHAM ROAD
OAKLAND STREET
CARVER ROAD
FENWICK ROAD
PERCIVAL CIRCLE
FAIRHOPE ROAD
SWALE
SWALE
SWALE
SHEET FLOW
Snow Dump
Legend
MassBay Catch Basin
MassBay Leaching Catch Basin
MassBay DMH
MassBay Outfall
Interconnection
Town CB
Town DMH
Town Outfall
Town Gravity Main
Town Lateral Line
Parcels
Buildings
Impervious
Streams
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200
300
400
500
Feet
MassBay Community College
Stormwater Structures
Wellesley, MA
Comprehensive Environmental Incorporated
Data Sources: CEI, MassGIS, USGS
09.13.18

Appendix E

List of Stormwater BMPs

STORMWATER INSPECTION REPORT

To:	Mr. Joe DeLisle
From:	Nick Cristofori, P.E., Comprehensive Environmental Inc.
Date:	June 7, 2021
Locations:	MassBay Community College
Inspectors:	Kevin Barbara & Noah Parent CEI
Inspection Dates:	May 25, 2021

Under the Environmental Protection Agency's (EPA's) 2016 National Pollutant Discharge and Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit, regulated permittees, such as the Massachusetts Bay Community College, are required to annually inspect stormwater Best Management Practices (BMPs) within the regulated Urbanized Area (UA) and maintain as needed. In response, representatives from Comprehensive Environmental Inc. performed an inspection of stormwater BMPs at the identified locations on May 25, 2021 to evaluate the general condition and document recommended maintenance items for follow-up action in order to meet permit requirements.

Inspections

MassBay Community College previously identified 3 individual BMP, all comprised of swales, that serve to treat and convey stormwater runoff for the campus. BMP locations are identified by general location, with locations shown on an attached map. Table 1 below details the locations and individual BMPs that were inspected, while Table 2 summarizes maintenance needs for each location. Inspections are detailed in the inspection sheet attached to this report, along with representative photo documentation. At the time of the inspections the weather was approximately 75 degrees and sunny. Weather over a three-day period leading up to May 25th was in the upper 70s and lower 80s. Images of the structures were taken on May 25th in sunny, high 70's conditions. Kevin Barbara and Noah Parent inspected the following infrastructure:

Table 1 – Stormwater Infrastructure Inspected

BMP ID	Location	Stormwater BMP Type	Overall Condition	Requires Maintenance (Y/N)
Upper Swale (Swale 1)	Northeast side of Oakland Street	Grassed Swale	Fair	Yes
Mid Swale (Swale 2)	Southeast side of Oakland Street, north of student parking lot exit	Vegetated Swale	Poor	Yes
Lower Swale (Swale 3)	Southeast side of Oakland Street, south of student parking lot exit)	Vegetated Swale	Poor	Yes

Photographs of the BMPs that were inspected are provided at the end of this report, and inspection sheets are attached.

Recommendations
As noted previously, the inspected BMPs are all located within the regulated UA or discharge to waters of the United States. Maintenance should be completed as soon as possible to prevent worsening condition and failure of BMPs. Additional notes regarding overall conditions outside of maintenance may be found in the "comments" tab of the attached inspection sheets. Based on CEI's inspections, the following items are recommended for additional follow-up action:

Table 2 – Maintenance Recommendations

BMP ID / Location	Recommendations
Upper Swale (northeast side of Oakland Street)	Inlet pipe should be repaired or unearthed and headwall should be reconstructed as needed. The stone check dam should be moved so as to be perpendicular to the channel (see pictures).
Mid Swale (southeast side of Oakland Street, north of parking lot exit)	Banks are partially eroding and should be stabilized; small pools are forming from scour. Recommend to remove debris, sediment and leaf litter from bottom of swale. Some stones were observed to be displaced and should be relocated. Outlet pipe to Lower Swale was deformed, recommend to replace or repair. Erosion of side slopes and undercut present.
Lower Swale (southeast side of Oakland Street, south of parking lot exit)	Inlet pipe from Mid Swale seemed to free flow into wooded area. Leaf litter, sediment deposits, and woody debris were present and need to be removed. Banks are eroding and show evidence of undermining. Vegetation appears overgrown in areas and should be trimmed/ removed.

If you have any further questions or would like additional information, please feel free to contact me at 800.725.2550 x303 or ncristofori@ceiengineers.com. Thank you.

Sincerely,

COMPREHENSIVE ENVIRONMENTAL, INC.

Nick Cristofori, P.E.
Principal, Project Manager

Attachments:
- BMP location map
- Stormwater inspection checklists and inspection photographs

WORCESTER STREET

WORCESTER STREET

BANCROFT ROAD

BANCROFT ROAD

WORCESTER STREET

GRANTLAND ROAD

CUNNINGHAM ROAD

OAKLAND CIRCLE

Swale 1

Swale 2

Swale 3

Snow Dump

STREET

Legend

- MassBay Catch Basin
- MassBay Leaching Catch Basin
- MassBay DMH
- MassBay Outfall
- Interconnection
- Town CB
- Town DMH
- Town Outfall
- Drain Pipe
- Leach Drain Pipe
- Town Gravity Main
- Town Lateral Line
- Parcels
- Buildings
- Impervious Area
- Approx. Regulated Area
- Road
- Streams

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Feet

MassBay Community College
Stormwater Structures
Wellesley, MA

Comprehensive Environmental Incorporated

Data Sources: CEI, MassGIS, MassBay Community College

1.30.2019

BMP Inspection Results

Inspection Information	
BMP ID: Upper Swale	**Date/ Time:** May 25, 2021 9:12 AM
Location Status: Found	**Street:** Oakland Street
Latitude: -71.47252	**Longitude:** 42.88194
BMP Type: Water Quality Swale	**Year Built[1]:**
BMP Description: Grassed swale at the bottom of slope, before roadway	

Inspection Results	
Overgrown Vegetation on Side Slopes/Bottom: No (No action)	**Displaced Riprap at Inlet, Outlet or Side Slope:** N/A (Not applicable to this BMP)
Erosion on Side Slopes/Bottom: No (No action)	**Hole/Depression on Side Slopes/Bottom:** No (No action)
Dead Vegetation or Landscaping Up-keep Required: No (No action)	

Sediment Accumulation: Yes, <1/2 depth from bottom to invert (Inspect annually)	**Debris Accumulation:** Yes <1/2 depth from bottom to invert (Inspect annually)	**Floatables Buildup:** N/A (Not applicable to this BMP)
Infiltration Area Clogged: No (No action)	**Clogged Inlet/Outlet Piping:** Yes, Any portion of pipe clogged >1/4 capacity (Jet and clean pipe)	**Blocked Outlet Grates:** N/A (Not applicable to this BMP)

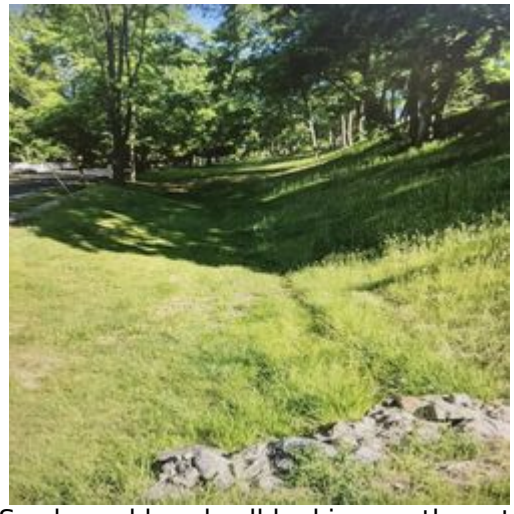
Earthen Embankment Present: No	
Overgrown Woody Vegetation on Earthen Embankment - *For BMPs less than 20 years old:* *For BMPS greater than 20 years old:*	
Erosion on Embankment:	**Hole/Depression on Embankment:**
Displaced Riprap on Emergency Spillway: N/A (Not applicable to this BMP)	**Overgrown Woody Vegetation in Emergency Spillway:** N/A (Not applicable to this BMP)
Presence of Invasive Species: No (No action)	

[1] If Year Built is unknown, field was left blank

BMP Inspection Results

Inspection Results (cont.)
Structural Damage: Yes, holes <3" in any dimension, OR <50% cross section covered in cracks (any size), OR exposed reinforcement steel without rusting/deterioration (Inspect annually)
Deficiency Comments:
Other Comments:
Maintenance Required: Yes

BMP Inspection Results

Photo Log	
Photo 1: General Photo of BMP  Swale and headwall looking northwest.	**Photo 2**  Outfall 37 headwall at southern end of BMP
Photo 3  Outfall 37 filled with stagnant water/buried	**Photo 4**  Riprap along eastern side of swale, potentially displaced check dam.

BMP Inspection Results

Photo 5	Photo 6
 View of CB-8/Interconnection and swale. View looking southeast.	

BMP Inspection Results

Inspection Information	
BMP ID: Mid Swale	**Date/ Time:** May 27, 2021 3:56 PM
Location Status: Found	**Street:** Oakland Street
Latitude: -71.47254	**Longitude:** 42.88193
BMP Type: Water Quality Swale	**Year Built[1]:**
BMP Description: Roadside water quality swale with inlet and culvert acting as outlet	

Inspection Results		
Overgrown Vegetation on Side Slopes/Bottom: No (No action)	**Displaced Riprap at Inlet, Outlet or Side Slope:** No (No action)	
Erosion on Side Slopes/Bottom: Yes, erosion causing excess sedimentation OR undermining of BMP components (Repair erosion with compacted fill and stabilize with fabric and stone armoring or other methods)	**Hole/Depression on Side Slopes/Bottom:** No (No action)	
Dead Vegetation or Landscaping Up-keep Required: Yes, loss of vegetation OR dead vegetation impacting function or aesthetics (Remove and replace vegetation as needed to maintain function or aesthetics)		
Sediment Accumulation: No (No action)	**Debris Accumulation:** No (No action)	**Floatables Buildup:** No (No action)
Infiltration Area Clogged: No (No action)	**Clogged Inlet/Outlet Piping:** No (No action)	**Blocked Outlet Grates:** No (No action)
Earthen Embankment Present: No		
Overgrown Woody Vegetation on Earthen Embankment - *For BMPs less than 20 years old:* *For BMPS greater than 20 years old:*		
Erosion on Embankment:	**Hole/Depression on Embankment:**	
Displaced Riprap on Emergency Spillway: N/A (Not applicable to this BMP)	**Overgrown Woody Vegetation in Emergency Spillway:** N/A (Not applicable to this BMP)	
Presence of Invasive Species: N/A (Not applicable to this BMP)		

[1] If Year Built is unknown, field was left blank

BMP Inspection Results

Inspection Results (cont.)
Structural Damage: N/A (Not applicable to this BMP)
Deficiency Comments: Removal of leaf litter and trash recommended.
Other Comments:
Maintenance Required: Yes

BMP Inspection Results

Photo Log	
Photo 1: General Photo of BMP  View of inlet riprap and length of swale. Undercut of side slopes present.	**Photo 2**  Excessive leaf litter around check dams
Photo 3  Channel erosion down side slopes	**Photo 4**  Sediment buildup before check dams

BMP Inspection Results

Photo 5  Side slope undercut and leaf litter	**Photo 6**  Channel erosion in bottom of swale
Photo 7  Disformed BMp outlet pipe (culvert under roadway) to BMP 3	**Photo 8**  Swale view looking northwest.

BMP Inspection Results

Inspection Information	
BMP ID: Lower Swale	**Date/ Time:** May 25, 2021 9:40 AM
Location Status: Found	**Street:** Oakland Street
Latitude: -71.47253	**Longitude:** 42.88188
BMP Type: Water Quality Swale	**Year Built[1]:**
BMP Description: "swale" receiving water from Mid Swale and roadside drainage through erosion channel	

Inspection Results	
Overgrown Vegetation on Side Slopes/Bottom: Yes, vegetation impacting BMP function/capacity, OR access (Cut and remove vegetation on side slopes as needed to maintain function and storage capacity)	**Displaced Riprap at Inlet, Outlet or Side Slope:** N/A (Not applicable to this BMP)
Erosion on Side Slopes/Bottom: Yes, erosion causing excess sedimentation OR undermining of BMP components (Repair erosion with compacted fill and stabilize with fabric and stone armoring or other methods)	**Hole/Depression on Side Slopes/Bottom:** No (No action)
Dead Vegetation or Landscaping Up-keep Required: Yes, loss of vegetation OR dead vegetation impacting function or aesthetics (Remove and replace vegetation as needed to maintain function or aesthetics)	

Sediment Accumulation: Yes, <1/2 depth from bottom to invert (Inspect annually)	**Debris Accumulation:** Yes <1/2 depth from bottom to invert (Inspect annually)	**Floatables Buildup:** No (No action)
Infiltration Area Clogged: No (No action)	**Clogged Inlet/Outlet Piping:** No (No action)	**Blocked Outlet Grates:** N/A (Not applicable to this BMP)

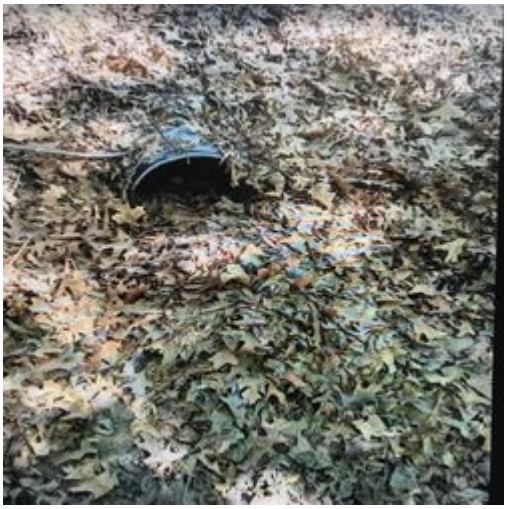
Earthen Embankment Present: No	
Overgrown Woody Vegetation on Earthen Embankment - *For BMPs less than 20 years old:* *For BMPS greater than 20 years old:*	
Erosion on Embankment:	**Hole/Depression on Embankment:**
Displaced Riprap on Emergency Spillway: No (No action)	**Overgrown Woody Vegetation in Emergency Spillway:** N/A (Not applicable to this BMP)
Presence of Invasive Species: N/A (Not applicable to this BMP)	

[1] If Year Built is unknown, field was left blank

BMP Inspection Results

Inspection Results (cont.)
Structural Damage: No (No action)
Deficiency Comments:
Other Comments: No defined extents of swale, free flows from inlet pipe into wooded area
Maintenance Required: Yes

BMP Inspection Results

Photo Log	
Photo 1: General Photo of BMP  Photo of Swale. View looking southeast	**Photo 2**  Sediment deposits, leaf litter buildup, woody debris and undercut side slope
Photo 3  Channel erosion from roadway	**Photo 4**  Inlet pipe with excessive leaf litter

STORMWATER INSPECTION REPORT

To: Mr. Joe DeLisle

From: Nick Cristofori, P.E., Comprehensive Environmental Inc.

Date: March 19, 2020

Locations: MassBay Community College

Inspectors: Elisha Musgraves CEI

Inspection Dates: November 19 & 25, 2019

Under the Environmental Protection Agency's (EPA's) 2016 National Pollutant Discharge and Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit, regulated permittees, such as the Massachusetts Bay Community College, are required to annually inspect stormwater Best Management Practices (BMPs) within the regulated Urbanized Area (UA) and maintain as needed. In response, Comprehensive Environmental Inc. performed an inspection of stormwater BMPs at the identified locations on November 19, 2019 to evaluate the general condition and document recommended maintenance items for follow-up action in order to meet permit requirements.

Inspections

MassBay Community College identified 3 individual BMP, all comprised of swales, that serve to treat and convey stormwater runoff for the campus. The inspections are detailed in the inspection sheet attached to this report, along with representative photo documentation. At the time of the inspections the weather was approximately 43 degrees and cloudy, with light rain. Weather over a three-day period leading up to November 19th was upper 20s to low 40s and rained within 12 hours prior to performing the site investigations. Images of the structures were taken on November 25th in sunny, high 40s conditions. Elisha Musgraves inspected the following infrastructure:

Table 1 – Stormwater Infrastructure Inspected

BMP ID	Location	Stormwater BMP Type	Overall Condition	Requires Maintenance (Y/N)
Swale 1	Northeast side of Oakland Street	Grassed Swale	Fair	Yes
Swale 2	Southeast side of Oakland Street, north of student parking lot exit	Vegetated Swale	Poor	Yes
Swale 3	Southeast side of Oakland Street, south of student parking lot exit)	Vegetated Swale	Poor	Yes

Photographs of the BMPs that were inspected are provided at the end of this report, and inspection sheets are attached.

Recommendations
As noted previously, the inspected BMPs are all located within the regulated UA or discharge to waters of the United States. Maintenance should be completed as soon as possible to prevent worsening condition and failure of BMPs. Additional notes regarding overall conditions outside of maintenance may be found in the "comments" tab of the attached inspection sheets. Based on CEI's inspections, the following items are recommended for additional follow-up action:

Table 2 – Maintenance Recommendations

BMP ID / Location	Recommendations
Swale 1 (northeast side of Oakland Street)	Inlet pipe should be repaired or unearthed and headwall should be reconstructed as needed. The stone check dam should be moved so as to be perpendicular to the channel (see pictures).
Swale 2 (southeast side of Oakland Street, north of parking lot exit)	Banks are partially eroding and should be stabilized; small pools are forming from scour. Due to the timing of inspection, leaf debris appeared to be partially inhibiting flow. Some stones were observed to be displaced and should be relocated. Outlet pipe to Swale 2 was fully submerged in sediment/debris and could not be located. Outlet pipe should be located and may need replacement, depending on condition.
Swale 3 (southeast side of Oakland Street, south of parking lot exit)	Inlet pipe from Swale 1 was not visible, could be submerged in sediment/organic debris. Depending on condition, inlet pipe may need replacement. Banks are eroding and beginning to show evidence of undermining. Due to the timing of inspection, leaf debris and sediment accumulation appeared to be partially inhibiting flow. Vegetation appears overgrown in areas and should be trimmed/removed. Outlet pipe is cracked and collapsing and should be replaced.

If you have any further questions or would like additional information, please feel free to contact me at 800.725.2550 x303 or ncristofori@ceiengineers.com. Thank you.

Sincerely,

COMPREHENSIVE ENVIRONMENTAL, INC.

Nick Cristofori, P.E.
Principal, Project Manager

Attachments:
- BMP location map
- Stormwater inspection checklists
- Inspection photographs

WORCESTER STREET

WORCESTER STREET

BANCROFT ROAD

BANCROFT ROAD

WORCESTER STREET

GRANTLAND ROAD

CUNNINGHAM ROAD

OAKLAND CIRCLE

Swale 1

Swale 2

Swale 3

Snow Dump

Legend

- MassBay Catch Basin
- MassBay Leaching Catch Basin
- MassBay DMH
- MassBay Outfall
- Interconnection
- Town CB
- Town DMH
- Town Outfall
- Drain Pipe
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- Town Gravity Main
- Town Lateral Line
- Parcels
- Buildings
- Impervious Area
- Approx. Regulated Area
- Road
- Streams

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Feet

MassBay Community College
Stormwater Structures
Wellesley, MA

Comprehensive Environmental Incorporated

Data Sources: CEI, MassGIS, MassBay Community College

1.30.2019

Structural Stormwater BMP Inspection Checklist

Instructions: complete for all stormwater BMPs.

Permittee: MassBay Community College - Wellesley, MA

Date: 11/19/2019 — Weather Today: Light rain

Inspector Name: Elisha Musgraves — Weather over past 72 hours: light rain/dry

BMP ID / Location	Type of BMP	Maint. Required?	Sediment Accumulation	Deposits	Structural Condition	Erodibility	Vegetation	Inlet Pipes	Outlet Pipes	Comments
Swale 1 (northeast side of Oakland Street)	__ Forebay __ Det. / Infil. Pond _X_ Swale __ Rain Garden __ Underground System __ Leaching Catch Basin __ Proprietary Separator __ Other* - Det. Basin	_X_ Yes __ No	_X_ None __ Slight build up __ Heavy build up __ Depth (in.)	_X_ None __ Grease/Oil __ Grass/Compost __ Trash/Debris __ Other*	__ N/A __ Good __ Corroded __ Cracked __ Exposed Steel _X_ Other*	__ N/A __ None __ Channels _X_ Depressions __ Bank Erosion __ Displaced Riprap __ Other*	__ N/A _X_ No Distress __ Distressed __ Sparse __ Overgrown __ Invasive Plants __ Other*	__ N/A __ Good Condition _X_ Cracked __ Exposed Steel __ Corroded	__ N/A _X_ Good Condition __ Cracked __ Exposed Steel __ Corroded	*Inlet pipe collapsed or buried. Note, outlet pipe is an interconnection to the Town of Wellesley's MS4
Swale 2 (southeast side of Oakland Street, north of student parking lot exit)	__ Forebay __ Det. / Infil. Pond _X_ Swale __ Rain Garden __ Underground System __ Leaching Catch Basin __ Proprietary Separator __ Other* - Det. Basin	_X_ Yes __ No	__ None __ Slight build up _X_ Heavy build up _6_ Depth (in.)	__ None __ Grease/Oil _X_ Grass/Compost __ Trash/Debris __ Other*	__ N/A __ Good __ Corroded __ Cracked __ Exposed Steel _X_ Other*	__ N/A __ None _X_ Channels __ Depressions _X_ Bank Erosion _X_ Displaced Riprap __ Other*	__ N/A __ No Distress __ Distressed _X_ Sparse __ Overgrown __ Invasive Plants __ Other*	__ N/A _X_ Good Condition __ Cracked __ Exposed Steel __ Corroded	_X_ N/A* __ Good Condition __ Cracked __ Exposed Steel __ Corroded	*Unable to locate outlet pipe connecting to Swale 2
Swale 3 (southeast side of Oakland Street, south of student parking lot exit)	__ Forebay __ Det. / Infil. Pond _X_ Swale __ Rain Garden __ Underground System __ Leaching Catch Basin __ Proprietary Separator __ Other* - Det. Basin	_X_ Yes __ No	__ None __ Slight build up _X_ Heavy build up _7_ Depth (in.)	__ None __ Grease/Oil _X_ Grass/Compost __ Trash/Debris __ Other*	__ N/A __ Good __ Corroded __ Cracked __ Exposed Steel _X_ Other*	__ N/A __ None __ Channels _X_ Depressions _X_ Bank Erosion __ Displaced Riprap __ Other*	__ N/A __ No Distress _X_ Distressed __ Sparse _X_ Overgrown __ Invasive Plants __ Other*	_X_ N/A* __ Good Condition __ Cracked __ Exposed Steel __ Corroded	__ N/A __ Good Condition _X_ Cracked _X_ Exposed Steel __ Corroded	*Unable to located inlet pipe from Swale 1; headwall / check dam stones displaced

* Provide additional comments to describe the observations made for the category.

STORMWATER INSPECTION REPORT

Swale 1 (northeast side of Oakland Street)

Headwall for inlet pipe

Submerged/collapsed inlet pipe

Downstream view of swale

Displaced check dam

STORMWATER INSPECTION REPORT

Upstream view of swale

Outlet drain

STORMWATER INSPECTION REPORT

Swale 2 (southeast side of Oakland Street, north of parking lot exit)

Downstream view of swale

Inlet pipe and bank erosion

STORMWATER INSPECTION REPORT

Displaced check dam

Leaf debris buildup

STORMWATER INSPECTION REPORT

Scour/pooling and bank erosion

Channelization

STORMWATER INSPECTION REPORT

Swale 3 (southeast side of Oakland Street, south of parking lot exit)

Upstream view, unable to locate inlet from Swale 1

Channelization, leaf debris, sedimentation, and bank erosion

STORMWATER INSPECTION REPORT

Upstream view from outlet pipe; vegetation overgrowth, channelization, leaf debris.

Outlet pipe collapsing, bank erosion, leaf and sediment buildup

Appendix F

Annual Reports

Year 2 Annual Report
Massachusetts Small MS4 General Permit
Reporting Period: July 1, 2019-June 30, 2020

Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form

Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed. Please ONLY report on activities between July 1, 2019 and June 30, 2020 unless otherwise requested.

Part I: Contact Information

Name of Municipality or Organization: MassBay Community College

EPA NPDES Permit Number: MAR043003

Primary MS4 Program Manager Contact Information

Name: Joseph DeLisle Title: Director of Facilities

Street Address Line 1: 50 Oakland Street

Street Address Line 2:

City: Wellesley Hills State: MA Zip Code: 02481

Email: jdelisle@massbay.edu Phone Number: (781) 239-2571

Stormwater Management Program (SWMP) Information

SWMP Location (web address): https://www.massbay.edu/facilities

Date SWMP was Last Updated: June 30, 2019

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

https://www.massbay.edu/facilities

Part II: Self-Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4. Make sure you are referring to the most recent EPA approved Section 303(d) Impaired Waters List which can be found here: https://www.epa.gov/tmdl/region-1-impaired-waters-and-303d-lists-state

Impairment(s)

☐ Bacteria/Pathogens ☐ Chloride ☐ Nitrogen ☐ Phosphorus
☐ Solids/ Oil/ Grease (Hydrocarbons)/ Metals

TMDL(s)

In State: ☐ Assabet River Phosphorus ☐ Bacteria and Pathogen ☐ Cape Cod Nitrogen
☒ Charles River Watershed Phosphorus ☐ Lake and Pond Phosphorus

Out of State: ☐ Bacteria/Pathogens ☐ Metals ☐ Nitrogen ☐ Phosphorus

Clear Impairments and TMDLs

Next, check off all requirements below that have been completed. ***By checking each box you are certifying that you have completed that permit requirement fully.*** *If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.*

Year 2 Requirements

- ☒ Completed Phase I of system mapping
- ☒ Developed a written catchment investigation procedure and added the procedure to the SWMP
- ☐ Developed written procedures to require the submission of as-built drawings and ensure the long term operation and maintenance of completed construction sites and added these procedures to the SWMP
- ☒ Enclosed or covered storage piles of salt or piles containing salt used for deicing or other purposes
- ☒ Developed written operations and maintenance procedures for parks and open space, buildings and facilities, and vehicles and equipment and added these procedures to the SWMP
- ☒ Developed an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment and added this inventory to the SWMP
- ☒ Completed a written program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- ☒ Developed written SWPPPs, included in the SWMP, for all of the following permittee owned or operated facilities: maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater

Optional: If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above year 2 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

As-Built and Long-Term O&M - as noted in the College's NOI, MassBay is not responsible for this item as there are no subdevelopers constructing within the MassBay campus and all projects are for the college itself. MassBay and DCAMM are jointly responsible for long-term operation and maintenance.

Facility Inventory - note that the entire college property is permittee-owned. A comprehensive Operation and Maintenance Plan was developed that pertains to different college functions and actions undertaken there.

Annual Requirements

- ☒ Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice requirements
- ☒ Kept records relating to the permit available for 5 years and made available to the public
- ☒ The SSO inventory has been updated, including the status of mitigation and corrective measures implemented
  - ◉ This is not applicable because we do not have sanitary sewer
  - ○ This is not applicable because we did not find any new SSOs
  - ○ The updated SSO inventory is attached to the email submission
  - ○ The updated SSO inventory can be found at the following website:
- ☒ Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- ☐ Provided training to employees involved in IDDE program within the reporting period
- ☒ All curbed roadways were swept at least once within the reporting period
- ☒ Updated outfall and interconnection inventory and priority ranking as needed

Optional: If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above annual requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

IDDE Training - training was not performed during this permit year due to COVID-19 social distancing requirements and limited staff availability.

Charles River Watershed Phosphorus TMDL

- ☒ Completed Legal Analysis

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

As noted in the NOI, MassBay Community College has no regulatory authority, and thus no bylaws, ordinances, or other legal regulatory mechanisms will be enacted or updated under the 2016 MS4 Permit. Consequently, MassBay does not have any authority over any regulatory mechanisms that may be necessary to effectively implement the Phosphorus Control Plan.

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:

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**: 1

*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: Stormwater Education Flyer

Message Description and Distribution Method:

Provide an educational stormwater flyer on lawn care, pet waste disposal, and fertilizer/pesticide usage at various locations on campus.

Targeted Audience: Students

Responsible Department/Parties: Facilities Department

Measurable Goal(s):

Provide flyers for pickup in at least one location on campus.

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:

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**:

SWMP Plan for Download - MassBay has posted the SWMP Plan on its website along with contact information to allow 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**:

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: 0

Number of SSOs removed: 0

MS4 System Mapping

Below, check all that apply.

The following elements of the Phase I map have been completed:

☒ Outfalls and receiving waters
☒ Open channel conveyances
☒ Interconnections
☒ Municipally-owned stormwater treatment structures
☒ Waterbodies identified by name and indication of all use impairments
☒ Initial catchment delineations

Optional: Describe any additional progress you made on your map during this reporting period or provide additional status information regarding your map:

MassBay has completed all mapping requirements under the 2016 Permit. Catch basins, manholes, outfalls, pipe connectivity, interconnections with other MS4s, structural stormwater BMPs, and receiving waterbodies, along with catchment delineations, have been mapped.

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:

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

Number of outfalls screened: 4

Catchment Investigations

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

○ The catchment investigation data is attached to the email submission

○ The catchment investigation data can be found at the following website:

N/A, none completed to date

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

Number of catchment investigations completed this reporting period: 0

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

Percent of total catchments investigated: 0

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

N/A, not yet started

IDDE Progress

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

○ The illicit discharge removal report is attached to the email submission

○ The illicit discharge removal report can be found at the following website:

N/A, none found to date

*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: 0

Number of illicit discharges removed: 0

Estimated volume of sewage removed: 0 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:

N/A, none found to date

Employee Training

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

Training was not performed during this permit year due to COVID-19 social distancing requirements and limited staff availability.

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: 0

Number of inspections completed: 0

Number of enforcement actions taken: 0

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

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

Ordinance or Regulatory Mechanism

Below, select the option that describes your ordinance or regulatory mechanism progress.

- ○ Bylaw, ordinance, or regulations are updated and adopted consistent with permit requirements
- ○ Bylaw, ordinance, or regulations are updated consistent with permit requirements but are not yet adopted
- ◉ Bylaw, ordinance, or regulations have not been updated or adopted

As-built Drawings

Describe the measures the MS4 has utilized to require the submission of as-built drawings and ensure long term operation and maintenance of completed construction sites:

Not Applicable. As noted in the College's NOI, MassBay is not responsible for this item as there are no subdevelopers constructing within the MassBay campus and all projects are for the college itself. MassBay and DCAMM are jointly responsible for long-term operation and maintenance.

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:

As noted in the College's NOI, this item is not applicable.

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:

As noted in the College's NOI, this item is not applicable.

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:

As noted in the NOI, the entire campus is owned by MassBay Community College. Instead of identifying 5 facilities, MassBay will identify 5 potential areas on campus that could be suitable for structural BMP modification or retrofit. This will be completed during future permit years.

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: 0

Number of catch basins cleaned: 0

Total volume or mass of material removed from all catch basins: 0 [Select Units]

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

Total number of catch basins: 40

If applicable:

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

Not yet applicable.

Street Sweeping

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

- ○ Number of miles cleaned:
- ◉ Volume of material removed: 3 cubic yards
- ○ Weight of material removed: [Select Units]

O&M Procedures and Inventory of Permittee-Owned Properties

Below, check all that apply.

The following permittee-owned properties have been inventoried:

- ☒ Parks and open spaces
- ☒ Buildings and facilities
- ☒ Vehicles and equipment

The following O&M procedures for permittee-owned properties have been completed:

- ☒ Parks and open spaces
- ☒ Buildings and facilities
- ☒ Vehicles and equipment

Stormwater Pollution Prevention Plan (SWPPP)

*Below, report on the number of site inspections for facilities that require a SWPPP completed **during this reporting period**.*

Number of site inspections completed: 0

Describe any corrective actions taken at a facility with a SWPPP:

Not applicable, no corrective actions have been taken to date. Note that a SWPPP for the facility was completed on June 30, 2020. Quarterly site inspections will begin during Year 3.

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:

N/A, not started yet.

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:

Stormwater BMPs - MassBay's three stormwater BMPs were inspected in November 2019 and maintenance performed during spring 2020. Maintenance generally included removal of debris, adding a filter sock to prevent erosion, and reestablishing plantings.

COVID-19 Impacts

Optional: If any of the above year 2 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

Public Education and Participation - flyers were made available at the college have been unavailable for approximately 6 months due to COVID-19 requiring closure of the college.

IDDE Training - training was not performed during this permit year due to COVID-19 social distancing requirements and limited staff availability.

Catch Basin Cleaning - catch basins were not cleaned during this permit year due to COVID-19 social distancing requirements and limited staff availability.

Activities Planned for Next Reporting Period

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 3 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ☒

- Inspect all outfalls/ interconnections (excluding Problem and Excluded outfalls) for the presence of dry weather flow
- Complete follow-up ranking as dry weather screening becomes available

Annual Requirements

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all uncurbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- Review inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; update if necessary

Provide any additional details on activities planned for permit year 3 below:

The SWMP Plan and IDDE Plan will be updated during FY-21 to address all work performed through Year 3. This will include incorporating the above items into the SWMP Plan and/or IDDE Plan as necessary, incorporate results from outfall dry weather screening, as well as documenting results of other annual activities below such as BMP inspections.

Part V: Certification of Small MS4 Annual Report 2020

40 CFR 144.32(d) Certification

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

Name: Marcus Edward Title: Assistant VP for Finance

Signature: Marcus Edward Digitally signed by Marcus Edward Date: 2020.09.25 09:03:14 -04'00' Date: 09/25/20

[Signatory may be a duly authorized representative]

Year 1 Annual Report
Massachusetts 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: MassBay Community College

EPA NPDES Permit Number: MAR043003

Primary MS4 Program Manager Contact Information

Name: Joseph DeLisle Title: Director of Facilities

Street Address Line 1: 50 Oakland Street

Street Address Line 2:

City: Wellesley Hills State: MA Zip Code: 02481

Email: jdelisle@massbay.edu Phone Number: (781) 239-2571

Fax Number:

Stormwater Management Program (SWMP) Information

SWMP Location (web address): https://www.massbay.edu/facilities

Date SWMP was Last Updated: June 30, 2019

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)

☐ Bacteria/Pathogens ☐ Chloride ☐ Nitrogen ☐ Phosphorus
☐ Solids/ Oil/ Grease (Hydrocarbons)/ Metals

TMDL(s)

In State: ☐ Assabet River Phosphorus ☐ Bacteria and Pathogen ☐ Cape Cod Nitrogen
☒ Charles River Watershed Phosphorus ☐ Lake and Pond Phosphorus

Out of State: ☐ Bacteria/Pathogens ☐ Metals ☐ Nitrogen ☐ Phosphorus

Clear Impairments and TMDLs

Next, check off all requirements below that have been completed. ***By checking each box you are certifying that you have completed that permit requirement fully.*** *If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.*

Year 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:

    N/A, facility is served by a septic system.
- ☒ 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:

    https://www.massbay.edu/facilities; IDDE Plan, Appendix B
- ☐ 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

Charles River Watershed Phosphorus TMDL

- ☐ Begin Phase 1 Phosphorus Control Plan (PCP)

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:

IDDE and Construction/ Erosion and Sediment Control ordinances - As noted in the NOI, MassBay Community College has no regulatory authority, and thus no bylaws, ordinances, or other legal regulatory mechanisms will be enacted under the 2016 MS4 Permit.

Written Procedures for Site Inspections and Site Plan Review - MassBay does not review site plans for construction projects. Instead, the Massachusetts Department of Capital Asset Management and Maintenance (DCAMM) who manages college development is responsible for reviewing all site plans prior to construction and establishing written procedures for inspections.

Stormwater BMP Inspections - MassBay has developed an inventory of its facility-owned Stormwater BMPs. Inspections will occur during fall 2019, with maintenance performed as needed.

IDDE Training - An employee IDDE Training program will be developed during Year 2, with annual training to be performed starting in Year 2.

PCP Phase 1 - MassBay will begin preparation of its PCP during Year 2, beginning with a legal analysis in accordance with permit schedule requirements.

Part III: Receiving Waters/Impaired Waters/TMDL

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

Yes ☐ No ☒

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

Part IV: Minimum Control Measures

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

MCM1: Public Education

Number of educational messages completed during the reporting period: 1

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: Stormwater Education Flyer

Message Description and Distribution Method:

Provide an educational stormwater flyer on lawn care, pet waste disposal, and fertilizer/pesticide usage at various locations on campus.

Targeted Audience: Students

Responsible Department/Parties: Facilities Department

Measurable Goal(s):

Provide flyers for pickup in at least one location on campus.

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:

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:

SWMP Plan for Download - MassBay has posted the SWMP Plan on its website along with contact information to allow 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 the reporting period:

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: N/A

Number of SSOs removed: N/A

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: N/A

Total number of SSOs removed: N/A

MS4 System Mapping

Describe the status of your MS4 map, including any progress made during the reporting period (phase I map due in year 2):

MassBay has completed all mapping requirements under the 2016 Permit. Catch basins, manholes, outfalls, pipe connectivity, interconnections with other MS4s, structural stormwater BMPs, and receiving waterbodies, along with catchment delineations, have been mapped.

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:

N/A, none completed to date

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

Number of outfalls screened: 0

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

Percent of total outfalls screened: 0%

Catchment Investigations

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

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

N/A, none completed to date

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

Number of catchment investigations completed this reporting period: 0

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

Percent of total catchments investigated: 0%

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

N/A, not yet started

IDDE Progress

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

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

N/A, none found to date

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: 0

Number of illicit discharges removed: 0

Estimated volume of sewage removed: 0 [UNITS]

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: 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:

N/A

Employee Training

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

An employee IDDE Training program will be developed during Year 2, with annual training to be performed starting in Year 2.

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: 0

Number of inspections completed: 0

Number of enforcement actions taken: 0

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:

As noted in the NOI, MassBay Community College has no regulatory authority, and thus no bylaws, ordinances, or other legal regulatory mechanisms will be enacted under the 2016 MS4 Permit.

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:

MassBay is not responsible for this item. Instead, DCAMM is responsible for ensuring long-term operation and maintenance and the submittal of as-built drawings.

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:

N/A, DCAMM is responsible for this item. To be completed during future permit years.

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:

N/A, DCAMM is responsible for this item. To be completed during future permit years.

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:

As noted in the NOI, the entire campus is owned by MassBay Community College. Instead of identifying 5 facilities, MassBay will identify 5 potential areas on campus that could be suitable for structural BMP modification or retrofit. This will be completed during future permit years.

MCM6: Good Housekeeping

Catch Basin Cleaning

Describe the status of the catch basin cleaning optimization plan:

MassBay developed a Catch Basin Cleaning Optimization Plan during Year 1 as a component of its SWMP Pla

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:

https://www.massbay.edu/facilities; SWMP Plan, Appendix D

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: 40

Number of catch basins cleaned: 40

Total volume or mass of material removed from all catch basins: unknocn [UNITS]

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

Total number of catch basins: 40

If applicable:

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

Not yet applicable, pending collection of a second round of catch basin inspections. Note that material quantity tracking will begin during Year 2.

Street Sweeping

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

MassBay developed a Street Sweeping Optimization Plan during Year 1 as a component of its SWMP Plan. This consists of a map displaying sweeping requirements throughout the College and a Standard Operating Procedure (SOP) for completing the sweeping. All impervious roadways and parking areas are required to be swept twice per year.

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

- ◉ Number of miles cleaned: All access roads and
- ○ Volume of material removed: [UNITS]
- ○ Weight of material removed: [UNITS]

If applicable:

For rural uncurbed roadways with no catch basins, describe the progress of the inspection, documentation, and targeted sweeping plan:

Not applicable, all MassBay roads and parking areas are swept.

Winter Road Maintenance

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

MassBay developed SOPs for winter road maintenance during Year 1. These SOPs will be included as part of a larger comprehensive Operation and Maintenance (O&M) Plan during Year 2 that covers other facility operations and stormwater infrastructure.

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:

MassBay is currently developing an inventory of its permittee-owned areas, to be completed by the end of Year 2.

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:

MassBay is currently developing O&M Procedures for its Open Spaces, Buildings and Facilities, and Vehicles and Equipment, to be completed by the end of Year 2. Note that MassBay does not have any formal park areas.

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:

MassBay does not have any formal facilities such as maintenance garages or waste handling facilities as outlined in the permit, however, areas of the college, such as the salt storage shed and surrounding area do require preparation of a SWPPP. MassBay will complete a SWPPP meeting applicable permit requirements by the end of Year 2.

Below, report on the number of site inspections for facilities that require a SWPPP completed during this reporting period.

Number of site inspections completed: 0

Describe any corrective actions taken at a facility with a SWPPP:

N/A, not yet started.

O&M Procedures for Stormwater Treatment Structures

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

MassBay is currently developing an inventory of its facility-owned Stormwater BMPs. Once complete, MassBay will inspect all regulated stormwater BMPs annually and perform maintenance as needed.

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:

N/A, not yet started.

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:

Activities performed during Year 1 include submittal of a Notice of Intent, development of a comprehensive Stormwater Management Program (SWMP) Plan which in part also included development of a Catch Basin Cleaning Optimization Plan and Street Sweeping Optimization Plan, development of a comprehensive Illicit Discharge Detection and Elimination (IDDE) Plan which in part included creation of procedures for identifying and removing illicit discharges along with classifying, prioritizing, and delineating catchment areas. Other activities completed included development of winter operation and maintenance procedures.

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
- 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:

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: NEIL G. BUCKLEY Title: VP/CFO

Signature: Date: 5/30/19

[Signatory may be a duly authorized representative]