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# STORMWATER MANAGEMENT PLAN

MS4 GENERAL PERMIT COMPLIANCE

JUNE 2023

TOWN OF  
**Hamilton**  
MASSACHUSETTS



# SWMP

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## ANNUAL REVISIONS

This document was first finalized in June 2019, in accordance with MS4 Permit requirements for Year 1. The document was updated in June 2023 to reflect accomplishments made during Permit Year 5. The SWMP now includes an updated list of outfalls and receiving waters, and comments on all public education and public engagement efforts that have been completed to date. An Operation and Maintenance (O&M) Plan for municipal operations and facilities has been developed and appended to the SWMP. Standard Operating Procedures for Site Plan Review, Site Inspection, and Enforcement have also been developed and appended to this document.

## STORMWATER MANAGEMENT PLAN

## CERTIFICATION

**Authorized Representative:** All reports, including SWPPPs, inspection reports, annual reports, monitoring reports, reports on training and other information required by the MS4 Permit must be signed by a person described in Appendix B, Subsection 11.A of the 2016 MS4 Permit or by a duly authorized representative of that person in accordance with Appendix B, Subsection 11.B. of the 2016 MS4 Permit. If there is an authorized representative to sign MS4 reports, there must be a signed and dated written authorization.

"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 gathered and evaluated 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, 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."

Printed Name TIMOTHY J. OLSON

Signature  Date 9/25/2023

## 1.0 INTRODUCTION

### 1.1 Regulatory Summary and Purpose

The Federal Water Pollution Control Act (WPCA), initially enacted in 1948, established ambient water quality standards to specify acceptable levels of pollution in lieu of preventing the causes of water pollution. The 1972 amendments to the WPCA, referred to as the Clean Water Act (CWA), implemented measures which were focused on establishing effluent limitations on point sources, or ‘any discernable, confined, and discrete conveyance... from which pollutants are or may be discharged.’

The 1972 CWA introduced the National Pollutant Discharge Elimination System (NPDES). The NPDES program was established as the fundamental regulatory mechanism of the CWA, requiring direct dischargers of pollutants into waters of the United States to obtain a NPDES permit. Between 1972 and 1987, the NPDES permit program focused on improving surface water quality by reducing pollutants of industrial process wastewater and municipal sewage. During this period, several nationwide studies on water quality, most notably the United States Environmental Protection Agency (EPA) National Urban Runoff Plan (NURP), identified stormwater discharges as a significant source of water pollution.

The results of the NURP and similar studies, resulted in the reauthorization of the CWA in 1987 with the passage of the Water Quality Act (WQA). The WQA established a legal framework and required EPA to develop a comprehensive phased program for regulating municipal and industrial stormwater discharges under the NPDES permit program.

The NPDES Phase 1 Rule, which was issued in November 1990, addressed stormwater dischargers from medium to large municipal separate storm sewer systems (MS4s), which were communities serving a population of at least 100,000 people, as well as stormwater discharges from 11 categories of industrial activity.

The NPDES Phase 2 Rule, which was promulgated in December 1999, addressed small MS4s serving a population of less than 100,000 people in urbanized areas. The Phase 2 Rule requires nationwide coverage of all operators of small MS4s that are located within the boundaries of the Bureau of the Census-defined “urbanized area” (UA) based on the latest decennial census. The Phase 2 rule requires that all MS4s located within “urbanized areas” automatically comply with the Phase 2 stormwater regulations. Appendix B of this report provides a map of the Phase II stormwater “permit compliance area” for Hamilton as determined by the USEPA using the latest decennial (year 2010) census. Since Hamilton is located within an urbanized area, the EPA has designated the Town of Hamilton as a Phase 2 Community, which must comply with the NPDES regulations. In the Commonwealth of Massachusetts, the EPA retains primacy as the Phase 2 permitting authority. On May 1, 2003, the EPA and the Massachusetts Department of Environmental Protection (MADEP) jointly issued the NPDES General Permit for Discharges from Small MS4s and in July 2003, Hamilton submitted the required Notice of Intent (NOI) for inclusion under this General Permit.

The 2003 NPDES Phase 2 MS4 General Permit (2003 MS4 Permit) required the Town of Hamilton to develop, implement, and enforce a Stormwater Management Program (SWMP). The objectives of the



SWMP were to reduce the discharge of pollutants from the MS4 to the maximum extent practicable, to protect water quality, and to satisfy the appropriate water quality requirements of the CWA.

This Stormwater Management Plan will specifically satisfy the requirements set forth by the NPDES Phase 2 regulations which expanded Phase 1's efforts to preserve, protect, and improve the nation's water resources from polluted stormwater runoff to include additional operators of "traditional" (i.e. cities and towns) and "non-traditional" (i.e. Federal and state agencies) MS4s. The 2003 MS4 Permit expired on May 1, 2008, but was administratively continued for covered permittees until a new MS4 Permit was issued on April 4<sup>th</sup>, 2016, and became effective on July 1, 2018. A copy of the 2016 MS4 Permit is included in Appendix C. On October 1, 2018, the town submitted a Notice of Intent to EPA to obtain coverage under the 2016 MS4 Permit. A copy of this Notice of Intent is included in Appendix D. EPA posted the town's Notice of Intent for public comment on March 1, 2019 for a 30-day period. The town received authorization from EPA to discharge under the 2016 MS4 Permit on April 5, 2019.

Since the Town of Hamilton was previously covered under the 2003 Small MS4 General Permit, the town currently has many practices and programs in place related to stormwater management and pollution prevention. This plan coordinates and incorporates these programs, policies, guidelines and practices into one document and expands their reach to encompass the requirements and goals of the 2016 MS4 Permit. The objectives of the MS4 Permit are accomplished through the implementation of Best Management Practices (BMPs) for each of the following six minimum control measures.

1. Public education and outreach
2. Public involvement / participation
3. Illicit discharge detection and elimination
4. Construction site stormwater runoff control
5. Post-construction stormwater management in new development or redevelopment
6. Pollution prevention/good housekeeping

The town's efforts to comply with these BMPs, as outlined in their Notice of Intent, are included in Section 2.0.

## 1.2 Town Governance and Structure

The Board of Selectman functions as the Chief Executive body of the Town of Hamilton. The Board acts as the chief policy making body of the Town and directly supervises, the activities of the Town Manager. The Town Manager is responsible for supervising the day to day operation of all town departments falling under the direct control of the Board of Selectman.

Various entities within the town have the responsibility for implementation of the MS4 Permit requirements as outlined in this plan and include the following:

- Department of Public Works
- Board of Health

Specific representatives from each of these departments or committees that are responsible for implementation of the SWMP are outlined in the table below:

Table 1.1 PARTIES RESPONSIBLE FOR SWMP IMPLEMENTATION		
Name	Title	Affiliation
Patrick Reffett	Director of Planning & Inspectional Services	Planning Board
Timothy Olson	Director	Department of Public Works

### 1.3 Town Demographic Information

Hamilton is in Essex County and has a total area of 14.9 square miles (38.9 square kilometers). It is bordered by Ipswich to the north, Essex to the northeast, Topsfield to the west, Wenham to the south. As of 2010, the population was 7,764 and includes one neighborhood, South Hamilton.

Territory comprised of densely settled tracts and adjacent urban developed areas that meet the minimum population requirements set forth by the EPA, according to the 2000 and 2010 census data, shall be referred to as urbanized area. Rural land uses and sparsely populated tracts shall be categorized as non-regulated for the purposes of the MS4 permit. Hamilton is mainly comprised of urbanized area (UA) as shown in the regulated area map in Appendix B and only 4.8% of the town is water.

Hamilton has two principal highway located within its boundaries Route 1A, known locally as Bay Road which runs southwest to northwest and Route 22. There are approximately 3.5 miles of state-maintained roadways within town.

Climate within the Town of Hamilton ranges from January average minimum temperature of 18 degrees Fahrenheit (°F) to July average maximum temperature of 80.5°F. The average annual precipitation is 49 inches, distributed throughout the year. The rainiest month is November, with approximately 4.50 inches of rain.

### 1.4 Water Resources

The town is located within the boundaries of the Ipswich and North Coastal watersheds. Each water body is identified by the name and segment ID number. The primary waterbodies are the Miles River (MA92-03), Chebacco Lake (MA93014), Black Brook (MA92-19) and Beck Pond (MA93003). The Miles River (MA92-03) requires a TMDL, extending from the outlet to the Longham Reservoir in Beverly to the confluence with the Ipswich River in Ipswich, according to the Final 2016 303(d) list. All impairments and outfalls discharging to these water bodies are summarized in Table 1.2 below:

**Table 1.2**  
**RECEIVING WATERS AND IMPAIRMENTS**

Waterbody	Impairment	Number of Outfalls Discharging to Receiving Water
Miles River (MA92-03)	Benthic Macroinvertebrates, Dissolved Oxygen	10
Chebacco Lake (MA93014)	Curly-leaf pondweed*, Fanwort*	1
Black Brook (MA92-19)	None	0
Beck Pond (MA93003)	None	5

\*TMDL not required (Non-pollutant)

### 1.5 Interconnections

The Town of Hamilton has no interconnections that flow into other MS4 systems. Massachusetts Department of Transportation flows into the Town of Hamilton's system on Route 1A.

### 1.6 Endangered Species and Historic Properties Determination

The 2016 MS4 Permit requires that Hamilton demonstrate that all activities regulated under this permit will not adversely affect endangered and threatened species or critical habitat, or impact federal historic properties on the National Register of Historic Properties (NRHP). The town must demonstrate that there is no critical habitat for any endangered species within its boundaries, and if such a habitat exists, that no best management practice shall interfere with that habitat. Hamilton must also certify that no discharge will affect a property that is listed or eligible for listing on the NRHP, that any such effects have written acknowledgements from the State Historic Preservation Officer (SHPO), Tribal Historic Preservation Officer (THPO), or other representative that such effects shall be mitigated, and written proof that any best management practices constructed under this permit will include measures to minimize harmful effects on these properties.

Through consultation with the US Fish & Wildlife Service (USFWS), it was determined that the only threatened species within Hamilton is the northern long-eared bat. Correspondence with USFWS is appended to the town's Notice of Intent included in Appendix D. Actions currently included in this SWMP will not affect this species. Therefore, the town has determined that it can certify eligibility under USFWS Criterion C for coverage under the permit. Prior to construction of any structural BMPs, the town will consult with USFWS to confirm that the proposed project will not impact the northern long-eared bat or any other endangered or threatened species that may be identified in the future.

Hamilton can certify eligibility under Criterion A on their Notice of Intent for coverage under the permit because the town was previously covered under the 2003 MS4 Permit, and conditions have not changed since that determination. The town does have multiple federal historic properties, each property is identified by a name and it's National Register Information System number these properties include: Asbury Grove Historic District (#09000935) and Hamilton Historic District (73000300) and five historic buildings; Brown House (90000223), Austin Brown House (90000222), Community House (11000265),

Emeline Patch House (90000221), and Woodberry-Quarrels House (90000224). These historic properties are located at a minimum of 500 feet away from any impaired water body. It has been determined to be very unlikely that any disturbance would impact these properties. Prior to construction of any structural BMPs, the town will consult with the State Historic Preservation Officer by submitting a completed Project Notification Form to confirm that the proposed project will not impact any federal historic properties.

### 1.7 Increased Discharges

Any increased discharges (including increased pollutant loadings) through the MS4 to waters of the United States are subject to Massachusetts antidegradation regulations at 314 CMR 4.04. Section 2.1.2 of the 2016 MS4 Permit requires the Town of Hamilton to comply with the provisions of 314 CMR 4.04 including information submittal requirements and obtaining authorization for increased discharges where appropriate. Any authorization by MassDEP for an increased discharge is required to be incorporated into this SWMP.

The Town understands that there shall be no increased discharges, including increased pollutant loadings from the MS4 to impaired waters listed in categories 5 or 4b on the most recent Massachusetts Integrated Report of Waters listed pursuant to Clean Water Act section 303(d) and 305(b) unless the Town demonstrates that there is no net increase in loading from the MS4 to the impaired water of the pollutant(s) for which the waterbody is impaired. If necessary, the Town of Hamilton will demonstrate compliance with this provision by either:

- Documenting that the pollutant(s) for which the waterbody is impaired is not present in the MS4's discharge and retaining documentation of this finding with the SWMP; or
- Documenting that the total load of the pollutant(s) of concern from the MS4 to any impaired portion of the receiving water will not increase as a result of the activity and retain documentation of this finding in the SWMP. Unless otherwise determined by the Permittee, USEPA or by MADEP that additional demonstration is necessary, compliance with the requirements of Part 2.2.2 and Part 2.3.6 of this permit, including all reporting and documentation requirements, shall be considered as demonstrating no net increase as required by this part.

### 1.8 Surface Water Drinking Supplies

Section 3.0 of the MS4 Permit requires permittees to prioritize discharges to public drinking water supply sources in implementation of the SWMP. The Town does not have any discharges to surface drinking water supply sources or their tributaries.

## 2.0 MINIMUM CONTROL MEASURES

### 2.1 Introduction

This section of the report provides a summary of the regulatory requirements for each of the six minimum control measures as defined under the MS4 General Permit by the EPA. It also provides a summary of those stormwater management practices that the town currently employs. As part of the requirements of the Notice of Intent submitted to EPA on October 1, 2018, as included in Appendix D, the town has established a list of the Best Management Practices (BMPs) that it plans to implement in order to comply with each of the six minimum control measures. These BMPs will be implemented over the next five years (i.e. the permit term). However, the town will have up to 20 years to implement some of the permit requirements as indicated. The town's progress with respect to implementation of the BMPs, and other stormwater related activities, are summarized in annual reports submitted to EPA in accordance with the MS4 Permit. Under the 2003 MS4 Permit, the Town made significant progress in compliance with the requirements of the 2016 MS4 Permit. The Town of Hamilton submitted 14 annual reports to EPA, in compliance with the 2003 MS4 Permit, between 2004 and 2018. Links to these reports are included in Appendix E.

The BMPs selected for each minimum control measure are summarized and briefly described in this section. Specific details for each BMP including measurable goals, implementation dates and individuals responsible for implementation are stated in each of the respective sections for each control measure in this plan. The Director of Planning, Conservation Commission Coordinator and the Department of Public Works Director (or assigned designee) will be responsible for implementation and/or future enforcement of each of the BMPs for the six minimum control measures.

Compliance with requirements of the permit related to water quality limited waters and approved TMDLs is included in Section 6.

### 2.2 Permit Requirements and Implementation Timeframes

#### 2.2.1 Public Education and Outreach

The public education and outreach minimum control measure requires the town to make educational information available to the public and other stakeholders specified by the permit. Hamilton has been participating in public education and outreach activities since the 2003 MS4 Permit was enacted.

#### Regulatory Requirement:

Section 2.3.2 of the 2016 MS4 General Permit requires permittees to "implement an education program that includes educational goals based on stormwater issues of significance within the MS4 area. The ultimate objective of a public education program is to increase knowledge and change behavior of the public so that pollutants in stormwater are reduced."

#### Existing Town Practices:

Since the 2003 MS4 Permit became effective, the Town of Hamilton has implemented several public education initiatives. Educational posters addressing stormwater pollution prevention and construction

BMPs, were at times displayed in the Town Hall and the schools. Additionally, the DPW has stenciled an estimated 215 catch basins as part of a previous Permit Year's control measures.

In addition to all the work being performed by the town at present, this new iteration of the permit requires additional public education measures. Hamilton must distribute two targeted messages within five years to the following audiences, spaced at least one year apart for each audience:

1. Residents
2. Businesses, Institutions and Commercial Facilities
3. Developers (Construction)
4. Industrial Facilities

In order to accomplish this, the town partnered with the Greenscapes North Shore Coalition in January 2020 and continues to work with them. The town has implemented and plans to implement the following BMPs:

**BMP: Displays/Posters Kiosks**

**Description:** Continue to increase General Public-Knowledge of the impact of stormwater discharges to water bodies within the community. Identify where the public can reduce pollutants in stormwater runoff.

**Targeted Audiences:** Residents

**Responsible Department/Parties:** DPW Operations

**Measurable Goals:** Supply Town offices/library/schools with displays and/or posters. Track number of posters/displays utilized.

**Message Dates:** Completed in permit year 1 (FY2019)

**BMP: Message Posted to Town Website**

**Description:** A message was posted to the Town website referencing dumpster best practices to line up with the potential issues at the single industrial facility in Hamilton.

**Targeted Audiences:** Industrial Facilities

**Responsible Department/Parties:** DPW Operations

**Measurable Goals:** Track number of webpage visits

**Message Dates:** Completed in permit year 1 (FY2019)

**BMP: Brochures/Pamphlets**

**Description:** Continue to educate Contractors on the Town's stormwater erosion and sediment control requirements.

**Targeted Audiences:** Developers (Construction)

**Responsible Department/Parties:** Planning/DPW Operations

**Measurable Goals:** Distribute/make brochures available at Town Hall and maintain a list of all recipients.

**Message Dates:** To be completed fiscal year 2 and year 5 and continued for the duration of the permit. (FY2020) and (FY2023). The brochures/pamphlets for year 2 were supplemented by Greenscapes North Shore Coalition public education material. The supplemental deliverables are listed at the end of this section.

**BMP: Web Page**

**Description:** Update the Town's website to include information on vehicle maintenance, fertilizer use, parking lot sweeping, ice removal optimization, and waste/material storage for local businesses.

**Targeted Audiences:** Businesses, Institutions and Commercial Facilities

**Responsible Department/Parties:** DPW Operations/ Town Manager



**Measurable Goals:** Modify the ThinkBlue targeted information to use on the Town's website and track the interaction with the site.

**Message Dates:** To be completed fiscal year 2 and continued for the duration of the permit (FY2020). The website update for year 2 was supplemented by Greenscapes North Shore Coalition public education material. The supplemental deliverables are listed at the end of this section.

#### **BMP: Web Page**

**Description:** Continue to maintain and update the Town's website to provide information to residents regarding stormwater management and the Town's illicit discharge detection and elimination program.

**Targeted Audiences:** Residents

**Responsible Department/Parties:** DPW Operations/ Town Manager

**Measurable Goals:** Continue to maintain website annually, track interaction with the site and who the information is reaching.

**Message Dates:** Completed in fiscal year 3 and continued for the duration of the permit (FY2021).

#### **BMP: Brochures/Pamphlets**

**Description:** Make available to developer's information on green infrastructure practices for construction projects.

**Targeted Audiences:** Developers (Construction)

**Responsible Department/Parties:** Planning/DPW Operations

**Measurable Goals:** Distribute/make brochures available at Town Hall and maintain a list of all recipients.

**Message Dates:** Completed during Permit Year 4 (FY2022) and continued for the duration of the permit (FY2021). It was determined that this effort would better coincide with the year 4 permit requirements.

#### **BMP: Brochures/Pamphlets**

**Description:** Distribute educational materials to industrial properties regarding stormwater best management practices, including equipment inspection, waste disposal, dumpster maintenance, use and storage of de-icing materials, and parking lot sweeping.

**Targeted Audiences:** Industrial Facilities

**Responsible Department/Parties:** DPW Operations

**Measurable Goals:** Track the number of industrial facilities reached.

**Message Dates:** Completed Permit Year 4 and continued for the duration of the permit (FY2022).

#### **BMP: Brochures/Pamphlets**

**Description:** Distribute brochures to include information on vehicle maintenance fertilizer use, parking lot sweeping, ice removal optimization, and waste/material storage for local businesses.

**Targeted Audiences:** Businesses, Institutions and Commercial Facilities

**Responsible Department/Parties:** DPW Operations

**Measurable Goals:** Track the number of businesses and institutions to which pamphlets are distributed

**Message Dates:** Completed during Permit Year 5 (FY2023) and continued for the duration of the permit (FY2023).

#### **Greenscapes North Shore Coalition – Supplemental Deliverables**

**BMP Name:** What Not to Flush (Video 1)

**Message Description and Distribution Method:** An instructional video that broadly describes the different water systems at work within our watersheds and the importance of protecting all of them. After going into more detail about the wastewater system, it takes viewers through an experiment that illustrates the importance of keeping wipes out of the wastewater stream. Created by the Greenscapes Coalition in

place of the Keeping Water Clean in-person program. The video was posted on Vimeo and Salem Sound Coastwatch Facebook, is available on the Greenscapes website and was shared with municipal staff in the Greenscapes newsletter.

**Audience:** Residents

**Responsible Parties:** Greenscapes North Shore Coalition & Municipal Staff

**Measurable Goal:** 200 views on Vimeo, 1343 people reached on Facebook

**Delivery Date(s):** April 2020 posted by Greenscapes, August 2020 shared with municipal staff.

**BMP Name:** What Not to Flush (Video 2)

**Message Description and Distribution Method:** Distribution of an abridged version of the original "What Not to Flush" Greenscapes activity video. This experiment video illustrates why wipes and oils and greases cannot be flushed down our sinks or toilets. Video was posted on youtube and vimeo, is available on the Greenscapes website and was sent to municipal staff in Greenscapes newsletter.

**Audience:** Residents

**Responsible Parties:** Greenscapes North Shore Coalition & Municipal Staff

**Measurable Goal:** 14 views on Greenscapes Youtube, 15 views on Greenscapes Vimeo  
(not including views of embedded video in classroom materials)

**Delivery Date(s):** Posted by Greenscapes November 23, 2020, Sent to municipal staff December 1, 2020

**BMP Name:** Greenscapes "Water Smart" Post

**Message Description and Distribution Method:** Social media post with sustainable lawn watering tips and some common misconceptions about outdoor water usage.

**Audience:** Residents

**Responsible Parties:** Greenscapes North Shore Coalition & Municipal Staff

**Measurable Goal:** Shared with 75 municipal staff July 2019. Posted on GNSC Facebook May 2020.

**Delivery Date(s):** July 2019, May 2020

**BMP Name:** World Beneath Our Feet (Video)

**Message Description and Distribution Method:** An instructional video that takes the audience through an experiment that explores how plants (grass seed) grows with different types of fertilizer; chemical fertilizer versus all natural. Created by the Greenscapes Coalition as a supplement to other Keeping Water Clean related videos. This video was posted on Vimeo Greenscapes and Salem Sound Coastwatch Facebook, it is available on the Greenscapes website and was shared with municipal staff in the Greenscapes newsletter.

**Audience:** Residents

**Responsible Parties:** Greenscapes North Shore Coalition & Municipal Staff

**Measurable Goal:** 76 views on Vimeo, 200 people reached on Facebook

**Delivery Date(s):** Posted by Greenscapes on May 26, 2020, Shared to municipal staff August 25th, 2020

**BMP Name:** Greenscapes "Keep Drains Clear" Post

**Message Description and Distribution Method:** Social media post describing the importance of keeping storm drains clear of yard debris and trash.

**Audience:** Residents **Responsible Parties:** Greenscapes North Shore Coalition & Municipal Staff

**Measurable Goal:** Shared with 75 municipal staff October 2019. Posted on GNSC Facebook May 2020

**Delivery Date(s):** Oct 2019, May 2020

**BMP Name:** "Good Septic Owner" Social Media Post

**Message Description and Distribution Method:** Distribution of EPA's "10 Ways to be a Good Septic Owner" lists in both english and spanish. The list includes 10 tips for sustainable septic maintenance.

The graphics were posted on Greenscapes Facebook, are available on the Greenscapes website and were shared with municipal staff in the Greenscapes newsletter.

**Audience:** Residents

**Responsible Parties:** Greenscapes North Shore Coalition & Municipal Staff

**Measurable Goal:** 14 people reached through Facebook

**Delivery Date(s):** Posted by Greenscapes on September 16, 2020, Shared with municipal staff on Sept. 17, 2020, Re-shared with municipal staff on March 3, 2021

**BMP Name:** EPA "Do Your Part, Be Septic Smart" Post

**Message Description and Distribution Method:** Distribution of EPA's "Do Your Part, Be Septic Smart" Infographic that includes tips for homeowners about proper septic maintenance. Graphic was posted on Greenscapes Facebook, is available on the Greenscapes website and was shared with municipal staff in the Greenscapes newsletter. Social media post containing information and tips for proper septic system maintenance.

**Audience:** Residents

**Responsible Parties:** Greenscapes North Shore Coalition & Municipal Staff

**Measurable Goal:** 11 people reached through Facebook

**Delivery Date(s):** Posted by Greenscapes September 16, 2020

**BMP Name:** Greenscapes "Unflushables" Post

**Message Description and Distribution Method:** Distribution a graphic created by Greenscapes that lists many of the commonly flushed "unflushables", such as wipes, q-tips, dental floss, contact lenses, tampons, oils and grease. The graphic is available on the Greenscapes website and was posted on Greenscapes social media.

**Audience:** Residents

**Responsible Parties:** Greenscapes North Shore Coalition & Municipal Staff

**Measurable Goal:** 16 people reached on Greenscapes Instagram, 8 people reached on Greenscapes Facebook

**Delivery Date(s):** Posted by Greenscapes November 18, 2020

**BMP Name:** "Help the Melt" Post

**Message Description and Distribution Method:** Distribution of a graphic created by the Andover DPW about keeping storm drains clear of ice and snow. Graphic was reposted on Greenscapes social media.

**Audience:** Residents

**Responsible Parties:** Greenscapes North Shore Coalition

**Measurable Goal:** 20 people reached on Greenscapes Instagram

**Delivery Date(s):** Posted by Greenscapes December 24, 2020

**BMP Name:** Keeping Water Clean - School Program

**Message Description and Distribution Method:** Distribution of virtual classroom materials that engage 5th grade students in several activities/experiments designed to raise their stormwater and water conservation awareness. Students learn what a watershed is, what stormwater, groundwater and wastewater are, how they can negatively or positively affect those water systems and how they can become better stewards of their watershed(s). Materials include 3 "chapters" of watershed learning in the form of powerpoints, videos, hands-on experiments, quizzes and more. All materials are available on the Greenscapes website and were shared directly with 5th grade educators throughout the region.

**Audience:** Residents

**Responsible Parties:** Greenscapes North Shore Coalition

**Measurable Goal:** Sent to 113 teachers in the Greenscapes region

**Delivery Date(s):** Sent to teachers on January 29, 2021, Resent to teachers on February 22, 2021

**BMP Name:** ThinkBlueMA "Fowl Water" Video

**Message Description and Distribution Method:** Distribution of a video created by ThinkBlueMA that defines stormwater and explains the impact of pollution like trash, oil, cigarettes and dog poop on stormwater and our waterways. The video is available on the Greenscapes website, the ThinkBlueMA website, and was spread as an advertisement on Facebook, Instagram and Youtube.

**Audience:** Residents

**Responsible Parties:** ThinkBlueMA, Greenscapes North Shore Coalition

**Measurable Goal:** 678,448 impressions in Greenscapes region

**Delivery Date(s):** Advertisement run from May 17 to June 4, 2021

**BMP Name:** Lawn Care Post

**Message Description and Distribution Method:** Distribution of an infographic created by ThinkBlueMA that illustrates several tips for sustainable lawn care such as getting your soil tested, limiting use of nitrogen & phosphorous rich fertilizers, leaving leaf litter to naturally fertilize lawns and gardens, and more. Graphic is available on the Greenscapes website and was shared with municipal staff in the Greenscapes newsletter.

**Audience:** Residents

**Responsible Parties:** Greenscapes North Shore Coalition & Municipal Staff

**Measurable Goal:** Varied

**Delivery Date(s):** Sent to municipal staff April 29, 2021

**BMP Name:** Pesticides 101 – Webinar

**Message Description and Distribution Method:** Distribution of a webinar recording, originally hosted by Sustainable Marblehead. Speaker Chip Osborne discusses sustainable landscaping tips such as limited pesticide use and/or using organic alternatives. Recording was shared with municipal staff in the Greenscapes newsletter.

**Audience:** Residents

**Responsible Parties:** Greenscapes North Shore Coalition

**Measurable Goal:** Varied

**Delivery Date(s):** Sent to municipal staff April 29, 2021

**BMP Name:** Rain Garden Post

**Message Description and Distribution Method:** Distribution of a Rain Garden infographic created by Greenscapes that describes the different functions of a rain garden and encourages homeowners to explore the possibility of installing one in their yards. Infographic is available on Greenscapes website and was shared with municipal staff via Greenscapes newsletter.

**Audience:** Residents

**Responsible Parties:** Greenscapes North Shore Coalition

**Measurable Goal:** Varied

**Delivery Date(s):** Sent to municipal staff April 29, 2021

**BMP Name:** Industrial Brochure

**Message Description and Distribution Method:** Distribution of a one page "brochure" designed for industrial audiences that details BMPs for industrial sites, and the importance of keeping waste like salts, heavy metals, oils and other hazardous materials out of our surface waters. the brochure is available on the Greenscapes website and was sent to municipal staff in the Greenscapes newsletter. The newsletter

also included distribution tips such as: posting the brochure to town websites, mailing it to industrially zoned parcels, etc.

**Audience:** Industrial Facilities

**Responsible Parties:** Greenscapes North Shore Coalition

**Measurable Goal:** Varied

**Delivery Date(s):** Sent to municipal staff on October 1, 2020

**BMP Name:** Pet Waste Brochure/ Rack Card

**Message Description and Distribution Method:** Reprint and distribution of Pet Waste rack card, urging dog owners to "Scoop the Poop".

**Audience:** Residence

**Responsible Parties:** Greenscapes North Shore Coalition

**Measurable Goal:** 500 rack cards (per community) were printed in February 2021.

**Delivery Date(s):** Municipal staff was notified of rack card availability on April 29, 2021.

**BMP Name:** Pet Waste – Social Media

**Message Description and Distribution Method:** Distribution of graphics created by Greenscapes, urging dog owners to "Scoop the Poop". Social media posts and PDFs are available on the Greenscapes website and were shared with municipal staff in the Greenscapes newsletter.

**Audience:** Residence

**Responsible Parties:** Greenscapes North Shore Coalition

**Measurable Goal:** Varied

**Delivery Date(s):** Shared with municipal staff February 3rd, 2021, Re-shared with municipal staff on April 29, 2021

**BMP Name:** "Protect It & Inspect It" Post

**Message Description and Distribution Method:** Distribution of EPA's "Protect It and Inspect It" post, which describes the importance of regularly inspecting and emptying your septic tank. Graphic was posted on Greenscapes Facebook and is available on the Greenscapes website.

**Audience:** Residents

**Responsible Parties:** Greenscapes North Shore Coalition

**Measurable Goal:** 12 people reached on Greenscapes Facebook

**Delivery Date(s):** Posted by Greenscapes September 16, 2020

**BMP Name:** Fall Calendar Post

**Message Description and Distribution Method:** Distribution of a Fall Greenscaping Calendar/Checklist that includes several tips and tricks for sustainable landscaping and yard maintenance. It includes the suggestion of composting yard waste, planting native trees, watering less, using fescue grass mix - all of which would reduce the need/use of chemical fertilizers. the graphic was posted on Greenscapes social media, is available on the Greenscapes website and was shared with municipal staff in the Greenscapes newsletter.

**Audience:** Residents

**Responsible Parties:** Greenscapes North Shore Coalition

**Measurable Goal:** 359 people reached on Greenscapes Facebook, 10 people reached on Greenscapes Instagram

**Delivery Date(s):** Posted by Greenscapes September 30, 2020  
Sent to municipal staff October 1, 2020



**BMP Name:** "Leave the Leaves" Post

**Message Description and Distribution Method:** Distribution of an article from the Ecological Landscape Alliance, detailing the benefits of leaving "leaf litter" in your yard, as opposed to collecting and removing it. The article discusses the resultant biodiversity, nutrient, water retention and chemical reduction benefits of "Leaving the Leaves". Article was posted on Greenscapes Facebook.

**Audience:** Residents

**Responsible Parties:** Greenscapes North Shore Coalition

**Measurable Goal:** 133 people reached on Greenscapes Facebook

**Delivery Date(s):** Posted by Greenscapes October 16, 2020

**BMP Name:** "Yard Waste" Post

**Message Description and Distribution Method:** Distribution of a graphic created by Greenscapes, that encourages homeowners to compost yard waste (either at home or with curbside pickup), and indicates that yard waste does NOT belong in wetlands or in the trash. Graphic is available on the Greenscapes website, was posted on Greenscapes social media and was sent to municipal staff in the Greenscapes newsletter.

**Audience:** Residents

**Responsible Parties:** Greenscapes North Shore Coalition

**Measurable Goal:** 7 people reached on Greenscapes Facebook, 8 people reached on Greenscapes Instagram

**Delivery Date(s):** Sent to municipal staff on October 1, 2020, Posted by Greenscapes November 18, 2020

**BMP Name:** "PPE" Post

**Message Description and Distribution Method:** Distribution of a graphic created by Greenscapes that raises awareness of proper PPE disposal. The graphic reads: "don't want to see dirty masks in your news feed? We don't want to see them on the ground! Masks belong on your face or in the trash". The graphic is available on the Greenscapes website, was posted on Greenscapes social media and shared with municipal staff in the Greenscapes newsletter.

**Audience:** Residents

**Responsible Parties:** Greenscapes North Shore Coalition

**Measurable Goal:** 327 people reached on Greenscapes Facebook, 17 people reached on Greenscapes Instagram

**Delivery Date(s):** Posted by Greenscapes November 30, 2020, Sent to municipal staff December 1, 2020

**BMP Name:** "Halloween Street Litter" Post

**Message Description and Distribution Method:** Distribution of a photo taken by Greenscapes of a decorative halloween witch holding a mask and other litter, along with a sign that reads "Trick or Treat. Please keep litter off the street!". Graphic was posted on Greenscapes social media.

**Audience:** Residents

**Responsible Parties:** Greenscapes North Shore Coalition

**Measurable Goal:** 14 people reached on Greenscapes Instagram

**Delivery Date(s):** Posted by Greenscapes November 18, 2020

**BMP Name:** Crumpled Watershed Activity

**Message Description and Distribution Method:** Distribution of a video created by Greenscapes that takes viewers through an activity normally conducted as part of the Keeping Water Clean program. The activity has viewers/students delineate their own watershed and see where the water goes, how it collects and also considers all of the things that water could run into along the way. Video was posted



on youtube and vimeo, is available on the Greenscapes website and was sent to municipal staff in Greenscapes newsletter.

**Audience:** Residents

**Responsible Parties:** Greenscapes North Shore Coalition

**Measurable Goal:** 13 views on Greenscapes Youtube, 18 views on Greenscapes Vimeo (not including any views of embedded video in classroom materials)

**Delivery Date(s):** Posted by Greenscapes November 23, 2020, Sent to municipal staff December 1, 2020

**BMP Name:** Groundwater Exploration Activity – Video

**Message Description and Distribution Method:** Distribution of Greenscapes activity video that walks viewers through an activity normally conducted as part of the Keeping Water Clean school program. The activity uses an Envision groundwater model that illustrates all of the "water beneath our feet". It helps students visualize how water (and water pollution) are always moving underground, never staying in one final place. It helps students consider how behaviors on land can affect the water underground and eventually even the water we use to drink or swim in. Video was posted on youtube and vimeo and is available on the Greenscapes website.

**Audience:** Residents

**Responsible Parties:** Greenscapes North Shore Coalition

**Measurable Goal:** 106 views on Greenscapes Youtube, 8 views on Greenscapes Vimeo (not including any views of embedded video in classroom materials)

**Delivery Date(s):** Posted by Greenscapes December 21, 2020

**BMP Name:** Salt Alternatives Post

**Message Description and Distribution Method:** Distribution of a graphic created by Greenscapes that makes provides information about some natural alternatives to road salt. Graphic is available on the Greenscapes website, was posted on Greenscapes social media and was shared with municipal staff in the Greenscapes newsletter

**Audience:** Residents

**Responsible Parties:** Greenscapes North Shore Coalition

**Measurable Goal:** Varied

**Delivery Date(s):** Sent to municipal staff on February 3, 2021

**BMP Name:** "Shovel More Salt Less" Post

**Message Description and Distribution Method:** Distribution of a graphic created by the Mystic River Watershed Council, that encourages homeowners to "Salt More, Shovel Less" to reduce the amount of salt that ends up in stormwater and in our waterways. Graphic was posted on Greenscapes social media.

**Audience:** Residents

**Responsible Parties:** Greenscapes North Shore Coalition

**Measurable Goal:** 15 people reached on Greenscapes Facebook  
14 people reached on Greenscapes Instagram

**Delivery Date(s):** Posted by Greenscapes January 8th, 2021

**BMP Name:** Salt Smart Post

**Message Description and Distribution Method:** Distribution of a "More Isn't Always Better" video created by the Salt Smart Collaborative in Illinois. The video illustrates several instances where more isn't always better and applies the same thinking to salt use, while including a few specific suggestions for sustainable winter salt use. Sent to municipal staff in Greenscapes newsletter and posted on Greenscapes social media.

**Audience:** Residents

**Responsible Parties:** Greenscapes North Shore Coalition

**Measurable Goal:** 10 people reached on Greenscapes Facebook

**Delivery Date(s):** Sent to municipal staff February 3, 2021, Posted by Greenscapes February 11, 2021

**BMP Name:** Complete Homeowners Septic Guide - Brochure

**Message Description and Distribution Method:** Distribution of EPA's Complete Homeowner's Septic Guide. The guide explains how a septic system works and details the importance of maintaining it for the sake of the environment and to save homeowners money. It also discusses a proper inspection, maintenance and emptying routine and includes tips and tricks to use water more efficiently in an attempt to put less stress on the septic system. The guide is available on the Greenscapes website and was sent to municipal staff in the Greenscapes newsletter. Included in the newsletter were suggestions on how to share with residents, such as: posting on town websites, new homeowner guides, etc.

**Audience:** Residents

**Responsible Parties:** Greenscapes North Shore Coalition

**Measurable Goal:** Varies

**Delivery Date(s):** Sent to municipal staff March 3, 2021

**BMP Name:** Septic Infographic Post

**Message Description and Distribution Method:** Distribution of an infographic created by ThinkBlueMA that describes "5 Signs Your Tank Needs Cleaning", and includes tips and tricks for proper septic maintenance. Graphic was posted on Greenscapes social media and shared with municipal staff in the Greenscapes newsletter.

**Audience:** Residents

**Responsible Parties:** Greenscapes North Shore Coalition

**Measurable Goal:** 12 people reached on Greenscapes Facebook, 24 people reached on Greenscapes Instagram

**Delivery Date(s):** Sent to municipal staff March 3, 2021, Posted by Greenscapes March 3, 2021

**BMP Name:** Stormwater Pollution Post

**Message Description and Distribution Method:** Distribution of a "Sources of Stormwater Pollution" infographic created by Central MA Stormwater Collaborative. The infographic illustrates many different sources of stormwater pollution and describes the flow of water throughout an average Massachusetts watershed. It also provides tips and tricks for reducing and eliminating stormwater pollution. Posted on Greenscapes social media.

**Audience:** Residents

**Responsible Parties:** Greenscapes North Shore Coalition

**Measurable Goal:** 16 people reached on Greenscapes Instagram

**Delivery Date(s):** Posted by Greenscapes April 24, 2021

**BMP Name:** Rain Garden Post

**Message Description and Distribution Method:** Distribution of a Rain Garden infographic created by Greenscapes that describes the different functions of a rain garden and encourages homeowners to explore the possibility of installing one in their yards. Infographic is available on Greenscapes website and was shared with municipal staff via Greenscapes newsletter.

**Audience:** Residents

**Responsible Parties:** Greenscapes North Shore Coalition

**Measurable Goal:** Varied

**Delivery Date(s):** Sent to municipal staff April 29, 2021

### 2.2.2 Public Involvement / Participation

#### **Regulatory Requirement:**

Section 2.3.3 of the 2016 MS4 Permit requires the permittee to “provide opportunities to engage the public to participate in the review and implementation of the permittee’s SWMP.” Public participation benefits the program by increasing public support, including additional expertise, and involving community groups/organizations.

#### **Existing Town Practices:**

The Town of Hamilton has been proactive in providing opportunities for public participation and involvement in stormwater management practices. The DPW supports volunteers in holding community clean ups throughout the Town. The Ipswich River Watershed Associated also performs cleanups of the river. The DPW holds an annual household hazardous waste removal day in conjunction with the Town of Wenham to dispose of oil-based paints, pesticides, cleaning solvents, cathode ray tubes, tires and mercury containing materials.

#### **BMP: Public Review**

**Description:** SWMP Review

**Responsible Department/Parties:** DPW Operations

**Measurable Goals:** Allow for public review of the SWMP annually. Post the SWMP and Annual Reports on the Town’s website and/or make them available at Town Hall.

**Message Dates:** Completed during Permit Year 1 (FY2019), Year 2 (FY2020), Year 3 (FY2021), Permit Year 4 (FY2022), and Permit Year 5 (FY2023) and to be continued for the duration of the permit.

#### **BMP: Public Participation**

**Description:** Clean-up Day

**Responsible Department/Parties:** DPW Operations

**Measurable Goals:** Support annual community group’s Clean-up Days when scheduled/organized. Report on amount of debris collected annually through this event.

**Message Dates:** Completed within 1 year of the effective date of the permit (FY2019) and to be continued for the duration of the permit. In year 2 of the permit (FY2020) the Clean-up Day did not take place due to COVID-19 restrictions, and has not taken place since.

#### **BMP: Public Participation**

**Description:** Monitoring Teams

**Responsible Department/Parties:** DPW Operations

**Measurable Goals:** Make public announcements to gain participation in inspection and monitoring of catch basins, culverts, and drainage structures.

**Message Dates:** Complete within 1 year of the effective date of the permit (FY2019). There was no public interest in the program. The Town will look into additional ways to gain interest.

#### **BMP: Public Participation**

**Description:** Household Hazardous Waste

**Responsible Department/Parties:** DPW Operations

**Measurable Goals:** Allow residents to dispose of hazardous waste annually in the fall. Track the number of residents that participate, amount, and types of materials collected.

**Message Dates:** Completed during Permit Year 1 (FY2019), Year 2 (FY2020) and Year 3 (FY2021), and to be continued for the duration of the permit.

**BMP: Public Participation**

**Description:** Stormwater Hotline

**Responsible Department/Parties:** DPW Operations

**Measurable Goals:** Continue to support stormwater hotline via the DPW main phone line to encourage residents to report issues to DPW. Track number of calls received

**Message Dates:** Completed in 1 year of the effective date of the permit (FY2019) and to be continued for the duration of the permit.

**BMP: Public Participation**

**Description:** Electronic Waste Collection

**Responsible Department/Parties:** DPW Operations

**Measurable Goals:** Allow for residents to dispose of electronic waste on a monthly basis.

**Message Dates:** Completed in 1 year of the effective date of the permit (FY2019) and to be continued for the duration of the permit.

*2.2.3 Illicit Discharge Detection and Elimination*

**Regulatory Requirement:**

Section 2.3.4 of the 2016 MS4 General Permit requires the permittee to develop a written Illicit Discharge Detection and Elimination (IDDE) program. The IDDE program is designed to “systematically find and eliminate sources of non-stormwater discharges to its municipal separate storm sewer system and implement procedures to prevent such discharges.”

**Existing Town Practices:**

The Town of Hamilton has developed an Illicit Discharge Detection and Elimination (IDDE) Bylaw under the coverage of the 2003 EPA MS4 Permit. The bylaw was adopted at Town Meeting during Permit Year 4 and regulates any illicit discharge/connection to the municipal separate storm sewer system (MS4), and any obstructions to the natural flow of stormwater into the drainage system. The DPW will continue to update the digital stormwater infrastructure map as more investigation is performed through TV, smoke and dye testing if required per sampling results of drain pipe in the town. Lastly, the town will continue their effort to extend IDDE educational outreach through the town’s website to be available at all times.

In addition to these measures, the 2016 permit requires that MS4s rewrite and update the IDDE written program and implementation to include a more extensive dry and wet weather sampling program. After consultation with EPA, Weston and Sampson has determined that a regulated outfall that would qualify for sampling is any outfall that is 100 linear feet from any waterbody of the US that will conceivably discharge to that waterbody. Should that outfall be located at the head of a conveyance system that will direct any flow to a waterbody of the US, that conveyance system outlet shall be sampled. These new permit requirements can be achieved by implementing the following BMPs:

**BMP: Update GIS Drainage Map**

**Description:** Update drainage map in accordance with permit conditions and update annually during the IDDE program implementation.

**Responsible Department/Parties:** DPW Operations

**Measurable Goals:** Update map within 2 years of effective date of permit and complete full system map 10 years after effective date of permit.

**Message Dates:** Updated map within 2 years of effective date of permit and complete full system map 10 years after effective date of permit. (FY2020), (FY2028).

#### **BMP: Written IDDE Program**

**Description:** Create written IDDE program to meet permit conditions

**Responsible Department/Parties:** DPW Operations

**Measurable Goals:** Complete within 1 year of the effective date of permit and update as required

**Message Dates:** Completed in fiscal year 1 after the effective date of permit (FY2019)

#### **BMP: Implement IDDE Program**

**Description:** Implement catchment investigations according to program and permit conditions.

**Responsible Department/Parties:** DPW Operations

**Measurable Goals:** Begin within two years of permit effective date, and complete within 10 years after effective date of permit. Track annually the number of illicit connections that are identified and removed.

**Message Dates:** Completed in fiscal year 2 after the effective date of permit (FY2020) and to be continued for the duration of the permit.

#### **BMP: Employee Training**

**Description:** Train employees on IDDE program components and implementation.

**Responsible Department/Parties:** Health Department/DPW Operations

**Measurable Goals:** Provide training to municipal employees annually. Track the number of employees that receive training.

**Message Dates:** Completed in fiscal year 1 after the effective date of permit (FY2019) and to be continued for the duration of the permit. The IDDE training could not be conducted during Permit Year 2 due to the outbreak of COVID-19, but the Town resumed training in Permit Year 3, Permit Year 4, and Permit Year 5 (FY 2021, FY2022, FY2023).

#### **BMP: Conduct Dry Weather Screening and Sampling**

**Description:** Conduct Dry Weather Screening in accordance with outfall screening procedure and permit conditions.

**Responsible Department/Parties:** DPW Operations

**Measurable Goals:** Visit every regulated outfall based on the initial outfall prioritization ranking, record current conditions, and obtain samples of any flow that is present. Send any samples to an external laboratory to test for the presence of any indicators and place any outfalls with flow present on a list to be tested during wet weather screening.

**Message Dates:** Began in permit year 2 and completed in year 3 (FY2021).

#### **BMP: Conduct Wet Weather Screening**

**Description:** Conduct Wet Weather Screening in accordance with outfall screening procedure and permit conditions.

**Responsible Department/Parties:** DPW Operations

**Measurable Goals:** Less than 24 hours after a rain event, visit any outfall determined to require additional screening during dry weather screening (i.e. any outfall that has one or more system vulnerability factor) and obtain samples of any flow that is present to be sent to an external laboratory to be tested for any indicators.



**Message Dates:** Complete 10 years after the effective date of permit (FY2028).

**BMP: Ongoing Screening**

**Description:** Conduct Dry and Wet weather screening (as necessary).

**Responsible Department/Parties:** DPW Operations

**Measurable Goals:** Complete ongoing outfall screening upon completion of IDDE program

**Message Dates:** To be performed as needed for the duration of the permit (FY2029).

**BMP: Catchment Investigation Procedures**

**Description:** Develop written catchment investigation procedures and incorporate into IDDE Plan.

**Responsible Department/Parties:** DPW Operations

**Measurable Goals:** Complete within 18 months of permit effective date.

**Message Dates:** Completed during permit year 1 after the effective date of permit (FY2019).

**BMP: Assessment and Priority Ranking of Outfalls/Interconnections**

**Description:** Assess and priority rank catchments in terms of their potential to have illicit discharges.

**Responsible Department/Parties:** DPW Operations/Health Department

**Measurable Goals:** Completed during 1 year of the permit effective date (FY2019).

**BMP: Follow-up Ranking**

**Description:** Update catchment prioritization and ranking as dry weather screening information becomes available.

**Responsible Department/Parties:** DPW Operations

**Measurable Goals:** Completed in Permit Year 5 (FY2023).

*2.2.4 Construction Site Stormwater Runoff Control*

**Regulatory Requirement:**

Section 2.3.5 of the 2016 MS4 Permit requires the permittee to create a program to “minimize or eliminate erosion and maintain sediment on site so that it is not transported in stormwater and allowed to discharge to a water of the US through the permittee’s MS4.” The permittee will conduct site plan reviews, site inspections and include procedures for public involvement.

**Existing Town Practices:**

The Town of Hamilton adopted a Stormwater Management Bylaw during Year 4 of the 2003 EPA MS4 Permit. The bylaw regulated both pre- and post-construction erosion control measures for projects that disturb greater than one acre.

To attain compliance with the 2016 MS4 Permit, the town will implement the following BMPs to supplement the guidelines set forth in their Erosion and Sediment Control Ordinance.

**BMP: Site Inspection and enforcement of Erosion and Sediment Control (ESC) measures**

**Description:** Review existing written procedures for site inspections and enforcement and update as needed to meet permit requirements.

**Responsible Department/Parties:** Planning/DPW Operations



**Measurable Goals:** Complete within 1 year of the effective date of permit. Report on the number of site inspections and enforcement actions annually.

**Message Dates:** Completed during permit year 1 (FY2019).

#### **BMP: Site Plan Review**

**Description:** Develop written procedures for the site plan review that meet permit requirements and begin implementation.

**Responsible Department/Parties:** Planning/DPW Operations

**Measurable Goals:** Complete within 1 year of the effective date of permit. Report on the number of site plan reviews conducted, inspections conducted, and enforcement actions taken annually.

**Message Dates:** Completed during 1 year of the effective date of the permit (FY2019).

#### **BMP: Erosion and Sediment Control**

**Description:** Continue to enforce the Town's existing Stormwater Management Rules and Regulations requiring sediment and erosion controls. Review and update existing regulations as needed to ensure that construction operations implement a sediment and erosion control program that includes BMPs that are appropriate for conditions at the construction sit in accordance with permit requirements.

**Responsible Department/Parties:** Planning/DPW Operations

**Measurable Goals:** Continue to enforce existing sediment and erosion control requirements, and update regulations as needed within one year of the permit effective date.

**Message Dates:** Completed during permit year 1 (FY2019).

#### **BMP: Waste Control**

**Description:** The Town's existing Stormwater Management Rules and Regulations include requirements to control wastes at construction sites, including but not limited to, discarded building materials, concrete truck wash out, chemicals, litter, and sanitary wastes.

**Responsible Department/Parties:** Planning/DPW Operations

**Measurable Goals:** Continue to require compliance with existing requirements related to the control of waste at construction sites.

**Message Dates:** Completed during permit year 1 (FY2019).

### *2.2.5 Post-Construction Stormwater Management*

#### **Regulatory Requirement:**

Section 2.3.6 of the 2016 MS4 Permit requires the permittee to require developers to "reduce the discharge of pollutants found in stormwater through the retention or treatment of stormwater after construction on new or redeveloped sites."

In this case, a site is defined as the "area extent of construction activities which includes but is not limited to the creation of new impervious cover and improvement of existing impervious cover."

New Development is defined as construction activity that results in a total earth disturbance area equal to or greater than one acre on land that did not have any impervious area before work began.

Redevelopment is defined as any construction activity that disturbs greater than or equal to one acre and does not meet the requirements to be designated as new development.

**Existing Town Practices and Amendments:**

The Town of Hamilton adopted a Stormwater Management Bylaw during Year 4 of the 2003 EPA MS4 Permit. The bylaw regulated both pre- and post-construction erosion control measures for projects that disturb greater than one acre. Under the new permit, existing requirements will be reviewed for compliance with permit conditions and updated as needed.

In order to comply with the requirements of the 2016 MS4 Permit, the town shall implement the following BMPs:

**BMP: As-built Plans for On-Site Stormwater Control**

**Description:** Continue enforcing existing procedures requiring submission of as-built drawings and an Operation & Maintenance Plan for projects disturbing more than 1 acre. Update as-built requirements and Operation & Maintenance (O&M) requirements as needed to comply with permit requirements.

**Responsible Department/Parties:** Planning/ DPW Operations

**Measurable Goals:** Require submission of as-built plans and long-term O&M for completed projects.

**Message Dates:** Completed 3 years after effective date of permit (FY2021). However, there were no as-builts or O&M Plans submitted during Year 3 of the permit.

**BMP: Target & Rank Properties for BMP Retrofitting**

**Description:** Identify at least 5 permittee-owned properties that could be modified or retrofitted with BMPs to reduce frequency, volume, and pollutant loads associated with stormwater discharges and update annually.

**Responsible Department/Parties:** DPW Operations

**Message Dates:** Completed during Permit Year 4 (FY2022).and will report annually on retrofitted properties for the duration of the permit.

**BMP: Allow for Green Infrastructure**

**Description:** Develop a report assessing existing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist.

**Responsible Department/Parties:** Planning/DPW Operations

**Measurable Goals:** Complete assessment and implement recommendations of the report.

**Message Dates:** Completed during Permit Year 4 (FY2022).

**BMP: Street Design and Parking Lot Guidelines**

**Description:** 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.

**Responsible Department/Parties:** DPW Operations

**Measurable Goals:** Complete assessment and implement recommendations of the report.

**Message Dates:** Completed during Permit Year 4 (FY2022).

**BMP: Ensure the Requirements of the MA Stormwater Handbook are met**

**Description:** Ensure any stormwater controls or management practices for new development and redevelopment meet the retention or treatment requirements of the permit and all applicable requirements of the Massachusetts Stormwater Handbook.

**Responsible Department/Parties:** Planning/ DPW Operations

**Measurable Goals:** Adopt, amendment, or modification of a regulatory mechanism to meet permit requirements.

**Message Dates:** Massachusetts Stormwater Handbook requirements have been added to Hamilton's Stormwater Regulations and is awaiting approval at the towns Planning Board meeting on October 10, 2021.

### *2.2.6 Pollution Prevention / Good Housekeeping*

#### **Regulatory Requirement:**

Section 2.3.7 of the 2016 MS4 Permit requires the permittee to "implement an operations and maintenance program for permittee-owned operations that has a goal of preventing or reducing pollutant runoff and protecting water quality from all permittee-owned operations."

This minimum control measure includes a training component and has the ultimate goal of preventing or reducing stormwater pollution from municipal activities and facilities such as parks and open spaces, buildings and facilities, vehicles and equipment, and providing for the long-term operation and maintenance of MS4 infrastructure.

#### **Existing Town Practices:**

Hamilton has a list of currently employed good housekeeping measures adopted during the 2003 MS4 Permit. Every spring, the Town hires a subcontractor to inspect and clean all the town's catch basins and conduct street cleaning once per year.

To achieve compliance with the 2016 MS4 Permit, catch basins must be no more than 50% full at any given time. To achieve this, all structures must be cleaned, measured, logged and monitored to prevent excessive sediment accumulation. These measures are summarized in the following BMP practices:

#### **BMP: O&M Procedures**

**Description:** Create written operation and maintenance (O&M) procedures addressing proper storage of materials, lawn maintenance and landscaping activities, protective practices, use and storage of petroleum products, employee training, waste management procedures for buildings and facilities, location of fueling areas, evaluation of possible leaks, and storage locations of town-owned vehicles and equipment.

**Responsible Department/Parties:** DPW

**Measurable Goals:** Create and implement standard operation and maintenance procedures for all municipal activities and facilities. The town will be as specific with standard operating procedures as possible and ensure the continued implementation of all maintenance activities.

**Message Dates:** Completed during permit year 2 (FY2020).

#### **BMP: Inventory all Permittee-Owned Property**

**Description:** Inventory all permittee-owned parks and open spaces, buildings and facilities, and vehicles and equipment and update annually.

**Responsible Department/Parties:** DPW

**Measurable Goals:** Create inventory and update annually.

**Message Dates:** Completed during permit year 2 (FY2020).

**BMP: Infrastructure O&M**

**Description:** Establish and implement a program for repair and rehabilitation of MS4 infrastructure.

**Responsible Department/Parties:** DPW

**Measurable Goals:** Create and implement an operation and maintenance plan for stormwater infrastructure.

**Message Dates:** Completed during permit year 2 (FY2020).

**BMP: Stormwater Pollution Prevention Plan (SWPPP)**

**Description:** Create SWPPPs for DPW garage.

**Responsible Department/Parties:** DPW

**Measurable Goals:** Complete plans and implement within 2 years of the permit effective date. Complete inspections on a quarterly basis and training annually in accordance with permit conditions.

**Message Dates:** Completed and implemented within 2 years of the permit effective date (FY2020). The training could not be conducted during Permit Year 2 due to the outbreak of COVID-19. The town was able to complete the training in Permit Year 3, Permit Year 4, and Permit Year 5 (FY2021, FY2022, & FY2023)

**BMP: Catch Basin Cleaning**

**Description:** Develop a catch basin optimization plan and establish schedule for catch basin cleaning such that each catch basin is no more than 50% full and clean catch basins on that schedule.

**Responsible Department/Parties:** DPW

**Measurable Goals:** Clean catch basins on established schedule and report number of catch basins cleaned and volume of material removed annually. The town shall optimize the cleaning effort such that all catch basins have been located, measured, cleaned and monitored to ensure that each basin does not become more than 50% full of sediment and debris.

**Message Dates:** Completed and implemented catch basin optimization plan in permit year 2(FY2020) and continue annually for the duration of the permit.

**BMP: Street Sweeping Program**

**Description:** Sweep all streets and permittee-owned parking lots annually in accordance with permit conditions.

**Responsible Department/Parties:** DPW

**Measurable Goals:** Sweep all streets and permittee-owned parking lots annually.

**Message Dates:** Completed and implemented in permit year 2 (FY2020) and continue annually for the duration of the permit.

**BMP: Road salt use optimization program**

**Description:** Establish and implement a program to minimize the use of road salt.

**Responsible Department/Parties:** DPW

**Measurable Goals:** Implement salt use optimization during deicing season. Track reduction in salt usage based on salt use optimization.

**Message Dates:** Completed and implemented within 1 year after the permit effective date (FY2019).

**BMP: Inspection and maintenance of stormwater treatment structures**

**Description:** Establish and implement inspection and maintenance procedures and frequencies.

**Responsible Department/Parties:** DPW

**Measurable Goals:** Inspect and maintain treatment structures at least annually.

**Message Dates:** Complete and implemented in permit year 1 (FY2019). Hamilton does not own or maintain any stormwater treatment structures at this time.

**BMP: Catch Basin Optimization**

**Description:** Develop and implement a plan to optimize inspection, cleaning, and maintenance of catch basins to ensure that permit conditions are met.

**Responsible Department/Parties:** DPW

**Measurable Goals:** Complete within two years of permit effective date.

**Message Dates:** Completed and implemented within permit year 2 (FY2020).

### 3.0 REGULATORY STANDARDS

#### 3.1 Introduction

In order to prevent pollutants from entering the drainage system and being discharged to the environment with stormwater, Hamilton has implemented a wide variety of Best Management Practices (BMPs) categorized under the six minimum control measures as discussed earlier in this document. The control measure for Post-Construction Stormwater Management is focused on improving stormwater pollution prevention into the future by ensuring that all new construction includes appropriate requirements for BMPs. To ensure post-construction stormwater management, the town previously developed and adopted the following under the 2003 MS4 Permit.

- Regulatory mechanisms establishing legal authority, prohibitions and requirements
- Design and construction standards governing stormwater infrastructure
- Requirements for long-term Operation and Maintenance (O&M) of structural BMPs.

Additional information regarding the town's current regulatory mechanisms adopted under the 2003 MS4 Permit, as well as the status of the town's compliance with the 2016 MS4 Permit regulatory requirements are included in this section.

#### 3.2 Existing Stormwater Regulatory Mechanisms

Under the 2003 MS4 Permit, the town developed new bylaw, as well as rules and regulations, to comply with the permit, and to improve stormwater management town-wide.

##### 3.2.1 *Prohibition of Illicit Discharges to the Storm Drain System*

Hamilton adopted a bylaw entitled, Illicit Discharge Detection and Elimination (IDDE) on October 22<sup>nd</sup>, 2007 (Chapter 30 of the Town's Bylaws). A copy of this bylaw is included in Appendix H.

The bylaw is granted authority by the Home Rule Amendment of the Massachusetts Constitution, Home Rule statutes, and the Clean Water Act, 40 CFR 122.34. This bylaw prohibits non-stormwater discharges to the drainage system. It also provides a specific list of non-stormwater discharges that are permissible under federal regulations, and by reference, local ordinance/bylaw. The Department of Public Works is responsible for enforcement and has the authority to investigate suspected illicit discharges. The town has the authority to suspend or terminate the right to discharge to the MS4 of any discharger, including discharges associated with active construction sites. The bylaw mandates that all spills must be reported to the DPW, and penalties and fines may be levied.

##### 3.2.2 *Stormwater Management and Erosion Control Bylaw*

The 2003 MS4 Permit required the town to develop, implement and enforce a program to address stormwater runoff from construction activities that disturb greater than one acre and discharge into the MS4. That program was also to include projects that disturb less than one acre if the project is part of a larger common plan of development which disturbs greater than one acre. As part of that program, the town was to develop an ordinance or other regulatory mechanism to address construction runoff.



On October 22, 2007, the town held a public hearing where a bylaw titled “Stormwater Management” was adopted (Chapter 29 of the Town’s Bylaws). A copy of this bylaw is included in Appendix H. This bylaw provides the regulatory authority to ensure compliance with the provisions outlined through permitting, inspection, maintenance and enforcement. This bylaw requires that a Stormwater Management Permit is obtained for construction activities that disturb greater than or equal to one acre of land or which disturb less than an acre but are part of a larger plan/development which will ultimately disturb greater than or equal to one acre. Further stormwater management permit rules and regulations were adopted in August 2010 and included in Appendix H.

### 3.2.3 *Rules and Regulations for Stormwater Management and Erosion Control*

For all new development and redevelopment projects, stormwater management systems must meet the town’s retention standard, and be designed such that all stormwater runoff is retained on-site to the Maximum Extent Practicable. The intent of this standard is to provide on-site stormwater retention measures (such as infiltration) for all storm events up to and including the 100-year, 24-hour storm. The Regulations also require sediment and erosion controls at construction sites, as well as the long-term operation and maintenance of BMPs.

## 3.3 **Review of Regulatory Mechanisms for Compliance with the 2016 MS4 Permit**

A comprehensive review was conducted to evaluate whether the town’s existing regulatory mechanisms for construction and post-construction stormwater management comply with the 2016 MS4 Permit requirements, and identify what modifications, if any, are needed to bring the town into compliance.

### 3.3.1 *Construction Site Stormwater Runoff Control*

The 2016 MS4 Permit builds on the requirements of the 2003 MS4 Permit for construction site runoff control and requires the following (Year 1 requirements):

#### **Site Inspection & Enforcement**

**Permit Requirement:** Development of written procedures for site inspections and enforcement of sediment and erosion control measures. These procedures shall clearly define who is responsible for site inspections as well as who has authority to implement enforcement procedures. The program shall provide that the permittee may, to the extent authorized by law, impose sanctions to ensure compliance with the local program. These procedures and regulatory authorities shall be documented in the SWMP.

*Excerpts from Hamilton Regulations that Support Permit Requirement:*

#### **Stormwater Management Permit Rules and Regulations, 5.0 Inspections and Site Supervision**

- A. *“Pre-construction Meeting. Prior to starting clearing, excavation, construction, or land disturbing activity the Applicant, the Applicant’s technical representative, the general contractor or any other person with authority to make changes to the project, shall meet with the Permit Authority designee(s), Technical Review Agent or Inspecting Agent, and any other person designated by the Permit Authority, to review the permitted plans and their implementation.*



- B. Board Inspection. The Permit Authority or its designated agent shall make inspections as hereinafter required and shall either approve that portion of the work completed or shall notify the permittee wherein the work fails to comply with the Stormwater Management Permit as approved. The Permit and associated plans for grading, stripping, excavating, and filling work, approved by the Permit Authority, shall be maintained at the site during the progress of the work. In order to obtain inspections, the permittee shall notify the Permit Authority or its designee at least two (2) working days before each of the following events:*
- 1. Erosion and sediment control measures are in place and stabilized;*
  - 2. Site Clearing has been substantially completed;*
  - 3. Rough Grading has been substantially completed;*
  - 4. Final Grading has been substantially completed;*
  - 5. Close of the Construction Season; and*
  - 6. Final Landscaping (permanent stabilization) and project final completion.*
- C. Applicant Inspections. The Applicant or his/her agent shall conduct and document inspections of all control measures no less than weekly or as specified in the permit, and prior to and following anticipated storm events. The purpose of such inspections is to determine the overall effectiveness of the control plan, and the need for maintenance or additional control measures. The Applicant or his/her agent shall submit monthly reports to the Permit Authority or designated agent in a format approved by the Permit Authority.*
- D. Access Permission. To the extent permitted by state law, or if authorized by the owner or other party in control of the property, the Permit Authority and its agents, officers, and employees may enter upon privately owned property for the purpose of performing their duties under this by-law and may make or cause to be made such examinations, surveys or sampling as the Permit Authority deems reasonably necessary to determine compliance with the permit. (p21)”*

#### Recommended Modification:

Tracking. It is the responsibility of the applicant to maintain a record of the number of site reviews, inspections, and enforcement actions. Such record shall be submitted annually to the Permit Authority or designated agent in a format approved by the Permit Authority.

#### Sediment and Erosion Control BMPs

Permit Requirement: 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. The program may include references to BMP design standards in state manuals, such as the Massachusetts Stormwater Handbook or design standards developed by the MS4. EPA supports and encourages the use of design standards in local programs. Examples of appropriate sediment and erosion control measures for construction sites include local requirements to:

- Minimize the amount of disturbed area and protect natural resources
- Stabilize sites when projects are complete, or operations have temporarily ceased
- Protect slopes on the construction site
- Protect all storm drain inlets and armor all newly constructed outlets
- Use perimeter controls at the site
- Stabilize construction site entrances and exists to prevent off-site tracking

- Inspect stormwater controls at consistent intervals

*Excerpts from Hamilton's Regulations that Support Permit Requirement:*

A Stormwater Management Bylaw and Stormwater Permit Rules and Regulations are in effect. Though the degree of specificity required is based on the size of the project, a stormwater management plan is required to be submitted to the Permit Authority (either Planning Board or Zoning Board of Appeals), before any work may begin on site. Requirements of the Stormwater Management Plan include sediment and erosion control measure as well as properly manage any construction waste (as outlined in section 4 below).

Hamilton Bylaws, Chapter XXIX Stormwater Management, Section 4. Applicability

*"This bylaw shall apply to all activities that result in disturbance of one or more acres of land that drains to the Municipal Separate Storm Sewer System. A permit from the Permit Authority shall be required for any construction activity including clearing, grading and excavation, that results in a land disturbance that will disturb equal to or greater than one acre of land, or will disturb less than one acre of land but which is part of a larger common plan of development or sale which will ultimately disturb equal to or greater than one acre of land, draining to the Town's Municipal Separate Storm Sewer System."p59*

Stormwater Management Permit Rules and Regulations, 4A. Permit Procedures and Requirements – Smaller Projects

*"Abbreviated Stormwater Management Permit (ASMP) Application package shall include:*

*...*

*8. Stormwater Management Plan and project description.*

- A. The Stormwater Management Plan shall contain sufficient information to describe the nature and purpose of the proposed development, pertinent conditions of the site and the adjacent areas, and proposed erosion and sedimentation controls. The Applicant shall submit such material as is necessary to show that the proposed development will comply with the design requirements.*
- B. The design requirements of the Stormwater Management Plan shall include at a minimum but not be limited to the following:*

*...*

- 4. Minimize soil erosion and control sedimentation during construction, provided that prevention of erosion is preferred over sedimentation control;..." (p5)*

Stormwater Management Permit Rules and Regulations, 4B. Permit Procedures and Requirements – Larger Projects

*"The Stormwater Management Permit (SMP) Application package shall include:*

*...*

*Stormwater Management Plan*

- A. *The Stormwater Management Plan shall contain sufficient information to describe the nature and purpose of the proposed development, pertinent conditions of the site and the adjacent areas, and proposed erosion and sedimentation controls. The Applicant shall submit such material as is necessary to show that the proposed development will comply with the design requirements.*
- B. *The design requirements of the Stormwater Management Plan shall include at a minimum but not be limited to the following:*
  - ...
  - 4. *Minimize soil erosion and control sedimentation during construction, provided that prevention of erosion is preferred over sedimentation control;..." (p14)*

Recommended Modification:

*None Needed*

Control of Wastes

Permit Requirement: Requirements for construction site operators within the MS4 jurisdiction to control wastes, including but not limited to, discarded building materials, concrete truck wash out, chemicals, litter, and sanitary wastes. These wastes may not be discharged to the MS4.

*Excerpts from Hamilton Regulations that Support Permit Requirement:*

Stormwater Management Permit Rules and Regulations, 2. Definitions

*"CONSTRUCTION AND WASTE MATERIALS: Excess or discarded building or site materials, including but not limited to concrete truck washout, chemicals, litter and sanitary waste at a construction site that may adversely impact water quality"p1*

Stormwater Management Permit Rules and Regulations, 4A. Permit Procedures and Requirements – Smaller Projects, Stormwater Management Plan Content (p7).

*"8. Stormwater Management Plan and Project Description..."*

- B. *The design requirements of the Stormwater Management Plan shall include at a minimum but not be limited to the following:...*
  - 10. *Comply with applicable Federal, State and local laws and regulations including waste disposal, sanitary sewer or septic system regulations, and air quality requirements, including dust control;..*
  - 13. *Properly manage on-site construction and waste materials;(p6)*
- D. *The Stormwater Management Plan Content...*
  - i. *21. A description of construction and waste materials expected to be stored on-site. The Plan shall include a description of controls to reduce pollutants from these materials, including storage practices to minimize exposure of the materials to stormwater, and spill prevention and response; (p10)"*

Stormwater Management Permit Rules and Regulations, 4B. Permit Procedures and Requirements – Larger Projects

*"B. The design requirements of the Stormwater Management Plan shall include at a minimum but not be limited to the following:...*

*10. Comply with applicable Federal, State and local laws and regulations including waste disposal, sanitary sewer or septic system regulations, and air quality requirements, including dust control;..*

*13. Properly manage on-site construction and waste materials;"(p15))...*

*D. The Stormwater Management Plan Content...*

*22. A description of construction and waste materials expected to be stored on-site. The Plan shall include a description of controls to reduce pollutants from these materials, including storage practices to minimize exposure of the materials to stormwater, and spill prevention and response; (p19)"*

Recommended Modification:

None needed

Site Plan Review Inspection and Enforcement

Permit Requirement: Development of written procedures for site plan review, inspection and enforcement. The site plan review procedure shall include a pre-construction review by the permittee of the site design, the planned operations at the construction site, planned BMPs during the construction phase, and the planned BMPs to be used to manage runoff created after development. The review procedure shall incorporate procedures for the consideration of potential water quality impacts, and procedures for the receipt and consideration of information submitted by the public. The site plan review procedure shall also include evaluation of opportunities for use of low impact design and green infrastructure. When the opportunity exists, the permittee shall encourage project proponents to incorporate these practices into the site design. The procedures for site inspection conducted by the permittee shall include the requirement that inspections occur during construction of BMPs as well as after construction of BMPs to ensure they are working as described in the approved plans, clearly defined procedures for inspections including qualifications necessary to perform the inspections, the use of mandated inspections forms if appropriate, and procedure for tracking the number of site reviews, inspections, and enforcement actions.

Excerpts from Hamilton's Regulations that Support Permit Requirement:

Stormwater Management Permit Rules and Regulations, 5. Inspections and Site Supervision

*A. Pre-construction Meeting. Prior to starting clearing, excavation, construction, or land disturbing activity the Applicant, the Applicant's technical representative, the general contractor or any other person with authority to make changes to the project, shall meet with the Permit Authority designee(s), Technical Review Agent or Inspecting Agent, and any other person designated by the Permit Authority, to review the permitted plans and their implementation.*

*B. Board Inspection. The Permit Authority or its designated agent shall make inspections as hereinafter required and shall either approve that portion of the work completed or shall notify the permittee wherein the work fails to comply with the Stormwater Management Permit as*

*approved. The Permit and associated plans for grading, stripping, excavating, and filling work, approved by the Permit Authority, shall be maintained at the site during the progress of the work. In order to obtain inspections, the permittee shall notify the Permit Authority or its designee at least two (2) working days before each of the following events:*

- 1. Erosion and sediment control measures are in place and stabilized;*
- 2. Site Clearing has been substantially completed;*
- 3. Rough Grading has been substantially completed;*
- 4. Final Grading has been substantially completed;*
- 5. Close of the Construction Season; and*
- 6. Final Landscaping (permanent stabilization) and project final completion.*

*C. Applicant Inspections. The Applicant or his/her agent shall conduct and document inspections of all control measures no less than weekly or as specified in the permit, and prior to and following anticipated storm events. The purpose of such inspections is to determine the overall effectiveness of the control plan, and the need for maintenance or additional control measures. The Applicant or his/her agent shall submit monthly reports to the Permit Authority or designated agent in a format approved by the Permit Authority.*

*D. Access Permission. To the extent permitted by state law, or if authorized by the owner or other party in control of the property, the Permit Authority and its agents, officers, and employees may enter upon privately owned property for the purpose of performing their duties under this by-law and may make or cause to be made such examinations, surveys or sampling as the Permit Authority deems*

*E. reasonably necessary to determine compliance with the permit.*

Recommended Modification: The town may want to consider development of a separate site plan review checklist for use by the permittee, if one does not already exist.

### 3.3.2 Post-Construction Stormwater Management

The 2016 MS4 Permit builds on the requirements of the 2003 MS4 Permit for post construction runoff from new development and redevelopment and requires the following (Year 3 requirements):

#### Low Impact Development

Permit Requirement: Low Impact Development (LID) site planning and design strategies must be implemented unless infeasible in order to reduce the discharged of stormwater from development sites.

Excerpts from Hamilton's Regulations that Support Permit Requirement:

Stormwater Management Permit Rules and Regulations, 4B. Permit Procedures and Requirements – Larger Projects, Stormwater Management Plan Content

“8. Stormwater Management Plan and Project Description...

E. Low Impact Development Techniques:

*The use of low-impact development techniques is required, where applicable. The Applicant shall employ meaningful low impact techniques which will result in less impervious area, direction of roof runoff toward rain gardens and swales, and plantings indigenous to the area. The use of recycled or recaptured rainwater is encouraged... (p10)”*

Recommended Modification: The Stormwater Management Plan shall contain an evaluation of any Low Impact Development Techniques considered for the proposed development.

BMP Design Guidance

Permit Requirement: Stormwater management systems design shall be consistent with, or more stringent than, the requirements of the 2008 Massachusetts Stormwater Handbook.

Excerpts from Hamilton’s Regulations that Support Permit Requirement:

Stormwater Management Permit Rules and Regulations, 4.A.8.C

C. Standards:

Projects shall meet the Standards of the Massachusetts Stormwater Management Policy which are as follows:

1. No new stormwater conveyances (e.g. outfalls) may discharge untreated stormwater directly to or cause erosion in wetlands or water of the Commonwealth.
2. Stormwater management systems must be designed so that post-development peak discharge rates do not exceed pre-development peak discharge rates.
3. Loss of annual recharge to groundwater should be minimized through the use of infiltration measures to the maximum extent practicable. The annual recharge from the post-development site should approximate the annual recharge rate from the pre-development or existing site conditions, based on soil types.
4. For new development, stormwater management systems must be designed to remove 80% of the average annual load (post development conditions) of Total Suspended Solids (TSS). It is presumed that this standard is met when:
  - a. Suitable nonstructural practices for source control and pollution prevention and implemented;
  - b. Stormwater management best management practices (BMPs) are sized to capture the prescribed runoff volume; and



- c. Stormwater management BMPs are maintained as designed.
- 5. Stormwater discharges from areas with higher potential pollutant loads require the use of specific stormwater management BMPs (see Stormwater Management Volume I: Stormwater Policy Handbook). The use of infiltration practices without pretreatment is prohibited.
- 6. Stormwater discharges to critical areas must utilize certain stormwater management BMPs approved for critical areas (see Stormwater Management Volume I: Stormwater Policy Handbook). Critical areas are Outstanding Resource Waters (ORWs), shellfish beds, swimming beaches, cold water fisheries and recharge areas for public water supplies.
- 7. Redevelopment of previously developed sites must meet the Stormwater Management Standards to the maximum extent practicable. However, if it is not practicable to meet all the Standards, new (retrofitted or expanded) stormwater management systems must be designed to improve existing conditions.
- 8. Erosion and sediment controls must be implemented to prevent impacts during disturbance and construction activities.

Recommended Modification:

The Stormwater Management Plan shall contain reference to the 2008 Massachusetts Stormwater Handbook (Handbook) Standards. A few differences apply between the listed standards in the current Regulations and the Handbook Standards.

Compliance with the Stormwater Management Standards for Redevelopment

*Permit Requirement: Stormwater management systems on new development shall be designed to meet an average annual pollutant removal equivalent to 90% of the average annual load of Total Suspended Solids (TSS) related to the total post-construction impervious area on the site AND 60% of the average annual load of Total Phosphorus (TP) related to the total postconstruction impervious surface area on the site<sup>17</sup>.*

- a. *Average annual pollutant removal requirements in 2.3.6.a.ii.3 are achieved through one of the following methods:*
  - 1. *installing BMPs that meet the pollutant removal percentages based on calculations developed consistent with EPA Region 1's BMP Accounting and Tracking Tool (2016) or other BMP performance evaluation tool provided by EPA Region 1, where available. If EPA Region 1 tools do not address the planned or installed BMP performance, then any federally or State-approved BMP design guidance or performance standards (e.g., State stormwater handbooks and design guidance manuals) may be used to calculate BMP performance; or*
  - 2. *retaining the volume of runoff equivalent to, or greater than, one (1.0) inch multiplied by the total post-construction impervious surface area on the new development site; or*
  - 3. *meeting a combination of retention and treatment that achieves the above standards; or*
  - 4. *utilizing offsite mitigation that meets the above standards within the same USGS HUC12 as the new development site*



*Stormwater management systems on redevelopment sites shall be designed to meet an average annual pollutant removal equivalent to 80% of the average annual postconstruction load of Total Suspended Solids (TSS) related to the total post-construction impervious area on the site AND 50% of the average annual load of Total Phosphorus (TP) related to the total post-construction impervious surface area on the site<sup>18</sup>.*

*b. Average annual pollutant removal requirements in 2.3.6.a.ii.4 above are achieved through one of the following methods:*

- 1. installing BMPs that meet the pollutant removal percentages based on calculations developed consistent with EPA Region 1's BMP Accounting and Tracking Tool (2016) or other BMP performance evaluation tool provided by EPA Region 1, where available. If EPA Region 1 tools do not address the planned or installed BMP performance, then any federally or State-approved BMP design guidance or performance standards (e.g., State stormwater handbooks and design guidance manuals) may be used to calculate BMP performance;*
- 2. retaining the volume of runoff equivalent to, or greater than, 0.8 inch multiplied by the total post-construction impervious surface area on the redeveloped site; or*
- 3. meeting a combination of retention and treatment that achieves the above standards; or*
- 4. utilizing offsite mitigation that meets the above standards within the same USGS HUC12 as the redevelopment site.*

Excerpts from Hamilton's Regulations that Support Permit Requirement:

Redevelopment of previously developed sites must meet the Stormwater Management Standards to the maximum extent practicable. However, if it is not practicable to meet all Standards, new (retrofitted or expanded) stormwater management systems must be designed to improve existing conditions.

Recommended Modification: Include the language from 2.3.6.a.ii.3 (excerpt above) into Regulations for new development and redevelopment standards.

Permit Requirement: *Redevelopment activities that are exclusively limited to maintenance and improvement of existing roadways, (including widening less than a single lane, adding shoulders, correcting substandard intersections, improving existing drainage systems, and repaving projects) shall improve existing conditions unless infeasible and are exempt from any of the parts listed previously in part d (2.3.6.a.ii.4). Roadway widening or improvements that increase the amount of impervious area on the redevelopment site by greater than or equal to a single lane width shall meet the requirements of part d (2.3.6.a.ii.4).*

Excerpts from Hamilton's Regulations that Support Permit Requirement:

Hamilton Bylaws, Chapter XXIX Stormwater Management, Section 4. Applicability

B. Construction activities that are exempt are:

1. Normal maintenance and improvement of land in agricultural use as defined by the Wetlands Protection Act regulations 310 CMR 10.04 and MGL Chapter 40A, §3;
2. Maintenance of existing landscaping, gardens, or lawn areas associated with a single family dwelling provided such maintenance does not include the addition of more than 100 cubic yards of soil material, or alteration of drainage patterns;

3. The construction of fencing that will not substantially alter existing terrain or drainage patterns;
4. Normal maintenance of Town owned public land, ways, and appurtenances;
5. Repair or maintenance of an individual subsurface septic disposal system, and related elements such as pipes, etc., provided that the post-repair condition drainage is equal to the pre-repair condition.
6. Any work or projects for which all necessary approvals and permits have been issued before the effective date of this Bylaw section.
7. Maintenance, reconstruction or resurfacing of any public or private way; and the installation of drainage structures or utilities within or associated with such ways that have been approved by the appropriate authorities provided that written notice be filed with the Planning Board fourteen (14) days prior to commencement of activity;

Recommended Modification: None needed

### **Submission of As-Builts**

Permit Requirement: The permittee shall require, at a minimum, the submission of as-built drawings no later than two (2) years after completion of construction projects. The as-built drawings must depict all on site controls, both structural and non-structural, designed to manage the stormwater associated with the completed site (post construction stormwater management).

### **Excerpts from Hamilton's Stormwater Management Permit Regulations that Support Permit Requirement**

#### **Stormwater Management Rules and Regulations, 7.0 Certificate of Completion**

*"At completion of the project, the permittee shall submit an as-built stamped by a registered engineer for all structural stormwater controls and treatment best management practices required for the site. The as-built will indicate all deviations from the plan. A letter certifying the completion will be issued before an occupancy permit is issued by the Building Inspector." p23*

Recommended Modification: "At completion of the project, **and not more than two (2) years following, the permittee** shall submit an as-built stamped by a registered engineer for all structural **and non-structural** stormwater controls..."

### **Long-term Operation & Maintenance**

Permit Requirement: The new development/redevelopment program shall have procedures to ensure adequate long-term operation and maintenance of stormwater management practices that are put in place after the completion of a construction project. These procedures may include the use of dedicated funds or escrow accounts for development projects or the acceptance of ownership by the permittee of all privately owned BMPs. These procedures may also include the

development of maintenance contracts between the owner of the BMP and the permittee. Alternatively, these procedures may include the submission of an annual certification documenting the work that has been done over the last 12 months to properly operate and maintain the stormwater control measures. The procedures to require submission of as-built drawings and ensure long term operation and maintenances shall be a part of the SWMP.

Excerpts from Hamilton's Regulations that Support Permit Requirement:

[FOR LARGER PROJECTS ONLY] 9. All stormwater management systems must have an operation and maintenance plan to ensure that systems function as designed. When one or more of the standards cannot be met, an Applicant may demonstrate that an equivalent level of environmental protection will be provided.

Stormwater Management Rules and Regulations, 4B. Permit Procedures and Requirements  
– Larger Projects (p20)

[FOR LARGER PROJECTS ONLY]

*"A. An Operation and Maintenance plan ("O&M Plan") is required at the time of application for all larger projects. The maintenance plan shall be designed to ensure compliance with the Permit, this Bylaw and that the Massachusetts Surface Water Quality Standards, 314, CMR 4.00 are met in all seasons and throughout the life of the system. The Permit Authority shall make the final decision of what maintenance option is appropriate in a given situation. The Permit Authority will consider natural features, proximity of site to water bodies and wetlands, extent of impervious surfaces, size of the site, the types of stormwater management structures, and potential need for ongoing maintenance activities when making this decision. The O&M Plan shall remain on file with the Permit Authority and shall be an ongoing requirement.*

*The O&M Plan shall include:*

- 1. The name(s) of the owner(s) for all components of the system;*
- 2. Maintenance agreements that specify:*
  - a. The names and addresses of the person(s) responsible for operation and maintenance,*
  - b. The person(s) responsible for financing maintenance and emergency repairs.*
  - c. A Maintenance Schedule for all drainage structures, including swales and ponds.*
  - d. A list of easements with the purpose and location of each.*
  - e. The signature(s) of the owner(s)."*

Recommended Modification:

*None Needed*

## 4.0 IDDE MONITORING AND PROGRESS

### 4.1 IDDE Plan

The Illicit Discharge Detection and Elimination (IDDE) Plan has been developed by the Town of Hamilton to address the requirements of the 2016 National Pollutant Discharge Elimination System (NPDES) General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4s) set forth by the United States Environmental Protection Agency (USEPA). The permit effective date was July 1, 2018.

Under the MS4 permit, Hamilton is required to employ best management practices for the six minimum control measures in an effort to reduce the discharge of pollutants from the MS4 to the maximum extent practicable. The measures are as follows:

1. Public Education and Outreach
2. Public Involvement and Participation
3. Illicit Discharge Detection and Elimination
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.

As part of Minimum Control Measure No. 3, Illicit Discharge Detection and Elimination (IDDE), the Town is required to implement an IDDE program to systematically find and eliminate sources of non-stormwater discharges to its MS4 and implement procedures to prevent such discharges. This includes, but is not limited to, the following measures:

1. Developing a comprehensive map of the Town's drainage system that builds upon the outfalls and receiving waters that were previously mapped under the 2003 MS4 Permit.
2. Ensuring that appropriate regulatory mechanisms and enforcement procedures, as required under the 2003 MS4 Permit, are in place to prohibit illicit discharges.
3. Developing and implementing a written plan to detect and eliminate illicit discharges, which references the Town's authority to implement all aspects of the IDDE program, clearly identifies responsibilities with regard to eliminating illicit discharges, and outlines written procedures for dry and wet weather outfall screening and sampling and catchment investigations.
4. Providing training annually to employees involved in the IDDE program about the program, including how to recognize illicit discharges and SSOs.

Hamilton has developed a comprehensive written IDDE Plan, under separate cover, to meet the requirements of the 2016 MS4 Permit.

Such measures will be performed with the goal of finding and removing illicit discharges, which include fixed point source discharges such as illegal/improper sanitary or floor drain connections, in addition to all isolated or recurring discharges such as illegal dumping and improper disposal of waste. Illicit Discharges could also be indirect sources that infiltrate into the drainage system through

cracks/defects in infrastructure, such as sanitary wastes from septic systems. Exceptions do exist in the regulation for the discharge of clean water from sources such as water line flushing, fire-fighting operations, non-contact cooling waters, and for other discharges that have separately obtained a permit from the NPDES Program.

#### 4.1.1 Mapping

The Town has already developed a comprehensive map of their drainage system, which includes outfalls, pipes, manholes, and catch basins. Outfalls have been analyzed to create a defined catchment area that includes surface runoff to catch basins tributary to the identified outfall. The catchment delineation process considered each catch basin upstream from the and the area that would conceivably drain to that catch basin based on topography and impervious cover. As drainage infrastructure mapping becomes more complete over the course of the investigations performed throughout the permit term, this exercise will be refined and updated.

The Town has approximately:

- 19 miles of gravity pipe/culverts ranging
- 836 catch basins;
- 177 storm drain manholes;
- 240 municipal outfalls; both non-regulated and regulated outfalls

Mapping has been in accordance with the 2016 MS4 Permit's accuracy guidelines and has been recorded on a publicly available town map, the most recent version of which can be found attached to the NOI included in Appendix D of this report.

Hamilton has reviewed drainage infrastructure within town boundaries to determine ownership. Private infrastructure or infrastructure owned and operated by another municipality or a state entity has been determined and designated in the Town's drainage GIS.

The mapping will serve as a planning tool for the implementation and phasing of the Town's IDDE Program and demonstration of the extent of complete and planned investigations and corrections. The Town will update their mapping as needed to reflect newly discovered information and required corrections or modifications. The Town will report annually on progress toward completion of the system map in their MS4 Annual Report.

#### 4.1.2 Catchment Prioritization and Ranking

The Town completed an initial inventory and priority ranking to assess the illicit discharge potential of each regulated catchment and the related public health significance. The ranking will determine the priority order for screening of outfalls and interconnections, catchment investigations for evidence of illicit discharges, and provide the basis for determining permit milestones. Major factors considered in the prioritization and ranking of catchments include:

- Past discharge complaints and reports
- Receiving water quality, including any dry weather sampling conducted under the 2003 MS4 Permit
- Density of generating sites as it relates to commercial and industrial sites
- Age of development and infrastructure
- Culverted streams

- Water body impairments

This inventory and ranking have been documented in the Town's IDDE Plan and will be updated annually throughout the permit term to reflect new findings from dry and wet-weather sampling and other IDDE program activities, and will be documented in the Town's MS4 Annual Reports.

#### 4.1.3 Field Investigation

The MS4 Permit requires the Town to develop a storm drain network investigation that involves systematically and progressively observing, sampling and evaluating key junction manholes in the MS4 to determine the approximate location of suspected illicit discharges.

Once the source of an illicit discharge is approximated between two manholes, more detailed investigation techniques will be used to isolate and confirm the source of the illicit discharge. The following methods may be used in isolating and confirming the source of illicit discharges:

- Sandbagging - If no flow is observed at a particular junction manhole or key junction manhole at the time of inspection, the drain segment in the area of concern can be isolated by placing sandbags within outlets to manholes to form a temporary dam that collects any intermittent flow for a 24 to 48-hour dry weather period to determine if any intermittent dry-weather flow is present. If intermittent flow is captured, grab samples will be collected and analyzed at a minimum for ammonia, chlorine, and surfactants. If it is determined that no flow is captured behind the sandbag after a 24 to 48-hour period, the tributary drainage pipes can be excluded as the source of any intermittent discharge.
- Dye Testing - dyed water is poured into plumbing fixtures and downstream drainage is observed to confirm connections.
- ZoomCam Inspections - in selected tributary areas, or where indicated based on findings from other field investigation work, drainage structures will be inspected with a "zoom camera-on-a-stick" in an attempt to gather additional information and narrow the location of observed dry-weather flow.
- Smoke Testing - non-toxic smoke is introduced into drainage segments containing suspected illicit discharges and adjacent buildings are observed for signs of a connection, or smoke emanating from floor drains or sump pump connections.
- CCTV/Video Inspections – drainage pipes are internally inspected to pinpoint and evaluate connections through the use of a closed-circuit television camera through all or a portion of the drain segment believed to contain the connection.

Upon location of an illicit discharge, the Town will work to eliminate the illicit discharge as expeditiously as possible. When the specific source of an illicit discharge is identified, the Town will exercise its authority as necessary to require its removal. The Town will notify all responsible parties of any such discharge and require immediate cessation of improper disposal practices in accordance with its legal authorities.



## 5.0 STANDARD OPERATING PROCEDURES

### 5.1 MS4 Permit Requirement

As part of the minimum control measure for Pollution Prevention/Good Housekeeping for Municipal Operations, the MS4 Permit requires permittees to implement an Operations and Maintenance (O&M) program for permittee-owned facilities and activities to prevent or reduce pollutant runoff and protect water quality. The O&M Program is required to include the following elements:

- 1) An inventory of all permittee-owned facilities.
- 2) Written O&M procedures for the following activities:
  - a. Parks and open space
  - b. Buildings and facilities where pollutants are exposed to runoff
  - c. Vehicles and equipment
- 3) A written program detailing the activities and procedures the permittee will implement so that MS4 infrastructure is maintained in a timely manner to reduce the discharge of pollutants from the MS4, to include:
  - a. Optimization of routine inspections, cleaning and maintenance of catch basins.
  - b. Implementation of procedures for sweeping and/or cleaning streets, and permittee-owned parking lots.
  - c. Proper storage and disposal of catch basin cleanings and street sweepings.
  - d. Implementation of procedures for winter road maintenance.
  - e. Implementation of inspection and maintenance frequencies and procedures for storm drain systems and stormwater treatment structures.
- 4) Written records for all maintenance activities, inspections and training.

### 5.2 Inventory of Municipal Facilities

Hamilton has developed a comprehensive Operations and Maintenance Plan (O&M) Plan to meet permit requirements, included in Appendix L. The inventory of municipally-owned facilities and property, including vehicles, equipment, and stormwater treatment structures is included in Appendix C of the O&M Plan.

### 5.3 Operation and Maintenance Procedures for Municipal Activities and Facilities

To address the MS4 Permit requirements, Standard Operating Procedures (SOPs) associated with the identified municipal activities and facilities are required to be developed within two years of the permit effective date, except for procedures for winter road maintenance, which are required to be developed within one year of the permit effective date. The SOP for winter road maintenance, which includes snow removal and deicing, is included in Appendix I. All required SOPs were developed during Permit Years 1 and 2 and are appended in Appendix I of this SWMP.

### 5.4 Catch Basin Cleaning and Optimization

The town currently has approximately 770 catch basins, this number was revised from 2019 due to field investigations and mapping. Frequency of catch basins are cleaned and visually inspected



annually. To meet anticipated requirements of the new MS4 Permit, the town will need to optimize catch basin inspection, cleaning and maintenance such that the following conditions are met:

- Inspection and maintenance of catch basins located near construction activities (roadway construction, residential, commercial, or industrial development or redevelopment) are prioritized. Catch basins in such areas must be cleaned more frequently if inspection and maintenance activities indicate excessive sediment or debris loading.
- A schedule must be established such that the frequency of routine cleaning ensures that no catch basin at any time will be more than 50 percent full. 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.
- If a catch basin sump is more than 50 percent full during two consecutive routine inspections/cleaning events, the town must document the finding, investigate the contributing drainage area for sources of excessive sediment loading, and to the extent practicable, abate contributing sources.
- The town shall maintain documentation, including metrics and other information, used to reach the determination that the established plan for cleaning and maintenance is optimal and meets the requirements of the MS4 Permit, including a log of catch basins cleaned and inspected.
- The town must track and report the following information to EPA annually:
  - Total number of catch basins town-wide
  - Number of catch basins inspected
  - Number of catch basins cleaned
  - Total volume or mass of material removed from all catch basins

The Town plans to collect data for their catch basin cleaning optimization plan in 2020 to ensure that no catch basin is more than 50% full. In 2019 the Town cleaned 100% of their catch basins. The Town will collect additional data during the 2021 cleaning seasons to complete their optimization plan. Data collected will include depth from the catch basin rim to the top of sediment, to the bottom of the basin, and to the invert of the outlet pipe. This data will be integrated into the Town's GIS and utilized to identify those catch basins that are filling up more frequently, and will therefore need to be cleaned more than once annually to ensure that the catch basin sump is never more than 50% full.

## 6.0 TMDLS AND WATER QUALITY LIMITED WATERS

### 6.1 Bacteria/Pathogens

According to the Massachusetts' Year 2016 Integrated List of Waters, the Miles River (MA92-03) is no longer impaired for bacteria or pathogens.

## 7.0 REPORTING, EVALUATION AND MODIFICATION

### 7.1 MS4 Permit Reporting

The MS4 Permit requires submission of annual reports assessing the effectiveness of the proposed BMPs and reporting if the minimum control measures were met. The initial report is due 90 days from the close of the reporting period, or September 29<sup>th</sup>, 2019, and annually thereafter. Reports are to be submitted to both EPA and MADEP. At a minimum, the report should include the following:

- The status of compliance with permit conditions, including an assessment of the appropriateness of the selected BMPs and progress toward achieving the selected measurable goals for each minimum control measure.
- Results of any information collected and analyzed, including monitoring data, if any. Outfall screening and monitoring data collected shall be submitted for both the reporting cycle and cumulative for the permit term.
- A summary of the stormwater activities planned for the next reporting cycle.
- A change in any identified best management practices or measurable goals for any minimum control measure.
- Notice of relying on another governmental entity to satisfy some of the permit obligations, if applicable.

As indicated in an earlier section, copies of past annual reports submitted by Hamilton are referenced in Appendix E of this SWMP. Hamilton will append future annual reports in compliance with the 2016 MS4 Permit as they are prepared in Appendix J.

### 7.2 Evaluation of SWMP Success

This SWMP should be considered a dynamic document that is modified as necessary to account for changes such as in drainage infrastructure, laws and regulations, and town leadership and policy. The success of programs implemented by the SWMP – such as IDDE – should also be evaluated to ensure that they are accomplishing the goals for which they were intended and in a method and timetable that continues to be appropriate. In addition, the SWMP should be reviewed and revised as necessary to keep text and appendices current. For example:

- After each year of stormwater monitoring to update appended findings and priorities.
- As needed to keep appended IDDE investigation, identification and removal documentation current.
- After each NPDES stormwater permit renewal to incorporate new requirements, as well as append copies of new permits and associated Notices of Intent (NOIs).

- After adoption of any new or revised ordinances or other regulatory mechanisms related to stormwater or drainage infrastructure.

Hamilton undertook this SWMP, in part, in order to ensure the protection of its water resources and the large investment in drainage infrastructure. Periodic review and revision of this written document will help achieve these goals on a perpetual basis.

### 7.3 Modifications to the SWMP or Notice of Intent

As discussed above, minor modifications to this SWMP should be made on a regular and frequent basis to keep it current. However, major changes to the SWMP or needed modifications to the NOI for inclusion under the NPDES Permit require an official process. In accordance with the MS4 Permit, modifications to the SWMP or NOI may be made under the following provisions:

- At any time, the town may add (but not subtract or replace) components, controls or requirements to the SWMP if written notification is made to EPA and MADEP.
- The town may request to replace an ineffective or infeasible BMP specifically identified in the SWMP with an alternative BMP at any time if the request is made in writing to EPA and MADEP. Unless the request is denied, changes proposed in accordance with the criteria below shall be deemed approved and may be implemented 60 days from submittal of the request. If the request is denied, EPA or MADEP, as applicable, will send the town a written explanation of the denial.
- Modification requests must include the following information:
  - An analysis of why the BMP is ineffective or infeasible (or cost prohibitive).
  - Expectations on the effectiveness of the replacement BMP.
  - An analysis of why the replacement BMP is expected to achieve the goals of the BMP to be replaced.
- Change requests or notifications must be made in writing to EPA (with copy to MADEP) and signed in accordance with EPA signatory requirements.

Hamilton does not anticipate any major modifications to the SWMP or NOI requiring official notification.

## APPENDIX A

### Abbreviations and Definitions

## **ABBREVIATIONS AND DEFINITIONS**

**Best Management Practices (BMPs)** - schedules of activities, practices (and prohibitions of practices), structures, vegetation, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants to waters of the United States. BMPs also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

**Common Plan of Development** - A "larger common plan of development or sale" is a contiguous area where multiple separate and distinct construction activities may be taking place at different times different schedules under one plan. For example, if developer buys a 20-acre lot and builds roads, installs pipes, and runs electricity with the intention of constructing homes or other structures sometime in the future, this would be considered a larger common plan of development or sale. If the land is parceled off or sold, and construction occurs on plots that are less than one acre by separate, independent builders, this activity still would be subject to stormwater permitting requirements if the smaller plots were included on the original site plan.

**Control Measure** - refers to any BMP or other method (including effluent limitations) used to prevent or reduce the discharge of pollutants to waters of the United States.

**Director** - a Regional Administrator of the Environmental Protection Agency or an authorized representative.

**Discharge** - when used without qualification, means the "discharge of a pollutant."

**Discharge of a pollutant** - any addition of any "pollutant" or combination of pollutants to "waters of the United States" from any "point source," or any addition of any pollutant or combination of pollutants to the waters of the "contiguous zone" or the ocean from any point source other than a vessel or other floating craft which is being used as a means of transportation. This includes additions of pollutants into waters of the United States from surface runoff which is collected or channeled by man; or discharges through pipes, sewers, or other conveyances, leading into privately owned treatment works.

**Discharge-related activities** - activities which cause, contribute to, or result in stormwater and allowable non-stormwater point source discharges, and measures such as the siting, construction and operation of BMPs to control, reduce, or prevent pollution in the discharges.

**Disturbance** - action to alter the existing vegetation and/or underlying soil of a site, such as clearing, grading, site preparation (e.g., excavating, cutting, and filling), soil compaction, and movement and stockpiling of top soils.

**Existing Discharger** – an operator applying for coverage under this permit for discharges covered previously under an NPDES general or individual permit.

**Facility or Activity** - any NPDES "point source" or any other facility or activity (including land or appurtenances thereto) that is subject to regulation under the NPDES program.



**Federal Facility** – Any buildings, installations, structures, land, public works, equipment, aircraft, vessels, and other vehicles and property, owned by, or constructed or manufactured for the purpose of leasing to, the federal government.

**Illicit Discharge** - any discharge to a municipal separate storm sewer that is not composed entirely of stormwater except discharges pursuant to a NPDES permit (other than the NPDES permit for discharges from the municipal separate storm sewer) and discharges resulting from fire fighting activities.

**Impaired Water** – A water is impaired if it does not meet one or more of its designated use(s). For purposes of this permit, “impaired” refers to categories 4 and 5 of the five-part categorization approach used for classifying the water quality standards attainment status for water segments under the TMDL program. Impaired waters compilations are also sometimes referred to as “303(d) lists.” Category 5 waters are impaired because at least one designated use is not being supported or is threatened and a TMDL is needed. Category 4 waters indicate that at least one designated use is not being supported but a TMDL is not needed (4a indicates that a TMDL has been approved or established by EPA; 4b indicates other required control measures are expected in result in the attainment of water quality standards in a reasonable period of time; and 4c indicates that the nonattainment of the water quality standard is the result of pollution (e.g. habitat) and is not caused by a pollutant). See USEPA’s 2006 Integrated Report Guidance, July 29, 2005 for more detail on the five-part categorization of waters [under EPA National TMDL Guidance <http://www.epa.gov/owow/tmdl/policy.html>]].

**Impervious Surface**- Any surface that prevents or significantly impedes the infiltration of water into the underlying soil. This can include but is not limited to: roads, driveways, parking areas and other areas created using non porous material; buildings, rooftops, structures, artificial turf and compacted gravel or soil.

**Industrial Activity** - the ten categories of industrial activities included in the definition of “stormwater discharges associated with industrial activity,” as defined in 40 CFR 122.26(b)(14)(i)-(ix) and (xi).

**Industrial Stormwater** - stormwater runoff associated with the definition of “stormwater discharges associated with industrial activity.”

**Interconnection** – the point (excluding sheet flow over impervious surfaces) where the permittee’s MS4 discharges to another MS4 or other storm sewer system, through which the discharge is eventually conveyed to a water of the United States. Interconnections shall be treated similarly to outfalls throughout the permit.

**Junction Manhole** - For the purposes of this permit, a junction manhole is a manhole or structure with two or more inlets accepting flow from two or more MS4 alignments. Manholes with inlets solely from private storm drains, individual catch basins, or both are not considered junction manholes for these purposes.

**Key Junction Manhole** - For the purposes of this permit, key junction manholes are those junction manholes that can represent one or more junction manholes without compromising adequate

.....

implementation of the illicit discharge program. Adequate implementation of the illicit discharge program would not be compromised if the exclusion of a particular junction manhole as a key junction manhole would not affect the permittee's ability to determine the possible presence of an upstream illicit discharge. A permittee may exclude a junction manhole located upstream from another located in the immediate vicinity or that is serving a drainage alignment with no potential for illicit connections.

**Municipal Separate Storm Sewer** - a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains):(i) Owned or operated by a State, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to State law) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under State law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under section 208 of the CWA that discharges to waters of the United States; (ii) Designed or used for collecting or conveying stormwater;(iii) Which is not a combined sewer; and (iv) Which is not part of a Publicly Owned Treatment Works (POTW) as defined at 40 CFR 122.2.

**Municipal Separate Storm Sewer System (MS4)** - means all separate storm sewers that are defined as "large" or "medium" or "small" municipal storm sewer systems pursuant to paragraphs 40 CFR 122.26 (b)(4) and (b)(7), or designated under paragraph 40 126.26(a) (1)(v). For the purposes of this permit "MS4" may also refer to the permittee with jurisdiction over the sewer system.

**New Development** – any construction activities or land alteration resulting in total earth disturbances greater than 1 acre (or activities that are part of a larger common plan of development disturbing greater than 1 acre) on an area that has not previously been developed to include impervious cover. (see part 2.3.6. of the permit)

**New Discharger** – For the purposes of this permit, a new discharger is an entity that discharges stormwater from a new facility with an entirely new separate storm sewer system that is not physically located on the same or adjacent land as an existing facility and associated system operated by the same MS4.

**New Source** - any building, structure, facility, or installation from which there is or may be a "discharge of pollutants," the construction of which commenced:

- after promulgation of standards of performance under section 306 of the CWA which are applicable to such source, or
- after proposal of standards of performance in accordance with section 306 of the CWA which are applicable to such source, but only if the standards are promulgated in accordance with section 306 within 120 days of their proposal.

**No exposure** - all industrial materials or activities are protected by a storm-resistant shelter to prevent exposure to rain, snow, snowmelt, and/or runoff.

**One Lane Width** – The width of the travel lane for a roadway. Lane width does not include shoulders, curbs, and on-street parking areas.

**Outfall Catchment** – The land area draining to a single outfall or interconnection. The extent of an outfall's catchment is determined not only by localized topography and impervious cover but also by the location of drainage structures and the connectivity of MS4 pipes.

**Owner or operator** - the owner or operator of any “facility or activity” subject to regulation under the NPDES program.

**Person** - an individual, association, partnership, corporation, municipality, State or Federal agency, or an agent or employee thereof.

**Point source** - any discernible, confined, and discrete conveyance, including but not limited to any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, landfill leachate collection system, vessel, or other floating craft from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture or agricultural stormwater runoff.

**Pollutant** - dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, and industrial, municipal and agricultural waste discharged into water.

**Pollutant of concern** – A pollutant which causes or contributes to a violation of a water quality standard, including a pollutant which is identified as causing an impairment in a State's 303(d) list.

**Redevelopment** – for the purposes of part 2.3.6., any construction, land alteration, or improvement of impervious surfaces resulting in total earth disturbances greater than 1 acre (or activities that are part of a larger common plan of development disturbing greater than 1 acre) that does not meet the definition of new development (see above).

**Runoff coefficient** - the fraction of total rainfall that will appear at the conveyance as runoff.

**Site** – for the purposes of part 2.3.6., the area extent of construction activities, including but not limited to the creation of new impervious cover and improvement of existing impervious cover (e.g. repaving not covered by 2.3.6.a.ii.4.d.)

**Small Municipal Separate Storm Sewer System** – all separate storm sewer systems that are (i) owned or operated by the United States, a State, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to State law) having jurisdiction over disposal of sewage, industrial wastes, storm water, or other wastes, including special districts under State law such as a sewer district, flood control district, or drainage district, or similar entity or an Indian tribe or an authorized Indian tribal organization or a designated and approved management agency under section 208 of the CWA that discharges to waters of the United States, and (ii) not defined as “large” or “medium” municipal separate storm sewer system pursuant to paragraphs 40 CFR 122.26 (b)(4) and (b)(7), or designated under paragraph 40 126.26(a) (1)(v). This term includes systems similar to separate storm sewer systems in municipalities, such as systems at military bases, large hospital or prison complexes, and highways and other thoroughfares. This term does not include separate storm sewers in very discrete areas, such as individual buildings.

**Small MS4** – means a small municipal separate storm sewer system.

**Stormwater** - stormwater runoff, snow melt runoff, and surface runoff and drainage.

**Stormwater Discharges Associated with Construction Activity** - a discharge of pollutants in stormwater runoff from areas where soil disturbing activities (e.g., clearing, grading, or excavating), construction materials, or equipment storage or maintenance (e.g., fill piles, borrow areas, concrete truck washout, fueling), or other industrial stormwater directly related to the construction process (e.g., concrete or asphalt batch plants) are located. (See 40 CFR 122.26(b)(14)(x) and 40 CFR 122.26(b)(15).

**Stormwater Discharges Associated with Industrial Activity** - the discharge from any conveyance that is used for collecting and conveying stormwater and that is directly related to manufacturing, processing or raw materials storage areas at an industrial plant. The term does not include discharges from facilities or activities excluded from the NPDES program under Part 122. For the categories of industries identified in this section, the term includes, but is not limited to, stormwater discharges from industrial plant yards; immediate access roads and rail lines used or traveled by carriers of raw materials, manufactured products, waste material, or by-products used or created by the facility; material handling sites; refuse sites; sites used for the application or disposal of process waste water (as defined at part 401 of this chapter); sites used for the storage and maintenance of material handling equipment; sites used for residual treatment, storage, or disposal; shipping and receiving areas; manufacturing buildings; storage areas (including tank farms) for raw materials, and intermediate and final products; and areas where industrial activity has taken place in the past and significant materials remain and are exposed to stormwater. For the purposes of this paragraph, material handling activities include storage, loading and unloading, transportation, or conveyance of any raw material, intermediate product, final product, by-product or waste product. The term excludes areas located on plant lands separate from the plant's industrial activities, such as office buildings and accompanying parking lots as long as the drainage from the excluded areas is not mixed with stormwater drained from the above described areas. Industrial facilities include those that are federally, State, or municipally owned or operated that meet the description of the facilities listed in Appendix D of this permit. The term also includes those facilities designated under the provisions of 40 CFR 122.26(a)(1)(v).

**Total Maximum Daily Loads (TMDLs)** - A TMDL is a calculation of the maximum amount of a pollutant that a waterbody can receive and still meet water quality standards, and an allocation of that amount to the pollutant's sources. A TMDL includes wasteload allocations (WLAs) for point source discharges, load allocations (LAs) for nonpoint sources and/or natural background, and must include a margin of safety (MOS) and account for seasonal variations. (See section 303(d) of the Clean Water Act and 40 CFR 130.2 and 130.7).

**Urbanized Area** – US Census designated area comprised of a densely settled core of census tracts and/or census blocks that meet minimum population density requirements, 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. For the purposes of this permit, Urbanized Areas as defined by any Census since 2000 remain subject to stormwater regulation even if there is a change in the reach of the Urbanized Area because of a change in more recent Census data.

**Water Quality Limited Water** – for the purposes of this permit, a water quality limited water is any waterbody that does not meet applicable water quality standards, including but not limited to waters listed in categories 5 or 4b on the Massachusetts Integrated Report of waters listed pursuant to Clean Water Act section 303(d) and 305(b).

**Water Quality Standards** - A water quality standard defines the water quality goals of a water body, or portion thereof, by designating the use or uses to be made of the water and by setting criteria necessary to protect the uses. States and EPA adopt WQS to protect public health or welfare, enhance the quality of water and serve the purposes of the Clean Water Act (See CWA sections 101(a)2 and 303(c)).

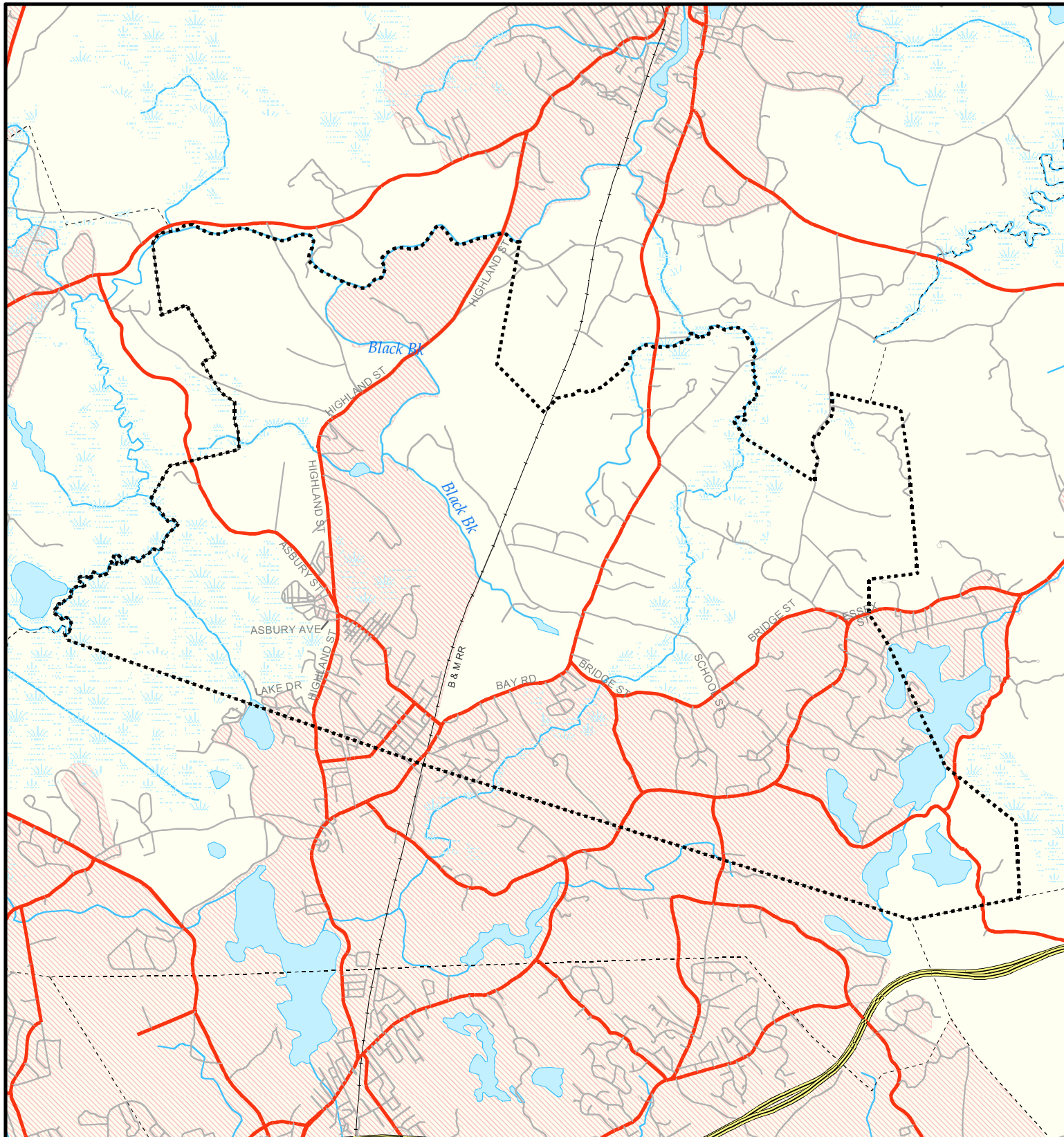
#### ABBREVIATIONS AND ACRONYMS

**BMP** – Best Management Practice  
**BPJ** – Best Professional Judgment  
**CGP** – Construction General Permit  
**CWA** – Clean Water Act (or the Federal Water Pollution Control Act, 33 U.S.C. §1251 et seq)  
**DCIA** – Directly Connected Impervious Area  
**EPA** – U. S. Environmental Protection Agency  
**ESA** – Endangered Species Act  
**USFWS** – U. S. Fish and Wildlife Service  
**IA** – Impervious Area  
**IDDE** – Illicit Discharge Detection and Elimination  
**LA** – Load Allocations  
**MS4** – Municipal Separate Storm Sewer System  
**MSGP** – Multi-Sector General Permit  
**NHPA** – National Historic Preservation Act  
**NMFS** – U. S. National Marine Fisheries Service  
**NOI** – Notice of Intent  
**NPDES** – National Pollutant Discharge Elimination System  
**NRHP** – National Register of Historic Places  
**NSPS** – New Source Performance Standard  
**PCP** – Phosphorus Control Plan  
**SHPO** – State Historic Preservation Officer  
**SPCC** – Spill Prevention, Control, and Countermeasure  
**SWMP** – Stormwater Management Program  
**SWPPP** – Stormwater Pollution Prevention Plan  
**TMDL** – Total Maximum Daily Load  
**TSS** – Total Suspended Solids  
**WLA** – Wasteload Allocation  
**WQS** – Water Quality Standard

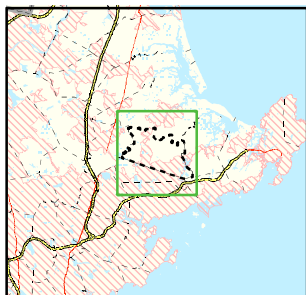
## APPENDIX B

### Regulated Area Map





Area of Focus:



# NPDES Phase II Stormwater Program Automatically Designated MS4 Areas *Hamilton, Massachusetts*



Hamilton Town Boundary



Regulated Area (2000 Urbanized Area)

Town Population: 8,315  
Regulated Population: 6,451



0 0.5 1 1.5 Miles

Data Sources: Urbanized Areas from US Census Bureau (2000). Political boundaries from MassGIS. Hydrography from NHD. Transportation data from GDT at 1:24,000. Map Created: 10/4/02; US EPA- New England GIS Center  
L:/projects/stormwater/phase2/matowns/new/

## APPENDIX C

2016 MS4 Permit

**United States Environmental Protection Agency (EPA)  
National Pollutant Discharge Elimination System (NPDES)**

**GENERAL PERMITS FOR STORMWATER DISCHARGES FROM  
SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS  
IN MASSACHUSETTS  
(as modified)**

**AUTHORIZATION TO DISCHARGE UNDER THE  
NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM**

In compliance with the provisions of the Clean Water Act (CWA), as amended (33 U.S.C. §1251 *et seq.*), and the Massachusetts Clean Waters Act, as amended (M.G.L. Chap.21 §§ 26-53), any operator of a small municipal separate storm sewer system whose system:

- Is located in the areas described in part 1.1;
- Is eligible for coverage under part 1.2 and part 1.9; and
- Submits a complete and accurate Notice of Intent in accordance with part 1.7 of this permit and EPA issues a written authorization

is authorized to discharge in accordance with the conditions and the requirements set forth herein.

The following appendices are also included as part of these permits:

Appendix A – Definitions, Abbreviations, and Acronyms;  
Appendix B – Standard permit conditions applicable to all authorized discharges;  
Appendix C – Endangered Species Act Eligibility Guidance;  
Appendix D – National Historic Preservation Act Eligibility Guidance;  
Appendix E – Information required for the Notice of Intent (NOI);  
Appendix F – Requirements for MA Small MS4s Subject to Approved TMDLs;  
Appendix G – Impaired Waters Monitoring Parameter Requirements;  
Appendix H – Requirements related to discharges to certain water quality limited waterbodies;

This modifies parts: 2.0; 2.1; 2.1.1; 2.1.2.a; 2.2.; 2.2.2 (paragraphs 2 and 3); 2.3.3; 2.3.5; 2.3.6; 2.3.7.b; 4.1; 4.4; 5.1.5; 6.5; Appendix F part A.I; Appendix F part A.II; and Appendix H of the permits that became effective on July 1, 2018

These permit modifications become effective on **January 6, 2021**.

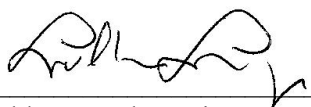
These permits and the authorization to discharge expire at midnight, **June 30, 2022**.

Signed this **7th** day of **December 2020**

Signed this **7th** day of **December 2020**

/S/Signature On File

\_\_\_\_\_  
Ken Moraff, Director  
Water Division  
United States Environmental Protection Agency  
5 Post Office Square – Suite 100  
Boston, Massachusetts 02109-3912

  
\_\_\_\_\_  
Lealdon Langley, Director  
Division of Watershed Management  
Department of Environmental Protection  
One Winter Street  
Boston, Massachusetts 02108

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## **1.0. Introduction**

This document consists of three (3) general permits listed in part 1.1. Each general permit is applicable to a particular type of municipal system within Massachusetts. Many of the permit terms and conditions are applicable across all regulated entities, and therefore are presented just once in parts 1-2, part 4, and Appendices A through E. Other conditions are applicable to a particular set of authorized entities; these terms and conditions are included in parts 3, and 5 and Appendices F through H. Throughout the permit, the terms “this permit” or “the permit” will refer to the three general permits.

### **1.1. Areas of Coverage**

This permit covers small municipal separate storm sewer systems (MS4s) located in the Commonwealth of Massachusetts:

- Traditional Cities and Towns (NPDES Permit No. MAR041000)
- State, federal, county and other publicly owned properties (Non-traditional) (MAR042000)
- State transportation agencies (except for MassDOT- Highway Division) (MAR043000)

### **1.2. Eligibility**

The MS4 shall meet the eligibility provisions described in part 1.2.1 and part 1.9 to be eligible for authorization under this permit.

#### **1.2.1. Small MS4s Covered**

This permit authorizes the discharge of stormwater from small MS4s as defined at 40 CFR § 122.26(b) (16). This includes MS4s described in 40 CFR §122.32(a) (1) and (a) (2). An MS4 is eligible for coverage under this permit if it is:

- A small MS4 within the Commonwealth of Massachusetts;
- Not a large or medium MS4 as defined in 40 CFR §§122.26(b)(4) or (7);
- Located either fully or partially within an urbanized area as determined by the latest Decennial Census by the Bureau of Census as of the effective date of this permit (the 2010 Census); or
- Located in a geographic area designated by EPA as requiring a permit.

If the small MS4 is not located entirely within an urbanized area, only the portion of the MS4 that is located within the urbanized area is regulated under 40 CFR §122.32(a) (1).

A small municipal separate storm sewer system means all separate storm sewers that are:

- Owned or operated by the United States, a state, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to state law) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under state law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under section 208 of the CWA that discharges to waters of the United States.
- Not defined as large or medium municipal separate storm sewer systems pursuant to 40 CFR § 122.26(b) (4) and (b) (7) or designated under 40 CFR § 122.26(a) (1) (v).
- This term includes systems similar to separate storm sewer systems in municipalities such as systems at military bases, large hospitals or prison complexes, and highways

and other thoroughfares. The term does not include separate storm sewers in very discrete areas, such as individual buildings.

### 1.3. Limitations on Coverage

This permit does not authorize the following:

- a. Stormwater discharges mixed with sources of non-stormwater unless such non-stormwater discharges are:
  - Authorized under a separate NPDES permit; or
  - A non-stormwater discharge as listed in part 1.4.
- b. Stormwater discharges associated with industrial activity as defined in 40 CFR §122.26 (b) (14) (i)-(ix) and (xi).
- c. Stormwater discharges associated with construction activity as defined in 40 CFR §122.26(b) (14) (x) or (b) (15).
- d. Stormwater discharges currently authorized under another NPDES permit, including discharges covered under other regionally issued general permits.
- e. Stormwater discharges or discharge related activities that are likely to adversely affect any species that are listed as endangered or threatened under the Endangered Species Act (ESA) or result in the adverse modification or destruction of habitat that is designated as critical under the ESA. The permittee shall follow the procedures detailed in Appendix C to make a determination regarding eligibility. The permittee shall certify compliance with this provision on the submitted NOI.
- f. Stormwater discharges whose direct or indirect impacts do not prevent or minimize adverse effects on any Essential Fish Habitat.
- g. Stormwater discharges, or implementation of a stormwater management program, which adversely affects properties listed or eligible to be listed on the National Register of Historic Places. The permittee shall follow the procedures detailed in Appendix D to make a determination regarding eligibility. The permittee shall certify compliance with this provision on the submitted NOI.
- h. Stormwater discharges prohibited under 40 CFR § 122.4.
- i. Stormwater discharges to the subsurface subject to state Underground Injection Control (UIC) regulations. Although the permit includes provisions related to infiltration and groundwater recharge, structural controls that dispose of stormwater into the ground may be subject to UIC regulation requirements. Authorization for such discharges shall be obtained from Massachusetts Department of Environmental Protection, Bureau of Resource Protection, Drinking Water Program, Underground Injection Control, One Winter Street, Boston, MA 02108 – phone 617-292-5859.
- j. Any non-traditional MS4 facility that is a “new discharger” as defined in part 5.1.4. and discharges to a waterbody listed in category 5 or 4b on the Massachusetts Integrated Report of waters listed pursuant to Clean Water Act section 303(d) and 305(b) due to nutrients (Total Nitrogen or (Total Phosphorus), metals (Cadmium, Copper, Iron, Lead or Zinc), solids (TSS or Turbidity), bacteria/pathogens (E. Coli, Enteroccus or Fecal Coliform), chloride (Chloride) or oil and grease



(Petroleum Hydrocarbons or Oil and Grease), or discharges to a waterbody with an approved TMDL for any of those pollutants.

#### **1.4. Non-Stormwater Discharges**

The following categories of non-stormwater discharges are allowed under this permit *unless* the permittee, EPA, or the MassDEP identifies any category or individual discharge of non-stormwater discharge in part 1.4.a-r as a significant contributor of pollutants to the MS4, then that category or individual discharge is not allowed under part 1.4, but rather shall be deemed an “illicit discharge” under part 2.3.4.1, and the permittee shall address that category or individual discharge as part of the Illicit Discharge Detection and Elimination (IDDE) Program described in part 2.3.4 of this permit.

- a. Water line flushing
- b. Landscape irrigation
- c. Diverted stream flows
- d. Rising ground water
- e. Uncontaminated ground water infiltration (as defined at 40 CFR § 35.2005(20))
- f. Uncontaminated pumped ground water
- g. Discharge from potable water sources
- h. Foundation drains
- i. Air conditioning condensation
- j. Irrigation water, springs
- k. Water from crawl space pumps
- l. Footing drains
- m. Lawn watering
- n. Individual resident car washing
- o. Flows from riparian habitats and wetlands
- p. De-chlorinated swimming pool discharges
- q. Street wash waters
- r. Residential building wash waters without detergents

Discharges or flows from firefighting activities are allowed under this permit need only be addressed where they are identified as significant sources of pollutants to waters of the United States.

#### **1.5. Permit Compliance**

Non-compliance with any of the requirements of this permit constitutes a violation of the permit and the CWA and may be grounds for an enforcement action and may result in the imposition of injunctive relief and/or penalties.

#### **1.6. Continuation of this Permit**

If this permit is not reissued prior to the expiration date, it will be administratively continued in accordance with the Administrative Procedure Act and remain in force and effect for discharges that were authorized prior to expiration. If a small MS4 was granted permit authorization prior to the expiration date of this permit, it will automatically remain authorized by this permit until the earliest of:

- Authorization under a reissued general permit following timely and appropriate submittal of a complete and accurate NOI requesting authorization to discharge under the reissued permit; or
- Issuance or denial of an individual permit for the MS4’s discharges; or

- Authorization or denial under an alternative general permit.

If the MS4 operator does not submit a timely, appropriate, complete, and accurate NOI requesting authorization to discharge under the reissued permit or a timely request for authorization under an individual or alternative general permit, authorization under this permit will terminate on the due date for the NOI under the reissued permit unless otherwise specified in the reissued permit.

## **1.7. Obtaining Authorization to Discharge**

### **1.7.1. How to Obtain Authorization to Discharge**

To obtain authorization under this permit, a small MS4 shall:

- Be located in the areas listed in part 1.1 of this permit;
- Meet the eligibility requirements in part 1.2 and part 1.9;
- Submit a complete and accurate Notice of Intent (NOI) in accordance with the requirements of part 1.7.2; and
- EPA issues a written authorization.

### **1.7.2. Notice of Intent**

- a. Operators of Small MS4s seeking authorization to discharge under the terms and conditions of this permit shall submit a Notice of Intent that contains the information identified in Appendix E. This includes operators of small MS4s that were previously authorized under the May 1, 2003 small MS4 general permit (MS4-2003 permit).
- b. The NOI shall be signed by an appropriate official (see Appendix B, Subparagraph B.11, Standard Conditions).
- c. The NOI shall contain the following 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.

Print the name and title of the official, followed by signature and date.

- d. The NOI shall be submitted within 90 days of the effective date of the permit. If EPA notifies an MS4 that it is designated under 40 CFR § 122.32(a) (2) or (b), the NOI shall be submitted within 180 days of receipt of notice unless granted a longer period of time by EPA.

### **1.7.3. Submission of Notice of Intent**

- a. All small MS4s shall submit a complete and accurate Notice of Intent (suggested form in Appendix E) to EPA-Region 1 at the following address:

United States Environmental Protection Agency  
Stormwater and Construction Permits Section (OEP06-1)  
Five Post Office Square, Suite 100

Boston, MA 02109

Or submitted electronically to EPA at the following email address: [stormwater.reports@epa.gov](mailto:stormwater.reports@epa.gov)

- b. All small MS4s shall also submit a copy of the NOI to the MassDEP at the following address:

Massachusetts Department of Environmental Protection  
One Winter Street -5th Floor  
Boston, Massachusetts 02108  
ATTN: Frederick Civian, Stormwater Coordinator

- c. Late notification: A small MS4 is not prohibited from submitting a NOI after the dates provided in part 1.7.2.d. However, if a late NOI is submitted, authorization is only for discharges that occur after permit authorization is granted. EPA and MassDEP reserve the right to take enforcement actions for any unpermitted discharges. All NOIs submitted after December 21, 2020 must be submitted electronically.

**1.7.4. Public Notice of NOI and Effective Date of Coverage**

- a. EPA will provide a public notice and opportunity for comment on the contents of the submitted NOIs. The public comment period will be a minimum of 30 calendar days.
- b. Based on a review of a small MS4's NOI or other information, EPA may grant authorization, extend the public comment period, or deny authorization under this permit and require submission of an application for an individual or alternative NPDES permit. (See part 1.8) A small MS4 will be authorized to discharge under the terms and conditions of this permit upon receipt of notice of authorization from EPA.
- c. Permittees whose authorization to discharge under the MS4-2003 permit, which expired on May 1, 2008, has been administratively continued in accordance with the Administrative Procedure Act 5 U.S.C. § 558(c) and 40 CFR § 122.6, who wish to obtain coverage under this permit, must submit a new NOI requesting permit coverage in accordance with the requirements of part 1.7 of this permit to EPA within 90 days after the effective date of this permit. Permittees whose authorization to discharge under the expired MS4-2003 permit was administratively continued, who fail to submit a timely, complete and accurate NOI or an application for an individual NPDES permit within 90 days after the effective date of this permit will be considered to be discharging without a permit (see 40 CFR § 122.28(b)(3)(iii)).

**1.8. Individual Permits and Alternative General Permits**

- a. EPA may require a small MS4 to apply for and obtain authorization under either an individual NPDES permit or an alternative NPDES general permit. Any interested person may petition EPA in accordance with the provisions of 40 CFR § 122.26(f) to require a small MS4 to apply for and/or obtain authorization under either an individual NPDES permit or an alternative NPDES general permit. If EPA requires a small MS4 to apply for an individual or alternative NPDES permit, EPA will notify the small MS4 in writing that a permit application is required. This notification will include a brief statement of the reasons for this decision and will provide application information and an application deadline. If a small MS4 is authorized under the MS4-2003 permit or this permit and fails to submit an individual NPDES or an alternative general permit NPDES permit application as required by EPA, then the authorization under the MS4-2003 permit or this permit to the small MS4 is automatically terminated at the end of the date specified by EPA as the deadline

for application submittal. EPA reserves the right to take enforcement action for any unpermitted discharge.

- b. A small MS4 may request to be excluded from this general permit by applying for an individual permit or authorization under an alternative general permit. In such a case, a small MS4 shall submit an individual permit application in accordance with the requirements of 40 CFR § 122.33(b) (2) (i) or § 122.33(b) (2) (ii), with reasons supporting the request, to EPA at the address listed in part 1.7.3 of this permit. The request may be granted by issuance of an individual permit or authorization under an alternative general permit if EPA determines that the reasons stated by the small MS4 are adequate to support the request. (See 40 CFR § 122.28(b) (3)).
- c. When an individual NPDES permit is issued, or a small MS4 is authorized to discharge under an alternative NPDES general permit, authorization under this permit automatically terminates on the effective date of the individual permit or the date of authorization of coverage under the alternative general permit.

## **1.9. Special Eligibility Determinations**

### **1.9.1. Documentation Regarding Endangered Species**

The small MS4 shall certify eligibility regarding endangered species in the NOI required by part 1.7.2. The Stormwater Management Program (SWMP) shall include documentation supporting the permittee's eligibility determination with regard to federal Endangered and Threatened Species and Critical Habitat Protection, including:

- Results of the Appendix C U.S. Fish and Wildlife Service endangered species screening determination; and
- If applicable, a description of the measures the small MS4 shall implement to protect federally listed endangered or threatened species, or critical habitat, including any conditions imposed by the U.S. Fish and Wildlife Service. If a permittee fails to document and implement such measures, the permittee's discharges are ineligible for coverage under this permit.

### **1.9.2. Documentation Regarding Historic Properties**

The small MS4 shall certify eligibility regarding historic properties on the NOI required by part 1.7.2. The SWMP shall include documentation supporting the small MS4's eligibility determination with regard to Historic Properties Preservation, including:

- Information on whether the permittee's stormwater discharges, allowable non-stormwater discharges, or stormwater discharge-related activities would have an effect on a property that is listed or eligible for listing on the National Register of Historic Properties (NRHP);
- Where such effects may occur, any documents received by the permittee or any written agreements the permittee has made with the State Historic Preservation Officer (SHPO), Tribal Historic Preservation Officer (THPO), or other Tribal representative to mitigate those effects;
- Results of the Appendix D historic property screening investigations; and
- If applicable, a description of the measures the permittee shall implement to avoid or minimize adverse impacts on places listed, or eligible for listing, on the NRHP, including any conditions imposed by the SHPO or THPO. If the permittee fails to

document and implement such measures, those discharges are ineligible for coverage under this permit.

#### **1.10. Stormwater Management Program (SWMP)**

- a. The permittee shall develop and implement a written (hardcopy or electronic) SWMP. The SWMP shall be signed in accordance with Appendix B, Subsection 11, including the date of signature. A signature and date is required for initial program preparation and for any significant revision to the program, which shall be in writing. The written SWMP shall be completed within one (1) year of the effective date of the permit.

The SWMP is the document used by the permittee to describe and detail the activities and measures that will be implemented to meet the terms and conditions of the permit. The SWMP shall accurately describe the permittees plans and activities. The document should be updated and/or modified during the permit term as the permittee's activities are modified, changed or updated to meet permit conditions during the permit term.

- b. Permittees authorized by the MS4-2003 permit shall modify or update their existing Best Management Practices (BMPs) and measurable goals to meet the terms and conditions of part 2.3 of this permit within one (1) year of the effective date of the permit. These modifications and updates shall be reflected in the written (hardcopy or electronic) SWMP. Permittees authorized by the MS4-2003 permit shall continue to implement their existing SWMP until the program has been updated.

##### **1.10.1. Stormwater Management Program Availability**

- a. The permittee shall retain a copy of the current SWMP required by this permit at the office or facility of the person listed as the program contact on the submitted Notice of Intent (NOI). The SWMP shall be immediately available to representatives from EPA, MassDEP, U.S. Fish and Wildlife Service (USFWS) and the National Marine Fisheries Service (NMFS) at the time of an onsite inspection or upon request.
- b. The permittee shall make the SWMP available to the public during normal business hours. The permittee shall also post the SWMP online<sup>1</sup> if the permittee has a website on which to post the SWMP.

##### **1.10.2. Contents and Timelines of the Stormwater Management Program for 2003 permittees**

The following information must be included in the SWMP within one (1) year of the permit effective date and updated annually thereafter, as necessary:

- Identification of names and titles of people responsible for program implementation. If a position is currently unfilled, list the title of the position and modify the SWMP with the name once the position is filled;
- Documentation of compliance with part 1.9.1;
- Documentation of compliance with part 1.9.2;

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<sup>1</sup> Should a permittee not wish to post mapping information included in the SWMP (see part 1.10.2) on their website for public safety reasons, they must state the reason either with or within the online SWMP and provide how the MS4 mapping information can be obtained. The permittee must retain the entire SWMP, including all completed mapping, at a location where it can be made available to the public during normal business hours.

- Documentation of authorization of all new or increased discharges granted by MassDEP in compliance with part 2.1.2;
- Listing of all discharges identified pursuant to part 2.1.1 and description of response;
- Description of practices to achieve compliance with part 2.3 (MEP requirements) identified in the permittee's NOI and any updates to those BMPs within the first year;  
For each permit condition in part 2.3 identify:
  - The person(s) or department responsible for the measure;
  - The BMPs for the control measure or permit requirement;
  - The measurable goal(s) for each BMP. Each measurable goal shall include milestones and timeframes for its implementation and have a quantity or quality associated with its endpoint. Each goal shall have a measure of assessment associated with it;
- Sanitary Sewer Overflow (SSO) inventory including all of the information required in part 2.3.4.4.b;
- Written IDDE Program pursuant to part 2.3.4.6;
- Written procedures for site inspections and enforcement of sediment and erosion control procedures in accordance with part 2.3.5;
- Description of measures to avoid or minimize impacts to surface public drinking water supply sources. The permittee is also encouraged to include provisions to notify public water supplies in the event of an emergency. Massachusetts Department of Environmental Protection, Bureau of Resource Protection, Drinking Water Program, One Winter Street, Boston, MA 02108 – phone 617.292.5770.
- Description of activities to achieve compliance with part 3.0;
- Annual program evaluation (part 4.1). Update annually and maintain copies.

The following information must be included in the SWMP within two (2) years of the permit effective date and updated annually thereafter, as necessary:

- Listing of all receiving waterbody segments, their classification under the applicable state water quality standards, any impairment(s) and associated pollutant(s) of concern, applicable TMDLs and WLAs, and number of outfalls from the MS4 that discharge to each waterbody. In addition to the receiving water, the permittee shall document in the SWMP all surface public drinking water sources that may be impacted by MS4 discharges;
- Listing of all interconnected MS4s and other separate storm sewer systems receiving a discharge from the permitted MS4, the receiving waterbody segment(s) ultimately receiving the discharge, their classification under the applicable state water quality standards, any impairment(s) and associated pollutant(s) of concern, applicable TMDLs and WLAs, and the number of interconnections;
- Written procedures to require submission of as-built drawings and ensure long term operation and maintenance in accordance with part 2.3.6.a.iii;
- The map of the separate storm sewer system required by part 2.3.4.5.

The following information must be included in the SWMP within four (4) years of the permit effective date and updated annually thereafter, as necessary:

- Report(s) assessing current street design and parking lot guidelines and other local requirements within the municipality that affect the creation of impervious cover.

The following information must be included in the SWMP concurrent with the applicable

deadlines in Appendix F and H and updated annually thereafter, as necessary:

- Description of practices to achieve compliance with part 2.2.1 (TMDL requirements) including:
  - The person(s) or department responsible for the measure;
  - The BMPs for the control measure or permit requirement;
  - The measurable goal(s) for each BMP. Each measurable goal shall include milestones and timeframes for its implementation and have a quantity or quality associated with its endpoint. Each goal must have an associated measure of assessment.
- Description of practices to achieve compliance with part 2.2.2 (discharges to certain water quality limited waters subject to additional requirements) including:
  - The person(s) or department responsible for the measure;
  - The BMPs for the control measure or permit requirement;
  - The measurable goal(s) for each BMP. Each measurable goal shall include milestones and timeframes for its implementation and have a quantity or quality associated with its endpoint. Each goal must have an associated measure of assessment;
- Description of any other practices to achieve compliance with part 2.1 (water quality based requirements)

#### **1.10.3. Contents and Timelines of the Stormwater Management Program for New Permittees**

a. Permittees seeking authorization for the first time shall meet all deadlines contained in this permit except the following:

- Timelines for public education requirements in part 2.3.2.c shall be extended by one (1) year and need to include one (1) message to each audience over the permit term;
- The ordinances, by-laws, or other regulatory mechanisms required by parts 2.3.4, 2.3.5 and 2.3.6 shall be completed as soon as possible, but no later than three (3) years from the permit effective date; and
- All other deadlines in part 2.3.4 shall be extended by three (3) years.
- All other deadlines in part 2.3.5, 2.3.6 and 2.3.7 shall be extended by two (2) years.
- All deadlines for discharges to water quality limited waters without a TMDL under part 2.2.2 shall be extended by two (2) years.

b. Contents of the Stormwater Management Program for New Permittees

The following information must be included in the SWMP within one (1) year of the permit effective date and updated annually thereafter, as necessary:

- Identification of names and titles of people responsible for program implementation. If a position is currently unfilled, list the title of the position and modify the SWMP with the name once the position is filled;
- Documentation of compliance with part 1.9.1;
- Documentation of compliance with part 1.9.2;
- Documentation of authorization of all new or increased discharges granted by MassDEP in compliance with part 2.1.2;
- Listing of all discharges identified pursuant to part 2.1.1 and description of response;
- Description of practices to achieve compliance with part 2.3 (MEP requirements)



identified in the permittee's NOI and any updates to those BMPs within the first year;

For each permit condition in part 2.3 identify:

- The person(s) or department responsible for the measure;
  - The BMPs for the control measure or permit requirement;
  - The measurable goal(s) for each BMP. Each measurable goal shall include milestones and timeframes for its implementation and have a quantity or quality associated with its endpoint. Each goal shall have a measure of assessment associated with it;
- Description of measures to avoid or minimize impacts to surface public drinking water supply sources. The permittee is also encouraged to include provisions to notify public water supplies in the event of an emergency. Massachusetts Department of Environmental Protection, Bureau of Resource Protection, Drinking Water Program, One Winter Street, Boston, MA 02108 – phone 617.292.5770. Description of activities to achieve compliance with part 3.0;
  - Annual program evaluation (part 4.1). Update annually and maintain copies.

The following information must be included in the SWMP within three (3) years of the permit effective date and updated annually thereafter, as necessary:

- Written procedures for site inspections and enforcement of sediment and erosion control procedures in accordance with part 2.3.5;

The following information must be included in the SWMP within four (4) years of the permit effective date and updated annually thereafter, as necessary:

- Outfall and interconnection inventory;
- Sanitary Sewer Overflow (SSO) inventory including all of the information required in part 2.3.4.4.b;
- Written IDDE Program pursuant to part 2.3.4.6.
- Written operation and maintenance procedures for municipal activities in part 2.3.7.a.ii;
- Written program detailing the activities and procedures the permittee will implement so that the MS4 infrastructure is maintained in a timely manner to reduce the discharge of pollutants from the MS4 in accordance with part 2.3.7.a.iii.1;
- Written procedures to require submission of as-built drawings and ensure long term operation and maintenance in accordance with part 2.3.6.a.iii;

The following information must be included in the SWMP within five (5) years of the permit effective date and updated annually thereafter, as necessary:

- Phase 1 of the map of the separate storm sewer system required by part 2.3.4.5;
- Listing of all receiving waterbody segments, their classification under the applicable state water quality standards, any impairment(s) and associated pollutant(s) of concern, applicable TMDLs and WLAs, and number of outfalls from the MS4 that discharge to each waterbody. In addition to the receiving water, the permittee shall document in the SWMP all surface public drinking water sources that may be impacted by MS4 discharges;
- Listing of all interconnected MS4s and other separate storm sewer systems receiving a discharge from the permitted MS4, the receiving waterbody segment(s) ultimately receiving the discharge, their classification under the applicable state water quality standards, any impairment(s) and associated pollutant(s) of concern, applicable TMDLs

and WLAs, and the number of interconnections;

The following information must be included in the SWMP within six (6) years of the permit effective date and updated annually thereafter, as necessary:

- Report(s) assessing current street design and parking lot guidelines and other local requirements within the municipality that affect the creation of impervious cover.

The following information must be included in the SWMP concurrent with the applicable deadlines in Appendix F and H (extended by two (2) years) and updated annually thereafter, as necessary:

- Description of practices to achieve compliance with part 2.2.1 (discharges subject to requirements related to approved TMDLs) including:
  - The person(s) or department responsible for the measure;
  - The BMPs for the control measure or permit requirement;
  - The measurable goal(s) for each BMP. Each measurable goal shall include milestones and timeframes for its implementation and have a quantity or quality associated with its endpoint. Each goal must have an associated measure of assessment.
- Description of practices to achieve compliance with part 2.2.2 (discharges to certain water quality limited waters subject to additional requirements) including:
  - The person(s) or department responsible for the measure;
  - The BMPs for the control measure or permit requirement;
  - The measurable goal(s) for each BMP. Each measurable goal shall include milestones and timeframes for its implementation and have a quantity or quality associated with its endpoint. Each goal must have an associated measure of assessment;
- Description of any other practices to achieve compliance with part 2.1 (water quality based requirements).

## **2.0. Non-Numeric Effluent Limitations**

This section includes terms and conditions necessary to reduce the discharge of pollutants from the MS4 to the maximum extent practicable; to protect water quality and to satisfy the appropriate water quality requirements of the Clean Water Act and the Massachusetts Water Quality Standards.

### **2.1. Water Quality Based Effluent Limitations**

Pursuant to Clean Water Act 402(p)(3)(B)(iii), this permit includes provisions to ensure that discharges from the permittee's small MS4 meet applicable water quality standards as set forth in part 2.1.1. below.

#### **2.1.1. Requirement to Meet Water Quality Standards**

- a. The permittee's discharges shall meet applicable water quality standards by complying with parts 2.1.1.b and/or 2.1.1.c in accordance with the schedules set forth therein.<sup>2</sup> Any other

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<sup>2</sup> Applicable water quality standards are the state standards that have been federally approved or promulgated as of the issuance date of this permit and are compiled by EPA at <http://www.epa.gov/waterscience/standards/wqslibrary/>.

discharge of a pollutant that: (i) is not addressed by part 2.1.1.b, part 2.1.1.c, part 2.2.1, and/or part 2.2.2, (ii) is not the result of an illicit discharge subject to part 2.3.4, and (iii) does not meet applicable water quality standards, either independently or in conjunction with other discharges, shall comply with part 2.1.1.d.

- b. If there is a discharge from the MS4 to a waterbody (or its tributaries in some cases) that is subject to an EPA approved or established TMDL identified in part 2.2.1, the permittee is subject to the requirements of part 2.2.1 and Appendix F of this permit and the permittee shall comply with all applicable schedules, alternative schedules and requirements in Appendix F. A permittee's compliance with all applicable requirements and BMP implementation schedules in Appendix F or any alternative schedules applicable to it will constitute compliance with part 2.1.1.a. of the Permit for discharges of pollutants addressed in Appendix F.
- c. If (i) there is a discharge from the MS4 to a waterbody (or its tributaries in some cases) that is water quality limited (see definition in Appendix A) due to nutrients (Total Nitrogen or Total Phosphorus), metals (Cadmium, Copper, Iron, Lead or Zinc), solids (TSS or Turbidity), bacteria/pathogens (E. Coli, Enterococcus or Fecal Coliform), chloride (Chloride) or oil and grease (Petroleum Hydrocarbons or Oil and Grease) and is not subject to an approved TMDL, or (ii) the MS4 is located within a municipality listed in part 2.2.2.a.-b., then the permittee is subject to the requirements of part 2.2.2 and Appendix H of this permit and the permittee shall comply with all applicable schedules and requirements in Appendix H. A permittee's compliance with all applicable requirements and BMP implementation schedules in Appendix H applicable to it will constitute compliance with part 2.1.1.a. of the Permit for discharges of pollutants addressed in Appendix H.
- d. Pursuant to Part 2.1.1.a, upon notice from EPA or MassDEP to the permittee that a discharge of a pollutant from the MS4 that is exceeding applicable water quality standards, the permittee must, within 60 days, remedy the exceedance or eliminate the discharge. However, where such remedy or elimination within 60 days is impracticable, the permittee shall submit to EPA, by the same deadline, a schedule of actions to achieve a remedy or elimination in the shortest time not impracticable. The permittee shall implement such actions on the schedule submitted to EPA and report on progress in its annual reports unless or until EPA takes any other action that effectively replaces the schedule..

### **2.1.2. Increased Discharges**

- a. Any increased discharge, including increased pollutant loading(s) through the MS4 to waters of the United States is subject to Massachusetts antidegradation regulations at 314 CMR 4.04. The permittee shall comply with the provisions of 314 CMR 4.04 including information submittal requirements and obtaining authorization for increased discharges where appropriate<sup>3</sup>. Any authorization of an increased discharge by MassDEP shall be incorporated into the permittee's SWMP. If an applicable MassDEP approval specifies conditions or requirements related to the increased discharge, such requirements may be independently enforceable under State law and may be adopted into a future permit.
- b. There shall be no increased discharges, including increased pollutant loading(s) from the MS4 to impaired waters listed in categories 5 or 4b on the most recent Massachusetts Integrated Report of waters listed pursuant to Clean Water Act section 303(d) and 305(b) unless the permittee

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<sup>3</sup> Contact MassDEP for guidance on compliance with 314 CMR 4.04

demonstrates that there is no net increase in loading from the MS4 to the impaired water of the pollutant(s) for which the waterbody is impaired. The permittee may demonstrate compliance with this provision by *either*:

- i. Documenting that the pollutant(s) for which the waterbody is impaired is not present in the MS4's discharge and retaining documentation of this finding with the SWMP; or
  - ii. Documenting that the total load of the pollutant(s) of concern from the MS4 to any impaired portion of the receiving water will not increase as a result of the activity and retaining documentation of this finding in the SWMP. Unless otherwise determined by the Permittee, USEPA or by MassDEP that additional demonstration is necessary, compliance with the requirements of part 2.2.2 and part 2.3.6 of this Permit, including all reporting and documentation requirements, shall be considered as demonstrating no net increase as required by this part.
- c. The requirements of this part are independent of permit conditions requiring reduction in discharges of pollutants as set forth in parts 2.1.1 and 2.2 (water quality based requirements) and 2.3 (requirements to reduce discharge of pollutants to the maximum extent practicable). Permittees remain subject to requirements to reduce the discharge of pollutants from the MS4 as set forth in those parts.

## **2.2. Discharges to Certain Impaired Waters**

The permittee shall identify in the SWMP and Annual Reports all MS4 discharges, including both outfalls and interconnections to other MS4s or other separate storm sewer systems, that:

- Are subject to Total Maximum Daily Load (TMDL) related requirements as identified in part 2.2.1.
- Are subject to additional requirements to protect water quality as identified in part 2.2.2.

The discharge location from an interconnection shall be determined based on the receiving water of the outfall from the interconnected system.

Permittees are subject to the applicable requirements in part 2.2.1, Appendix F, or an approved alternative structural control implementation schedule, and/or the applicable requirements in part 2.2.2, and Appendix H.

### **2.2.1. Discharges Subject to Requirements Related to an Approved TMDL**

- a. "Approved TMDLs" are those that have been approved by EPA as of the date of issuance of this permit.
- b. The MS4s specified below discharge to waters within Massachusetts that are subject to TMDLs, or in some cases, to tributaries of such waters, and shall comply with the requirements of Appendix F, part A. Appendix F identifies, by section, the provisions the permittee shall implement to be consistent with the terms of the approved TMDL. Alternatively, EPA may notify the permittee that an individual permit application is necessary in accordance with part 1.8.a.
  - i. The following is a list of municipalities in the Charles River Watershed:

1.

Arlington	Mendon
Ashland	Milford
Bellingham	Millis
Belmont	Natick
Brookline	Needham
Cambridge	Newton
Dedham	Norfolk
Dover	Sherborn
Foxborough	Walpole
Franklin	Waltham
Holliston	Watertown
Hopedale	Wayland
Hopkinton	Wellesley
Lexington	Weston
Lincoln	Westwood
Medfield	Wrentham
Medway	

Permittees that operate regulated MS4s located in municipalities listed above that discharge to the Charles River or its Tributaries shall meet the requirements of Appendix F, part A.I with respect to the reduction of phosphorus discharges from their MS4.

- ii. The following is a list of municipalities that contain a lake or pond subject to an approved lake or pond phosphorus TMDL in the Northern Blackstone Basin, Chicopee Basin, Connecticut Basin, French Basin, Millers Basin or in the watershed of Bare Hill Pond, Flint Pond, Indian Lake, Lake Boon, Lake Quinsigamond, Leesville Pond, Salisbury Pond, Quaboag Pond or Quacumquasit Pond.

1.

Auburn	Millbury
Charlton	Oxford
Dudley	Shrewsbury
Gardner	Spencer
Grafton	Springfield
Granby	Stow
Hadley	Templeton
Harvard	Westminster
Hudson	Winchendon
Leicester	Wilbraham

Ludlow	
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Permittees that operate regulated MS4s in the above municipalities that discharge to waterbodies listed on Table F-6 in Appendix F or their tributaries, and any other MS4 that discharges to waterbodies listed on Table F-6 in Appendix F or their tributaries, shall meet the requirements of Appendix F, part A.II with respect to reduction of phosphorus discharges from their MS4.

- iii. The following is a list of municipalities that contain waters subject to an approved TMDL for bacteria or pathogens.

1.

Abington	Marshfield
Acushnet	Mashpee
Andover	Mattapoisett
Avon	Medfield
Barnstable	Medway
Bedford	Melrose
Bellingham	Mendon
Belmont	Milford
Berkley	Millis
Beverly	Milton
Billerica	Nahant
Bourne	Natick
Brewster	Needham
Bridgewater	New Bedford
Brockton	Newton
Brookline	Norfolk
Burlington	North Andover
Cambridge	Norton
Canton	Norwell
Chatham	Norwood
Cohasset	Orleans
Concord	Peabody
Danvers	Pembroke
Dartmouth	Plymouth
Dedham	Raynham
Dennis	Rehoboth
Dighton	Revere
Dover	Rockland
Duxbury	Rockport
East Bridgewater	Salem

Eastham	Sandwich
Essex	Saugus
Everett	Scituate
Fairhaven	Seekonk
Fall River	Sharon
Falmouth	Sherborn
Foxborough	Somerset
Franklin	Stoughton
Freetown	Swampscott
Gloucester	Swansea
Hanover	Taunton
Hanson	Tewksbury
Harwich	Wakefield
Holliston	Walpole
Hopedale	Waltham
Hopkinton	Wareham
Ipswich	Watertown
Kingston	Wellesley
Lawrence	Wellfleet
Lexington	West Bridgewater
Lincoln	Weston
Lynn	Westport
Lynnfield	Westwood
Malden	Whitman
Manchester	Wilmington
Mansfield	Winthrop
Marblehead	Yarmouth
Marion	

The operators of MS4s located in municipalities listed above that discharge to a waterbody segment listed on Table F-8 in Appendix F and any other MS4 that discharges directly to a waterbody segment listed on Table F-8 in Appendix F shall meet the requirements of Appendix F, part A.III with respect to reduction of bacteria/pathogens discharges from their MS4.

- iv. The following is a list of municipalities located on Cape Cod that contain waters subject to an approved TMDL for nitrogen (Total Nitrogen).

1.

Bourne
Barnstable
Chatham
Falmouth



Harwich
Mashpee
Orleans
Yarmouth

Permittees that operate regulated MS4s located in the municipalities above that discharge to waterbodies found on Table F-9 in Appendix F or their tributaries and any other MS4 that discharges to waterbodies found on Table F-9 in Appendix F or their tributaries shall meet the requirements of Appendix F, part A.IV with respect to reduction of nitrogen discharges from their MS4.

- v. The following is a list of municipalities located in the Assabet River Watershed:

1.

Acton	Hudson
Berlin	Littleton
Bolton	Marlborough
Boxborough	Maynard
Boylston	Northborough
Carlisle	Shrewsbury
Clinton	Stow
Concord	Westborough
Grafton	Westford
Harvard	

Permittees that operate regulated MS4s located in the municipalities above that discharge to the Assabet River or its tributaries shall meet the requirements of Appendix F part A.V with respect to reduction of phosphorus discharges from their MS4.

- c. The MS4s specified below discharge to waters, or tributaries of waters, that have been identified in an adjacent state's approved TMDL as being impaired due, in part, to MS4 stormwater discharges in Massachusetts, and shall comply with the requirements of Appendix F, part B. Appendix F identifies, by section, the provisions the permittee shall implement to be consistent with the reasonable assumptions related to Massachusetts MS4 discharges. Alternatively, EPA may notify the permittee that an individual permit application is necessary in accordance with part 1.8.a.

- i. The following is a list of municipalities in Massachusetts located in the watershed of Long Island Sound, which has an approved TMDL for nitrogen (Total Nitrogen).

1.

Adams	North Adams
Agawam	Northampton
Amherst	Oxford
Ashburnham	Palmer

Ashby	Paxton
Auburn	Pelham
Belchertown	Pittsfield
Charlton	Richmond
Cheshire	Russell
Chicopee	Rutland
Dalton	South Hadley
Douglas	Southampton
Dudley	Southbridge
East Longmeadow	Southwick
Easthampton	Spencer
Gardner	Springfield
Granby	Sturbridge
Hadley	Sutton
Hampden	Templeton
Hatfield	Ware
Hinsdale	Webster
Holyoke	West Springfield
Lanesborough	Westfield
Leicester	Westhampton
Lenox	Westminster
Longmeadow	Wilbraham
Ludlow	Williamsburg
Millbury	Winchendon
Monson	

Permittees that operate regulated MS4s located in the municipalities above that discharge to a water within the Connecticut River Watershed, the Housatonic River Watershed, or the Thames River Watershed shall meet the requirements of Appendix F part B. I with respect to nitrogen discharges from their MS4.

- ii. The following is a list of municipalities in Massachusetts identified in a TMDL as containing MS4s contributing phosphorus to waterbody segments that have out of state approved TMDLs for phosphorus:

1.

Attleboro
North Attleborough
Plainville
Rehoboth
Seekonk
Swansea

Permittees that operate regulated MS4s located in the municipalities above that discharge to a waterbody found on Table F-12 in Appendix F or its tributaries shall meet the requirements of Appendix F part B. II with respect to phosphorus discharges from their MS4.

- iii. The following is a list of municipalities in Massachusetts identified in a TMDL as containing MS4s contributing bacteria/pathogens to waterbody segments that have out of state approved TMDLs for bacteria/pathogens:

1.

Attleboro
North Attleborough
Plainville
Rehoboth
Seekonk

Permittees that operate regulated MS4s located in the municipalities above that discharge to a waterbody found on Table F-13 in Appendix F or its tributaries shall meet the requirements of Appendix F part B. III with respect to bacteria/pathogens discharges from their MS4.

- iv. The following is a list of municipalities in Massachusetts identified in a TMDL as containing MS4s contributing metals (cadmium, lead, aluminum iron) to waterbody segments that have out of state approved TMDLs for metals (cadmium, lead, aluminum, iron):

1.

Attleboro
North Attleborough
Plainville
Seekonk

Permittees that operate regulated MS4s located in the municipalities above that discharge to a waterbody found on Table F-14 in Appendix F or its tributaries shall meet the requirements of Appendix F part B. IV with respect to metals discharges from their MS4.

## 2.2.2. Discharges to Certain Water Quality Limited Waters Subject to Additional Requirements

For purposes of this permit, a ‘water quality limited water body’ is any water body that does not meet applicable water quality standards, including but not limited to waters listed in categories 5 or 4b on the Massachusetts Integrated Report of waters listed pursuant to Clean Water Act section 303(d) and 305(b).

If there is a discharge from the MS4 to a water quality limited waterbody where pollutants typically found in stormwater (specifically nutrients (Total Nitrogen or Total Phosphorus), solids (TSS or Turbidity), bacteria/pathogens (E. Coli, Enterococcus or Fecal Coliform), chloride (Chloride), metals (Cadmium, Copper, Iron, Lead or Zinc) and oil and grease (Petroleum Hydrocarbons or Oil and Grease)) are the cause of the impairment and is not subject to part 2.1.1.b for those pollutants, or the MS4 is located in a town listed in part 2.2.2.a.-b, the permittee shall comply with the provisions

in Appendix H applicable to it. Permittees notified by EPA or MassDEP during the permit term that they are discharging to a water quality limited water shall update their SWMP to include measures they must take in accordance with Appendix H.

In the absence of a defined pollutant reduction target and where no approved TMDL has been established as of the issuance date of this permit, this permit part and Appendix H define an iterative approach addressing pollutant reductions to waterbodies where the permittee's discharge is not meeting applicable water quality standards due to nutrients (Total Nitrogen Total Phosphorus), solids (TSS or Turbidity), bacteria/pathogens (E. Coli, Enterococcus or Fecal Coliform), chloride (Chloride), metals (Cadmium, Copper, Iron, Lead or Zinc) or oil and grease (Petroleum Hydrocarbons or Oil and Grease).

a. Discharges to water quality limited waterbodies where nitrogen (Total Nitrogen) is the cause of the impairment, or their tributaries

i. The requirements of this part are applicable to:

1. Permittees (including traditional and non-traditional MS4s) that own or operate an MS4 in the following municipalities. Discharges from MS4s within these municipalities are to waterbodies that are impaired due to nitrogen (Total Nitrogen), or their tributaries.

Abington	Mattapoisett
Acushnet	Middleborough
Attleboro	New Bedford
Avon	Norton
Barnstable	Peabody
Berkley	Pembroke
Bourne	Plainville
Bridgewater	Plymouth
Brockton	Plympton
Carver	Raynham
Dartmouth	Rehoboth
Dighton	Rochester
East Bridgewater	Salem
Easton	Seekonk
Fairhaven	Sharon
Fall River	Somerset
Foxborough	Stoughton
Freetown	Swansea
Halifax	Taunton
Hanson	Wakefield
Holbrook	Wareham
Kingston	West Bridgewater
Lakeville	Westport

Lynnfield	Whitman
Mansfield	Wrentham
Marion	Yarmouth

2. Any other permittee that, during the permit term, becomes aware that its discharge is to a waterbody that is water quality limited due to nitrogen (Total Nitrogen), or a tributary of such water.
- ii. Permittees subject to part 2.2.2.a.i above shall meet the requirements of Appendix H part I with respect to the control of nitrogen discharges from their MS4;
  - iii. During development of their Notice of Intent, the permittee may determine that all discharges from the regulated area through their MS4 are outside of a watershed that contains a nitrogen (Total Nitrogen) impairment in a downstream segment. The permittee shall retain all documentation used in this determination as part of their NOI and are relieved from the requirements of part 2.2.2.a.i and Appendix H part I.
- b. Discharges to water quality limited waterbodies where phosphorus (“Total Phosphorus”) is the cause of the impairment, or their tributaries
- i. The requirements of this part are applicable to:
    1. Permittees (including traditional and non-traditional MS4s) that own or operate an MS4 in the following municipalities. Discharges from MS4s within these municipalities are to waterbodies that are impaired due to phosphorus (Total Phosphorus), or their tributaries.

Abington	Lynn
Acushnet	Lynnfield
Andover	Malden
Arlington	Mansfield
Ashburnham	Marlborough
Ashland	Mashpee
Auburn	Medfield
Avon	Medford
Ayer	Melrose
Barnstable	Mendon
Bedford	Methuen
Belchertown	Millbury
Belmont	Millville
Billerica	Milton
Blackstone	North Andover
Bolton	Northbridge
Brewster	Norton

Bridgewater	Norwood
Brockton	Oxford
Burlington	Peabody
Cambridge	Pembroke
Canton	Pepperell
Carlisle	Pittsfield
Carver	Quincy
Chelmsford	Randolph
Chelsea	Reading
Clinton	Revere
Concord	Rockland
Dalton	Salem
Dedham	Scituate
Douglas	Seekonk
Dover	Sharon
Dracut	Shirley
Dunstable	Shrewsbury
East Bridgewater	Somerville
Eastham	Southampton
Easthampton	Spencer
Everett	Springfield
Falmouth	Stoneham
Fitchburg	Stoughton
Foxborough	Sudbury
Framingham	Sutton
Gloucester	Taunton
Grafton	Tewksbury
Granby	Townsend
Groton	Tyngsborough
Halifax	Upton
Hanover	Uxbridge
Hanson	Wakefield
Harvard	Walpole
Haverhill	Wareham
Hinsdale	Watertown
Hopkinton	Wayland
Hudson	West Bridgewater
Lancaster	Westfield

Lawrence	Westminster
Leicester	Westwood
Lenox	Whitman
Leominster	Wilmington
Lexington	Winchendon
Littleton	Winchester
Lowell	Winthrop
Lunenburg	Woburn
Lynn	

2. Any other permittee that, during the permit term, becomes aware that its discharge is to a waterbody that is water quality limited due to phosphorus (“Total Phosphorus”), or to a tributary of such water.
  - ii. The permittees subject to part 2.2.2.b.i. above shall meet all requirements of Appendix H part II with respect to the control of phosphorus discharges from the MS4.
  - iii. During development of their Notice of Intent, the permittee may determine that all discharges from the regulated area through their MS4 are outside of a watershed that contains a phosphorus (“Total Phosphorus”) impairment in a downstream segment. The permittee shall retain all documentation used in this determination as part of their NOI and are relieved from the requirements of part 2.2.2.b.i and Appendix H part II.
- c. Discharges to water quality limited waterbodies where bacteria or pathogens is the cause of the impairment
  - i. The requirements of this part are applicable to:
    1. Any MS4 discharge identified by the permittee on their Notice of Intent as discharging directly to an impaired waterbody on the most recent EPA approved Massachusetts 303(d) list where bacteria or pathogens (E. Coli, Enterococcus or Fecal Coliform) is the cause of the impairment.
    2. Any other MS4 that, during the permit term, becomes aware that its discharge is to a waterbody that is water quality limited due to bacteria or pathogens.
  - ii. The permittees subject to part 2.2.2.c.i. shall meet all requirements of Appendix H part III with respect to reduction of bacteria or pathogens discharges from the MS4.
- d. Discharges to water quality limited waterbodies where chloride (Chloride) is the cause of the impairment
  - i. The requirements of this part are applicable to:
    1. Any MS4 discharge identified by the permittee on their Notice of Intent as discharging directly to an impaired waterbody on the most recent EPA approved Massachusetts 303(d) list where chloride (Chloride) is the cause of the impairment.

2. Any other MS4 that, during the permit term, becomes aware that its discharge is to a waterbody that is water quality limited due to chloride (Chloride).
- ii. The permittees subject to part 2.2.2.d.i. shall meet all requirements of Appendix H part IV with respect to reduction of chloride discharges from the MS4.
- e. Discharges to water quality limited waterbodies where oil and grease (Petroleum Hydrocarbons or Oil and Grease), solids (TSS or Turbidity) or metals (Cadmium, Copper, Iron, Lead or Zinc) is the cause of the impairment
  - i. The requirements of this part are applicable to:
    1. Any MS4 discharge identified by the permittee on their Notice of Intent as discharging directly to an impaired waterbody on the most recent EPA approved Massachusetts 303(d) list where oil and grease, solids or metals (Oil and Grease, Petroleum Hydrocarbons TSS, Turbidity, Cadmium, Copper, Iron, Lead or Zinc) is the cause of the impairment.
    2. Any other MS4 that, during the permit term, becomes aware that its discharge is to a waterbody that is water quality limited due to oil and grease (Petroleum Hydrocarbons or Oil and Grease), solids (TSS or Turbidity) or metals (Cadmium, Copper, Iron, Lead or Zinc).
  - ii. The permittees subject to part 2.2.2.d.i. shall meet all requirements of Appendix H part V with respect to reduction of solids, oil and grease or metals discharges from the MS4.

## **2.3. Requirements to Reduce Pollutants to the Maximum Extent Practicable (MEP)**

The permittee shall reduce the discharge of pollutants from the MS4 to the maximum extent practicable (MEP) as detailed in parts 2.3.2 through 2.3.7.

### **2.3.1. Control Measures**

- a. Permittees authorized under the MS4-2003 permit shall continue to implement their existing SWMPs while updating their SWMPs pursuant to this permit. This permit does not extend the compliance deadlines set forth in the MS4-2003 permit.
- b. Implementation of one or more of the minimum control measures described in parts 2.3.2- 2.3.7 or other permit requirements may be shared with another entity (including another interconnected MS4) or the other entity may fully implement the measure or requirement, if the following requirements are satisfied:
  - The other entity, in fact, implements the control measure.
  - The particular control measure or component thereof undertaken by the other entity is at least as stringent as the corresponding permit requirement.
  - The other entity agrees to implement the control measure on the permittee's behalf. The annual reports must specify that the permittee is relying on another entity to satisfy some of its permit obligations and specify what those obligations are.
  - If the permittee is relying on another governmental entity regulated under 40 CFR §122 to satisfy all of its permit obligations, including the obligation to file annual reports, the permittee shall note that fact in its NOI, but is not required to file annual reports.



- The permittee remains responsible for compliance with all permit obligations if the other entity fails to implement the control measures (or component thereof). The permittee may enter into a legally binding agreement with the other entity regarding the other entity's performance of control measures, but the permittee remains ultimately responsible for permit compliance.

### **2.3.2. Public Education and Outreach**

Objective: The permittee shall implement an education program that includes educational goals based on stormwater issues of significance within the MS4 area. The ultimate objective of a public education program is to increase knowledge and change behavior of the public so that pollutants in stormwater are reduced.

- a. The permittee shall continue to implement the public education program required by the MS4-2003 permit by distributing educational material to the MS4 community. The educational program shall define educational goals, express specific messages, define the targeted audience for each message, and identify responsible parties for program implementation. If appropriate for the target audience, materials may be developed in a language other than English. At a minimum, the program shall 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 shall identify steps and/or activities that the public can take to reduce the pollutants in stormwater runoff and their impacts to the environment.
- b. The educational program shall include education and outreach efforts for the following four audiences: (1) residents, (2) businesses, institutions (churches, hospitals), and commercial facilities, (3) developers (construction), and (4) industrial facilities, unless one of these audiences is not present in the MS4 community. In such a situation, the MS4 must document in both the NOI and SWMP which audience is absent from the community and no educational messages are required to that audience.
- c. The permittee shall distribute a minimum of two (2) educational messages over the permit term to each audience identified in part 2.3.2.b. The distribution of materials to each audience shall be spaced at least a year apart. Educational messages may be printed materials such as brochures or newsletters; electronic materials such as websites; mass media such as newspaper articles or public service announcement (radio or cable); targeted workshops on stormwater management, or displays in a public area such as town/city hall. The permittee may use existing materials if they are appropriate for the message the permittee chooses to deliver or the permittee may develop its own educational materials. The permittee may partner with other MS4s, community groups or watershed associations to implement the education program to meet this permit requirement.

Some EPA educational materials are available at: <http://cfpub.epa.gov/npstbx/index.html>.
- d. The permittee shall, at a minimum, consider the topics listed in part 2.3.2.d.i. – iv when developing the outreach/education program. The topics are not exclusive and the permittee shall focus on those topics most relevant to the community.
  - i. Residential program: effects of outdoor activities such as lawn care (use of pesticides, herbicides, and fertilizers and information on Massachusetts Regulation 331 CMR 31 pertaining to proper use of phosphorus containing fertilizers on turf grasses) on water

- quality; benefits of appropriate on-site infiltration of stormwater; effects of automotive work and car washing on water quality; proper disposal of swimming pool water; proper management of pet waste; maintenance of septic systems. If the small MS4 area has areas serviced by septic systems, the permittee shall consider information pertaining to maintenance of septic systems as part of its education program.
- ii. Business/Commercial/Institution program: proper lawn maintenance (use of pesticides, herbicides and fertilizer, and information on Massachusetts Regulation 331 CMR 31 pertaining to proper use of phosphorus containing fertilizers on turf grasses); benefits of appropriate on-site infiltration of stormwater; building maintenance (use of detergents); use of salt or other de-icing and anti-icing materials (minimize their use); proper storage of salt or other de-icing/anti-icing materials (cover/prevent runoff to storm system and contamination to ground water); proper storage of materials (emphasize pollution prevention); proper management of waste materials and dumpsters (cover and pollution prevention); proper management of parking lot surfaces (sweeping); proper car care activities (washing of vehicles and maintenance); and proper disposal of swimming pool water by entities such as motels, hotels, and health and country clubs (discharges must be dechlorinated and otherwise free from pollutants).
  - iii. Developers and Construction: 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). This education can also be a part of the Construction Site Stormwater Runoff Control measure detailed in part 2.3.5.
  - iv. Industrial program: equipment inspection and maintenance; proper storage of industrial materials (emphasize pollution prevention); proper management and disposal of wastes; proper management of dumpsters; minimization of use of salt or other de-icing/anti-icing materials; proper storage of salt or other de-icing/anti-icing materials (cover/prevent runoff to storm system and ground water contamination); benefits of appropriate on-site infiltration of stormwater runoff from areas with low exposure to industrial materials such as roofs or employee parking; proper maintenance of parking lot surfaces (sweeping); and requirements for coverage under EPA's Multi-Sector General Permit.
- e. The program shall show evidence of focused messages for specific audiences as well as evidence that progress toward the defined educational goals of the program has been achieved. The permittee shall identify methods that it will use to evaluate the effectiveness of the educational messages and the overall education program. Any methods used to evaluate the effectiveness of the program shall be tied to the defined goals of the program and the overall objective of changes in behavior and knowledge.
  - f. The permittee shall modify any ineffective messages or distribution techniques for an audience prior to the next scheduled message delivery.
  - g. The permittee shall document in each annual report the messages for each audience; the method of distribution; the measures/methods used to assess the effectiveness of the messages, and the method/measures used to assess the overall effectiveness of the education program.

### **2.3.3. Public Involvement and Participation**

Objective: The permittee shall provide opportunities to engage the public to participate in the review and implementation of the permittee's SWMP.

- a. All public involvement activities shall comply with state public notice requirements (MGL Chapter 30A, Sections 18 – 25 – effective 7/10/2010). The SWMP, all documents submitted to EPA in accordance with Appendix F, and all annual reports shall be available to the public online if the permittee has a website on which to post these documents.
- b. The permittee shall annually provide the public an opportunity to participate in the review and implementation of the SWMP.
- c. The permittee shall report on the activities undertaken to provide public participation opportunities including compliance with part 2.3.3.a. Public participation opportunities pursuant to part 2.3.3.b may include, but are not limited to, websites; hotlines; clean-up teams; monitoring teams; or an advisory committee.

### **2.3.4 Illicit Discharge Detection and Elimination (IDDE) Program**

Objective: The permittee shall implement an IDDE program to systematically find and eliminate sources of non-stormwater discharges to its municipal separate storm sewer system and implement procedures to prevent such discharges.

- a. Legal Authority - The IDDE program shall include adequate legal authority 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. Adequate legal authority consists of a currently effective ordinance, by-law, or other regulatory mechanism. For permittees authorized by the MS4-2003 permit, the ordinance, by-law, or other regulatory mechanism was a requirement of the MS4-2003 permit and was required to be effective by May 1, 2008. For new permittees the ordinance, by-law, or other regulatory mechanism shall be in place within 3 years of the permit effective date.
- b. During the development of the new components of the IDDE program required by this permit, permittees authorized by the MS4-2003 permit must continue to implement their existing IDDE program required by the MS4-2003 permit to detect and eliminate illicit discharges to their MS4.

#### **2.3.4.1. Definitions and Prohibitions**

The permittee shall prohibit illicit discharges and sanitary sewer overflows (SSOs) to its MS4 and require removal of such discharges consistent with parts 2.3.4.2 and 2.3.4.4 of this permit.

An SSO is a discharge of untreated sanitary wastewater from a municipal sanitary sewer.

An illicit discharge is any discharge to a municipal separate storm sewer that is not composed entirely of stormwater, except discharges pursuant to a NPDES permit (other than the NPDES permit for discharges from the municipal separate storm sewer) and discharges resulting from fire fighting activities.

#### **2.3.4.2. Elimination of Illicit Discharges**

- a. Upon detection of an illicit discharge, the permittee shall locate, identify and eliminate the illicit discharge as expeditiously as possible. Upon identification of the illicit source the MS4 notify all responsible parties for any such discharge and require immediate cessation of improper disposal

practices in accordance with its legal authorities. Where elimination of an illicit discharge within 60 days of its identification as an illicit discharge is not possible, the permittee shall establish an expeditious schedule for its elimination and report the dates of identification and schedules for removal in the permittee's annual reports. The permittee shall immediately commence actions necessary for elimination. The permittee shall diligently pursue elimination of all illicit discharges. In the interim, the permittee shall take all reasonable and prudent measures to minimize the discharge of pollutants to and from its MS4.

- b. The period between identification and elimination of an illicit discharge is not a grace period. Discharges from an MS4 that are mixed with an illicit discharge are not authorized by this Permit (part 1.3.a) and remain unlawful until eliminated.

#### 2.3.4.3. Non-Stormwater Discharges

The permittee may presume that the sources of non-stormwater listed in part 1.4 of this permit need not be addressed. However, if the permittee identifies any of these sources as significant contributors of pollutants to the MS4, then the permittee shall implement measures to control these sources so they are no longer significant contributors of pollutants, and/or eliminate them entirely, consistent with part 2.3.4.

#### 2.3.4.4. Sanitary Sewer Overflows

- a. Upon detection of an SSO the permittee shall eliminate it as expeditiously as possible and take interim mitigation measures to minimize the discharge of pollutants to and from its MS4 until elimination is completed.
- b. The permittee shall identify all known locations where SSOs have discharged to the MS4 within the previous five (5) years. This shall include SSOs resulting, during dry or wet weather, from inadequate conveyance capacities, or where interconnectivity of the storm and sanitary sewer infrastructure allows for communication of flow between the systems. Within one (1) year of the effective date of the permit, the permittee shall develop an inventory of all identified SSOs indicating the following information, if available:
  - 1. Location (approximate street crossing/address and receiving water, if any);
  - 2. A clear statement of whether the discharge entered a surface water directly or entered the MS4;
  - 3. Date(s) and time(s) of each known SSO occurrence (i.e., beginning and end of any known discharge);
  - 4. Estimated volume(s) of the occurrence;
  - 5. Description of the occurrence indicating known or suspected cause(s);
  - 6. Mitigation and corrective measures completed with dates implemented; and
  - 7. Mitigation and corrective measures planned with implementation schedules.

The permittee shall maintain the inventory as a part of the SWMP and update the inventory annually, all updates shall include the information in part 2.3.4.4.b.1-7.

- c. In accordance with Paragraph B.12 of Appendix B of this permit, upon becoming aware of an SSO to the MS4, the permittee shall provide oral notice to EPA within 24 hours. Additionally, the permittee shall provide written notice to EPA and MassDEP within five (5) days of becoming aware of the SSO occurrence and shall include the information in the updated inventory. The notice shall contain all of the information listed in part 2.3.4.4.b. Where common notification requirements for SSOs are

included in multiple NPDES permits issued to a permittee, a single notification may be made to EPA as directed in the permittee's wastewater or CSO NPDES permit and constitutes compliance with this part.

- d. The permittee shall include and update the SSO inventory in its annual report, including the status of mitigation and corrective measures implemented by the permittee to address each SSO identified pursuant to this part.
- e. The period between detection and elimination of a discharge from the SSO to the MS4 is not a grace period. Discharges from an MS4 that are mixed with an SSO are not authorized by this Permit (part 1.3.a) and remain unlawful until eliminated.

#### 2.3.4.5. System mapping

The permittee shall develop a revised and more detailed map than was required by the MS4-2003 permit. This revised map of the MS4 shall be completed in two phases as outlined below. The mapping shall include a depiction of the permittee's separate storm sewer system in the permit area. The mapping is intended to facilitate the identification of key infrastructure and factors influencing proper system operation, and the potential for illicit sanitary sewer discharges.

- a. Phase I: The system map shall be updated within two (2) years of the permit effective date to include the following information:
  - Outfalls and receiving waters (required by MS4-2003 permit)
  - Open channel conveyances (swales, ditches, etc.)
  - Interconnections with other MS4s and other storm sewer systems
  - Municipally-owned stormwater treatment structures (e.g., detention and retention basins, infiltration systems, bioretention areas, water quality swales, gross particle separators, oil/water separators, or other proprietary systems)
  - Waterbodies identified by name and indication of all use impairments as identified on the most recent EPA approved Massachusetts Integrated List of waters report pursuant to Clean Water Act section 303(d) and 305(b)
  - Initial catchment delineations. Any available system data and topographic information may be used to produce initial catchment delineations. For the purpose of this permit, a catchment is the area that drains to an individual outfall or interconnection.
- b. Phase II: The system map shall be updated annually as the following information becomes available during implementation of catchment investigation procedures in part 2.3.4.8. This information must be included in the map for all outfalls within ten (10) years of the permit effective date:
  - Outfall spatial location (latitude and longitude with a minimum accuracy of +/-30 feet)
  - Pipes
  - Manholes
  - Catch basins
  - Refined catchment delineations. Catchment delineations shall be updated to reflect information collected during catchment investigations
  - Municipal sanitary sewer system (if available)
  - Municipal combined sewer system (if applicable).

- c. Recommended elements to be included in the system map as information becomes available:
- Storm sewer material, size (pipe diameter) and age
  - Sanitary sewer system material, size (pipe diameter) and age
  - Privately-owned stormwater treatment structures
  - Where a municipal sanitary sewer system exists, properties known or suspected to be served by a septic system, especially in high-density urban areas
  - Area where the permittee's MS4 has received or could receive flow from septic system discharges (e.g., areas with poor soils, or high ground water elevations unsuitable for conventional subsurface disposal systems)
  - Seasonal high water table elevations impacting sanitary alignments
  - Topography
  - Orthophotography
  - Alignments, dates and representation of work completed (with legend) of past illicit discharge investigations (e.g., flow isolation, dye testing, CCTV)
  - Locations of suspected, confirmed and corrected illicit discharges (with dates and flow estimates).
- d. The mapping may be produced by hand or through computer-aided methods (e.g. GIS). The required scale and detail of the map shall be appropriate to facilitate a rapid understanding of the system by the permittee, EPA and the state. In addition, the mapping shall serve as a planning tool for the implementation and phasing of the IDDE program and demonstration of the extent of complete and planned investigations and corrections. The permittee shall update the mapping as necessary to reflect newly discovered information and required corrections or modifications.
- e. The permittee shall report on the progress towards the completion of the system map in each annual report.

#### 2.3.4.6. Written Illicit Discharge Detection and Elimination Program

The IDDE program shall be recorded in a written (hardcopy or electronic) document. The IDDE program shall include each of the elements described in parts 2.3.4.7 and part 2.3.4.8, unless the permittee provides a written explanation within the IDDE program as to why a particular element is not applicable to the permittee.

Notwithstanding the permittee's explanation, EPA may at any time determine that a particular element is in fact applicable to the permittee and require the permittee to add it to the IDDE program. The written (hardcopy or electronic) IDDE program shall be completed within one (1) year of the effective date of the permit and updated in accordance with the milestones of this part. The permittee shall implement the IDDE program in accordance with the goals and milestones contained in this part.

- a. The written (hardcopy or electronic) IDDE program shall include a reference or citation of the authority the permittee will use to implement all aspects of the IDDE program.
- b. Statement of IDDE Program Responsibilities - The permittee shall establish a written (hardcopy or electronic) statement that clearly identifies responsibilities with regard to eliminating illicit discharges. The statement shall identify the lead municipal agency(ies) or department(s) responsible for implementing the IDDE Program as well as any other agencies or departments that may have responsibilities for aspects of the program (e.g., board of health responsibilities for overseeing septic system construction; sanitary sewer system staff; inspectional services for enforcing plumbing codes;

town counsel responsibilities in enforcement actions, etc.). Where multiple departments and agencies have responsibilities with respect to the IDDE program specific areas of responsibility shall be defined and processes for coordination and data sharing shall be established and documented.

- c. Program Procedures – The permittee shall include in the written IDDE program all written procedures developed in accordance with the requirements and timelines in parts 2.3.4.7 and 2.3.4.8 below. At a minimum this shall include the written procedures for dry weather outfall screening and sampling and for catchment investigations.

#### 2.3.4.7. Assessment and Priority Ranking of Outfalls/Interconnections

The permittee shall assess and priority rank the outfalls in terms of their potential to have illicit discharges and SSOs and the related public health significance. This ranking will determine the priority order for screening of outfalls and interconnections pursuant to part 2.3.4.7.b, catchment investigations for evidence of illicit discharges and SSOs pursuant to part 2.3.4.8, and provides the basis for determining permit milestones of this part.

- a) Outfall/Interconnection Inventory and Initial Ranking:  
An initial outfall and interconnection inventory and priority ranking to assess illicit discharge potential based on existing information shall be completed within one (1) year from the effective date of the permit; an updated inventory and ranking will be provided in each annual report thereafter. The inventory shall be updated annually to include data collected in connection with the dry weather screening and other relevant inspections conducted by the permittee.
  - i. The outfall and interconnection inventory will identify each outfall and interconnection discharging from the MS4, record its location and condition, and provide a framework for tracking inspections, screenings and other activities under the permittee's IDDE program.
    - An outfall means a point source as defined by 40 CFR § 122.2 as the point where the municipal separate storm sewer discharges to waters of the United States. An outfall does not include open conveyances connecting two municipal separate storm sewers or pipes, tunnels or other conveyances that connect segments of the same stream or other waters of the United States and that are used to convey waters of the United States. (40 CFR § 122.26(b)(9)). However, it is strongly recommended that a permittee inspect all accessible portions of the system as part of this process. Culverts longer than a simple road crossing shall be included in the inventory unless the permittee can confirm that they are free of any connections and simply convey waters of the United States.
    - An interconnection means the point (excluding sheet flow over impervious surfaces) where the permittee's MS4 discharges to another MS4 or other storm sewer system, through which the discharge is conveyed to waters of the United States or to another storm sewer system and eventually to a water of the United States.
  - ii. The permittee shall classify each of the permittee's outfalls and interconnections into one of the following categories:
    - Problem Outfalls: Outfalls/interconnections with known or suspected contributions of illicit discharges based on existing information shall be designated as Problem Outfalls. This shall

include any outfalls/interconnections where previous screening indicates likely sewer input.<sup>4</sup> Problem Outfalls need not be screened pursuant to part 2.3.4.7.b.

- High Priority Outfalls: Outfalls/interconnections that have not been classified as Problem Outfalls and that are:
    - discharging to an area of concern to public health due to proximity of public beaches, recreational areas, drinking water supplies or shellfish beds;
    - determined by the permittee as high priority based on the characteristics listed below or other available information;
  - Low Priority Outfalls: Outfalls/interconnections determined by the permittee as low priority based on the characteristics listed below or other available information.
  - Excluded outfalls: Outfalls/interconnections with no potential for illicit discharges may be excluded from the IDDE program. This category is limited to roadway drainage in undeveloped areas with no dwellings and no sanitary sewers; drainage for athletic fields, parks or undeveloped green space and associated parking without services; cross-country drainage alignments (that neither cross nor are in proximity to sanitary sewer alignments) through undeveloped land.
- iii. The permittee shall priority rank outfalls into the categories above (except for excluded outfalls), based on the following characteristics of the defined initial catchment area where information is available:
- Past discharge complaints and reports.
  - Poor receiving water quality- the following guidelines are recommended to identify waters as having a high illicit discharge potential: exceeding water quality standards for bacteria; ammonia levels above 0.5 mg/l; surfactants levels greater than or equal to 0.25 mg/l.
  - Density of generating sites- Generating sites are those places, including institutional, municipal, commercial, or industrial sites, with a potential to generate pollutants that could contribute to illicit discharges. Examples of these sites include, but are not limited to, car dealers; car washes; gas stations; garden centers; and industrial manufacturing areas.
  - Age of development and infrastructure – Industrial areas greater than 40 years old and areas where the sanitary sewer system is more than 40 years old will probably have a high illicit discharge potential. Developments 20 years or younger will probably have a low illicit discharge potential.
  - Sewer conversion – contributing catchment areas that were once serviced by septic systems, but have been converted to sewer connections may have a high illicit discharge potential.
  - Historic combined sewer systems – contributing areas that were once serviced by a combined sewer system, but have been separated may have a high illicit discharge potential.
  - Surrounding density of aging septic systems – Septic systems thirty years or older in residential land use areas are prone to have failures and may have a high illicit discharge potential.
  - Culverted streams – any river or stream that is culverted for distances greater than a simple roadway crossing may have a high illicit discharge potential.
  - Water quality limited waterbodies that receive a discharge from the MS4 or waters with approved TMDLs applicable to the permittee, where illicit discharges have the potential to

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<sup>4</sup> Likely sewer input indicators are any of the following:

- Olfactory or visual evidence of sewage,
- Ammonia  $\geq 0.5$  mg/L, surfactants  $\geq 0.25$  mg/L, and bacteria levels greater than the water quality criteria applicable to the receiving water, or
- Ammonia  $\geq 0.5$  mg/L, surfactants  $\geq 0.25$  mg/L, and detectable levels of chlorine.



contain the pollutant identified as the cause of the water quality impairment.

- The permittee may also consider additional relevant characteristics, including location-specific characteristics; if so, the permittee shall include the additional characteristics in its written (hardcopy or electronic) IDDE program.

b) Dry Weather Outfall and Interconnection Screening and Sampling

All outfalls/interconnections (excluding Problem and excluded Outfalls) shall be inspected for the presence of dry weather flow within three (3) years of the permit effective date. The permittee shall screen all High and Low Priority Outfalls in accordance with their initial ranking developed at part 2.3.4.7.a.

- i. Written procedure: The permittee shall develop an outfall and interconnection screening and sampling procedure to be included in the IDDE program within one (1) year of the permit effective date. This procedure shall include the following procedures for:

- sample collection,
- use of field kits,
- storage and conveyance of samples (including relevant hold times), and
- field data collection and storage.

An example screening and sampling protocol (*EPA New England Bacterial Source Tracking Protocol*) can be found on EPA's website.

- ii. Weather conditions: Dry weather screening and sampling shall proceed only when no more than 0.1 inches of rainfall has occurred in the previous 24-hour period and no significant snow melt is occurring.

iii. Screening requirements: For each outfall/interconnection:

1. The permittee shall record all of the following information and include it in the outfall/interconnection inventory and priority ranking:

- unique identifier,
- receiving water,
- date of most recent inspection,
- dimensions,
- shape,
- material (concrete, PVC),
- spatial location (latitude and longitude with a minimum accuracy of +/-30 feet,
- physical condition,
- indicators of potential non-stormwater discharges (including presence or evidence of suspect flow and sensory observations such as odor, color, turbidity, floatables, or oil sheen).

2. If an outfall/interconnection is inaccessible or submerged, the permittee shall proceed to the first accessible upstream manhole or structure for the observation and sampling and report the location with the screening results.

3. If no flow is observed, but evidence of illicit flow exists, the permittee shall revisit the

outfall during dry weather within one week of the initial observation, if practicable, to perform a second dry weather screening and sample any observed flow (proceed as in iv. below).

4. Where dry weather flow is found at an outfall/interconnection, at least one (1) sample shall be collected, and:
  - a) Samples shall be analyzed at a minimum for:
    - ammonia,
    - chlorine,
    - conductivity,
    - salinity,
    - *E. coli* (freshwater receiving water) or enterococcus (saline or brackish receiving water),
    - surfactants (such as MBAS),
    - temperature, and
    - pollutants of concern<sup>5</sup>
  - b) All analyses with the exception of indicator bacteria and pollutants of concern can be performed with field test kits or field instrumentation and are not subject to 40 CFR part 136 requirements. Sampling for bacteria and pollutants of concern shall be conducted using the analytical methods found in 40 CFR §136, or alternative methods approved by EPA in accordance with the procedures in 40 CFR §136. Sampling for ammonia and surfactants must use sufficiently sensitive methods to detect those parameters at or below the threshold indicator concentrations of 0.5 mg/L for ammonia and 0.25 mg/L for surfactants. Sampling for residual chlorine must use a method with a detection limit of 0.02 mg/L or 20 ug/L.
- iv. The permittee may rely on screening conducted under the MS4-2003 permit, pursuant to an EPA enforcement action, or by the state or EPA to the extent that it meets the requirements of part 2.3.4.7.b.iii.4. All data shall be reported in each annual report. Permittees that have conducted substantially equivalent monitoring to that required by part 2.3.4.7.b as part of an EPA enforcement action can request an exemption from the requirements of part 2.3.4.7.b by submitting a written request to EPA and retaining exemption approval from EPA as part of the SWMP. Until the permittee receives formal written approval of the exemption from part 2.3.4.7.b from EPA the permittee remains subject to all requirements of part 2.3.4.7.b.
- v. The permittee shall submit all screening data used in compliance with this part in its Annual Report.
- c) Follow-up ranking of outfalls and interconnections:
  - i. The permittee's outfall and interconnection ranking (2.3.4.7.a) shall be updated to reprioritize outfalls and interconnections based on information gathered during dry weather screening (part 2.3.4.7.b).

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<sup>5</sup> Where the discharge is directly into a water quality limited water or a water subject to an approved TMDL as indicated in Appendix F; the sample shall be analyzed for the pollutant(s) of concern identified as the cause of the impairment as specified in Appendix G

- ii. Outfalls/interconnections where relevant information was found indicating sewer input to the MS4 or sampling results indicating sewer input<sup>6</sup> shall be considered highly likely to contain illicit discharges from sanitary sources, and such outfalls/interconnections shall be ranked at the top of the High Priority Outfalls category for investigation. At this time, permittees may choose to rank other outfalls and interconnections based on any new information from the dry weather screening.
- iii. The ranking can be updated continuously as dry weather screening information becomes available, but shall be completed within three (3) years of the effective date of the permit.

#### 2.3.4.8. Catchment Investigations

The permittee shall develop a systematic procedure to investigate each catchment associated with an outfall or interconnection within their MS4 system.

a. Timelines:

- A written catchment investigation procedure shall be developed within 18 months of the permit effective date in accordance with the requirements of part 2.3.4.8.b below.
- Investigations of catchments associated with Problem Outfalls shall begin no later than two (2) years from the permit effective date.
- Investigations of catchments associated with High and Low Priority Outfalls shall follow the ranking of outfalls updated in part 2.3.4.7.c.
- Investigations of catchments associated with Problem Outfalls shall be completed within seven (7) years of the permit effective date
- Investigations of catchments where any information gathered on the outfall/interconnection identifies sewer input<sup>7</sup> shall be completed within seven (7) years of the permit effective date.
- Investigations of catchments associated with all High- and Low-Priority Outfalls shall be completed within ten (10) years of the permit effective date.

\*For the purposes of these milestones, an individual catchment investigation will be considered complete if all relevant procedures in part 2.3.4.8.c. and 2.3.4.8.d. below have been completed.

b. A written catchment investigation procedure shall be developed that:

- i. **Identifies maps, historic plans and records, and other sources of data**, including but not limited to plans related to the construction of the storm drain and of sanitary sewers, prior work performed on the storm drains or sanitary sewers, board of health or other municipal data on septic system failures or required upgrades, and complaint records related to SSOs, sanitary sewer surcharges, and septic system breakouts. These data sources will be used in identifying system

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<sup>6</sup> Likely sewer input indicators are any of the following:

- Olfactory or visual evidence of sewage,
- Ammonia  $\geq 0.5$  mg/L, surfactants  $\geq 0.25$  mg/L, and bacteria levels greater than the water quality criteria applicable to the receiving water, or
- Ammonia  $\geq 0.5$  mg/L, surfactants  $\geq 0.25$  mg/L, and detectable levels of chlorine.

<sup>7</sup> Likely sewer input indicators are any of the following:

- Olfactory or visual evidence of sewage,
- Ammonia  $\geq 0.5$  mg/L, surfactants  $\geq 0.25$  mg/L, and bacteria levels greater than the water quality criteria applicable to the receiving water, or
- Ammonia  $\geq 0.5$  mg/L, surfactants  $\geq 0.25$  mg/L, and detectable levels of chlorine.

vulnerability factors within each catchment.

- ii. **Includes a manhole inspection methodology** that shall describe a storm drain network investigation that involves systematically and progressively observing, sampling (as required below) and evaluating key junction manholes (see definition in Appendix A) in the MS4 to determine the approximate location of suspected illicit discharges or SSOs. The manhole inspection methodology may either start from the outfall and work up the system or start from the upper parts of the catchment and work down the system or be a combination of both practices. Either method must, at a minimum, include an investigation of each key junction manhole within the MS4, even where no evidence of an illicit discharge is observed at the outfall. The manhole inspection methodology must describe the method the permittee will use. The manhole inspection methodology shall include procedures for dry and wet weather investigations.
  - iii. **Establishes procedures to isolate and confirm sources of illicit discharges** where manhole investigations or other physical evidence or screening has identified that MS4 alignments are influenced by illicit discharges or SSOs. These shall include isolation of the drainage area for implementation of more detailed investigations, inspection of additional manholes along the alignment to refine the location of potential contaminant sources, and methods such as sandbagging key junction manhole inlets, targeted internal plumbing inspections, dye testing, video inspections, or smoke testing to isolate and confirm the sources.
- c. Requirements for each catchment investigation associated with an outfall/interconnection:
- i. For each catchment being investigated, the permittee shall review relevant mapping and historic plans and records gathered in accordance with Part 2.3.4.8.b.i. This review shall be used to identify areas within the catchment with higher potential for illicit connections. The permittee shall identify and record the presence of any of the following specific **System Vulnerability Factors (SVFs)**:
    - History of SSOs, including, but not limited to, those resulting from wet weather, high water table, or fat/oil/grease blockages;
    - Common or twin-invert manholes serving storm and sanitary sewer alignments;
    - Common trench construction serving both storm and sanitary sewer alignments;
    - Crossings of storm and sanitary sewer alignments where the sanitary system is shallower than the storm drain system;
    - Sanitary sewer alignments known or suspected to have been constructed with an underdrain system;
    - Inadequate sanitary sewer level of service (LOS) resulting in regular surcharging, customer back-ups, or frequent customer complaints;
    - Areas formerly served by combined sewer systems;
    - Sanitary sewer infrastructure defects such as leaking service laterals, cracked, broken, or offset sanitary infrastructure, directly piped connections between storm drain and sanitary sewer infrastructure, or other vulnerability factors identified through Inflow/Infiltration Analyses, Sanitary Sewer Evaluation Surveys, or other infrastructure investigations.

EPA recommends the permittee include the following in their consideration of System Vulnerability Factors:

- Sewer pump/lift stations, siphons, or known sanitary sewer restrictions where power/equipment failures or blockages could readily result in SSOs;
- Any sanitary sewer and storm drain infrastructure greater than 40 years old;

- Widespread code-required septic system upgrades required at property transfers (indicative of inadequate soils, water table separation, or other physical constraints of the area rather than poor owner maintenance);
- History of multiple Board of Health actions addressing widespread septic system failures (indicative of inadequate soils, water table separation, or other physical constraints of the area rather than poor owner maintenance);

The permittee shall document the presence or absence of System Vulnerability Factors for each catchment, retain this documentation as part of its IDDE program, and report this information in Annual Reports. Catchments with a minimum of one (1) System Vulnerability Factor are subject to wet weather sampling requirements of part 2.3.4.8.c.ii.2.

- ii. For each catchment, the permittee must inspect key junction manholes and gather catchment information on the locations of MS4 pipes, manholes, and the extent of the contributing catchment.

1. For all catchments

- a) Infrastructure information shall be incorporated into the permittee's mapping required at part 2.3.4.5; the permittee will refine their catchment delineation based on the field investigation where appropriate.
- b) The SVF inventory for the catchment will be updated based on information obtained during the inspection, including common (twin invert) manholes, directly piped connections between storm drains and sanitary sewer infrastructure, common weir walls, sanitary sewer underdrain connections and other structural vulnerabilities where sanitary discharges could enter the storm drain system during wet weather.
  - 1) **Where a minimum of one (1) SVF is identified based on previous information or the investigation, a wet weather investigation must be conducted at the associated outfall (see below).**
- c) During dry weather, key junction manholes<sup>8</sup> shall be opened and inspected systematically for visual and olfactory evidence of illicit connections (e.g., excrement, toilet paper, gray filamentous bacterial growth, or sanitary products present).
  - 1) If flow is observed, the permittee shall sample the flow at a minimum for ammonia, chlorine and surfactants and can use field kits for these analyses.
  - 2) Where sampling results or visual or olfactory evidence indicate potential illicit discharges or SSOs, the area draining to the junction manhole shall be flagged for further upstream investigation.
- d) Key junction and subsequent manhole investigations will proceed until the location of suspected illicit discharges or SSOs can be isolated to a pipe segment between two manholes. If no evidence of an illicit discharge is found, catchment investigations will be considered complete upon completion of key junction manhole sampling.

2. For all catchments with a minimum of one (1) SVF identified

- a) The permittee shall meet the requirements above for dry weather screening
- b) The permittee shall inspect and sample under wet weather conditions to the extent necessary to determine whether wet weather-induced high flows in sanitary sewers or high groundwater in areas served by septic systems result in discharges of sanitary flow to the

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<sup>8</sup> Where catchments do not contain junction manholes, the dry weather screening and sampling shall be considered as meeting the manhole inspection requirement. In these catchments, dry weather screenings that indicate potential presence of illicit discharges shall be further investigated pursuant to part 2.3.4.8.d. Investigations in these catchments may be considered complete where dry weather screening reveals no flow; no evidence of illicit discharges or SSOs is indicated through sampling results or visual or olfactory means; and no wet weather System Vulnerability Factors are identified.

MS4.

- 1) The permittee shall conduct at least one wet weather screening and sampling at the outfall that includes the same parameters required during dry weather screening, part 2.3.4.7.b.iii.4.
  - 2) Wet weather sampling and screening shall proceed during or after a storm event of sufficient depth or intensity to produce a stormwater discharge. EPA strongly recommends sampling during the spring (March through June) when groundwater levels are relatively high.
  - 3) The permit does not require a minimum rainfall event prior to wet weather screening. However, permittees may incorporate provisions that assist in targeting such discharges, including avoiding sampling during the initial period of discharge (“first flush”) and/or identifying minimum storm event intensities likely to trigger sanitary sewer interconnections.
- c) This sampling can be done upon completion of any dry weather investigation but must be completed before the catchment investigation is marked as complete.
- iii. All data collected as part of the dry and wet weather catchment investigations shall be recorded and reported in each annual report.
- d. Identification/Confirmation of illicit source  
Where the source of an illicit discharge has been approximated between two manholes in the permittee’s MS4, the permittee shall isolate and identify/confirm the source of the illicit discharge using more detailed methods identified in their written procedure (2.3.4.8.b.iii). For outfalls that contained evidence of an illicit discharge, catchment investigations will be considered complete upon confirmation of all illicit sources.
- e. Illicit discharge removal  
When the specific source of an illicit discharge is identified, the permittee shall exercise its authority as necessary to require its removal pursuant to part 2.3.4.2 or 2.3.4.3.
- i. For each confirmed source the permittee shall include in the annual report the following information:
- the location of the discharge and its source(s);
  - a description of the discharge;
  - the method of discovery;
  - date of discovery;
  - date of elimination, mitigation or enforcement action OR planned corrective measures and a schedule for completing the illicit discharge removal; and
  - estimate of the volume of flow removed.
- ii. Within one year of removal of all identified illicit discharges within a catchment area, confirmatory outfall or interconnection screening shall be conducted. The confirmatory screening shall be conducted in dry weather unless System Vulnerability Factors have been identified, in which case both dry weather and wet weather confirmatory screening shall be conducted. If confirmatory screening indicates evidence of additional illicit discharges, the catchment shall be scheduled for additional investigation.

#### 2.3.4.9. Indicators of IDDE Program Progress

The permittee shall define or describe indicators for tracking program success and evaluate and report on the overall effectiveness of the IDDE program in each annual report. At a minimum the permittee shall document in each annual report:

- the number of SSOs and illicit discharges identified and removed,
- the number and percent of total outfall catchments served by the MS4 evaluated using the catchment investigation procedure,
- all dry weather and wet weather screening and sampling results and
- the volume of sewage removed

#### 2.3.4.10 Ongoing Screening

Upon completion of all catchment investigations pursuant to part 2.3.4.8.c and illicit discharge removal and confirmation (if necessary) pursuant to paragraph 2.3.4.8.e, each outfall or interconnection shall be reprioritized for screening in accordance with part 2.3.4.7.a and scheduled for ongoing screening once every five years. Ongoing screening shall consist of dry weather screening and sampling consistent with part 2.3.4.7.b; wet weather screening and sampling shall also be required at outfalls where wet weather screening was required due to SVFs and shall be conducted in accordance with part 2.3.4.8.c.ii. All sampling results shall be reported in the permittee's annual report.

#### 2.3.4.11 Training

The permittee shall, at a minimum, annually provide training to employees involved in IDDE program about the program, including how to recognize illicit discharges and SSOs. The permittee shall report on the frequency and type of employee training in the annual report.

### 2.3.5. Construction Site Stormwater Runoff Control

**Objective:** The objective of an effective construction stormwater runoff control program is to minimize or eliminate erosion and maintain sediment on site so that it is not transported in stormwater and allowed to discharge to a water of the U.S through the permittee's MS4. The construction site stormwater runoff control program required by this permit is a separate and distinct program from EPA's Construction General Permit in that the former is implemented by the MS4 operator to ensure that runoff from construction sites discharging to the MS4 are controlled consistent with the MS4's applicable requirements, whereas the latter is implemented by construction site operators to comply with the terms and conditions of EPA's permit (<https://www.epa.gov/npdes/2017-construction-general-permit-cgp>).

- a. Permittees shall implement and enforce a program to reduce pollutants in any stormwater runoff discharged to the MS4 from all construction activities that result in a land disturbance of greater than or equal to one acre within the regulated area. The permittee's program shall include disturbances less than one acre if that disturbance is part of a larger common plan of development or sale that would disturb one or more acres. Permittees authorized under the MS4-2003 permit shall continue to implement and enforce their existing program and modify as necessary to meet the requirements of this part.
- b. The permittee does not need to apply its construction program requirements to projects that receive a waiver from EPA under the provisions of 40 CFR § 122.26(b) (15) (i).

- c. The permittee shall develop and implement a construction site runoff control program that includes the elements in Paragraphs i. through iii. of this part:
- i. An ordinance or regulatory mechanism that requires the use of sediment and erosion control practices at construction sites. In addition to addressing sediment and erosion control, the ordinance must include controls for other wastes on construction sites such as demolition debris, litter and sanitary wastes. The ordinance or regulatory mechanisms shall provide that the permittee may, to the extent authorized by law, impose sanctions to ensure compliance with the local program. Development of an ordinance or other regulatory mechanism was a requirement of the MS4-2003 permit (See part II.B.4 and part IV.B.4). The ordinance or other regulatory mechanism required by the MS4-2003 permit shall have been effective by May 1, 2008.
  - ii. Written (hardcopy or electronic) procedures for site plan review, site inspections and enforcement of sediment and erosion control measures by the permittee. If not already existing, these procedures shall be completed within one (1) year from the effective date of the permit.
    1. The site plan review procedure shall include:
      - a pre-construction review by the permittee of the site design, the planned operations at the construction site, planned BMPs during the construction phase, and the planned BMPs to be used to manage runoff created after development;
      - consideration of potential water quality impacts;
      - procedures for the receipt and consideration of information submitted by the public; and
      - evaluating the incorporation of Low Impact Development (LID) site planning and design strategies, unless such practices are infeasible.
    2. The site inspection and enforcement procedures shall include:
      - who is responsible for site inspections and the necessary qualifications for performing inspections, as well as who has authority to implement enforcement procedures;
      - the requirement that inspections of BMPs occur during construction of BMPs as well as after construction of BMPs to ensure they are working as described in the approved plans
      - the use of mandated inspection forms, if appropriate; and
      - procedure for tracking the number of site reviews, inspections, and enforcement actions. This tracking information shall be included as part of each annual report required by part 4.4.
  - iii. 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. The program may include references to the requirements of EPA's Construction General Permit (including the development of a SWPPP) to the extent they are consistent with the program requirements of this part. The program may include references to BMP design standards in state manuals, such as the 2008 Massachusetts Stormwater Handbook<sup>9</sup>, or design standards developed by the

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<sup>9</sup> The handbook is available at: <https://www.mass.gov/guides/massachusetts-stormwater-handbook-and-stormwater-standards>



MS4. EPA supports and encourages the use of design standards in local programs. Examples of appropriate 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;
4. Protect all storm drain inlets and armor all newly constructed outlets;
5. Use perimeter controls at the site;
6. Stabilize construction site entrances and exits to prevent off-site tracking;
7. Control wastes that may be discharged, including but not limited to, discarded building materials, concrete truck wash out, chemicals, litter, and sanitary wastes (these wastes may not be discharged to the MS4); and
8. Inspect stormwater controls at consistent intervals.

### **2.3.6. Stormwater Management in New Development and Redevelopment (Post Construction Stormwater Management)**

Objective: The objective of this control measure is to reduce the discharge of pollutants found in stormwater through the retention or treatment of stormwater after construction on new or redeveloped sites. For the purposes of this part (2.3.6.), the following definitions apply:

**site** is defined as the area extent of construction activities, including but not limited to the creation of new impervious cover and improvement of existing impervious cover (e.g. repaving not covered by 2.3.6.a.ii.4.b.)

**new development** is defined as any construction activities or land alteration resulting in total earth disturbances equal to or greater than 1 acre (or activities that are part of a larger common plan of development disturbing greater than 1 acre) on an area that has not previously been developed to include impervious cover.

**redevelopment** is defined as any construction, land alteration, or improvement of impervious surfaces resulting in total earth disturbances equal to or greater than 1 acre (or activities that are part of a larger common plan of development disturbing greater than 1 acre) that does not meet the definition of new development (see above).

- a. Permittees shall develop, implement, and enforce a program to address post-construction stormwater runoff from all new development and redevelopment sites that disturb one or more acres and discharge into the permittees MS4 at a minimum. Permittees authorized under the MS4-2003 permit shall continue to implement and enforce their program and modify as necessary to meet the requirements of this part.
  - i. The permittee's new development/ redevelopment program shall include sites less than one acre if the site is part of a larger common plan of development or redevelopment which disturbs one or more acre.

- ii. The permittee shall develop or modify, as appropriate, an ordinance or other regulatory mechanism within three (3) years of the effective date of the permit to contain provisions that are at least as stringent as the following:
  1. Low Impact Development (LID) site planning and design strategies must be implemented unless infeasible in order to reduce the discharge of stormwater from development sites..
  2. Stormwater management systems design shall be consistent with, or more stringent than, the requirements of the 2008 Massachusetts Stormwater Handbook.  
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  3. Stormwater management systems on new development shall be designed to meet an average annual pollutant removal equivalent to 90% of the average annual load of Total Suspended Solids (TSS) related to the total post-construction impervious area on the site AND 60% of the average annual load of Total Phosphorus (TP) related to the total post-construction impervious surface area on the site<sup>10</sup>.
    - a) Average annual pollutant removal requirements in 2.3.6.a.ii.3 are achieved through one of the following methods:
      1. installing BMPs that meet the pollutant removal percentages based on calculations developed consistent with EPA Region 1's BMP Accounting and Tracking Tool (2016) or other BMP performance evaluation tool provided by EPA Region 1, where available. If EPA Region 1 tools do not address the planned or installed BMP performance, then any federally or State-approved BMP design guidance or performance standards (e.g., State stormwater handbooks and design guidance manuals) may be used to calculate BMP performance; or
      2. retaining the volume of runoff equivalent to, or greater than, one (1.0) inch multiplied by the total post-construction impervious surface area on the new development site; or
      3. meeting a combination of retention and treatment that achieves the above standards; or
      4. utilizing offsite mitigation that meets the above standards within the same USGS HUC12 as the new development site.
    4. Stormwater management systems on redevelopment sites shall be designed to meet an average annual pollutant removal equivalent to 80% of the average annual post-construction load of Total Suspended Solids (TSS) related to the total post-construction impervious area on the site AND 50% of the average annual load of Total Phosphorus (TP) related to the total post-construction impervious surface area on the site<sup>11</sup>.
      - a) Average annual pollutant removal requirements in 2.3.6.a.ii.4 above are

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<sup>10</sup> Pollutant removal is calculated based on average annual loading and not on the basis of any individual storm event

<sup>11</sup> Pollutant removal is calculated based on average annual loading and not on the basis of any individual storm event

achieved through one of the following methods:

1. installing BMPs that meet the pollutant removal percentages based on calculations developed consistent with EPA Region 1's BMP Accounting and Tracking Tool (2016) or other BMP performance evaluation tool provided by EPA Region 1, where available. If EPA Region 1 tools do not address the planned or installed BMP performance, then any federally or State-approved BMP design guidance or performance standards (e.g., State stormwater handbooks and design guidance manuals) may be used to calculate BMP performance; or
2. retaining the volume of runoff equivalent to, or greater than, 0.8 inch multiplied by the total post-construction impervious surface area on the redeveloped site; or
3. meeting a combination of retention and treatment that achieves the above standards; or
4. utilizing offsite mitigation that meets the above standards within the same USGS HUC12 as the redevelopment site.

- b) Redevelopment activities that are exclusively limited to maintenance and improvement of existing roadways, (including widening less than a single lane, adding shoulders, correcting substandard intersections, improving existing drainage systems, and repaving projects) shall improve existing conditions unless infeasible and are exempt from part 2.3.6.a.ii.4. Roadway widening or improvements that increase the amount of impervious area on the redevelopment site by greater than or equal to a single lane width shall meet the requirements of part 2.3.6.a.ii.4..

iii. The permittee shall require, at a minimum, the submission of as-built drawings no later than two (2) years after completion of construction projects. The as-built drawings must depict all on site controls, both structural and non-structural, designed to manage the stormwater associated with the completed site (post construction stormwater management). The new development/redevelopment program shall have procedures to ensure adequate long-term operation and maintenance of stormwater management practices that are put in place after the completion of a construction project. These procedures may include the use of dedicated funds or escrow accounts for development projects or the acceptance of ownership by the permittee of all privately owned BMPs. These procedures may also include the development of maintenance contracts between the owner of the BMP and the permittee. Alternatively, these procedures may include the submission of an annual certification documenting the work that has been done over the last 12 months to properly operate and maintain the stormwater control measures. The procedures to require submission of as-built drawings and ensure long term operation and maintenance shall be a part of the SWMP. The permittee shall report in the annual report on the measures that the permittee has utilized to meet this requirement.

- b. Within four (4) years of the effective date of this permit, the permittee shall develop a report assessing current street design and parking lot guidelines and other local requirements that affect

the creation of impervious cover. This assessment shall be used to provide information to allow the permittee to determine if changes to design standards for streets and parking lots can be made to support low impact design options. 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 attributable to parking areas and street designs. The permittee shall implement all recommendations, in accordance with the schedules, contained in the assessment. The local planning board and local transportation board should be involved in this assessment. This assessment shall be part of the SWMP. The permittee shall report in each annual report on the status of this assessment including any planned or completed changes to local regulations and guidelines.

- c. Within four (4) years from the effective date of the permit, the permittee shall develop a report assessing existing local regulations to determine the feasibility of making, at a minimum, the following practices allowable when appropriate site conditions exist:
- i. Green roofs;
  - ii. Infiltration practices such as rain gardens, curb extensions, planter gardens, porous and pervious pavements, and other designs to manage stormwater using landscaping and structured or augmented soils; and
  - iii. Water harvesting devices such as rain barrels and cisterns, and the use of stormwater for non-potable uses.

The assessment should indicate if the practices are allowed in the MS4 jurisdiction and under what circumstances are they 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. The permittee shall implement all recommendations, in accordance with the schedules, contained in the assessment. The permittee shall report in each annual report on its findings and progress towards making the practices allowable. (Information available at:

<http://www.epa.gov/region1/npdes/stormwater/assets/pdf/AddressingBarrier2LID.pdf> and <http://www.mapc.org/resources/low-impact-dev-toolkit/local-codes-lid>)

- d. Four (4) years from the effective date of this permit, the permittee shall identify a minimum of 5 permittee-owned properties that could potentially be modified or retrofitted with BMPs designed to reduce the frequency, volume, and pollutant loads of stormwater discharges to and from its MS4 through the reduction of impervious area. Properties and infrastructure for consideration shall include those with the potential for reduction of on-site impervious area (IA) as well as those that could provide reduction of off-site IA. At a minimum, the permittee shall consider municipal properties with significant impervious cover (including parking lots, buildings, and maintenance yards) that could be modified or retrofitted. MS4 infrastructure to be considered includes existing street right-of-ways, outfalls and conventional stormwater conveyances and controls (including swales and detention practices) that could be readily modified or retrofitted to provide reduction in frequency, volume or pollutant loads of such discharges through reduction of impervious cover.

In determining the potential for modifying or retrofitting particular properties, the permittee shall consider factors such as access for maintenance purposes; subsurface geology; depth to water table; proximity to aquifers and subsurface infrastructure including sanitary sewers and septic systems; and opportunities for public use and education. In determining its priority ranking, the permittee shall consider factors such as schedules for planned capital improvements to storm and

sanitary sewer infrastructure and paving projects; current storm sewer level of service; and control of discharges to water quality limited waters, first or second order streams, public swimming beaches, drinking water supply sources and shellfish growing areas.

Beginning with the fifth year annual report and in each subsequent annual report, the permittee shall identify additional permittee owned sites and infrastructure that could be retrofitted such that the permittee maintains a minimum of 5 sites in their inventory, until such a time as when the permittee has less than 5 sites remaining. In addition, the permittee shall report on all properties that have been modified or retrofitted with BMPs to mitigate IA that were inventoried in accordance with this part. The permittee may also include in its annual report non-MS4 owned property that has been modified or retrofitted with BMPs to mitigate IA.

### **2.3.7. Good House Keeping and Pollution Prevention for Permittee Owned Operations**

Objective: The permittee shall implement an operations and maintenance program for permittee-owned operations that has a goal of preventing or reducing pollutant runoff and protecting water quality from all permittee-owned operations.

#### **a. Operations and Maintenance Programs**

- i. Within two (2) years from the effective date of the permit, the permittee shall develop, if not already developed, written (hardcopy or electronic) operations and maintenance procedures for the municipal activities listed below in part 2.3.7.a.ii. These written procedures shall be included as part of the SWMP.
- ii. Within two (2) year of the effective date of this permit, the permittee shall develop an inventory of all permittee owned facilities within the categories listed below. The permittee shall review this inventory annually and update as necessary.
  1. Parks and open space: Establish procedures to address the proper use, storage, and disposal of pesticides, herbicides, and fertilizers including minimizing the use of these products and using only in accordance manufacturer's instruction. Evaluate lawn maintenance and landscaping activities to ensure practices are protective of water quality. Protective practices include reduced mowing frequencies, proper disposal of lawn clippings, and use of alternative landscaping materials (e.g., drought resistant planting). Establish pet waste handling collection and disposal locations at all parks and open space where pets are permitted, including the placing of proper signage concerning the proper collection and disposal of pet waste. Establish procedures to address waterfowl congregation areas where appropriate to reduce waterfowl droppings from entering the MS4. Establish procedures for management of trash containers at parks and open space (scheduled cleanings; sufficient number). Establish procedures to address erosion or poor vegetative cover when the permittee becomes aware of it; especially if the erosion is within 50 feet of a surface water.
  2. Buildings and facilities where pollutants are exposed to stormwater runoff: This includes schools (to the extent they are permittee-owned or operated), town offices, police, and fire stations, municipal pools and parking garages and other permittee-owned or operated buildings or facilities. Evaluate the use, storage, and disposal of petroleum products and other potential stormwater pollutants. Provide employee training as necessary so that those responsible for handling these products know proper procedures. Ensure that Spill Prevention Plans are

in place, if applicable, and coordinate with the fire department as necessary. Develop management procedures for dumpsters and other waste management equipment. Sweep parking lots and keep areas surrounding the facilities clean to reduce runoff of pollutants.

3. Vehicles and Equipment: Establish procedures for the storage of permittee vehicles. Vehicles with fluid leaks shall be stored indoors or containment shall be provided until repaired. Evaluate fueling areas owned or operated by the permittee. If possible, place fueling areas under cover in order to minimize exposure. Establish procedures to ensure that vehicle wash waters are not discharged to the municipal storm sewer system or to surface waters. This permit does not authorize such discharges.

iii. Infrastructure Operations and Maintenance

1. The permittee shall establish within two (2) year of the effective date of the permit a written (hardcopy or electronic) program detailing the activities and procedures the permittee will implement so that the MS4 infrastructure is maintained in a timely manner to reduce the discharge of pollutants from the MS4. If the permittee has an existing program to maintain its MS4 infrastructure in a timely manner to reduce or eliminate the discharge of pollutants from the MS4, the permittee shall document the program in the SWMP.
2. The permittee shall optimize routine inspections, cleaning and maintenance of catch basins such that the following conditions are met:
  - Prioritize inspection and maintenance for catch basins located near construction activities (roadway construction, residential, commercial, or industrial development or redevelopment). Clean catch basins in such areas more frequently if inspection and maintenance activities indicate excessive sediment or debris loadings.
  - Establish a schedule with a goal that the frequency of routine cleaning will ensure that no catch basin at anytime will be more than 50 percent full.
  - If a catch basin sump is more than 50 percent full during two consecutive routine inspections/cleaning events, the permittee shall document that finding, investigate the contributing drainage area for sources of excessive sediment loading, and to the extent practicable, abate contributing sources. The permittee shall describe any actions taken in its annual report.
  - For the purposes of this part, an excessive sediment or debris loading is a catch basin sump more than 50 percent full. 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.
  - The permittee shall document in the SWMP and in the first annual report its plan for optimizing catch basin cleaning, inspection plans, or its schedule for gathering information to develop the optimization plan. Documentation shall include metrics and other information used to reach the determination that the established plan for cleaning and maintenance is optimal for the MS4. The permittee shall keep a log of catch basins cleaned or inspected.

- The permittee shall report in each annual report the total number of catch basins, number inspected, number cleaned, and the total volume or mass of material removed from all catch basins.
3. The permittee shall establish and implement procedures for sweeping and/or cleaning streets, and permittee-owned parking lots. All streets with the exception of rural uncurbed roads with no catch basins or high speed limited access highways shall be swept and/or cleaned a minimum of once per year in the spring (following winter activities such as sanding). The procedures shall also include more frequent sweeping of targeted areas determined by the permittee on the basis of pollutant load reduction potential, based on inspections, pollutant loads, catch basin cleaning or inspection results, land use, water quality limited or TMDL waters or other relevant factors as determined by the permittee. The permittee shall report in each annual report the number of miles cleaned or the volume or mass of material removed.

For rural uncurbed roadways with no catch basins and limited access highways, the permittee shall either meet the minimum frequencies above, or develop and implement an inspection, documentation and targeted sweeping plan within two (2) years of the effective date of the permit, and submit such plan with its year one annual report.

4. The permittee shall ensure proper storage of catch basin cleanings and street sweepings prior to disposal or reuse such that they do not discharge to receiving waters. These materials should be managed in compliance with current MassDEP policies:
- For catch basins cleanings:  
<http://www.mass.gov/eea/agencies/massdep/recycle/regulations/management-of-catch-basin-cleanings.html>
  - For street sweepings:  
<http://www.mass.gov/eea/docs/dep/recycle/laws/stsweep.pdf>.
5. The permittee shall establish and implement procedures for winter road maintenance including the use and storage of salt and sand; minimize the use of sodium chloride and other salts, and evaluate opportunities for use of alternative materials; and ensure that snow disposal activities do not result in disposal of snow into waters of the United States. For purposes of this MS4 Permit, salt shall mean any chloride-containing material used to treat paved surfaces for deicing, including sodium chloride, calcium chloride, magnesium chloride, and brine solutions.
6. The permittee shall establish and implement inspection and maintenance frequencies and procedures for all stormwater treatment structures such as water quality swales, retention/detention basins, infiltration structures, proprietary treatment devices or other similar structures. All permittee-owned stormwater treatment structures (excluding catch basins) shall be inspected annually at a minimum.

- iv. The permittee shall report in the annual report on the status of the inventory required by this part and any subsequent updates; the status of the O&M programs for the permittee-owned facilities and activities in part 2.3.7.a.ii; and the maintenance activities associated with each.
- v. The permittee shall keep a written (hardcopy or electronic) record of all required activities including but not limited to maintenance activities, inspections and training required by part 2.3.7.a. The permittee shall maintain, consistent with part 4.2.a, all records associated with maintenance and inspection activities required by part 2.3.7.a.

b. Stormwater Pollution Prevention Plan (SWPPP)

The permittee shall develop and fully implement a SWPPP for each 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 as determined by the permittee. If facilities are located at the same property, the permittee may develop one SWPPP for the entire property. The SWPPP is a separate and different document from the SWMP required in part 1.10. A SWPPP does not need to be developed for a facility if the permittee has either developed a SWPPP or received a no exposure certification for the discharge under the Multi-Sector General Permit or the discharge is authorized under another NPDES permit.

- i. No later than two (2) years from the effective date of the permit, the permittee shall develop and implement a written (hardcopy or electronic) SWPPP for the facilities described above. The SWPPP shall be signed in accordance with the signatory requirements of Appendix B – Subparagraph 11.
- ii. The SWPPP shall contain the following elements:
  - 1. Pollution Prevention Team  
Identify the staff on the team, by name and title. If the position is unstaffed, the title of the position should be included and the SWPPP updated when the position is filled. The role of the team is to develop, implement, maintain, and revise, as necessary, the SWPPP for the facility.
  - 2. Description of the facility and identification of potential pollutant sources  
The SWPPP shall include a map of the facility and a description of the activities that occur at the facility. The map shall show the location of the stormwater outfalls, receiving waters, and any structural controls. Identify all activities that occur at the facility and the potential pollutants associated with each activity including the location of any floor drains. These may be included as part of the inventory required by part 2.3.7.a.
  - 3. Identification of stormwater controls  
The permittee shall select, design, install, and implement the control measures detailed in paragraph 4 below to prevent or reduce the discharge of pollutants from the permittee owned facility.  
  
The selection, design, installation, and implementation of the control measures shall be in accordance with good engineering practices and manufacturer's specifications. The permittee shall also take all reasonable steps to control or



address the quality of discharges from the site that may not originate at the facility.

If the discharge from the facility is to a water quality limited water and the facility has the potential to discharge the pollutant identified as causing the water quality limitation, the permittee shall identify the control measures that will be used to address this pollutant at the facility so that the discharge meets applicable water quality standards.

4. The SWPPP shall include the following management practices:
  - a) Minimize or Prevent Exposure: The permittee shall to the extent practicable either locate materials and activities inside, or protect them with storm-resistant coverings in order to prevent exposure to rain, snow, snowmelt and runoff (although significant enlargement of impervious surface area is not recommended). Materials do not need to be enclosed or covered if stormwater runoff from affected areas will not be discharged directly or indirectly to surface waters or to the MS4 or if discharges are authorized under another NPDES permit.
  - b) Good Housekeeping: The permittee shall keep clean all exposed areas that are potential sources of pollutants, using such measures as sweeping at regular intervals. Ensure that trash containers are closed when not in use, keep storage areas well swept and free from leaking or damaged containers; and store leaking vehicles needing repair indoors.
  - c) Preventative Maintenance: The permittee shall regularly inspect, test, maintain, and repair all equipment and systems to avoid situations that may result in leaks, spills, and other releases of pollutants in stormwater to receiving waters. Inspections shall occur at a minimum once per quarter.
  - d) Spill Prevention and Response: The permittee shall minimize the potential for leaks, spills, and other releases that may be exposed to stormwater and develop plans for effective response to such spills if or when they occur. At a minimum, the permittee shall have procedures that include:
    - Preventive measures such as barriers between material storage and traffic areas, secondary containment provisions, and procedures for material storage and handling.
    - Response procedures that include notification of appropriate facility personnel, emergency agencies, and regulatory agencies, and procedures for stopping, containing, and cleaning up leaks, spills and other releases. Measures for cleaning up hazardous material spills or leaks shall be consistent with applicable Resource Conservation and Recovery Act (RCRA) regulations at 40 CFR section 264 and 40 CFR section 265. Employees

who may cause, detect, or respond to a spill or leak shall be trained in these procedures and have necessary spill response equipment available. If possible, one of these individuals should be a member of the Pollution Prevention Team; and

- Contact information for individuals and agencies that shall be notified in the event of a leak, spill, or other release. Where a leak, spill, or other release containing a hazardous substance or oil in an amount equal to or in excess of a reportable quantity established under 40 CFR section 110, 40 CFR section 117, or 40 CFR section 302, occurs during a 24-hour period, the permittee shall notify the National Response Center (NRC) at (800) 424-8802 in accordance with the requirements of 40 CFR section 110, 40 CFR section 117, and 40 CFR section 302 as soon as the permittee has knowledge of the discharge. State or local requirements may necessitate reporting spills or discharges to local emergency, public health or drinking water supply agencies, and owners of public drinking water supplies. Contact information shall be in locations that are readily accessible and available.
- e) Erosion and Sediment Control: The permittee shall use structural and non-structural control measures at the facility to stabilize and contain runoff from exposed areas and to minimize or eliminate onsite erosion and sedimentation. Efforts to achieve this may include the use of flow velocity dissipation devices at discharge locations and within outfall channels where necessary to reduce erosion.
- f) Management of Runoff: The permittee shall manage stormwater runoff from the facility to prevent or reduce the discharge of pollutants. This may include management practices which divert runoff from areas that are potential sources of pollutants, contain runoff in such areas, or reuse, infiltrate or treat stormwater to reduce the discharge of pollutants.
- g) Salt Storage Piles or Piles Containing Salt: For storage piles of salt or piles containing salt used for deicing or other purposes (including maintenance of paved surfaces) for which the discharge during precipitation events discharges to the permittee's MS4, any other storm sewer system, or to a Water of the US, the permittee shall prevent exposure of the storage pile to precipitation by enclosing or covering the storage piles. Such piles shall be enclosed or covered within two (2) years of the permit effective date. The permittee shall implement appropriate measures (e.g., good housekeeping, diversions, containment) to minimize exposure resulting from adding to or removing materials from the pile. The permittee is encouraged to store piles in such a manner as not to impact surface water resources, ground water resources, recharge areas, and wells.
- h) Employee Training: The permittee shall regularly train employees who work in areas where materials or activities are exposed to stormwater, or who are responsible for implementing activities identified in the SWPPP

(e.g., inspectors, maintenance personnel), including all members of the Pollution Prevention Team. Training shall cover both the specific components and scope of the SWPPP and the control measures required under this part, including spill response, good housekeeping, material management practices, any best management practice operation and maintenance, etc. EPA recommends annual training.

The permittee shall document the following information for each training:

- The training date, title and training duration;
  - List of municipal attendees;
  - Subjects covered during training
- i) Maintenance of Control Measures: The permittee shall maintain all control measures, required by this permit in effective operating condition. The permittee shall keep documentation onsite that describes procedures and a regular schedule for preventative maintenance of all control measures and discussions of back-up practices in place should a runoff event occur while a control measure is off-line. Nonstructural control measures shall also be diligently maintained (e.g., spill response supplies available, personnel trained).

iii. The permittee shall conduct the following inspections:

1. Site Inspections: Inspect all areas that are exposed to stormwater and all stormwater control measures. Inspections shall be conducted at least once each calendar quarter. More frequent inspections may be required if significant activities are exposed to stormwater. Inspections shall be performed when the facility is in operation. At least one of the quarterly inspections shall occur during a period when a stormwater discharge is occurring.

The permittee shall document the following information for each facility inspection:

- The inspection date and time;
- The name of the inspector;
- Weather information and a description of any discharge occurring at the time of the inspection;
- Identification of any previously unidentified discharges from the site;
- Any control measures needing maintenance or repair;
- Any failed control measures that need replacement.
- Any SWPPP changes required as a result of the inspection.

If during the inspections, or any other time, the permittee identifies control measures that need repair or are not operating effectively, the permittee shall repair or replace them before the next anticipated storm event if possible, or as soon as practicable following that storm event. In the interim, the permittee shall have back-up measures in place.

The permittee shall report the findings from the Site Inspections in the annual report.

- iv. The permittee must keep a written (hardcopy or electronic) record of all required activities including but not limited to maintenance, inspections, and training required by part 2.3.7.b. The permittee shall maintain all records associated with the development and implementation of the SWPPP required by this part consistent with the requirements of part 4.2.

### **3.0. Additional Requirements for Discharges to Surface Drinking Water Supplies and Their Tributaries**

- a. Permittees which discharge to public surface drinking water supply sources (Class A and Class B surface waters used for drinking water) or their tributaries should consider these waters a priority in the implementation of the SWMP.
- b. Permittees should provide pretreatment and spill control measures to stormwater discharges to public drinking water supply sources or their tributaries to the extent feasible.
- c. Direct discharges to Class A waters should be avoided to the extent feasible.

### **4.0. Program Evaluation, Record Keeping, and Reporting**

#### **4.1. Program Evaluation**

- a. The permittee shall annually self-evaluate its compliance with the terms and conditions of this permit and submit each self-evaluation in the Annual Report. The permittee shall also maintain the annual evaluation documentation as part of the SWMP.
- b. The permittee shall evaluate the appropriateness of the selected BMPs in achieving the objectives of each control measure and the defined measurable goals. Where a BMP is found to be ineffective the permittee shall change BMPs in accordance with the provisions below. In addition, permittees may augment or change BMPs at any time following the provisions below:
  - Changes adding (but not subtracting or replacing) components or controls may be made at any time.
  - Changes replacing an ineffective or infeasible BMP specifically identified in the SWMP with an alternative BMP may be made as long as the basis for the changes is documented in the SWMP by, at a minimum:
    - An analysis of why the BMP is ineffective or infeasible;
    - Expectations on the effectiveness of the replacement BMP; and
    - An analysis of why the replacement BMP is expected to achieve the defined goals of the BMP to be replaced.

The permittee shall indicate BMP modifications along with a brief explanation of the modification in each Annual Report.

- c. EPA or MassDEP may request the permittee to add, modify, repair, replace or change BMPs or other measures described in the annual reports as needed to satisfy the conditions of this permit.

Any changes requested by EPA or MassDEP will be in writing and may set forth the schedule for the permittee to develop the changes and may offer the permittee the opportunity to propose alternative program changes to satisfy the permit conditions..

#### **4.2. Record Keeping**

- a. The permittee shall keep all records required by this permit for a period of at least five years. EPA may extend this period at any time. Records include information used in the development of any written (hardcopy or electronic) program required by this permit, any monitoring results, copies of reports, records of screening, follow-up and elimination of illicit discharges; maintenance records; inspection records; and data used in the development of the notice of intent, SWMP, SWPPP, and annual reports. This list provides examples of records that should be maintained, but is not all inclusive.
- b. Records other than those required to be included in the annual report, part 4.4, shall be submitted only when requested by the EPA or the MassDEP.
- c. The permittee shall make the records relating to this permit, including the written (hardcopy or electronic) stormwater management program, available to the public. The public may view the records during normal business hours. The permittee may charge a reasonable fee for copying requests. The permittee is encouraged to satisfy this requirement by posting records online.

#### **4.3. Outfall Monitoring Reporting**

- a. The permittee shall monitor and sample its outfalls at a minimum through sampling and testing at the frequency and locations required in connection with IDDE screening under part 2.3.4.7.b. and 2.3.4.8.c.ii.2. The monitoring program may also include additional outfall and interconnection monitoring as determined by the permittee in connection with assessment of SWMP effectiveness pursuant to part 4.1; evaluation of discharges to water quality limited waters pursuant to part 2.2; assessment of BMP effectiveness pursuant to part 2.2 or 2.3; or otherwise.
- b. The permittee shall document all monitoring results each year in the annual report. The report shall include the date, outfall or interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results of all analyses. The annual report shall include all of this information and data for the current reporting period and for the entire permit period.
- c. The permittee shall also include in the annual report results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period where that data is being used by the permittee to inform permit compliance or program effectiveness. If such monitoring or studies were conducted on behalf of the permittee, or if monitoring or studies conducted by other entities were reported to the permittee, a brief description of the type of information gathered or received shall be included in the annual report(s) covering the time period(s) the information was received.

#### **4.4. Annual Reports**

- a. 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, [year of

final permit effective date] to the permit effective date. The annual report is due ninety days from the close of each reporting period.

b. The annual reports shall contain the following information:

- i. A self-assessment review of compliance with the permit terms and conditions.
- ii. An assessment of the appropriateness of the selected BMPs.
- iii. The status of any plans or activities required by part 2.1 and/ or part 2.2, including:
  - Identification of all discharges that do not meet applicable water quality standards;
  - For discharges subject to TMDL related requirements, identification of specific BMPs used to address the pollutant identified as the cause of impairment and assessment of the BMPs effectiveness at controlling the pollutant (part 2.2.1. and Appendix F) and any deliverables required by Appendix F;
  - For discharges to water quality limited waters a description of each BMP required by Appendix H and any deliverables required by Appendix H.
- iv. An assessment of the progress towards achieving the measurable goals and objectives of each control measure in part 2.3 including:
  - Evaluation of the public education program including a description of the targeted messages for each audience; method of distribution 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 the activities related to implementation of the IDDE program including: status of the map; status and results of the illicit discharge potential ranking and assessment; identification of problem catchments; status of all protocols described in part 2.3.4.(program responsibilities and systematic procedure); number and identifier of catchments evaluated; number and identifier of outfalls screened; number of illicit discharges located; number of illicit discharges removed; gallons of flow removed; identification of tracking indicators and measures of progress based on those indicators; and employee training.
  - Evaluation of the construction runoff management including number of project plans reviewed; number of inspections; and number of enforcement actions.
  - Evaluation of stormwater management for new development and redevelopment including status of ordinance development (2.3.6.a.ii.), review and status of the street design assessment(2.3.6.b.), assessments to barriers to green infrastructure (2.3.6.c), and retrofit inventory status (2.3.6.d.)
  - Status of the O&M Programs required by part 2.3.7.a.
  - Status of SWPPP required by part 2.3.7.b. including inspection results.
  - Any additional reporting requirements in part 3.0.

- v. All outfall screening and monitoring data collected by or on behalf of the permittee during the reporting period and cumulative for the permit term, including but not limited to all data collected pursuant to part 2.3.4. The permittee shall also provide a description of any additional monitoring data received by the permittee during the reporting period.
- vi. Description of activities for the next reporting cycle.
- vii. Description of any changes in identified BMPs or measurable goals.
- viii. Description of activities undertaken by any entity contracted for achieving any measurable goal or implementing any control measure.

c. Reports shall be submitted to EPA at the following address:

United State Environmental Protection Agency  
Stormwater and Construction Permits Section (OEP06-1)  
Five Post Office Square, Suite 100  
Boston, MA 02109

Massachusetts Department of Environmental Protection  
One Winter Street – 5th Floor  
Boston, MA 02108  
ATTN: Frederick Civian

Or submitted electronically to EPA at the following email address: [stormwater.reports@epa.gov](mailto:stormwater.reports@epa.gov). After December 21, 2020 all Annual Reports must be submitted electronically.

## **5.0. Non-Traditional MS4s**

Non-traditional MS4s are MS4s owned and operated by the Commonwealth of Massachusetts, counties or other public agencies within the Commonwealth of Massachusetts, and properties owned and operated by the United States (Federal Facilities) within the Commonwealth of Massachusetts. This part addresses all non-traditional MS4s except MS4s that are owned or operated by transportation agencies, which are addressed in part 6.0 below.

### **5.1. Requirements for Non-Traditional MS4s**

All requirements and conditions of parts 1 – 4 above apply to all Non-traditional MS4s, except as specifically provided below:

#### **5.1.1. Public education**

For the purpose of this permit, the audiences for a Non-traditional MS4 include the employees, clients and customers (including students at education MS4s), visitors to the property, tenants, long term contractors and any other contractors working at the facility where the MS4 is located. The permittee may use some of the educational topics included in part 2.3.2.d. as appropriate, or may focus on topics specific to the MS4. The permittee shall document the educational topics for each target audience in the SWMP and annual reports.

### **5.1.2. Ordinances and regulatory mechanisms**

Some Non-traditional MS4s may not have authority to enact an ordinance, by-law, or other regulatory mechanisms. MS4s without the authority to enact an ordinance shall ensure that written policies or procedures are in place to address the requirements of part 2.3.4.5., part 2.3.4.6 and part 2.3.6.a.

### **5.1.3. Assessment of Regulations**

Non-traditional MS4s do not need to meet the requirements of part 2.3.6.c.

### **5.1.4. New Dischargers**

New MS4 facilities are subject to additional water quality-based requirements if they fall within the definition of “new discharger” under 40 CFR § 122.2: “A new discharger is any building, structure, facility or installation (a) from which there is or may be a ‘discharge of pollutants’ (b) that did not commence the ‘discharge of pollutants’ at a particular ‘site’ prior to August 13, 1979; (c) which is not a ‘new source’; and (d) which never received a finally effective NPDES permit for discharges at that ‘site.’ The term “site” is defined in § 122.2 to mean “the land or water area where any ‘facility or activity’ is physically located or conducted including adjacent land used in connection with the facility or activity.”

Consistent with these definitions, a Non-traditional MS4 is a “new discharger” if it discharges stormwater from a new facility with an entirely new separate storm sewer system that is not physically located on the same or adjacent land as an existing facility and associated system operated by the same MS4.

Any Non-traditional MS4 facility that is a “new discharger” and discharges to a waterbody listed in category 5 or 4b on the Massachusetts Integrated Report of waters listed pursuant to Clean Water Act section 303(d) and 305(b) due to nutrients (Total Nitrogen or Total Phosphorus), metals (Cadmium, Copper, Iron, Lead or Zinc), solids (TSS or Turbidity), bacteria/pathogens (E. Coli, Enterococcus or Fecal Coliform), chloride (Chloride) or oil and grease (Petroleum Hydrocarbons or Oil and Grease), or discharges to a waterbody with an approved TMDL for any of those pollutants, is not eligible for coverage under this permit and shall apply for an individual permit.

Any Non-traditional MS4 facility that is a “new discharger” and discharges to a waterbody that is in attainment is subject to Massachusetts antidegradation regulations at 314 CMR 4.04. The permittee shall comply with the provisions of 314 CMR 4.04 including information submittal requirements and obtaining authorization for new discharges where appropriate<sup>12</sup>. Any authorization of new discharges by MassDEP shall be incorporated into the permittee's SWMP. If an applicable MassDEP approval specifies additional conditions or requirements, then those requirements are incorporated into this permit by reference. The permittee must comply with all such requirements.

### **5.1.5 Dischargers Subject to Appendix F Part A.I**

Those dischargers not identified in Appendix F Table F-2 or Table F-3 discharging to waterbodies in the Charles River Watershed or to an MS4 that discharges to a waterbody in the Charles River Watershed shall coordinate with the municipality in which they are located to facilitate compliance

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<sup>12</sup> Contact MassDEP for guidance on compliance with 314 CMR 4.04



with the phosphorus reduction applicable to the municipality. In each annual report the permittee shall indicate planned phosphorus reduction activities on site and coordination progress with the municipality. In addition, the year 4 annual report shall contain the following information:

- a. Estimated current impervious area of permittee owned property,
- b. Land Use information for permittee owned property,
- c. Phosphorus removal in pounds per year for any structural BMP owned by the permittee, calculated in accordance with Appendix F Attachment 3
- d. Date of last maintenance activity for all structural BMPs for which phosphorus removal is calculated

## **6.0 Requirements for MS4s Owned or Operated by Transportation Agencies**

This part applies to all MS4s owned or operated by any state or federal transportation agency (except Massachusetts Department of Transportation –MassDOT- Highway Division, which is subject to a separate individual permit). All requirements and conditions of this permit apply with the following exceptions:

### **6.1 Public education**

For the purpose of this permit, the audiences for a transportation agency education program include the general public (users of the roadways), employees, and any contractors working at the location. The permittee may use some of the educational topics included in part 2.3.2.d. as appropriate, or may focus on topics specific to the agency. The permittee shall document the educational topics for each target audience.

### **6.2 Ordinances and regulatory mechanisms**

The transportation agency may not have authority to enact an ordinance, by-law or other regulatory mechanisms. The agency shall ensure that written agency policies or procedures are in place to address the requirements of part 2.3.4.5., part 2.3.4.6 and part 2.3.6.a.

### **6.3 Assessment of regulations**

Non-traditional MS4s do not need to meet the requirements of part 2.3.6.c.

### **6.4 New Dischargers**

New MS4 facilities are subject to additional water quality-based requirements if they fall within the definition of “new dischargers” under 40 CFR § 122.2: “A new discharger is any building, structure, facility or installation (a) from which there is or may be a ‘discharge of pollutants’ (b) that did not commence the ‘discharge of pollutants’ at a particular ‘site’ prior to August 13, 1979; (c) which is not a ‘new source’; and (d) which never received a finally effective NPDES permit for discharges at that ‘site.’ The term “site” is defined in § 122.2 to mean “the land or water area where any ‘facility or activity’ is physically located or conducted including adjacent land used in connection with the facility or activity.”

Consistent with these definitions, a new transportation MS4 is a “new discharger” if it discharges stormwater from a new facility with an entirely new separate storm sewer system that is not physically located on the same or adjacent land as an existing facility and associated system operated by the same MS4.

Any transportation MS4 facility that is a “new discharger” and discharges to a waterbody listed as impaired in category 5 or 4b on the Massachusetts Integrated Report of waters listed pursuant to Clean Water Act section 303(d) and 305(b) due to nutrients (Total Nitrogen or Total Phosphorus), metals (Cadmium, Copper, Iron, Lead or Zinc), solids (TSS or Turbidity), bacteria/pathogens (E. Coli, Enterococcus or Fecal Coliform), chloride

(Chloride) or oil and grease (Petroleum Hydrocarbons or Oil and Grease), or discharges to a waterbody with an approved TMDL for any of those pollutants, is not eligible for coverage under this permit and shall apply for an individual permit.

Any transportation MS4 facility that is a “new discharger” and discharges to a waterbody that is in attainment is subject to Massachusetts antidegradation regulations at 314 CMR 4.04. The permittee shall comply with the provisions of 314 CMR 4.04 including information submittal requirements and obtaining authorization for new discharges where appropriate<sup>13</sup>. Any authorization of new discharges by MassDEP shall be incorporated into the permittee's SWMP. If an applicable MassDEP approval specifies additional conditions or requirements, then those requirements are incorporated into this permit by reference. The permittee must comply with all such requirements.

## **6.5 Dischargers Subject to Appendix F Part A.I**

Those dischargers not identified in Appendix F Table F-2 or Table F-3 discharging to waterbodies in the Charles River Watershed or to an MS4 that discharges to a waterbody in the Charles River Watershed shall coordinate with the municipality in which they are located to facilitate compliance with the phosphorus reduction applicable to the municipality. In each annual report the permittee shall indicate planned phosphorus reduction activities on site and coordination progress with the municipality. In addition, the year 4 annual report shall contain the following information:

- a. Estimated current impervious area of permittee owned property,
- b. Land Use information for permittee owned property,
- c. Phosphorus removal in pounds per year for any structural BMP owned by the permittee, calculated in accordance with Appendix F Attachment 3,
- d. Date of last maintenance activity for all structural BMPs for which phosphorus removal is calculated

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<sup>13</sup> Contact MassDEP for guidance on compliance with 314 CMR 4.04

## **Appendix A**

### **Definitions, Abbreviations and Acronyms**

#### **Definitions**

**Best Management Practices (BMPs)** - schedules of activities, practices (and prohibitions of practices), structures, vegetation, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants to waters of the United States. BMPs also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

**Common Plan of Development** - A "larger common plan of development or sale" is a contiguous area where multiple separate and distinct construction activities may be taking place at different times on different schedules under one plan. For example, if a developer buys a 20-acre lot and builds roads, installs pipes, and runs electricity with the intention of constructing homes or other structures sometime in the future, this would be considered a larger common plan of development or sale. If the land is parceled off or sold, and construction occurs on plots that are less than one acre by separate, independent builders, this activity still would be subject to stormwater permitting requirements if the smaller plots were included on the original site plan.

**Control Measure** - refers to any BMP or other method (including effluent limitations) used to prevent or reduce the discharge of pollutants to waters of the United States.

**Director** - a Regional Administrator of the Environmental Protection Agency or an authorized representative.

**Discharge** - when used without qualification, means the "discharge of a pollutant."

**Discharge of a pollutant** - any addition of any "pollutant" or combination of pollutants to "waters of the United States" from any "point source," or any addition of any pollutant or combination of pollutants to the waters of the "contiguous zone" or the ocean from any point source other than a vessel or other floating craft which is being used as a means of transportation. This includes additions of pollutants into waters of the United States from surface runoff which is collected or channeled by man; or discharges through pipes, sewers, or other conveyances, leading into privately owned treatment works.

**Discharge-related activities** - activities which cause, contribute to, or result in stormwater and allowable non-stormwater point source discharges, and measures such as the siting, construction and operation of BMPs to control, reduce, or prevent pollution in the discharges.

**Disturbance** - action to alter the existing vegetation and/or underlying soil of a site, such as clearing, grading, site preparation (e.g., excavating, cutting, and filling), soil compaction, and movement and stockpiling of top soils.

**Existing Discharger** – an operator applying for coverage under this permit for discharges covered previously under an NPDES general or individual permit.

**Facility or Activity** - any NPDES “point source” or any other facility or activity (including land or appurtenances thereto) that is subject to regulation under the NPDES program.

**Federal Facility** – Any buildings, installations, structures, land, public works, equipment, aircraft, vessels, and other vehicles and property, owned by, or constructed or manufactured for the purpose of leasing to, the federal government.

**Illicit Discharge** - any discharge to a municipal separate storm sewer that is not composed entirely of stormwater except discharges pursuant to a NPDES permit (other than the NPDES permit for discharges from the municipal separate storm sewer) and discharges resulting from fire fighting activities.

**Impaired Water** – A water is impaired if it does not meet one or more of its designated use(s). For purposes of this permit, “impaired” refers to categories 4 and 5 of the five-part categorization approach used for classifying the water quality standards attainment status for water segments under the TMDL program. Impaired waters compilations are also sometimes referred to as “303(d) lists.” Category 5 waters are impaired because at least one designated use is not being supported or is threatened and a TMDL is needed. Category 4 waters indicate that at least one designated use is not being supported but a TMDL is not needed (4a indicates that a TMDL has been approved or established by EPA; 4b indicates other required control measures are expected in result in the attainment of water quality standards in a reasonable period of time; and 4c indicates that the non-attainment of the water quality standard is the result of pollution (e.g. habitat) and is not caused by a pollutant). See *USEPA’s 2006 Integrated Report Guidance, July 29, 2005* for more detail on the five part categorization of waters [under EPA National TMDL Guidance <http://www.epa.gov/owow/tmdl/policy.html>]).

**Impervious Surface**- Any surface that prevents or significantly impedes the infiltration of water into the underlying soil. This can include but is not limited to: roads, driveways, parking areas and other areas created using non porous material; buildings, rooftops, structures, artificial turf and compacted gravel or soil.

**Industrial Activity** - the ten categories of industrial activities included in the definition of “stormwater discharges associated with industrial activity,” as defined in 40 CFR 122.26(b)(14)(i)-(ix) and (xi).

**Industrial Stormwater** - stormwater runoff associated with the definition of “stormwater discharges associated with industrial activity.”

**Infeasible** - means not technologically possible, or not economically practicable and achievable in light of best industry practices.

**Interconnection** – the point (excluding sheet flow over impervious surfaces) where the permittee’s MS4 discharges to another MS4 or other storm sewer system, through which the discharge is eventually conveyed to a water of the United States. Interconnections shall be treated similarly to outfalls throughout the permit.

**Junction Manhole** - For the purposes of this permit, a junction manhole is a manhole or structure with two or more inlets accepting flow from two or more MS4 alignments. Manholes with inlets solely from private storm drains, individual catch basins, or both are not considered junction manholes for these purposes.

**Key Junction Manhole** - For the purposes of this permit, key junction manholes are those junction manholes that can represent one or more junction manholes without compromising adequate implementation of the illicit discharge program. Adequate implementation of the illicit discharge program would not be compromised if the exclusion of a particular junction manhole as a key junction manhole would not affect the permittee’s ability to determine the possible presence of an upstream illicit discharge. A permittee may exclude a junction manhole located upstream from another located in the immediate vicinity or that is serving a drainage alignment with no potential for illicit connections.

**Municipal Separate Storm Sewer** - a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains):

- (i) Owned or operated by a State, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to State law) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under State law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under section 208 of the CWA that discharges to waters of the United States;
- (ii) Designed or used for collecting or conveying stormwater;
- (iii) Which is not a combined sewer; and
- (iv) Which is not part of a Publicly Owned Treatment Works (POTW) as defined at 40 CFR 122.2.

**Municipal Separate Storm Sewer System (MS4)** - means all separate storm sewers that are defined as “large” or “medium” or “small” municipal storm sewer systems pursuant to paragraphs 40 CFR 122.26 (b)(4) and (b)(7), or designated under paragraph 40 126.26(a) (1)(v). For the purposes of this permit “MS4” may also refer to the permittee with jurisdiction over the sewer system.

**New Development** – any construction activities or land alteration resulting in total earth disturbances greater than 1 acre (or activities that are part of a larger common plan of development disturbing greater than 1 acre) on an area that has not previously been developed to include impervious cover. (see part 2.3.6. of the permit)

**New Discharger** – For the purposes of this permit, a new discharger is an entity that discharges stormwater from a new facility with an entirely new separate storm sewer system that is not physically located on the same or adjacent land as an existing facility and associated system operated by the same MS4.

**New Source** - any building, structure, facility, or installation from which there is or may be a “discharge of pollutants,” the construction of which commenced:

- S after promulgation of standards of performance under section 306 of the CWA which are applicable to such source, or
- S after proposal of standards of performance in accordance with section 306 of the CWA which are applicable to such source, but only if the standards are promulgated in accordance with section 306 within 120 days of their proposal.

**New Source Performance Standards (NSPS)** – Technology-based standards for facilities that qualify as new sources under 40 CFR 122.2 and 40 CFR 122.29.

**No exposure** - all industrial materials or activities are protected by a storm-resistant shelter to prevent exposure to rain, snow, snowmelt, and/or runoff.

**One Lane Width** – The width of the travel lane for a roadway. Lane width does not include shoulders, curbs, and on-street parking areas.

**Outfall Catchment** – The land area draining to a single outfall or interconnection. The extent of an outfall’s catchment is determined not only by localized topography and impervious cover but also by the location of drainage structures and the connectivity of MS4 pipes.

**Owner or operator** - the owner or operator of any “facility or activity” subject to regulation under the NPDES program.

**Person** - an individual, association, partnership, corporation, municipality, State or Federal agency, or an agent or employee thereof.

**Point source** - any discernible, confined, and discrete conveyance, including but not limited to any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, landfill leachate collection system, vessel, or other floating craft from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture or agricultural stormwater runoff.

**Pollutant** - dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, and industrial, municipal and agricultural waste discharged into water.

**Pollutant of concern** – A pollutant which causes or contributes to a violation of a water quality standard, including a pollutant which is identified as causing an impairment in a State's 303(d) list.

**Redevelopment** – for the purposes of part 2.3.6., any construction, land alteration, or improvement of impervious surfaces resulting in total earth disturbances greater than 1 acre (or activities that are part of a larger common plan of development disturbing greater than 1 acre) that does not meet the definition of new development (see above).

**Reportable Quantity Release** – a release of a hazardous substance at or above the established legal threshold that requires emergency notification. Refer to 40 CFR Parts 110, 177, and 302 for complete definitions and reportable quantities for which notification is required.

**Runoff coefficient** - the fraction of total rainfall that will appear at the conveyance as runoff.

**Significant materials** - includes, but is not limited to: raw materials; fuels; materials such as solvents, detergents, and plastic pellets; finished materials such as metallic products; raw materials used in food processing or production; hazardous substances designated under section 101(14) of CERCLA; any chemical the facility is required to report pursuant to section 313 of Title III of SARA; fertilizers; pesticides; and waste products such as ashes, slag and sludge that have the potential to be released with stormwater discharges.

**Site** – for the purposes of part 2.3.6., the area extent of construction activities, including but not limited to the creation of new impervious cover and improvement of existing impervious cover (e.g. repaving not covered by 2.3.6.a.ii.4.d.)

**Small Municipal Separate Storm Sewer System** – all separate storm sewer systems that are (i) owned or operated by the United States, a State, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to State law) having jurisdiction over disposal of sewage, industrial wastes, storm water, or other wastes, including special districts under State law such as a sewer district, flood control district, or drainage district, or similar entity or an Indian tribe or an authorized Indian tribal organization or a designated and approved management agency under section 208 of the CWA that discharges to waters of the United States, and (ii) not defined as “large” or “medium” municipal separate storm sewer system pursuant to paragraphs 40 CFR 122.26 (b)(4) and (b)(7), or designated under paragraph 40 126.26(a) (1)(v). This term includes systems similar to separate storm sewer systems in municipalities, such as systems at military bases, large hospital or prison complexes, and highways and other thoroughfares. This term does not include separate storm sewers in very discrete areas, such as individual buildings.

**Small MS4** – means a small municipal separate storm sewer system.

**Stormwater** - stormwater runoff, snow melt runoff, and surface runoff and drainage.

**Stormwater Discharges Associated with Construction Activity** - a discharge of pollutants in stormwater runoff from areas where soil disturbing activities (e.g., clearing, grading, or excavating), construction materials, or equipment storage or maintenance (e.g., fill piles, borrow areas, concrete truck washout, fueling), or other industrial stormwater directly related to the construction process (e.g., concrete or asphalt batch plants) are located. (See 40 CFR 122.26(b)(14)(x) and 40 CFR 122.26(b)(15).

**Stormwater Discharges Associated with Industrial Activity** - the discharge from any conveyance that is used for collecting and conveying stormwater and that is directly related to manufacturing, processing or raw materials storage areas at an industrial plant. The term does not include discharges from facilities or activities excluded from the NPDES program under Part 122. For the categories of industries identified in this section, the term includes, but is not limited to, stormwater discharges from industrial plant yards; immediate access roads and rail lines used or traveled by carriers of raw materials, manufactured products, waste material, or by-products used or created by the facility; material handling sites; refuse sites; sites used for the application or disposal of process waste waters (as defined at part 401 of this chapter); sites used for the storage and maintenance of material handling equipment; sites used for residual treatment, storage, or disposal; shipping and receiving areas; manufacturing buildings; storage areas (including tank farms) for raw materials, and intermediate and final products; and areas where industrial activity has taken place in the past and significant materials remain and are exposed to stormwater. For the purposes of this paragraph, material handling activities include storage, loading and unloading, transportation, or conveyance of any raw material, intermediate product, final product, by-product or waste product. The term excludes areas located on plant lands separate from the plant's industrial activities, such as office buildings and accompanying parking lots as long as the drainage from the excluded areas is not mixed with stormwater drained from the above described areas. Industrial facilities include those that are federally, State, or municipally owned or operated that meet the description of the facilities listed in Appendix D of this permit. The term also includes those facilities designated under the provisions of 40 CFR 122.26(a)(1)(v).

**Total Maximum Daily Loads (TMDLs)** - A TMDL is a calculation of the maximum amount of a pollutant that a waterbody can receive and still meet water quality standards, and an allocation of that amount to the pollutant's sources. A TMDL includes wasteload allocations (WLAs) for point source discharges, load allocations (LAs) for nonpoint sources and/or natural background, and must include a margin of safety (MOS) and account for seasonal variations. (See section 303(d) of the Clean Water Act and 40 CFR 130.2 and 130.7).

**Urbanized Area** – US Census designated area comprised of a densely settled core of census tracts and/or census blocks that meet minimum population density requirements, 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. For the purposes of this permit, Urbanized Areas as defined by any Census since 2000 remain subject to stormwater regulation even if there is a change in the reach of the Urbanized Area because of a change in more recent Census data.

**Water Quality Limited Water** – for the purposes of this permit, a water quality limited water is any waterbody that does not meet applicable water quality standards, including but not limited to waters listed in categories 5 or 4b on the Massachusetts Integrated Report of waters listed pursuant to Clean Water Act section 303(d) and 305(b).

**Water Quality Standards** - A water quality standard defines the water quality goals of a water body, or portion thereof, by designating the use or uses to be made of the water and by setting criteria necessary to protect the uses. States and EPA adopt WQS to protect public health or welfare, enhance the quality of water and serve the purposes of the Clean Water Act (See CWA sections 101(a)2 and 303(c)).

#### **ABBREVIATIONS AND ACRONYMS**

BMP – Best Management Practice

BPJ – Best Professional Judgment

CGP – Construction General Permit

CWA – Clean Water Act (or the Federal Water Pollution Control Act, 33 U.S.C. §1251 *et seq*)

DCIA – Directly Connected Impervious Area

EPA – U. S. Environmental Protection Agency

ESA – Endangered Species Act

USFWS – U. S. Fish and Wildlife Service

IA – Impervious Area

IDDE – Illicit Discharge Detection and Elimination

LA – Load Allocations

MOS – Margin of Safety

MS4 – Municipal Separate Storm Sewer System

MSGP – Multi-Sector General Permit

NHPA – National Historic Preservation Act

NMFS – U. S. National Marine Fisheries Service

NOI – Notice of Intent

NPDES – National Pollutant Discharge Elimination System

NRHP – National Register of Historic Places

NSPS – New Source Performance Standard

NTU – Nephelometric Turbidity Unit

PCP – Phosphorus Control Plan (pertaining to Charles River Watershed phosphorus TMDL requirements only – Appendix F Part A.I)

LPCP – Lake Phosphorus Control Plan (pertaining to Lake or pond phosphorus TMDL requirements only – Appendix F Part A.II)

POTW – Publicly Owned Treatment Works

RCRA – Resource Conservation and Recovery Act

SHPO – State Historic Preservation Officer

SIC – Standard Industrial Classification  
SPCC – Spill Prevention, Control, and Countermeasure  
SWMP – Stormwater Management Program  
SWPPP – Stormwater Pollution Prevention Plan  
TMDL – Total Maximum Daily Load  
TSS – Total Suspended Solids  
USGS – United States Geological Survey  
WLA – Wasteload Allocation  
WQS – Water Quality Standard

## **Appendix B**

### **Standard Permit Conditions**

#### **Standard Permit Conditions**

Standard permit conditions in Appendix B are consistent with the general permit provisions required under 40 CFR 122.41.

#### **B.1. Duty To Comply**

You must comply with all conditions of this permit. Any permit noncompliance constitutes a violation of the Clean Water Act and is grounds for enforcement action; for permit termination, revocation and reissuance, or modification; or for denial of a permit renewal application.

- A. You must comply with effluent standards or prohibitions established under section 307(a) of the Clean Water Act for toxic pollutants and with standards for sewage sludge use or disposal established under section 405(d) of the CWA within the time provided in the regulations that establish these standards or prohibitions or standards for sewage sludge use or disposal, even if the permit has not yet been modified to incorporate the requirement.
- B. Penalties for Violations of Permit Conditions: The Director will adjust the civil and administrative penalties listed below in accordance with the Civil Monetary Penalty Inflation Adjustment Rule (61 FR 252, December 31, 1996, pp. 69359-69366, as corrected in 62 FR 54, March 20, 1997, pp.13514-13517) as mandated by the Debt Collection Improvement Act of 1996 for inflation on a periodic basis. This rule allows EPA's penalties to keep pace with inflation. The Agency is required to review its penalties at least once every 4 years thereafter and to adjust them as necessary for inflation according to a specified formula. The civil and administrative penalties following were adjusted for inflation starting in 1996.
  1. *Criminal Penalties.*
    - a. *Negligent Violations.* The CWA provides that any person who negligently violates permit conditions implementing Sections 301, 302, 306, 307, 308, 318, or 405 of the Act is subject to criminal penalties of \$2,500 to \$25,000 per day of violation, or imprisonment of not more than one year, or both. In the case of a second or subsequent conviction for a negligent violation, a person shall be subject to criminal penalties of not more than \$50,000 per day of violation or by imprisonment of not more than two years, or both.
    - b. *Knowing Violations.* The CWA provides that any person who knowingly violates permit conditions implementing Sections 301, 302, 306, 307, 308, 318, or 405 of the Act is subject to a fine of not less than \$5,000 nor more than \$50,000 per day of violation, or by imprisonment for not more than 3 years, or both. In the case of a

second or subsequent conviction for a knowing violation, a person shall be subject to criminal penalties of not more than \$100,000 per day of violation, or imprisonment of not more than 6 years, or both.

- c. *Knowing Endangerment.* The CWA provides that any person who knowingly violates permit conditions implementing Sections 301, 302, 306, 307, 308, 318, or 405 of the Act and who knows at that time that he or she is placing another person in imminent danger of death or serious bodily injury shall upon conviction be subject to a fine of not more than \$250,000 or by imprisonment of not more than 15 years, or both. In the case of a second or subsequent conviction for a knowing endangerment violation, a person shall be subject to a fine of not more than \$500,000 or by imprisonment of not more than 30 years, or both. An organization, as defined in section 309(c)(3)(B)(iii) of the Act, shall, upon conviction of violating the imminent danger provision be subject to a fine of not more than \$1,000,000 and can fined up to \$2,000,000 for second or subsequent convictions.
  - d. *False Statement.* The CWA provides that any person who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required to be maintained under this permit shall, upon conviction, be punished by a fine of not more than \$10,000, or by imprisonment for not more than 2 years, or both. If a conviction of a person is for a violation committed after a first conviction of such person under this paragraph, punishment is a fine of not more than \$20,000 per day of violation, or by imprisonment of not more than 4 years, or both. The Act further provides that any person who knowingly makes any false statement, representation, or certification in any record or other document submitted or required to be maintained under this permit, including monitoring reports or reports of compliance or non-compliance shall, upon conviction, be punished by a fine of not more than \$10,000 per violation, or by imprisonment for not more than 6 months per violation, or by both.
2. *Civil Penalties.* The CWA provides that any person who violates a permit condition implementing Sections 301, 302, 306, 307, 308, 318, or 405 of the Act is subject to a civil penalty not to exceed the maximum amounts authorized by Section 309(d) of the Act and the Federal Civil Penalties Inflation Adjustment Act (28 U.S.C. § 2461 note) as amended by the Debt Collection Improvement Act (31 U.S.C. § 3701 note) (currently \$32,500 per day for each violation).
  3. *Administrative Penalties.* The CWA provides that any person who violates a permit condition implementing Sections 301, 302, 306, 307, 308, 318, or 405 of the Act is subject to an administrative penalty, as follows:

- 3.1. *Class I Penalty.* Not to exceed the maximum amounts authorized by Section 309(g)(2)(A) of the Act and the Federal Civil Penalties Inflation Adjustment Act (28 U.S.C. § 2461 note) as amended by the Debt Collection Improvement Act (31 U.S.C. § 3701 note) (currently \$11,000 per violation, with the maximum amount of any Class I penalty assessed not to exceed \$32,500).
- 3.2. *Class II Penalty.* Not to exceed the maximum amounts authorized by Section 309(g)(2)(B) of the Act and the Federal Civil Penalties Inflation Adjustment Act (28 U.S.C. § 2461 note) as amended by the Debt Collection Improvement Act (31 U.S.C. § 3701 note) (currently \$11,000 per day for each day during which the violation continues, with the maximum amount of any Class II penalty not to exceed \$157,500).

## **B.2. Duty to Reapply**

If you wish to continue an activity regulated by this permit after the expiration date of this permit, you must apply for and obtain a new permit.

## **B.3. Need to Halt or Reduce Activity Not a Defense**

It shall not be a defense for you in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this permit.

## **B.4. Duty to Mitigate**

You must take all reasonable steps to minimize or prevent any discharge or sludge use or disposal in violation of this permit which has a reasonable likelihood of adversely affecting human health or the environment.

## **B.5. Proper Operation and Maintenance**

You must at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by you to achieve compliance with the conditions of this permit, including the requirements of your SWPPP. Proper operation and maintenance also includes adequate laboratory controls and appropriate quality assurance procedures. This provision requires the operation of backup or auxiliary facilities or similar systems which are installed by you only when the operation is necessary to achieve compliance with the conditions of this permit.

## **B.6. Permit Actions**

This permit may be modified, revoked and reissued, or terminated for cause. Your filing of a request for a permit modification, revocation and reissuance, or termination, or a notification of planned changes or anticipated noncompliance does not stay any permit condition.

**B.7. Property Rights**

This permit does not convey any property rights of any sort, or any exclusive privileges.

**B.8. Duty to Provide Information**

You must furnish to EPA or an authorized representative (including an authorized contractor acting as a representative of EPA), within a reasonable time, any information which EPA may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this permit or to determine compliance with this permit. You must also furnish to EPA upon request, copies of records required to be kept by this permit.

**B.9. Inspection and Entry**

You must allow EPA or an authorized representative (including an authorized contractor acting as a representative of EPA), upon presentation of credentials and other documents as may be required by law, to:

- A. Enter upon your premises where a regulated facility or activity is located or conducted, or where records must be kept under the conditions of this permit;
- B. Have access to and copy, at reasonable times, any records that must be kept under the conditions of this permit;
- C. Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under this permit; and
- D. Sample or monitor at reasonable times, for the purposes of assuring permit compliance or as otherwise authorized by the Clean Water Act, any substances or parameters at any location.

**B.10. Monitoring and Records**

- A. Samples and measurements taken for the purpose of monitoring must be representative of the volume and nature of the monitored activity.
- B. You must retain records of all monitoring information, including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation, copies of all reports required by this permit, and records of all data used to complete the application for this permit, for a period of at least three years from the date of the sample, measurement, report or application. This period may be extended by request of EPA at any time.
- C. Records of monitoring information must include:
  - 1. The date, exact place, and time of sampling or measurements;
  - 2. The individual(s) who performed the sampling or measurements;
  - 3. The date(s) analyses were performed

4. The individual(s) who performed the analyses;
  5. The analytical techniques or methods used; and
  6. The results of such analyses.
- D. Monitoring results must be conducted according to test procedures approved under 40 CFR Part 136 or, in the case of sludge use or disposal, approved under 40 CFR Part 136 unless otherwise specified in 40 CFR Part 503, unless other test procedures have been specified in the permit.
- E. The Clean Water Act provides that any person who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required to be maintained under this permit shall, upon conviction, be punished by a fine of not more than \$10,000, or by imprisonment for not more than 2 years, or both. If a conviction of a person is for a violation committed after a first conviction of such person under this paragraph, punishment is a fine of not more than \$20,000 per day of violation, or by imprisonment of not more than 4 years, or both.

#### **B.11. Signatory Requirements**

- A. All applications, including NOIs, must be signed as follows:
1. For a corporation: By a responsible corporate officer. For the purpose of this subsection, a responsible corporate officer means: (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
  2. For a partnership or sole proprietorship: By a general partner or the proprietor, respectively; or
  3. For a municipality, state, federal, or other public agency: By either a principal executive officer or ranking elected official. For purposes of this subsection, a principal executive officer of a federal agency includes (i) the chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of EPA).

- B. All reports, including SWPPPs, inspection reports, annual reports, monitoring reports, reports on training and other information required by this permit must be signed by a person described in Appendix B, Subsection 11.A above or by a duly authorized representative of that person. A person is a duly authorized representative only if:
1. The authorization is made in writing by a person described in Appendix B, Subsection 11.A;
  2. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may thus be either a named individual or any individual occupying a named position); and
  3. The signed and dated written authorization is included in the SWPPP. A copy must be submitted to EPA, if requested.
- C. Changes to Authorization. If an authorization under Appendix B, Subsection 11.B is no longer accurate because a different operator has responsibility for the overall operation of the industrial facility, a new NOI satisfying the requirements of Subsection 11.B must be submitted to EPA prior to or together with any reports, information, or applications to be signed by an authorized representative.
- D. Any person signing documents required under the terms of this permit must include the following 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 gathered and evaluated 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, 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.”
- E. The CWA provides that any person who knowingly makes any false statement, representation, or certification in any record or other document submitted or required to be maintained under this permit, including monitoring reports or reports of compliance or non-compliance shall, upon conviction, be punished by a fine of not more than \$10,000 per violation, or by imprisonment for not more than 6 months per violation, or by both.



**B.12. Reporting Requirements**

- A. Planned changes. You must give notice to EPA as soon as possible of any planned physical alterations or additions to the permitted facility. Notice is required only when:
  - 1. The alteration or addition to a permitted facility may meet one of the criteria for determining whether a facility is a new source in 40 CFR §122.29(b); or
  - 2. The alteration or addition could significantly change the nature or increase the quantity of pollutants discharged. This notification applies to pollutants which are subject neither to effluent limitations in the permit, nor to notification requirements under 40 CFR §122.42(a)(1).
- B. Anticipated noncompliance. You must give advance notice to EPA of any planned changes in the permitted facility or activity which may result in noncompliance with permit requirements.
- C. Transfers. This permit is not transferable to any person except after notice to EPA. EPA may require modification or revocation and reissuance of the permit to change the name of the permittee and incorporate such other requirements as may be necessary under the Clean Water Act. (See 40 CFR §122.61; in some cases, modification or revocation and reissuance is mandatory.)
- D. Monitoring reports. Monitoring results must be reported at the intervals specified elsewhere in this permit.
  - 1. Monitoring results must be reported on a Discharge Monitoring Report (DMR) or forms (paper or electronic) provided or specified by EPA for reporting results of monitoring of sludge use or disposal practices.
  - 2. If you monitor any pollutant more frequently than required by the permit using test procedures approved under 40 CFR Part 136 or, in the case of sludge use or disposal, approved under 40 CFR Part 136 unless otherwise specified in 40 CFR Part 503, or as specified in the permit, the results of this monitoring must be included in the calculation and reporting of the data submitted in the DMR or sludge reporting form specified by EPA.
  - 3. Calculations for all limitations which require averaging of measurements must use an arithmetic mean and non-detected results must be incorporated in calculations as the limit of quantitation for the analysis.
- E. Compliance schedules. Reports of compliance or noncompliance with, or any progress reports on, interim and final requirements contained in any compliance schedule of this permit must be submitted no later than 14 days following each schedule date.
- F. Twenty-four hour reporting.
  - 1. You must report any noncompliance which may endanger health or the environment. Any information must be provided orally within 24 hours

from the time you become aware of the circumstances. A written submission must also be provided within five days of the time you become aware of the circumstances. The written submission must contain a description of the noncompliance and its cause; the period of noncompliance, including exact dates and times, and if the noncompliance has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance.

2. The following shall be included as information which must be reported within 24 hours under this paragraph.
    - a. Any unanticipated bypass which exceeds any effluent limitation in the permit. (See 40 CFR §122.41(g).)
    - b. Any upset which exceeds any effluent limitation in the permit
    - c. Violation of a maximum daily discharge limitation for any of the pollutants listed by EPA in the permit to be reported within 24 hours. (See 40 CFR §122.44(g).)
  3. EPA may waive the written report on a case-by-case basis for reports under Appendix B, Subsection 12.F.2 if the oral report has been received within 24 hours.
- G. Other noncompliance. You must report all instances of noncompliance not reported under Appendix B, Subsections 12.D, 12.E, and 12.F, at the time monitoring reports are submitted. The reports must contain the information listed in Appendix B, Subsection 12.F.
- H. Other information. Where you become aware that you failed to submit any relevant facts in a permit application, or submitted incorrect information in a permit application or in any report to the Permitting Authority, you must promptly submit such facts or information.

### **B.13. Bypass**

- A. Definitions.
1. Bypass means the intentional diversion of waste streams from any portion of a treatment facility
  2. Severe property damage means substantial physical damage to property, damage to the treatment facilities which causes them to become inoperable, or substantial and permanent loss of natural resources which can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.
- B. Bypass not exceeding limitations. You may allow any bypass to occur which does not cause effluent limitations to be exceeded, but only if it also is for essential

maintenance to assure efficient operation. These bypasses are not subject to the provisions of Appendix B, Subsections 13.C and 13.D.

C. Notice.

1. Anticipated bypass. If you know in advance of the need for a bypass, you must submit prior notice, if possible at least ten days before the date of the bypass.
2. Unanticipated bypass. You must submit notice of an unanticipated bypass as required in Appendix B, Subsection 12.F (24-hour notice).

D. Prohibition of bypass.

1. Bypass is prohibited, and EPA may take enforcement action against you for bypass, unless:
  - a. Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
  - b. There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance; and
  - c. You submitted notices as required under Appendix B, Subsection 13.C.
2. EPA may approve an anticipated bypass, after considering its adverse effects, if EPA determines that it will meet the three conditions listed above in Appendix B, Subsection 13.D.1.

**B.14. Upset**

- A. Definition. Upset means an exceptional incident in which there is unintentional and temporary noncompliance with technology based permit effluent limitations because of factors beyond your reasonable control. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.
- B. Effect of an upset. An upset constitutes an affirmative defense to an action brought for noncompliance with such technology based permit effluent limitations if the requirements of Appendix B, Subsection 14.C are met. No determination made during administrative review of claims that noncompliance was caused by upset, and before an action for noncompliance, is final administrative action subject to judicial review.

- C. Conditions necessary for a demonstration of upset. A permittee who wishes to establish the affirmative defense of upset must demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:
1. An upset occurred and that you can identify the cause(s) of the upset;
  2. The permitted facility was at the time being properly operated; and
  3. You submitted notice of the upset as required in Appendix B, Subsection 12.F.2.b (24 hour notice).
  4. You complied with any remedial measures required under Appendix B, Subsection 4.
- D. Burden of proof. In any enforcement proceeding, you, as the one seeking to establish the occurrence of an upset, has the burden of proof.

## APPENDIX C ENDANGERED SPECIES GUIDANCE

### A. Background

In order to meet its obligations under the Clean Water Act and the Endangered Species Act (ESA), and to promote the goals of those Acts, the Environmental Protection Agency (EPA) is seeking to ensure the activities regulated by this general permit do not adversely affect endangered and threatened species or critical habitat. Applicants applying for permit coverage must assess the impacts of their stormwater discharges and discharge-related activities on federally listed endangered and threatened species (“listed species”) and designated critical habitat (“critical habitat”) to ensure that those goals are met. Prior to obtaining general permit coverage, applicants must meet the ESA eligibility provisions of this permit by following the steps in this Appendix<sup>1</sup>.

Applicants also have an independent ESA obligation to ensure that their activities do not result in any prohibited “take” of listed species<sup>12</sup>. The term “Take” is used in the ESA to include harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, collect, or attempt to engage in any such conduct. “Harm” is further defined to include significant habitat modification or degradation that results in death or injury to listed species by significantly impairing essential behavioral patterns including breeding, feeding, or sheltering. “Harass” is defined as intentional or negligent actions that create the likelihood of injury to listed species to such an extent as to significantly disrupt normal behavior patterns which include, but are not limited to, breeding, feeding, or sheltering. Many of the measures required in this general permit and in these instructions to protect species may also assist in ensuring that the applicant’s activities do not result in a prohibited take of species in violation of section 9 of the ESA. If the applicant has plans or activities in an area where endangered and threatened species are located, they may wish to ensure that they are protected from potential take liability under ESA section 9 by obtaining an ESA section 10 permit or by requesting formal consultation under ESA section 7. Applicants that are unsure whether to pursue a section 10 permit or a section 7 consultation for takings protection should confer with the appropriate United States Fish and Wildlife Service (USFWS) office or the National Marine Fisheries Service (NMFS), (jointly the Services).

Currently, there are 20 species of concern for applicants applying for permit coverage, namely the Dwarf wedgemussel (*Alasmodonta heterodon*), Northeastern bulrush (*Scirpus ancistrochaetus*), Sandplain gerardia (*Agalinis acuta*), Piping Plover (*Charadrius melodus*), Roseate Tern (*Sterna dougallii*), Northern Red-bellied cooter (*Pseudemys rubriventis*), Bog Turtle (*Glyptemys muhlenbergii*), Small whorled Pogonia (*Isotria medeoloides*), Puritan tiger beetle (*Cicindela puritana*), American burying beetle (*Nicrophorus americanus*), Northeastern beach tiger beetle (*Cicindela dorsalis*), Northern Long-eared Bat (*Myotis septentrionalis*), Atlantic Sturgeon (*Acipenser oxyrinchus*), Shortnose Sturgeon (*Acipenser brevirostrum*), North Atlantic Right Whale (*Eubalaena glacialis*), Humpback Whale (*Megaptera novaengliae*), Fin Whale (*Balaenoptera physalus*), Kemp’s Ridley Sea Turtle (*Lepidochelys kempii*), Loggerhead Sea Turtle (*Caretta caretta*), Leatherback Sea Turtle (*Dermochelys coriacea*), and the Green Turtle (*Chelonia*

<sup>1</sup> EPA strongly encourages applicants to begin this process at the earliest possible stage to ensure the notification requirements for general permit coverage are complete upon Notice of Intent (NOI) submission.

<sup>2</sup> Section 9 of the ESA prohibits any person from “taking” a listed species (e.g. harassing or harming it) unless: (1) the taking is authorized through an “incidental take statement” as part of completion of formal consultation according to ESA section 7; (2) where an incidental take permit is obtained under ESA section 10 (which requires the development of a habitat conversion plan; or (3) where otherwise authorized or exempted under the ESA. This prohibition applies to all entities including private individuals, businesses, and governments.

*mydas*). The Atlantic Sturgeon, Shortnose Sturgeon, North Atlantic Right Whale, Humpback Whale, Fin Whale, Loggerhead Sea Turtle, Kemp's Ridley Sea Turtle, Leatherback Sea Turtle and Green Turtle are listed under the jurisdiction of NMFS. The Dwarf wedgemussel, Northeastern bulrush, Sandplain gerardia, Piping Plover, Northern Red-bellied cooter, Bog Turtle, Small whorled Pogonia, Roseate Tern, Puritan tiger beetle, Northeastern beach tiger beetle, Northern Long-eared Bat and American burying beetle are listed under the jurisdiction of the U.S. Fish and Wildlife Service.

Any applicant seeking coverage under this general permit, must consult with the Services where appropriate. When listed species are present, permit coverage is only available if EPA determines, or the applicant determines and EPA concurs, that the discharge or discharge related activities will have "no affect" on the listed species or critical habitat, or the applicant or EPA determines that the discharge or discharge related activities are "not likely to adversely affect" listed species or critical habitat and formal or informal consultation with the Services has been concluded and results in written concurrence by the Services that the discharge is "not likely to adversely affect" an endangered or threatened species or critical habitat.

EPA may designate the applicants as non-Federal representatives for the general permit for the purpose of carrying out formal or informal consultation with the Services (See 50 CFR §402.08 and §402.13). By terms of this permit, EPA has automatically designated operators as non-Federal representatives for the purpose of conducting formal or informal consultation with the U.S. Fish and Wildlife Service. EPA has not designated operators as non-Federal representatives for the purpose of conducting formal or informal consultation with the National Marine Fisheries Service. EPA has determined that discharges from MS4s are not likely to adversely affect listed species or critical habitat under the jurisdiction of the National Marine Fisheries Service. EPA has initiated informal consultation with the National Marine Fisheries Service on behalf of all permittees and no further action is required by permittees in order to fulfill ESA requirements of this permit related to species under the jurisdiction of NMFS

#### B. The U.S. Fish and Wildlife Service ESA Eligibility Process

Before submitting a notice of intent (NOI) for coverage by this permit, applicants must determine whether they meet the ESA eligibility criteria by following the steps in Section B of this Appendix. Applicants that cannot meet the eligibility criteria in Section B must apply for an individual permit.

The USFWS ESA eligibility requirements of this permit relating to the Dwarf wedgemussel, Northeastern bulrush, Sandplain gerardia, Piping Plover, Northern Red-bellied cooter, Bog Turtle, Small whorled Pogonia, Roseate Tern, Puritan tiger beetle, Northeastern beach tiger beetle, Northern Long-eared Bat and American burying beetle may be satisfied by documenting that one of the following criteria has been met:

USFWS Criterion A: No endangered or threatened species or critical habitat are in proximity to the stormwater discharges or discharge related activities.

USFWS Criterion B: In the course of formal or informal consultation with the Fish and Wildlife Service, under section 7 of the ESA, the consultation resulted in either a no jeopardy opinion (formal consultation) or a written concurrence by USFWS on a finding that the stormwater discharges and

discharge related activities are “not likely to adversely affect” listed species or critical habitat (informal consultation).

USFWS Criterion C: Using the best scientific and commercial data available, the effect of the stormwater discharge and discharge related activities on listed species and critical habitat have been evaluated. Based on those evaluations, a determination is made by EPA, or by the applicant and affirmed by EPA, that the stormwater discharges and discharge related activities will have “no affect” on any federally threatened or endangered listed species or designated critical habitat under the jurisdiction of the USFWS.

#### 1. The Steps to Determine if the USFWS ESA Eligibility Criteria Can Be Met

To determine eligibility, you must assess the potential effects of your known stormwater discharges and discharge related activities on listed species or critical habitat, PRIOR to completing and submitting a Notice of Intent (NOI). You must follow the steps outlined below and document the results of your eligibility determination.

#### **Step 1 – Determine if you can meet USFWS Criterion A**

USFWS Criterion A: You can certify eligibility, according to USFWS Criterion A, for coverage by this permit if, upon completing the Information, Planning, and Conservation (IPaC) online system process, you printed and saved the preliminary determination which indicated that federally listed species or designated critical habitats are not present in the action area. See Attachment 1 to Appendix C for instructions on how to use IPaC.

*If you have met USFWS Criterion A skip to Step # 4.*

*If you have not met USFWS Criterion A, go to Step # 2.*

#### **Step 2 – Determine if You Can Meet Eligibility USFWS Criteria B**

USFWS Criterion B: You can certify eligibility according to USFWS Criteria B for coverage by this permit if you answer “Yes” to **all** of the following questions:

- 1) Does your action area contain one or more of the following species: Sandplain gerardia, Small whorled Pogonia, American burying beetle, Dwarf wedgemussel, Northeastern bulrush, Piping Plover, Northern Red-bellied cooter, Bog Turtle, Roseate Tern, Puritan tiger beetle, and Northeastern beach tiger beetle?  
AND
- 2) Did your assessment of the discharge and discharge related activities indicate that the discharge or discharge related activities “may affect” or are “not likely to adversely affect” listed species or critical habitat?  
AND
- 3) Did you contact the USFWS and did the formal or informal consultation result in either a “no jeopardy” opinion by the USFWS (for formal consultation) or concurrence by the

USFWS that your activities would be “not likely to adversely affect” listed species or critical habitat (for informal consultation)?

AND

- 4) Do you agree to implement all measures upon which the consultation was conditioned?
- 5) Do you agree that if, during the course of the permit term, you plan to install a structural BMP not identified in the NOI that you will re-initiate informal or formal consultation with USFWS as necessary?

Use the guidance below Step 3 to understand effects determination and to answer these questions.

*If you answered “Yes” to all four questions above, you have met eligibility USFWS Criteria B. Skip to Step 4.*

*If you answered “No” to any of the four questions above, go to Step 3.*

### **Step 3 – Determine if You Can Meet Eligibility USFWS Criterion C**

USFWS Criterion C: You can certify eligibility according to USFWS Criterion C for coverage by this permit if you answer “Yes” to both of the following question:

- 1) Does your action area contain one or more of the following species: Northern Long-eared Bat, Sandplain gerardia, Small whorled Pogonia and/or American burying beetle and **does not** contain one any following species: Dwarf wedgemussel, Northeastern bulrush, Piping Plover, Northern Red-bellied cooter, Bog Turtle, Roseate Tern, Puritan tiger beetle, and Northeastern beach tiger beetle?<sup>3</sup>
- OR
- 2) Did the assessment of your discharge and discharge related activities and indicate that there would be “no affect” on listed species or critical habitat and EPA provided concurrence with your determination?
- 3) Do you agree that if, during the course of the permit term, you plan to install a structural BMP not identified in the NOI that you will to conduct an endangered species screening for the proposed site and contact the USFWS if you determine that the new activity “may affect” or is “not likely to adversely affect” listed species or critical habitat under the jurisdiction of the USFWS.

Use the guidance below to understand effects determination and to answer these questions.

*If you answered “Yes” to both the question above, you have met eligibility USFWS Criterion C. Go to Step 4.*

*If you answered “No” to either of the questions above, you are not eligible for coverage by this permit. You must submit an application for an individual permit for your stormwater discharges. (See 40 CFR 122.21).*

### **USFWS Effects Determination Guidance:**

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If you are unable to certify eligibility under USFWS Criterion A, you must assess whether your stormwater discharges and discharge-related activities “may affect”, will have “no affect” or are “not likely to adversely affect” listed species or critical habitat. “Discharge-related activities” include: activities which cause, contribute to, or result in point source stormwater pollutant discharges; and measures to provide treatment for stormwater discharges including the siting, construction and operational procedures to control, reduce or prevent water pollution. Please be aware that no protection from incidental take liability is provided under this criterion.

The scope of effects to consider will vary with each system. If you are having difficulty in determining whether your system is likely to cause adverse effects to a listed species or critical habitat, you should contact the USFWS for assistance. In order to complete the determination of effects it may be necessary to follow the formal or informal consultation procedures in section 7 of the ESA.

Upon completion of your assessment, document the results of your effects determination. If your results indicate that stormwater discharges or discharge related activities will have “no affect” on threatened or endangered species or critical habitat and EPA concurs with your determination, you are eligible under USFWS Criterion C of this Appendix. Your determination may be based on measures that you implement to avoid, eliminate, or minimize adverse effects.

*If the determination is “May affect” or “not likely to adversely affect”* you must contact the USFWS to discuss your findings and measures you could implement to avoid, eliminate, or minimize adverse effects. If you and the USFWS reach agreement on measures to avoid adverse effects, you are eligible under USFWS Criterion B. Any terms and/or conditions to protect listed species and critical habitat that you relied on in order to complete an adverse effects determination, must be incorporated into your Storm Water Management Program (required by this permit) and implemented in order to maintain permit eligibility.

*If endangered species issues cannot be resolved:* If you cannot reach agreement with the USFWS on measures to avoid or eliminate adverse effects then you are not eligible for coverage under this permit. You must seek coverage under an individual permit.

Effects from stormwater discharges and discharge-related activities which could pose an adverse effect include:

- *Hydrological:* Stormwater discharges may cause siltation, sedimentation, or induce other changes in receiving waters such as temperature, salinity or pH. These effects will vary with the amount of stormwater discharged and the volume and condition of the receiving water. Where a discharge constitutes a minute portion of the total volume of the receiving water, adverse hydrological effects are less likely.
- *Habitat:* Excavation, site development, grading and other surface disturbance activities, including the installation or placement of treatment equipment may adversely affect listed species or their habitat. Stormwater from the small MS4 may inundate a listed species habitat.

- *Toxicity:* In some cases, pollutants in the stormwater may have toxic effects on listed species.

#### **Step 4 - Document Results of the Eligibility Determination**

Once the USFWS ESA eligibility requirements have been met, you shall include documentation of USFWS ESA eligibility in the Storm Water Management Program required by the permit. Documentation for the various eligibility criteria are as follows:

- USFWS Criterion A: A copy of the IPaC generated preliminary determination letter indicating that no listed species or critical habitat is present within your action area. You shall also include a statement on how you determined that no listed species or critical habitat are in proximity to your stormwater system or discharges.
- USFWS Criterion B: A dated copy of the USFWS letter of concurrence on a finding of “no jeopardy” (for formal consultation) or “not likely to adversely affect” (for informal consultation) regarding the ESA section 7 consultation.
- USFWS Criterion C: A dated copy of the EPA concurrence with the operator’s determination that the stormwater discharges and discharge-related activities will have “no affect” on listed species or critical habitat.

#### **C. Submittal of Notice of Intent**

Once the ESA eligibility requirements of Part C of this Appendix have been met, you may submit the Notice of Intent indicating which Criterion you have met to be eligible for permit coverage. Signature and submittal of the NOI constitutes your certification, under penalty of law, of eligibility for permit coverage under 40 CFR 122.21.

#### **D. Duty to Implement Terms and Conditions upon which Eligibility was Determined**

You must comply with any terms and conditions imposed under the ESA eligibility requirements to ensure that your stormwater discharges and discharge related activities do not pose adverse effects or jeopardy to listed species and/or critical habitat. You must incorporate such terms and conditions into your Storm Water Management Program as required by this permit. If the ESA eligibility requirements of this permit cannot be met, then you may not receive coverage under this permit and must apply for an individual permit.

#### **E. Services Information**

United States Fish and Wildlife Service Office

National websites for Endangered Species Information:

Endangered Species home page: <http://endangered.fws.gov>

ESA Section 7 Consultations: <http://endangered.fws.gov/consultation/index.html>

Information, Planning, and Conservation System (IPAC): <http://ecos.fws.gov/ipac/>

U.S. FWS – Region 5

Supervisor

New England Field Office  
U.S. Fish and Wildlife Services  
70 Commercial Street, Suite 300  
Concord, NH 03301

#### Natural Heritage Network

The Natural Heritage Network comprises 75 independent heritage program organizations located in all 50 states, 10 Canadian provinces, and 12 countries and territories located throughout Latin America and the Caribbean. These programs gather, manage, and distribute detailed information about the biological diversity found within their jurisdictions. Developers, businesses, and public agencies use natural heritage information to comply with environmental laws and to improve the environmental sensitivity of economic development projects. Local governments use the information to aid in land use planning.

The Natural Heritage Network is overseen by NatureServe, the Network's parent organization, and is accessible on-line at: [http://www.natureserve.org/nhp/us\\_programs.htm](http://www.natureserve.org/nhp/us_programs.htm), which provides websites and other access to a large number of specific biodiversity centers.

## U.S. Fish and Wildlife IPaC system instructions

Use the following protocol to determine if any federally listed species or designated critical habitats under USFWS jurisdiction exist in your action area:

Enter your project specific information into the “Initial Project Scoping” feature of the Information, Planning, and Conservation (IPaC) system mapping tool, which can be found at the following location:

<http://ecos.fws.gov/ipac/>

- a. Indicate the action area<sup>1</sup> for the MS4 by either:
  - a. Drawing the boundary on the map or by uploading a shapefile.  
Select “Continue”
- c. Click on the “SEE RESOURCE LIST” button and on the next screen you can export a trust resources list. This will provide a list of natural resources of concern, which will include an Endangered Species Act Species list. You may also request an official species list under “REGULATORY DOCUMENTS” Save copies and retain for your records

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<sup>1</sup> The action area is defined by regulation as all areas to be affected directly or indirectly by the action and not merely the immediate area involved in the action (50 CFR §402.02). This analysis is not limited to the "footprint" of the action nor is it limited by the Federal agency's authority. Rather, it is a biological determination of the reach of the proposed action on listed species. Subsequent analyses of the environmental baseline, effects of the action, and levels of incidental take are based upon the action area.

The documentation used by a Federal action agency to initiate consultation should contain a description of the action area as defined in the Services' regulations and explained in the Services' consultation handbook. If the Services determine that the action area as defined by the action agency is incorrect, the Services should discuss their rationale with the agency or applicant, as appropriate. Reaching agreement on the description of the action area is desirable but ultimately the Services can only consult when an action area is defined properly under the regulations.

For storm water discharges or discharge related activities, the action area should encompass the following:

- The immediate vicinity of, or nearby, the point of discharge into receiving waters.
- The path or immediate area through which or over which storm water flows from the municipality to the point of discharge into the receiving water. This includes areas in the receiving water downstream from the point of discharge.
- Areas that may be impacted by construction or repair activities. This extends as far as effects related to noise (from construction equipment, power tools, etc.) and light (if work is performed at night) may reach.

The action area will vary with the size and location of the outfall pipe, the nature and quantity of the storm water discharges, and the type of receiving waters, among other factors.

## **Appendix D**

### **National Historic Preservation Act Guidance**

#### **Background**

Section 106 of the National Historic Preservation Act (NHPA) requires federal agencies to take into account the effects of Federal “undertakings” on historic properties that are either listed on, or eligible for listing on, the National Register of Historic Places. The term federal “undertaking” is defined in the NHPA regulations to include a project, activity, or program of a federal agency including those carried out by or on behalf of a federal agency, those carried out with federal financial assistance, and those requiring a federal permit, license or approval. See 36 CFR 800.16(y). Historic properties are defined in the NHPA regulations to include prehistoric or historic districts, sites, buildings, structures, or objects that are included in, or are eligible for inclusion in, the National Register of Historic Places. This term includes artifacts, records, and remains that are related to and located within such properties. See 36 CFR 800.16(1).

EPA’s issuance of a National Pollutant Discharge Elimination System (NPDES) General Permit is a federal undertaking within the meaning of the NHPA regulations and EPA has determined that the activities to be carried out under the general permit require review and consideration, in order to be in compliance with the federal historic preservation laws and regulations. Although individual submissions for authorization under the general permit do not constitute separate federal undertakings, the screening processes provides an appropriate site-specific means of addressing historic property issues in connection with EPA’s issuance of the permit. To address any issues relating to historic properties in connection with the issuance of this permit, EPA has included a screening process for applicants to identify whether properties listed or eligible for listing on the National Register of Historic Places are within the path of their discharges or discharge-related activities (including treatment systems or any BMPs relating to the discharge or treatment process) covered by this permit.

Applicants seeking authorization under this general permit must comply with applicable, State, Tribal, and local laws concerning the protection of historic properties and places and may be required to coordinate with the State Historic Preservation Officer (SHPO) and/or Tribal Historic Preservation Officer (THPO) and others regarding effects of their discharges on historic properties.

#### **Activities with No Potential to Have an Effect on Historic Properties**

A determination that a federal undertaking has no potential to have an effect on historic properties fulfills an agency’s obligations under NHPA. EPA has reason to believe that the vast majority of activities authorized under this general permit will have no potential effects on historic properties. This permit typically authorizes discharges from existing facilities and requires control of the pollutants discharged from the facility. EPA does not anticipate effects on historic properties from the pollutants in the authorized discharges. Thus, to the extent EPA’s issuance of this 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.

In addition, the overwhelming majority of sources covered under this permit will be facilities that are seeking renewal of previous permit authorization. These existing dischargers should have already addressed NHPA issues in the previous general permit as they were required to certify that they were either not affecting historic properties or they had obtained written agreement from

the applicable SHPO or THPO regarding methods of mitigating potential impacts. To the extent this permit authorizes renewal of prior coverage without relevant changes in operations the discharge has no potential to have an effect on historic properties.

### **Activities with Potential to Have an Effect on Historic Properties**

EPA believes this permit may have some potential to have an effect on historic properties the applicant undertakes the construction and/or installation of control measures that involve subsurface disturbance that involves less than 1 acre of land. (Ground disturbances of 1 acre or more require coverage under the Construction General Permit.) 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. Therefore, if the applicant is establishing new or altering existing control measures to manage their discharge that will involve subsurface ground disturbance of less than 1 acre, they will need to ensure (1) that historic properties will not be impacted by their activities or (2) that they are in compliance with a written agreement with the SHPO, THPO, or other tribal representative that outlines all measures the applicant will carry out to mitigate or prevent any adverse effects on historic properties.

### ***Examples of Control Measures Which Involve Subsurface Disturbance***

The type of control measures that are presumptively expected to cause subsurface ground disturbance include:

- Dikes
- Berms
- Catch basins, drainage inlets
- Ponds, bioretention areas
- Ditches, trenches, channels, swales
- Culverts, pipes
- Land manipulation; contouring, sloping, and grading
- Perimeter Drains
- Installation of manufactured treatment devices

EPA cautions applicants that this list is non-inclusive. Other control measures that involve earth disturbing activities that are not on this list must also be examined for the potential to affect historic properties.

### **Certification**

Upon completion of this screening process the applicant shall certify eligibility for this permit using one of the following criteria on their Notice of Intent for permit coverage:

**Criterion A:** The discharges do not have the potential to cause effects on historic properties.

**Criterion B:** A historic survey was conducted. The survey concluded that no historic properties are present. Discharges do not have the potential to cause effects on historic properties.

**Criterion C:** The discharges and discharge related activities have the potential to have an effect on historic properties, and the applicant has obtained and is in compliance with a written agreement with the State Historic Preservation Officer (SHPO), Tribal Historic Preservation Officer (TPHO), or other tribal representative that outlines measures the applicant will carry out to mitigate or prevent any adverse effects on historic properties.

Authorization under the general permit is available only if the applicant certifies and documents permit eligibility using one of the eligibility criteria listed above. Small MS4s that cannot meet any of the eligibility criteria in above must apply for an individual permit.

### Screening Process

Applicants or their consultant need to answer the questions and follow the appropriate procedures below to assist EPA in compliance with 36 CFR 800.

**Question 1:** Is the facility an existing facility authorized by the previous permit or a new facility and the applicant is not undertaking any activity involving subsurface land disturbance less than an acre?

*YES* - The applicant should certify that fact in writing and file the statement with the EPA. This certification must be maintained as part of the records associated with the permit.

**The applicant should certify eligibility for this permit using Criterion A on their Notice of Intent for permit coverage.** The applicant does not need to contact the state Historic Commission. Based on that statement, EPA will document that the project has “no potential to cause effects” (36 CFR 800.3(a)(1)). There are no further obligations under the Section 106 regulations.

*NO*- Go to Question 2.

**Question 2:** Is the property listed in the National Register of Historic Places or have prior surveys or disturbances revealed the existence of a historic property or artifacts?

*NO* - The applicant should certify that fact in writing and file the statement with the EPA. This certification must be maintained as part of the records associated with the permit.

**The applicant should certify eligibility for this permit using Criterion B on their Notice of Intent for permit coverage.** The applicant does not need to contact the state Historic Commission. Based on that statement, EPA will document that the project has “no potential to cause effects” (36 CFR 800.3(a)(1)). There are no further obligations under the Section 106 regulations.

*YES* - The applicant or their consultant should prepare a complete information submittal to the SHPO. The submittal consists of:

- Completed Project Notification Form- forms available at <http://www.sec.state.ma.us/mhc/mhcform/formidx.htm>;

- USGS map section with the actual project boundaries clearly indicated; and
- Scaled project plans showing existing and proposed conditions.

(1) Please note that the SHPO does not accept email for review. Please mail a paper copy of your submittal (Certified Mail, Return Receipt Requested) or deliver a paper copy of your submittal (and obtain a receipt) to:

State Historic Preservation Officer  
Massachusetts Historical Commission  
220 Morrissey Blvd.  
Boston MA 02125.

(2) Provide a copy of your submittal and the proof of MHC delivery showing the date MHC received your submittal to:

NPDES Permit Branch Chief  
US EPA Region 1 (OEP06-1)  
5 Post Office Square, Suite 100  
Boston MA 02109-3912.

The SHPO will comment within thirty (30) days of receipt of complete submittals, and may ask for additional information. Consultation, as appropriate, will include EPA, the SHPO and other consulting parties (which includes the applicant). The steps in the federal regulations (36 CFR 800.2 to 800.6, etc.) will proceed as necessary to conclude the Section 106 review for the undertaking. **The applicant should certify eligibility for this permit using Criterion C on their Notice of Intent for permit coverage.**



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

Page # of ##

## Part I: General Conditions

### General Information

Name of Municipality or Organization:  State

EPA NPDES Permit Number:

### Primary MS4 Program Manager Contact Information

Name:  Title:

Street Address Line 1

Street Address Line 2

City  State  Zip Code

Email:  Phone Number:

Fax Number:

### Other Information

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

Stormwater Management Program (SWMP) Location  
(web address or physical location):

### Eligibility Determination

Endangered Species Act (ESA) Determination Complete?  Eligibility Criteria (check all that apply): ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F

National Historic Preservation Act (NHPA) Determination Complete?  Eligibility Criteria (check all that apply): ☐ A ☐ B ☐ C ☐ D

### MS4 Infrastructure (if covered under the 2003 permit)

Estimated Percent of Outfall Map Complete?  If 100% of 2003 requirements not met, enter an estimated date of completion (MM/DD/YY):

*(Part II,III,IV or V, Subpart B.3.(a.) of 2003 permit)*

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

*(Part II,III,IV or V, Subpart B.3.(b.) of 2003 permit)*

Construction/Erosion and Sediment Control (ESC) Authority Adopted?:  Effective Date or Estimated Date of Adoption (MM/DD/YY):

*(Part II,III,IV or V, Subpart B.4.(a.) of 2003 permit)*

Post- Construction Stormwater Management Adopted?:  Effective Date or Estimated Date of Adoption (MM/DD/YY):

*(Part II,III,IV or V, Subpart B.5.(a.) of 2003 permit)*

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

### 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.

For Massachusetts list of impaired waters click here: [Massachusetts 2010 List of Impaired: Waters http://www.mass.gov/dep/water/resources/10list6.pdf](http://www.mass.gov/dep/water/resources/10list6.pdf)

For New Hampshire list of impaired waters click here: [New Hampshire Final 303\(d\) Materials: http://des.nh.gov/organization/divisions/water/wmb/swqa/2010/index.htm](http://des.nh.gov/organization/divisions/water/wmb/swqa/2010/index.htm)

Source of pollutants column should be completed with a preliminary source evaluation of pollutants for discharges to impaired waterbodies (see above 303(d) lists) without an approved TMDL in accordance with Section 2.2.2a of the permit

Waterbody segment that receives flow from the MS4	Number of outfalls into receiving water segment	Pollutant list (select one at a time to add)	Click impairment at left to add, or at right to remove	Pollutant(s) causing impairment, if applicable (select one at a time to remove)
		Chlorophyll-a Dissolved oxygen saturation Escherichia coli Mercury Nitrogen (Total) Oxygen, Dissolved	Add/Remove	
		Chlorophyll-a Dissolved oxygen saturation Escherichia coli Mercury Nitrogen (Total) Oxygen, Dissolved	Add/Remove	
		Chlorophyll-a Dissolved oxygen saturation Escherichia coli Mercury Nitrogen (Total) Oxygen, Dissolved	Add/Remove	
		Chlorophyll-a Dissolved oxygen saturation Escherichia coli Mercury Nitrogen (Total) Oxygen, Dissolved	Add/Remove	

		Chlorophyll-a Dissolved oxygen saturation Escherichia coli Mercury Nitrogen (Total) Oxygen, Dissolved	Add/Remove	
		Chlorophyll-a Dissolved oxygen saturation Escherichia coli Mercury Nitrogen (Total) Oxygen, Dissolved	Add/Remove	
		Chlorophyll-a Dissolved oxygen saturation Escherichia coli Mercury Nitrogen (Total) Oxygen, Dissolved	Add/Remove	
		Chlorophyll-a Dissolved oxygen saturation Escherichia coli Mercury Nitrogen (Total) Oxygen, Dissolved	Add/Remove	
		Chlorophyll-a Dissolved oxygen saturation Escherichia coli Mercury Nitrogen (Total) Oxygen, Dissolved	Add/Remove	
		Chlorophyll-a Dissolved oxygen saturation Escherichia coli Mercury Nitrogen (Total)	Add/Remove	

		Chlorophyll-a Dissolved oxygen saturation Escherichia coli Mercury Nitrogen (Total) Oxygen, Dissolved	Add/Remove	
		Chlorophyll-a Dissolved oxygen saturation Escherichia coli Mercury Nitrogen (Total) Oxygen, Dissolved	Add/Remove	
		Chlorophyll-a Dissolved oxygen saturation Escherichia coli Mercury Nitrogen (Total) Oxygen, Dissolved	Add/Remove	
		Chlorophyll-a Dissolved oxygen saturation Escherichia coli Mercury Nitrogen (Total) Oxygen, Dissolved	Add/Remove	
		Chlorophyll-a Dissolved oxygen saturation Escherichia coli Mercury Nitrogen (Total) Oxygen, Dissolved	Add/Remove	

Click to lengthen table

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 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.

## MCM 1: Public Education and Outreach

[illegible]











[illegible]

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

## Part III: Stormwater Management Program Summary

## MCM 6: Municipal Good Housekeeping and Pollution Prevention

[illegible]

## Actions for meeting Total Maximum Daily Load (TMDL) Requirements

[illegible]

## Part III: Stormwater Management Program Summary

[illegible]

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

Part IV: Notes and additional information

Use the space below to provide any additional information about your MS4 program

Click to add text

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

Title:

Signature Field

Date:

**NOI Submission**

Please submit the form electronically via email using the "submit by Email" button below or send in a CD with your completed NOI. You may also print and submit via mail at the address below if you choose not to submit electronically. Outfall map required in Part I of the NOI (if applicable) can be submitted electronically as an email attachment OR as a paper copy.

***Permittees that choose to submit their NOI electronically by email or by mailing a CD with the completed NOI form to EPA, will be able to download a partially filled Year 1 Annual Report at a later date from EPA.***

Submit by Email

Submit by email using this button. Or, send an email with attachments to: [stormwater.reports@epa.gov](mailto:stormwater.reports@epa.gov)

Save

Save NOI for your records

**EPA Submittal Address:**

United States Environmental Protection Agency  
5 Post Office Square - Suite 100  
Mail Code - OEP06-1  
Boston, Massachusetts 02109-3912  
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## **A. Requirements for Discharges to Impaired Waters with an Approved MassDEP In State TMDL**

### **I. Charles River Watershed Phosphorus TMDL Requirements**

On October 17, 2007, EPA approved the *Final TMDL for Nutrients in the Lower Charles River Basin* (Lower Charles TMDL)<sup>1</sup> and on June 10, 2011 EPA approved the *Total Maximum Daily Load for Nutrients in the Upper/Middle Charles River* (Upper/Middle Charles TMDL)<sup>2</sup>. The following phosphorus reduction requirements address phosphorus in MS4 discharges.

1. To address the discharge of phosphorus from its MS4, the permittee shall develop a Phosphorus Control Plan (PCP) designed to reduce the amount of phosphorus in stormwater (SW) discharges from its MS4 to the Charles River and its tributaries. The PCP shall be completed in phases and the permittee shall add it as an attachment to its written SWMP upon completion and report in annual reports pursuant to part 4.4 of the Permit on its progress toward achieving its Phosphorus Reduction Requirement. The PCP shall be developed and fully implemented as soon as possible but no later than 20 years after the permit effective date in accordance with the phases and schedule outlined below. Each Phase shall contain the elements required of each phase as described in parts a. through c. below. The timing of each phase over 20 years from the permit effective date is:

1-5 years after permit effective date	5-10 years after permit effective date	10-15 years after permit effective date	15-20 years after permit effective date
Create Phase 1 Plan	Implement Phase 1 Plan		
	Create Phase 2 Plan	Implement Phase 2 Plan	
		Create Phase 3 Plan	Implement Phase 3 Plan

#### **a. Phase 1**

- 1) The permittee shall complete a written Phase 1 plan of the PCP five years after the permit effective date and fully implement the Phase 1 plan of the PCP as soon as possible but no longer than 10 years after the permit effective date.
- 2) The Phase 1 plan of the PCP shall contain the following elements and has the following required milestones:

Item Number	Phase 1 of the PCP Component and Milestones	Completion Date
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<sup>1</sup> Massachusetts Department of Environmental Protection. 2007. *Final TMDL for Nutrients in the Lower Charles River Basin*. CN 301.1

<sup>2</sup> Massachusetts Department of Environmental Protection. 2011. *Total Maximum Daily Load for Nutrients in the Upper/Middle Charles River Basin, Massachusetts*. CN 272.0

1-1	Legal analysis	2 years after permit effective date
1-2	Funding source assessment.	3 years after permit effective date
1-3	Define scope of PCP (PCP Area) Baseline Phosphorus Load and Phosphorus Reduction Requirement and Allowable Phosphorus Load	4 years after permit effective date
1-4	Description of Phase 1 planned nonstructural controls	5 years after permit effective date
1-5	Description of Phase 1 planned structural controls	5 years after permit effective date
1-6	Description of Operation and Maintenance program for structural controls	5 years after permit effective date
1-7	Phase 1 implementation schedule	5 years after permit effective date
1-8	Estimated cost for implementing Phase 1 of the PCP	5 years after permit effective date
1-9	Complete Written Phase 1 PCP	5 years after permit effective date
1-10	Full implementation of nonstructural controls	5 years after permit effective date
1-11	Performance Evaluation	6, and 7 years after permit effective date
1-12	1. Performance Evaluation. 2. Full implementation of all structural controls used to demonstrate that the total phosphorus export rate ( $P_{exp}$ ) from the PCP Area in mass/yr is equal to or less than the applicable Allowable Phosphorus Load( $P_{allow}$ ) plus the applicable Phosphorus Reduction Requirement ( $P_{RR}$ ) multiplied by 0.80 $P_{exp} \leq P_{allow} + (P_{RR} \times 0.80)$	8 years after permit effective date
1-13	Performance Evaluation	9 years after permit effective date
1-14	1. Performance Evaluation. 2. Full implementation of all structural controls used to demonstrate that the total phosphorus export rate ( $P_{exp}$ ) from the PCP Area in	10 years after permit effective date

	<p>mass/yr is equal to or less than the applicable Allowable Phosphorus Load(<math>P_{allow}</math>) plus the applicable Phosphorus Reduction Requirement (<math>P_{RR}</math>) multiplied by 0.75</p> $P_{exp} \leq P_{allow} + (P_{RR} \times 0.75)$	
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**Table F-1:Phase 1 of the PCP components and Milestones**

### 3) Description of Phase 1 PCP Components

Legal Analysis- The permittee shall develop and implement an analysis that identifies existing regulatory mechanisms available to the MS4 such as by-laws and ordinances, and describes any changes to regulatory mechanisms that may be necessary to effectively implement the entire PCP. This may include the creation or amendment of financial and regulatory authorities. The permittee shall adopt necessary regulatory changes by the end of the permit term.

Funding source assessment – The permittee shall describe known and anticipated funding mechanisms (e.g. general funding, enterprise funding, stormwater utilities) that will be used to fund PCP implementation. The permittee shall describe the steps it will take to implement its funding plan. This may include but is not limited to conceptual development, outreach to affected parties, and development of legal authorities.

Scope of the PCP, Baseline Phosphorus Load ( $P_{base}$ ), Phosphorus Reduction Requirement ( $P_{RR}$ ) and Allowable Phosphorus Load ( $P_{allow}$ ) - The permittee shall indicate the area in which it plans to implement the PCP. The permittee must choose one of the following: (1) to implement its PCP in the entire area within its jurisdiction (for municipalities this would be the municipal boundary) within the Charles River Watershed; or (2) to implement its PCP only in the urbanized area portion of the permittee's jurisdiction within the Charles River Watershed. The implementation area selected by the permittee is known as the "PCP Area" for that permittee. Table F-2<sup>3</sup> and Table F-3<sup>4</sup> list the permittees subject to phosphorus reduction requirements along with the estimated Baseline Phosphorous Loads in mass/yr, the calculated Allowable Stormwater Phosphorus Load in mass/yr, the Stormwater Phosphorus Reduction Requirement in mass/yr and the respective percent reductions necessary. The two tables contain different reduction requirements for each permittee based on the PCP Area they choose (see above). If the permittee chooses to implement the PCP in its entire jurisdiction, the permittee may demonstrate compliance with the Phosphorus Reduction Requirement and Allowable Phosphorus Load

<sup>3</sup> The estimated Baseline Phosphorus Load, Allowable Phosphorus Load, Phosphorus Reduction Requirement and percent reductions presented in Table F-2 apply to the entire watershed land area that drains to the Charles River and its tributaries within the permittee's jurisdiction.

<sup>4</sup> The estimated Baseline Phosphorus Load, Allowable Phosphorus Load, Phosphorus Reduction Requirement and percent reductions presented in Table F-3 apply only to the urbanized area portion of the permittee's jurisdiction that drains to the Charles River or its tributaries.

requirements applicable to it through structural and non-structural controls on discharges that occur outside the regulated area. If the permittee chooses to implement the PCP in its regulated area only, the permittee must demonstrate compliance with the Phosphorus Reduction Requirement and Allowable Phosphorus Load requirements applicable to it through structural and non-structural controls on discharges that occur within the regulated area only.

The permittee shall select the Baseline Phosphorus Load, Stormwater Phosphorus Reduction Requirement and Allowable Phosphorus Load that corresponds to the PCP Area selected. The selected Stormwater Phosphorus Reduction Requirement and Allowable Phosphorus Load will be used to determine compliance with PCP milestones of this Phase and Phase 2 and Phase 3. If the permittee chooses to implement its PCP in all areas within its jurisdiction within the Charles River Watershed, then the permittee shall use Table F-2 to determine the Baseline Phosphorus Load, Stormwater Phosphorus Reduction Requirement and Allowable Phosphorus Load for its PCP Area. If the permittee chooses to implement its PCP only within the regulated area within the Charles River Watershed, then the permittee shall use Table F-3 to determine the Baseline Phosphorus Load, Stormwater Phosphorus Reduction Requirement and Allowable Phosphorus Load for its PCP Area.

The Permittee may submit more accurate land use data from 2005, which is the year chosen as the baseline land use for the purposes of permit compliance, for EPA to recalculate baseline phosphorus stormwater loads for use in future permit reissuances. Updated land use maps, land areas, characteristics, and MS4 area and catchment delineations shall be submitted to EPA along with the year 4 annual report in electronic GIS data layer form for consideration for future permit requirements<sup>5</sup>. Until such a time as future permit requirements reflect information submitted in the year 4 annual report, the permittee shall use the Baseline Phosphorus Load, Stormwater Phosphorus Reduction Requirement and Allowable Phosphorus Load Table F-2 (if its PCP Area is the permittee's entire jurisdiction) or Table F-3 (if its PCP Area is the regulated area only) to calculate compliance with milestones for Phase 1, 2, and 3 of the PCP.

Description of Phase 1 planned non-structural controls – The permittee shall describe the non-structural stormwater control measures necessary to support achievement of the phosphorus export milestones in Table F-1. The description of non-structural controls shall include the planned measures, the areas where the measures will be implemented, and the annual phosphorus reductions that are expected to result from their implementation

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<sup>5</sup> This submission is optional and needs only be done if the permittee has more accurate land use information from 2005 than information provided by MassGIS (<http://www.mass.gov/anf/research-and-tech/it-serv-and-support/application-serv/office-of-geographic-information-massgis/datalayers/lus2005.html>, retrieved 10/1/2013) or the permittee has updated MS4 drainage area characteristics and the permittee would like to update the Baseline Phosphorus Load.

in units of mass/yr. Annual phosphorus reduction from non-structural BMPs shall be calculated consistent with Attachment 2 to Appendix F.

Description of Phase 1 planned structural controls – The permittee shall develop a priority ranking of areas and infrastructure within the municipality for potential implementation of structural phosphorus controls during Phase 1. The ranking shall be developed through the use of available screening and monitoring results collected during the permit term either by the permittee or another entity and the mapping required pursuant to part 2.3.4.6 of the Permit. The permittee shall also include in this priority ranking a detailed assessment of site suitability for potential phosphorus control measures based on soil types and other factors. The permittee shall coordinate this activity with the requirements of part 2.3.6.8.b of the Permit. A description and the results of this priority ranking shall be included in Phase 1 of the PCP. The permittee shall describe the structural stormwater control measures necessary to support achievement of the phosphorus export milestones in Table F-1. The description of structural controls shall include the planned and existing measures, the areas where the measures will be implemented or are currently implemented, and the annual phosphorus reductions in units of mass/yr that are expected to result from their implementation. Structural measures to be implemented by a third party may be included in a municipal PCP. Annual phosphorus reductions from structural BMPs shall be calculated consistent with Attachment 3 to Appendix F.

Description of Operation and Maintenance (O&M) Program for all planned and existing structural BMPs – The permittee shall establish an Operation and Maintenance Program for all structural BMPs being claimed for phosphorus reduction credit as part of Phase 1 of the PCP. This includes BMPs implemented to date as well as BMPs to be implemented during Phase 1 of the PCP. The Operation and Maintenance Program shall become part of the PCP and include: (1) inspection and maintenance schedule for each BMP according to BMP design or manufacturer specification and (2) program or department responsible for BMP maintenance.

Phase 1 Implementation Schedule – A schedule for implementation of all planned Phase 1 BMPs, including, as appropriate: obtaining funding, training, purchasing, construction, inspections, monitoring, operation and maintenance activities, and other assessment and evaluation components of implementation. Implementation of planned BMPs must begin upon completion of the Phase 1 Plan, and all non-structural BMPs shall be fully implemented within six years of the permit effective date. Structural BMPs shall be designed and constructed to ensure the permittee will comply with the 8 and 10 year phosphorus load milestones established in Table F-1. The Phase 1 plan shall be fully implemented as soon as possible, but no later than 10 years after the effective date of permit.

Estimated cost for implementing Phase 1 of the PCP – The permittee shall estimate the cost of implementing the Phase 1 non-structural and structural

controls and associated Operation and Maintenance Program. This cost estimate can be used to assess the validity of the funding source assessment completed by year 3 after the permit effective date and to update funding sources as necessary to complete Phase 1.

Complete written Phase 1 Plan – The permittee must complete the written Phase 1 Plan of the PCP no later than 5 years after the permit effective date. The complete Phase 1 Plan shall include Phase 1 PCP item numbers 1-1 through 1-7 in Table F-1. The permittee shall make the Phase 1 Plan available to the public for public comment during Phase 1 Plan development. EPA encourages the permittee to post the Phase I Plan online to facilitate public involvement.

Performance Evaluation – The permittee shall evaluate the effectiveness of the PCP by tracking the phosphorus reductions achieved through implementation of structural and non-structural BMPs<sup>6</sup> and tracking increases resulting from development. Phosphorus reductions shall be calculated consistent with Attachment 2 to Appendix F (non-structural BMP performance) and Attachment 3 to Appendix F (structural BMP performance) for all BMPs implemented to date. Phosphorus export increases since 2005 due to development shall be calculated consistent with Attachment 1 to Appendix F. Phosphorus loading increases and reductions in unit of mass/yr shall be added or subtracted from the applicable Baseline Phosphorus Load given in Table F-2 or Table F-3 depending on the Scope of PCP chosen to estimate the yearly phosphorous export rate from the PCP Area. The permittee shall also include all information required in part I.2 of this Appendix in each performance evaluation. Performance evaluations will be included as part of each permittee's annual report as required by part 4.4 of the Permit.

Alternative Schedule Request – If the permittee determines that the schedule to meet required Phase 1 phosphorus reductions contained in Table F-1 is impracticable, the permittee may submit to EPA and MassDEP an Alternative Schedule Request to meet the phosphorus reduction requirements in Table F-1 on the shortest schedule that is achievable considering the factors below.<sup>7</sup>

- a. A Phase 1 Alternative Schedule Request shall include an analysis demonstrating that the schedule to meet phosphorus reduction requirements in Table F-1 is unaffordable within the timeframe of Phase 1. EPA expects that such extraordinary circumstances would occur rarely, where meeting the phosphorus reductions in Table F-1

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<sup>6</sup> In meeting its phosphorus reduction requirements a permittee may quantify phosphorus reductions by actions undertaken by another entity, except where those actions are credited to MassDOT or another permittee identified in Appendix F Table F-2 or F-3.

<sup>7</sup> See part A.I.4 for information regarding the Alternative Schedule Request submittal and review process.

is unaffordable.<sup>8</sup> A Phase 1 Alternative Schedule Request is limited to alternative schedules to meet the requirements of items numbered 1-11 through 1-14 in Table F-1. Requests must include the following:

- i. A narrative of the reasons for the permittee's request for an alternative schedule, including information demonstrating the applicant's efforts and extent of progress made toward meeting the required phosphorus reductions in Table F-1,
- ii. Analysis of the nonstructural controls implemented to date,
- iii. A description of the planned Phase 1 structural controls for which schedule adjustment is requested,
- iv. Estimated cost of the planned Phase 1 structural controls for which schedule adjustment is requested,
- v. Affordability for taxpayers or ratepayers (as applicable), including a projection of sources and uses of funds, taking into consideration existing or potential financial capability and funding mechanisms (e.g., property taxes, stormwater rate changes, or stormwater utility fees), and
- vi. A requested schedule to meet all phosphorus reduction requirements in Table F-1.

<b>Community Annual Stormwater Phosphorus Load Reduction by Permittee, Charles River Watershed</b>				
<b>Community</b>	<b>Baseline Phosphorus Load, kg/yr</b>	<b>Stormwater Phosphorus Load Reduction Requirement kg/yr</b>	<b>Allowable Phosphorus Load, kg/yr</b>	<b>Stormwater Percent Reduction in Phosphorus Load (%)</b>
Arlington	106	68	38	64%
Ashland	67	28	39	42%
Bellingham	947	398	549	42%
Belmont	202	105	97	52%
Boston <sup>9</sup>	6886	4145	2741	60%
Brookline	1,635	968	667	59%
Cambridge	512	317	195	62%

<sup>8</sup> EPA notes that such expectation regarding infrequency does not constitute or establish an additional criterion for the applicant to satisfy.

<sup>9</sup> Boston is included for reference and for non-traditional MS4s located within the city of Boston. Boston is covered by an individual Phase I MS4 permit. Boston's individual Phase I MS4 permit will also reflect this phosphorus load reduction

<b>Community Annual Stormwater Phosphorus Load Reduction by Permittee, Charles River Watershed</b>				
<b>Community</b>	<b>Baseline Phosphorus Load, kg/yr</b>	<b>Stormwater Phosphorus Load Reduction Requirement kg/yr</b>	<b>Allowable Phosphorus Load, kg/yr</b>	<b>Stormwater Percent Reduction in Phosphorus Load (%)</b>
Dedham	805	404	401	50%
Dover	831	180	652	22%
Foxborough	2	0	2	0%
Franklin	2,344	1012	1332	43%
Holliston	1,543	496	1046	32%
Hopedale	107	47	60	44%
Hopkinton	292	89	203	31%
Lexington	530	242	287	46%
Lincoln	593	127	466	21%
Medfield	955	345	611	36%
Medway	1,063	400	662	38%
Mendon	29	11	17	40%
Milford	1,611	809	802	50%
Millis	969	301	668	31%
Natick	1,108	486	622	44%
Needham	1,772	974	797	55%
Newton	3,884	2365	1519	61%
Norfolk	1,004	286	718	28%
Somerville	646	400	245	62%
Sherborn	846	156	690	18%
Walpole	159	37	121	24%
Waltham	2,901	1755	1146	60%
Watertown	1,127	703	424	62%
Wayland	46	19	27	42%
Wellesley	1,431	821	609	57%
Weston	1,174	375	799	32%
Westwood	376	150	226	40%
Wrentham	618	210	407	34%
Mass-DCR	421	91	330	22%

**Table F-2: Baseline Phosphorus Load, Phosphorus Reduction Requirement, Allowable Phosphorus Load and Percent Reduction in Phosphorus Load**



**from Charles River Watershed. For use when PCP Area is chosen to be the entire community within the Charles River Watershed.**

<b>Urbanized Area Annual Stormwater Phosphorus Load Reduction by Permittee, Charles River Watershed</b>				
<b>Community</b>	<b>Baseline Watershed Phosphorus Load, kg/yr</b>	<b>Stormwater Phosphorus Load Reduction Requirement, kg/yr</b>	<b>Allowable Phosphorus Load, kg/yr</b>	<b>Stormwater Percent Reduction in Phosphorus Load (%)</b>
Arlington	106	68	38	64%
Ashland	67	28	39	42%
Bellingham	801	352	449	44%
Belmont	202	105	97	52%
Boston	6886	4145	2741	60%
Brookline	1,635	968	667	59%
Cambridge	512	317	195	62%
Dedham	805	404	401	50%
Dover	282	82	199	29%
Foxborough	2	0	2	0%
Franklin	2,312	1007	1305	44%
Holliston	1,359	466	892	34%
Hopedale	107	47	60	44%
Hopkinton	280	88	191	32%
Lexington	525	241	284	46%
Lincoln	366	84	282	23%
Medfield	827	335	492	41%
Medway	1,037	390	647	38%
Mendon	10	6	5	57%
Milford	1,486	798	688	54%
Millis	501	200	300	40%
Natick	994	456	538	46%
Needham	1,771	974	797	55%
Newton	3,884	2365	1519	61%
Norfolk	1,001	285	716	29%
Somerville	646	400	245	62%
Sherborn	203	52	151	26%

<b>Urbanized Area Annual Stormwater Phosphorus Load Reduction by Permittee, Charles River Watershed</b>				
<b>Community</b>	<b>Baseline Watershed Phosphorus Load, kg/yr</b>	<b>Stormwater Phosphorus Load Reduction Requirement, kg/yr</b>	<b>Allowable Phosphorus Load, kg/yr</b>	<b>Stormwater Percent Reduction in Phosphorus Load (%)</b>
Walpole	159	37	121	24%
Waltham	2,901	1755	1146	60%
Watertown	1,127	703	424	62%
Wayland	46	19	27	42%
Wellesley	1,431	821	609	57%
Weston	1,174	375	799	32%
Westwood	346	143	203	41%
Wrentham	556	196	361	35%
Mass DCR	396	89	307	22%

**Table F-3: Baseline Phosphorus Load, Phosphorus Reduction Requirement, Allowable Phosphorus Load and Percent Reduction in Phosphorus Load from Charles River Watershed. For use when PCP Area is chosen to be only the urbanized area portion of a permittee's jurisdiction within the Charles River Watershed.**

**b. Phase 2**

- 1) The permittee shall complete the Phase 2 Plan of the PCP 10 years after the permit effective date and fully implement the Phase 2 plan of the PCP as soon as possible but no longer than 15 years after the permit effective date.
- 2) The Phase 2 plan of the PCP shall be added to the Phase 1 Plan and contain the following elements and has the following required milestones:

<b>Item Number</b>	<b>Phase 2 of the PCP Component and Milestones</b>	<b>Completion Date</b>
2-1	Update Legal analysis	As necessary
2-2	Description of Phase 2 planned nonstructural controls	10 years after permit effective date
2-3	Description of Phase 2 planned structural controls	10 years after permit effective date

2-4	Updated description of Operation and Maintenance Program	10 years after permit effective date
2-5	Phase 2 implementation schedule	10 years after permit effective date
2-6	Estimated cost for implementing Phase 2 of the PCP	10 years after permit effective date
2-7	Complete written Phase 2 Plan	10 years after permit effective date
2-8	Performance Evaluation.	11, and 12 years after permit effective date
2-9	1. Performance Evaluation. 2. Full implementation of all structural controls used to demonstrate that the total phosphorus export rate ( $P_{exp}$ ) from the PCP Area in mass/yr is equal to or less than the applicable Allowable Phosphorus Load( $P_{allow}$ ) plus the applicable Phosphorus Reduction Requirement ( $P_{RR}$ ) multiplied by 0.65 $P_{exp} \leq P_{allow} + (P_{RR} \times 0.65)$	13 years after permit effective date
2-10	Performance Evaluation	14 years after permit effective date
2-11	1. Performance Evaluation. 2. Full implementation of all structural controls used to demonstrate that the total phosphorus export rate ( $P_{exp}$ ) from the PCP Area in mass/yr is equal to or less than the applicable Allowable Phosphorus Load( $P_{allow}$ ) plus the applicable Phosphorus Reduction Requirement ( $P_{RR}$ ) multiplied by 0.50 $P_{exp} \leq P_{allow} + (P_{RR} \times 0.50)$	15 years after permit effective date

**Table F-4: Phase 2 of the PCP components and Milestones**

## 3) Description of Phase 2 PCP Components

Updated Legal Analysis- The permittee shall update the legal analysis completed during Phase 1 of the PCP as necessary to include any new or augmented bylaws, ordinances or funding mechanisms the permittee has deemed necessary to implement the PCP. The permittee shall use experience gained during Phase 1 to inform the updated legal analysis. The permittee shall adopt necessary regulatory changes as soon as possible to implement the Phase 2 Plan.

Description of Phase 2 planned non-structural controls – The permittee shall describe the non-structural stormwater control measures necessary to support achievement of the phosphorus export milestones in Table F-4. The description of non-structural controls shall include the planned measures, the areas where the measures will be implemented, and the annual phosphorus reductions that are expected to result from their implementation in units of mass/yr. Annual phosphorus reduction from non-structural BMPs shall be calculated consistent with Attachment 2 to Appendix F.

Description of planned Phase 2 structural controls – The permittee shall develop a priority ranking of areas and infrastructure within the municipality for potential implementation of phosphorus control practices during Phase 2. The ranking shall build upon the ranking developed for Phase 1. The permittee shall describe the structural stormwater control measures necessary to support achievement of the phosphorus export milestones in Table F-4. The description of structural controls shall include the planned measures, the areas where the measures will be implemented, and the annual phosphorus reductions in units of mass/yr that are expected to result from their implementation. Structural measures to be implemented by a third party<sup>10</sup> may be included in a municipal PCP. Annual phosphorus reductions from structural BMPs shall be calculated consistent with Attachment 3 to Appendix F.

Updated description of Operation and Maintenance (O&M) Program for all planned and existing structural BMPs – The permittee shall establish an Operation and Maintenance Program for all structural BMPs being claimed for phosphorus reduction credit as part of Phase 1 and 2 of the PCP. This includes BMPs implemented to date as well as BMPs to be implemented during Phase 2 of the PCP. The Operation and Maintenance Program shall become part of the PCP and include: (1) inspection and maintenance schedule for each BMP according to BMP design or manufacturer specification and (2) program or department responsible for BMP maintenance.

Phase 2 Implementation Schedule – A schedule for implementation of all planned Phase 2 BMPs, including, as appropriate: funding, training, purchasing, construction, inspections, monitoring, O&M activities and other assessment and evaluation components of implementation. Implementation of planned BMPs must begin upon completion of the Phase 2 Plan. Structural BMPs shall be designed and constructed to ensure the permittee will comply with the 13 and 15 year milestones established in Table F-4. The Phase 2 plan shall be fully implemented as soon as possible, but no later than 15 years after the effective date of permit.

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<sup>10</sup> See footnote 6

Estimated cost for implementing Phase 2 of the PCP – The permittee shall estimate the cost of implementing the Phase 2 non-structural and structural controls and associated Operation and Maintenance Program. This cost estimate can be used to plan for the full implementation of Phase 2.

Complete written Phase 2 Plan – The permittee must complete a written Phase 2 Plan of the PCP no later than 10 years after the permit effective date. The complete Phase 2 Plan shall include Phase 2 PCP item numbers 2-1 through 2-6 in Table F-4. The permittee shall make the Phase 2 Plan available to the public for public comment during Phase 2 plan development. EPA encourages the permittee to post the Phase 2 Plan online to facilitate public involvement.

Performance Evaluation – The permittee shall evaluate the effectiveness of the PCP by tracking the phosphorus reductions achieved through implementation of structural and non-structural BMPs and tracking increases resulting from development. Phosphorus reductions shall be calculated consistent with Attachment 2 to Appendix F (non-structural BMP performance) and Attachment 3 to Appendix F (structural BMP performance) for all BMPs implemented to date. Phosphorus export increases due to development shall be calculated consistent with Attachment 1 to Appendix F. Phosphorus loading increases and reductions in unit of mass/yr shall be added or subtracted from the applicable Baseline Phosphorus Load given in Table F-2 or Table F-3 depending on the Scope of PCP chosen to estimate the yearly phosphorous export rate from the PCP Area. The permittee shall also include all information required in part I.2 of this Appendix in each performance evaluation. Performance evaluations will be included as part of each permittee's annual report as required by part 4.4 of the Permit.

Alternative Schedule Request– If the permittee determines that the schedule to meet required Phase 2 phosphorus reductions contained in Table F-4 is impracticable, the permittee may submit to EPA and MassDEP an Alternative Schedule Request to meet the phosphorus reduction requirements of items numbered 2-9 and 2-11 in Table F-4 on the shortest schedule that is achievable considering the factors below.<sup>11</sup>

- a. A Phase 2 Alternative Schedule Request shall include an analysis demonstrating that the schedule to meet the phosphorus reduction requirements in items numbered 2-9 and 2-11 in Table F-4 is impracticable. Requests must include, where relevant, the following:
  - i. A narrative of the reasons for the permittee's request for an alternative schedule, including information demonstrating the applicant's efforts and extent of progress made toward meeting the required phosphorus reductions in Table F-4,

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<sup>11</sup> See part A.I.4 for information regarding the Alternative Schedule Request submittal and review process.

- ii. A description of the planned structural controls to meet applicable phosphorus reduction milestones,
- iii. Suitability and availability of areas for siting and constructing structural controls, including, if appropriate, a review of third-party partnerships considered for within-watershed structural control sites,
- iv. Access and acquisition of real property rights for constructing and maintaining structural controls,
- v. Timelines for the permittee's planning, design, financing, easement or property interest acquisition, and procurement for and construction of structural controls,
- vi. Timelines for and constraints due to the federal, state and/or local approval(s) and permitting processes for structural controls,
- vii. Anticipated phosphorus reductions due to the rate of redevelopment within the community and the degree to which future redevelopment may be reasonably anticipated to achieve the desired reductions in lieu of reliance upon structural controls by the permittee,
- viii. Estimated cost of the planned structural controls to meet applicable phosphorus reduction milestones,
- ix. Scale of structural BMP controls required and phasing considerations with other capital improvement projects that are being implemented by the permittee or other parties that impact the permittee, municipality or relevant taxpayers or ratepayers,
- x. Affordability for taxpayers or ratepayers (as applicable), including a projection of sources and uses of funds, taking into consideration existing or potential financial capability and funding mechanisms (e.g., property taxes, stormwater rate changes, or stormwater utility fees),
- xi. Other relevant information, and
- xii. A requested schedule to meet all phosphorus reduction requirements in Table F-4.

### c. Phase 3

- 1) The permittee shall complete the Phase 3 Plan of the PCP 15 years after the permit effective date and fully implement the Phase 3 plan of the PCP as soon as possible but no longer than 20 years after the permit effective date.
- 2) The Phase 3 plan of the PCP shall be added to the Phase 1 Plan and the Phase 2 Plan to create the comprehensive PCP and contain the following elements and has the following required milestones:

Item Number	Phase 3 of the PCP Component and Milestones	Completion Date
3-1	Update Legal analysis	As necessary

3-2	Description of Phase 3 planned nonstructural controls	15 years after permit effective date
3-3	Description of Phase 3 planned structural controls	15 years after permit effective date
3-4	Updated description of Operation and Maintenance (O&M) Program	15 years after permit effective date
3-5	Phase 3 implementation schedule	15 years after permit effective date
3-6	Estimated cost for implementing Phase 3 of the PCP	15 years after permit effective date
3-7	Complete written Phase 3 Plan	15 years after permit effective date
3-8	Performance Evaluation.	16, and 17 years after permit effective date
3-9	<ol style="list-style-type: none"> <li>1. Performance Evaluation.</li> <li>2. Full implementation of all structural controls used to demonstrate that the total phosphorus export rate (<math>P_{exp}</math>) from the PCP Area in mass/yr is equal to or less than the applicable Allowable Phosphorus Load (<math>P_{allow}</math>) plus the applicable Phosphorus Reduction Requirement (<math>P_{RR}</math>) multiplied by 0.30  <math display="block">P_{exp} \leq P_{allow} + (P_{RR} \times 0.30)</math> </li> </ol>	18 years after permit effective date
3-10	Performance Evaluation	19 years after permit effective date
3-11	<ol style="list-style-type: none"> <li>1. Performance Evaluation.</li> <li>2. Full implementation of all structural controls used to demonstrate that the total phosphorus export rate (<math>P_{exp}</math>) from the PCP Area in mass/yr is equal to or less than the applicable Allowable Phosphorus Load (<math>P_{allow}</math>)  <math display="block">P_{exp} \leq P_{allow}</math> </li> </ol>	20 years after permit effective date

**Table F-5: Phase 3 of the PCP components and Milestones**

## 3) Description of Phase 3 PCP Components

Updated Legal Analysis- The permittee shall update the legal analysis completed during Phase 1 and Phase 2 of the PCP as necessary to include

any new or augmented bylaws, ordinances or funding mechanisms the permittee has deemed necessary to implement the PCP. The permittee shall use experience gained during Phase 1 and Phase 2 to inform the updated legal analysis. The permittee shall adopt necessary regulatory changes as soon as possible to implement the Phase 3 Plan.

Description of Phase 3 planned non-structural controls – The permittee shall describe the non-structural stormwater control measures necessary to support achievement of the phosphorus export milestones in Table F-5. The description of non-structural controls shall include the planned measures, the areas where the measures will be implemented, and the annual phosphorus reductions that are expected to result from their implementation in units of mass/yr. Annual phosphorus reduction from non-structural BMPs shall be calculated consistent with Attachment 2 to Appendix F.

Description of planned Phase 3 structural controls – The permittee shall develop a priority ranking of areas and infrastructure within the municipality for potential implementation of phosphorus control practices during Phase 3. The ranking shall build upon the ranking developed for Phase 1 and 2. The permittee shall describe the structural stormwater control measures necessary to support achievement of the phosphorus export milestones in Table F-5. The description of structural controls shall include the planned measures, the areas where the measures will be implemented, and the annual phosphorus reductions in units of mass/yr that are expected to result from their implementation. Structural measures to be implemented by a third party<sup>12</sup> may be included in a municipal PCP. Annual phosphorus reduction from structural BMPs shall be calculated consistent with Attachment 3 to Appendix F.

Updated description of Operation and Maintenance (O&M) Program for all planned and existing structural BMPs – The permittee shall establish an Operation and Maintenance Program for all structural BMPs being claimed for phosphorus reduction credit as part of Phase 1, 2 and 3 of the PCP. This includes BMPs implemented to date as well as BMPs to be implemented during Phase 3 of the PCP. The Operation and Maintenance Program shall become part of the PCP and include: (1) inspection and maintenance schedule for each BMP according to BMP design or manufacturer specification and (2) program or department responsible for BMP maintenance.

Phase 3 Implementation Schedule – A schedule for implementation of all planned Phase 3 BMPs, including, as appropriate: funding, training, purchasing, construction, inspections, monitoring, O&M activities and other assessment and evaluation components of implementation. Implementation of planned BMPs must begin upon completion of the Phase 3 Plan. Structural BMPs shall be designed and constructed to ensure the permittee

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<sup>12</sup> See footnote 6.



will comply with the 18 and 20 year milestones established in Table F-5. The Phase 3 plan shall be fully implemented as soon as possible., but no later than 20 years after the effective date of permit.

Estimated cost for implementing Phase 3 of the PCP – The permittee shall estimate the cost of implementing the Phase 3 non-structural and structural controls and associated Operation and Maintenance Program. This cost estimate can be used to plan for the full implementation of Phase 3.

Complete written Phase 3 Plan – The permittee must complete the written Phase 3 Plan of the PCP no later than 15 years after the permit effective date. The complete Phase 3 Plan shall include Phase 3 PCP item numbers 3-1 through 3-6 in Table F-5. The permittee shall make the Phase 3 Plan available to the public for public comment during Phase 3 Plan development. EPA encourages the permittee to post the Phase 3 Plan online to facilitate public involvement.

Performance Evaluation – The permittee shall evaluate the effectiveness of the PCP by tracking the phosphorus reductions achieved through implementation of structural and non-structural BMPs and tracking increases resulting from development. Phosphorus reductions shall be calculated consistent with Attachment 2 to Appendix F (non-structural BMP performance) and Attachment 3 to Appendix F (structural BMP performance) for all BMPs implemented to date. Phosphorus export increases due to development shall be calculated consistent with Attachment 1 to Appendix F. Phosphorus loading increases and reductions in unit of mass/yr shall be added or subtracted from the applicable Baseline Phosphorus Load given in Table F-2 or Table F-3 depending on the Scope of PCP chosen to estimate the yearly phosphorous export rate from the PCP Area. The permittee shall also include all information required in part I.2 of this Appendix in each performance evaluation. Performance evaluations will be included as part of each permittee's annual report as required by part 4.4 of the Permit.

Alternative Schedule Request– If the permittee determines that the schedule to meet required Phase 3 phosphorus reductions contained in Table F-5 is impracticable, the permittee may submit to EPA and MassDEP an Alternative Schedule Request to meet the phosphorus reduction requirements in items numbered 3-9 and 3-11 in Table F-5 on the shortest schedule that is achievable considering the factors below.<sup>13</sup>

- a. A Phase 3 Alternative Schedule Request shall include an analysis demonstrating that the schedule to meet the phosphorus reduction requirements in items numbered 3-9 and 3-11 in Table F-5 is impracticable. Requests must include, where relevant, the following:

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<sup>13</sup> See part A.I.4 for information regarding the Alternative Schedule Request submittal and review process.

- i. A narrative of the reasons for the permittee's request for an alternative schedule, including information demonstrating the applicant's efforts and extent of progress made toward meeting the required phosphorus reductions in Table F-5,
- ii. A description of the planned structural to meet applicable phosphorus reduction milestones,
- iii. Suitability and availability of areas for siting and constructing structural controls, including, if appropriate, a review of third-party partnerships considered for within-watershed structural control sites,
- iv. Access and acquisition of real property rights for constructing and maintaining structural controls,
- v. Timelines for the permittee's planning, design, financing, easement or property interest acquisition, and procurement for and construction of structural controls,
- vi. Timelines for and constraints due to the federal, state and/or local approval(s) and permitting processes for structural controls,
- vii. Anticipated phosphorus reductions due to the rate of redevelopment within the community and the degree to which future redevelopment may be reasonably anticipated to achieve the desired reductions in lieu of reliance upon structural controls by the permittee,
- viii. Estimated cost of the planned structural controls to meet applicable phosphorus reduction milestones,
- ix. Scale of structural BMP controls required and phasing considerations with other capital improvement projects that are being implemented by the permittee or other parties that impact the permittee, municipality or relevant taxpayers or ratepayers,
- x. Affordability for taxpayers or ratepayers (as applicable), including a projection of sources and uses of funds, taking into consideration existing or potential financial capability and funding mechanisms (e.g., property taxes, stormwater rate changes, or stormwater utility fees),
- xi. Other relevant information, and
- xii. A requested schedule to meet all phosphorus reduction requirements in Table F-5.

## 2. Reporting

Beginning 1 year after the permit effective date, the permittee shall include a progress report in each annual report on the planning and implementation of the PCP.

Beginning five (5) years after the permit effective date, the permittee shall include the following in each annual report submitted pursuant to part 4.4 of the Permit:

- a. All non-structural control measures implemented during the reporting year along with the phosphorus reduction in mass/yr ( $P_{NSred}$ ) calculated consistent with Attachment 2 to Appendix F

- b. Structural controls implemented during the reporting year and all previous years including:
  - a. Location information of structural BMPs (GPS coordinates or street address)
  - b. Phosphorus reduction from all structural BMPs implemented to date in mass/yr ( $P_{Sred}$ ) calculated consistent with Attachment 3 to Appendix F
  - c. Date of last completed maintenance and inspection for each Structural control
- c. Phosphorus load increases due to development over the previous reporting period and incurred since 2005 ( $P_{DEVinc}$ ) calculated consistent with Attachment 1 to Appendix F.
- d. Estimated yearly phosphorus export rate ( $P_{exp}$ ) from the PCP Area calculated using Equation 2. Equation 2 calculates the yearly phosphorus export rate by subtracting yearly phosphorus reductions through implemented nonstructural controls and structural controls to date from the Baseline Phosphorus Load and adding loading increases incurred through development to date. This equation shall be used to demonstrate compliance with the applicable phosphorus reduction milestones.

$$P_{exp} \left( \frac{\text{mass}}{\text{yr}} \right) = P_{base} \left( \frac{\text{mass}}{\text{yr}} \right) - \left( P_{Sred} \left( \frac{\text{mass}}{\text{yr}} \right) + P_{NSred} \left( \frac{\text{mass}}{\text{yr}} \right) \right) + P_{DEVinc} \left( \frac{\text{mass}}{\text{yr}} \right)$$

**Equation 1. Equation used to calculate yearly phosphorus export rate from the chosen PCP Area.  $P_{exp}$ =Current phosphorus export rate from the PCP Area in mass/year.  $P_{base}$ =baseline phosphorus export rate from PCP Area in mass/year.  $P_{Sred}$ = yearly phosphorus reduction from implemented structural controls in the PCP Area in mass/year.  $P_{NSred}$ = yearly phosphorus reduction from implemented non-structural controls in the PCP Area in mass/year.  $P_{DEVinc}$ = yearly phosphorus increase resulting from development since 2005 in the PCP Area in mass/year.**

- e. Certification that all structural BMPs are being inspected and maintained according to the O&M program specified as part of the PCP. The certification statement shall be:

*I certify under penalty of law that all source control and treatment Best Management Practices being claimed for phosphorus reduction credit have been inspected, maintained and repaired in accordance with manufacturer or design specification. I certify that, to the best of my knowledge, all Best Management Practices being claimed for a phosphorus reduction credit are performing as originally designed.*

- f. Certification that all municipally owned and maintained turf grass areas are being managed in accordance with Massachusetts Regulation 331 CMR 31 pertaining to proper use of fertilizers on turf grasses (see <http://www.mass.gov/courts/docs/lawlib/300-399cmr/330cmr31.pdf> ).

- 3. At any time during the permit term the permittee may be relieved of additional requirements in Appendix F part A.I.1. as follows.

- a. The permittee is relieved of its additional requirements as of the date when the following conditions are met:

- i. The applicable TMDL has been modified, revised or withdrawn and EPA has approved a new TMDL applicable for the receiving water that indicates that no additional stormwater controls for the control of phosphorus are necessary for the permittee's discharge based on wasteload allocations in the newly approved TMDL.
  - b. When the criteria in Appendix F part A.I.3.a. are met, the permittee shall document the date of the approved TMDL in its SWMP and is relieved of any remaining requirements of Appendix F part A.I.1 as of that date and the permittee shall comply with the following:
    - i. The permittee shall identify in its SWMP all activities implemented in accordance with the requirements of Appendix F part A.I.1 to date to reduce phosphorus in their discharges including implementation schedules for non-structural BMPs and any maintenance requirements for structural BMPs
    - ii. The permittee shall continue to implement all requirements of Appendix F part A.I.1 required to be implemented prior to the date of the newly approved TMDL, including ongoing implementation of identified non-structural BMPs and routine maintenance and replacement of all structural BMPs in accordance with manufacturer or design specifications, and the reporting requirements of Appendix F part I.2. remain in place.
4. The permittee may be relieved of the schedules and milestones contained in Table F-1, Table F-4 and/or Table F-5 as follows:
- a. The permittee is relieved of the applicable schedules and milestones when all the following conditions are met:
    - i. The permittee has submitted an Alternative Schedule Request package to EPA and MassDEP.<sup>14,15</sup>
    - ii. EPA has determined the Alternative Schedule Request submittal is complete. The Alternative Schedule Request will be deemed complete 30 days from submittal, unless EPA requests additional information from the permittee.
    - iii. Following a 30-day public comment period on the complete Alternative Schedule Request, EPA approves the request in writing.<sup>16</sup> If EPA has not acted to approve, modify with permittee consent, or deny an Alternative

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<sup>14</sup> Alternative Schedule Request package must be made available to the public consistent with 2.3.3. of the permit.

<sup>15</sup> Submittal of an alternative schedule request does not relieve the permittee of noncompliance and potential enforcement for failure to comply with any permit requirements prior to the date of approval of an Alternative Schedule.

<sup>16</sup> EPA may deny an alternative schedule request in the case of permittee noncompliance with permit requirements applicable to phosphorus reductions. EPA expects that an Alternative Schedule Request by a permittee that at the time of such request is in non-compliance with the applicable Table F-1, F-4 and F-5 phosphorus reduction percentage would be denied unless the permittee provides information regarding its phosphorus reduction efforts that EPA finds acceptable for this purpose.

Schedule Request within 90 days of the close of the public comment period, the Alternative Schedule Request shall be deemed approved.

- b. Any action by EPA approving or denying an Alternative Schedule Request is a final agency action that shall be subject to judicial review in federal district court.
- c. When the permittee meets the conditions in Appendix F part A.I.4.a, the permittee shall incorporate the approved Alternative Schedule Request and the approval date in its PCP. An approved Alternative Schedule Request will supersede any remaining schedules and milestones for the phase for which schedule adjustment is requested and approved. The permittee shall:
  - i. Identify in its PCP all activities implemented to date in accordance with the requirements of Appendix F part A.I and conducted to reduce phosphorus in its discharges pursuant to the submitted Alternative Schedule Request, including non-structural BMP planning and implementation schedules and any structural BMP maintenance requirements; and
  - ii. Continue to implement all requirements of Appendix F part A.I required to be implemented prior to the date of Alternative Schedule Request approval, including ongoing implementation of identified non-structural BMPs and routine maintenance and replacement of all structural BMPs in accordance with manufacturer or design specifications
  - iii. Continue to implement their PCP, and the reporting requirements of Appendix F Part A.I.2 remain in place.

## II. Lake and Pond Phosphorus TMDL Requirements

Between 1999 and 2010 EPA has approved 13 Lake TMDLs<sup>17</sup> completed by MassDEP covering 78 lakes and ponds within the Commonwealth of Massachusetts. Any permittee (traditional or non-traditional) that discharges to a waterbody segment in Table F-6 is subject to the requirements of this part.

1. Permittees that operate regulated MS4s (traditional and non-traditional) that discharge to the identified impaired waters or their tributaries must reduce phosphorus discharges to support achievement of phosphorus load reductions identified in the TMDLs. To address phosphorus, all permittees with a phosphorus reduction requirement greater than 0% shall develop a Lake Phosphorus Control Plan (LPCP) designed to reduce the amount of phosphorus in stormwater discharges from its MS4 to the impaired waterbody or its tributaries in accordance with the phosphorus load reduction requirements set forth in Table F-6 below. Permittees discharging to waterbodies in Table F-6 with an associated 0% Phosphorus Required Percent Reduction are subject to Appendix F part II.2.f and are relieved of the requirements of Appendix F part II.1.i through Appendix F part II.2.e Table F-6 identifies the primary municipalities<sup>18</sup> located within the watershed of the respective lake or pond and the percent phosphorus reductions necessary from urban stormwater sources. Any permittee (traditional or non-traditional) that discharges to a lake or pond listed in Table F-6 or its tributaries is subject to the same phosphorus percent reduction requirements associated with that lake or pond.

Primary Municipality	Waterbody Name	Required Percent Reduction
Auburn	Leesville Pond	31%
	Auburn Pond	24%
	Eddy Pond	0%
	Pondville Pond	8%
	Stoneville Pond	3%
Charlton	Buffumville Lake	28%
	Dresser Hill Pond	17%
	Gore Pond	14%
	Granite Reservoir	11%
	Jones Pond	13%
	Pierpoint Meadow Pond	27%

<sup>17</sup> Final TMDLs for lakes and ponds in the Northern Blackstone River Watershed, Chicopee Basin, Connecticut Basin, French Basin, Millers Basin and Bare Hill Pond, Flint Pond, Indian Lake, Lake Boon, Leesville Pond, Salisbury Pond, White Island Pond, Quaboag Pond and Quacumquasit Pond can be found here: <http://www.mass.gov/eea/agencies/massdep/water/watersheds/total-maximum-daily-loads-tmdls.html>

<sup>18</sup> Primary municipalities indicate the municipality in which the majority of the lake or pond is located but does not necessarily indicate each municipality that has urbanized area that discharges to the lake or pond or its tributaries.

<b>Primary Municipality</b>	<b>Waterbody Name</b>	<b>Required Percent Reduction</b>
	Pikes Pond	38%
Dudley	Gore Pond	14%
	Larner Pond	55%
	New Pond	56%
	Pierpoint Meadow Pond	27%
	Shepherd Pond	25%
	Tobins Pond	62%
	Wallis Pond	54%
Gardner	Hilchey Pond	27%
	Parker Pond	47%
	Bents Pond	52%
	Ramsdall Pond	49%
Grafton	Flint Pond/Lake Quinsigamond	49%
Granby	Aldrich Lake East	0%
Hadley	Lake Warner	24%
Harvard	Bare Hill Pond	2%
Hudson	Lake Boon	28%
Leicester	Smiths Pond	30%
	Southwick Pond	64%
	Cedar Meadow Pond	17%
	Dutton Pond	23%
	Greenville Pond	14%
	Rochdale Pond	8%
Ludlow	Minechoag Pond	48%
Millbury	Brierly Pond	14%
	Dorothy Pond	1%
	Howe Reservoir	48%
Oxford	Buffumville Lake	28%
	Hudson Pond	37%
	Lowes Pond	51%
	McKinstry Pond	79%
	Robinson Pond	8%
	Texas Pond	21%
Shrewsbury	Flint Pond/Lake Quinsigamond	49%
	Jordan Pond	60%
	Mill Pond	43%

<b>Primary Municipality</b>	<b>Waterbody Name</b>	<b>Required Percent Reduction</b>
	Newton Pond	19%
	Shirley Street Pond	30%
Spencer	Quaboag Pond	29%
	Quacumquasit Pond	2%
	Jones Pond	13%
	Sugden Reservoir	31%
Springfield	Loon Pond	10%
	Long Pond	56%
	Mona Lake	57%
Stow	Lake Boon	28%
Templeton	Brazell Pond	62%
	Depot Pond	50%
	Bourn-Hadley Pond	49%
	Greenwood Pond 2	56%
Wilbraham	Spectacle Pond	45%
Winchendon	Lake Denison	22%
	Stoddard Pond	24%
	Whitney Pond	16%
	Whites Mill Pond	21%

**Table F-6: Phosphorus impaired Lakes or Ponds subject to a TMDL along with primary municipality and required percent reduction of phosphorus from urban stormwater sources**

- i. The LPCP shall be implemented in accordance with the following schedule and contain the following elements:
  - a. LPCP Implementation Schedule – The permittee shall complete its LPCP and fully implement all of the control measures in its LPCP as soon as possible but no later than 15 years after the effective date of the permit.
  - b. The LPCP shall be implemented in accordance with the following schedule and contain the following elements:

<b>Number</b>	<b>LPCP Component and Milestones</b>	<b>Completion Date</b>
1	Legal Analysis	2 years after permit effective date
2	Funding source assessment	3 years after permit effective date



3	Define LPCP scope (LPCP Area)	4 years after permit effective date
4	Calculate Baseline Phosphorus, Allowable Phosphorus Load and Phosphorus Reduction Requirement	4 years after permit effective date
5	Description of planned nonstructural and structural controls	5 years after permit effective date
6	Description of Operation and Maintenance (O&M) Program	5 years after permit effective date
7	Implementation schedule	5 years after permit effective date
8	Cost and Funding Source Assessment	5 years after permit effective date
9	Complete written LPCP	5 years after permit effective date
10	Full implementation of nonstructural controls.	6 years after permit effective date
11	Performance Evaluation.	6 and 7 years after permit effective date
12	<ol style="list-style-type: none"> <li>Performance Evaluation.</li> <li>Full implementation of all structural controls used to demonstrate that the total phosphorus export rate (<math>P_{exp}</math>) from the LPCP Area in mass/yr is equal to or less than the applicable Allowable Phosphorus Load(<math>P_{allow}</math>) plus the applicable Phosphorus Reduction Requirement (<math>P_{RR}</math>) multiplied by 0.80  <math display="block">P_{exp} \leq P_{allow} + (P_{RR} \times 0.80)</math> </li> </ol>	8 years after permit effective date
13	Performance Evaluation	9 years after permit effective date
14	<ol style="list-style-type: none"> <li>Performance Evaluation.</li> <li>Update LPCP</li> <li>Full implementation of all structural controls used to demonstrate that the total phosphorus export rate (<math>P_{exp}</math>) from the LPCP Area in mass/yr is equal to or less than the applicable Allowable Phosphorus Load(<math>P_{allow}</math>) plus the applicable Phosphorus Reduction Requirement (<math>P_{RR}</math>) multiplied by 0.60  <math display="block">P_{exp} \leq P_{allow} + (P_{RR} \times 0.60)</math> OR that the permittee has reduced their phosphorus export rate by 30kg/year (whichever is greater, unless full Phosphorus Reduction Requirement has been met)</li> </ol>	10years after permit effective date
15	Performance Evaluation	11 and 12 years after permit effective date

16	<ol style="list-style-type: none"> <li>1. Performance Evaluation.</li> <li>2. Full implementation of all structural controls used to demonstrate that the total phosphorus export rate (<math>P_{exp}</math>) from the LPCP Area in mass/yr is equal to or less than the applicable Allowable Phosphorus Load(<math>P_{allow}</math>) plus the applicable Phosphorus Reduction Requirement (<math>P_{RR}</math>) multiplied by 0.30  <math display="block">P_{exp} \leq P_{allow} + (P_{RR} \times 0.30)</math> </li> </ol>	13years after permit effective date
17	Performance Evaluation	14 years after permit effective date
18	<ol style="list-style-type: none"> <li>1. Performance Evaluation.</li> <li>2. Full implementation of all structural controls used to demonstrate that the total phosphorus export rate (<math>P_{exp}</math>) from the LPCP Area in mass/yr is equal to or less than the applicable Allowable Phosphorus Load(<math>P_{allow}</math>)  <math display="block">P_{exp} \leq P_{allow}</math> </li> </ol>	15years after permit effective date

**Table F-7: LPCP components and milestones**

## c. Description of LPCP Components:

Legal Analysis- The permittee shall develop and implement an analysis that identifies existing regulatory mechanisms available to the MS4 such as by-laws and ordinances and describes any changes to these regulatory mechanisms that may be necessary to effectively implement the LPCP. This may include the creation or amendment of financial and regulatory authorities. The permittee shall adopt necessary regulatory changes by the end of the permit term.

Scope of the LPCP (LPCP Area) - The permittee shall indicate the area in which the permittee plans to implement the LPCP, this area is known as the “LPCP Area”. The permittee must choose one of the following: 1) to implement its LPCP in the entire area within its jurisdiction discharging to the impaired waterbody (for a municipality this would be the municipal boundary) or 2) to implement its LPCP in only the urbanized area portion of its jurisdiction discharging to the impaired waterbody. If the permittee chooses to implement the LPCP in its entire jurisdiction discharging to the impaired waterbody, the permittee may demonstrate compliance with the Phosphorus Reduction Requirement and Allowable Phosphorus Load requirements applicable to it through structural and non-structural controls on discharges that occur both inside and outside the urbanized area. If the permittee chooses to implement the LPCP in its urbanized area only discharging to the impaired waterbody, the permittee must demonstrate compliance with the Phosphorus Reduction Requirement and Allowable Phosphorus Load requirements applicable to it through structural and non-structural controls on discharges that occur within the urbanized area only.

Calculate Baseline Phosphorus Load ( $P_{base}$ ), Phosphorus Reduction Requirement ( $P_{RR}$ ) and Allowable Phosphorus Load ( $P_{allow}$ ) – Permittees shall calculate their numerical Allowable Phosphorus Load and Phosphorus Reduction Requirement in mass/yr by first estimating their Baseline Phosphorus Load in mass/yr from its LPCP Area consistent with the methodology in Attachment 1 to Appendix F, the baseline shall only be estimated using land use phosphorus export coefficients in Attachment 1 to Appendix F and not account for phosphorus reductions resulting from implemented structural BMPs completed to date. Table F-6 contains the percent phosphorus reduction required from urban stormwater consistent with the TMDL of each impaired waterbody. The permittee shall apply the applicable required percent reduction in Table F-6 to the calculated Baseline Phosphorus Load to obtain the permittee specific Allowable Phosphorus Load. The Allowable Phosphorus Load shall then be subtracted from the Baseline Phosphorus Load to obtain the permittee specific Phosphorus Reduction Requirement in mass/yr.

Description of planned non-structural controls – The permittee shall describe the non-structural stormwater control measures to be implemented to support the achievement of the milestones in Table F-7. The description of non-structural controls shall include the planned measures, the areas where the measures will be implemented, and the annual phosphorus reductions that are expected to result from their implementation. Annual phosphorus reduction from non-structural BMPs shall be calculated consistent with Attachment 2 to Appendix F. The permittee shall update the description of planned non-structural controls as needed to support the achievement of the milestones in Table F-7, including an update in the updated written LPCP 10 years after the permit effective date.

Description of planned structural controls – The permittee shall develop a priority ranking of areas and infrastructure within the municipality for potential implementation of phosphorus control practices. The ranking shall be developed through the use of available screening and monitoring results collected during the permit term either by the permittee or another entity and the mapping required pursuant to part 2.3.4.6 of the Permit. The permittee shall also include in this prioritization a detailed assessment of site suitability for potential phosphorus control measures based on soil types and other factors. The permittee shall coordinate this activity with the requirements of part 2.3.6.8.b of the Permit. A description and the result of this priority ranking shall be included in the LPCP. The permittee shall describe the structural stormwater control measures necessary to support achievement of the milestones in Table F-7. The description of structural controls shall include the planned measures, the areas where the measures will be implemented, and the annual phosphorus reductions in units of mass/yr that are expected to result from their implementation. Structural measures to be implemented by a third party may be included in the LPCP. Annual phosphorus reduction from structural BMPs shall be calculated consistent with Attachment 3 to Appendix F. The permittee shall update the description of planned structural controls as needed to support the achievement of the milestones in Table F-7, including an update in the updated written LPCP 10 years after the permit effective date.

Description of Operation and Maintenance (O&M) Program for all planned and existing structural BMPs – The permittee shall establish an Operation and Maintenance Program for all structural BMPs being claimed for phosphorus reduction credit. This includes BMPs implemented to date as well as BMPs to be implemented. . . The Operation and Maintenance Program shall become part of the LPCP and include: (1) inspection and maintenance schedule for each BMP according to BMP design or manufacturer specification and (2) program or department responsible for BMP maintenance.

Implementation Schedule – An initial schedule for implementing the BMPs, including, as appropriate: funding, training, purchasing, construction, inspections, monitoring, O&M and other assessment and evaluation components of implementation. Implementation of planned BMPs must begin upon completion of the LPCP, and all non-structural BMPs shall be fully implemented within six years of the permit effective date. Where planned structural BMP retrofits or major drainage infrastructure projects are expected to take additional time to construct, the permittee shall within four years of the effective date of the permit have a schedule for completion of construction consistent with the reduction requirements in Table F-7. The permittee shall complete the implementation of its LPCP as soon as possible or at a minimum in accordance with the milestones set forth in Table F-7. The implementation schedule shall be updated as needed to support the achievement of the milestones in Table F-7, including an update in the updated written LPCP 10 years after the permit effective date.

Cost and funding source assessment – The permittee shall estimate the cost for implementing its LPCP and describe known and anticipated funding mechanisms. The permittee shall describe the steps it will take to implement its funding plan. This may include but is not limited to conceptual development, outreach to affected parties, and development of legal authorities

Complete written LPCP – The permittee must complete the written LPCP 4 years after permit effective date. The complete LPCP shall include item numbers 1-8 in Table F-7. The permittee shall make the LPCP available to the public for public comment during the LPCP development. EPA encourages the permittee to post the LPCP online to facilitate public involvement. The LPCP shall be updated as needed with an update 10 years after the permit effective date at a minimum to reflect changes in BMP implementation to support achievement of the phosphorus export milestones in Table F-7. The updated LPCP shall build upon the original LPCP and include additional or new BMPs the permittee will use to support the achievement of the milestones in Table F-7.

Performance Evaluation – The permittee shall evaluate the effectiveness of the LPCP by tracking the phosphorus reductions achieved through implementation of structural and non-structural BMPs<sup>19</sup> and tracking increases in phosphorus loading

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<sup>19</sup> In meeting its phosphorus reduction requirements a permittee may quantify phosphorus reductions by actions undertaken by another entity, except where those actions are credited to MassDOT or another permittee identified in Appendix F Table F-7

from the LPCP Area beginning six years after the effective date of the permit. Phosphorus reductions shall be calculated consistent with Attachment 2 (non-structural BMP performance), Attachment 3 (structural BMP performance) and Attachment 1 (reductions through land use change), to Appendix F for all BMPs implemented to date.<sup>20</sup> Phosphorus load increases resulting from development shall be calculated consistent with Attachment 1 to Appendix F. Phosphorus loading increases and reductions in units of mass/yr shall be added or subtracted from the calculated Baseline Phosphorus Load to estimate the yearly phosphorous export rate from the LPCP Area in mass/yr. The permittee shall also include all information required in part II.2 of this Appendix in each performance evaluation.

Alternative Schedule Request– If the permittee determines that the schedule to meet required phosphorus reductions contained in items 12, 14, 16 or 18 in Table F-7 is impracticable, the permittee may submit to EPA and MassDEP an Alternative Schedule Request to meet the phosphorus reduction requirements in items 12, 14, 16 or 18 in Table F-7 on the shortest schedule that is achievable considering the factors below.<sup>21</sup>

- a. The Alternative Schedule Request shall include an analysis demonstrating that the schedule to meet phosphorus reduction requirements in items 12, 14, 16 or 18 in Table F-7 is impracticable, EPA expects that an Alternative Schedule Request to meet the phosphorus reduction requirement in item number 12 in Table F-7 would only be submitted in extraordinary circumstances and would occur rarely, where meeting the phosphorus reductions in number 12 in Table F-7 is unaffordable<sup>22</sup>. All Alternative Schedule Requests must include, where relevant, the following:
  - i. A narrative of the reasons for the permittee’s request for an alternative schedule, including information demonstrating the applicant’s efforts and extent of progress made toward meeting required phosphorus reductions in Table F-7,
  - ii. A description of the planned structural controls to meet applicable phosphorus reduction milestones,
  - iii. Suitability and availability of areas for siting and constructing structural controls, including, if appropriate, a review of third-party partnerships considered for within-watershed structural control sites,
  - iv. Access and acquisition of real property rights for constructing and maintaining structural controls,

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<sup>20</sup> Annual phosphorus reductions from structural BMPs installed in the LPCP Area prior to the effective date of this permit shall be calculated consistent with Attachment 3 to Appendix F. Phosphorus Reduction Credit for previously installed BMPs will only be given if the Permittee demonstrates that the BMP is performing up to design specifications and certifies that the BMP is properly maintained and inspected according to manufacturer design or specifications. This certification shall be part of the annual performance evaluation during the year credit is claimed for the previously installed BMP.

<sup>21</sup> See part A.II.4 for information regarding the Alternative Schedule Request submittal and review process.

<sup>22</sup> EPA notes that such expectation regarding infrequency does not constitute or establish an additional criterion for the applicant to satisfy

- v. Timelines for the permittee's planning, design, financing, easement or property interest acquisition, and procurement for and construction of structural controls,
- vi. Timelines for and constraints due to the federal, state and/or local approval(s) and permitting processes for structural controls,
- vii. Anticipated phosphorus reductions due to the rate of redevelopment within the community and the degree to which future redevelopment may be reasonably anticipated to achieve the desired reductions in lieu of reliance upon structural controls by the permittee,
- viii. Estimated cost of the planned structural controls to meet applicable phosphorus reduction milestones,
- ix. Scale of structural BMP controls required and phasing considerations with other capital improvement projects that are being implemented by the permittee or other parties that impact the permittee, municipality or relevant taxpayers or ratepayers,
- x. Affordability for taxpayers or ratepayers (as applicable), including a projection of sources and uses of funds, taking into consideration existing or potential financial capability and funding mechanisms (e.g., property taxes, stormwater rate changes, or stormwater utility fees),
- xi. Other relevant information, and
- xii. A requested schedule to meet all phosphorus reduction requirements from which relief is sought.

## 2. Reporting

Beginning 1 year after the permit effective date, the permittee shall include a progress report in each annual report on the planning and implementation of the LPCP.

Beginning five (5) years after the permit effective date, the permittee shall include the following in each annual report submitted pursuant to part 4.4 of the Permit:

- a. All non-structural control measures implemented during the reporting year along with the phosphorus reduction in mass/yr ( $P_{NSred}$ ) calculated consistent with Attachment 2 to Appendix F
- b. Structural controls implemented during the reporting year and all previous years including:
  - a. Location information of structural BMPs (GPS coordinates or street address)
  - b. Phosphorus reduction from all structural BMPs implemented to date in mass/yr ( $P_{Sred}$ ) calculated consistent with Attachment 3 to Appendix F
  - c. Date of last completed maintenance for each Structural control
- c. Phosphorus load increases due to development over the previous reporting period and incurred to date ( $P_{DEVinc}$ ) calculated consistent with Attachment 1 to Appendix F.
- d. Estimated yearly phosphorus export rate ( $P_{exp}$ ) from the LPCP Area calculated using Equation 2. Equation 2 calculates the yearly phosphorus export rate by subtracting yearly phosphorus reductions through implemented nonstructural controls and structural controls to date from the Baseline Phosphorus Load and adding loading increases incurred through development to date. This equation shall be used to demonstrate compliance with applicable phosphorus reduction milestones.

$$P_{exp} \left( \frac{\text{mass}}{\text{yr}} \right) = P_{base} \left( \frac{\text{mass}}{\text{yr}} \right) - \left( P_{Sred} \left( \frac{\text{mass}}{\text{yr}} \right) + P_{NSred} \left( \frac{\text{mass}}{\text{yr}} \right) \right) + P_{DEVinc} \left( \frac{\text{mass}}{\text{yr}} \right)$$

**Equation 2. Equation used to calculate yearly phosphorus export rate from the chosen LPCP Area.  $P_{exp}$ =Current phosphorus export rate from the LPCP Area in mass/year.  $P_{base}$ =baseline phosphorus export rate from LPCP Area in mass/year.  $P_{Sred}$ = yearly phosphorus reduction from implemented structural controls in the LPCP Area in mass/year.  $P_{NSred}$ = yearly phosphorus reduction from implemented non-structural controls in the LPCP Area in mass/year. Area in mass/year.  $P_{DEVinc}$ = yearly phosphorus increase resulting from development since the year baseline loading was calculated in the LPCP Area in mass/year.**

- e. Certification that all structural BMPs are being inspected and maintained according to the O&M program specified as part of the PCP. The certification statement shall be:

*I certify under penalty of law that all source control and treatment Best Management Practices being claimed for phosphorus reduction credit have been inspected, maintained and repaired in accordance with manufacturer or design specification. I certify that, to the best of my knowledge, all Best Management Practices being claimed for a phosphorus reduction credit are performing as originally designed.*

- f. Certification that all municipally owned and maintained turf grass areas are being managed in accordance with Massachusetts Regulation 331 CMR 31 pertaining to proper use of fertilizers on turf grasses (see <http://www.mass.gov/courts/docs/lawlib/300-399cmr/330cmr31.pdf> ).

3. At any time during the permit term the permittee may be relieved of additional requirements in Appendix F part A.II.1. as follows:
- a. The permittee is relieved of its additional requirements as of the date when the following conditions are met:
    - i. The applicable TMDL has been modified, revised or withdrawn and EPA has approved a new TMDL applicable for the receiving water that indicates that no additional stormwater controls for the control of phosphorus are necessary for the permittee's discharge based on wasteload allocations in the newly approved TMDL
  - b. In such a case, the permittee shall document the date of the approved TMDL in its SWMP and is relieved of any additional remaining requirements of Appendix F part A.II.1 as of that date and the permittee shall comply with the following:
    - i. The permittee shall identify in its SWMP all activities implemented in accordance with the requirements of Appendix F part A.II.1 to date to reduce phosphorus in their discharges including implementation schedules for non-structural BMPs and any maintenance requirements for structural BMPs
    - ii. The permittee shall continue to implement all requirements of Appendix F part A.I.1 required to be implemented prior to the date of the newly approved TMDL, including ongoing implementation of

identified non-structural BMPs and routine maintenance and replacement of all structural BMPs in accordance with manufacturer or design specifications, and the reporting requirements of Appendix F part A.II.2. remain in place.

4. The permittee may be relieved of the schedules and milestones contained in Table F-7 as follows:
  - a. The permittee is relieved of the applicable schedules and milestones when all the following conditions are met:
    - i. The permittee has submitted an Alternative Schedule Request package to EPA and MassDEP.<sup>23,24</sup>
    - ii. EPA has determined the Alternative Schedule Request submittal is complete. The Alternative Schedule Request will be deemed complete 30 days from submittal, unless EPA requests additional information from the permittee.
    - iii. Following a 30-day public comment period on the complete Alternative Schedule Request, EPA approves the request in writing.<sup>25</sup> If EPA has not acted to approve, modify with permittee consent, or deny an Alternative Schedule Request within 90 days of the close of the public comment period, the Alternative Schedule Request shall be deemed approved.
  - b. Any action by EPA approving or denying an Alternative Schedule Request is a final agency action that shall be subject to judicial review in federal district court.
  - c. When the permittee meets the conditions in Appendix F part A.II.4.a, the permittee shall incorporate the approved Alternative Schedule Request and the approval date in its LPCP. An approved Alternative Schedule Request will supersede any remaining schedules and milestones in Table F-7. The permittee shall:
    - i. Identify in its LPCP all activities implemented to date in accordance with the requirements of Appendix F part A.II and conducted to reduce phosphorus in its discharges pursuant to the submitted Alternative Schedule Request, including non-structural BMP planning and implementation schedules and any structural BMP maintenance requirements;
    - ii. Continue to implement all requirements of Appendix F part A.II required to be implemented prior to the date of Alternative Schedule Request approval, including ongoing implementation of identified non-

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<sup>23</sup> Alternative Schedule Request package must be made available to the public consistent with 2.3.3. of the permit.

<sup>24</sup> Submittal of an alternative schedule request does not relieve the permittee of noncompliance and potential enforcement for failure to comply with any permit requirements prior to the date of approval of an Alternative Schedule.

<sup>25</sup> EPA expects that an Alternative Schedule Request by a permittee that at the time of such request is in non-compliance with applicable Table F-7 phosphorus reduction percentages would be denied unless the permittee provides information regarding its phosphorus reduction efforts that EPA finds acceptable for this purpose.



- structural BMPs and routine maintenance and replacement of all structural BMPs in accordance with manufacturer or design specifications and
- iii. Continue to implement their LPCP, and the reporting requirements of Appendix F Part A.II.2 remain in place.

### III. Bacteria and Pathogen TMDL Requirements

There are currently approved 16 approved bacteria (fecal coliform bacteria) or mixed pathogen (fecal coliform, E. coli, and/or enterococcus bacteria) TMDLs for certain waterbodies in Massachusetts.<sup>26</sup> Any permittee (traditional or non-traditional) that discharges to a waterbody segment in Table F-8 is subject to the requirements of this part.

1. Traditional and non-traditional MS4s operating in the municipalities listed in Table F-8 and/or that discharge to a waterbody listed on Table F-8 shall comply with the following BMPs in addition to the requirements of part 2.3 of the Permit, as described below:
  - a. Enhanced BMPs
    - i. Enhancement of BMPs required by part 2.3 of the permit that shall be implemented during this permit term:
      1. part 2.3.3. Public Education: The permittee shall supplement its Residential program with an annual message encouraging the proper management of pet waste, including noting any existing ordinances where appropriate. The permittee or its agents shall disseminate educational materials to dog owners at the time of issuance or renewal of a dog license, or other appropriate time. Education materials shall describe the detrimental impacts of improper management of pet waste, requirements for waste collection and disposal, and penalties for non-compliance. The permittee shall also provide information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria or pathogens. All public education messages can be combined with requirements of Appendix H part I, II and III as well as Appendix F part A.IV, A.V, B.I, B.II and B.III where appropriate.
      2. part 2.3.4 Illicit Discharge: Catchments draining to any waterbody impaired for bacteria or pathogens shall be designated either Problem Catchments or HIGH priority in implementation of the IDDE program.

Primary Municipality	Segment ID	Waterbody Name	Indicator Organism
Abington	MA62-09	Beaver Brook	Escherichia Coli (E. Coli)
Abington	MA62-33	Shumatuscant River	Escherichia Coli (E. Coli)
Acushnet	MA95-31	Acushnet River	Escherichia Coli (E. Coli)

<sup>26</sup> Final bacteria or pathogen TMDLs can be found here:

<http://www.mass.gov/eea/agencies/massdep/water/watersheds/total-maximum-daily-loads-tmdls.html>

Acushnet	MA95-32	Acushnet River	Escherichia Coli (E. Coli)
Acushnet	MA95-33	Acushnet River	Fecal Coliform
Andover	MA83-04	Rogers Brook	Fecal Coliform
Andover	MA83-15	Unnamed Tributary	Fecal Coliform
Andover	MA83-18	Shawsheen River	Fecal Coliform
Andover	MA83-19	Shawsheen River	Fecal Coliform
Avon	MA62-07	Trout Brook	Escherichia Coli (E. Coli)
Barnstable	MA96-01	Barnstable Harbor	Fecal Coliform
Barnstable	MA96-02	Bumps River	Fecal Coliform
Barnstable	MA96-04	Centerville River	Fecal Coliform
Barnstable	MA96-05	Hyannis Harbor	Fecal Coliform
Barnstable	MA96-06	Maraspin Creek	Fecal Coliform
Barnstable	MA96-07	Prince Cove	Fecal Coliform
Barnstable	MA96-08	Shoestring Bay	Fecal Coliform
Barnstable	MA96-36	Lewis Bay	Fecal Coliform
Barnstable	MA96-37	Mill Creek	Fecal Coliform
Barnstable	MA96-63	Cotuit Bay	Fecal Coliform
Barnstable	MA96-64	Seapuit River	Fecal Coliform
Barnstable	MA96-66	North Bay	Fecal Coliform
Barnstable	MA96-81	Snows Creek	Fecal Coliform
Barnstable	MA96-82	Hyannis Inner Harbor	Fecal Coliform
Barnstable	MA96-92	Santuit River	Fecal Coliform
Barnstable	MA96-93	Halls Creek	Fecal Coliform
Barnstable	MA96-94	Stewarts Creek	Fecal Coliform
Bedford	MA83-01	Shawsheen River	Fecal Coliform
Bedford	MA83-05	Elm Brook	Fecal Coliform
Bedford	MA83-06	Vine Brook	Fecal Coliform
Bedford	MA83-08	Shawsheen River	Fecal Coliform
Bedford	MA83-10	Kiln Brook	Fecal Coliform
Bedford	MA83-14	Spring Brook	Fecal Coliform
Bedford	MA83-17	Shawsheen River	Fecal Coliform
Bellingham	MA72-03	Charles River	Pathogens
Bellingham	MA72-04	Charles River	Pathogens
Belmont	MA72-28	Beaver Brook	Pathogens
Berkley	MA62-02	Taunton River	Fecal Coliform
Berkley	MA62-03	Taunton River	Fecal Coliform
Berkley	MA62-20	Assonet River	Fecal Coliform
Beverly	MA93-08	Bass River	Fecal Coliform
Beverly	MA93-09	Danvers River	Fecal Coliform
Beverly	MA93-20	Beverly Harbor	Fecal Coliform

Beverly	MA93-25	Salem Sound	Fecal Coliform
Billerica	MA83-14	Spring Brook	Fecal Coliform
Billerica	MA83-17	Shawsheen River	Fecal Coliform
Billerica	MA83-18	Shawsheen River	Fecal Coliform
Bourne	MA95-01	Buttermilk Bay	Fecal Coliform
Bourne	MA95-14	Cape Cod Canal	Fecal Coliform
Bourne	MA95-15	Phinneys Harbor	Fecal Coliform
Bourne	MA95-16	Pocasset River	Fecal Coliform
Bourne	MA95-17	Pocasset Harbor	Fecal Coliform
Bourne	MA95-18	Red Brook Harbor	Fecal Coliform
Bourne	MA95-47	Back River	Fecal Coliform
Bourne	MA95-48	Eel Pond	Fecal Coliform
Brewster	MA96-09	Quivett Creek	Fecal Coliform
Brewster	MA96-27	Namskaket Creek	Fecal Coliform
Bridgewater	MA62-32	Matfield River	Escherichia Coli (E. Coli)
Brockton	MA62-05	Salisbury Plain River	Escherichia Coli (E. Coli)
Brockton	MA62-06	Salisbury Plain River	Escherichia Coli (E. Coli)
Brockton	MA62-07	Trout Brook	Escherichia Coli (E. Coli)
Brockton	MA62-08	Salisbury Brook	Escherichia Coli (E. Coli)
Brockton	MA62-09	Beaver Brook	Escherichia Coli (E. Coli)
Brookline	MA72-11	Muddy River	Pathogens
Burlington	MA83-06	Vine Brook	Fecal Coliform
Burlington	MA83-11	Long Meadow Brook	Fecal Coliform
Burlington	MA83-13	Sandy Brook	Fecal Coliform
Cambridge	MA72-36	Charles River	Pathogens
Cambridge	MA72-38	Charles River	Pathogens
Canton	MA73-01	Neponset River	Fecal Coliform
Canton	MA73-01	Neponset River	Escherichia Coli (E. Coli)
Canton	MA73-02	Neponset River	Fecal Coliform
Canton	MA73-05	East Branch	Fecal Coliform
Canton	MA73-20	Beaver Meadow Brook	Fecal Coliform
Canton	MA73-22	Pequid Brook	Fecal Coliform
Canton	MA73-25	Pecunit Brook	Escherichia Coli (E. Coli)
Canton	MA73-27	Ponkapog Brook	Fecal Coliform
Chatham	MA96-11	Stage Harbor	Fecal Coliform
Chatham	MA96-41	Mill Creek	Fecal Coliform
Chatham	MA96-42	Taylors Pond	Fecal Coliform
Chatham	MA96-43	Harding Beach Pond	Fecal Coliform
Chatham	MA96-44	Bucks Creek	Fecal Coliform
Chatham	MA96-45	Oyster Pond	Fecal Coliform

Chatham	MA96-46	Oyster Pond River	Fecal Coliform
Chatham	MA96-49	Frost Fish Creek	Pathogens
Chatham	MA96-50	Ryder Cove	Fecal Coliform
Chatham	MA96-51	Muddy Creek	Pathogens
Chatham	MA96-79	Cockle Cove Creek	Fecal Coliform
Chatham	MA96-79	Cockle Cove Creek	Enterococcus Bacteria
Cohasset	MA94-01	Cohasset Harbor	Fecal Coliform
Cohasset	MA94-19	The Gulf	Fecal Coliform
Cohasset	MA94-20	Little Harbor	Fecal Coliform
Cohasset	MA94-32	Cohasset Cove	Fecal Coliform
Concord	MA83-05	Elm Brook	Fecal Coliform
Danvers	MA93-01	Waters River	Fecal Coliform
Danvers	MA93-02	Crane Brook	Escherichia Coli (E. Coli)
Danvers	MA93-04	Porter River	Fecal Coliform
Danvers	MA93-09	Danvers River	Fecal Coliform
Danvers	MA93-36	Frost Fish Brook	Escherichia Coli (E. Coli)
Danvers	MA93-41	Crane River	Fecal Coliform
Dartmouth	MA95-13	Buttonwood Brook	Escherichia Coli (E. Coli)
Dartmouth	MA95-34	Slocums River	Fecal Coliform
Dartmouth	MA95-38	Clarks Cove	Fecal Coliform
Dartmouth	MA95-39	Apponagansett Bay	Fecal Coliform
Dartmouth	MA95-40	East Branch Westport River	Escherichia Coli (E. Coli)
Dartmouth	MA95-62	Buzzards Bay	Fecal Coliform
Dedham	MA72-07	Charles River	Pathogens
Dedham	MA72-21	Rock Meadow Brook	Pathogens
Dedham	MA73-02	Neponset River	Fecal Coliform
Dennis	MA96-09	Quivett Creek	Fecal Coliform
Dennis	MA96-12	Bass River	Fecal Coliform
Dennis	MA96-13	Sesuit Creek	Fecal Coliform
Dennis	MA96-14	Swan Pond River	Fecal Coliform
Dennis	MA96-35	Chase Garden Creek	Fecal Coliform
Dighton	MA62-02	Taunton River	Fecal Coliform
Dighton	MA62-03	Taunton River	Fecal Coliform
Dighton	MA62-50	Broad Cove	Fecal Coliform
Dighton	MA62-51	Muddy Cove Brook	Fecal Coliform
Dighton	MA62-55	Segreganset River	Fecal Coliform
Dighton	MA62-56	Three Mile River	Escherichia Coli (E. Coli)
Dighton	MA62-57	Three Mile River	Fecal Coliform
Dover	MA72-05	Charles River	Pathogens
Dover	MA72-06	Charles River	Pathogens

Duxbury	MA94-15	Duxbury Bay	Fecal Coliform
Duxbury	MA94-30	Bluefish River	Fecal Coliform
East Bridgewater	MA62-06	Salisbury Plain River	Escherichia Coli (E. Coli)
East Bridgewater	MA62-09	Beaver Brook	Escherichia Coli (E. Coli)
East Bridgewater	MA62-32	Matfield River	Escherichia Coli (E. Coli)
East Bridgewater	MA62-33	Shumatuscancant River	Escherichia Coli (E. Coli)
East Bridgewater	MA62-38	Meadow Brook	Escherichia Coli (E. Coli)
Eastham	MA96-15	Boat Meadow River	Fecal Coliform
Eastham	MA96-16	Rock Harbor Creek	Fecal Coliform
Eastham	MA96-34	Wellfleet Harbor	Fecal Coliform
Eastham	MA96-68	Town Cove	Fecal Coliform
Essex	MA93-11	Essex River	Fecal Coliform
Essex	MA93-16	Essex Bay	Fecal Coliform
Essex	MA93-45	Alewife Brook	Escherichia Coli (E. Coli)
Essex	MA93-46	Alewife Brook	Fecal Coliform
Everett	MA93-51	Unnamed Tributary	Enterococcus Bacteria
Fairhaven	MA95-33	Acushnet River	Fecal Coliform
Fairhaven	MA95-42	New Bedford Inner Harbor	Fecal Coliform
Fairhaven	MA95-62	Buzzards Bay	Fecal Coliform
Fairhaven	MA95-63	Outer New Bedford Harbor	Fecal Coliform
Fairhaven	MA95-64	Little Bay	Fecal Coliform
Fairhaven	MA95-65	Nasketucket Bay	Fecal Coliform
Fall River	MA61-06	Mount Hope Bay	Fecal Coliform
Fall River	MA62-04	Taunton River	Fecal Coliform
Falmouth	MA95-20	Wild Harbor	Fecal Coliform
Falmouth	MA95-21	Herring Brook	Fecal Coliform
Falmouth	MA95-22	West Falmouth Harbor	Fecal Coliform
Falmouth	MA95-23	Great Sippewisset Creek	Fecal Coliform
Falmouth	MA95-24	Little Sippewisset Marsh	Fecal Coliform
Falmouth	MA95-25	Quissett Harbor	Fecal Coliform
Falmouth	MA95-46	Harbor Head	Fecal Coliform
Falmouth	MA96-17	Falmouth Inner Harbor	Fecal Coliform
Falmouth	MA96-18	Great Harbor	Fecal Coliform
Falmouth	MA96-19	Little Harbor	Fecal Coliform
Falmouth	MA96-20	Quashnet River	Fecal Coliform
Falmouth	MA96-21	Waquoit Bay	Fecal Coliform
Falmouth	MA96-53	Perch Pond	Fecal Coliform
Falmouth	MA96-54	Great Pond	Fecal Coliform
Falmouth	MA96-55	Green Pond	Fecal Coliform
Falmouth	MA96-56	Little Pond	Fecal Coliform

Falmouth	MA96-57	Bournes Pond	Fecal Coliform
Falmouth	MA96-58	Hamblin Pond	Fecal Coliform
Falmouth	MA96-62	Oyster Pond	Fecal Coliform
Foxborough	MA62-39	Rumford River	Escherichia Coli (E. Coli)
Foxborough	MA62-47	Wading River	Escherichia Coli (E. Coli)
Foxborough	MA73-01	Neponset River	Fecal Coliform
Foxborough	MA73-01	Neponset River	Escherichia Coli (E. Coli)
Franklin	MA72-04	Charles River	Pathogens
Freetown	MA62-04	Taunton River	Fecal Coliform
Freetown	MA62-20	Assonet River	Fecal Coliform
Gloucester	MA93-12	Annisquam River	Fecal Coliform
Gloucester	MA93-16	Essex Bay	Fecal Coliform
Gloucester	MA93-18	Gloucester Harbor	Fecal Coliform
Gloucester	MA93-28	Mill River	Fecal Coliform
Hanover	MA94-05	North River	Fecal Coliform
Hanover	MA94-21	Drinkwater River	Escherichia Coli (E. Coli)
Hanover	MA94-24	Iron Mine Brook	Escherichia Coli (E. Coli)
Hanover	MA94-27	Third Herring Brook	Escherichia Coli (E. Coli)
Hanson	MA62-33	Shumatuscant River	Escherichia Coli (E. Coli)
Harwich	MA96-22	Herring River	Fecal Coliform
Harwich	MA96-23	Saquatucket Harbor	Fecal Coliform
Harwich	MA96-51	Muddy Creek	Pathogens
Holliston	MA72-16	Bogastow Brook	Pathogens
Hopedale	MA72-03	Charles River	Pathogens
Hopkinton	MA72-01	Charles River	Pathogens
Ipswich	MA93-16	Essex Bay	Fecal Coliform
Kingston	MA94-14	Jones River	Fecal Coliform
Kingston	MA94-15	Duxbury Bay	Fecal Coliform
Lawrence	MA83-19	Shawsheen River	Fecal Coliform
Lexington	MA72-28	Beaver Brook	Pathogens
Lexington	MA83-06	Vine Brook	Fecal Coliform
Lexington	MA83-10	Kiln Brook	Fecal Coliform
Lincoln	MA83-05	Elm Brook	Fecal Coliform
Lincoln	MA83-08	Shawsheen River	Fecal Coliform
Lynn	MA93-24	Nahant Bay	Fecal Coliform
Lynn	MA93-44	Saugus River	Fecal Coliform
Lynn	MA93-52	Lynn Harbor	Fecal Coliform
Lynnfield	MA93-30	Beaverdam Brook	Escherichia Coli (E. Coli)
Lynnfield	MA93-32	Hawkes Brook	Escherichia Coli (E. Coli)
Lynnfield	MA93-34	Saugus River	Escherichia Coli (E. Coli)

Lynnfield	MA93-35	Saugus River	Escherichia Coli (E. Coli)
Malden	MA93-51	Unnamed Tributary	Enterococcus Bacteria
Manchester	MA93-19	Manchester Harbor	Fecal Coliform
Manchester	MA93-25	Salem Sound	Fecal Coliform
Manchester	MA93-29	Cat Brook	Escherichia Coli (E. Coli)
Manchester	MA93-47	Causeway Brook	Escherichia Coli (E. Coli)
Mansfield	MA62-39	Rumford River	Escherichia Coli (E. Coli)
Mansfield	MA62-47	Wading River	Escherichia Coli (E. Coli)
Mansfield	MA62-49	Wading River	Escherichia Coli (E. Coli)
Marblehead	MA93-21	Salem Harbor	Fecal Coliform
Marblehead	MA93-22	Marblehead Harbor	Fecal Coliform
Marblehead	MA93-25	Salem Sound	Fecal Coliform
Marion	MA95-05	Weweantic River	Fecal Coliform
Marion	MA95-07	Sippican River	Fecal Coliform
Marion	MA95-08	Sippican Harbor	Fecal Coliform
Marion	MA95-09	Aucoot Cove	Fecal Coliform
Marion	MA95-56	Hammett Cove	Fecal Coliform
Marshfield	MA94-05	North River	Fecal Coliform
Marshfield	MA94-06	North River	Fecal Coliform
Marshfield	MA94-09	South River	Fecal Coliform
Marshfield	MA94-11	Green Harbor	Fecal Coliform
Mashpee	MA96-08	Shoestring Bay	Fecal Coliform
Mashpee	MA96-21	Waquoit Bay	Fecal Coliform
Mashpee	MA96-24	Mashpee River	Fecal Coliform
Mashpee	MA96-39	Popponesset Creek	Fecal Coliform
Mashpee	MA96-58	Hamblin Pond	Fecal Coliform
Mashpee	MA96-61	Little River	Fecal Coliform
Mashpee	MA96-92	Santuit River	Fecal Coliform
Mattapoisett	MA95-09	Aucoot Cove	Fecal Coliform
Mattapoisett	MA95-10	Hiller Cove	Fecal Coliform
Mattapoisett	MA95-35	Mattapoisett Harbor	Fecal Coliform
Mattapoisett	MA95-60	Mattapoisett River	Fecal Coliform
Mattapoisett	MA95-61	Eel Pond	Fecal Coliform
Mattapoisett	MA95-65	Nasketucket Bay	Fecal Coliform
Medfield	MA72-05	Charles River	Pathogens
Medfield	MA72-10	Stop River	Pathogens
Medfield	MA73-09	Mine Brook	Fecal Coliform
Medway	MA72-04	Charles River	Pathogens
Medway	MA72-05	Charles River	Pathogens
Melrose	MA93-48	Bennetts Pond Brook	Escherichia Coli (E. Coli)



Mendon	MA72-03	Charles River	Pathogens
Milford	MA72-01	Charles River	Pathogens
Millis	MA72-05	Charles River	Pathogens
Millis	MA72-16	Bogastow Brook	Pathogens
Milton	MA73-02	Neponset River	Fecal Coliform
Milton	MA73-03	Neponset River	Fecal Coliform
Milton	MA73-04	Neponset River	Fecal Coliform
Milton	MA73-26	Unquity Brook	Fecal Coliform
Milton	MA73-29	Pine Tree Brook	Fecal Coliform
Milton	MA73-30	Gulliver Creek	Fecal Coliform
Nahant	MA93-24	Nahant Bay	Fecal Coliform
Nahant	MA93-52	Lynn Harbor	Fecal Coliform
Nahant	MA93-53	Lynn Harbor	Fecal Coliform
Natick	MA72-05	Charles River	Pathogens
Natick	MA72-06	Charles River	Pathogens
Needham	MA72-06	Charles River	Pathogens
Needham	MA72-07	Charles River	Pathogens
Needham	MA72-18	Fuller Brook	Pathogens
Needham	MA72-21	Rock Meadow Brook	Pathogens
Needham	MA72-25	Rosemary Brook	Pathogens
New Bedford	MA95-13	Buttonwood Brook	Escherichia Coli (E. Coli)
New Bedford	MA95-33	Acushnet River	Fecal Coliform
New Bedford	MA95-38	Clarks Cove	Fecal Coliform
New Bedford	MA95-42	New Bedford Inner Harbor	Fecal Coliform
New Bedford	MA95-63	Outer New Bedford Harbor	Fecal Coliform
Newton	MA72-07	Charles River	Pathogens
Newton	MA72-23	Sawmill Brook	Pathogens
Newton	MA72-24	South Meadow Brook	Pathogens
Newton	MA72-29	Cheese Cake Brook	Pathogens
Newton	MA72-36	Charles River	Pathogens
Norfolk	MA72-05	Charles River	Pathogens
Norfolk	MA72-10	Stop River	Pathogens
North Andover	MA83-19	Shawsheen River	Fecal Coliform
Norton	MA62-49	Wading River	Escherichia Coli (E. Coli)
Norton	MA62-56	Three Mile River	Escherichia Coli (E. Coli)
Norwell	MA94-05	North River	Fecal Coliform
Norwell	MA94-27	Third Herring Brook	Escherichia Coli (E. Coli)
Norwell	MA94-31	Second Herring Brook	Fecal Coliform
Norwood	MA73-01	Neponset River	Fecal Coliform
Norwood	MA73-01	Neponset River	Escherichia Coli (E. Coli)

Norwood	MA73-02	Neponset River	Fecal Coliform
Norwood	MA73-15	Germany Brook	Fecal Coliform
Norwood	MA73-16	Hawes Brook	Fecal Coliform
Norwood	MA73-17	Traphole Brook	Fecal Coliform
Norwood	MA73-24	Purgatory Brook	Fecal Coliform
Norwood	MA73-33	Unnamed Tributary	Escherichia Coli (E. Coli)
Orleans	MA96-16	Rock Harbor Creek	Fecal Coliform
Orleans	MA96-26	Little Namskaket Creek	Fecal Coliform
Orleans	MA96-27	Namskaket Creek	Fecal Coliform
Orleans	MA96-68	Town Cove	Fecal Coliform
Orleans	MA96-72	Paw Wah Pond	Fecal Coliform
Orleans	MA96-73	Pochet Neck	Fecal Coliform
Orleans	MA96-76	The River	Fecal Coliform
Orleans	MA96-78	Little Pleasant Bay	Fecal Coliform
Peabody	MA93-01	Waters River	Fecal Coliform
Peabody	MA93-05	Goldthwait Brook	Escherichia Coli (E. Coli)
Peabody	MA93-39	Proctor Brook	Escherichia Coli (E. Coli)
Pembroke	MA94-05	North River	Fecal Coliform
Plymouth	MA94-15	Duxbury Bay	Fecal Coliform
Plymouth	MA94-16	Plymouth Harbor	Fecal Coliform
Plymouth	MA94-34	Ellisville Harbor	Fecal Coliform
Raynham	MA62-02	Taunton River	Fecal Coliform
Rehoboth	MA53-03	Palmer River	Pathogens
Rehoboth	MA53-04	Palmer River	Pathogens
Rehoboth	MA53-05	Palmer River	Pathogens
Rehoboth	MA53-07	Palmer River - West Branch	Pathogens
Rehoboth	MA53-08	Palmer River - East Branch	Pathogens
Rehoboth	MA53-09	Rumney Marsh Brook	Pathogens
Rehoboth	MA53-10	Beaver Dam Brook	Pathogens
Rehoboth	MA53-11	Bad Luck Brook	Pathogens
Rehoboth	MA53-12	Fullers Brook	Pathogens
Rehoboth	MA53-13	Clear Run Brook	Pathogens
Rehoboth	MA53-14	Torrey Creek	Pathogens
Rehoboth	MA53-15	Old Swamp Brook	Pathogens
Rehoboth	MA53-16	Rocky Run	Pathogens
Revere	MA93-15	Pines River	Fecal Coliform
Revere	MA93-44	Saugus River	Fecal Coliform
Revere	MA93-51	Unnamed Tributary	Enterococcus Bacteria
Revere	MA93-52	Lynn Harbor	Fecal Coliform
Revere	MA93-53	Lynn Harbor	Fecal Coliform

Rockland	MA94-03	French Stream	Escherichia Coli (E. Coli)
Rockport	MA93-17	Rockport Harbor	Fecal Coliform
Salem	MA93-09	Danvers River	Fecal Coliform
Salem	MA93-20	Beverly Harbor	Fecal Coliform
Salem	MA93-21	Salem Harbor	Fecal Coliform
Salem	MA93-25	Salem Sound	Fecal Coliform
Salem	MA93-39	Proctor Brook	Escherichia Coli (E. Coli)
Salem	MA93-40	Proctor Brook	Enterococcus Bacteria
Salem	MA93-42	North River	Fecal Coliform
Sandwich	MA95-14	Cape Cod Canal	Fecal Coliform
Sandwich	MA96-30	Scorton Creek	Fecal Coliform
Sandwich	MA96-84	Old Harbor Creek	Fecal Coliform
Sandwich	MA96-85	Mill Creek	Fecal Coliform
Sandwich	MA96-86	Dock Creek	Fecal Coliform
Sandwich	MA96-87	Springhill Creek	Fecal Coliform
Saugus	MA93-15	Pines River	Fecal Coliform
Saugus	MA93-33	Hawkes Brook	Escherichia Coli (E. Coli)
Saugus	MA93-35	Saugus River	Escherichia Coli (E. Coli)
Saugus	MA93-43	Saugus River	Fecal Coliform
Saugus	MA93-44	Saugus River	Fecal Coliform
Saugus	MA93-48	Bennetts Pond Brook	Escherichia Coli (E. Coli)
Saugus	MA93-49	Shute Brook	Fecal Coliform
Saugus	MA93-50	Shute Brook	Escherichia Coli (E. Coli)
Scituate	MA94-01	Cohasset Harbor	Fecal Coliform
Scituate	MA94-02	Scituate Harbor	Fecal Coliform
Scituate	MA94-05	North River	Fecal Coliform
Scituate	MA94-06	North River	Fecal Coliform
Scituate	MA94-07	Herring River	Fecal Coliform
Scituate	MA94-09	South River	Fecal Coliform
Scituate	MA94-19	The Gulf	Fecal Coliform
Scituate	MA94-32	Cohasset Cove	Fecal Coliform
Scituate	MA94-33	Musquashcut Pond	Fecal Coliform
Seekonk	MA53-01	Runnins River	Fecal Coliform
Seekonk	MA53-12	Fullers Brook	Pathogens
Seekonk	MA53-13	Clear Run Brook	Pathogens
Seekonk	MA53-14	Torrey Creek	Pathogens
Sharon	MA62-39	Rumford River	Escherichia Coli (E. Coli)
Sharon	MA73-17	Traphole Brook	Fecal Coliform
Sharon	MA73-31	Unnamed Tributary	Fecal Coliform
Sherborn	MA72-05	Charles River	Pathogens

Somerset	MA61-01	Lee River	Fecal Coliform
Somerset	MA61-02	Lee River	Fecal Coliform
Somerset	MA61-06	Mount Hope Bay	Fecal Coliform
Somerset	MA62-03	Taunton River	Fecal Coliform
Somerset	MA62-04	Taunton River	Fecal Coliform
Somerset	MA62-50	Broad Cove	Fecal Coliform
Stoughton	MA73-20	Beaver Meadow Brook	Fecal Coliform
Stoughton	MA73-32	Unnamed Tributary	Escherichia Coli (E. Coli)
Swampscott	MA93-24	Nahant Bay	Fecal Coliform
Swansea	MA53-03	Palmer River	Pathogens
Swansea	MA53-06	Warren River Pond	Fecal Coliform
Swansea	MA53-16	Rocky Run	Pathogens
Swansea	MA61-01	Lee River	Fecal Coliform
Swansea	MA61-02	Lee River	Fecal Coliform
Swansea	MA61-04	Cole River	Fecal Coliform
Swansea	MA61-07	Mount Hope Bay	Fecal Coliform
Swansea	MA61-08	Kickemuit River	Pathogens
Taunton	MA62-02	Taunton River	Fecal Coliform
Taunton	MA62-56	Three Mile River	Escherichia Coli (E. Coli)
Taunton	MA62-57	Three Mile River	Fecal Coliform
Tewksbury	MA83-07	Strong Water Brook	Fecal Coliform
Tewksbury	MA83-15	Unnamed Tributary	Fecal Coliform
Tewksbury	MA83-18	Shawsheen River	Fecal Coliform
Wakefield	MA93-31	Mill River	Escherichia Coli (E. Coli)
Wakefield	MA93-34	Saugus River	Escherichia Coli (E. Coli)
Wakefield	MA93-35	Saugus River	Escherichia Coli (E. Coli)
Walpole	MA72-10	Stop River	Pathogens
Walpole	MA73-01	Neponset River	Fecal Coliform
Walpole	MA73-01	Neponset River	Escherichia Coli (E. Coli)
Walpole	MA73-06	School Meadow Brook	Fecal Coliform
Walpole	MA73-09	Mine Brook	Fecal Coliform
Walpole	MA73-17	Traphole Brook	Fecal Coliform
Waltham	MA72-07	Charles River	Pathogens
Waltham	MA72-28	Beaver Brook	Pathogens
Wareham	MA95-01	Buttermilk Bay	Fecal Coliform
Wareham	MA95-02	Onset Bay	Fecal Coliform
Wareham	MA95-03	Wareham River	Fecal Coliform
Wareham	MA95-05	Weweantic River	Fecal Coliform
Wareham	MA95-07	Sippican River	Fecal Coliform
Wareham	MA95-29	Agawam River	Fecal Coliform

Wareham	MA95-49	Broad Marsh River	Fecal Coliform
Wareham	MA95-50	Wankinco River	Fecal Coliform
Wareham	MA95-51	Crooked River	Fecal Coliform
Wareham	MA95-52	Cedar Island Creek	Fecal Coliform
Wareham	MA95-53	Beaverdam Creek	Fecal Coliform
Watertown	MA72-07	Charles River	Pathogens
Watertown	MA72-30	Unnamed Tributary	Pathogens
Watertown	MA72-32	Unnamed Tributary	Pathogens
Watertown	MA72-36	Charles River	Pathogens
Wellesley	MA72-06	Charles River	Pathogens
Wellesley	MA72-07	Charles River	Pathogens
Wellesley	MA72-18	Fuller Brook	Pathogens
Wellesley	MA72-25	Rosemary Brook	Pathogens
Wellfleet	MA96-32	Duck Creek	Fecal Coliform
Wellfleet	MA96-33	Herring River	Fecal Coliform
Wellfleet	MA96-34	Wellfleet Harbor	Fecal Coliform
West Bridgewater	MA62-06	Salisbury Plain River	Escherichia Coli (E. Coli)
Weston	MA72-07	Charles River	Pathogens
Westport	MA95-37	West Branch Westport River	Fecal Coliform
Westport	MA95-40	East Branch Westport River	Escherichia Coli (E. Coli)
Westport	MA95-41	East Branch Westport River	Fecal Coliform
Westport	MA95-44	Snell Creek	Escherichia Coli (E. Coli)
Westport	MA95-45	Snell Creek	Escherichia Coli (E. Coli)
Westport	MA95-54	Westport River	Fecal Coliform
Westport	MA95-58	Bread And Cheese Brook	Escherichia Coli (E. Coli)
Westport	MA95-59	Snell Creek	Fecal Coliform
Westwood	MA72-21	Rock Meadow Brook	Pathogens
Westwood	MA73-02	Neponset River	Fecal Coliform
Westwood	MA73-15	Germany Brook	Fecal Coliform
Westwood	MA73-24	Purgatory Brook	Fecal Coliform
Westwood	MA73-25	Pecunit Brook	Escherichia Coli (E. Coli)
Westwood	MA73-27	Ponkapog Brook	Fecal Coliform
Whitman	MA62-09	Beaver Brook	Escherichia Coli (E. Coli)
Whitman	MA62-33	Shumatuscant River	Escherichia Coli (E. Coli)
Whitman	MA62-38	Meadow Brook	Escherichia Coli (E. Coli)
Wilmington	MA83-18	Shawsheen River	Fecal Coliform
Winthrop	MA93-53	Lynn Harbor	Fecal Coliform
Yarmouth	MA96-12	Bass River	Fecal Coliform
Yarmouth	MA96-35	Chase Garden Creek	Fecal Coliform
Yarmouth	MA96-36	Lewis Bay	Fecal Coliform

Yarmouth	MA96-37	Mill Creek	Fecal Coliform
Yarmouth	MA96-38	Parkers River	Fecal Coliform
Yarmouth	MA96-80	Mill Creek	Fecal Coliform
Yarmouth	MA96-82	Hyannis Inner Harbor	Fecal Coliform

**Table F-8: Bacteria or pathogens impaired waterbody names and segment IDs along with primary municipality and indicator organism identified by the applicable TMDL. The term primary municipality indicates the municipality in which the majority of the segment is located, but does not necessarily indicate each municipality that has regulated discharges to the waterbody segment.**

2. At any time during the permit term the permittee may be relieved of additional requirements in Appendix F part A.III.1. as follows:
  - a. The permittee is relieved of additional requirements as of the date when the following conditions are met:
    - i. The applicable TMDL has been modified, revised or withdrawn and EPA has approved a new TMDL applicable to the receiving water that indicates that no additional stormwater controls for bacteria/pathogens are necessary for the permittee's discharge based on wasteload allocations in the newly approved TMDL
  - b. In such a case, the permittee shall document the date of the approved TMDL in its SWMP and is relieved of any additional remaining requirements of Appendix F part A.III.1 as of that date and the permittee shall comply with the following:
    - i. The permittee shall identify in its SWMP all activities implemented in accordance with the requirements of Appendix F part A.III.1 to date to reduce bacteria/pathogens in their discharges including implementation schedules for non-structural BMPs and any maintenance requirements for structural BMPs
    - ii. The permittee shall continue to implement all requirements of Appendix F part A.III.1 required to be implemented prior to the date of the newly approved TMDL, including ongoing implementation of identified non-structural BMPs and routine maintenance and replacement of all structural BMPs in accordance with manufacturer or design specifications.

#### IV. Cape Cod Nitrogen TMDL Requirements

There are 19 approved TMDLs for nitrogen for various watersheds, ponds and bays on Cape Cod.<sup>27</sup> The following measures are needed to ensure that current nitrogen loads from MS4 stormwater discharged into the impaired waterbodies do not increase.

1. The operators of traditional and non-traditional MS4s located in municipalities listed in Table F-9 or any other MS4 (traditional and non-traditional) that discharges to any waterbody listed in Table F-9 or their tributaries shall comply with the following BMPs in addition to the requirements of part 2.3 of the Permit, as described below:
  - a. Enhanced BMPs
    - i. Enhancement of BMPs required by part 2.3 of the permit that shall be implemented during this permit term:
      1. part 2.3.2, Public education and outreach: The permittee shall supplement its Residential and Business/Commercial/Institution program with annual timed messages on specific topics. The permittee shall distribute an annual message in the spring (April/May) timeframe that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release fertilizers. The permittee shall distribute an annual message in the summer (June/July) timeframe encouraging the proper management of pet waste, including noting any existing ordinances where appropriate. The permittee shall distribute an annual message in the Fall (August/September/October) timeframe encouraging the proper disposal of leaf litter. The permittee shall deliver an annual message on each of these topics, unless the permittee determines that one or more of these issues is not a significant contributor of nitrogen to discharges from the MS4 and the permittee retains documentation of this finding in the SWMP. All public education messages can be combined with requirements of Appendix H part I, II and III as well as Appendix F part A.III, A.V, B.I, B.II and B.III where appropriate.
      2. part 2.3.6, Stormwater Management in New Development and Redevelopment: the requirement for adoption/amendment of the permittee's ordinance or other regulatory mechanism shall include a requirement that new development and redevelopment stormwater management BMPs be optimized for nitrogen removal; retrofit inventory and priority ranking

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<sup>27</sup> Final nitrogen TMDLs for Cape Cod can be found here:

<http://www.mass.gov/eea/agencies/massdep/water/watersheds/total-maximum-daily-loads-tmdls.html>

under 2.3.6.1.b shall include consideration of BMPs to reduce nitrogen discharges.

3. part 2.3.7, Good House Keeping and Pollution Prevention for Permittee Owned Operations: establish requirements for use of slow release fertilizers on permittee owned property currently using fertilizer, in addition to reducing and managing fertilizer use as provided in in part 2.3.7.1; establish procedures to properly manage grass cuttings and leaf litter on permittee property, including prohibiting blowing organic waste materials onto adjacent impervious surfaces; increased street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two (2) times per year, once in the spring (following winter activities such as sanding) and at least once in the fall (Sept 1 – Dec 1; following leaf fall).

<b>Municipality</b>	<b>Waterbody Name</b>
Barnstable	Centerville River
Barnstable	Popponesset Bay
Barnstable	Shoestring Bay
Barnstable	Cotuit Bay
Barnstable	North Bay
Barnstable	Prince Cove
Barnstable	West Bay
Barnstable	Hyannis Inner Harbor
Barnstable	Lewis Bay
Bourne	Phinneys Harbor
Chatham	Crows Pond
Chatham	Bucks Creek
Chatham	Harding Beach Pond
Chatham	Mill Creek
Chatham	Mill Pond
Chatham	Oyster Pond
Chatham	Oyster Pond River
Chatham	Stage Harbor
Chatham	Taylors Pond
Chatham	Frost Fish Creek
Chatham	Ryder Cove
Falmouth	Bournes Pond
Falmouth	Great Pond
Falmouth	Green Pond
Falmouth	Perch Pond



<b>Municipality</b>	<b>Waterbody Name</b>
Falmouth	Little Pond
Falmouth	Oyster Pond
Falmouth	Quashnet River
Falmouth	Inner West Falmouth Harbor
Falmouth	West Falmouth Harbor
Falmouth	Snug Harbor
Falmouth	Harbor Head
Harwich	Muddy Creek - Lower
Harwich	Muddy Creek - Upper
Harwich	Round Cove
Mashpee	Mashpee River
Mashpee	Great River
Mashpee	Hamblin Pond
Mashpee	Jehu Pond
Mashpee	Little River
Orleans	Areys Pond
Orleans	Little Pleasant Bay
Orleans	Namequoit River
Orleans	Paw Wah Pond
Orleans	Pleasant Bay
Orleans	Pochet Neck
Orleans	Quanset Pond
Yarmouth	Mill Creek
Yarmouth	Hyannis Inner Harbor
Yarmouth	Lewis Bay

**Table F-9: Waterbodies subject to a Cape Cod nitrogen TMDL and the primary municipalities**

2. At any time during the permit term the permittee may be relieved of additional requirements in Appendix F part A.IV.1. applicable to it when in compliance with this part.
  - a. The permittee is relieved of its additional requirements as of the date when one of the following criteria are met:
    - i. The applicable TMDL has been modified, revised or withdrawn and EPA has approved a new TMDL applicable for the receiving water that indicates that no additional stormwater controls for the control of nitrogen are necessary for the permittee's discharge based on wasteload allocations in the newly approved TMDL
  - b. In such a case, the permittee shall document the date of the approved TMDL in its SWMP and is relieved of any remaining requirements of Appendix F part A.IV.1 as of that date and the permittee shall comply with the following:

- i. The permittee shall identify in its SWMP all activities implemented in accordance with the requirements of Appendix F part A.IV.1 to date to reduce nitrogen in their discharges including implementation schedules for non-structural BMPs and any maintenance requirements for structural BMPs
- ii. The permittee shall continue to implement all requirements of Appendix F part A.IV.1 required to be implemented prior to the date of the newly approved TMDL, including ongoing implementation of identified non-structural BMPs and routine maintenance and replacement of all structural BMPs in accordance with manufacturer or design specifications.

## V. Assabet River Phosphorus TMDL Requirements

On September 23, 2004 EPA approved the *Assabet River Total Maximum Daily Load for Total Phosphorus*<sup>28</sup>. The following measures are needed to ensure that current phosphorus loads from MS4 stormwater discharged directly or indirectly via tributaries into the Assabet River do not increase.

1. The operators of traditional and non-traditional MS4s located in municipalities listed in Table F-10 within the Assabet River Watershed shall comply with the following BMPs in addition to the requirements of part 2.3 of the Permit, as described below:
  - a. Enhanced BMPs
    - i. Enhancement of BMPs required by part 2.3 of the permit that shall be implemented during this permit term:
      1. part 2.3.2, Public education and outreach: The permittee shall supplement its Residential and Business/Commercial/Institution program with annual timed messages on specific topics. The permittee shall distribute an annual message in the spring (March/April) timeframe that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release and phosphorous-free fertilizers. The permittee shall distribute an annual message in the summer (June/July) timeframe encouraging the proper management of pet waste, including noting any existing ordinances where appropriate. The permittee shall distribute an annual message in the fall (August/September/October) timeframe encouraging the proper disposal of leaf litter. The permittee shall deliver an annual message on each of these topics, unless the permittee determines that one or more of these issues is not a significant contributor of phosphorous to discharges from the MS4 and the permittee retains documentation of this finding in the SWMP. All public education messages can be combined with requirements of Appendix H part I, II and III as well as Appendix F part A.III, A.IV, B.I, B.II and B.III where appropriate.
      2. part 2.3.6, Stormwater Management in New Development and Redevelopment: the requirement for adoption/amendment of the permittee's ordinance or other regulatory mechanism shall include a requirement that new development and redevelopment stormwater management BMPs be optimized for phosphorus removal; retrofit inventory and priority ranking under 2.3.6.1.b shall include consideration of BMPs that infiltrate stormwater where feasible.

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<sup>28</sup> Massachusetts Department of Environmental Protection, 2004. *Assabet River Total Maximum Daily Load for Total Phosphorus*. CN 201.0

3. part 2.3.7, Good House Keeping and Pollution Prevention for Permittee Owned Operations: Establish program to properly manage grass cuttings and leaf litter on permittee property, including prohibiting blowing organic waste materials onto adjacent impervious surfaces; increased street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year, once in the spring (following winter activities such as sanding) and at least once in the fall (Sept 1 – Dec 1; following leaf fall).

<b>Municipality</b>
Acton
Berlin
Bolton
Boxborough
Boylston
Carlisle
Clinton
Concord
Grafton
Harvard
Hudson
Littleton
Marlborough
Maynard
Northborough
Shrewsbury
Stow
Westborough
Westford

**Table F-10: Municipalities located in the Assabet River Watershed**

2. At any time during the permit term the permittee may be relieved of additional requirements in Appendix F part A.V.1. as follows.
  - a. The permittee is relieved of its additional requirements as of the date when following conditions are met:
    - i. The applicable TMDL has been modified, revised or withdrawn and EPA has approved a new TMDL applicable for the receiving water that indicates that no additional stormwater controls for the control of phosphorus are necessary for the permittee's discharge based on wasteload allocations in the newly approved TMDL

- b. In such a case, the permittee shall document the date of the approved TMDL in its SWMP and is relieved of any remaining requirements of Appendix F part A.V.1 as of that date and the permittee shall comply with the following:
  - i. The permittee shall identify in its SWMP all activities implemented in accordance with the requirements of Appendix F part A.V.1 to date to reduce phosphorus in their discharges including implementation schedules for non-structural BMPs and any maintenance requirements for structural BMPs
  - ii. The permittee shall continue to implement all requirements of Appendix F part A.V.1 required to be implemented prior to the date of the newly approved TMDL including ongoing implementation of identified non-structural BMPs and routine maintenance and replacement of all structural BMPs in accordance with manufacturer or design specifications.

**B. Requirements for Discharges to Impaired Waters with an Approved Out of State TMDL****I. Nitrogen TMDL Requirements**

Discharges from MS4s in Massachusetts to waters that are tributaries to the Long Island Sound, which has an approved TMDL for nitrogen<sup>29</sup>, are subject to the requirements of this part.

1. The operators of traditional and non-traditional MS4s located in municipalities listed in Table F-11 shall comply with the following BMPs in addition to the requirements of part 2.3 of the Permit, as described below:
  - a. Enhanced BMPs
    - i. Enhancement of BMPs required by part 2.3 of the permit that shall be implemented during this permit term:
      1. part 2.3.2, Public education and outreach: The permittee shall supplement its Residential and Business/Commercial/Institution program with annual timed messages on specific topics. The permittee shall distribute an annual message in the spring (April/May) timeframe that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release fertilizers. The permittee shall distribute an annual message in the summer (June/July) timeframe encouraging the proper management of pet waste, including noting any existing ordinances where appropriate. The permittee shall distribute an annual message in the Fall (August/September/October) timeframe encouraging the proper disposal of leaf litter. The permittee shall deliver an annual message on each of these topics, unless the permittee determines that one or more of these issues is not a significant contributor of nitrogen to discharges from the MS4 and the permittee retains documentation of this finding in the SWMP. All public education messages can be combined with requirements of Appendix H part I, II and III as well as Appendix F part A.III, A.IV, A.V, B.II and B.III where appropriate.
      2. part 2.3.6, Stormwater Management in New Development and Redevelopment: the requirement for adoption/amendment of the permittee's ordinance or other regulatory mechanism shall include a requirement that new development and redevelopment stormwater management BMPs be optimized for nitrogen removal; retrofit inventory and priority ranking under 2.3.6.1.b shall include consideration of BMPs to reduce nitrogen discharges.

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<sup>29</sup> Connecticut Department of Environmental Protection. 2000. *A Total Maximum Daily Load Analysis to Achieve Water Quality Standards for Dissolved Oxygen in Long Island Sound*

3. part 2.3.7, Good House Keeping and Pollution Prevention for Permittee Owned Operations: establish requirements for use of slow release fertilizers on permittee owned property currently using fertilizer, in addition to reducing and managing fertilizer use as provided in in part 2.3.7.1; establish procedures to properly manage grass cuttings and leaf litter on permittee property, including prohibiting blowing organic waste materials onto adjacent impervious surfaces; increased street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two (2) times per year, once in the spring (following winter activities such as sanding) and at least once in the fall (Sept 1 – Dec 1; following leaf fall).

b. Nitrogen Source Identification Report

- i. Within four years of the permit effective date the permittee shall complete a Nitrogen Source Identification Report. The report shall include the following elements:
  1. Calculation of total urbanized area within the permittee's jurisdiction that is within the Connecticut River Watershed, the Housatonic River Watershed, or the Thames River Watershed, incorporating updated mapping of the MS4 and catchment delineations produced pursuant to part 2.3.4.6,
  2. All screening and monitoring results pursuant to part 2.3.4.7.d., targeting the receiving water segment(s)
  3. Impervious area and DCIA for the target catchment
  4. Identification, delineation and prioritization of potential catchments with high nitrogen loading
  5. Identification of potential retrofit opportunities or opportunities for the installation of structural BMPs during re-development
- ii. The final Nitrogen Source Identification Report shall be submitted to EPA as part of the year 4 annual report.

c. Structural BMPs

- i. Within five years of the permit effective date, the permittee shall evaluate all properties identified as presenting retrofit opportunities or areas for structural BMP installation under permit part 2.3.6.d.ii. or identified in the Nitrogen Source Identification Report. The evaluation shall include:
  1. The next planned infrastructure, resurfacing or redevelopment activity planned for the property (if applicable) OR planned retrofit date;
  2. The estimated cost of redevelopment or retrofit BMPs; and

3. The engineering and regulatory feasibility of redevelopment or retrofit BMPs.
- ii. The permittee shall provide a listing of planned structural BMPs and a plan and schedule for implementation in the year 5 annual report. The permittee shall plan and install a minimum of one structural BMP as a demonstration project within six years of the permit effective date. The demonstration project shall be installed targeting a catchment with high nitrogen load potential. The permittee shall install the remainder of the structural BMPs in accordance with the plan and schedule provided in the year 5 annual report.
  - iii. Any structural BMPs listed in Table 4-3 of Attachment 1 to Appendix H installed in the urbanized area by the permittee or its agents shall be tracked and the permittee shall estimate the nitrogen removal by the BMP consistent with Attachment 1 to Appendix H. The permittee shall document the BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated nitrogen removed in mass per year by the BMP in each annual report.

Adams	North Adams
Agawam	Northampton
Amherst	Oxford
Ashburnham	Palmer
Ashby	Paxton
Auburn	Pelham
Belchertown	Pittsfield
Charlton	Richmond
Cheshire	Russell
Chicopee	Rutland
Dalton	South Hadley
Douglas	Southampton
Dudley	Southbridge
East Longmeadow	Southwick
Easthampton	Spencer
Gardner	Springfield
Granby	Sturbridge
Hadley	Sutton
Hampden	Templeton
Hatfield	Ware
Hinsdale	Webster
Holyoke	West Springfield
Lanesborough	Westfield



Leicester	Westhampton
Lenox	Westminster
Longmeadow	Wilbraham
Ludlow	Williamsburg
Millbury	Winchendon
Monson	

**Table F-11: Massachusetts municipalities in which MS4 discharges are within the Connecticut River Watershed, the Housatonic River Watershed, or the Thames River Watershed.**

2. At any time during the permit term the permittee may be relieved of additional requirements in Appendix F part B.I.1. as follows:
  - a. The permittee is relieved of its additional requirements as of the date when the following conditions are met:
    - i. The applicable TMDL has been modified, revised or withdrawn and EPA has approved a new TMDL applicable for the receiving water that indicates that no additional stormwater controls for the control of nitrogen are necessary for the permittee's discharge based on wasteload allocations in the newly approved TMDL
  - b. In such a case, the permittee shall document the date of the approved TMDL in its SWMP and is relieved of any remaining requirements of Appendix F part B.I.1 as of that date and the permittee shall comply with the following:
    - i. The permittee shall identify in its SWMP all activities implemented in accordance with the requirements of Appendix F part B.I.1 to date to reduce nitrogen in their discharges including implementation schedules for non-structural BMPs and any maintenance requirements for structural BMPs
    - ii. The permittee shall continue to implement all requirements of Appendix F part B.I.1 required to be implemented prior to the date of the newly approved TMDL, including ongoing implementation of identified non-structural BMPs and routine maintenance and replacement of all structural BMPs in accordance with manufacturer or design specifications.

## II. Phosphorus TMDL Requirements

There are currently eight approved phosphorus TMDLs for certain waterbody segments in Rhode Island that identify urban stormwater discharges in Massachusetts as sources that are contributing phosphorus to the impaired segments. The TMDLs include the Kickemuit Reservoir, Upper Kickemuit River, Kickemuit River, Ten Mile River, Central Pond, Turner Reservoir, Lower Ten Mile River, and Omega Pond TMDLs.<sup>30</sup> Table F-12 lists municipalities in Massachusetts identified in the TMDLs as containing MS4s contributing phosphorus to the impaired waterbody segments in Rhode Island, the impaired receiving water, and the approved TMDL name. Any permittee (traditional or non-traditional) that operates an MS4 in a municipality listed in Table F-12 and that discharges to a waterbody or tributary of a waterbody listed on Table F-12 is subject to the requirements of this part.

1. The operators of traditional and non-traditional MS4s located in municipalities listed in Table F-12 and that discharge to a waterbody or a tributary of a waterbody identified on Table F-12 shall comply with the following BMPs in addition to the requirements of part 2.3 of the Permit, as described below:
  - a. Enhanced BMPs
    - i. Enhancement of BMPs required by part 2.3 of the permit that shall be implemented during this permit term:
      1. part 2.3.2, Public education and outreach: The permittee shall supplement its Residential and Business/Commercial/Institution program with annual timed messages on specific topics. The permittee shall distribute an annual message in the spring (March/April) timeframe that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release and phosphorous-free fertilizers. The permittee shall distribute an annual message in the summer (June/July) timeframe encouraging the proper management of pet waste, including noting any existing ordinances where appropriate. The permittee shall distribute an annual message in the fall (August/September/October) timeframe encouraging the proper disposal of leaf litter. The permittee shall deliver an annual message on each of these topics, unless the permittee determines that one or more of these issues is not a significant contributor of phosphorous to discharges from the MS4 and the permittee retains documentation of this finding in the SWMP. All public education messages can be combined with requirements of Appendix H part I, II and III as well as Appendix F part A.III, A.IV, A.V, B.I, and B.III where appropriate.

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<sup>30</sup> See <http://www.dem.ri.gov/programs/benviron/water/quality/rest/reports.htm> for all RI TMDL documents. (retrieved 6/30/2014)

2. part 2.3.6, Stormwater Management in New Development and Redevelopment: the requirement for adoption/amendment of the permittee's ordinance or other regulatory mechanism shall include a requirement that new development and redevelopment stormwater management BMPs be optimized for phosphorus removal; retrofit inventory and priority ranking under 2.3.6.1.b shall include consideration of BMPs that infiltrate stormwater where feasible.
3. part 2.3.7, Good House Keeping and Pollution Prevention for Permittee Owned Operations: Establish program to properly manage grass cuttings and leaf litter on permittee property, including prohibiting blowing organic waste materials onto adjacent impervious surfaces; increased street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year, once in the spring (following winter activities such as sanding) and at least once in the fall (Sept 1 – Dec 1; following leaf fall).

b. Phosphorus Source Identification Report

- i. Within four years of the permit effective date the permittee shall complete a Phosphorus Source Identification Report. The report shall include the following elements:
  1. Calculation of total urbanized area draining to the water quality limited receiving water segments or their tributaries, incorporating updated mapping of the MS4 and catchment delineations produced pursuant to part 2.3.4.6,
  2. All screening and monitoring results pursuant to part 2.3.4.7.d., targeting the receiving water segment(s)
  3. Impervious area and DCIA for the target catchment
  4. Identification, delineation and prioritization of potential catchments with high phosphorus loading
  5. Identification of potential retrofit opportunities or opportunities for the installation of structural BMPs during re development, including the removal of impervious area of permittee owned properties
- ii. The phosphorus source identification report shall be submitted to EPA as part of the year 4 annual report.

c. Structural BMPs

- i. Within five years of the permit effective date, the permittee shall evaluate all permittee owned properties identified as presenting

retrofit opportunities or areas for structural BMP installation under permit part 2.3.6.d.ii or identified in the Phosphorus Source Identification Report that are within the drainage area of the water quality limited water or its tributaries. The evaluation shall include:

1. The next planned infrastructure, resurfacing or redevelopment activity planned for the property (if applicable) OR planned retrofit date;
  2. The estimated cost of redevelopment or retrofit BMPs; and
  3. The engineering and regulatory feasibility of redevelopment or retrofit BMPs.
- ii. The permittee shall provide a listing of planned structural BMPs and a plan and schedule for implementation in the year 5 annual report. The permittee shall plan and install a minimum of one structural BMP as a demonstration project within the drainage area of the water quality limited water or its tributaries within six years of the permit effective date. The demonstration project shall be installed targeting a catchment with high phosphorus load potential. The permittee shall install the remainder of the structural BMPs in accordance with the plan and schedule provided in the year 5 annual report.
- iii. Any structural BMPs installed in the urbanized area by the permittee or its agents shall be tracked and the permittee shall estimate the phosphorus removal by the BMP consistent with Attachment 3 to Appendix F. The permittee shall document the BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated phosphorus removed in mass per year by the BMP in each annual report.

<b>Municipality</b>	<b>Receiving Water</b>	<b>TMDL Name</b>
Attleboro	Upper Ten Mile River, Lower Ten Mile River, Central Pond, Omega Pond and Turner Reservoir	Total Maximum Daily Load Analysis For The Ten Mile River Watershed
North Attleborough	Upper Ten Mile River, Lower Ten Mile River, Central Pond, Omega Pond and Turner Reservoir	Total Maximum Daily Load Analysis For The Ten Mile River Watershed
Plainville	Upper Ten Mile River, Lower Ten Mile River, Central Pond,	Total Maximum Daily Load Analysis For The Ten Mile River Watershed

<b>Municipality</b>	<b>Receiving Water</b>	<b>TMDL Name</b>
	Omega Pond and Turner Reservoir	
Rehoboth	Upper Kikemuit River, Kickemuit River, Kickemuit Reservoir	Fecal Coliform and Total Phosphorus TMDLs: Kickemuit Reservoir, Rhode Island (RI0007034L-01) Upper Kickemuit River (RI 0007034R-01) Kickemuit River (MA 61-08 2004)
Seekonk	Upper Ten Mile River, Lower Ten Mile River, Central Pond, Omega Pond and Turner Reservoir	Total Maximum Daily Load Analysis For The Ten Mile River Watershed
Swansea	Upper Kikemuit River, Kickemuit River, Kickemuit Reservoir	Fecal Coliform and Total Phosphorus TMDLs: Kickemuit Reservoir, Rhode Island (RI0007034L-01) Upper Kickemuit River (RI 0007034R-01) Kickemuit River (MA 61-08 2004)

Table F-12: Municipalities in Massachusetts identified in the TMDLs as containing MS4s contributing phosphorus to the impaired waterbody segments in Rhode Island, the impaired receiving water, and the approved TMDL name.

2. At any time during the permit term the permittee may be relieved of additional requirements in Appendix F part B.II.1. as follows:
  - a. The permittee is relieved of its additional requirements as of the date when one of the following criteria are met:
    - i. The applicable TMDL has been modified, revised or withdrawn and EPA has approved a new TMDL applicable for the receiving water that indicates that no additional stormwater controls for the control of phosphorus are necessary for the permittee's discharge based on wasteload allocations in the newly approved TMDL
  - b. In such a case, the permittee shall document the date of the approved TMDL in its SWMP and is relieved of any remaining requirements of Appendix F part B.II.1 as of that date and the permittee shall comply with the following:
    - i. The permittee shall identify in its SWMP all activities implemented in accordance with the requirements of Appendix F part B.II.1 to date to reduce phosphorus in their discharges including implementation schedules for non-structural BMPs and any maintenance requirements for structural BMPs

- ii. The permittee shall continue to implement all requirements of Appendix F part B.II.1 required to be implemented prior to the date of the newly approved TMDL, including ongoing implementation of identified non-structural BMPs and routine maintenance and replacement of all structural BMPs in accordance with manufacturer or design specifications.

### III. Bacteria and Pathogen TMDL Requirements

There are currently six approved bacteria (fecal coliform bacteria) or pathogen (fecal coliform and/or enterococcus bacteria) TMDLs for certain waterbody segments in Rhode Island that identify urban stormwater discharges in Massachusetts as sources that are contributing bacteria or pathogens to the impaired segments. The TMDLs include the Kickemuit Reservoir, Upper Kickemuit River, Ten Mile River, Lower Ten Mile River and Omega Pond TMDLs<sup>31</sup>. Table F-13 lists municipalities in Massachusetts identified in the TMDLs as containing MS4s contributing bacteria or pathogens to the impaired waterbody segments in Rhode Island, the impaired receiving water, and the approved TMDL name. Any permittee (traditional or non-traditional) that operates an MS4 in a municipality listed in Table F-13 and that discharges to a waterbody or a tributary of a waterbody listed on Table F-13 is subject to the requirements of this part.

- 1) Traditional and non-traditional MS4s operating in the municipalities identified in Table F-13 and that discharge to a waterbody or a tributary of a waterbody identified on Table F-13 shall comply with the following BMPs in addition to the requirements of part 2.3 of the Permit, as described below:
  - a. Enhanced BMPs
    - i. Enhancement of BMPs required by part 2.3 of the permit that shall be implemented during this permit term:
      - 1. part 2.3.3. Public Education: The permittee shall supplement its Residential program with an annual message encouraging the proper management of pet waste, including noting any existing ordinances where appropriate. The permittee or its agents shall disseminate educational materials to dog owners at the time of issuance or renewal of a dog license, or other appropriate time. Education materials shall describe the detrimental impacts of improper management of pet waste, requirements for waste collection and disposal, and penalties for non-compliance. The permittee shall also provide information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria or pathogens. All public education messages can be combined with requirements of Appendix H

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<sup>31</sup> See <http://www.dem.ri.gov/programs/benviron/water/quality/rest/reports.htm> for all RI TMDL documents. (retrieved 6/30/2014)

part I, II and III as well as Appendix F part A.III, A.IV, A.V, B.I, and B.II where appropriate.

2. part 2.3.4 Illicit Discharge: Catchments draining to any waterbody impaired for bacteria or pathogens shall be designated either Problem Catchments or HIGH priority in implementation of the IDDE program.

<b>Municipality</b>	<b>Receiving Water</b>	<b>TMDL Name</b>
Attleboro	Upper Ten Mile River, Lower Ten Mile River, Omega Pond	Total Maximum Daily Load Analysis For The Ten Mile River Watershed
North Attleborough	Upper Ten Mile River, Lower Ten Mile River, Omega Pond	Total Maximum Daily Load Analysis For The Ten Mile River Watershed
Plainville	Upper Ten Mile River, Lower Ten Mile River, Omega Pond	Total Maximum Daily Load Analysis For The Ten Mile River Watershed
Rehoboth	Upper Kikemuit River, Kickemuit Reservoir	Fecal Coliform and Total Phosphorus TMDLs: Kickemuit Reservoir, Rhode Island (RI0007034L-01) Upper Kickemuit River (RI 0007034R-01) Kickemuit River (MA 61-08 2004)
Seekonk	Upper Ten Mile River, Lower Ten Mile River, Omega Pond	Total Maximum Daily Load Analysis For The Ten Mile River Watershed

**Table F-13: Municipalities in Massachusetts identified in the TMDLs as containing MS4s contributing bacteria or pathogens to the impaired waterbody segments in Rhode Island,, the impaired receiving water, and the approved TMDL name**

2. At any time during the permit term the permittee may be relieved of additional requirements in Appendix F part B.III.1. applicable to it when in compliance with this part.
  - a. The permittee is relieved of its additional requirements as of the date when one of the following criteria are met:
    - i. The applicable TMDL has been modified, revised or withdrawn and EPA has approved a new TMDL applicable for the receiving water that indicates that no additional stormwater controls for the control of bacteria/pathogens are necessary for the permittee's discharge based on wasteload allocations in the newly approved TMDL

- b. In such a case, the permittee shall document the date of the approved TMDL in its SWMP and is relieved of any remaining requirements of Appendix F part B.III.1 as of that date and the permittee shall comply with the following:
  - i. The permittee shall identify in its SWMP all activities implemented in accordance with the requirements of Appendix F part B.III.1 to date to reduce bacteria/pathogens in their discharges including implementation schedules for non-structural BMPs and any maintenance requirements for structural BMPs
  - ii. The permittee shall continue to implement all requirements of Appendix F part B.III.1 required to be implemented prior to the date of the newly approved TMDL, including ongoing implementation of identified non-structural BMPs and routine maintenance and replacement of all structural BMPs in accordance with manufacturer or design specifications.



#### IV. Metals TMDL Requirements

There are currently five approved metals TMDL for a waterbody segment in Rhode Island that identifies urban stormwater discharges in Massachusetts as sources that are contributing metals (Cadmium, Lead, Aluminum, Iron) to the impaired segment. The TMDLs include the Upper Ten Mile River, Lower Ten Mile River, Central Pond, Turner Reservoir and Omega Pond TMDLs.<sup>32</sup> Table F-14 lists municipalities in Massachusetts identified in the TMDLs as containing MS4s contributing metals to the impaired waterbody segments in Rhode Island, the impaired receiving water, the approved TMDL name, and the pollutant of concern. Any permittee (traditional or non-traditional) that operates an MS4 in a municipality listed in Table F-14 and the discharge is to a waterbody or tributary of a waterbody listed on Table F-14 is subject to the requirements of this part.

- 1) Traditional and non-traditional MS4s operating in the municipalities identified in Table F-14 and that discharge to a waterbody or a tributary of a waterbody identified on Table F-14 shall identify and implement BMPs designed to reduce metals discharges from its MS4. To address metals discharges, each permittee shall comply with the following BMPs in addition to the requirements of part 2.3 of the Permit, as described below:
  - a. Enhanced BMPs
    - i. The permittee remains subject to the requirements of part 2.3. of the permit and shall include the following enhancements to the BMPs required by part 2.3 of the permit:
      1. part 2.3.6, Stormwater Management in New Development and Redevelopment: stormwater management systems designed on commercial and industrial land use area draining to the water quality limited waterbody shall incorporate designs that allow for shutdown and containment where appropriate to isolate the system in the event of an emergency spill or other unexpected event. EPA also encourages the permittee to require any stormwater management system designed to infiltrate stormwater on commercial or industrial sites to provide the level of pollutant removal equal to or greater than the level of pollutant removal provided through the use of biofiltration of the same volume of runoff to be infiltrated, prior to infiltration.
      2. part 2.3.7, Good House Keeping and Pollution Prevention for Permittee Owned Operations: increased street sweeping frequency of all municipal owned streets and parking lots to a schedule determined by the permittee to target areas with potential for high pollutant loads. This may include, but is not

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<sup>32</sup> See <http://www.dem.ri.gov/programs/benviron/water/quality/rest/reports.htm> for all RI TMDL documents. (retrieved 6/30/2014)

limited to, increased street sweeping frequency in commercial areas and high density residential areas, or drainage areas with a large amount of impervious area. Prioritize inspection and maintenance for catch basins to ensure that no sump shall be more than 50 percent full. Clean catch basins more frequently if inspection and maintenance activities indicate excessive sediment or debris loadings. Each annual report shall include the street sweeping schedule determined by the permittee to target high pollutant loads.

<b>Municipality</b>	<b>Receiving Water</b>	<b>TMDL Name</b>
Attleboro	Upper Ten Mile River, Lower Ten Mile River, Central Pond, Turner Reservoir, Omega Pond	Total Maximum Daily Load Analysis For The Ten Mile River Watershed
North Attleborough	Upper Ten Mile River, Lower Ten Mile River, Central Pond, Turner Reservoir, Omega Pond	Total Maximum Daily Load Analysis For The Ten Mile River Watershed
Plainville	Upper Ten Mile River, Lower Ten Mile River, Central Pond, Turner Reservoir, Omega Pond	Total Maximum Daily Load Analysis For The Ten Mile River Watershed
Seekonk	Upper Ten Mile River, Lower Ten Mile River, Central Pond, Turner Reservoir, Omega Pond	Total Maximum Daily Load Analysis For The Ten Mile River Watershed

**Table F-14: Municipalities in Massachusetts identified in the TMDLs as containing MS4s contributing metals to the impaired waterbody segments in Rhode Island, the impaired receiving water, the approved TMDL name, and the pollutant of concern.**

2. At any time during the permit term the permittee may be relieved of additional requirements in Appendix F part B.IV.1. applicable to it when in compliance with this part.
  - a. The permittee is relieved of its additional requirements as of the date when one of the following criteria are met:
    - i. The applicable TMDL has been modified, revised or withdrawn and EPA has approved a new TMDL applicable for the receiving water that indicates that no additional stormwater controls for the control

of metals (Cadmium, Lead, Aluminum, Iron) are necessary for the permittee's discharge based on wasteload allocations in the newly approved TMDL

- b. In such a case, the permittee shall document the date of the approved TMDL in its SWMP and is relieved of any remaining requirements of Appendix F part B.IV.1 as of that date and the permittee shall comply with the following:
  - i. The permittee shall identify in its SWMP all activities implemented in accordance with the requirements of Appendix F part B.IV.1 to date to reduce metals (Cadmium, Lead, Aluminum, Iron) in their discharges including implementation schedules for non-structural BMPs and any maintenance requirements for structural BMPs
  - ii. The permittee shall continue to implement all requirements of Appendix F part B.IV.1 required to be implemented prior to the date of the newly approved TMDL, including ongoing implementation of identified non-structural BMPs and routine maintenance and replacement of all structural BMPs in accordance with manufacturer or design specifications.

**C. Requirements for Discharges to Impaired Waters with a Regional TMDL****I. The “Northeast Regional Mercury TMDL (2007)”**

The Northeast Regional Mercury TMDL does not specify a wasteload allocation or other requirements either individually or categorically for the MS4 discharges and specifies that load reductions are to be achieved through reduction in atmospheric deposition sources. No requirements related to this TMDL are imposed on MS4 discharges under this part. However, if the permittee becomes aware, or EPA or MassDEP determines, that an MS4 discharge is causing or contributing to such impairment to an extent that cannot be explained by atmospheric deposition (e.g. chemical spill, acid landfill leachate or other sources), the permittee shall comply with the requirements of part 2.1.1.d and 2.3.4 of the permit.

## **ATTACHMENT 1 TO APPENDIX F**

### **Method to Calculate Baseline Phosphorus Load (Baseline), Phosphorus Reduction Requirements and Phosphorus load increases due to development ( $P_{DEVinc}$ )**

The methods and annual phosphorus load export rates presented in Attachments 1, 2 and 3 are for the purpose of measuring load reductions for various stormwater BMPs treating runoff from different site conditions (i.e. impervious or pervious) and land uses (e.g. commercial, industrial, residential). The estimates of annual phosphorus load and load reductions due to BMPs are intended for use by the permittee to measure compliance with its Phosphorus Reduction Requirement under the permit.

This attachment provides the method to calculate a baseline phosphorus load discharging in stormwater for the impaired municipalities subject to Lakes and Ponds TMDL. A complete list of municipalities subject to these TMDLs is presented in Appendix F, Table F-6. This method shall be used to calculate the following annual phosphorus loads:

- 1) Baseline Phosphorus Load for Permittees
- 2) Phosphorus Reduction Requirement

This attachment also provides the method to calculate stormwater phosphorus load increases due to development for the municipalities subject to the Charles River TMDL requirements and the Lakes & Ponds TMDL requirements:

- 3) Phosphorus Load Increases due to Development

The **Baseline Phosphorus Load** is a measure of the annual phosphorus load discharging in stormwater from the impervious and pervious areas of the impaired Lake Phosphorus Control Plan (LPCP) Area.

The **Baseline Phosphorus Pounds Reduction** referred to as the permittee's **Phosphorus Reduction Requirement** represents the required reduction in annual phosphorus load in stormwater to meet the WLA for the impaired watershed. The percent phosphorus reduction for each watershed (identified in Appendix F, Table F-6) is applied to the Baseline Phosphorus Load to calculate the Phosphorus Pounds Reduction.

The **Phosphorus load increases due to development ( $P_{DEVinc}$ )** is the stormwater phosphorus load increases due to development over the previous reporting period and incurred to date. Increases in stormwater phosphorus load from development will increase the permittee's baseline phosphorus load and therefore, the phosphorus reduction requirement.

Examples are provided to illustrate use of the methods. Table 1-1 below provides annual composite phosphorus load export rates (PLERs) by land use category for the Baseline Load and Phosphorus Reduction Requirement calculations. The permittee shall select the land use category that most closely represents the actual use of the watershed. For watersheds with institutional type uses, such as government properties, hospitals, and schools, the permittee shall use the commercial land use category for the purpose of calculating phosphorus loads. Table 1-2 provides annual PLERs by land use category for impervious and pervious areas. The permittee shall select the land use category that most closely represents the actual use of the watershed. For pervious areas, if the hydrologic soil group (HSG) is known, use the appropriate value. If the HSG is not known, assume HSG C conditions for the phosphorus load export rate. For watersheds with

institutional type uses, such as government properties, hospitals, and schools, the permittee shall use the commercial/industrial land use category for the purpose of calculating phosphorus loads. Table 1-3 provides a crosswalk table of land use codes between Tables 1-1 and 1-2 and the codes used by MassGIS.

The composite PLERs in Table 1-1 to be used for calculating Baseline Phosphorus Load are based on the specified directly connected impervious area (DCIA). If the permittee determines through mapping and site investigations that the overall DCIA for the collective area for each land use category is different than the corresponding values in Table 1-1, then the permittee is encouraged to submit this information in its annual report and request EPA to recalculate the composite PLERs for the permittees to use in refining the Baseline Phosphorus Load calculation for the LPCP.

**(1) Baseline Phosphorus Load:** The permittee shall calculate the **Baseline Phosphorus Load** by the following procedure:

- 1) Determine the total area (acre) associated with the impaired watershed;
- 2) Sort the total area associated with the watershed into land use categories;
- 3) Calculate the annual phosphorus load associated with each land use category by multiplying the total area of land use by the appropriate land use-based composite phosphorus load export rate provided in Table 1-1; and
- 4) Determine the Baseline Phosphorus Load by summing the land use loads.

**Example 1-1 to determine Baseline Phosphorus Load:**

Watershed A is 18.0 acres, with 11.0 acres of industrial area (e.g. access drives, buildings, and parking lots), 3.0 acres of medium-density residential and 4.0 acres of unmanaged wooded area.

The **Baseline Phosphorus Load** = (Baseline P Load<sub>IND</sub>) + (Baseline P Load<sub>MDR</sub>) + (Baseline P Load<sub>FOR</sub>)

**Where:**

$$\begin{aligned}\text{Baseline P Load}_{\text{IND}} &= (\text{TA}_{\text{IND}}) \times (\text{PLER for industrial use (Table 1-1)}) \\ &= 11.0 \text{ acre} \times 1.27 \text{ lbs/acre/year} \\ &= 14.0 \text{ lbs P/year}\end{aligned}$$

$$\begin{aligned}\text{Baseline P Load}_{\text{MDR}} &= (\text{TA}_{\text{MDR}}) \times (\text{PLER for medium density residential (Table 1-1)}) \\ &= 3.0 \text{ acre} \times 0.49 \text{ lbs/acre/year} \\ &= 1.5 \text{ lbs P/year}\end{aligned}$$

$$\begin{aligned}\text{Baseline P Load}_{\text{FOR}} &= (\text{TA}_{\text{FOR}}) \times (\text{PLER for forest (Table 1-1)}) \\ &= 4.0 \text{ acre} \times 0.12 \text{ lbs/acre/year} \\ &= 0.5 \text{ lbs P/year}\end{aligned}$$

$$\begin{aligned}\text{Baseline Phosphorus Load} &= 14.0 \text{ lbs P/year} + 1.5 \text{ lbs P/year} + 0.5 \text{ lbs P/year} \\ &= \mathbf{16.0 \text{ lbs P/year}}\end{aligned}$$

**(2) Baseline Phosphorus Pounds Reduction (Phosphorus Reduction Requirement):** The Baselines Phosphorus Reduction requirement is the amount of reduction in annual phosphorus load (in pounds) that the permittee is required to achieve in the Watershed. The permittee shall calculate the **Phosphorus Reduction Requirement** by multiplying the **Baseline Phosphorus Load** by the applicable percent phosphorus reduction for that watershed specified in Table F-6 (Appendix F).

**Example 1-2 to determine Watershed Phosphorus Reduction Requirement:**

Table F-6 identifies Watershed A's percent phosphorus reduction as 45%; therefore the Watershed Phosphorus Reduction Requirement is:

$$\begin{aligned}\text{Phosphorus Reduction Requirement} &= (\text{Baseline Phosphorus Load}) \times (0.45) \\ &= (16.0 \text{ lbs P/year}) \times (0.45) \\ &= \mathbf{7.2 \text{ lbs P/year}}\end{aligned}$$

**(3) Phosphorus load increases due to development ( $P_{DEVinc}$ ):** To estimate the increases in stormwater phosphorus load due to development in the Watershed (either PCP or LPCP Area), the permittee will use the following procedure:

- 1) Determine the total area of development by land use category and calculate the baseline load from that area using the composite PLERs in Table 1-1;
- 2) Distribute the total development area into impervious and pervious subareas by land use category;
- 3) Calculate the phosphorus load due to development ( $P_{DEV}$ ) for each land use-based impervious and pervious subarea by multiplying the subarea by the appropriate phosphorus load export rate provided in Table 1-2; and
- 4) Determine the phosphorus load increase ( $P_{DEVinc}$ ) by subtracting the baseline phosphorus load from the increased phosphorus load due to development.

Note: If structural BMPs are installed as part of new development, the  $P_{DEVinc}$  will be reduced by the amount of BMP load treated by that BMP as calculated in Attachment 3.

**Example 1-3 to determine Phosphorus Load Increases:** For the same 15.11 acre Watershed A as specified in Example 1-1, a permittee has tracked development in the LPCP Area in the last year that resulted in 1.5 acres of medium density residential area and 0.5 acres of forest land being converted to high density residential impervious area as detailed below. The undeveloped MDR area is pervious area, HSG C soil and the undeveloped forest area is pervious, HSG B soil.

Land Use Category	Baseline Area (acres)	(lbs P/acre/yr)*	Baseline area unchanged (acres)	P export rate (lbs P/acre/yr)**	Developed Area converted to HDR IA (acres)	P export rate (lbs P/acre/yr)**
Industrial	11.0	1.27	No change	--	No change	--
MDR	3.0	0.49	1.5	0.21	1.5	2.32

Forest	4.0	0.12	3.5	0.12	0.5	2.32
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\*From Table 1-1; \*\* From Table 1-2

The phosphorus load increase is calculated as:

$$\begin{aligned}
 \text{Baseline Load} &= (\text{Baseline P Load}_{\text{IND}}) + \\
 &\quad (\text{Baseline P Load}_{\text{MDR}}) + \\
 &\quad (\text{Baseline P Load}_{\text{FOR}}) \\
 &= \mathbf{16.0 \text{ lb/year}} \text{ (determined in Example 1-1)}
 \end{aligned}$$

$$\begin{aligned}
 P_{\text{DEV}} &= (T_{\text{AIND}} \times \text{PLER}_{\text{IND}}) + (I_{\text{AHDR}} \times \text{PLER}_{\text{HDR}}) + (P_{\text{AMDR}} \times \text{PLER}_{\text{MDR}}) + (P_{\text{AFOR}} \times \text{PLER}_{\text{FOR}}) \\
 &= (11.0 \text{ acres} \times 1.27) + (2.0 \text{ acres} \times 2.32) + (1.5 \text{ acres} \times 0.21) + (3.5 \times 0.12) \\
 &= \mathbf{19.0 \text{ lbs P/year}}
 \end{aligned}$$

$$\begin{aligned}
 P_{\text{DEVinc}} &= P_{\text{DEV}} - \text{Baseline Load} \\
 &= 19.0 - 16.0 \\
 &= \mathbf{3.0 \text{ lbs/year}}
 \end{aligned}$$

**Table 1-1. Annual composite phosphorus load export rates**

Land Cover	Representative DCIA, %	Composite PLERs, lb/ac/yr	Composite PLERs, kg/ha/yr
Commercial	57	1.13	1.27
Industrial	67	1.27	1.42
High Density Residential	36	1.04	1.16
Medium Density Residential	16	0.49	0.55
Low Density Residential	11	0.30	0.34
Freeway	44	0.73	0.82
Open Space	8	0.26	0.29
Agriculture	0.4	0.45	0.50
Forest	0.1	0.12	0.13



**Table 1-2: Proposed average annual distinct P Load export rates for use in estimating P Load reduction credits the MA MS4 Permit**

<b>Phosphorus Source Category by Land Use</b>	<b>Land Surface Cover</b>	<b>P Load Export Rate, lbs/acre/year</b>	<b>P Load Export Rate, kg/ha/yr</b>
Commercial (Com) and Industrial (Ind)	Directly connected impervious	1.78	2.0
	Pervious	See* DevPERV	See* DevPERV
Multi-Family (MFR) and High-Density Residential (HDR)	Directly connected impervious	2.32	2.6
	Pervious	See* DevPERV	See* DevPERV
Medium -Density Residential (MDR)	Directly connected impervious	1.96	2.2
	Pervious	See* DevPERV	See* DevPERV
Low Density Residential (LDR) - "Rural"	Directly connected impervious	1.52	1.7
	Pervious	See* DevPERV	See* DevPERV
Highway (HWY)	Directly connected impervious	1.34	1.5
	Pervious	See* DevPERV	See* DevPERV
Forest (For)	Directly connected impervious	1.52	1.7
	Pervious	0.13	0.13
Open Land (Open)	Directly connected impervious	1.52	1.7
	Pervious	See* DevPERV	See* DevPERV
Agriculture (Ag)	Directly connected impervious	1.52	1.7
	Pervious	0.45	0.5
*Developed Land Pervious (DevPERV)- Hydrologic Soil Group A	Pervious	0.03	0.03
*Developed Land Pervious (DevPERV)- Hydrologic Soil Group B	Pervious	0.12	0.13
*Developed Land Pervious (DevPERV) - Hydrologic Soil Group C	Pervious	0.21	0.24
*Developed Land Pervious (DevPERV) - Hydrologic Soil Group C/D	Pervious	0.29	0.33
*Developed Land Pervious (DevPERV) - Hydrologic Soil Group D	Pervious	0.37	0.41

**Table 1-3: Crosswalk of MassGIS land-use categories to land-use groups for P Load Calculations**

<b>Mass GIS Land Use LU_CODE</b>	<b>Description</b>	<b>Land Use group for calculating P Load - 2013/14 MA MS4</b>
1	Crop Land	Agriculture
2	Pasture (active)	Agriculture
3	Forest	Forest
4	Wetland	Forest
5	Mining	Industrial
6	Open Land includes inactive pasture	open land
7	Participation Recreation	open land
8	spectator recreation	open land
9	Water Based Recreation	open land
10	Multi-Family Residential	High Density Residential
11	High Density Residential	High Density Residential
12	Medium Density Residential	Medium Density Residential
13	Low Density Residential	Low Density Residential
14	Saltwater Wetland	Water
15	Commercial	Commercial
16	Industrial	Industrial
17	Urban Open	open land
18	Transportation	Highway
19	Waste Disposal	Industrial
20	Water	Water
23	cranberry bog	Agriculture
24	Powerline	open land
25	Saltwater Sandy Beach	open land
26	Golf Course	Agriculture
29	Marina	Commercial
31	Urban Public	Commercial
34	Cemetery	open land
35	Orchard	Forest
36	Nursery	Agriculture
37	Forested Wetland	Forest
38	Very Low Density residential	Low Density Residential
39	Junkyards	Industrial
40	Brush land/Successional	Forest

## **ATTACHMENT 2 TO APPENDIX F**

### **Phosphorus and Nitrogen Reduction Credits for Selected Enhanced Non-Structural BMPs**

The permittee shall use the following methods to calculate phosphorus and nitrogen (nutrients) load reduction credits for the following enhanced non-structural control practices implemented in the Watershed:

- 1) Enhanced Sweeping Program;
- 2) Catch Basin Cleaning;  
and
- 3) Organic Waste and Leaf Litter Collection program

The methods include the use of default nutrient reduction factors that EPA has determined are acceptable for calculating nutrient load reduction credits for these practices.

The methods and annual nutrient load export rates presented in this attachment are for the purpose of counting load reductions for various BMPs treating storm water runoff from varying site conditions (i.e., impervious or pervious surfaces) and different land uses (e.g. industrial and commercial) within the impaired watershed. Tables 2-1 and 2-2 below provide annual phosphorus and nitrogen load export rates by land use category for impervious and pervious areas. The estimates of annual phosphorus load and load reductions resulting from BMP implementation are intended for use by the permittee to measure compliance with its Phosphorus Reduction Requirement under the permit. The estimates of annual nitrogen load and load reduction resulting from BMP implementation are intended for use by the permittee to track and account for nitrogen load reductions in accordance with Appendices F and H in the permit.

Examples are provided to illustrate use of the methods. In calculating phosphorus and nitrogen export rates, the permittee shall select the land use category that most closely represents the actual use for the area in question. For watersheds with institutional type uses, such as government properties, hospitals, and schools, the permittee shall use the commercial land use category for the purpose of calculating phosphorus and nitrogen loads. Table 2-3 provides a crosswalk table of land use codes between land use groups in Tables 2-1 and 2-2, and the codes used by Mass GIS. For pervious areas, permittees should use the appropriate value for the hydrologic soil group (HSG) if known, otherwise, assume HSG C conditions.

**Alternative Methods and/or Nutrient Reduction Factors:** A permittee may propose alternative methods and/or nutrient reduction factors for calculating nutrient load reduction credits for these non-structural practices. EPA will consider alternative methods and/or nutrient reduction factors, provided that the permittee submits adequate supporting documentation to EPA. At a minimum, supporting documentation shall consist of a description of the proposed method, the technical basis of the method, identification of alternative nutrient reduction factors, supporting calculations, and identification of references and sources of information that support the use of the

alternative method and/or factors in the Watershed. If EPA determines that the alternative methods and/or factors are not adequately supported, EPA will notify the permittee and the permittee may receive no nutrient reduction credit other than a reduction credit calculated by the permittee following the methods in this attachment for the identified practices.

**Table 2-1: Proposed average annual distinct P Load export rates for use in estimating P Load reduction credits in the MA MS4 Permit**

Phosphorus Source Category by Land Use	Land Surface Cover	P Load Export Rate, lbs/acre/year	P Load Export Rate, kg/ha/yr
Commercial (Com) and Industrial (Ind)	Directly connected impervious	1.78	2.0
	Pervious	See* DevPERV	See* DevPERV
Multi-Family (MFR) and High-Density Residential (HDR)	Directly connected impervious	2.32	2.6
	Pervious	See* DevPERV	See* DevPERV
Medium -Density Residential (MDR)	Directly connected impervious	1.96	2.2
	Pervious	See* DevPERV	See* DevPERV
Low Density Residential (LDR) - "Rural"	Directly connected impervious	1.52	1.7
	Pervious	See* DevPERV	See* DevPERV
Highway (HWY)	Directly connected impervious	1.34	1.5
	Pervious	See* DevPERV	See* DevPERV
Forest (For)	Directly connected impervious	1.52	1.7
	Pervious	0.13	0.13
Open Land (Open)	Directly connected impervious	1.52	1.7
	Pervious	See* DevPERV	See* DevPERV
Agriculture (Ag)	Directly connected impervious	1.52	1.7
	Pervious	0.45	0.5
*Developed Land Pervious (DevPERV) – HSG A	Pervious	0.03	0.03
*Developed Land Pervious (DevPERV) – HSG B	Pervious	0.12	0.13
*Developed Land Pervious (DevPERV) – HSG C	Pervious	0.21	0.24
*Developed Land Pervious (DevPERV) – HSG C/D	Pervious	0.29	0.33
*Developed Land Pervious (DevPERV) – HSG D	Pervious	0.37	0.41
Notes:			
<ul style="list-style-type: none"> <li>For pervious areas, if the hydrologic soil group (HSG) is known, use the appropriate value from this table. If the HSG is not known, assume HSG C conditions for the phosphorus load export rate.</li> <li>Agriculture includes row crops. Actively managed hay fields and pasture lands. Institutional land uses such as government properties, hospitals and schools are to be included in the commercial and industrial land use grouping for the purpose of calculating phosphorus loading.</li> </ul>			

- Impervious surfaces within the forest land use category are typically roadways adjacent to forested pervious areas.

**Table 2-2: Average annual distinct nitrogen (N) load export rates for use in estimating N load reduction credits in the MA MS4 Permit**

Nitrogen Source Category by Land Use	Land Surface Cover	N Load Export Rate, lbs./acre/year	N Load Export Rate, kg/ha/yr.
Commercial (COM) and Industrial (IND)	Directly connected impervious	15.0	16.9
	Pervious	See* DevPERV	See* DevPERV
All Residential	Directly connected impervious	14.1	15.8
	Pervious	See* DevPERV	See* DevPERV
Highway (HWY)	Directly connected impervious	10.5	11.8
	Pervious	See* DevPERV	See* DevPERV
Forest (FOR)	Directly connected impervious	11.3	12.7
	Pervious	0.5	0.6
Open Land (OPEN)	Directly connected impervious	11.3	12.7
	Pervious	See* DevPERV	See* DevPERV
Agriculture (AG)	Directly connected impervious	11.3	12.7
	Pervious	2.6	2.9
*Developed Land Pervious (DevPERV) – HSG A	Pervious	0.3	0.3
*Developed Land Pervious (DevPERV) – HSG B	Pervious	1.2	1.3
*Developed Land Pervious (DevPERV) – HSG C	Pervious	2.4	2.7
*Developed Land Pervious (DevPERV) – HSG C/D	Pervious	3.1	3.5
*Developed Land Pervious (DevPERV) – HSG D	Pervious	3.6	4.1

**Notes:**

- For pervious areas, if the hydrologic soil group (HSG) is known, use the appropriate value from this table. If the HSG is not known, assume HSG C conditions for the nitrogen load export rate.
- Agriculture includes row crops. Actively managed hay fields and pasture lands. Institutional land uses such as government properties, hospitals and schools are to be included in the commercial and industrial land use grouping for the purpose of calculating nitrogen loading.
- Impervious surfaces within the forest land use category are typically roadways adjacent to forested pervious areas.

**Table 2-3: Crosswalk of Mass GIS land use categories  
to land use groups for P load calculations**

Mass GIS Land Use LU_CODE	Description	Land Use group for calculating P Load - 2013/14 MA MS4
1	Crop Land	Agriculture
2	Pasture (active)	Agriculture
3	Forest	Forest
4	Wetland	Forest
5	Mining	Industrial
6	Open Land includes inactive pasture	open land
7	Participation Recreation	open land
8	spectator recreation	open land
9	Water Based Recreation	open land
10	Multi-Family Residential	High Density Residential
11	High Density Residential	High Density Residential
12	Medium Density Residential	Medium Density Residential
13	Low Density Residential	Low Density Residential
14	Saltwater Wetland	Water
15	Commercial	Commercial
16	Industrial	Industrial
17	Urban Open	open land
18	Transportation	Highway
19	Waste Disposal	Industrial
20	Water	Water
23	cranberry bog	Agriculture
24	Powerline	open land
25	Saltwater Sandy Beach	open land
26	Golf Course	Agriculture
29	Marina	Commercial
31	Urban Public	Commercial
34	Cemetery	open land
35	Orchard	Forest
36	Nursery	Agriculture
37	Forested Wetland	Forest
38	Very Low Density residential	Low Density Residential
39	Junkyards	Industrial
40	Brush land/Successional	Forest

**(1) Enhanced Sweeping Program:** The permittee may earn a phosphorus and/or nitrogen reduction credit(s) for conducting an enhanced sweeping program of impervious surfaces. Table 2-4 below outlines the default nutrient removal factors for enhanced sweeping programs. The credit shall be calculated by using the following equations:

$$\text{Phosphorus Credit}_{P \text{ sweeping}} = \text{IA}_{\text{swept}} \times \text{PLER}_{\text{IC-land use}} \times \text{PRF}_{\text{sweeping}} \times \text{AF} \text{ (Equation 2-1)}$$

$$\text{Nitrogen Credit}_{N \text{ sweeping}} = \text{IA}_{\text{swept}} \times \text{NLER}_{\text{IC-land use}} \times \text{NRF}_{\text{sweeping}} \times \text{AF} \text{ (Equation 2-2)}$$

**Where:**

Credit <sub>sweeping</sub>	=	Amount of nutrient load removed by enhanced sweeping program (lb/year)
IA <sub>swept</sub>	=	Area of impervious surface that is swept under the enhanced sweeping program (acres)
PLER <sub>IC-land use</sub>	=	Phosphorus Load Export Rate for impervious cover and specified land use (lb/acre/yr) (see Table 2-1)
NLER <sub>IC-land use</sub>	=	Nitrogen Load Export Rate for impervious cover and specified land use (lb./acre/yr.) (see Table 2-2)
PRF <sub>sweeping</sub>	=	Phosphorus Reduction Factor for sweeping based on sweeper type and frequency (see Table 2-4).
NRF <sub>sweeping</sub>	=	Nitrogen Reduction Factor for sweeping based on sweeper type and frequency (see Table 2-4).
AF	=	Annual Frequency of sweeping. For example, if sweeping does not occur in Dec/Jan/Feb, the AF would be 9 mo./12 mo. = 0.75. For year-round sweeping, AF=1.0 <sup>1</sup>

As an alternative, the permittee may apply a credible sweeping model of the Watershed and perform continuous simulations reflecting build-up and wash-off of phosphorus or nitrogen using long-term local rainfall data.

**Table 2-4: Nutrient reduction efficiency factors for sweeping impervious areas**

<b>Frequency<sup>1</sup></b>	<b>Sweeper Technology</b>	<b>PRF<sub>sweeping</sub></b>	<b>NFR<sub>sweeping</sub></b>
2/year (spring and fall) <sup>2</sup>	Mechanical Broom	0.01	0.01
2/year (spring and fall) <sup>2</sup>	Vacuum Assisted	0.02	0.02
2/year (spring and fall) <sup>2</sup>	High-Efficiency Regenerative Air-Vacuum	0.02	0.02
Monthly	Mechanical Broom	0.03	0.03
Monthly	Vacuum Assisted	0.04	0.04
Monthly	High Efficiency Regenerative Air-Vacuum	0.08	0.08
Weekly	Mechanical Broom	0.05	0.06
Weekly	Vacuum Assisted	0.08	0.07
Weekly	High Efficiency Regenerative Air-Vacuum	0.10	0.10

<sup>1</sup>For full credit for monthly and weekly frequency, sweeping must be conducted year round. Otherwise, the credit should be adjusted proportionally based on the duration of the sweeping season (using AF factor).

<sup>2</sup> In order to earn credit for semi-annual sweeping the sweeping must occur in the spring following snow-melt and road sand applications to impervious surfaces and in the fall after leaf-fall and prior to the onset to the snow season.



**Example 2-1: Calculation of enhanced sweeping program credit (Credit<sub>P sweeping</sub>):** A permittee proposes to implement an enhanced sweeping program and perform weekly sweeping from March 1 – December 1 (9 months) in their Watershed, using a vacuum assisted sweeper on 20.3 acres of parking lots and roadways in a high-density residential area of the Watershed. For this site the needed information to calculate the phosphorus load reduction credit is:

$$\begin{aligned}
 IA_{\text{swept}} &= 20.3 \text{ acres} \\
 PLER_{\text{IC-HDR}} &= 2.32 \text{ lb/acre/yr (from Table 2-1)} \\
 PRF_{\text{sweeping}} &= 0.08 \text{ (from Table 2-4)} \\
 AF &= (9 \text{ months} / 12 \text{ months}) = 0.75
 \end{aligned}$$

Substitution into equation 2-1 yields a Credit<sub>sweeping</sub> of 3.2 pounds of phosphorus removed per year.

$$\begin{aligned}
 \text{Credit}_{\text{sweeping}} &= IA_{\text{swept}} \times PLE_{\text{land use}} \times PRF_{\text{sweeping}} \times AF \\
 &= 20.3 \text{ acres} \times 2.32 \text{ lbs/acre/yr} \times 0.08 \times 0.75 \\
 &= \mathbf{2.8 \text{ lbs/yr}}
 \end{aligned}$$

The corresponding **nitrogen** load reduction credit (Credit<sub>N sweeping</sub>) for the same sweeping program in the specified LPCP area is calculated as follows:

$$\begin{aligned}
 IA_{\text{swept}} &= 20.3 \text{ acres} \\
 NLER_{\text{IC-HDR}} &= 14.1 \text{ lb./acre/yr. (from Table 2-2)} \\
 NRF_{\text{sweeping}} &= 0.08 \text{ (from Table 2-4)} \\
 AF &= (9 \text{ months} / 12 \text{ months}) = 0.75
 \end{aligned}$$

Substitution into equation 2-2 yields a Credit<sub>sweeping</sub> of 17.2 pounds of nitrogen removed per year.

$$\begin{aligned}
 \text{Credit}_{\text{N sweeping}} &= IA_{\text{swept}} \times NLER_{\text{land use}} \times NRF_{\text{sweeping}} \times AF \\
 &= 20.3 \text{ acres} \times 14.1 \text{ lbs./acre/yr.} \times 0.08 \times 0.75 \\
 &= \mathbf{17.2 \text{ lbs./yr.}}
 \end{aligned}$$

**(2) Catch Basin Cleaning:** The permittee may earn phosphorus and/or nitrogen reduction credit(s) by removing accumulated materials from catch basins (i.e., catch basin cleaning) in the Watershed such that a minimum sump storage capacity of 50% is maintained throughout the year. The credits shall be calculated by using the following equations:

$$\text{Credit}_{P\text{ CB}} = \text{IA}_{\text{CB}} \times \text{PLER}_{\text{IC-land use}} \times \text{PRF}_{\text{CB}} \quad (\text{Equation 2-3})$$

$$\text{Credit}_{N\text{ CB}} = \text{IA}_{\text{CB}} \times \text{NLER}_{\text{IC-land use}} \times \text{NRF}_{\text{CB}} \quad (\text{Equation 2-4})$$

**Where:**

$\text{Credit}_{\text{CB}}$	=	Amount of nutrient load removed by catch basin cleaning (lb/year)
$\text{IA}_{\text{CB}}$	=	Impervious drainage area to catch basins (acres)
$\text{PLER}_{\text{IC-land use}}$	=	Phosphorus Load Export Rate for impervious cover and specified land use (lb/acre/yr) (see Table 2-1)
$\text{NLER}_{\text{IC-land use}}$	=	Nitrogen Load Export Rate for impervious cover and specified land use (lb./acre/yr.) (see Table 2-2)
$\text{PRF}_{\text{CB}}$	=	Phosphorus Reduction Factor for catch basin cleaning (see Table 2-5)
$\text{NRF}_{\text{CB}}$	=	Nitrogen Reduction Factor for catch basin cleaning (See Table 2-5)

**Table 2-5: Nutrient reduction efficiency factors for semi-annual catch basin cleaning**

Frequency	Practice	$\text{PRF}_{\text{CB}}$	$\text{NRF}_{\text{CB}}$
Semi-annual	Catch Basin Cleaning	0.02	0.06

**Example 2-2: Calculation for catch basin cleaning credit ( $\text{Credit}_{\text{CB}}$ ):**

A permittee proposes to clean catch basins in their Watershed (i.e., remove accumulated sediments and contaminants captured in the catch basins) that drain runoff from 15.3 acres of medium-density residential impervious area. For this site the needed information to calculate the phosphorus load reduction credit is:

$$\begin{aligned} \text{IA}_{\text{CB}} &= 15.3 \text{ acre} \\ \text{PLER}_{\text{IC-MDR}} &= 1.96 \text{ lbs/acre/yr (from Table 2-1)} \\ \text{PRF}_{\text{CB}} &= 0.02 \text{ (from Table 2-5)} \end{aligned}$$

Substitution into equation 2-3 yields a Credit  $\text{P}_{\text{CB}}$  of 0.6 pounds of phosphorus removed per year:

$$\begin{aligned} \text{Credit}_{\text{P}_{\text{CB}}} &= \text{IA}_{\text{CB}} \times \text{PLE}_{\text{IC-MDR}} \times \text{PRF}_{\text{CB}} \\ &= 15.3 \text{ acre} \times 1.96 \text{ lbs/acre/yr} \times 0.02 \\ &= \mathbf{0.6 \text{ lbs/yr}} \end{aligned}$$

**Note: the same methodology is applicable for calculating the nitrogen load reduction credit (Credit  $\text{N}_{\text{CB}}$ ).**

**(3) Enhanced Organic Waste and Leaf Litter Collection program:** The permittee may earn a phosphorus and/or nitrogen reduction credit(s) by performing regular gathering, removal and disposal of landscaping wastes, organic debris, and leaf litter from impervious surfaces from which runoff discharges to the TMDL waterbody or its tributaries. In order to earn this credit (Credit  $\text{leaf litter}$ ), the permittee must gather and remove all landscaping wastes, organic debris, and leaf litter from impervious roadways and parking lots at least once per week during the period of September 1 to December 1 of each year. Credit can only be earned for those impervious surfaces that are cleared of organic materials in accordance with the description above. The gathering and removal shall occur immediately following any landscaping activities in the Watershed and at additional times when necessary to achieve a weekly cleaning frequency. The permittee must ensure that the disposal of these materials will not contribute pollutants to any surface water discharges. The permittee may use an enhanced sweeping program (e.g., weekly frequency) as part of earning this credit provided that the sweeping is effective at removing leaf litter and organic materials. The Credit  $\text{leaf litter}$  shall be determined by the following equation:

$$\text{Credit}_{\text{P leaf litter}} = (\text{IA}_{\text{leaf litter}}) \times (\text{PLER}_{\text{IC-land use}}) \times (0.05) \quad \textbf{(Equation 2-5)}$$

$$\text{Credit}_{\text{N leaf litter}} = (\text{IA}_{\text{leaf litter}}) \times (\text{NLER}_{\text{IC-land use}}) \times (0.05) \quad \textbf{(Equation 2-6)}$$

**Where:**

$$\begin{aligned} \text{Credit}_{\text{leaf litter}} &= \text{Amount of nutrient load reduction credit for organic waste and leaf litter collection program (lb/year)} \\ \text{IA}_{\text{leaf litter}} &= \text{Impervious area (acre) in applicable watersheds that are subject to enhanced organic waste and leaf litter collection program} \\ \text{PLER}_{\text{IC-land use}} &= \text{Phosphorus Load Export Rate for impervious cover and specified land use (lbs./acre/yr.) (see Table 2-1)} \end{aligned}$$

NLER<sub>IC-land use</sub> = Nitrogen Load Export Rate for impervious cover and specified land use (lbs./acre/yr.) (see Table 2-2)  
 0.05 = 5% nutrient reduction factor for organic waste and leaf litter collection program in the Watershed

**Example 2-3: Calculation for organic waste and leaf litter collection program credit**

**(Credit<sub>leaf litter</sub>)**: A permittee proposes to implement an organic waste and leaf litter collection program by sweeping the parking lots and access drives at a minimum of once per week using a mechanical broom sweeper for the period of September 1 to December 1 over 12.5 acres of impervious roadways and parking lots in an industrial/commercial area of the Watershed. Also, the permittee will ensure that organic materials are removed from impervious areas immediately following all landscaping activities at the site. For this site the needed information to calculate the Credit<sub>leaf litter</sub> for phosphorus is:

Watershed Area = 12.5 acres; and  
 PLER<sub>IC-commercial</sub> = 1.78 lbs/acre/yr (from Table 2-1)

Substitution into equation 2-5 yields a Credit<sub>leaf litter</sub> of 1.1 pounds of phosphorus removed per year:

$$\begin{aligned}\text{Credit}_{\text{leaf litter}} &= (12.5 \text{ acre}) \times (1.78 \text{ lbs/acre/yr}) \times (0.05) \\ &= 1.1 \text{ lbs/yr}\end{aligned}$$

**Note:** The same methodology is applicable for calculating the nitrogen load reduction credit (Credit<sub>N leaf litter</sub>) for the specified organic waste leaf litter collection program.

**Associated Street/Pavement Cleaning Credit:**

The permittee also may earn a nutrient reduction credit for enhanced sweeping of roads and parking lot areas (i.e., Credit<sub>sweeping</sub>) for the three months of use. Using equation 2-1, Credit<sub>sweeping</sub> is:

$$\begin{aligned}\text{Credit}_{\text{sweeping}} &= \text{IA}_{\text{swept}} \times \text{PLER}_{\text{IC-land use}} \times \text{PRF}_{\text{sweeping}} \times \text{AF} \quad \text{(Equation 2-1)} \\ \text{IA}_{\text{swept}} &= 12.5 \text{ acre} \\ \text{PLE}_{\text{IC-commercial}} &= 1.78 \text{ lbs/acre/yr (from Table 2-1)} \\ \text{PRF}_{\text{sweeping}} &= 0.05 \text{ (from Table 2-3)} \\ \text{AF} &= 3 \text{ mo./12 mo.} = 0.25\end{aligned}$$

Substitution into equation 2-1 yields a Credit<sub>P sweeping</sub> of 0.28 pounds of phosphorus removed per year.

$$\begin{aligned}\text{Credit}_{\text{P sweeping}} &= \text{IA}_{\text{swept}} \times \text{PLE}_{\text{IC-commercial}} \times \text{PRF}_{\text{sweeping}} \times \text{AF} \\ &= 12.5 \text{ acre} \times 1.78 \text{ lbs/acre/yr} \times 0.05 \times 0.25 \\ &= \mathbf{0.3 \text{ lbs/yr}}\end{aligned}$$

## **ATTACHMENT 3 TO APPENDIX F**

### **Methods to Calculate Phosphorus and Nitrogen Load Reductions for Structural Stormwater Best Management Practices**

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### **Methods to Calculate Phosphorus and Nitrogen Load Reductions for Structural Stormwater Best Management Practices in the Watershed**

This attachment provides methods to determine design storage volume capacities and to calculate phosphorus and nitrogen (nutrient) load reductions for the following structural Best Management Practices (structural BMPs) for a LPCP area or watershed tributary to Great Bay:

- 1) Infiltration Trench;
- 2) Surface Infiltration Practices (i.e., basins, rain gardens and bio-retention);
- 3) Bio-filtration Practice;
- 4) Gravel Wetland System;
- 5) Enhanced Bio-filtration with Internal Storage Reservoir (ISR);
- 6) Sand Filter;
- 7) Porous Pavement;
- 8) Wet Pond or wet detention basin;
- 9) Dry Pond or extended dry detention basin; and
- 10) Dry Water Quality Grass Swale with Detention.

Additionally, this attachment provides methods to design and quantify associated nutrient load reduction credits for the following four types of semi-structural BMPs

- 11) Impervious Area Disconnection through Storage (e.g., rain barrels, cisterns, etc.);
- 12) Impervious Area Disconnection;
- 13) Conversions of Impervious Area to Permeable Pervious Area; and
- 14) Soil Amendments to Enhance Permeability of Pervious Areas.

Methods and examples are provided in this Attachment to calculate phosphorus and nitrogen (nutrient) load reductions for structural BMPs for the four following purposes:

- 1) To determine the design volume of a structural BMP to achieve a known nutrient load reduction target when the contributing drainage area is 100% impervious;
- 2) To determine the nutrient load reduction for a structural BMP with a known design volume capacity when the contributing drainage area is 100% impervious;
- 3) To determine the design volume of a structural BMP to achieve a known nutrient load reduction target when the contributing drainage area has impervious and pervious surfaces; and
- 4) To determine the nutrient load reduction for a structural BMP with a known design volume capacity when the contributing drainage area has impervious and pervious surfaces.

Examples are also provided for estimating nutrient load reductions associated with the four semi-structural/non-structural BMPs.

Also, this attachment provides the methodology for calculating the annual stormwater phosphorus and/or nitrogen load that will be delivered to BMPs for treatment (BMP Load) and to be used for quantifying phosphorus and/or nitrogen load reduction credits. The methods and annual nutrient export load rates presented in this Attachment are for calculating load reductions

for various BMPs treating storm water runoff from varying site conditions (i.e., impervious or pervious surfaces) and different land uses (e.g. commercial and institutional). The estimates of annual phosphorus load and load reductions resulting from BMP implementation are intended for use by the permittee to demonstrate compliance with its Phosphorus Reduction Requirement in accordance with Appendix F to the permit. The estimates of annual nitrogen load and load reductions resulting from BMP implementation are intended for use by the permittee to track and account for nitrogen load reductions in accordance with Appendix H to the permit.

**Structural BMP performance credits:** For each structural BMP type identified above (BMPs 1-10), long-term cumulative performance information is provided to calculate phosphorus and nitrogen load reductions or to determine needed design storage volume capacities to achieve a specified reduction target (e.g., 65% phosphorus load reduction). The performance information is expressed as cumulative phosphorus and/or nitrogen load removed (% removed) depending on the physical storage capacity of the structural BMP (expressed as inches of runoff from impervious area) and is provided at the end of this Attachment (see Tables 3-5 through 3-25 and performance curves Figures 3-1 through 3-20). Multiple tables and performance curves are provided for the infiltration practices to represent cumulative phosphorus load reduction performance for six infiltration rates (IR), 0.17, 0.27, 0.53, 1.02, 2.41, and 8.27 inches/hour. These infiltration rates represent the saturated hydraulic conductivity of the soils. The permittee may use the performance curves provided in this attachment to interpolate phosphorus and nitrogen load removal reductions for field measured infiltration rates that are different than the infiltration rates used to develop the performance curves. Otherwise, the permittee shall use the performance curve for the IR that is nearest, but less than, the field measured rate.

The Design Storage Volume or physical storage capacity (as referred to on the x-axis of performance curves) equals the total physical storage volume of the control structure to contain water at any instant in time. Typically, this storage capacity is comprised of the surface ponding storage volume prior to overflow and subsurface storage volumes in storage units and pore spaces of coarse filter media. Table 3-5 provides the formulae to calculate physical storage capacities for the structural control types for using the performance curves.

**Semi-Structural/Non-structural BMP performance credits:** For each semi-structural/non-structural BMP type identified above (BMPs 11-14), long-term cumulative performance information is provided to calculate phosphorus and/or nitrogen load reductions or to determine needed design specifications to achieve a desired reduction target (e.g., 50% phosphorus load reduction). The performance information is expressed as cumulative runoff volume reduction (% removed) depending on the design specifics and actual field conditions. Cumulative percent runoff volume reduction is being used as a surrogate to estimate both the cumulative phosphorus load and nitrogen load reduction credits for these BMPs.

To represent a wide range of potential conditions for implementing these types of BMPs, numerous performance tables and curves have been developed to reflect a wide range of potential conditions and designs such as varying storage volumes (expressed in terms of varying ratios of storage volume to impervious area (0.1 to 2.0 inches)); varying ratios of impervious source area to receiving pervious area based on hydrologic soil groups (HSGs) A, B, C and D (8:1, 6:1, 4:1, 2: 1 and 1:1); and varying discharge time periods for temporary storage (1, 2 or 3

days). The credits are provided at the end of this Attachment (see Tables 3-26 through 3-33 and performance curves Figures 3-21 through 3-41).

EPA will consider phosphorus and/or nitrogen load reductions calculated using the methods provided below to be valid for demonstrating compliance with the terms of this permit for BMPs that have not been explicitly modeled, if the desired BMP has functionality that is similar to one of the simulated BMP types. Regarding functionality, only the surface infiltration, the infiltration trench and the four semi-structural/non-structural BMP types were simulated to direct storm water runoff into the ground (i.e., infiltration). All other simulated BMPs represent practices that are not hydraulically connected to the sub-surface soils (i.e., no infiltration) and have either under-drains or impermeable liners. Following are some simple guidelines for selecting the BMP type and/or determining whether the results of any of the BMP types provided are appropriate for another BMP of interest.

**Infiltration Trench** is a practice that provides temporary storage of runoff using the void spaces within the soil/sand/gravel mixture that is used to backfill the trench for subsequent infiltration into the surrounding sub-soils. Performance results for the infiltration trench can be used for all subsurface infiltration practices including systems that include pipes and/or chambers that provide temporary storage. Also, the results for this BMP type can be used for bio-retention systems that rely on infiltration when the majority of the temporary storage capacity is provided in the void spaces of the soil filter media and porous pavements that allow infiltration to occur. General design specifications for infiltration trench systems are provided in the most recent version of the *Massachusetts Stormwater Handbook, Volume 2/Chapter2* (<http://www.mass.gov/eea/docs/dep/water/laws/i-thru-z/v2c2.pdf>).

**Surface Infiltration** represents a practice that provides temporary surface storage of runoff (e.g., ponding) for subsequent infiltration into the ground. Appropriate practices for use of the surface infiltration performance estimates include infiltration basins, infiltration swales (not conveyance swales), rain gardens and bio-retention systems that rely on infiltration and provide the majority of storage capacity through surface-ponding. If an infiltration system includes both surface storage through ponding and a lesser storage volume within the void spaces of a coarse filter media, then the physical storage volume capacity used to determine the long-term cumulative phosphorus removal efficiency from the infiltration basin performance curves would be equal to the sum of the surface storage volume and the void space storage volume. General design specifications for various surface infiltration systems are provided in the most recent version of the *Massachusetts Stormwater Handbook, Volume 2/Chapter2* (<http://www.mass.gov/eea/docs/dep/water/laws/i-thru-z/v2c2.pdf>).

**Bio-filtration** is a practice that provides temporary storage of runoff for filtering through an engineered soil media. The storage capacity is typically made of void spaces in the filter media and temporary ponding at the surface of the practice. Once the runoff has passed through the filter media it is collected by an under-drain pipe for discharge. The performance curve for this control practice assumes zero infiltration. If a filtration system has subsurface soils that are suitable for infiltration, then user should use the either performance curves for the infiltration trench or the infiltration basin depending on the predominance of storage volume made up by free standing storage or void space storage. Depending on the design of the filter media

manufactured or packaged bio-filter systems such as tree box filters may be suitable for using the bio-filtration performance results. Design specifications for bio-filtration systems are provided in the most recent version of *the Massachusetts Stormwater Handbook, Volume 2/Chapter2* (<http://www.mass.gov/eea/docs/dep/water/laws/i-thru-z/v2c2.pdf>).

**Gravel Wetland** performance results should be used for practices that have been designed in accordance or share similar features with the design specifications for subsurface gravel wetland systems provided in *the Massachusetts Stormwater Handbook, Volume 2/Chapter2* (<http://www.mass.gov/eea/docs/dep/water/laws/i-thru-z/v2c2.pdf>). Also, see report prepared by the University of New Hampshire Stormwater Center entitled *Design and Maintenance of Subsurface Gravel Wetland Systems* and dated February 4, 2015 ([https://www.unh.edu/unhsc/sites/unh.edu.unhsc/files/NHDOT\\_SGW\\_02-06-15\\_Final\\_Report.pdf](https://www.unh.edu/unhsc/sites/unh.edu.unhsc/files/NHDOT_SGW_02-06-15_Final_Report.pdf))

**Enhanced Bio-filtration with Internal Storage Reservoir (ISR)** is a practice that provides temporary storage of runoff for filtering through an engineered soil media, augmented for enhanced phosphorus removal, followed by detention and denitrification in a subsurface internal storage reservoir (ISR) comprised of gravel. Runoff flows are routed through filter media and directed to the underlying ISR via an impermeable membrane for temporary storage. An elevated outlet control at the top of the ISR is designed to provide a retention time of at least 24 hours in the system to allow for sufficient time for denitrification and nitrogen reduction to occur prior to discharge. The design storage capacity for using the cumulative performance curves is comprised of void spaces in the filter media, temporary ponding at the surface of the practice and the void spaces in the gravel ISR. The cumulative phosphorus load reduction curve for this control is intended to be used for systems in which the filter media has been augmented with materials designed and/or known to be effective at capturing phosphorus. If the filter media is not augmented to enhance phosphorus capture, then the phosphorus performance curve for the Bio-Filter should be used for estimating phosphorus load reductions. The University of New Hampshire Stormwater Center (UNHSC) developed the design of this control practice and a design template can be found at UNHSC's website (<https://www.unh.edu/unhsc/news/unhsc-innovative-bioretenion-template-pollutant-reductions-great-bay-estuary-watershed>).

**Sand Filter** performance results should be used for practices that have been designed in accordance or share similar features with the design specifications for sand filter systems provided in the most recent version of *the Massachusetts Stormwater Handbook, Volume 2/Chapter2* (<http://www.mass.gov/eea/docs/dep/water/laws/i-thru-z/v2c2.pdf>).

**Porous Pavement** performance results represent systems with an impermeable under-liner and an under-drain. *If porous pavement systems do not have an impermeable under-liner so that filtered runoff can infiltrate into sub-soils, then the performance results for an infiltration trench may be used for these systems.* Design specifications for porous pavement systems are provided in the most recent version of *the Massachusetts Stormwater Handbook, Volume 2/Chapter2* (<http://www.mass.gov/eea/docs/dep/water/laws/i-thru-z/v2c2.pdf>).

**Extended Dry Detention Pond** performance results should only be used for practices that have been designed in accordance with the design specifications for extended dry detention ponds

provided in the most recent version of *the Massachusetts Stormwater Handbook, Volume 2/Chapter2* (<http://www.mass.gov/eea/docs/dep/water/laws/i-thru-z/v2c2.pdf>).

**Water Quality Grass Swale with Detention** performance results should only be used for practices that have been designed in accordance with the design specifications for a dry water quality swale with check dams to temporarily store the target storage volume capture provided in the most recent version of *the Massachusetts Stormwater Handbook, Volume 2/Chapter2* (<http://www.mass.gov/eea/docs/dep/water/laws/i-thru-z/v2c2.pdf>)

**Impervious Area Hydrologic Disconnection using Storage (e.g., rain barrels, cistern, etc.)** performance results are for collecting runoff volumes from impervious areas such as roof tops, providing temporary storage of runoff volume using rain barrels, cisterns or other storage containers, and discharging stored volume to adjacent vegetated permeable pervious surfaces over an extended period of time. All impervious area disconnection projects must be designed to ensure that the permeable area to receive runoff from adjacent impervious areas are of sufficient size with adequate soils to receive the runoff without causing negative impacts to adjacent down-gradient properties. Careful consideration must be given to the ratio of impervious area to the pervious area that will receive the discharge. Also, devices such as level spreaders to disperse the discharge and provide sheet flow should be employed whenever needed to increase recharge and avoid flow concentration and short circuiting through the pervious area. Soil testing is needed to classify the permeability of the receiving pervious area in terms of HSG.

**Impervious Area Hydrologic Disconnection** performance results are for diverting runoff volumes from impervious areas such as roadways, parking lots and roof tops, and discharging it to adjacent vegetated permeable surfaces that are of sufficient size with adequate soils to receive the runoff without causing negative impacts to adjacent down-gradient properties. Careful consideration must be given to the ratio of impervious area to the pervious area that will receive the discharge. Also, devices such as level spreaders to disperse the discharge and provide sheet flow should be employed whenever needed to increase recharge and avoid flow concentration and short circuiting through the pervious area. Soil testing is needed to classify the permeability of the receiving pervious area in terms of HSG. Some useful design guidelines and considerations may be found at <https://www.mass.gov/files/documents/2016/08/to/practice-of-lid.pdf>.

**Conversion of Impervious Area to Permeable Pervious Area** nutrient load reduction credits are for replacing existing impervious surfaces (such as traditional pavements and buildings with roof tops) with permeable surfaces. To be eligible for credit, it is essential that the area previously covered with impervious surface be restored to provide natural or enhanced hydrologic functioning so that the surface is permeable. Sub-soils beneath pavements are typically highly compacted and will require reworking to loosen the soil and the possible addition of soil amendments to restore permeability. Soil testing is needed to classify the permeability (in terms of HSG) of the restored pervious area.

**Soil Amendments to Increase Permeability of Pervious Areas** performance results are for the practice of improving the permeability of pervious areas through incorporation of soil amendments, tilling and establishing dense vegetation. This practice may be used to compliment

other practices such as impervious area disconnection to improve overall performance and increase reduction credits earned. Soil testing is needed to classify the permeability (in terms of HSG) of the restored pervious area.

### **Alternative Methods:**

A permittee may propose alternative long-term cumulative performance information or alternative methods to calculate phosphorus and/or nitrogen load reductions for the structural BMPs identified above or for other structural BMPs not identified in this Attachment.

EPA will consider alternative long-term cumulative performance information and alternative methods to calculate phosphorus and/or nitrogen load reductions for structural BMPs provided that the permittee provides EPA with adequate supporting documentation. At a minimum, the supporting documentation shall include:

1. Results of continuous BMP model simulations representing the structural BMP, using a verified BMP model and representative long-term (i.e., 10 years) climatic data including hourly rainfall data;
2. Supporting calculations and model documentation that justify use of the model, model input parameters, and the resulting cumulative phosphorus and/or nitrogen load reduction estimates;
3. If pollutant removal performance data are available for the specific BMP, model calibration results should be provided; and

Identification of references and sources of information that support the use of the alternative information and method.

If EPA determines that the long-term cumulative phosphorus and/or nitrogen load reductions developed based on alternative information are not adequately supported, EPA will notify the permittee in writing, and the permittee may receive no phosphorus reduction credit other than a reduction credit calculated by the permittee using the default phosphorus and/or nitrogen reduction factors provided in this Attachment for the identified practices. The permittee is required to submit to EPA valid phosphorus load reductions for structural BMPs in the LPCP area in accordance with the submission schedule requirements specified in the permit and Appendix F.

### **Method to Calculate Annual Phosphorus and/or Nitrogen Load Delivered to BMPs (BMP Load)**

The **BMP Load** is the annual phosphorus and/or nitrogen load from the drainage area to each proposed or existing BMP used by permittee to claim credit against its stormwater phosphorus load reduction requirement (i.e., Phosphorus Reduction Requirement) or for tracking and accounting for nitrogen load reductions in nitrogen sensitive watersheds. The BMP Load is the starting point from which the permittee calculates the reduction in phosphorus load achieved by each existing and proposed BMP.

Examples are provided to illustrate use of the methods. Tables 3-1 and 3-2 below provide annual nutrient load export rates by land use category for impervious and pervious areas for phosphorus (PLERs) and nitrogen (NLER), respectively. The examples are applicable for both phosphorus

and nitrogen. The permittee shall select the land use categories that most closely represents the actual uses of the drainage areas tributary to BMP. For pervious areas, if the hydrologic soil group (HSG) is known, use the appropriate value. If the HSG is not known, assume HSG C conditions for the phosphorus and/or nitrogen load export rate. For drainage areas with institutional type uses, such as government properties, hospitals, and schools, the permittee shall use the commercial/industrial land use category to calculate phosphorus and/or nitrogen loads. Table 3-3 provides a crosswalk table of nutrient load export rate (PLER and NLER) land use categories in Tables 3-1 and 3-2, and the corresponding land use category codes used in MassGIS.

**Table 3-1: Average annual distinct phosphorus (P) load export rates for use in estimating P load reduction credits in the MA MS4 Permit**

Phosphorus Source Category by Land Use	Land Surface Cover	P Load Export Rate, lbs./acre/year	P Load Export Rate, kg/ha/yr.
Commercial (COM) and Industrial (IND)	Directly connected impervious	1.78	2.0
	Pervious	See* DevPERV	See* DevPERV
Multi-Family (MFR) and High-Density Residential (HDR)	Directly connected impervious	2.32	2.6
	Pervious	See* DevPERV	See* DevPERV
Medium -Density Residential (MDR)	Directly connected impervious	1.96	2.2
	Pervious	See* DevPERV	See* DevPERV
Low Density Residential (LDR) - "Rural"	Directly connected impervious	1.52	1.7
	Pervious	See* DevPERV	See* DevPERV
Highway (HWY)	Directly connected impervious	1.34	1.5
	Pervious	See* DevPERV	See* DevPERV
Forest (FOR)	Directly connected impervious	1.52	1.7
	Pervious	0.13	0.13
Open Land (OPEN)	Directly connected impervious	1.52	1.7
	Pervious	See* DevPERV	See* DevPERV
Agriculture (AG)	Directly connected impervious	1.52	1.7
	Pervious	0.45	0.5
*Developed Land Pervious (DevPERV) – HSG A	Pervious	0.03	0.03
*Developed Land Pervious (DevPERV) – HSG B	Pervious	0.12	0.13
*Developed Land Pervious (DevPERV) – HSG C	Pervious	0.21	0.24
*Developed Land Pervious (DevPERV) – HSG C/D	Pervious	0.29	0.33
*Developed Land Pervious (DevPERV) – HSG D	Pervious	0.37	0.41



**Notes:**

- For pervious areas, if the hydrologic soil group (HSG) is known, use the appropriate value from this table. If the HSG is not known, assume HSG C conditions for the phosphorus load export rate.
- Agriculture includes row crops, actively managed hay fields, and pasture lands. Institutional land uses, such as government properties, hospitals and schools, are to be included in the commercial and industrial land use grouping for calculating phosphorus loading.
- Impervious surfaces within the forest land use category are typically roadways adjacent to forested pervious areas.

**Table 3-2: Average annual distinct nitrogen (N) load export rates for use in estimating N load reduction credits in the MA MS4 Permit**

<b>Nitrogen Source Category by Land Use</b>	<b>Land Surface Cover</b>	<b>N Load Export Rate, lbs./acre/year</b>	<b>N Load Export Rate, kg/ha/yr.</b>
Commercial (COM) and Industrial (IND)	Directly connected impervious	15.0	16.9
	Pervious	See* DevPERV	See* DevPERV
All Residential	Directly connected impervious	14.1	15.8
	Pervious	See* DevPERV	See* DevPERV
Highway (HWY)	Directly connected impervious	10.5	11.8
	Pervious	See* DevPERV	See* DevPERV
Forest (FOR)	Directly connected impervious	11.3	12.7
	Pervious	0.5	0.6
Open Land (OPEN)	Directly connected impervious	11.3	12.7
	Pervious	See* DevPERV	See* DevPERV
Agriculture (AG)	Directly connected impervious	11.3	12.7
	Pervious	2.6	2.9
*Developed Land Pervious (DevPERV) – HSG A	Pervious	0.3	0.3
*Developed Land Pervious (DevPERV) – HSG B	Pervious	1.2	1.3
*Developed Land Pervious (DevPERV) – HSG C	Pervious	2.4	2.7
*Developed Land Pervious (DevPERV) – HSG C/D	Pervious	3.1	3.5
*Developed Land Pervious (DevPERV) – HSG D	Pervious	3.6	4.1

**Notes:**

- For pervious areas, if the hydrologic soil group (HSG) is known, use the appropriate value from this table. If the HSG is not known, assume HSG C conditions for the nitrogen load export rate.
- Agriculture includes row crops. Actively managed hay fields and pasture lands. Institutional land uses such as government properties, hospitals and schools are to be included in the commercial and industrial land use grouping for calculating nitrogen loading.
- Impervious surfaces within the forest land use category are typically roadways adjacent to forested pervious areas.

**Table 3-3. MassGIS land-use categories with associated land-use groups for phosphorus (P) and nitrogen (N) load calculations**

Mass GIS Land Use LU_CODE	Description	Land Use group for calculating P Load - MA MS4
1	Crop Land	Agriculture
2	Pasture (active)	Agriculture
3	Forest	Forest
4	Wetland	Forest
5	Mining	Industrial
6	Open Land includes inactive pasture	open land
7	Participation Recreation	open land
8	spectator recreation	open land
9	Water Based Recreation	open land
10	Multi-Family Residential	High Density Residential
11	High Density Residential	High Density Residential
12	Medium Density Residential	Medium Density Residential
13	Low Density Residential	Low Density Residential
14	Saltwater Wetland	Water
15	Commercial	Commercial
16	Industrial	Industrial
17	Urban Open	open land
18	Transportation	Highway
19	Waste Disposal	Industrial
20	Water	Water
23	cranberry bog	Agriculture
24	Powerline	open land
25	Saltwater Sandy Beach	open land
26	Golf Course	Agriculture
29	Marina	Commercial
31	Urban Public	Commercial
34	Cemetery	open land
35	Orchard	Forest
36	Nursery	Agriculture
37	Forested Wetland	Forest
38	Very Low Density residential	Low Density Residential
39	Junkyards	Industrial
40	Brush land/Successional	Forest

**BMP Load:** To estimate the annual phosphorus and/or nitrogen load reduction for a given stormwater BMP, it is first necessary to estimate the amount of annual stormwater phosphorus and/or nitrogen load that will be directed to the BMP (BMP Load).

For a given BMP:

- 1) Determine the total drainage area to the BMP;
- 2) Distribute the total drainage area into impervious and pervious subareas by land use category as defined by Tables 3-1, 3-2 and 3-3;
- 3) Calculate the nutrient load for each land use-based impervious and pervious subarea by multiplying the subarea by the appropriate nutrient load export rate (i.e., PLER or NLER) provided in Tables 3-1 and 3-2; and
- 4) Determine the total annual phosphorus and/or nitrogen loads to the BMP by summing the calculated impervious and pervious subarea phosphorus and/or nitrogen loads.

**Example 3-1 to determine phosphorus and nitrogen loads to a proposed BMP:** A permittee is proposing a surface stormwater infiltration system that will treat runoff from an industrial site within the LPCP area that has a total drainage area of 12.87 acres comprised of 10.13 acres of impervious cover (e.g., roadways, parking areas and rooftops), 1.85 acres of landscaped pervious area and 0.89 acres of wooded area both with HSG C soils. The drainage area information for the proposed BMP is:

BMP Subarea ID	Land Use Category	Cover Type	Area (acres)	PLER (lb/acre/yr)*	NLER (lb/acre/yr)**
1	Industrial	impervious	10.13	1.78	15.0
2	Landscaped (HSG C)	pervious	1.85	0.21	2.4
3	Forest (HSG C)	pervious	0.89	0.12	0.5

\*From Table 3-1

\*\*From Table 3-2

The phosphorus load to the proposed BMP (BMP Load <sub>p</sub>) is calculated as:

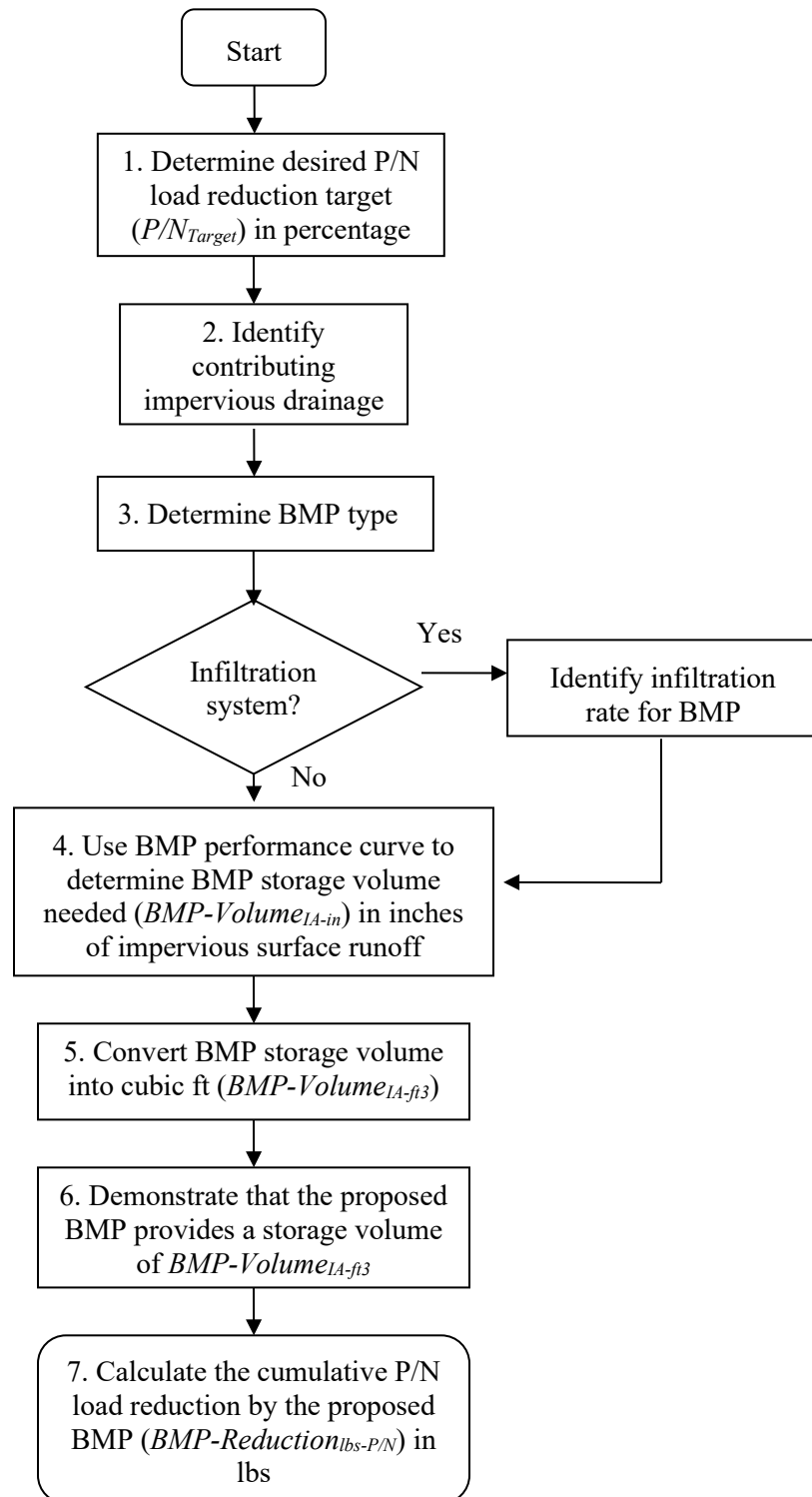
$$\begin{aligned}
 \text{BMP Load}_p &= (IA_{\text{Ind}} \times \text{PLER}_{\text{Ind}}) + (PA_{\text{Ind}} \times \text{PLER}_{\text{Ind}}) + (PA_{\text{FOREST}} \times \text{PLER}_{\text{For}}) \\
 &= (10.13 \times 1.78) + (1.85 \times 0.21) + (0.89 \times 0.12) \\
 &= \mathbf{18.53 \text{ lbs P/year}}
 \end{aligned}$$

The nitrogen load to the proposed BMP (BMP Load <sub>N</sub>) is calculated as:

$$\begin{aligned}
 \text{BMP Load}_N &= (IA_{\text{Ind}} \times \text{NLER}_{\text{Ind}}) + (PA_{\text{Ind}} \times \text{NLER}_{\text{Ind}}) + (PA_{\text{FOREST}} \times \text{NLER}_{\text{For}}) \\
 &= (10.13 \times 15.0) + (1.85 \times 2.4) + (0.89 \times 0.5) \\
 &= \mathbf{156.9 \text{ lbs N/year}}
 \end{aligned}$$

**(1) Method to determine the design volume of a structural BMP to achieve a known phosphorus and/or nitrogen (P/N) load reduction target when the contributing drainage area is 100% impervious:**

Flow Chart 1 illustrates the steps to determine the design volume of a structural BMP to achieve a known phosphorus and/or nitrogen (P/N) load reduction target when the contributing drainage area is 100% impervious.



**Flow Chart 1: Method to determine BMP design volume to achieve a known phosphorous load reduction when contributing drainage area is 100% impervious.**

- 1) Determine the desired cumulative phosphorus and/or nitrogen load reduction target ( $P/N_{target}$ ) in percentage for the structural BMP;

- 2) Determine the contributing impervious drainage area (IA) in acres to the structural BMP;
- 3) Determine the structural BMP type (e.g., infiltration trench, gravel wetland). For infiltration systems, determine the appropriate infiltration rate for the location of the BMP in the Watershed;
- 4) Using the cumulative phosphorus and/or nitrogen removal performance curves for the selected structural BMP (Figures 3-1 through 3-20), determine the storage volume for the BMP (BMP-Volume<sub>IA-in</sub>), in inches of runoff, needed to treat runoff from the contributing IA to achieve the reduction target;
- 5) Calculate the corresponding BMP storage volume in cubic feet (BMP-Volume<sub>IA-ft<sup>3</sup></sub>) using BMP-Volume<sub>IA-in</sub> determined from step 4 and equation 3-1:

$$\text{BMP-Volume}_{\text{IA-ft}^3} = \text{IA (acre)} \times \text{BMP-Volume}_{\text{IA-in}} \times 3630 \text{ ft}^3/\text{ac-in} \quad \text{(Equation 3-1)}$$

- 6) Provide supporting calculations using the dimensions and specifications of the proposed structural BMP showing that the necessary storage volume capacity, BMP-Volume<sub>IA-ft<sup>3</sup></sub>, determined from step 5 will be provided to achieve the P/N<sub>Target</sub>; and
- 7) Calculate the cumulative P/N load reduction in pounds of P/N (BMP-Reduction<sub>lbs-P/N</sub>) for the structural BMP using the BMP Load (as calculated from the procedure in Attachment 1 to Appendix F) and P/N<sub>target</sub> by using equation 3-2:

$$\text{BMP-Reduction}_{\text{lbs-P}} = \text{BMP Load} \times (\text{P/N}_{\text{target}} / 100) \quad \text{(Equation 3-2)}$$

**Example 3-2 to determine design storage volume capacity of a structural BMP for a 100% impervious drainage area to achieve a known phosphorus load reduction target\*:**

\*Note: The approach used in this example is for phosphorus and is equally applicable for nitrogen.

A permittee is considering a surface infiltration practice to capture and treat runoff from 2.57 acres (1.04 ha) of commercial impervious area in the LPCP area that will achieve a 70% reduction in average annual phosphorus load. The infiltration practice would be located adjacent to the impervious area. The permittee has measured an infiltration rate (IR) of 0.39 inches per hour (in/hr) in the vicinity of the proposed infiltration practice. Determine the:

- A) Design storage volume needed for an surface infiltration practice to achieve a 70% reduction in annual phosphorus load from the contributing drainage area (BMP-Volume<sub>IA-ft<sup>3</sup></sub>); and
- B) Cumulative phosphorus reduction in pounds that would be accomplished by the BMP (BMP-Reduction<sub>lbs-P</sub>)

**Solution:**

- 1) Phosphorus load reduction target ( $P_{\text{target}}$ ) = 70%
- 2) Contributing impervious drainages area (IA) = 2.57 acres;

- 3) BMP type is a surface infiltration practice (i.e., basin) with an infiltration rate (IR) of 0.39 in/hr
- 4) The performance curve for the infiltration basin (i.e., surface infiltration practice), Figure 3-8, IR = 0.27 in/hr is used to determine the design storage volume of the BMP (BMP-Volume<sub>IA-in</sub>) needed to treat runoff from the contributing IA and achieve a  $P_{\text{target}} = 70\%$ . The curve for an infiltration rate of 0.27 in/hr is chosen because 0.27 in/hr is the nearest simulated IR that is less than the field measured IR of 0.39 in/hr. From Figure 3-8, the BMP-Volume<sub>IA-in</sub> for a  $P_{\text{target}} = 70\%$  is 0.36 in.
- 5) The BMP-Volume<sub>IA-in</sub> is converted to cubic feet (BMP-Volume<sub>IA-ft</sub><sup>3</sup>) using Equation 3-1:
- $$\begin{aligned}\text{BMP-Volume}_{\text{IA-ft}^3} &= \text{IA (acre)} \times \text{BMP-Volume}_{\text{IA-in}} \times 3,630 \text{ ft}^3/\text{acre-in} \\ \text{BMP-Volume}_{\text{IA-ft}^3} &= 2.57 \text{ acre} \times 0.36 \text{ in} \times 3,630 \text{ ft}^3/\text{acre-in} \\ &= \mathbf{3,359 \text{ ft}^3}\end{aligned}$$
- 6) A narrow trapezoidal infiltration basin with the following characteristics is proposed to achieve the  $P_{\text{Target}}$  of 70%. As indicated in Table 3-5, the Design Storage Volume (DSV) of a surface infiltration practice is equal to the volume of surface ponding:

$$\text{DSV} = (L \times ((W_{\text{bottom}} + W_{\text{top@Dmax}})/2) \times D) \text{ (Table 3-5: Surface Infiltration)}$$

Length (ft)	Design Depth (ft)	Side Slopes	Bottom area (ft <sup>2</sup> )	Pond surface area (ft <sup>2</sup> )	Design Storage Volume (ft <sup>3</sup> )
355	1.25	3:1	1,387	4,059	3,404

The proposed DSV of 3,404 ft<sup>3</sup> exceeds the BMP-Volume<sub>IA-ft</sub><sup>3</sup> needed, 3,359 ft<sup>3</sup> and therefore is sufficient to achieve the  $P_{\text{Target}}$  of 70%.

- 7) The cumulative phosphorus load reduction in pounds of phosphorus for the infiltration practice (BMP-Reduction<sub>lbs-P</sub>) is calculated using Equation 3-2. The BMP Load is first determined using the method described above.

$$\begin{aligned}\text{BMP Load} &= \text{IA} \times \text{impervious cover PLER for commercial use (see Table 3-1)} \\ &= 2.57 \text{ acres} \times 1.78 \text{ lbs/acre/yr} \\ &= 4.58 \text{ lbs/yr}\end{aligned}$$

$$\begin{aligned}\text{BMP-Reduction}_{\text{lbs-P}} &= \text{BMP Load} \times (P_{\text{target}}/100) \\ \text{BMP-Reduction}_{\text{lbs-P}} &= 4.58 \text{ lbs/yr} \times (70/100) \\ &= \mathbf{3.21 \text{ lbs/yr}}\end{aligned}$$

**Alternate Solution:** Alternatively, the permittee could determine the design storage volume needed for an IR = 0.39 in/hr by performing interpolation of the results from the surface infiltration performance curves for IR = 0.27 in/hr and IR = 0.52 in/hr as follows (replacing steps 3 and 4 on the previous page):

Using the performance curves for the infiltration basin (i.e., surface infiltration practice), Figures 3-8, IR = 0.27 in/hr and 3-9, IR = 0.52 in/hr, interpolate between the curves to determine the design storage volume of the BMP (BMP-Volume<sub>IA-in</sub>) needed to treat runoff from the contributing IA and achieve a  $P_{\text{target}} = 70\%$ .

First calculate the interpolation adjustment factor (IAF) to interpolate between the infiltration basin performance curves for infiltration rates of 0.27 and 0.52 in/hr:

$$\text{IAF} = (0.39 - 0.27) / (0.52 - 0.27) = 0.48$$

From the two performance curves, develop the following table to estimate the general magnitude of the needed storage volume for an infiltration swale with an IR = 0.39 in/hr and a  $P_{\text{target}}$  of 70%.

**Table Example 3-1-1: Interpolation Table for determining design storage volume of infiltration basin with IR = 0.39 in/hr and a phosphorus load reduction target of 70%**

BMP Storage Volume	% Phosphorus Load Reduction IR = 0.27 in/hr (PR <sub>IR=0.27</sub> )	% Phosphorus Load Reduction IR = 0.52 in/hr (PR <sub>IR=0.52</sub> )	Interpolated % Phosphorus Load Reduction IR = 0.39 in/hr (PR <sub>IR=0.39</sub> ) $\text{PR}_{\text{IR}=0.39} = \text{IAF}(\text{PR}_{\text{IR}=0.52} - \text{PR}_{\text{IR}=0.27}) + \text{PR}_{\text{IR}=0.27}$
0.3	64%	67%	65%
0.4	74%	77%	75%
0.5	79%	82%	80%

As indicated from Table Example 3-1, the BMP-Volume<sub>IA-in</sub> for PR<sub>IR=0.39</sub> of 70% is between 0.3 and 0.4 inches and can be determined by interpolation:

$$\begin{aligned} \text{BMP-Volume}_{\text{IA-in}} &= (70\% - 65\%) / (75\% - 65\%) \times (0.4 \text{ in} - 0.3 \text{ in}) + 0.3 \text{ in} \\ &= 0.35 \text{ inches} \end{aligned}$$

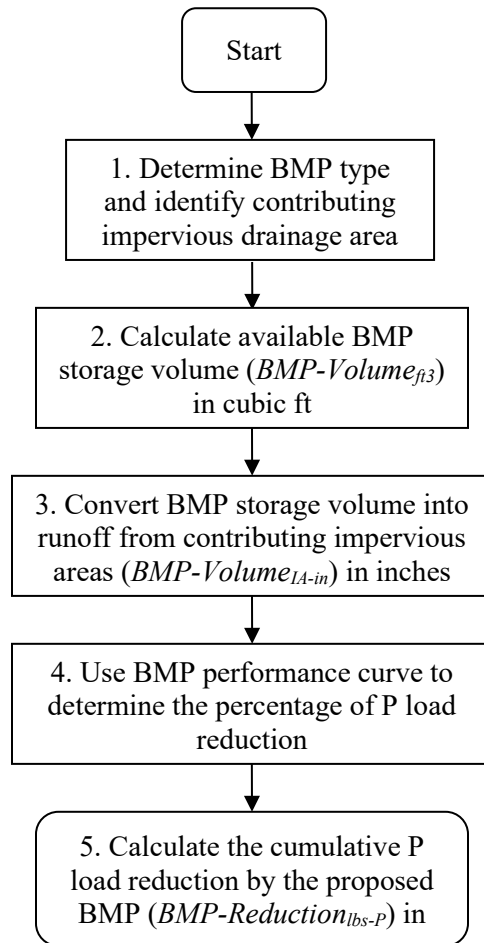
**5 alternative)** Convert the resulting BMP-Volume<sub>IA-in</sub> to cubic feet (BMP-Volume<sub>IA-ft</sub><sup>3</sup>) using equation 3-1:

$$\begin{aligned} \text{BMP-Volume}_{\text{IA-ft}^3} &= 2.57 \text{ acre} \times 0.35 \text{ in} \times 3,630 \text{ ft}^3/\text{acre-in} \\ &= 3,265 \text{ ft}^3 \end{aligned}$$

**(2) Method to determine the phosphorus and/or nitrogen (N/P) load reduction credit for a structural BMP with a known design storage volume when the contributing drainage area is 100% impervious:**

Flow Chart 2 illustrates the steps to determine the phosphorus and/or nitrogen (N/P) load reduction for a structural BMP with a known design volume when the contributing drainage area is 100% impervious.





**Flow Chart 2: Method to determine the phosphorus and/or nitrogen load reduction for a BMP with a known design volume when contributing drainage area is 100% impervious.**

- 1) Identify the structural BMP type and contributing impervious drainage area (IA);
- 2) Document the available storage volume (ft<sup>3</sup>) of the structural BMP (BMP-Volume<sub>ft³</sub>) using the BMP dimensions and design specifications (e.g., maximum storage depth, filter media porosity);
- 3) Convert BMP-Volume<sub>ft³</sub> into inches of runoff from the contributing impervious area (BMP-Volume<sub>IA-in</sub>) using equation 3-3:

$$\text{BMP-Volume}_{\text{IA-in}} = \text{BMP-Volume}_{\text{ft}^3} / \text{IA (acre)} \times 12 \text{ in/ft} \times 1 \text{ acre}/43560 \text{ ft}^2 \text{ (Equation 3-3)}$$

- 4) Determine the % P/N load reduction for the structural BMP (BMP Reduction<sub>%-P</sub>) using the appropriate BMP performance curve (Figures 3-1 through 3-20) and the BMP-Volume<sub>IA-in</sub> calculated in step 3; and

- 5) Calculate the cumulative P/N load reduction in pounds for the structural BMP (BMP Reduction  $\text{lbs-P/N}$ ) using the BMP Load as calculated from the procedure described above and the percent P/N load reduction determined in step 4 by using equation 3-4:

$$\text{BMP Reduction } \text{lbs-P/N} = \text{BMP Load} \times (\text{BMP Reduction } \% \text{-P/N} / 100) \quad (\text{Equation 3-4})$$

**Example 3-2: Determine the nitrogen load reduction for a structural BMP with a known storage volume capacity when the contributing drainage area is 100% impervious\*:**

\*The approach used in this example is for nitrogen and is equally applicable for phosphorus.

A permittee is considering an Enhanced Bio-filtration w/ISR system to treat runoff from 1.49 acres of high density residential (HDR) impervious area. Site constraints would limit the enhanced bio-filtration system to have a surface area of 1200  $\text{ft}^2$  and the system would have to be located next to the impervious drainage area to be treated. The design parameters for the enhanced bio-filtration w/ ISR system are presented in Table Example 3-2-1.

**Table Example 3-2-1: Design parameters for bio-filtration system for Example 3-2**

Components of representation	Parameters	Value
Ponding	Maximum depth	0.5 ft
	Surface area	1200 $\text{ft}^2$
	Vegetative parameter <sup>a</sup>	85-95%
Soil mix	Depth	2.0 ft
	Porosity	0.35
	Hydraulic conductivity	4 inches/hour
Gravel layer	Depth	2.0 ft
	Porosity	0.45
Orifice #1	Diameter	0.08 ft

<sup>a</sup> Refers to the percentage of surface covered with vegetation

Determine the:

- A) Percent nitrogen load reduction (BMP Reduction  $\% \text{-N}$ ) for the specified enhanced bio-filtration w/ISR system and contributing impervious HDR drainage area; and
- B) Cumulative nitrogen reduction in pounds that would be accomplished by the system (BMP-Reduction  $\text{lbs-N}$ )

**Solution:**

- 1) The BMP is an enhanced bio-filtration w/ISR system that will treat runoff from 1.49 acres of HDR impervious area ( $\text{IA} = 1.49$  acre);
- 2) The available storage volume capacity ( $\text{ft}^3$ ) of the enhanced bio-filtration system (BMP-Volume  $\text{BMP-ft}^3$ ) is determined using the surface area of the system, depth of ponding, and the porosities of the filter media and subsurface gravel ISR:  

$$\begin{aligned} \text{BMP-Volume } \text{BMP-ft}^3 &= (\text{surface area} \times \text{pond maximum depth}) + (\text{surface area} \times ((\text{soil mix depth} \times \text{soil layer porosity}) + (\text{gravel layer depth} \times \text{gravel layer porosity}))) \\ &= (1,200 \text{ ft}^2 \times 0.5 \text{ ft}) + (1,200 \text{ ft}^2 \times ((2.0 \times 0.35) + (2.0 \times 0.45))) \\ &= 600 + 1920 \end{aligned}$$

$$= 2,520 \text{ ft}^3$$

- 3) The available storage volume capacity of the enhanced bio-filtration system in inches of runoff from the contributing impervious area (BMP-Volume<sub>IA-in</sub>) is calculated using equation 3-3:

$$\begin{aligned} \text{BMP-Volume}_{\text{IA-in}} &= (\text{BMP-Volume}_{\text{ft}^3} / \text{IA (acre)} \times 12 \text{ in/ft} \times 1 \text{ acre} / 43560 \text{ ft}^2) \\ \text{BMP-Volume}_{\text{IA-in}} &= (2520 \text{ ft}^3 / 1.49 \text{ acre}) \times 12 \text{ in/ft} \times 1 \text{ acre} / 43560 \text{ ft}^2 \\ &= 0.47 \text{ in} \end{aligned}$$

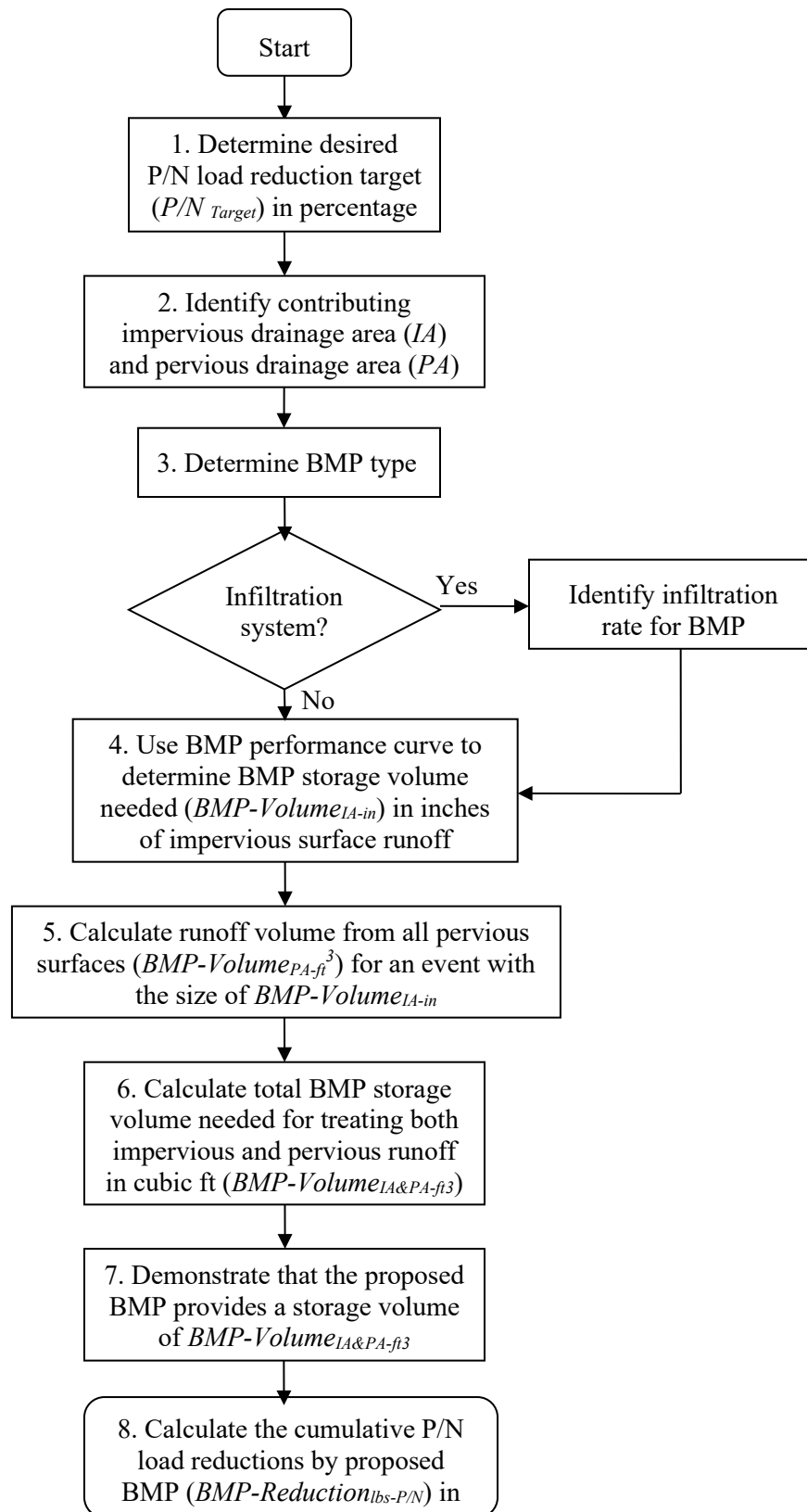
- 4) Using the enhanced bio-filtration performance curve shown in Figure 3-15, a **61%** nitrogen load reduction (BMP Reduction %N) is determined for the system with a design storage capacity of 0.47 inches for treating runoff from 1.49 acres of impervious area; and
- 5) Calculate the cumulative nitrogen load reduction in pounds of for the enhanced bio-filtration w/ISR system (BMP Reduction<sub>lbs-N</sub>) using the BMP Load as calculated from the procedure described above and the BMP Reduction %N determined in step 4 by using equation 3-4. First, the BMP Load is determined as specified above:

$$\begin{aligned} \text{BMP Load}_N &= \text{IA} \times \text{impervious cover nitrogen export loading rate for HDR} \\ &\text{(see Table 3-2)} \\ &= 1.49 \text{ acres} \times 15.8 \text{ lbs/acre/yr} \\ &= 23.5 \text{ lbs/yr} \end{aligned}$$

$$\begin{aligned} \text{BMP Reduction}_{\text{lbs-N}} &= \text{BMP Load} \times (\text{BMP Reduction \%N} / 100) \\ \text{BMP Reduction}_{\text{lbs-N}} &= 23.5 \text{ lbs/yr} \times (61 / 100) \\ &= 14.4 \text{ lbs/yr} \end{aligned}$$

**(3) Method to determine the design storage volume of a structural BMP to achieve a known phosphorus and/or nitrogen load reduction target when the contributing drainage area has impervious and pervious surfaces:**

Flow Chart 3 illustrates the steps to determine the design storage volume of a structural BMP to achieve a known phosphorus load reduction target when the contributing drainage area has impervious and pervious surfaces.



**Flow Chart 3: Method to determine the design storage volume of a BMP to reach a known P/N load reduction when both impervious and pervious drainage areas are present.**

- 1) Determine the desired cumulative P/N load reduction target ( $P/N_{\text{target}}$ ) in percentage for the structural BMP;
- 2) Characterize the contributing drainage area to the structural BMP by identifying the following information for the impervious and pervious surfaces:

**Impervious area (IA)** - Area (acre) and land use (e.g., commercial)

**Pervious area (PA)** – Area (acre), land use and hydrologic soil group (HSG).

- 3) Determine the structural BMP type (e.g., infiltration trench, gravel wetland). For infiltration systems, determine the appropriate infiltration rate for the location of the BMP in the Watershed;
- 4) Using the cumulative P/N removal performance curve for the selected structural BMP, determine the storage volume capacity of the BMP in inches needed to treat runoff from the contributing impervious area (BMP-Volume<sub>IA-in</sub>);
- 5) Using Equation 3-5 below and the pervious area runoff depth information from Table 3-4, below, determine the total volume of runoff from the contributing pervious drainage area in cubic feet (BMP Volume<sub>PA-ft<sup>3</sup></sub>) for a rainfall size equal to the sum of BMP Volume<sub>IA-in</sub>, determined in step 4. The runoff volume for each distinct pervious area must be determined;

$$\text{BMP-Volume}_{\text{PA-ft}^3} = \sum (\text{PA} \times (\text{runoff depth}) \times 3,630 \text{ ft}^3/\text{acre-in})_{(\text{PA1}, \text{PA}_n)} \quad \text{(Equation 3-5)}$$

Table 3-4 provides values of runoff depth from pervious areas for various rainfall depths and HSGs. Soils are assigned to an HSG on the basis of their permeability. HSG A is the most permeable, and HSG D is the least permeable. HSG categories for pervious areas in the drainage area shall be estimated by consulting local soil surveys prepared by the National Resource Conservation Service (NRCS) or by a storm water professional evaluating soil testing results from the drainage area. If the HSG condition is not known, an HSG C soil condition should be assumed.

- 6) Using equation 3-6 below, calculate the BMP storage volume in cubic feet (BMP-Volume<sub>IA&PA-ft<sup>3</sup></sub>) needed to treat the runoff depth from the contributing impervious (IA) and pervious areas (PA);

$$\text{BMP-Volume}_{\text{IA\&PA-ft}^3} = \text{BMP Volume}_{\text{PA-ft}^3} + (\text{BMP Volume}_{\text{IA-in}} \times \text{IA (acre)} \times 3,630 \text{ ft}^3/\text{acre-in}) \quad \text{(Equation 3-6)}$$

- 7) Provide supporting calculations using the dimensions and specifications of the proposed structural BMP showing that the necessary storage volume determined in step 6, BMP-Volume<sub>IA&PA-ft<sup>3</sup></sub>, will be provided to achieve the  $P/N_{\text{Target}}$ ; and
- 8) Calculate the cumulative phosphorus load reduction in pounds of phosphorus (BMP-Reduction<sub>lbs-P/N</sub>) for the structural BMP using the BMP Load (as calculated in example 1) and the  $P/N_{\text{target}}$  by using equation 3-2:

$$\text{BMP-Reduction}_{\text{lbs-P/N}} = \text{BMP Load} \times (P_{\text{target}} / 100) \quad \text{(Equation 3-2)}$$

**Table 3- 4: Developed Land Pervious Area Runoff Depths based on Precipitation depth and Hydrological Soil Groups (HSGs)**

<b>Developed Land Pervious Area Runoff Depths based on Precipitation depth and Hydrological Soil Groups</b>					
<b>Rainfall Depth, Inches</b>	<b>Runoff Depth, inches</b>				
	<b>Pervious HSG A</b>	<b>Pervious HSG B</b>	<b>Pervious HSG C</b>	<b>Pervious HSG C/D</b>	<b>Pervious HSG D</b>
<b>0.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>0.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.01</b>	<b>0.02</b>	<b>0.02</b>
<b>0.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.03</b>	<b>0.05</b>	<b>0.06</b>
<b>0.50</b>	<b>0.00</b>	<b>0.01</b>	<b>0.05</b>	<b>0.07</b>	<b>0.09</b>
<b>0.60</b>	<b>0.01</b>	<b>0.02</b>	<b>0.06</b>	<b>0.09</b>	<b>0.11</b>
<b>0.80</b>	<b>0.02</b>	<b>0.03</b>	<b>0.09</b>	<b>0.13</b>	<b>0.16</b>
<b>1.00</b>	<b>0.03</b>	<b>0.04</b>	<b>0.12</b>	<b>0.17</b>	<b>0.21</b>
<b>1.20</b>	<b>0.04</b>	<b>0.05</b>	<b>0.14</b>	<b>0.27</b>	<b>0.39</b>
<b>1.50</b>	<b>0.08</b>	<b>0.11</b>	<b>0.39</b>	<b>0.55</b>	<b>0.72</b>
<b>2.00</b>	<b>0.14</b>	<b>0.22</b>	<b>0.69</b>	<b>0.89</b>	<b>1.08</b>
Notes: Runoff depths derived from combination of volumetric runoff coefficients from Table 5 of <i>Small Storm Hydrology and Why it is Important for the Design of Stormwater Control Practices</i> , (Pitt, 1999), and using the Stormwater Management Model (SWMM) in continuous model mode for hourly precipitation data for Boston, MA, 1998-2002.					

**Example 3-3: Determine the design storage volume of a structural BMP to achieve a known phosphorus load reduction target when the contributing drainage area has impervious and pervious surfaces\*:**

\*The approach used in this example for phosphorus is equally applicable for nitrogen.

A permittee is considering a gravel wetland system to treat runoff from a high-density residential (HDR) site. The site is 7.5 acres of which 4.0 acres are impervious surfaces and 3.50 acres are pervious surfaces. The pervious area is made up of 2.5 acres of lawns in good condition surrounding cluster housing units and 1.0 acre of stable unmanaged woodland. Soils information indicates that all of the woodland and 0.5 acres of the lawn is hydrologic soil group (HSG) B and the other 2.0 acres of lawn are HSG C. The permittee wants to size the gravel wetland system to achieve a cumulative phosphorus load reduction ( $P_{\text{Target}}$ ) of 55% from the entire 7.5 acres.

Determine the:

- A)** Design storage volume needed for a gravel wetland system to achieve a 55% reduction in annual phosphorus load from the contributing drainage area (BMP-Volume  $IA \& PA - ft^3$ ); and
- B)** Cumulative phosphorus reduction in pounds that would be accomplished by the BMP (BMP-Reduction  $lbs-P$ )

**Example 3-3 continued:****Solution:**

- 1) The BMP type is gravel wetland system.
- 2) The phosphorus load reduction target ( $P_{\text{Target}} = 55\%$ ).
- 3) Using the cumulative phosphorus removal performance curve for the gravel wetland system shown in Figure 3-14, the storage volume capacity in inches needed to treat runoff from the contributing impervious area (BMP Volume<sub>IA-in</sub>) is 0.71 in;

Using equation 3-5 and the pervious runoff depth information from Table 3-4, the volume of runoff from the contributing pervious drainage area in cubic feet (BMP Volume<sub>PA-ft<sup>3</sup></sub>) for a rainfall size equal to 0.71 in is summarized in Table Example 3-3-A. As indicated from Table 3-4, the runoff depth for a rainfall size equal to 0.71 inches is between 0.6 and 0.8 inches and can be determined by interpolation (example shown for runoff depth of HSG C):

$$\begin{aligned}\text{Runoff depth (HSG C)} &= (0.71 - 0.6)/(0.8 - 0.6) \times (0.09 \text{ in} - 0.06 \text{ in}) + 0.06 \text{ in} \\ &= 0.07 \text{ inches}\end{aligned}$$

**Table Example 3-3-A: Runoff contributions from pervious areas for HDR site**

ID	Type	Pervious Area (acre)	HSG	Runoff (in)	Runoff = (runoff) x PA (acre-in)	Runoff = Runoff (acre-in) x 3630 ft <sup>3</sup> /acre-in (ft <sup>3</sup> )
PA1	Grass	2.00	C	0.07	0.14	508
PA2	Grass	0.50	B	0.01	0.0	0.0
PA3	Woods	1.00	B	0.01	0.0	0.0
<b>Total</b>	-----	<b>3.50</b>	-----	-----	<b>0.14</b>	<b>508</b>

- 4) Using equation 3-6, determine the BMP storage volume in cubic feet (BMP-Volume<sub>IA&PA-ft<sup>3</sup></sub>) needed to treat 0.71 inches of runoff from the contributing impervious area (IA) and the runoff of 0.14 acre-in from the contributing pervious areas, determined in step 5 is:

$$\text{BMP Volume}_{\text{IA\&PA-ft}^3} = \text{BMP Volume}_{\text{PA ac-in}} + (\text{BMP Volume}_{\text{IA-in}} \times \text{IA (acre)}) \times 3,630 \text{ ft}^3/\text{acre-in}$$

$$\begin{aligned}\text{BMP Volume}_{\text{IA\&PA-ft}^3} &= (508 \text{ ft}^3 + ((0.71 \text{ in} \times 4.00 \text{ acre}) \times 3,630 \text{ ft}^3/\text{acre-in})) \\ &= 10,817 \text{ ft}^3\end{aligned}$$

- 5) Table Example 3-3-B provides design details for of a potential gravel wetland system

**Solution continued:****Table Example 3-3-B: Design details for gravel wetland system**

Gravel Wetland System Components	Design Detail	Depth (ft)	Surface Area (ft <sup>2</sup> )	Volume (ft <sup>3</sup> )
<b>Sediment Forebay</b>	<b>10% of Treatment Volume</b>			
Pond area	----	1.33	896	1,192
<b>Wetland Cell #1</b>	<b>45% of Treatment Volume</b>	-----	-----	-----
Pond area	----	2.00	1,914	3,828
Gravel layer	porosity = 0.4	2.00	1,914	1,531
<b>Wetland Cell #2</b>	<b>45% of Treatment Volume</b>	-----	-----	-----
Pond area	----	2.00	1,914	3,828
Gravel layer	porosity = 0.4	2.00	1,914	1,531

The total design storage volume for the proposed gravel wetland system identified in Table Example 3-3-C is 11,910 ft<sup>3</sup>. This volume is greater than 11,834 ft<sup>3</sup> ((BMP-Volume<sub>IA&PA-ft</sub>), calculated in step 4) and is therefore sufficient to achieve a P<sub>Target</sub> of 55%.

- 6) The cumulative phosphorus load reduction in pounds of phosphorus (BMP-Reduction<sub>lbs-P</sub>) for the proposed gravel wetland system is calculated by using equation 3-2 with the BMP Load and the P<sub>target</sub> = 55%.

$$\text{BMP-Reduction}_{\text{lbs-P}} = \text{BMP Load} \times (\text{P}_{\text{target}} / 100) \quad (\text{Equation 3-2})$$

Using Table 3-1, the BMP Load is calculated:

$$\begin{aligned} \text{BMP Load} &= (\text{IA} \times \text{PLER}_{\text{IC HDR}}) + (\text{PA}_{\text{lawn HSG B}} \times \text{PLER}_{\text{HSG B}}) + (\text{PA}_{\text{lawn HSG C}} \times \text{PLER}_{\text{HSG C}}) + (\text{PA}_{\text{forest}} \times \text{PA}_{\text{PLER}_{\text{For}}}) \\ &= (4.00 \text{ acre} \times 2.32 \text{ lbs/acre/yr}) + (0.50 \text{ acres} \times 0.12 \text{ lbs/acre/yr}) + (2.00 \text{ acre} \times 0.21 \text{ lbs/acre/yr}) + (1.00 \text{ acres} \times 0.13) \\ &= 9.68 \text{ lbs/yr} \end{aligned}$$

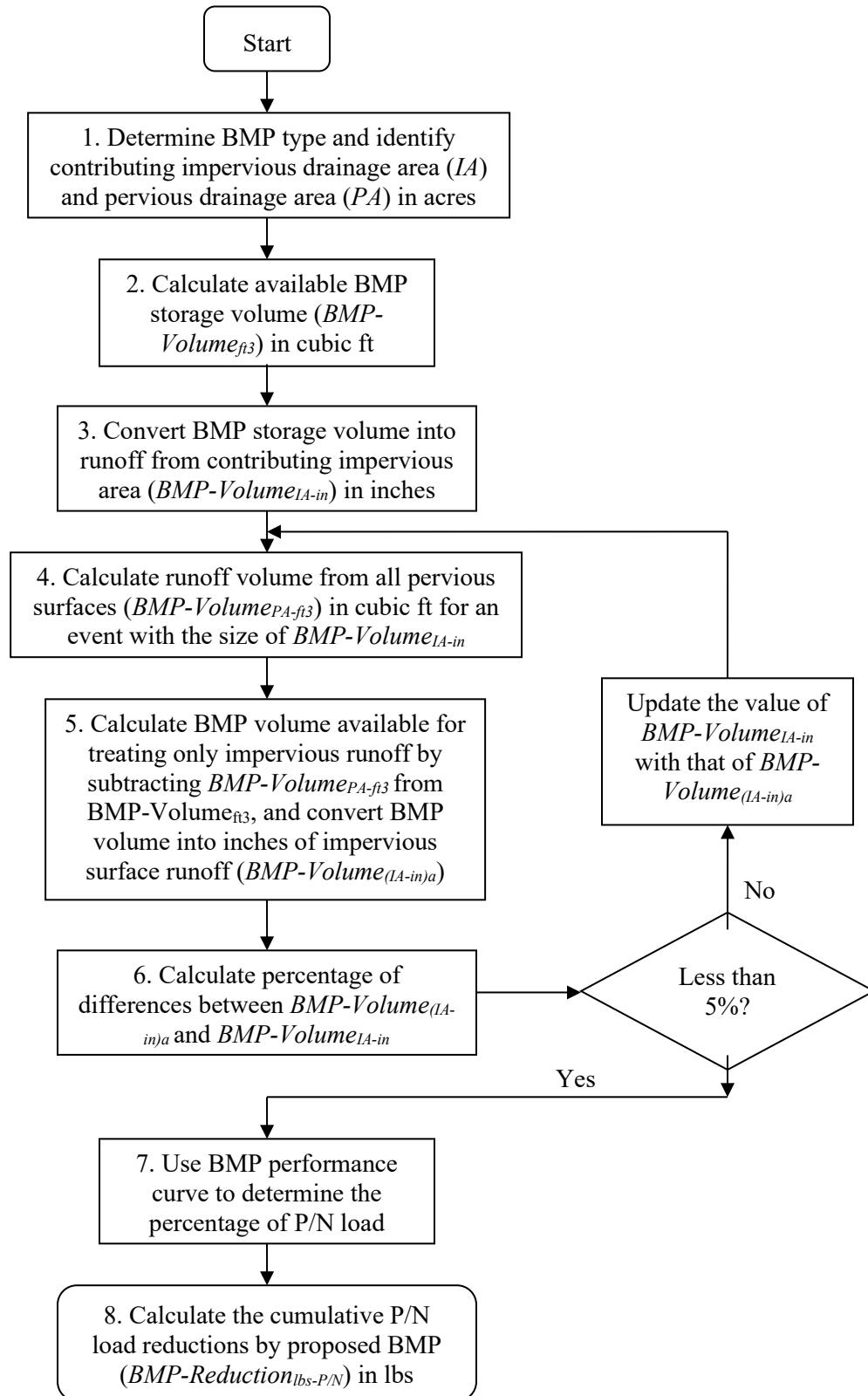
$$\text{BMP-Reduction}_{\text{lbs-P}} = \text{BMP Load} \times (\text{P}_{\text{target}} / 100)$$

$$\begin{aligned} \text{BMP-Reduction}_{\text{lbs-P}} &= 9.68 \text{ lbs/yr} \times 55/100 \\ &= \mathbf{5.32 \text{ lbs/yr}} \end{aligned}$$

**(4) Method to determine the phosphorus and/or nitrogen load reduction for a structural BMP with a known storage volume when the contributing drainage area has impervious and pervious surfaces:**

Flow Chart 4 illustrates the steps to determine the phosphorus and/or nitrogen (P/N) load reduction for a structural BMP with a known storage volume when the contributing drainage area has impervious and pervious surfaces.





**Flow Chart 4: Method to determine the P/N load reduction for a BMP with known storage volume when both pervious and impervious drainage areas are present.**

- 1) Identify the type of structural BMP and characterize the contributing drainage area to the structural BMP by identifying the following information for the impervious and pervious surfaces:

**Impervious area (IA)** – Area (acre) and land use (e.g., commercial)

**Pervious area (PA)** – Area (acre), land use, and hydrologic soil group (HSG)

- 2) Determine the available storage volume ( $\text{ft}^3$ ) of the structural BMP (BMP-Volume  $\text{ft}^3$ ) using the BMP dimensions and design specifications (e.g., maximum storage depth, filter media porosity);
- 3) To estimate the P/N load reduction of a BMP with a known storage volume capacity, it is first necessary to determine the portion of available BMP storage capacity (BMP-Volume  $\text{ft}^3$ ) that would treat the runoff volume generated from the contributing impervious area (IA) for a rainfall event with a depth of  $i$  inches (in). This will require knowing the corresponding amount of runoff volume that would be generated from the contributing pervious area (PA) for the same rainfall event (depth of  $i$  inches). Using equation 3-6a below, solve for the BMP capacity that would be available to treat runoff from the contributing impervious area for the unknown rainfall depth of  $i$  inches (see equation 3-6b):

$$\text{BMP-Volume}_{\text{ft}^3} = \text{BMP-Volume}_{(\text{IA-ft}^3)_i} + \text{BMP-Volume}_{(\text{PA-ft}^3)_i} \quad (\text{Equation 3-6a})$$

Where:

BMP-Volume  $\text{ft}^3$  = the available storage volume of the BMP;

BMP-Volume  $(\text{IA-ft}^3)_i$  = the available storage volume of the BMP that would fully treat runoff generated from the contributing impervious area for a rainfall event of size  $i$  inches; and

BMP-Volume  $(\text{PA-ft}^3)_i$  = the available storage volume of the BMP that would fully treat runoff generated from the contributing pervious area for a rainfall event of size  $i$  inches

Solving for BMP-Volume  $(\text{IA-ft}^3)_i$ :

$$\text{BMP-Volume}_{(\text{IA-ft}^3)_i} = \text{BMP-Volume}_{\text{ft}^3} - \text{BMP-Volume}_{(\text{PA-ft}^3)_i} \quad (\text{Equation 3-6b})$$

To determine BMP-Volume  $(\text{IA-ft}^3)_i$ , requires performing an iterative process of refining estimates of the rainfall depth used to calculate runoff volumes until the rainfall depth used results in the sum of runoff volumes from the contributing IA and PA equaling the available BMP storage capacity (BMP-Volume  $\text{ft}^3$ ). For the purpose of estimating BMP

performance, it will be considered adequate when the IA runoff depth (in) is within 5% IA runoff depth used in the previous iteration.

For the first iteration (1), convert the BMP-Volume  $\text{ft}^3$  determined in step 2 into inches of runoff from the contributing impervious area (BMP Volume  $_{(\text{IA-in})1}$ ) using equation 3-7a.

$$\text{BMP-Volume}_{(\text{IA-in})1} = (\text{BMP-Volume}_{\text{ft}^3} / \text{IA (acre)}) \times (12 \text{ in/ft} / 43,560 \text{ ft}^2/\text{acre})$$

**(Equation 3-7a);**

For iterations 2 through n (2...n), convert the BMP Volume  $_{(\text{IA-ft}^3)2...n}$ , determined in step 6) below, into inches of runoff from the contributing impervious area (BMP Volume  $_{(\text{IA-in})2...n}$ ) using equation 3-7b.

$$\text{BMP-Volume}_{(\text{IA-in})2...n} = (\text{BMP-Volume}_{(\text{IA-ft}^3)2...n} / \text{IA (acre)}) \times (12 \text{ in/ft} / 43,560 \text{ ft}^2/\text{acre})$$

**(Equation 3-7b);**

- 4) For 1 to n iterations, use the pervious runoff depth information from Table 3-4 (repeated below) and equation 3-8 to determine the total volume of runoff ( $\text{ft}^3$ ) from the contributing PA (BMP Volume  $_{\text{PA-ft}^3}$ ) for a rainfall size equal to the sum of BMP-Volume  $_{(\text{IA-in})1}$ , determined in step 3. The runoff volume for each distinct pervious area must be determined.

$$\text{BMP Volume}_{(\text{PA-ft}^3)1...n} = \sum ((\text{PA} \times (\text{runoff depth})_{(\text{PA1}, \text{PA2}... \text{PA}_n)}) \times (3,630 \text{ ft}^3/\text{acre-in}))$$

**(Equation 3-8)**

Table 3-4 provides values of runoff depth from pervious areas for various rainfall depths and HSGs. Soils are assigned to an HSG on the basis of their permeability. HSG A is the most permeable, and HSG D is the least permeable. HSG categories for pervious areas in the drainage area shall be estimated by consulting local soil surveys prepared by the National Resource Conservation Service (NRCS) or by a storm water professional evaluating soil testing results from the drainage area. If the HSG condition is not known, an HSG C soil condition should be assumed.

**Table 3- 4: Developed Land Pervious Area Runoff Depths based on Precipitation depth and Hydrological Soil Groups (HSGs) (reprinted for ease of use in example)**

Developed Land Pervious Area Runoff Depths based on Precipitation depth and Hydrological Soil Groups					
Rainfall Depth, Inches	Runoff Depth, inches				
	Pervious HSG A	Pervious HSG B	Pervious HSG C	Pervious HSG C/D	Pervious HSG D
0.10	0.00	0.00	0.00	0.00	0.00
0.20	0.00	0.00	0.01	0.02	0.02
0.40	0.00	0.00	0.03	0.05	0.06
0.50	0.00	0.01	0.05	0.07	0.09
0.60	0.01	0.02	0.06	0.09	0.11
0.80	0.02	0.03	0.09	0.13	0.16
1.00	0.03	0.04	0.12	0.17	0.21

<b>1.20</b>	<b>0.04</b>	<b>0.05</b>	<b>0.14</b>	<b>0.27</b>	<b>0.39</b>
<b>1.50</b>	<b>0.08</b>	<b>0.11</b>	<b>0.39</b>	<b>0.55</b>	<b>0.72</b>
<b>2.00</b>	<b>0.14</b>	<b>0.22</b>	<b>0.69</b>	<b>0.89</b>	<b>1.08</b>

Notes: Runoff depths derived from combination of volumetric runoff coefficients from Table 5 of *Small Storm Hydrology and Why it is Important for the Design of Stormwater Control Practices*, (Pitt, 1999), and using the Stormwater Management Model (SWMM) in continuous model mode for hourly precipitation data for Boston, MA, 1998-2002.

- 5) For iteration 1, estimate the portion of BMP Volume that is available to treat runoff from only the IA by subtracting BMP-Volume<sub>PA-ft<sup>3</sup></sub>, determined in step 4, from BMP-Volume<sub>ft<sup>3</sup></sub>, determined in step 2, and convert to inches of runoff from IA (see equations 3-9a and 3-9b):

$$\text{BMP-Volume}_{(\text{IA-ft}^3)_2} = ((\text{BMP-Volume}_{\text{ft}^3} - \text{BMP Volume}_{(\text{PA-ft}^3)_1}) \text{ (Equation 3-9a)})$$

$$\text{BMP-Volume}_{(\text{IA-in})_2} = (\text{BMP-Volume}_{(\text{IA-ft}^3)_2} / \text{IA (acre)}) \times (12 \text{ in/ft} \times 1 \text{ acre} / 43,560 \text{ ft}^2) \text{ (Equation 3-9b)}$$

If additional iterations (i.e., 2 through n) are needed, estimate the portion of BMP volume that is available to treat runoff from only the IA (BMP-Volume<sub>(IA-in)<sub>3..n+1</sub></sub>) by subtracting BMP Volume<sub>(PA-ft<sup>3</sup>)<sub>2..n</sub></sub>, determined in step 4, from BMP Volume<sub>(IA-ft<sup>3</sup>)<sub>3..n+1</sub></sub>, determined in step 5, and by converting to inches of runoff from IA using equation 3-9b):

- 6) For iteration a (an iteration between 1 and n+1), compare BMP Volume<sub>(IA-in)<sub>a</sub></sub> to BMP Volume<sub>(IA-in)<sub>a-1</sub></sub> determined from the previous iteration (a-1). If the difference in these values is greater than 5% of BMP Volume<sub>(IA-in)<sub>a</sub></sub> then repeat steps 4 and 5, using BMP Volume<sub>(IA-in)<sub>a</sub></sub> as the new starting value for the next iteration (a+1). If the difference is less than or equal to 5 % of BMP Volume<sub>(IA-in)<sub>a</sub></sub> then the permittee may proceed to step 7;
- 7) Determine the % P/N load reduction for the structural BMP (BMP Reduction<sub>%-P/N</sub>) using the appropriate BMP performance curve and the BMP-Volume<sub>(IA-in)<sub>n</sub></sub> calculated in the final iteration of steps 5 and 6; and
- 8) Calculate the cumulative P/N load reduction in pounds for the structural BMP (BMP Reduction<sub>lbs-P/N</sub>) using the BMP Load as calculated Example 3-1 above and the percent P/N load reduction (BMP Reduction<sub>%-P/N</sub>) determined in step 7 by using equation 3-4:

$$\text{BMP Reduction}_{\text{lbs-P/N}} = \text{BMP Load} \times (\text{BMP Reduction}_{\text{\%-P/N}} / 100) \text{ (Equation 3-4)}$$

**Example 3-4: Determine the phosphorus load reduction for a structural BMP with a known design volume when the contributing drainage area has impervious and pervious surfaces:\***

\*The approach used in this example for phosphorus is equally applicable for nitrogen.

A permittee is considering an infiltration basin to capture and treat runoff from a portion of the medium density residential area (MDR). The contributing drainage area is 16.55 acres and has 11.75 acres of impervious area and 4.8 acres of pervious area (PA) made up mostly of lawns and landscaped areas that is 80% HSG D and 20% HSG C. An infiltration basin with the following specifications can be placed at the down-gradient end of the contributing drainage area where soil testing results indicates an infiltration rate (IR) of 0.28 in/hr:

**Table Example 3-4-A: Infiltration basin characteristics**

Structure	Bottom area (acre)	Top surface area (acre)	Maximum pond depth (ft)	Design storage volume (ft <sup>3</sup> )	Infiltration Rate (in/hr)
Infiltration basin	0.65	0.69	1.65	48,155	0.28

Determine the:

- A) Percent phosphorus load reduction (BMP Reduction %<sub>P</sub>) for the specified infiltration basin and the contributing impervious and pervious drainage area; and
- B) Cumulative phosphorus reduction in pounds that would be accomplished by the BMP (BMP-Reduction <sub>lbs-P</sub>)

**Solution:**

- 1) A surface infiltration basin is being considered. Information for the contributing impervious (IA) and pervious (PA) areas are summarized in Tables Example 3-4-A and Example 3-4-B, respectively.

**Table Example 3-4-B: Impervious area characteristics**

ID	Land use	Area (acre)
IA1	MDR	11.75

**Table Example 3-4-C: Pervious area characteristics**

ID	Area (acre)	Hydrologic Soil Group (HSG)
PA1	3.84	D
PA2	0.96	C

- 2) The available storage volume (ft<sup>3</sup>) of the infiltration basin (BMP-Volume <sub>ft<sup>3</sup></sub>) is determined from the design details and basin dimensions; BMP-Volume <sub>ft<sup>3</sup></sub> = 48,155 ft<sup>3</sup>.
- 3) To determine what the BMP design storage volume is in terms of runoff depth (in) from IA, an iterative process is undertaken:

**Solution Iteration 1**

For the first iteration (1), the BMP-Volume<sub>ft<sup>3</sup></sub> is converted into inches of runoff from the contributing impervious area (BMP Volume<sub>(IA-in)1</sub>) using equation 3-7a.

$$\begin{aligned}\text{BMP Volume}_{(IA-in)1} &= (48,155 \text{ ft}^3 / 11.75 \text{ acre}) \times (12 \text{ in/ft} / 43,560 \text{ ft}^2/\text{acre}) \\ &= 1.13 \text{ in}\end{aligned}$$

- 4-1)** The total volume of runoff (ft<sup>3</sup>) from the contributing PA (BMP Volume<sub>PA-ft<sup>3</sup></sub>) for a rainfall size equal to the sum of BMP Volume<sub>(IA-in)1</sub> determined in step 3 is determined for each distinct pervious area identified in Table Example 3-4-C using the information from Table 3-4 and equation 3-5. Interpolation was used to determine runoff depths.

$$\begin{aligned}\text{BMP Volume}_{(PA-ft^3)1} &= ((3.84 \text{ acre} \times (0.33 \text{ in}) + (0.96 \text{ acre} \times (0.13 \text{ in})) \times 3,630 \text{ ft}^3/\text{acre-in}) \\ &= 5052 \text{ ft}^3\end{aligned}$$

- 5-1)** For iteration 1, the portion of BMP Volume that is available to treat runoff from only the IA is estimated by subtracting the BMP Volume<sub>(PA-ft<sup>3</sup>)1</sub>, determined in step 4-1, from BMP Volume<sub>ft<sup>3</sup></sub>, determined in step 2, and converted to inches of runoff from IA:

$$\begin{aligned}\text{BMP Volume}_{(IA-ft^3)2} &= 48,155 \text{ ft}^3 - 5052 \text{ ft}^3 \\ &= 43,103 \text{ ft}^3 \\ \text{BMP Volume}_{(IA-in)2} &= (43,103 \text{ ft}^3 / 11.75 \text{ acre}) \times (12 \text{ in/ft} \times 1 \text{ acre} / 43,560 \text{ ft}^2) \\ &= 1.01 \text{ in}\end{aligned}$$

- 6-1)** The % difference between BMP Volume<sub>(IA-in)2</sub>, 1.01 in, and BMP Volume<sub>(IA-in)1</sub>, 1.13 in is determined and found to be significantly greater than 5%:

$$\begin{aligned}\% \text{ Difference} &= ((1.13 \text{ in} - 1.01 \text{ in}) / 1.01 \text{ in}) \times 100 \\ &= 12\%\end{aligned}$$

Therefore, steps 4 through 6 are repeated starting with BMP Volume<sub>(IA-in)2</sub> = 1.01 in.

**Solution Iteration 2**

- 4-2)** BMP-Volume<sub>(PA-ft<sup>3</sup>)2</sub> = ((3.84 acre x 0.21 in) + (0.96 acre x 0.12 in)) x 3,630 ft<sup>3</sup>/acre-in = 3,345 ft<sup>3</sup>

- 5-2)** BMP-Volume<sub>(IA-ft<sup>3</sup>)3</sub> = 48,155 ft<sup>3</sup> - 3,345 ft<sup>3</sup> = 44,810 ft<sup>3</sup>

$$\begin{aligned}\text{BMP-Volume}_{(IA-in)3} &= (44,810 \text{ ft}^3 / 11.75 \text{ acre}) \times (12 \text{ in/ft} \times 1 \text{ acre} / 43,560 \text{ ft}^2) \\ &= 1.05 \text{ in}\end{aligned}$$

- 6-2)** % Difference = ((1.05 in - 1.01 in) / 1.05 in) x 100 = 4%

The difference of 4% is acceptable.

- 7) The % phosphorus load reduction for the infiltration basin (BMP Reduction %<sub>-P</sub>) is determined by using the infiltration basin performance curve for an infiltration rate of 0.27 in/hr and the treatment volume (BMP-Volume<sub>Net IA-in</sub> = 1.05 in) calculated in step 5-2 and is **BMP Reduction %<sub>-P</sub> = 93%**.

The performance curve for IR = 0.27 is used rather than interpolating between the performance curves for IR = 0.27 in/hr and 0.52 in/hr to estimate performance for IR = 0.28 in/hr. An evaluation of the performance curves for IR = 0.27 in/hr and IR = 0.52 in/hr for a design storage volume of 1.05 in indicate a small difference in estimated performance (BMP Reduction %<sub>-P</sub> = 93% for IR = 0.27 in/hr and BMP Reduction %<sub>-P</sub> = 95% for IR = 0.52 in/hr).

- 8) The cumulative phosphorus load reduction in pounds of phosphorus (BMP-Reduction<sub>lbs-P</sub>) for the proposed infiltration basin is calculated by using equation 3-2 with the BMP Load and the P<sub>target</sub> of 93%.

$$\text{BMP-Reduction}_{\text{lbs-P}} = \text{BMP Load} \times (\text{P}_{\text{target}} / 100) \quad \text{(Equation 3-2)}$$

Using Table 3-1, the BMP load is calculated:

$$\begin{aligned} \text{BMP Load} = & (\text{IA} \times \text{impervious cover phosphorus export loading rate for industrial}) \\ & + (\text{PA}_{\text{HSG D}} \times \text{pervious cover phosphorus export loading rate for HSG D}) \\ & + (\text{PA}_{\text{HSG C}} \times \text{pervious cover phosphorus export loading rate for HSG C}) \end{aligned}$$

$$\begin{aligned} \text{BMP Load} = & (11.75 \text{ acre} \times 1.96 \text{ lbs/acre/yr}) + (3.84 \text{ acre} \times 0.37 \text{ lbs/acre/yr}) \\ & + (0.96 \text{ acre} \times 0.21 \text{ lbs/acre/yr}) \\ = & 24.65 \text{ lbs/yr} \end{aligned}$$

$$\text{BMP-Reduction}_{\text{lbs-P}} = 24.65 \text{ lbs/yr} \times 93/100 = \mathbf{22.92 \text{ lbs/yr}}$$

### **Example 3-5: Determine the phosphorus and nitrogen load reductions for disconnecting impervious area using storage with delayed release:**

A commercial operation has an opportunity to divert runoff from 0.75 acres of impervious roof top to a 5000 gallon (668.4 ft<sup>3</sup>) storage tank for temporary storage and subsequent release to 0.09 acres of pervious area (PA) with HSG C soils.

Determine the:

- A) Percent phosphorus and nitrogen load reduction rates (BMP Reduction %<sub>-P&N</sub>) for the specified impervious area (IA) disconnection and storage system assuming release times of 1, 2 and 3 days for the stored volumes to discharge to the pervious area; and
- B) Cumulative phosphorus and nitrogen load reductions in pounds that would be accomplished by the system (BMP-Reduction<sub>lbs-P&N</sub>) for the three storage release times, 1, 2 and 3 days.

**Solution:**

1. Determine the storage volume in units of inches of runoff depth from contributing impervious area:  

$$\text{Storage Volume}_{\text{IA-in}} = (668.4 \text{ ft}^3 / (0.75 \text{ acre} \times 43.560 \text{ ft}^2/\text{acre})) \times 12 \text{ inch/ft}$$

$$= 0.25 \text{ inches}$$
2. Determine the ratio of the contributing impervious area to the receiving pervious area:  

$$\text{IA:PA} = 0.75 \text{ acres} / 0.09 \text{ acres}$$

$$= 8.3$$
3. Using Table 3-26 or Figure 3-23 for a IA:PA ratio of 8:1, determine the phosphorus and nitrogen load reduction rates for a storage volume of 0.25 inches that discharges to HSG C with release rates of 1, 2 and 3 days: Using interpolation the reduction rates are shown in Table 3-5-A:

**Table Example 3-5-A: P&N Reduction Rates**

<b>Percent Phosphorus &amp; Nitrogen load reduction for IA disconnection with storage to PA HSG C</b>			
Storage Volume $\text{IA-in}$	Storage release rate, days		
	1	2	3
0.25	39%	42%	43%

4. The cumulative phosphorus and nitrogen load reductions in pounds of phosphorus for the IA disconnection with storage ( $\text{BMP-Reduction}_{\text{lbs-P/N}}$ ) is calculated using Equation 3-2. The BMP Loads for phosphorus and nitrogen are first determined using the method presented in Example 3-1.

**Phosphorus:**

$$\begin{aligned} \text{BMP Load}_P &= \text{IA (acre)} \times \text{PLER}_{\text{IC-Com}} \text{ (see Table 3-1)} \\ &= 0.75 \text{ acres} \times 1.78 \text{ lbs/acre/yr} \\ &= 1.34 \text{ lbs/yr} \end{aligned}$$

$$\text{BMP Reduction}_{\text{lbs-P}} = \text{BMP Load} \times (\text{BMP Reduction}_{\%P} / 100)$$

$$\begin{aligned} \text{BMP Reduction}_{\text{lbs-P}} &= 1.34 \text{ lbs/yr} \times (39/100) \\ &= \mathbf{0.53 \text{ lbs/yr}} \end{aligned}$$

Table Example 3-5-B presents the BMP Reduction  $\text{lbs-P}$  for each of the release rates:

**Table Example 3-5-B: P Reduction Loads**

<b>Phosphorus load reduction for IA disconnection with storage to PA HSG C, lbs</b>			
Storage Volume $\text{IA-in}$	Storage release rate, days		
	1	2	3
0.25	0.53	0.56	0.58

**Nitrogen:**

$$\begin{aligned} \text{BMP Load}_N &= \text{IA (acre)} \times \text{NLER}_{\text{IC-Com}} \text{ (see Table 3-2)} \\ &= 0.75 \text{ acres} \times 15.0 \text{ lbs/acre/yr} \\ &= 11.3 \text{ lbs/yr} \end{aligned}$$

$$\text{BMP Reduction}_{\text{lbs-N}} = \text{BMP Load} \times (\text{BMP Reduction}_{\%P} / 100)$$

$$\text{BMP Reduction}_{\text{lbs-N}} = 11.3 \text{ lbs/yr} \times (39/100)$$

$$\text{BMP Reduction}_{\text{lbs-N}} = \mathbf{4.4 \text{ lbs/yr}}$$



Table Example 3-5-C presents the BMP Reduction  $\text{lbs-N}$  for each of the release rates:

**Table Example 3-5-C: N Reduction Loads**

Nitrogen load reduction for IA disconnection with storage to PA HSG C, lbs			
Storage Volume IA-in	Storage release rate, days		
	1	2	3
0.25	4.4	4.7	4.9

**Example 3-6: Determine the phosphorus load reduction for disconnecting impervious area with and without soil augmentation in the receiving pervious area:\***

\*The approach used in this example for phosphorus is equally applicable for nitrogen

The same commercial property as in Example 3-5 wants to evaluate disconnecting drainage from the 0.75 acre impervious roof top and discharging it directly to 0.09 acres of pervious area (PA) with HSG C. Also, the property has the opportunity to purchase a small adjoining area (0.06 acres), also HSG C, to increase the size of the receiving PA from 0.09 to 0.15 acres and to allow the property owner to avoid having to install a drainage structure to capture overflow runoff from the PA. The property owner has been informed that the existing PA soil can be tilled and augmented with soil amendments to support denser vegetative growth and improve hydrologic function to approximate HSG B.

Determine the:

- A) Percent phosphorus load reduction rates (BMP Reduction  $\%P$ ) for the specified impervious area (IA) disconnection to both the 0.09 and 0.15 acre receiving PAs with and without soil augmentation; and
- B) Cumulative phosphorus reductions in pounds that would be accomplished by the IA disconnection for the various scenarios (BMP-Reduction  $\text{lbs-P}$ ).

**Solution:**

1. Determine the ratio of the contributing impervious area to the receiving pervious area:
 
$$\begin{aligned} \text{IA:PA} &= 0.75 \text{ acres}/0.09 \text{ acres} \\ &= 8.3 \\ \text{IA:PA} &= 0.75 \text{ acres}/0.15 \text{ acres} \\ &= 5.0 \end{aligned}$$
2. Using Table 3-31 and Figure 3-41 for a IA:PA ratios of 8:1 and 5:1, respectively, determine the phosphorus load reduction rates for IA disconnections to HSG C and HSG B:

**Table Example 3-6-A: Reduction Rates**

<b>Percent Phosphorus load reduction rates for IA disconnection</b>		
<b>Receiving PA</b>	<b>IA:PA</b>	
	<b>8:1</b>	<b>5:1</b>
HSG C	7%	14%
HSG B (soil augmentation)	14%	22%

3. The cumulative phosphorus load reduction in pounds of phosphorus for the IA disconnection with storage (BMP-Reduction<sub>lbs-P</sub>) is calculated using Equation 3-2. The BMP Load was calculated in example 3-5 and is 1.34 lbs/yr.

$$\text{BMP Reduction}_{\text{lbs-P}} = \text{BMP Load} \times (\text{BMP Reduction}_{\%-\text{P}}/100)$$

For PA of 0.09 acres HSG C the BMP Reduction<sub>lbs-P</sub> is calculated as follows:

$$\begin{aligned} \text{BMP Reduction}_{\text{lbs-P}(0.09\text{ac}-\text{HSG C})} &= 1.34 \text{ lbs/yr} \times (7/100) \\ &= \mathbf{0.09 \text{ lbs/yr}} \end{aligned}$$

Table Example 3-6-B presents the BMP Reduction<sub>lbs-P</sub> for each of the scenarios:

**Table Example 3-6-B: Reduction**

<b>Pounds Phosphorus load reduction for IA disconnection, lbs/yr</b>		
<b>Receiving PA</b>	<b>Area of Receiving PA, acres</b>	
	<b>0.09</b>	<b>0.15</b>
HSG C	0.09	0.19
HSG B (soil augmentation)	0.19	0.29

### **Example 3-7: Determine the phosphorus load reduction for converting impervious area to permeable/pervious area:\***

\*The approach used in this example for phosphorus is equally applicable for nitrogen.

A municipality is planning upcoming road reconstruction work in medium density residential (MDR) neighborhoods, and has identified an opportunity to convert impervious surfaces to permeable/pervious surfaces by narrowing the road width of 3.7 miles (mi) of roadway from 32 feet (ft) to 28 ft and eliminating 3.2 miles of 4 ft wide paved sidewalk (currently there are sidewalks on both sides of the roadways targeted for restoration). The newly created permeable/pervious area will be tilled and treated with soil amendments to support vegetated growth in order to restore hydrologic function to at least HSG B.

Determine the:

- A) Percent phosphorus load reduction rate (BMP Reduction<sub>%-P</sub>) for the conversion of impervious area (IA) to permeable/pervious area (PA); and

B) Cumulative phosphorus reduction in pounds that would be accomplished by the project (BMP-Reduction<sub>lbs-P</sub>).

**Solution:**

1. Determine the area of IA to be converted to PA:  
$$\text{New PA} = (((3.7 \text{ mi} \times 4 \text{ ft}) + (3.2 \text{ mi} \times 4 \text{ ft})) \times 5280 \text{ ft/mi}) / 43,560 \text{ ft}^2/\text{acre}$$
$$= 3.35 \text{ acres}$$
2. Using Table 3-32, the phosphorus load reduction rate for converting IA to HSG B is 94.1%
3. The BMP Load is first determined using the method described above.  
$$\text{BMP Load} = \text{IA} \times \text{phosphorus export loading rate for MDR IA (see Table 3-1)}$$
$$= 3.35 \text{ acres} \times 1.96 \text{ lbs/acre/yr}$$
$$= 6.57 \text{ lbs/yr}$$
4. The cumulative phosphorus load reduction in pounds of phosphorus for the IA conversion (BMP-Reduction<sub>lbs-P</sub>) is calculated using Equation 3-2.  
$$\text{BMP Reduction}_{\text{lbs-P}} = \text{BMP Load} \times (\text{BMP Reduction \%}/100)$$
$$\text{BMP Reduction}_{\text{lbs-P}} = 6.57 \text{ lbs/yr} \times (94.1/100)$$
$$= 6.18 \text{ lbs/yr}$$

**Table 3-5 Method for determining stormwater control design volume (DSV) (i.e., capacity) using long-term cumulative performance curves**

Stormwater Control Type	Description	Applicable Structural Stormwater Control Performance Curve	Equation for calculating Design Storage Capacity for Estimating Cumulative Reductions using Performances Curves
<b>Infiltration Trench</b>	Provides temporary storage of runoff using the void spaces within the soil/sand/gravel mixture that is used to backfill the trench for subsequent infiltration into the surrounding sub-soils.	Infiltration Trench (6 infiltration rates: 0.17, 0.27, 0.52, 1.02, 2.41 and 8.27 inches per hour)	DSV = void space volumes of gravel and sand layers $DSV = (L \times W \times D_{stone} \times n_{stone}) + (L \times W \times D_{sand} \times n_{sand})$
<b>Subsurface Infiltration</b>	Provides temporary storage of runoff using the combination of storage structures (e.g., galleys, chambers, pipes, etc.) and void spaces within the soil/sand/gravel mixture that is used to backfill the system for subsequent infiltration into the surrounding sub-soils.	Infiltration Trench (6 infiltration rates: 0.17, 0.27, 0.52, 1.02, 2.41 and 8.27 inches per hour)	DSV = Water storage volume of storage units and void space volumes of backfill materials. Example for subsurface galleys backfilled with washed stone: $DSV = (L \times W \times D)_{galley} + (L \times W \times D_{stone} \times n_{stone})$
<b>Surface Infiltration</b>	Provides temporary storage of runoff through surface ponding storage structures (e.g., basin or swale) for subsequent infiltration into the underlying soils.	Infiltration Basin (6 infiltration rates: 0.17, 0.27, 0.52, 1.02, 2.41 and 8.27 inches per hour)	DSV = Water volume of storage structure before bypass. Example for linear trapezoidal vegetated swale $DSV = (L \times ((W_{bottom} + W_{top@Dmax})/2) \times D)$
<b>Rain Garden/Bio-retention (no underdrains)</b>	Provides temporary storage of runoff through surface ponding and possibly void spaces within the soil/sand/gravel mixture that is used to filter runoff prior to infiltration into underlying soils.	Infiltration Basin (6 infiltration rates: 0.17, 0.27, 0.52, 1.02, 2.41 and 8.27 inches per hour)	DSV = Ponding water storage volume and void space volumes of soil filter media. Example for raingarden: $DSV = (A_{pond} \times D_{pond}) + (A_{soil} \times D_{soil} \times n_{soil \text{ mix}})$
<b>Tree Filter (no underdrain)</b>	Provides temporary storage of runoff through surface ponding and void spaces within the soil/sand/gravel mixture that is used to filter runoff prior to infiltration into underlying soils.	Infiltration Trench (6 infiltration rates: 0.17, 0.27, 0.52, 1.02, 2.41 and 8.27 inches per hour)	DSV = Ponding water storage volume and void space volumes of soil filter media. $DSV = (L \times W \times D_{ponding}) + (L \times W \times D_{soil} \times n_{soil \text{ mix}})$
<b>Bio-Filtration (w/underdrain)</b>	Provides temporary storage of runoff for filtering through an engineered soil media. The storage capacity includes void spaces in the filter media and temporary ponding at the surface. After runoff has passed through the filter media it is collected by an under-drain pipe for discharge. Manufactured or packaged bio-filter systems such as tree box filters may be suitable for using the bio-filtration performance results.	Bio-filtration	DSV = Ponding water storage volume and void space volume of soil filter media. Example of a linear biofilter: $DSV = (L \times W \times D_{ponding}) + (L \times W \times D_{soil} \times n_{soil})$
<b>Enhanced Bio-filtration w/ Internal Storage Reservoir (ISR) (no infiltration)</b>	Based on design by the UMA Stormwater Center (UMASC). Provides temporary storage of runoff for filtering through an engineered soil media, augmented for enhanced phosphorus removal, followed by detention and denitrification in a subsurface internal storage reservoir (ISR) comprised of gravel. An elevated outlet control at the top of the ISR is designed to provide a retention time of at least 24 hours in the system to allow for sufficient time for denitrification and nitrogen reduction to occur prior to discharge. The design storage capacity for using the cumulative performance curves is comprised of void spaces in the filter media, temporary ponding at the surface of the practice and the void spaces in the gravel ISR.	Enhanced Bio-filtration w/ISR	DSV = Ponding water storage volume and void space volume of soil filter media and gravel ISR. $DSV = (A_{bed} \times D_{ponding}) + (A_{bed} \times D_{soil} \times n_{soil}) + (A_{ISR} \times D_{gravel} \times n_{gravel})$
<b>Gravel Wetland</b>	Provides temporary surface ponding storage of runoff in a vegetated wetland cell that is eventually routed to an underlying saturated gravel internal storage reservoir (ISR) for nitrogen treatment. Outflow is controlled by an elevated orifice that has its invert elevation equal to the top of the ISR layer and provides a retention time of at least 24 hours.	Gravel Wetland	DSV = pretreatment volume + ponding volume + void space volume of gravel ISR. $DSV = (A_{pretreatment} \times D_{pretreatment}) + (A_{wetland} \times D_{ponding}) + (A_{ISR} \times D_{gravel} \times n_{gravel})$
<b>Porous Pavement with subsurface infiltration</b>	Provides filtering of runoff through a filter course and temporary storage of runoff within the void spaces of a subsurface gravel reservoir prior to infiltration into subsoils.	Infiltration Trench (6 infiltration rates: 0.17, 0.27, 0.52, 1.02, 2.41 and 8.27 inches per hour)	DSV = void space volumes of gravel layer $DSV = (L \times W \times D_{stone} \times n_{stone})$
<b>Porous pavement w/ impermeable underliner w/underdrain</b>	Provides filtering of runoff through a filter course and temporary storage of runoff within the void spaces prior to discharge by way of an underdrain.	Porous Pavement	Depth of Filter Course = $D_{FC}$
<b>Sand Filter w/underdrain</b>	Provides filtering of runoff through a sand filter course and temporary storage of runoff through surface ponding and within void spaces of the sand and washed stone layers prior to discharge by way of an underdrain.	Sand Filter	DSV = pretreatment volume + ponding volume + void space volume of sand and washed stone layers. $DSV = (A_{pretreatment} \times D_{pretreatment}) + (A_{bed} \times D_{ponding}) + (A_{bed} \times D_{sand} \times n_{sand}) + (A_{bed} \times D_{stone} \times n_{stone})$
<b>Wet Pond</b>	Provides treatment of runoff through routing through permanent pool.	Wet Pond	DSV= Permanent pool volume prior to high flow bypass $DSV = A_{pond} \times D_{pond}$ (does not include pretreatment volume)
<b>Extended Dry Detention Basin</b>	Provides temporary detention storage for the design storage volume to drain in 24 hours through multiple out let controls.	Dry Pond	DSV= Ponding volume prior to high flow bypass $DSV = A_{pond} \times D_{pond}$ (does not include pretreatment volume)
<b>Dry Water Quality Swale/Grass Swale</b>	Based on MA design standards. Provides temporary surface ponding storage of runoff in an open vegetated channel through permeable check dams. Treatment is provided by filtering of runoff by vegetation and check dams and infiltration into subsurface soils.	Water Quality Grass Swale	DSV = Volume of swale at full design depth $DSV = L_{swale} \times W_{swale} \times D_{ponding \text{ swale}}$
<b>Definitions:</b> DSV= Design Storage Volume = physical storage capacity to hold water; VSV = Void Space Volume; L = length, W = width, D = depth at design capacity before bypass, n = porosity fill material, A= average surface area for calculating volume; <b>Infiltration rate</b> = saturated soil hydraulic conductivity			

**Table 3- 6: Infiltration Trench (IR = 0.17 in/hr) BMP Performance Table**

Infiltration Trench (IR = 0.17 in/hr) BMP Performance Table: Long-Term Phosphorus & Nitrogen Load Reduction								
BMP Capacity: Depth of Runoff from Impervious Area (inches)	0.1	0.2	0.4	0.6	0.8	1.0	1.5	2.0
Runoff Volume Reduction	15%	28%	49%	64%	75%	82%	92%	95%
Cumulative Phosphorus Load Reduction	18%	33%	57%	73%	83%	90%	97%	99%
Cumulative Nitrogen Load Reduction	56%	72%	87%	93%	96%	98%	99%	100%

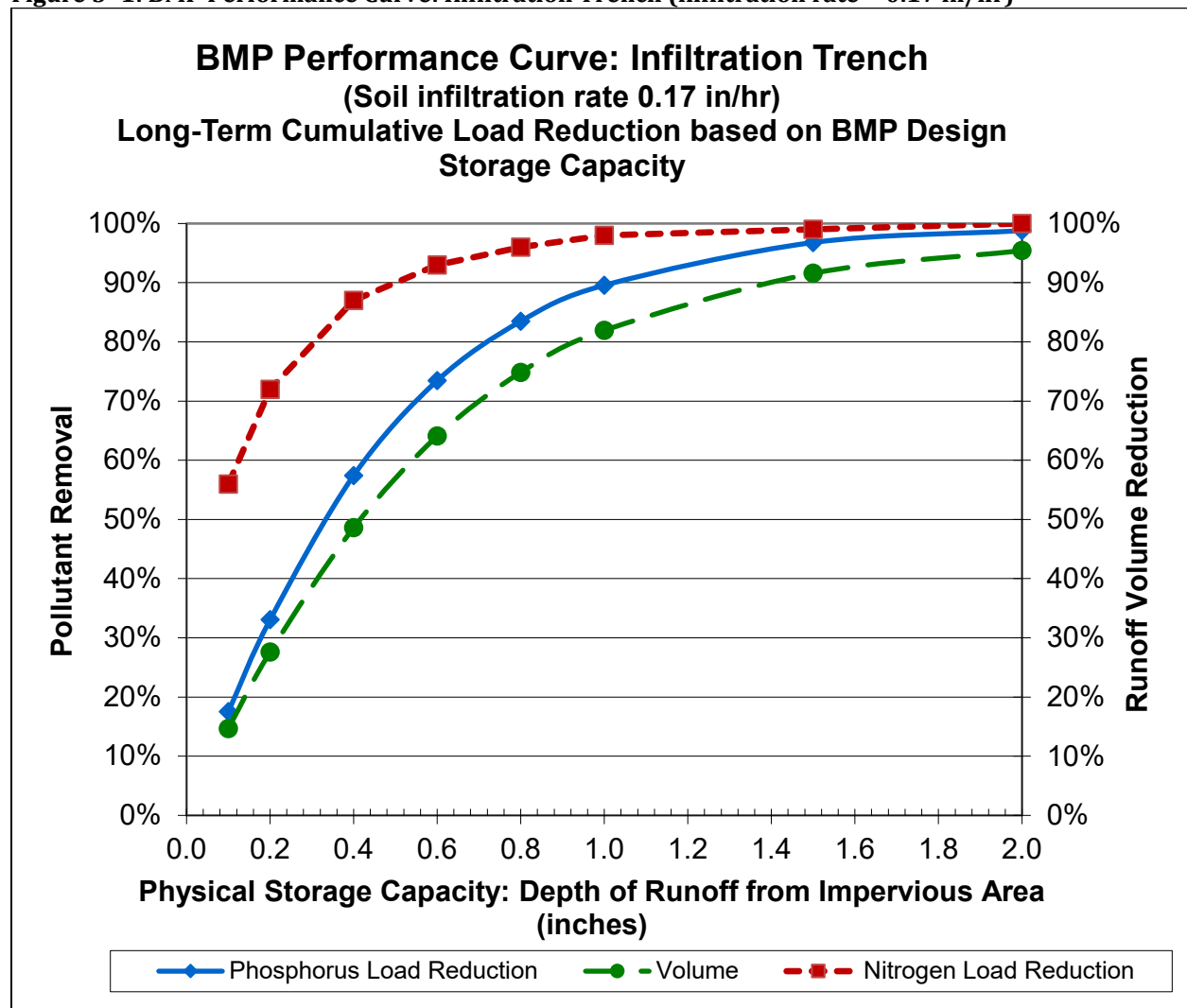
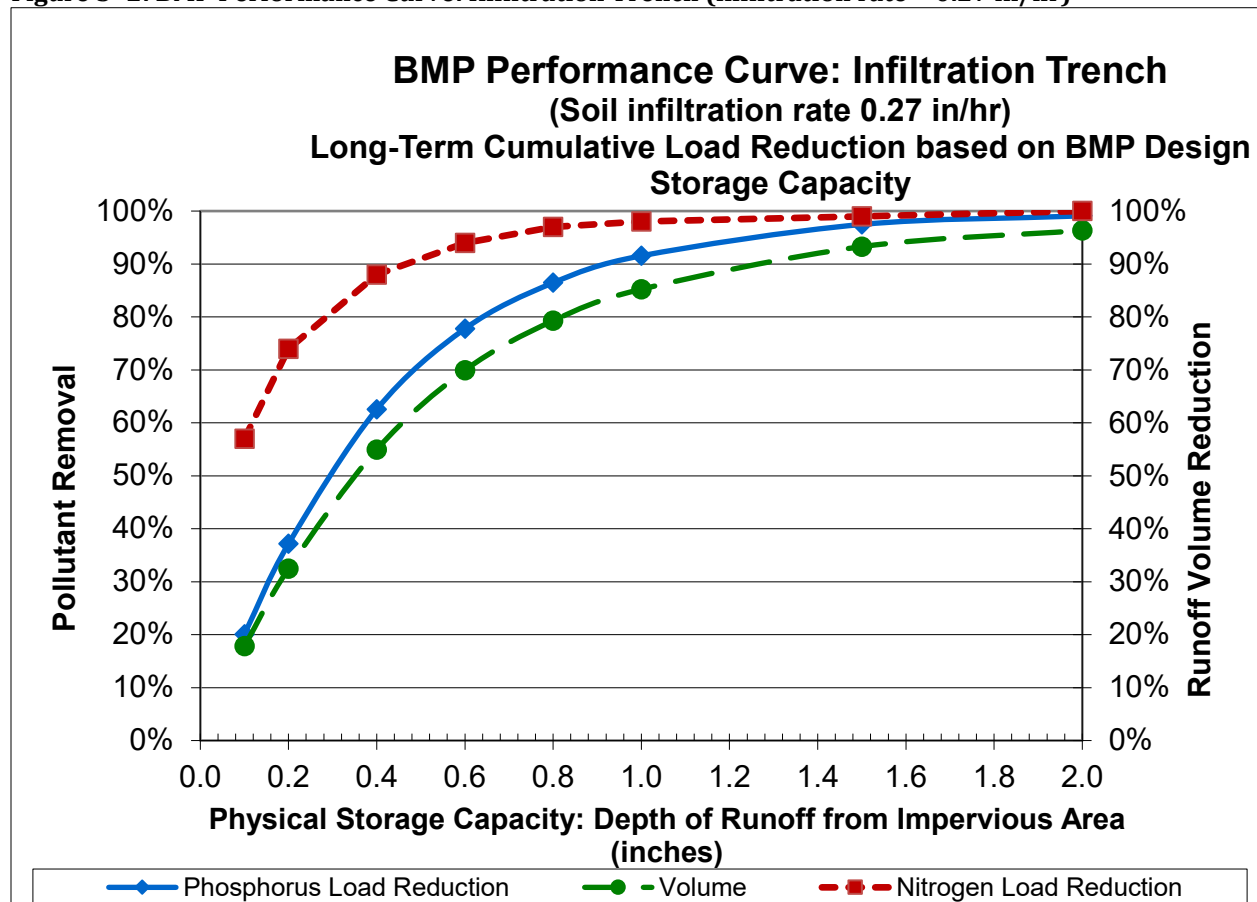
**Figure 3- 1: BMP Performance Curve: Infiltration Trench (infiltration rate = 0.17 in/hr)**

Table 3- 7: Infiltration Trench (IR = 0.27 in/hr) BMP Performance Table

Infiltration Trench (IR = 0.27 in/hr) BMP Performance Table: Long-Term Phosphorus & Nitrogen Load Reduction								
BMP Capacity: Depth of Runoff from Impervious Area (inches)	0.1	0.2	0.4	0.6	0.8	1.0	1.5	2.0
Runoff Volume Reduction	17.8%	32.5%	55.0%	70.0%	79.3%	85.2%	93.3%	96.3%
Cumulative Phosphorus Load Reduction	20%	37%	63%	78%	86%	92%	97%	99%
Cumulative Nitrogen Load Reduction	57%	74%	88%	94%	97%	98%	99%	100%

Figure 3- 2: BMP Performance Curve: Infiltration Trench (infiltration rate = 0.27 in/hr)



**Table 3- 8: Infiltration Trench (IR = 0.52 in/hr) BMP Performance Table**

Infiltration Trench (IR = 0.52 in/hr) BMP Performance Table: Long-Term Phosphorus & Nitrogen Load Reduction								
BMP Capacity: Depth of Runoff from Impervious Area (inches)	0.1	0.2	0.4	0.6	0.8	1.0	1.5	2.0
Runoff Volume Reduction	22.0%	38.5%	61.8%	75.7%	83.7%	88.8%	95.0%	97.2%
Cumulative Phosphorus Load Reduction	23%	42%	68%	82%	89%	94%	98%	99%
Cumulative Nitrogen Load Reduction	59%	76%	90%	95%	98%	99%	100%	100%

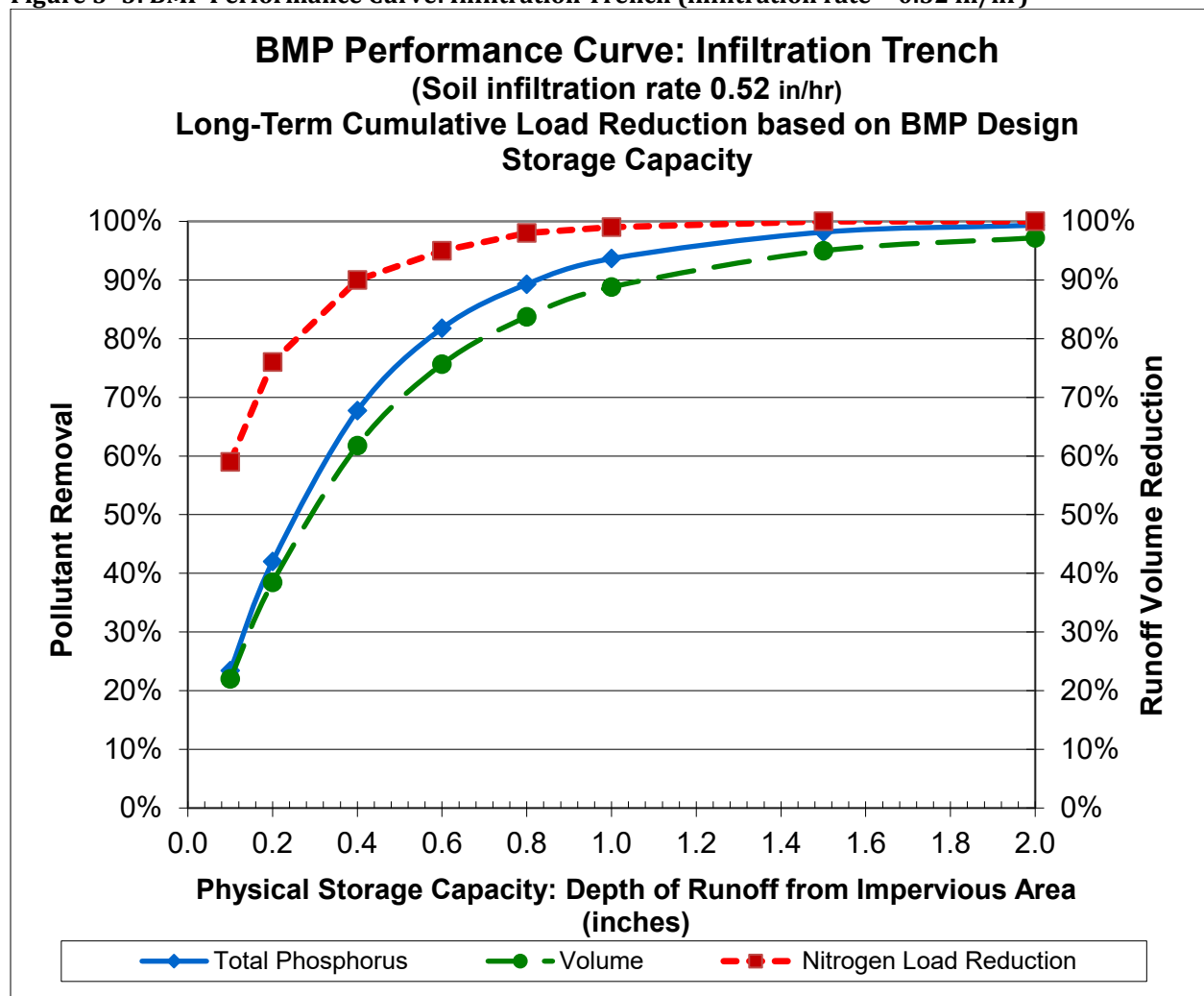
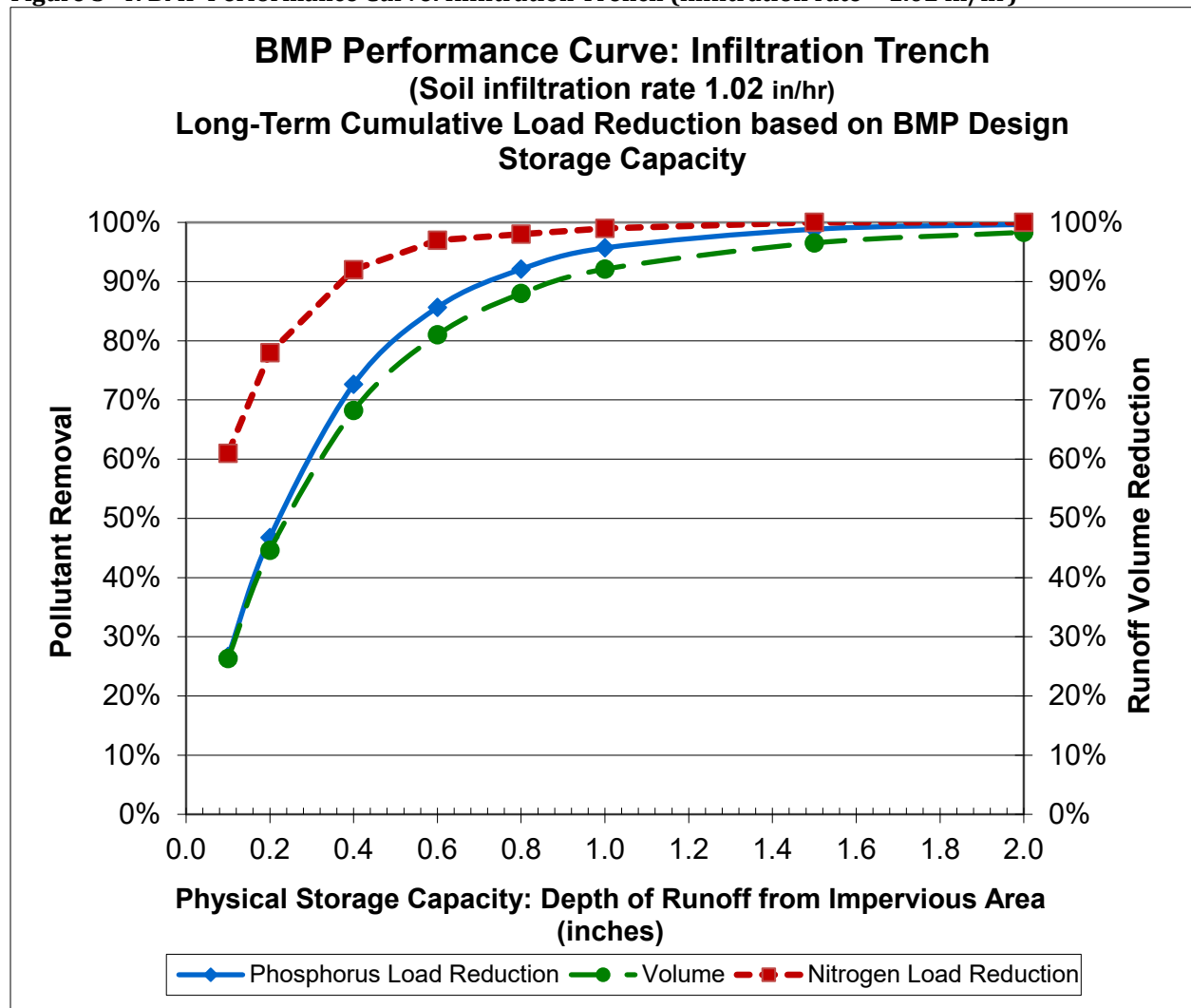
**Figure 3- 3: BMP Performance Curve: Infiltration Trench (infiltration rate = 0.52 in/hr)**

Table 3- 9: Infiltration Trench (IR = 1.02 in/hr) BMP Performance Table

Infiltration Trench (IR = 1.02 in/hr) BMP Performance Table: Long-Term Phosphorus & Nitrogen Load Reduction								
BMP Capacity: Depth of Runoff from Impervious Area (inches)	0.1	0.2	0.4	0.6	0.8	1.0	1.5	2.0
Runoff Volume Reduction	26.3%	44.6%	68.2%	81.0%	88.0%	92.1%	96.5%	98.3%
Cumulative Phosphorus Load Reduction	27%	47%	73%	86%	92%	96%	99%	100%
Cumulative Nitrogen Load Reduction	61%	78%	92%	97%	98%	99%	100%	100%

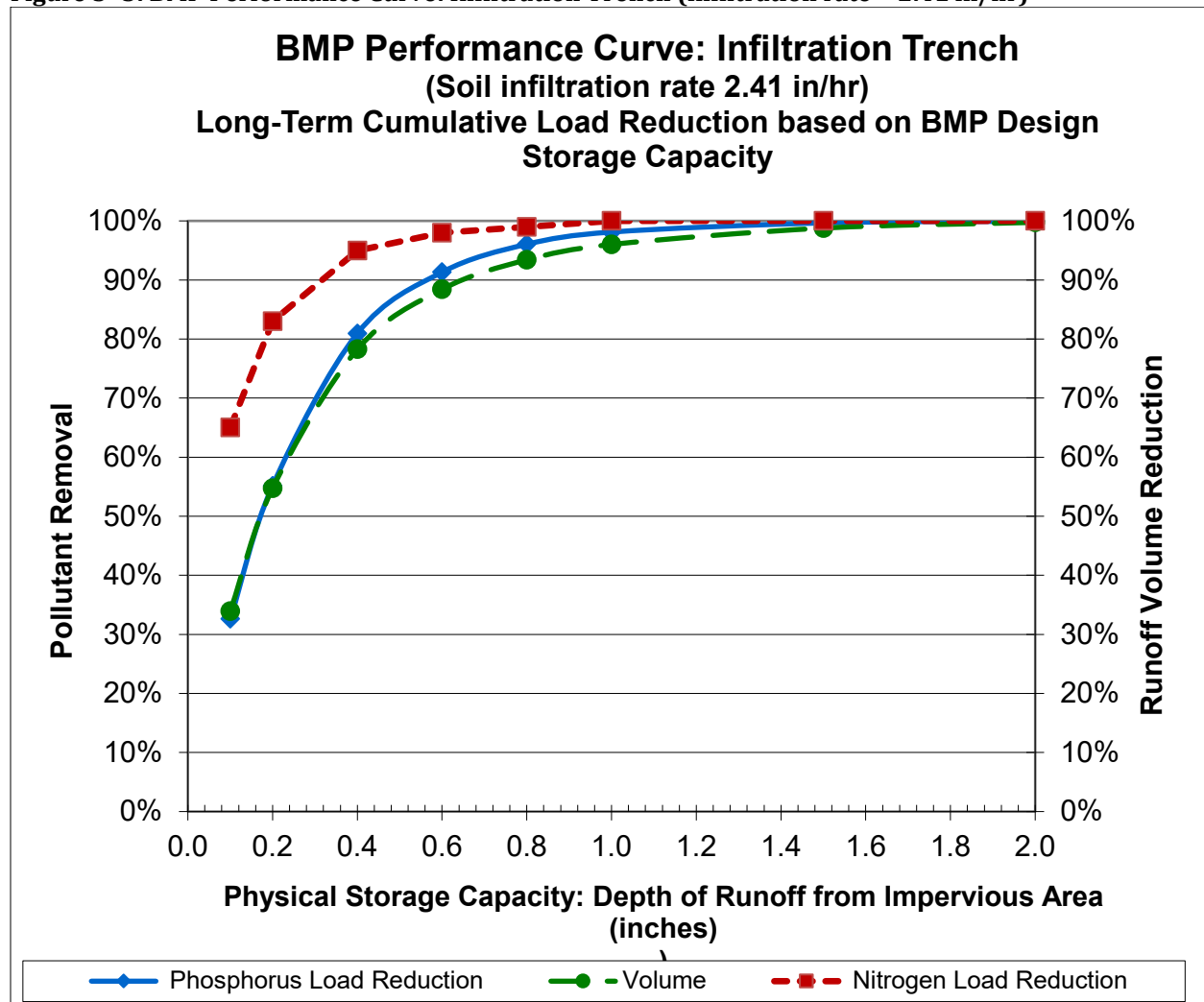
Figure 3- 4: BMP Performance Curve: Infiltration Trench (infiltration rate = 1.02 in/hr)





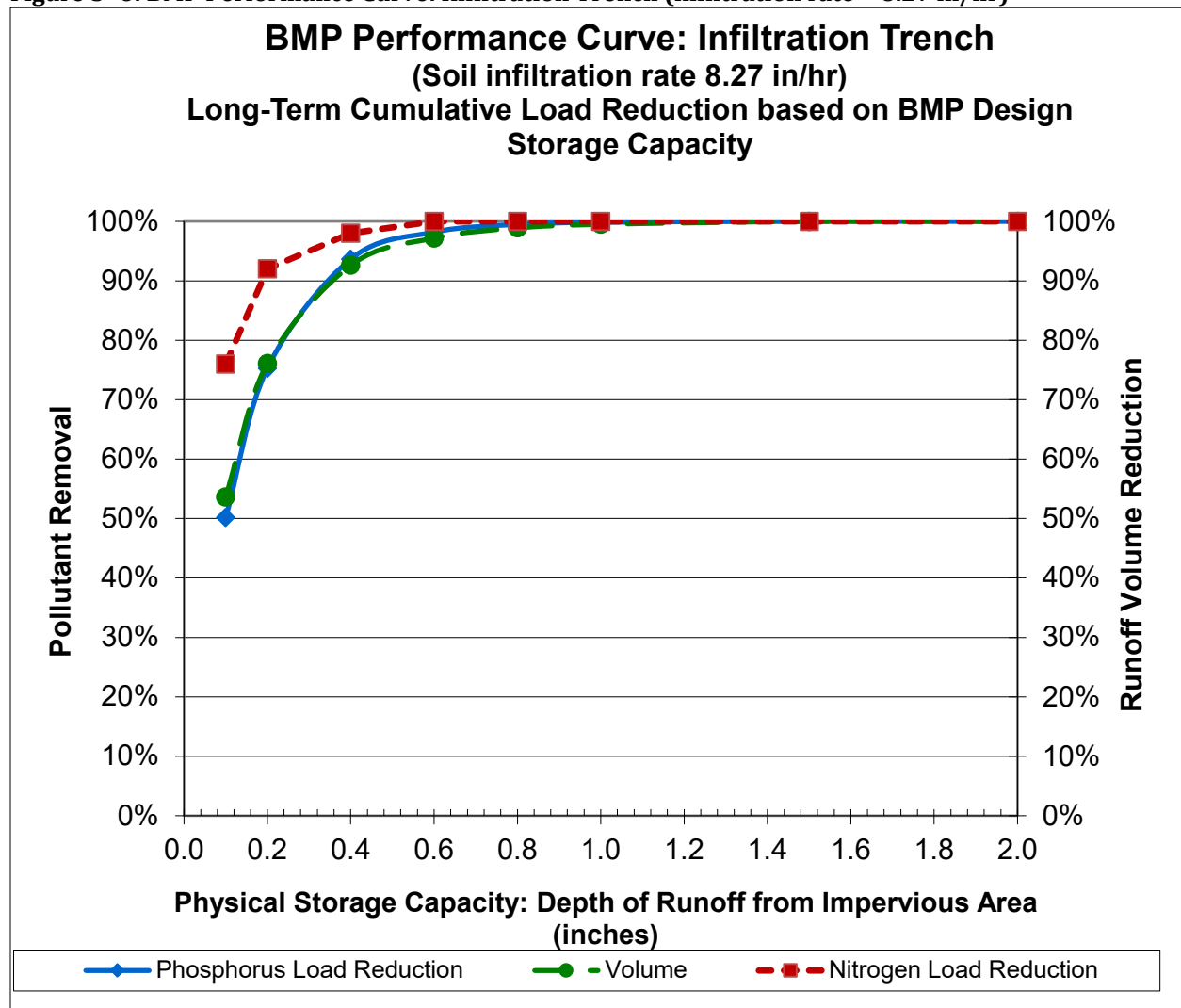
**Table 3- 10: Infiltration Trench (IR = 2.41 in/hr) BMP Performance Table**

Infiltration Trench (IR = 2.41 in/hr) BMP Performance Table: Long-Term Phosphorus Load Reduction								
BMP Capacity: Depth of Runoff Treated from Impervious Area (inches)	0.1	0.2	0.4	0.6	0.8	1.0	1.5	2.0
Runoff Volume Reduction	34%	55%	78%	88%	93%	96%	99%	100%
Cumulative Phosphorus Load Reduction	33%	55%	81%	91%	96%	98%	100%	100%
Cumulative Nitrogen Load Reduction	65%	83%	95%	98%	99%	100%	100%	100%

**Figure 3- 5: BMP Performance Curve: Infiltration Trench (infiltration rate = 2.41 in/hr)**

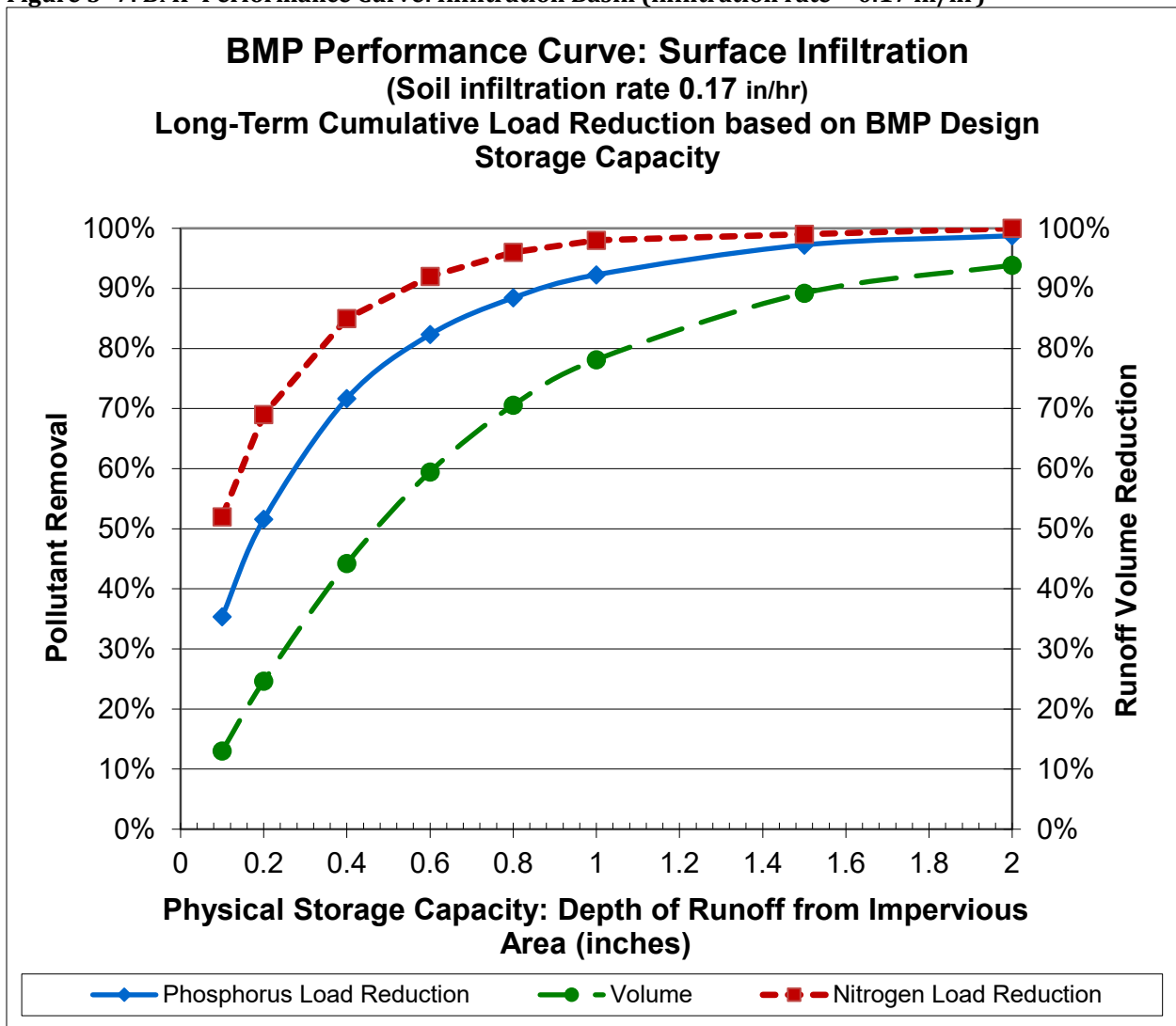
**Table 3- 11: Infiltration Trench (8.27 in/hr) BMP Performance Table**

<b>Infiltration Trench (8.27 in/hr) BMP Performance Table: Long-Term Phosphorus &amp; Nitrogen Load Reduction</b>								
<b>BMP Capacity: Depth of Runoff from Impervious Area (inches)</b>	0.1	0.2	0.4	0.6	0.8	1.0	1.5	2.0
<b>Runoff Volume Reduction</b>	53.6%	76.1%	92.6%	97.2%	98.9%	99.5%	100.0%	100.0%
<b>Cumulative Phosphorus Load Reduction</b>	50%	75%	94%	98%	99%	100%	100%	100%
<b>Cumulative Nitrogen Load Reduction</b>	76%	92%	98%	100%	100%	100%	100%	100%

**Figure 3- 6: BMP Performance Curve: Infiltration Trench (infiltration rate = 8.27 in/hr)**

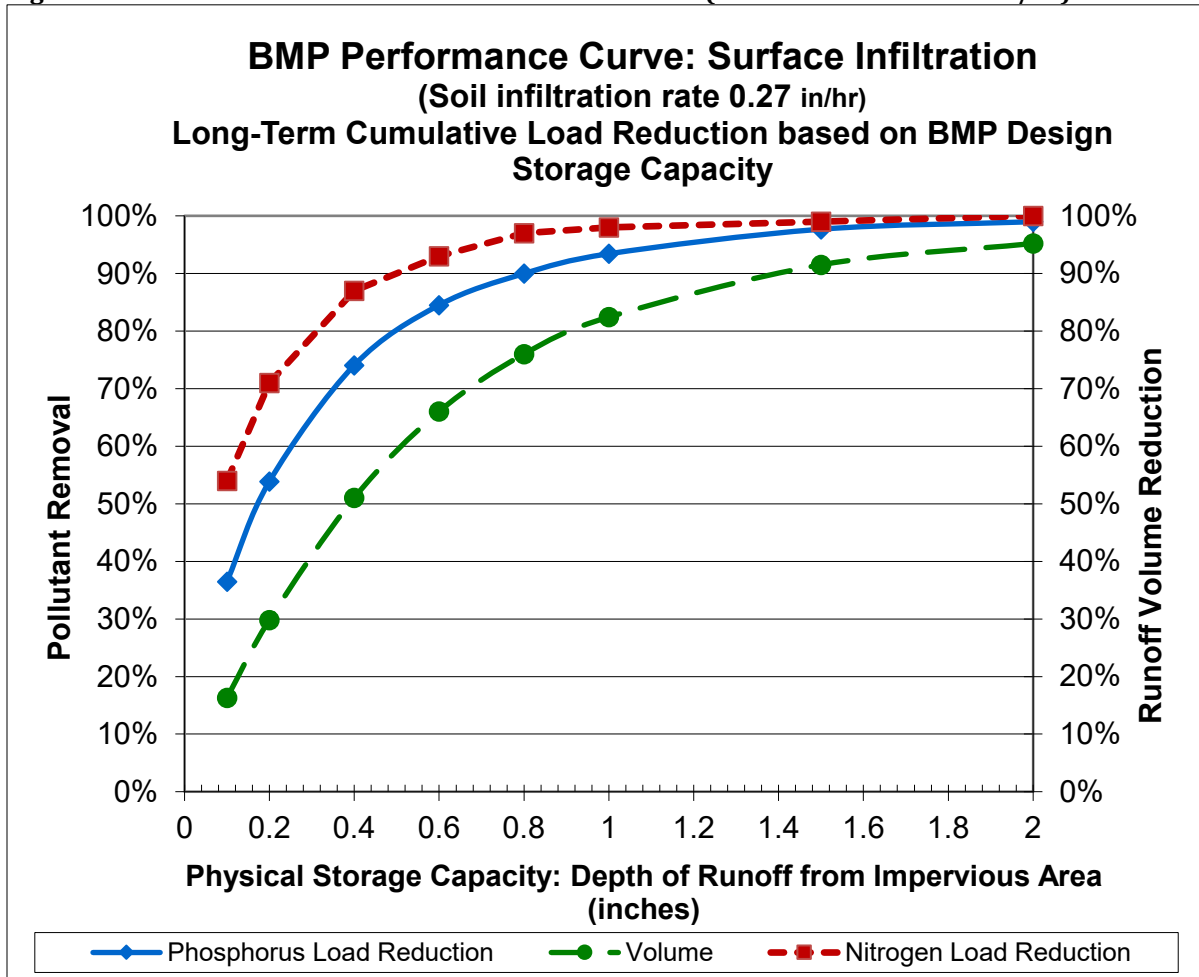
**Table 3- 12: Surface Infiltration (0.17 in/hr) BMP Performance Table**

Surface Infiltration (0.17 in/hr) BMP Performance Table: Long-Term Phosphorus & Nitrogen Load Reduction								
BMP Capacity: Depth of Runoff from Impervious Area (inches)	0.1	0.2	0.4	0.6	0.8	1.0	1.5	2.0
Runoff Volume Reduction	13%	25%	44%	59%	71%	78%	89%	94%
Cumulative Phosphorus Load Reduction	35%	52%	72%	82%	88%	92%	97%	99%
Cumulative Nitrogen Load Reduction	52%	69%	85%	92%	96%	98%	99%	100%

**Figure 3- 7: BMP Performance Curve: Infiltration Basin (infiltration rate = 0.17 in/hr)**

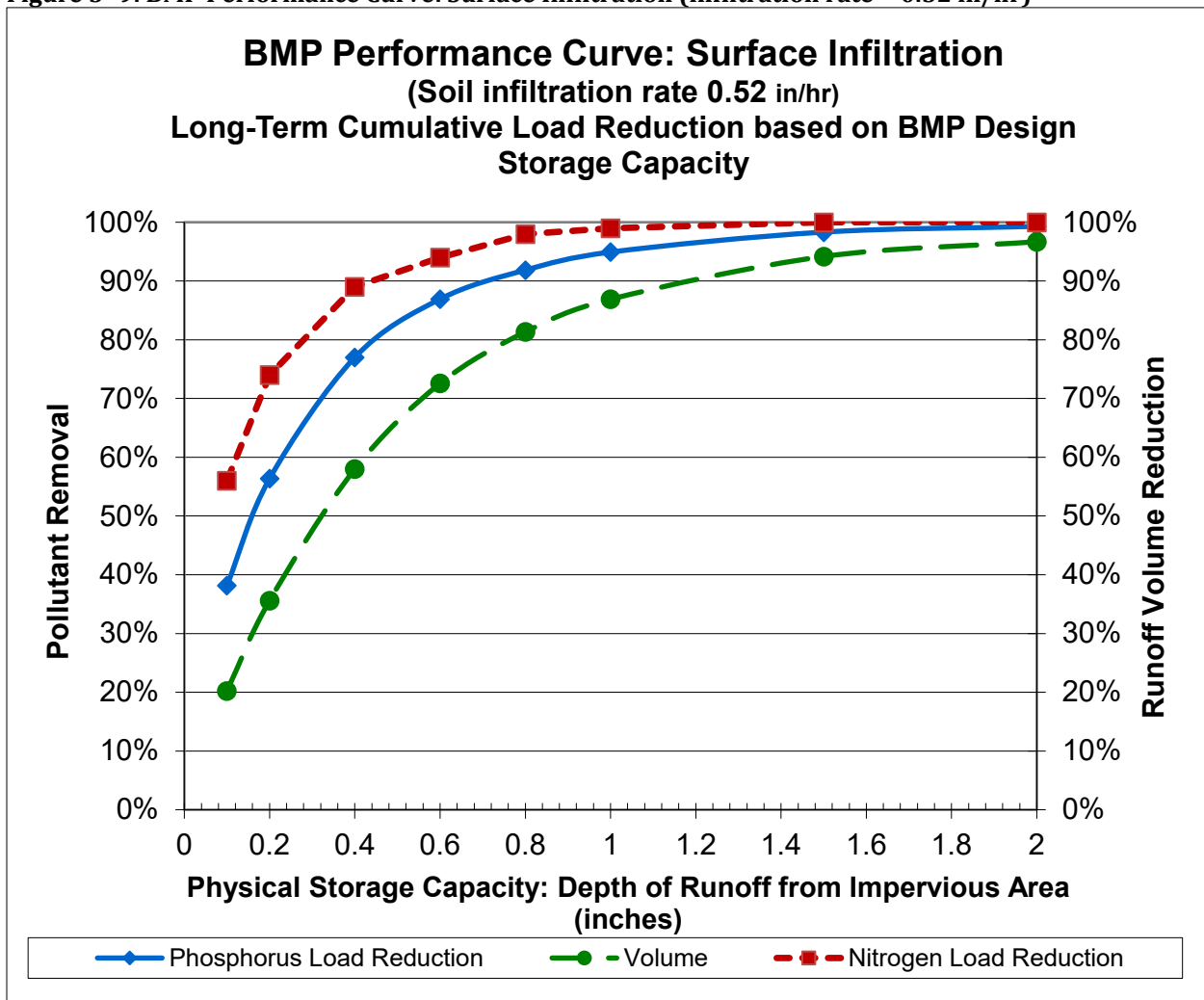
**Table 3- 13: Infiltration Basin (0.27 in/hr) BMP Performance Table**

Surface Infiltration (0.27 in/hr) BMP Performance Table: Long-Term Phosphorus & Nitrogen Load Reduction								
BMP Capacity: Depth of Runoff from Impervious Area (inches)	0.1	0.2	0.4	0.6	0.8	1.0	1.5	2.0
Runoff Volume Reduction	16%	30%	51%	66%	76%	82%	91%	95%
Cumulative Phosphorus Load Reduction	37%	54%	74%	85%	90%	93%	98%	99%
Cumulative Nitrogen Load Reduction	54%	71%	87%	93%	97%	98%	99%	100%

**Figure 3- 8: BMP Performance Curve: Surface Infiltration (infiltration rate = 0.27 in/hr)**

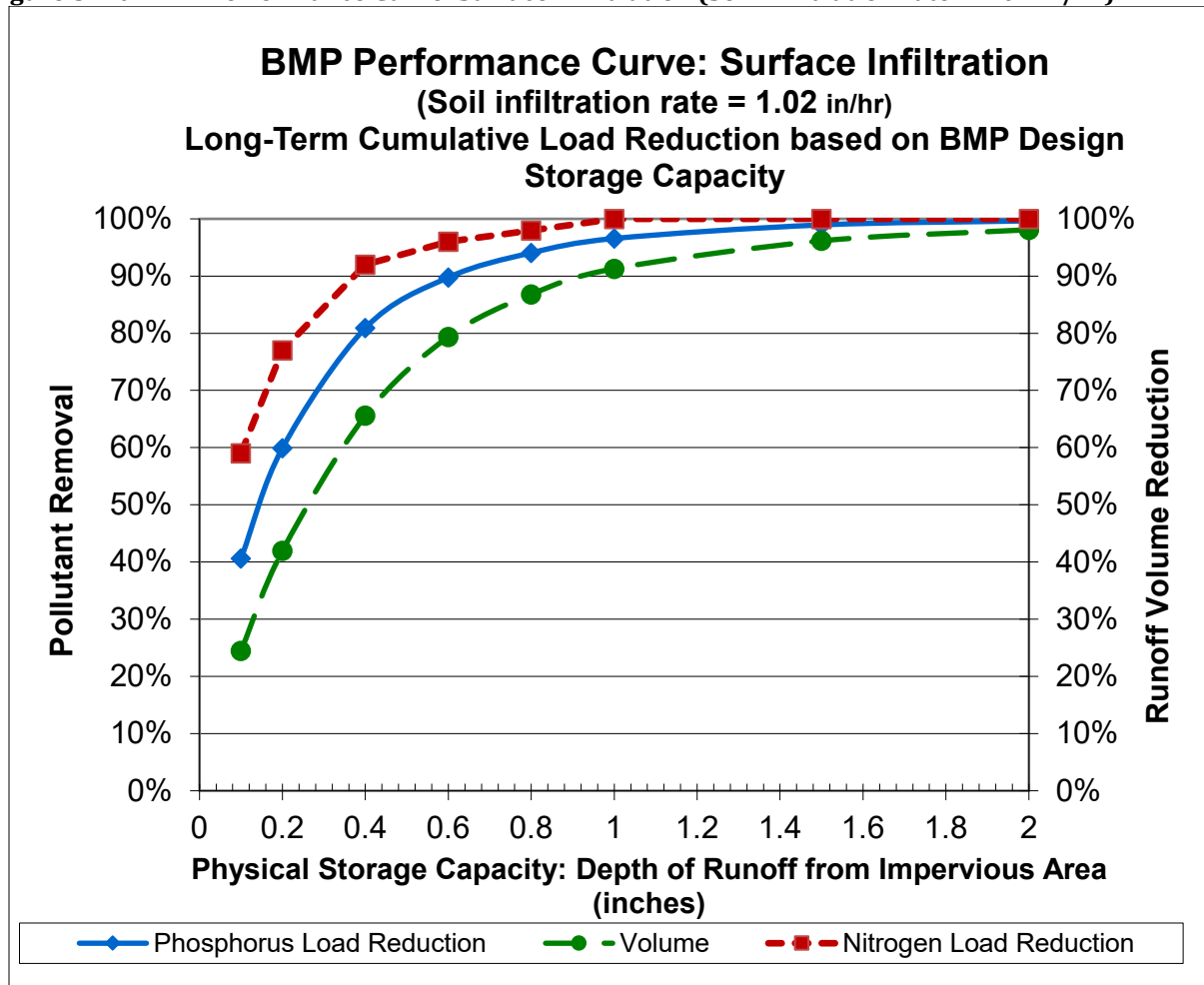
**Table 3- 14: Infiltration Basin (0.52 in/hr) BMP Performance Table**

Surface Infiltration (0.52 in/hr) BMP Performance Table: Long-Term Phosphorus Load Reduction								
BMP Capacity: Depth of Runoff from Impervious Area (inches)	0.1	0.2	0.4	0.6	0.8	1.0	1.5	2.0
Runoff Volume Reduction	20%	36%	58%	73%	81%	87%	94%	97%
Cumulative Phosphorus Load Reduction	38%	56%	77%	87%	92%	95%	98%	99%
Cumulative Nitrogen Load Reduction	56%	74%	89%	94%	98%	99%	100%	100%

**Figure 3- 9: BMP Performance Curve: Surface Infiltration (infiltration rate = 0.52 in/hr)**

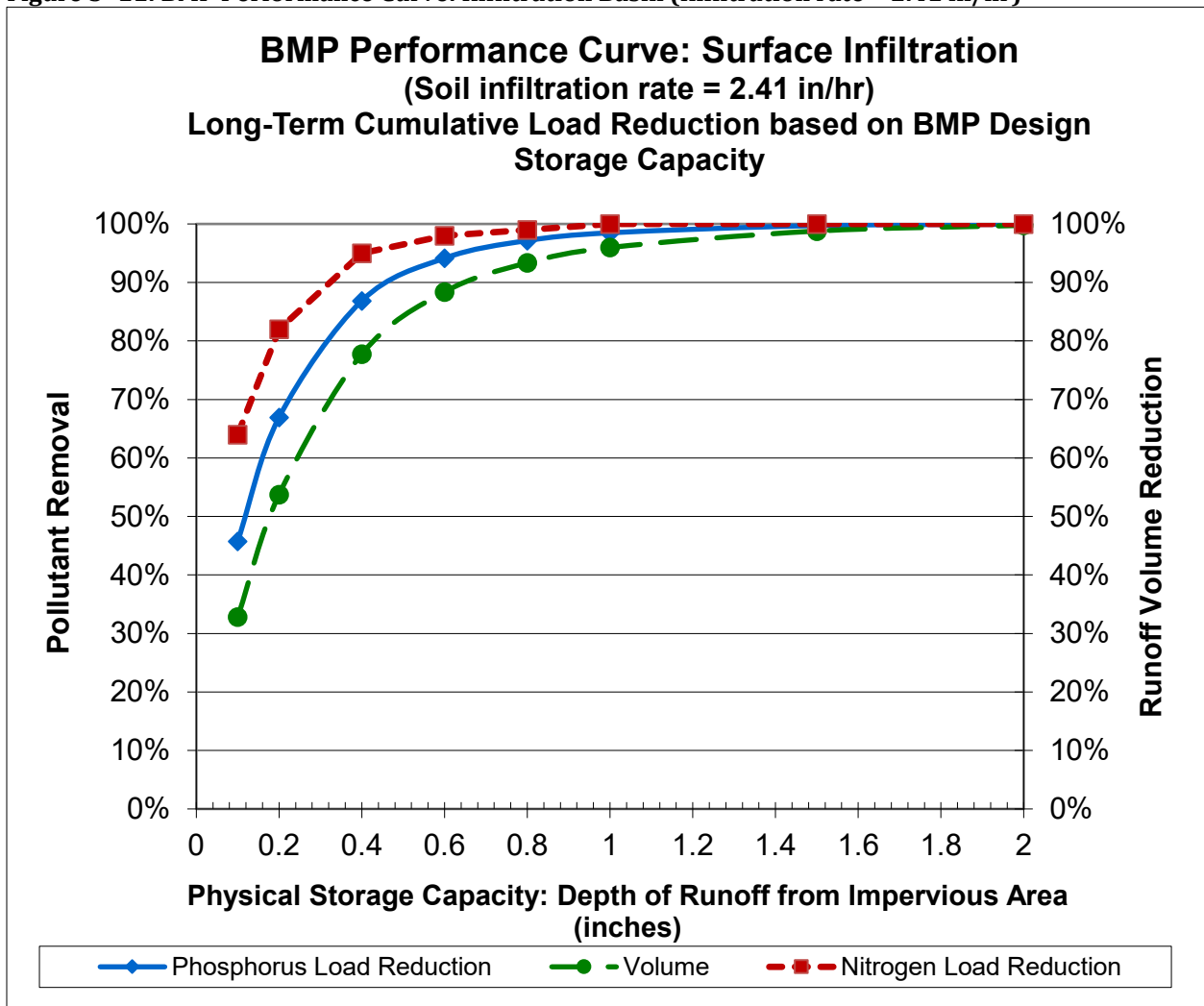
**Table 3-15: Infiltration Basin (1.02 in/hr) BMP Performance Table**

Surface Infiltration (1.02 in/hr) BMP Performance Table: Long-Term Phosphorus Load Reduction								
BMP Capacity: Depth of Runoff from Impervious Area (inches)	0.1	0.2	0.4	0.6	0.8	1.0	1.5	2.0
Runoff Volume Reduction	24.5%	42.0%	65.6%	79.4%	86.8%	91.3%	96.2%	98.1%
Cumulative Phosphorus Load Reduction	41%	60%	81%	90%	94%	97%	99%	100%
Cumulative Nitrogen Load Reduction	59%	77%	92%	96%	98%	100%	100%	100%

**Figure 3- 10: BMP Performance Curve: Surface Infiltration (Soil infiltration rate = 1.02 in/hr)**

**Table 3- 16: Surface Infiltration (2.41 in/hr) BMP Performance Table**

Surface Infiltration (2.41 in/hr) BMP Performance Table: Long-Term Phosphorus Load Reduction								
BMP Capacity: Depth of Runoff from Impervious Area (inches)	0.1	0.2	0.4	0.6	0.8	1.0	1.5	2.0
Runoff Volume Reduction	32.8%	53.8%	77.8%	88.4%	93.4%	96.0%	98.8%	99.8%
Cumulative Phosphorus Load Reduction	46%	67%	87%	94%	97%	98%	100%	100%
Cumulative Nitrogen Load Reduction	64%	82%	95%	98%	99%	100%	100%	100%

**Figure 3- 11: BMP Performance Curve: Infiltration Basin (infiltration rate = 2.41 in/hr)**

**Table 3- 17: Surface Infiltration (8.27 in/hr) BMP Performance Table**

Surface Infiltration (8.27 in/hr) BMP Performance Table: Long-Term Phosphorus Load Reduction								
<b>BMP Capacity: Depth of Runoff from Impervious Area (inches)</b>	0.1	0.2	0.4	0.6	0.8	1.0	1.5	2.0
<b>Runoff Volume Reduction</b>	54.6%	77.2%	93.4%	97.5%	99.0%	99.6%	100.0%	100.0%
<b>Cumulative Phosphorus Load Reduction</b>	59%	81%	96%	99%	100%	100%	100%	100%
<b>Cumulative Nitrogen Load Reduction</b>	75%	92%	99%	100%	100%	100%	100%	100%

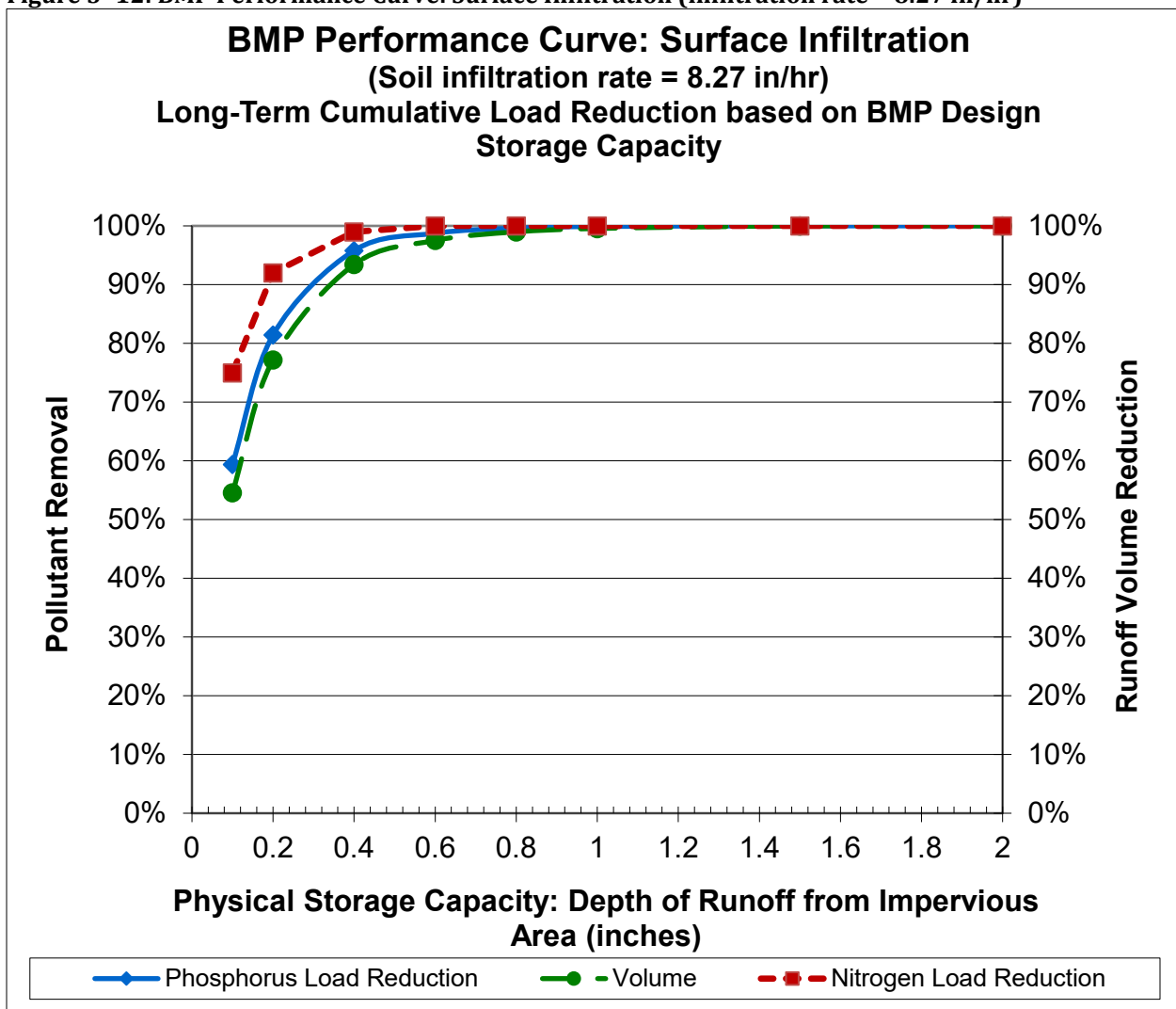
**Figure 3- 12: BMP Performance Curve: Surface Infiltration (infiltration rate = 8.27 in/hr)**



Table 3-18: Bio-filtration BMP Performance Table

Bio-filtration BMP Performance Table: Long-Term Phosphorus & Nitrogen Load Reduction								
BMP Capacity: Depth of Runoff from Impervious Area (inches)	0.1	0.2	0.4	0.6	0.8	1.0	1.5	2.0
Cumulative Phosphorus Load Reduction	14%	25%	37%	44%	48%	53%	58%	63%
Cumulative Nitrogen Load Reduction	9%	16%	23%	28%	31%	32%	37%	40%

Figure 3- 13: BMP Performance Curve: Bio-filtration

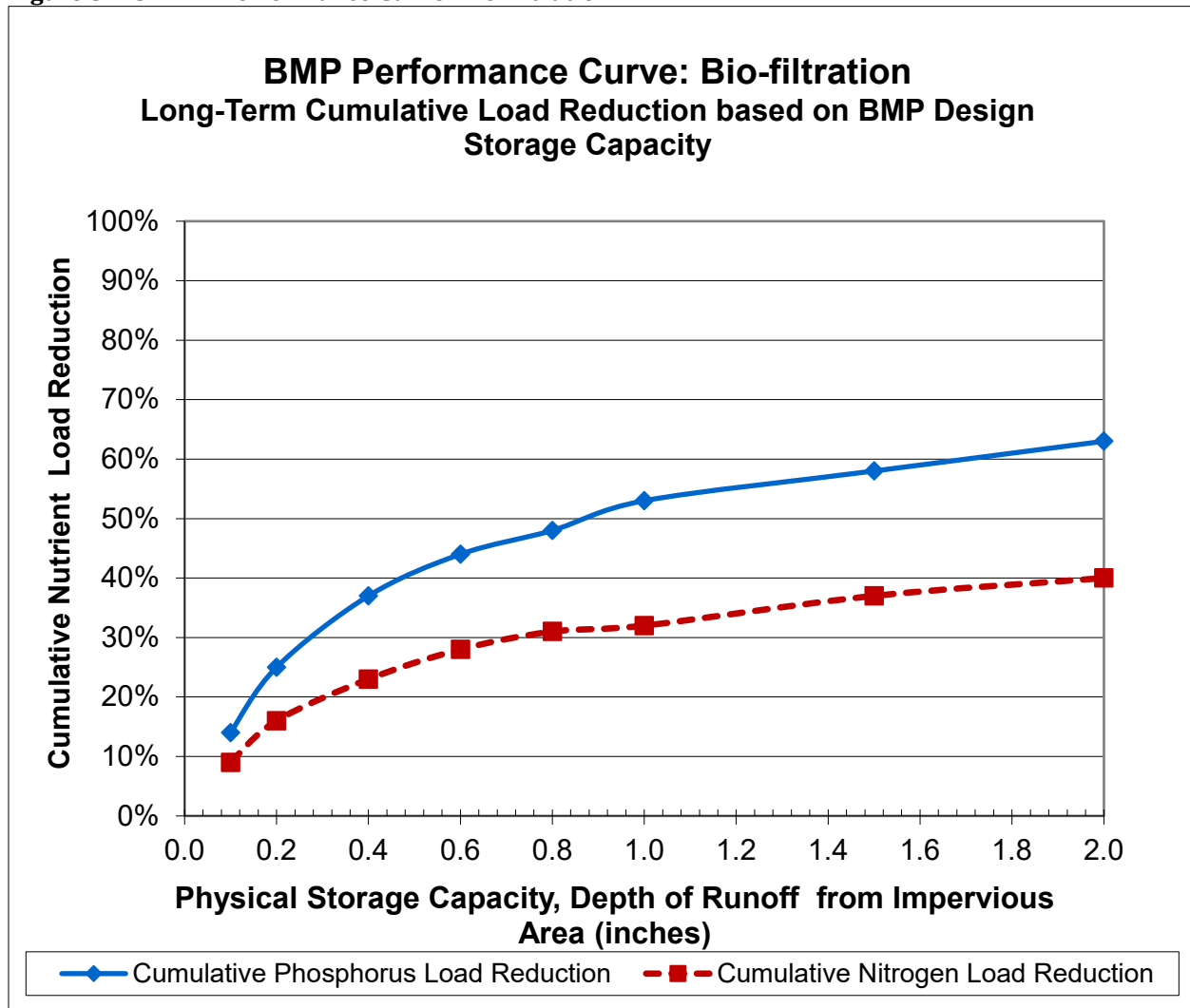


Table 3- 19: Gravel Wetland BMP Performance Table

Gravel Wetland BMP Performance Table: Long-Term Phosphorus & Nitrogen Load Reduction								
BMP Capacity: Depth of Runoff from Impervious Area (inches)	0.1	0.2	0.4	0.6	0.8	1.0	1.5	2.0
Cumulative Phosphorus Load Reduction	19%	26%	41%	51%	57%	61%	65%	66%
Cumulative Nitrogen Load Reduction	22%	33%	48%	57%	64%	68%	74%	79%

Figure 3- 14: BMP Performance Curve: Gravel Wetland

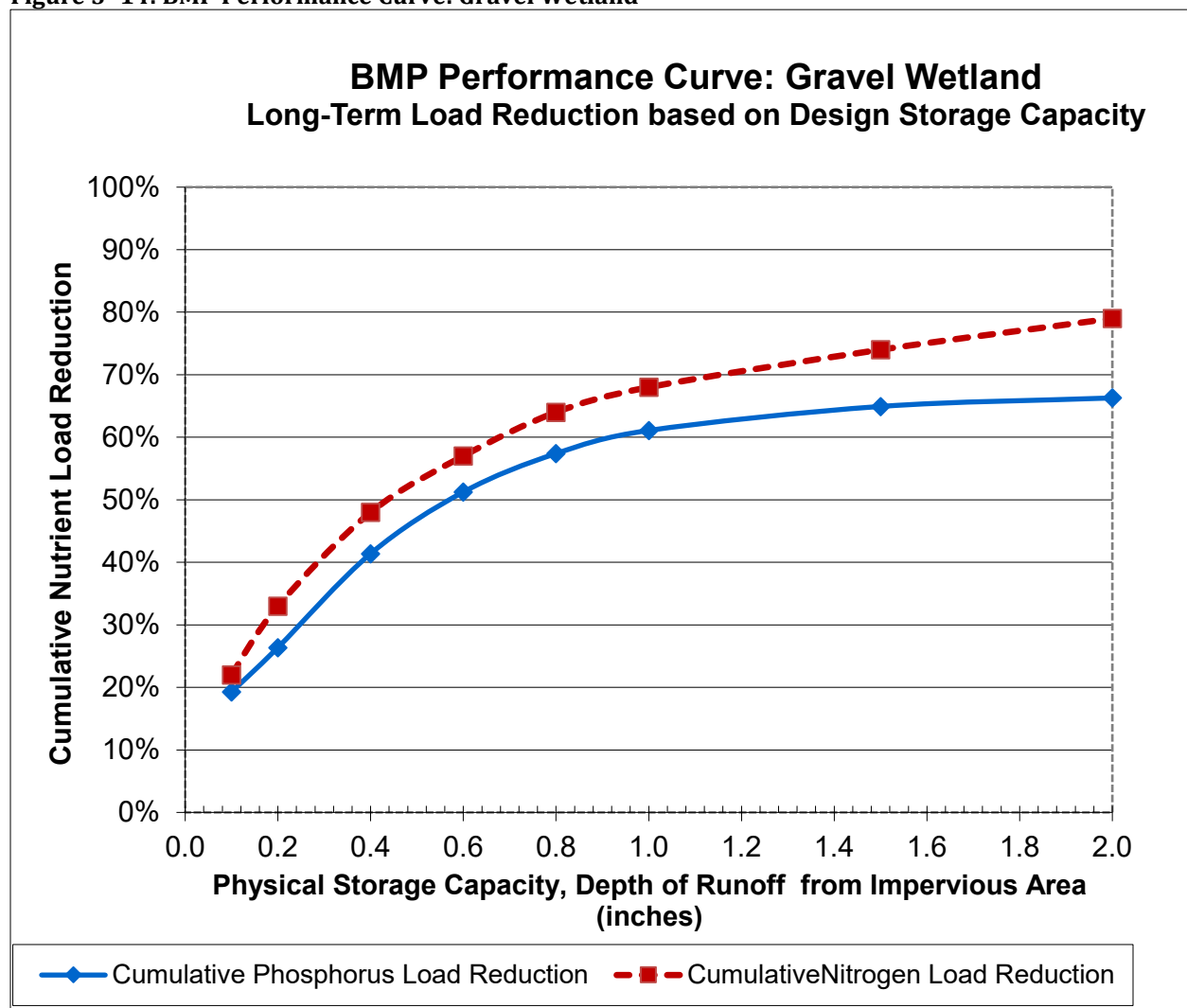


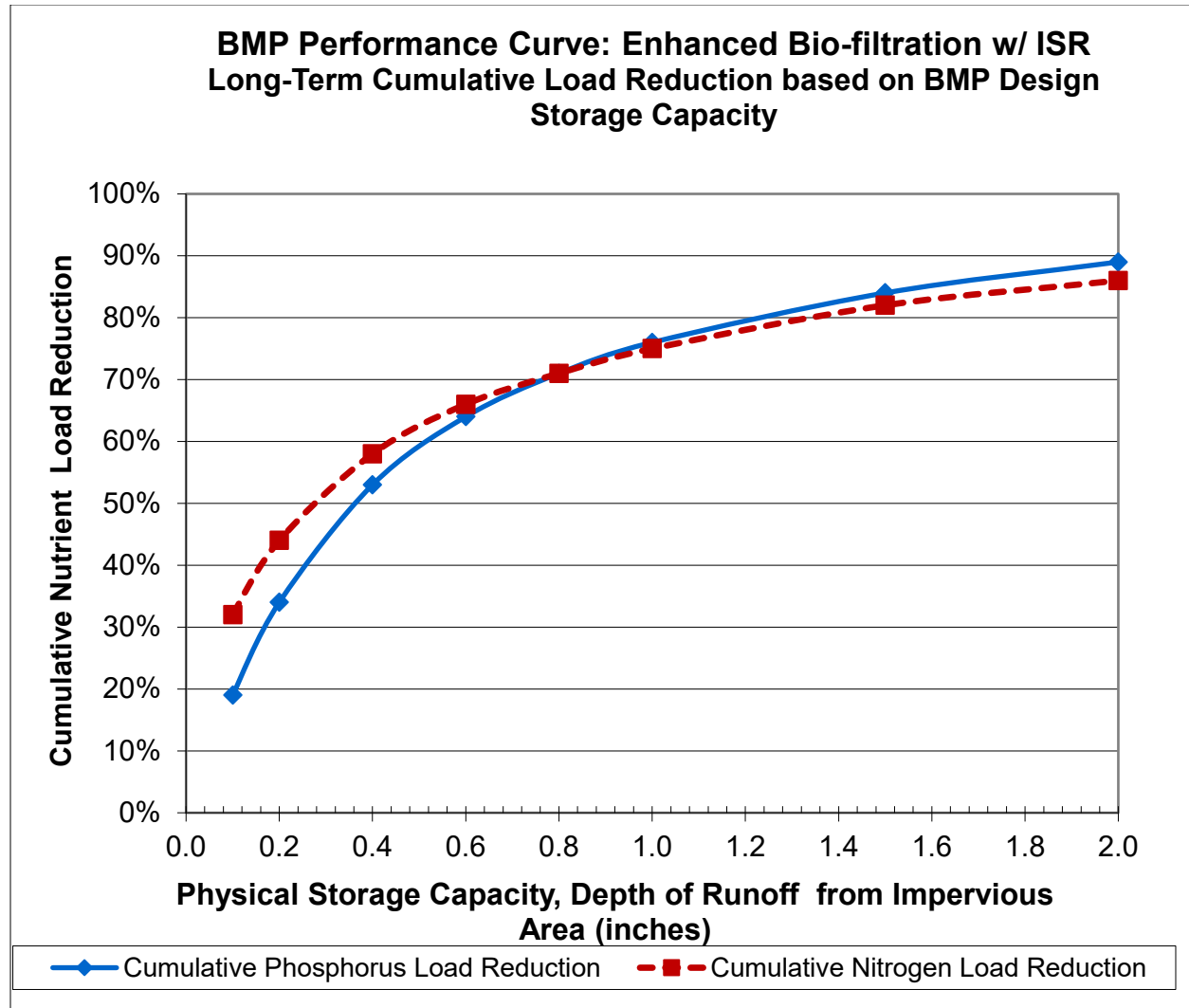
Table 3- 20: Enhanced Bio-filtration\* with Internal Storage Reservoir (ISR) BMP Performance Table

Enhanced Bio-filtration* w/ ISR BMP Performance Table: Long-Term Phosphorus & Nitrogen Load Reduction								
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<b>BMP Capacity: Depth of Runoff from Impervious Area (inches)</b>	0.1	0.2	0.4	0.6	0.8	1.0	1.5	2.0
<b>Cumulative Phosphorus Load Reduction</b>	19%	34%	53%	64%	71%	76%	84%	89%
<b>Cumulative Nitrogen Load Reduction</b>	32%	44%	58%	66%	71%	75%	82%	86%

**\*Filter media augmented with phosphorus sorbing materials to enhance phosphorus removal.**

**Figure 3-15: BMP Performance Curve: Enhanced Bio-filtration with Internal Storage Reservoir (ISR)**  
BMP Performance Table



**Table 3-21: Sand Filter BMP Performance Table**

**Sand Filter BMP Performance Table: Long-Term Phosphorus & Nitrogen Load Reduction**

<b>BMP Capacity: Depth of Runoff from Impervious Area (inches)</b>	0.1	0.2	0.4	0.6	0.8	1.0	1.5	2.0
<b>Cumulative Phosphorus Load Reduction</b>	14%	25%	37%	44%	48%	53%	58%	63%
<b>Cumulative Nitrogen Load Reduction</b>	9%	16%	23%	28%	31%	32%	37%	40%

Figure 3-16: BMP Performance Curve: Sand Filter

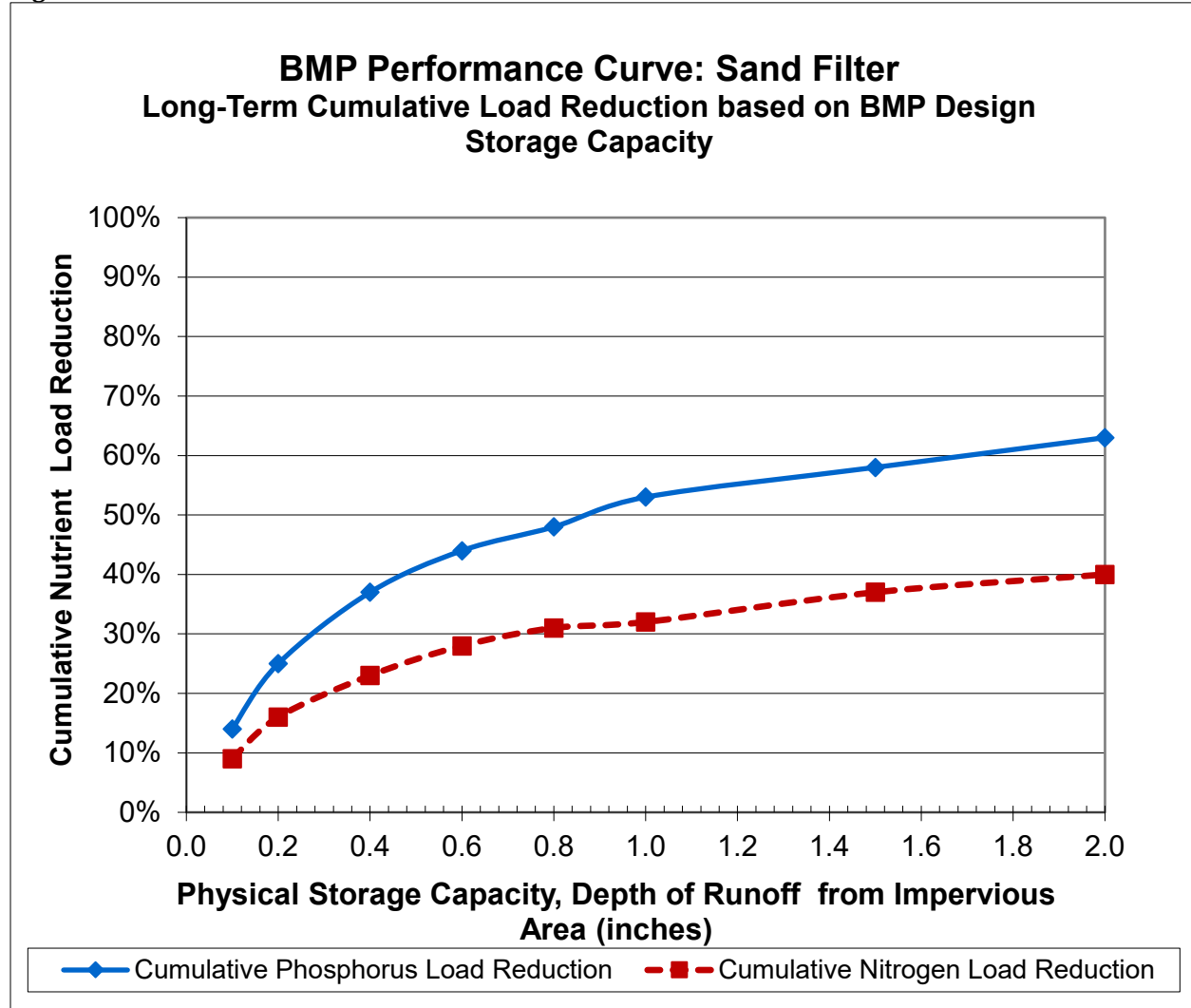


Table 3- 22 Porous Pavement BMP Performance Table

**Porous Pavement BMP Performance Table:**  
**Long-Term Phosphorus Load Reduction**

<b>BMP Capacity: Depth of Filter Course Area (inches)</b>	12.0	18.0	24.0	32.0
<b>Cumulative Phosphorus Load Reduction</b>	62%	70%	75%	78%
<b>Cumulative Nitrogen Load Reduction</b>	76%	77%	77%	79%

Figure 3- 17: BMP Performance Curve: Porous Pavement

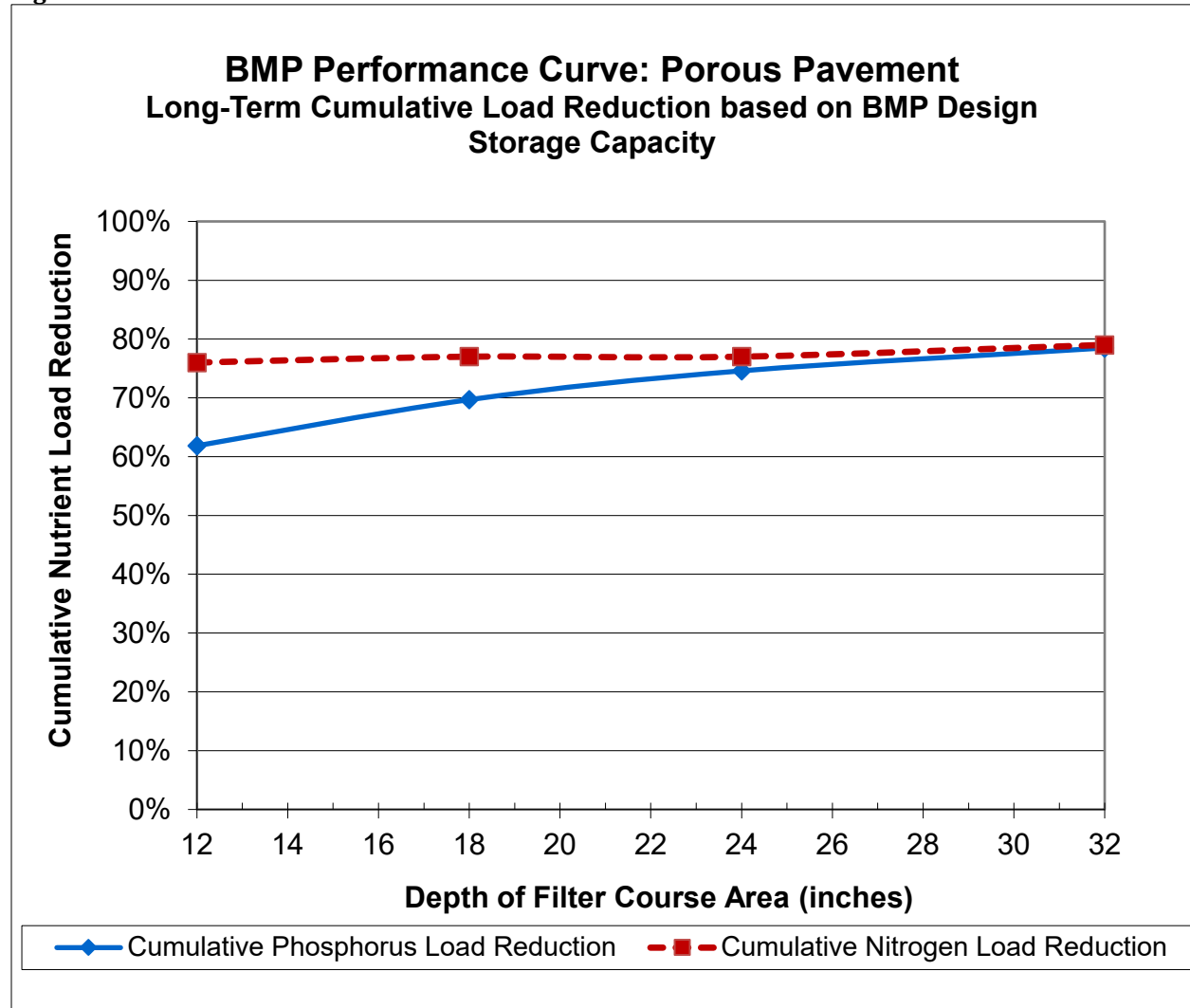
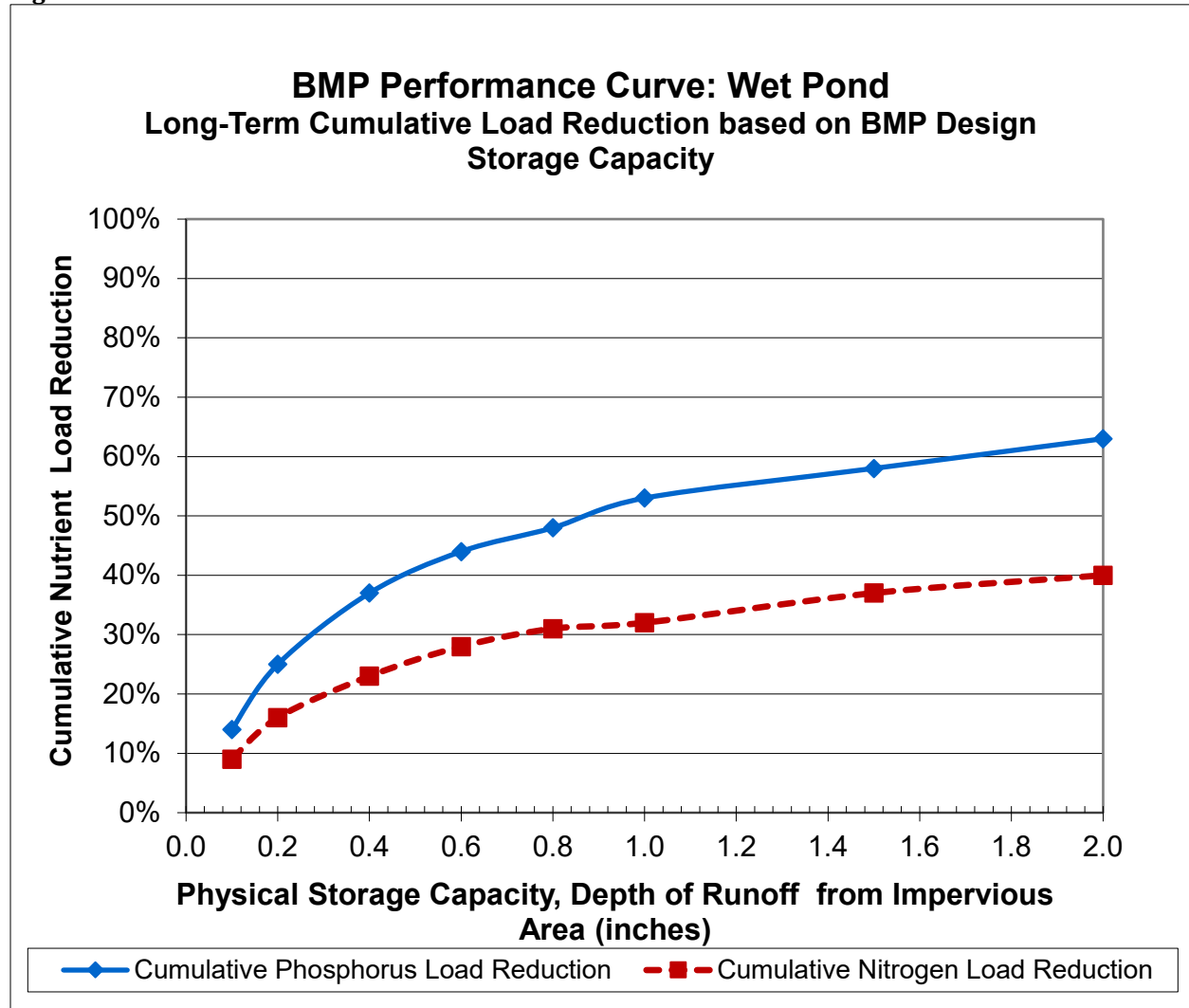


Table 3- 23: Wet Pond BMP Performance Table

Wet Pond BMP Performance Table: Long-Term Phosphorus Load Reduction
---

<b>BMP Capacity: Depth of Runoff from Impervious Area (inches)</b>	0.1	0.2	0.4	0.6	0.8	1.0	1.5	2.0
<b>Cumulative Phosphorus Load Reduction</b>	14%	25%	37%	44%	48%	53%	58%	63%
<b>Cumulative Nitrogen Load Reduction</b>	9%	16%	23%	28%	31%	32%	37%	40%

**Figure 3-18: BMP Performance Curve: Wet Pond****Table 3-24: Dry Pond BMP Performance Table**

Extended Dry Pond BMP Performance Table: Long-Term Phosphorus & Nitrogen Load Reduction

<b>BMP Capacity: Depth of Runoff from Impervious Area (inches)</b>	0.1	0.2	0.4	0.6	0.8	1.0	1.5	2.0
<b>Cumulative Phosphorus Load Reduction</b>	2%	5%	9%	13%	17%	21%	29%	36%
<b>Cumulative Nitrogen Load Reduction</b>	1%	3%	6%	9%	11%	13%	19%	23%

Figure 3- 19: BMP Performance Curve: Dry Pond

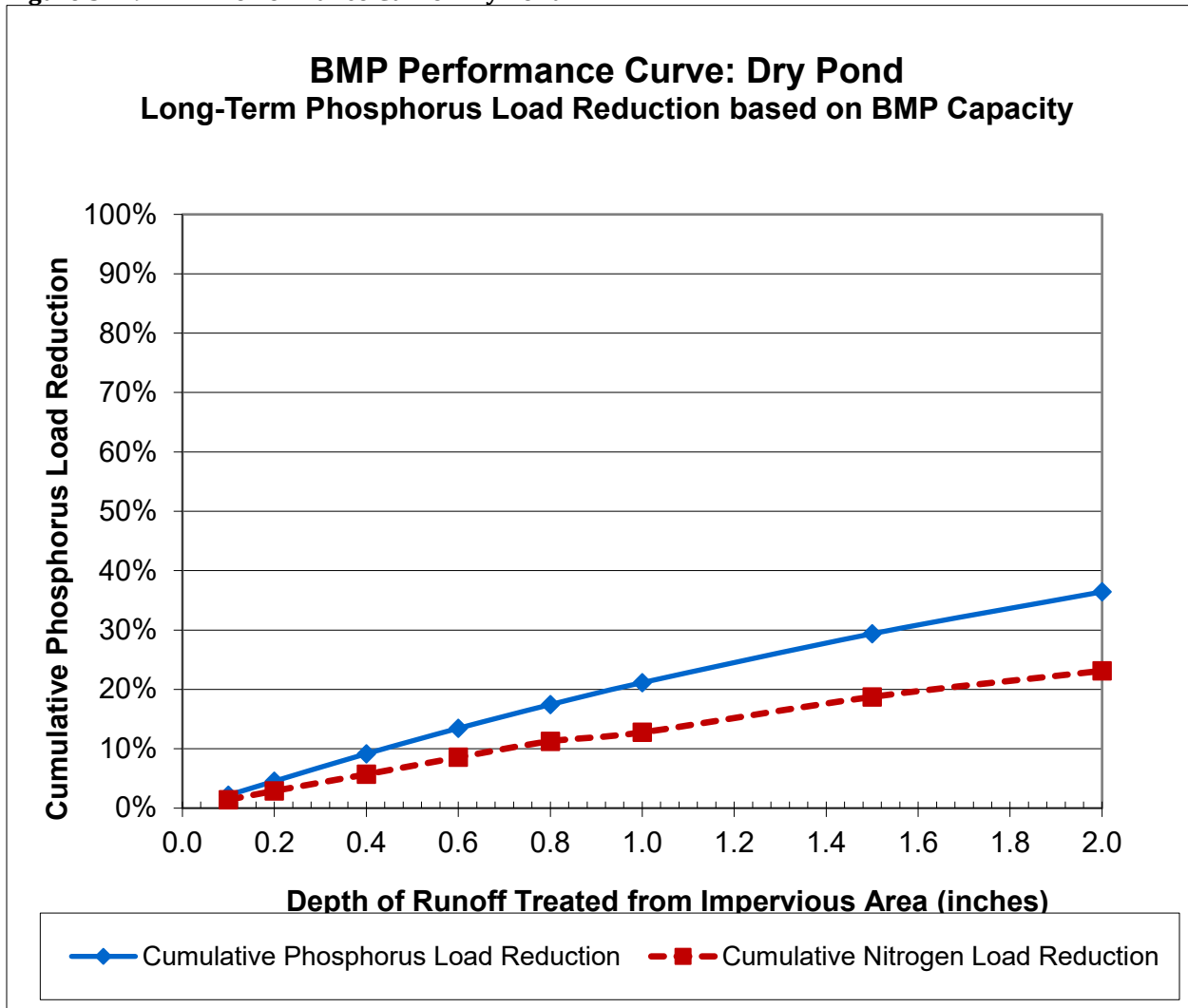


Table 3- 25: Water Quality Grass Swale with Detention BMP Performance Table

Water Quality Grass Swale with Detention Performance Table: Long-Term  
Phosphorus & Nitrogen Load Reduction

<b>BMP Capacity: Depth of Runoff from Impervious Area (inches)</b>	0.1	0.2	0.4	0.6	0.8	1.0	1.5	2.0
<b>Phosphorus Load Reduction</b>	2%	5%	9%	13%	17%	21%	29%	36%
<b>Nitrogen Load Reduction</b>	1%	3%	6%	9%	11%	13%	19%	23%

Figure 3-20: BMP Performance Curve: Water Quality Grass Swale with Detention

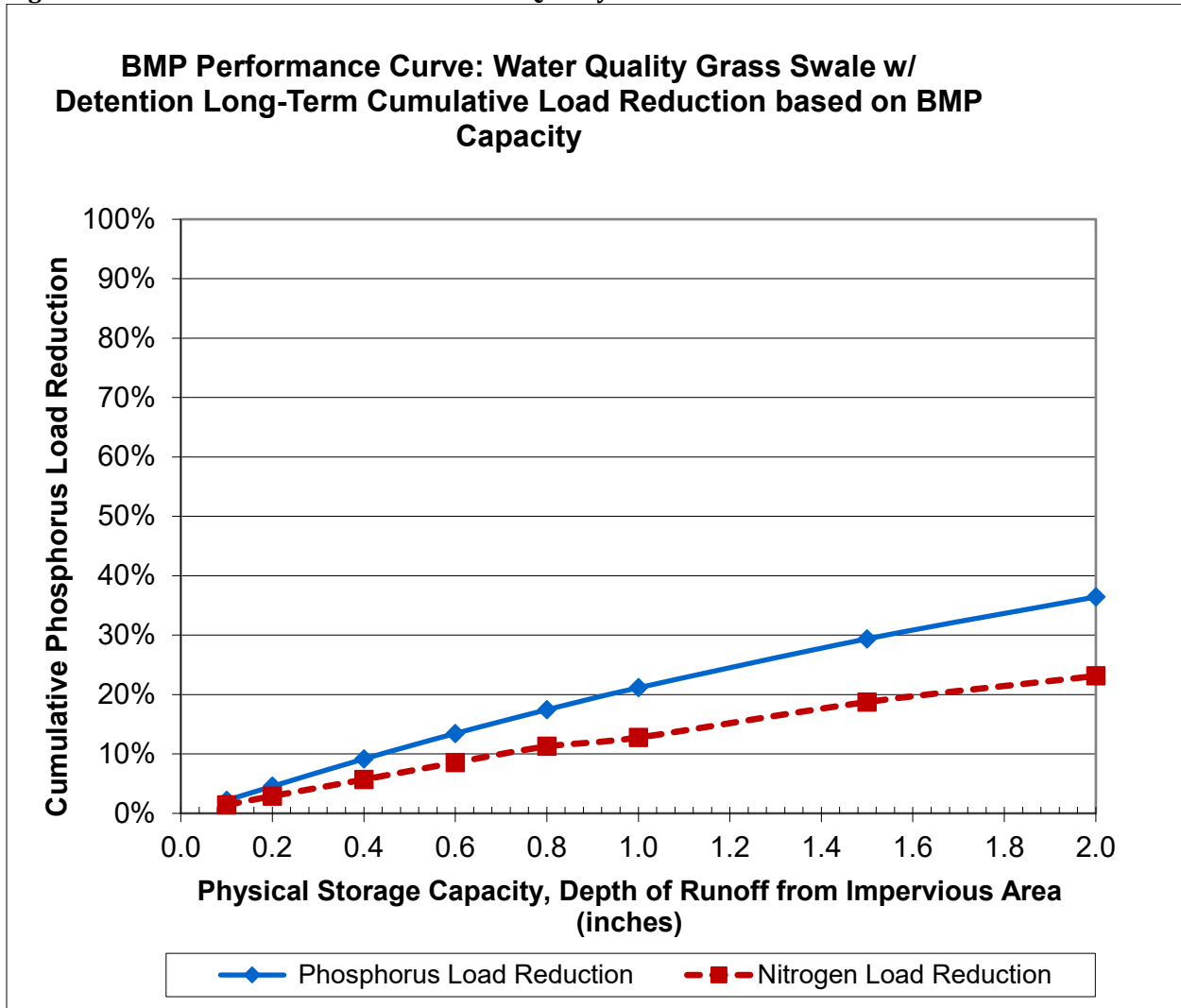


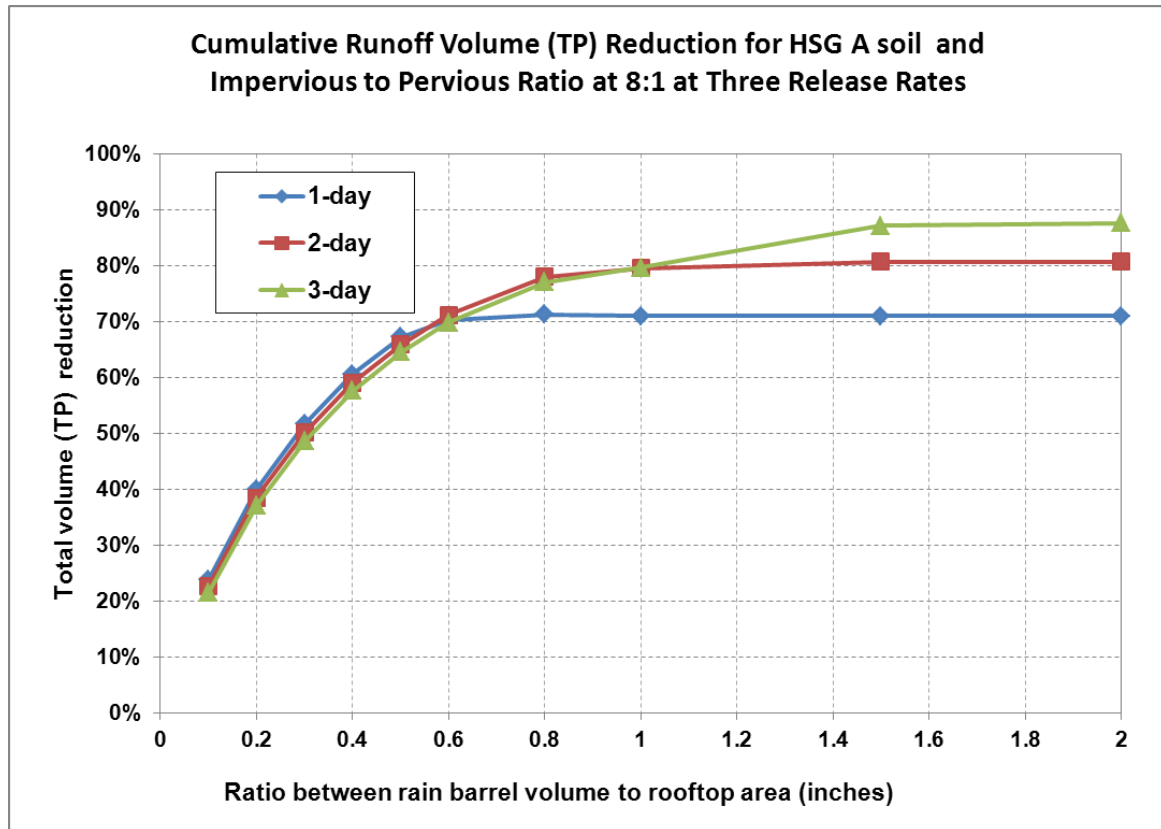
Table 3- 26: Impervious Area Disconnection through Storage: Impervious Area to Pervious Area Ratio = 8:1

<b>Impervious Area Disconnection through Storage : Impervious Area to Pervious Area Ratio = 8:1</b>	
<b>Total Runoff Volume (TP) Reduction Percentages</b>	

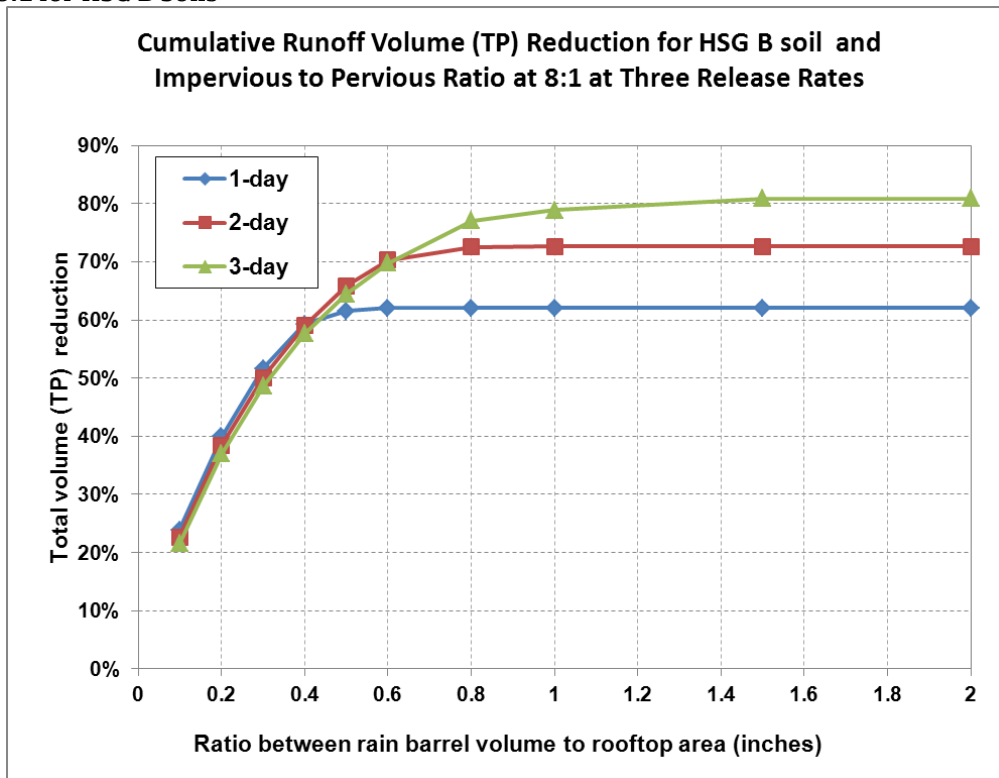


Storage volume to impervious area ratio	HSG A			HSG B			HSG C			HSG D		
	1-day	2-day	3-day	1-day	2-day	3-day	1-day	2-day	3-day	1-day	2-day	3-day
0.1 in	24%	23%	22%	24%	23%	22%	24%	23%	22%	22%	22%	21%
0.2 in	40%	38%	37%	40%	38%	37%	37%	38%	37%	24%	26%	27%
0.3 in	52%	50%	49%	52%	50%	49%	40%	46%	49%	24%	26%	27%
0.4 in	61%	59%	58%	59%	59%	58%	40%	48%	54%	24%	26%	27%
0.5 in	67%	66%	64%	62%	66%	64%	40%	48%	56%	24%	26%	27%
0.6 in	70%	71%	70%	62%	70%	70%	40%	48%	56%	24%	26%	27%
0.8 in	71%	78%	77%	62%	73%	77%	40%	48%	56%	24%	26%	27%
1.0 in	71%	80%	80%	62%	73%	79%	40%	48%	56%	24%	26%	27%
1.5 in	71%	81%	87%	62%	73%	81%	40%	48%	56%	24%	26%	27%
2.0 in	71%	81%	88%	62%	73%	81%	40%	48%	56%	24%	26%	27%

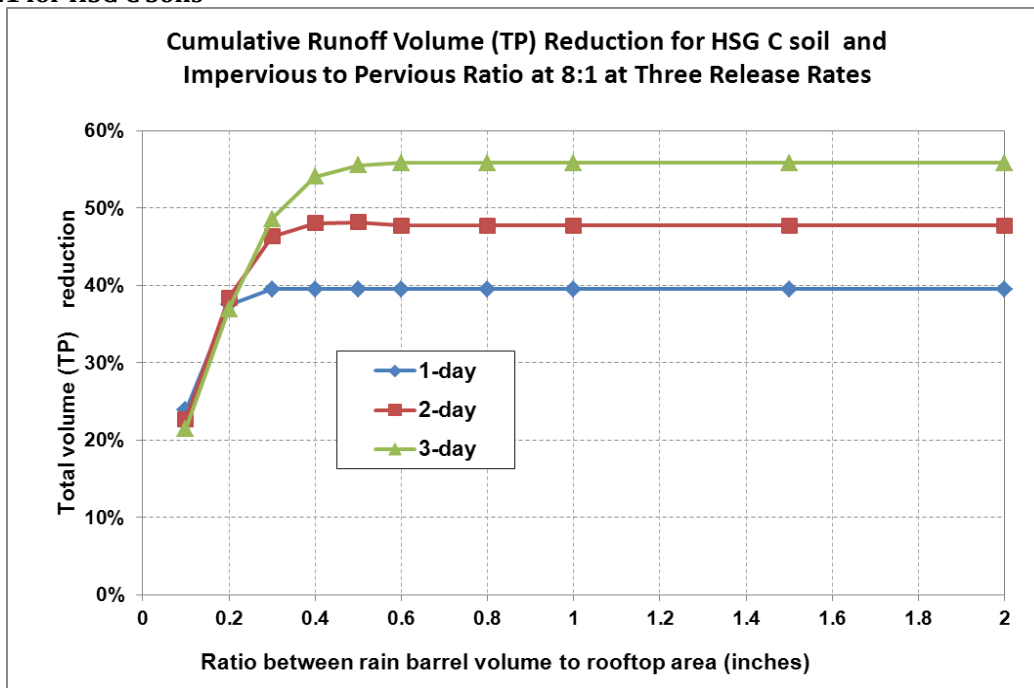
**Figure 3- 21: Impervious Area Disconnection through Storage: Impervious Area to Pervious Area Ratio = 8:1 for HSG A Soils**



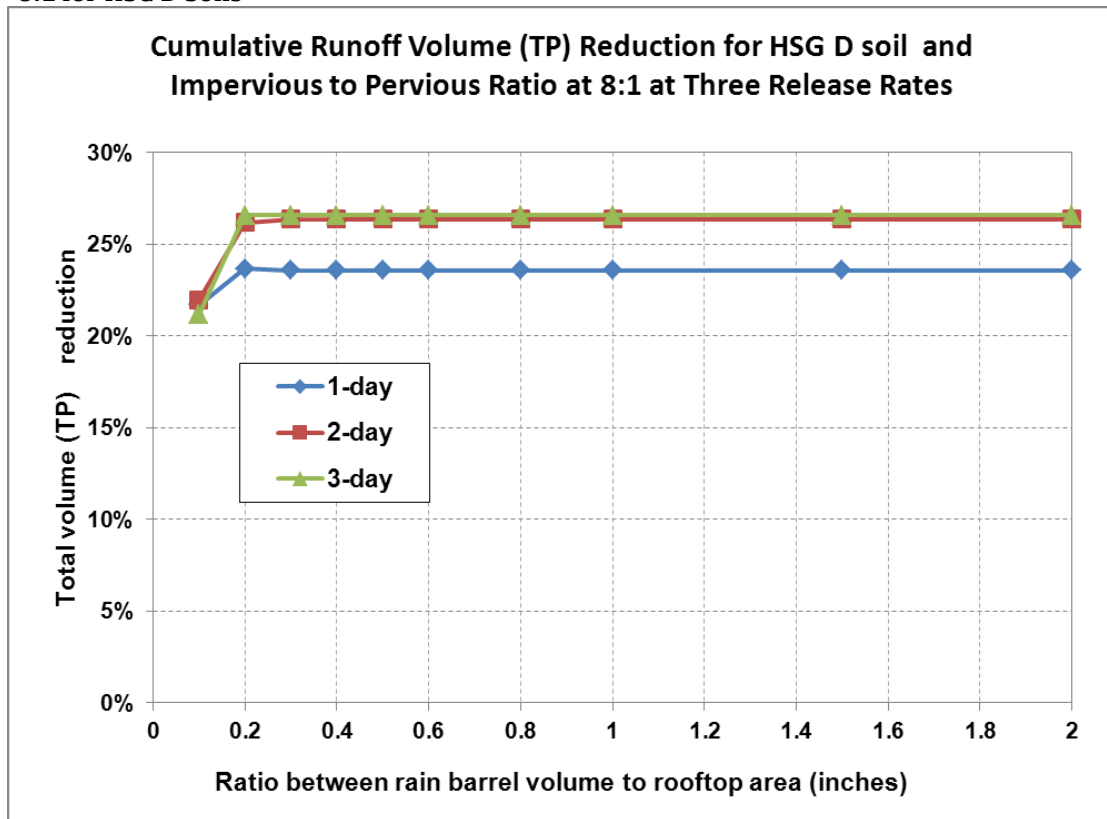
**Figure 3- 22: Impervious Area Disconnection through Storage: Impervious Area to Pervious Area Ratio = 8:1 for HSG B Soils**



**Figure 3- 23: Impervious Area Disconnection through Storage: Impervious Area to Pervious Area Ratio = 8:1 for HSG C Soils**



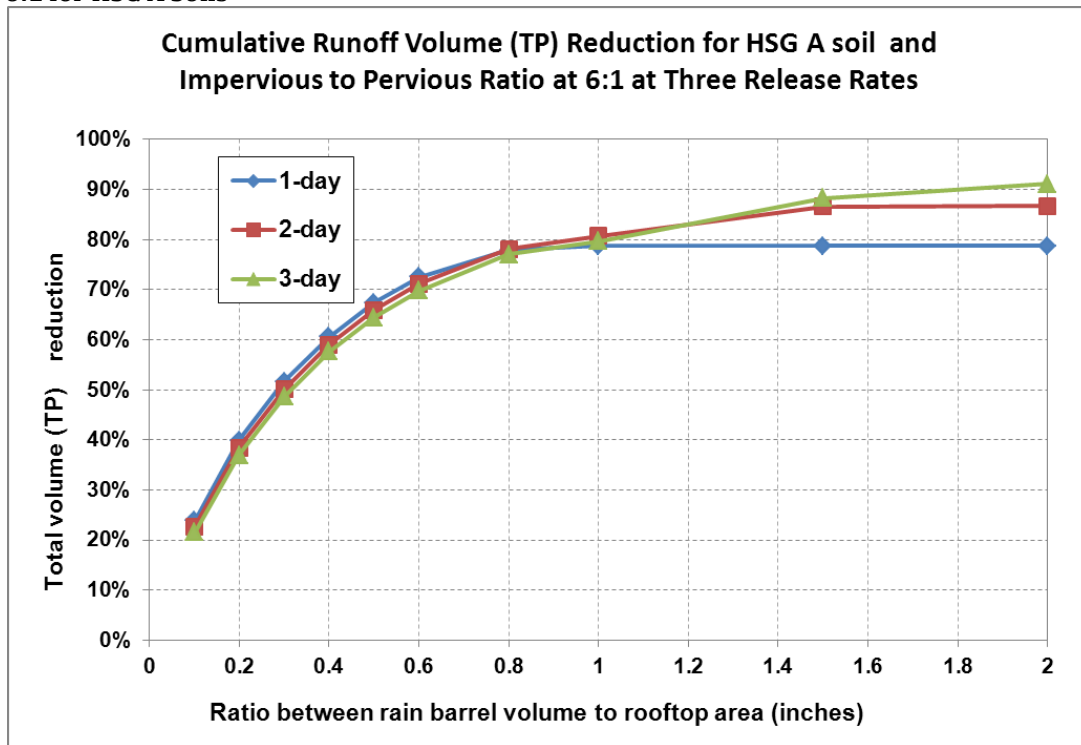
**Figure 3- 24: Impervious Area Disconnection through Storage: Impervious Area to Pervious Area Ratio = 8:1 for HSG D Soils**



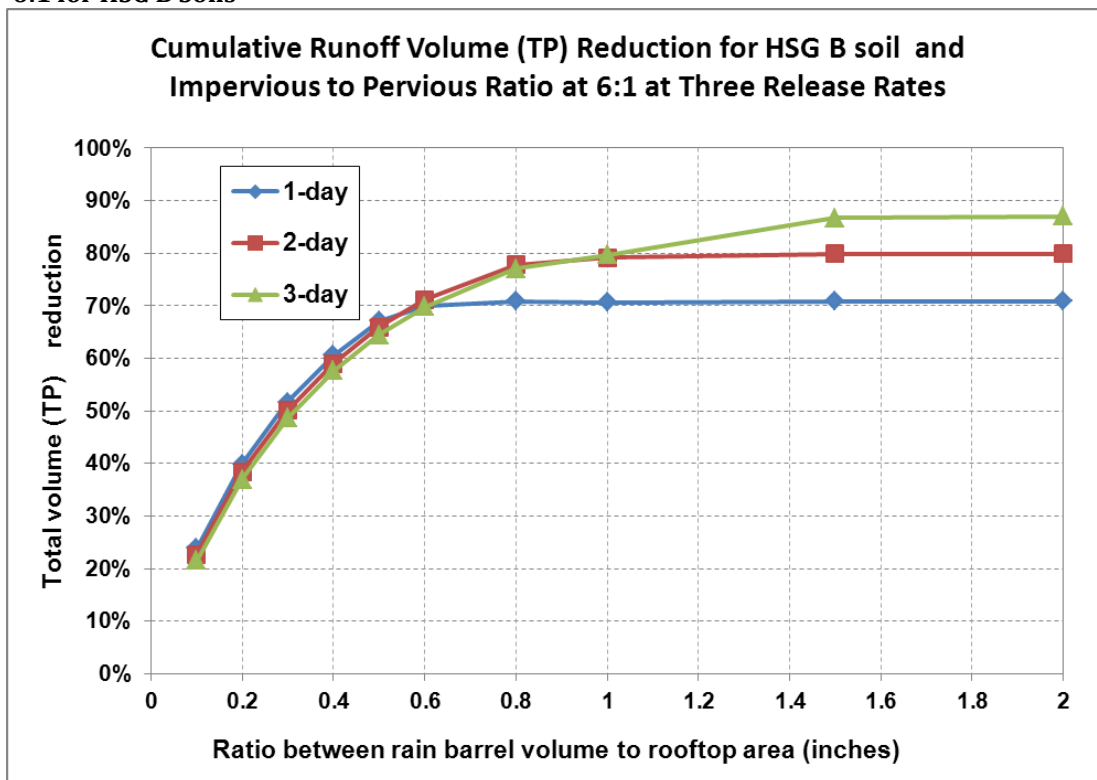
**Table 3- 27: Impervious Area Disconnection through Storage: Impervious Area to Pervious Area Ratio = 6:1**

Impervious Area Disconnection through Storage: Impervious Area to Pervious Area Ratio = 6:1												
Rain barrel volume to impervious area ratio	Total Runoff Volume and Phosphorus Load (TP) Reduction Percentages											
	HSG A			HSG B			HSG C			HSG D		
	1-day	2-day	3-day	1-day	2-day	3-day	1-day	2-day	3-day	1-day	2-day	3-day
0.1 in	24%	23%	22%	24%	23%	22%	24%	23%	22%	23%	23%	22%
0.2 in	40%	38%	37%	40%	38%	37%	40%	38%	37%	28%	30%	33%
0.3 in	52%	50%	49%	52%	50%	49%	47%	50%	49%	29%	31%	34%
0.4 in	61%	59%	58%	61%	59%	58%	48%	55%	58%	29%	31%	34%
0.5 in	67%	66%	64%	67%	66%	64%	48%	57%	63%	29%	31%	34%
0.6 in	73%	71%	70%	70%	71%	70%	48%	57%	65%	29%	31%	34%
0.8 in	78%	78%	77%	71%	78%	77%	48%	57%	66%	29%	31%	34%
1.0 in	79%	81%	80%	71%	79%	80%	48%	57%	66%	29%	31%	34%
1.5 in	79%	87%	88%	71%	80%	87%	48%	57%	66%	29%	31%	34%
2.0 in	79%	87%	91%	71%	80%	87%	48%	57%	66%	29%	31%	34%

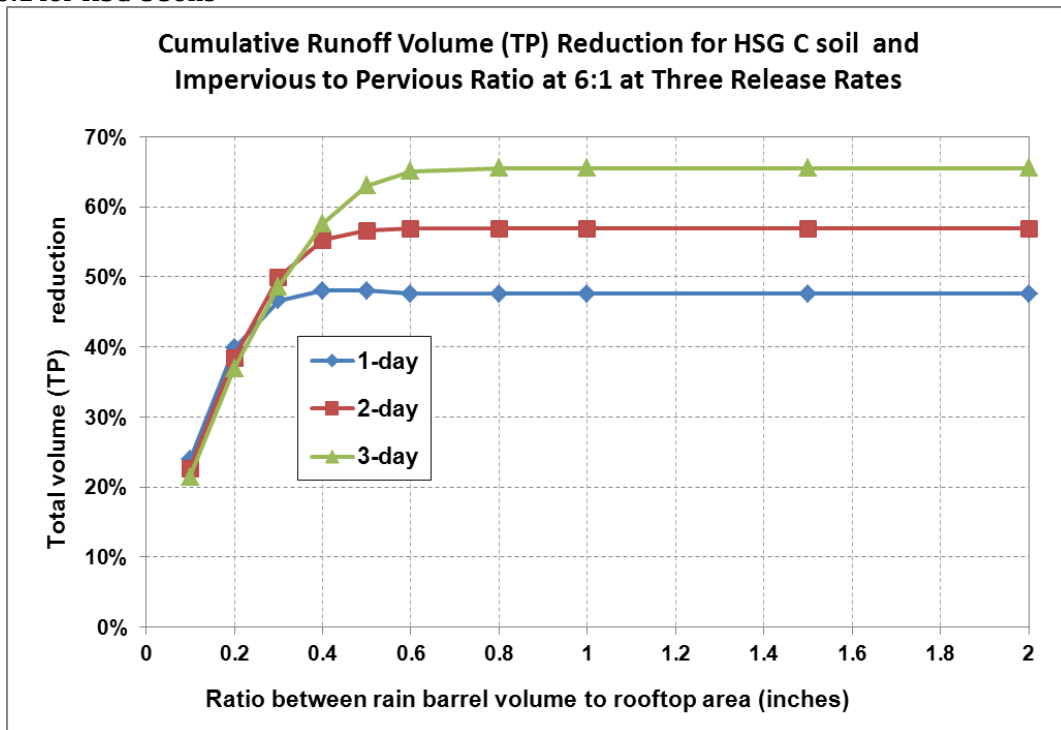
**Figure 3- 25: Impervious Area Disconnection through Storage: Impervious Area to Pervious Area Ratio = 6:1 for HSG A Soils**



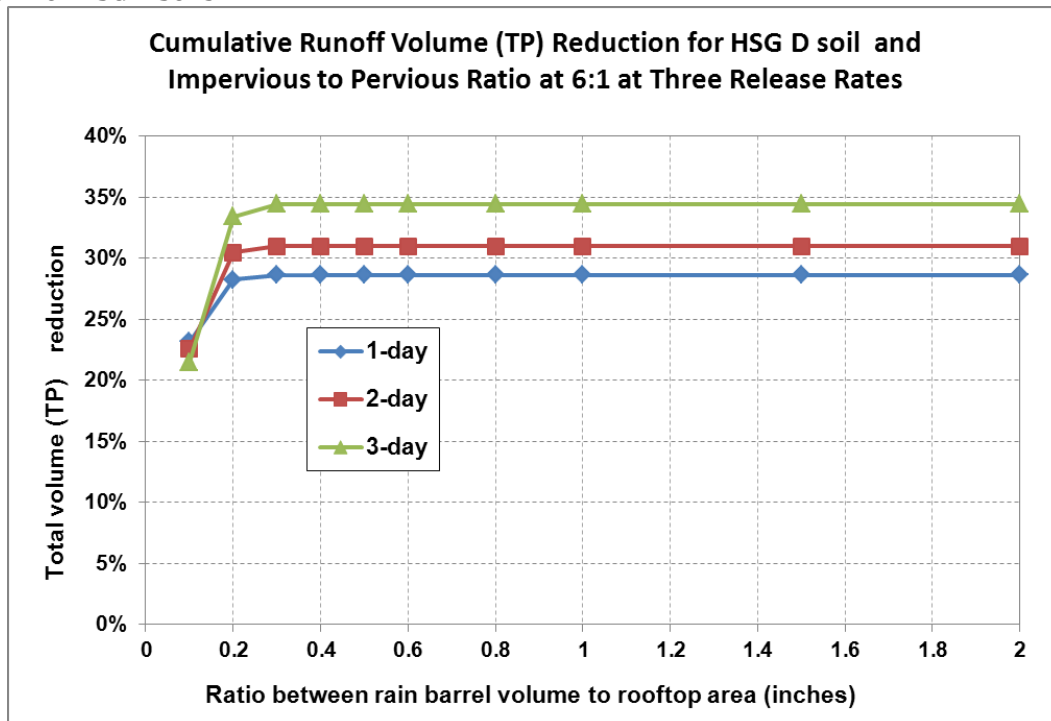
**Figure 3- 26: Impervious Area Disconnection through Storage: Impervious Area to Pervious Area Ratio = 6:1 for HSG B Soils**



**Figure 3- 27: Impervious Area Disconnection through Storage: Impervious Area to Pervious Area Ratio = 6:1 for HSG C Soils**



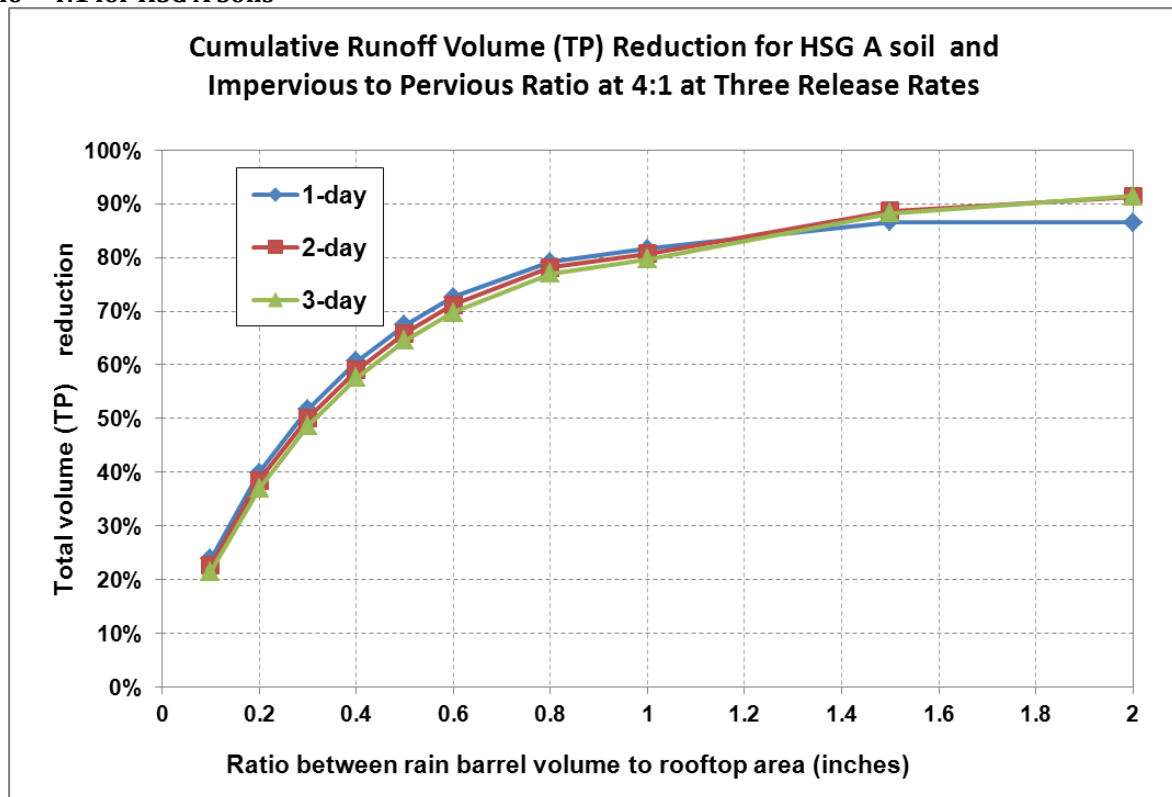
**Figure 3- 28: Impervious Area Disconnection through Storage: Impervious Area to Pervious Area Ratio = 6:1 for HSG D Soils**



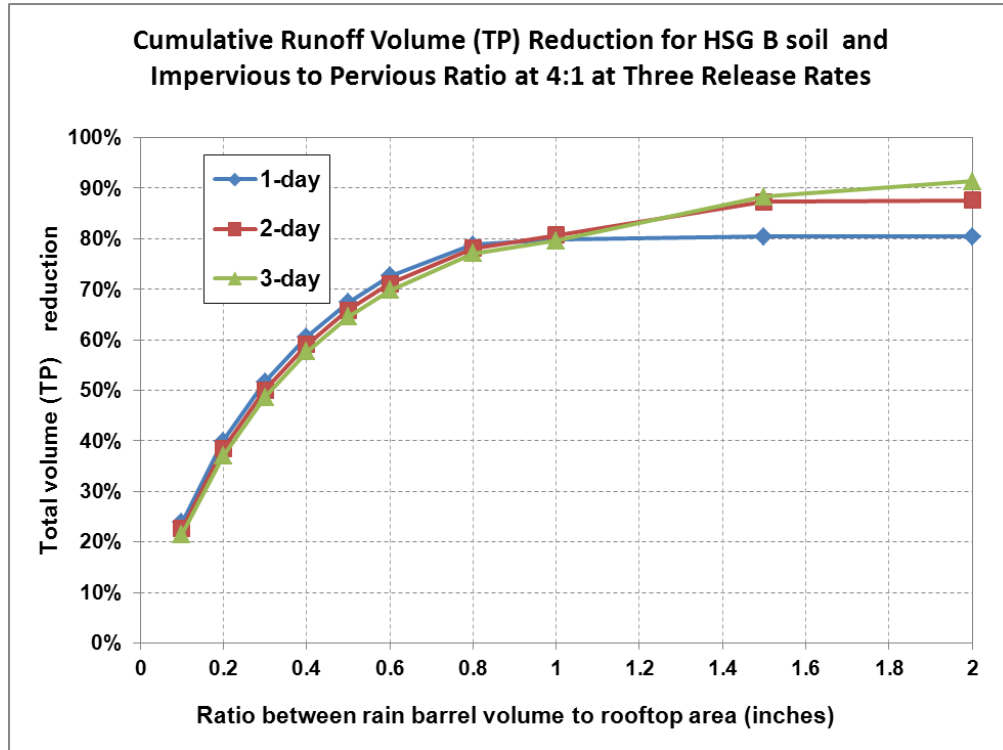
**Table 3- 28: Impervious Area Disconnection through Storage: Impervious Area to Pervious Area Ratio = 4:1**

<b>Impervious Area Disconnection through Storage: Impervious Area to Pervious Area Ratio = 4:1</b>												
<b>Storage volume to impervious area ratio</b>	<b>Total Runoff Volume and Phosphorus Load (TP) Reduction Percentages</b>											
	<b>HSG A</b>			<b>HSG B</b>			<b>HSG C</b>			<b>HSG D</b>		
	<b>1-day</b>	<b>2-day</b>	<b>3-day</b>	<b>1-day</b>	<b>2-day</b>	<b>3-day</b>	<b>1-day</b>	<b>2-day</b>	<b>3-day</b>	<b>1-day</b>	<b>2-day</b>	<b>3-day</b>
0.1 in	24%	23%	22%	24%	23%	22%	24%	23%	22%	24%	23%	22%
0.2 in	40%	38%	37%	40%	38%	37%	40%	38%	37%	37%	37%	37%
0.3 in	52%	50%	49%	52%	50%	49%	52%	50%	49%	39%	42%	45%
0.4 in	61%	59%	58%	61%	59%	58%	58%	59%	58%	39%	42%	47%
0.5 in	67%	66%	64%	67%	66%	64%	60%	65%	64%	40%	42%	47%
0.6 in	73%	71%	70%	73%	71%	70%	61%	68%	70%	40%	42%	47%
0.8 in	79%	78%	77%	79%	78%	77%	61%	69%	75%	40%	42%	47%
1.0 in	82%	81%	80%	80%	81%	80%	61%	69%	76%	40%	42%	47%
1.5 in	87%	89%	88%	80%	87%	88%	61%	69%	76%	40%	42%	47%
2.0 in	87%	91%	91%	80%	88%	91%	61%	69%	76%	40%	42%	47%

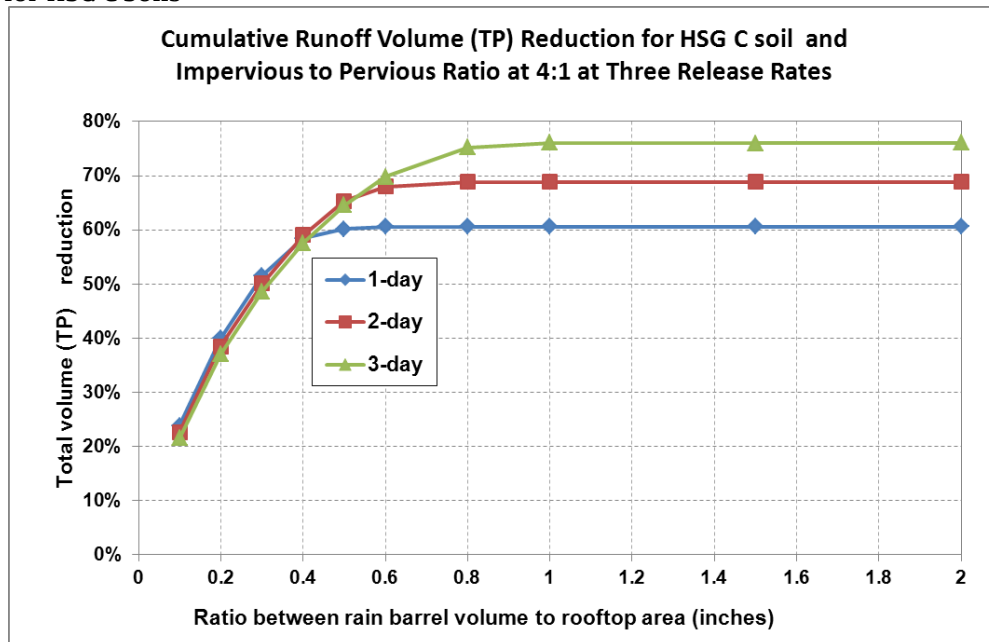
**Figure 3- 29: Impervious Area Disconnection through Storage: Impervious Area to Pervious Area Ratio = 4:1 for HSG A Soils**



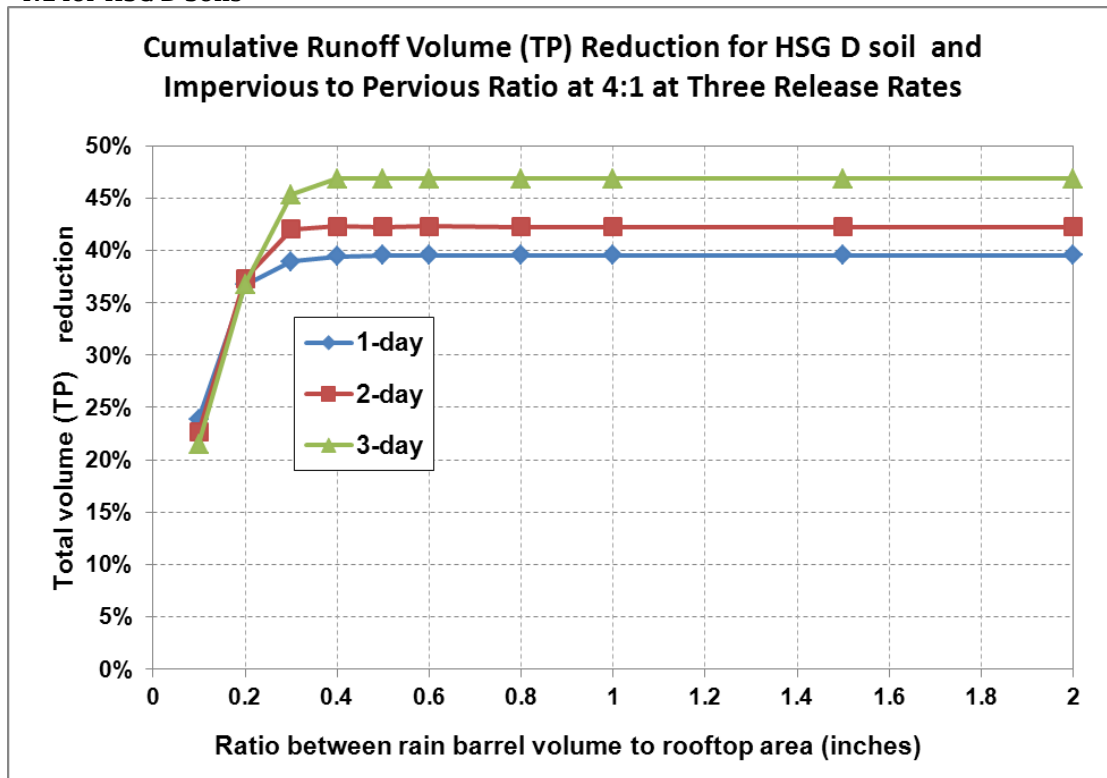
**Figure 3- 30: Impervious Area Disconnection through Storage: Impervious Area to Pervious Area Ratio = 4:1 for HSG B Soils**



**Figure 3- 31: Impervious Area Disconnection through Storage: Impervious Area to Pervious Area Ratio = 4:1 for HSG C Soils**



**Figure 3- 32: Impervious Area Disconnection through Storage: Impervious Area to Pervious Area Ratio = 4:1 for HSG D Soils**



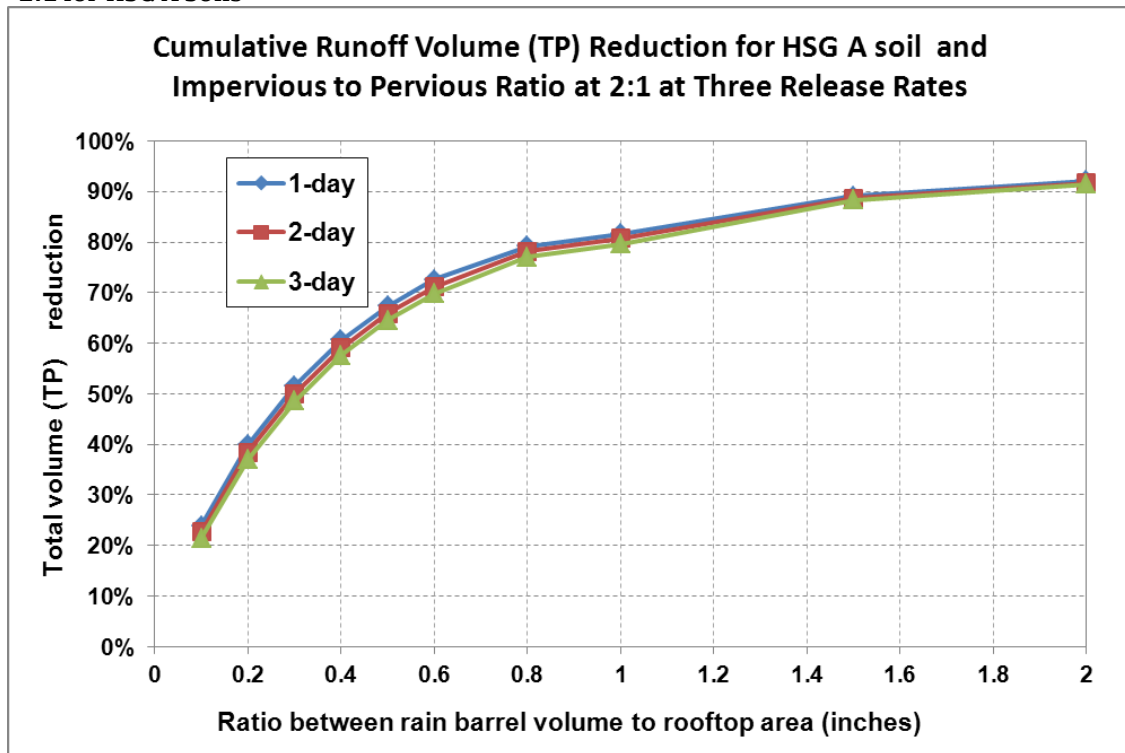
**Table 3- 29: Impervious Area Disconnection through Storage: Impervious Area to Pervious Area Ratio = 2:1**

**Impervious Area Disconnection through Storage: Impervious Area to Pervious Area Ratio = 2:1**

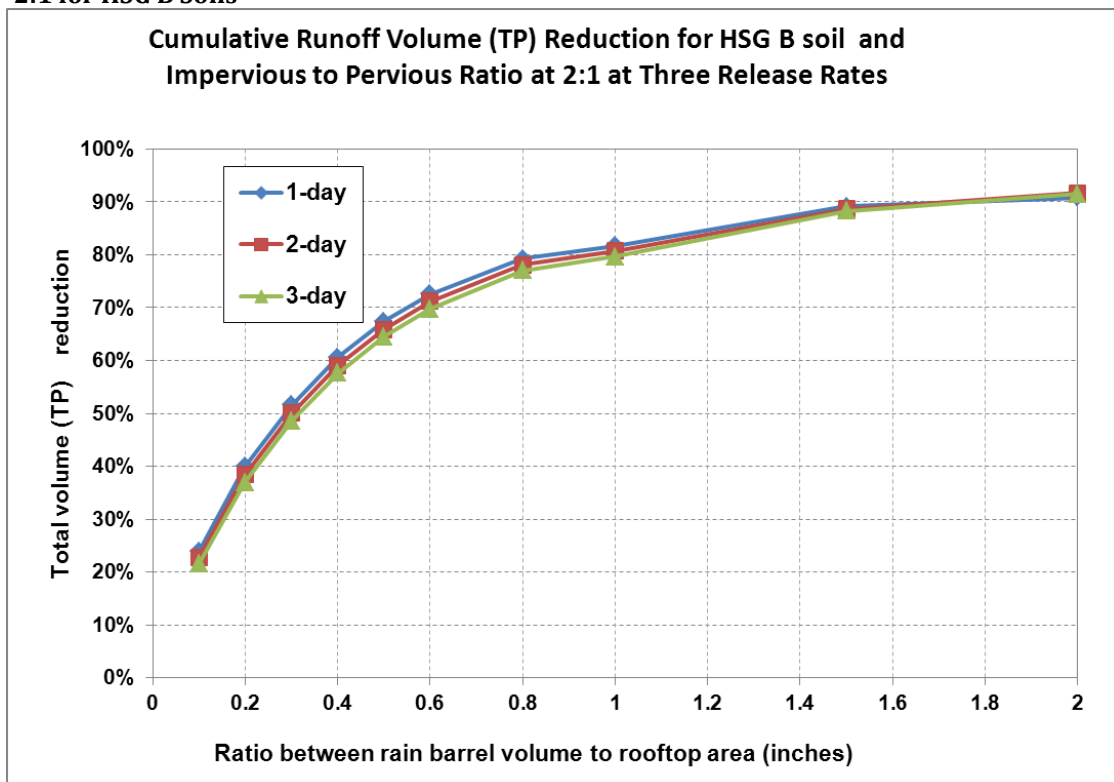
Storage volume to impervious area ratio	Total Runoff Volume and Phosphorus Load (TP) Reduction Percentages											
	HSG A			HSG B			HSG C			HSG D		
	1-day	2-day	3-day	1-day	2-day	3-day	1-day	2-day	3-day	1-day	2-day	3-day
0.1 in	24%	23%	22%	24%	23%	22%	24%	23%	22%	24%	23%	22%
0.2 in	40%	38%	37%	40%	38%	37%	40%	38%	37%	40%	38%	37%
0.3 in	52%	50%	49%	52%	50%	49%	52%	50%	49%	51%	50%	49%
0.4 in	61%	59%	58%	61%	59%	58%	61%	59%	58%	57%	58%	57%
0.5 in	67%	66%	64%	67%	66%	64%	67%	66%	64%	59%	62%	63%
0.6 in	73%	71%	70%	73%	71%	70%	72%	71%	70%	59%	62%	67%
0.8 in	79%	78%	77%	79%	78%	77%	77%	78%	77%	59%	62%	67%
1.0 in	82%	81%	80%	82%	81%	80%	78%	81%	80%	59%	62%	67%
1.5 in	89%	89%	88%	89%	89%	88%	78%	84%	88%	59%	62%	67%
2.0 in	92%	92%	91%	91%	92%	91%	78%	84%	89%	59%	62%	67%



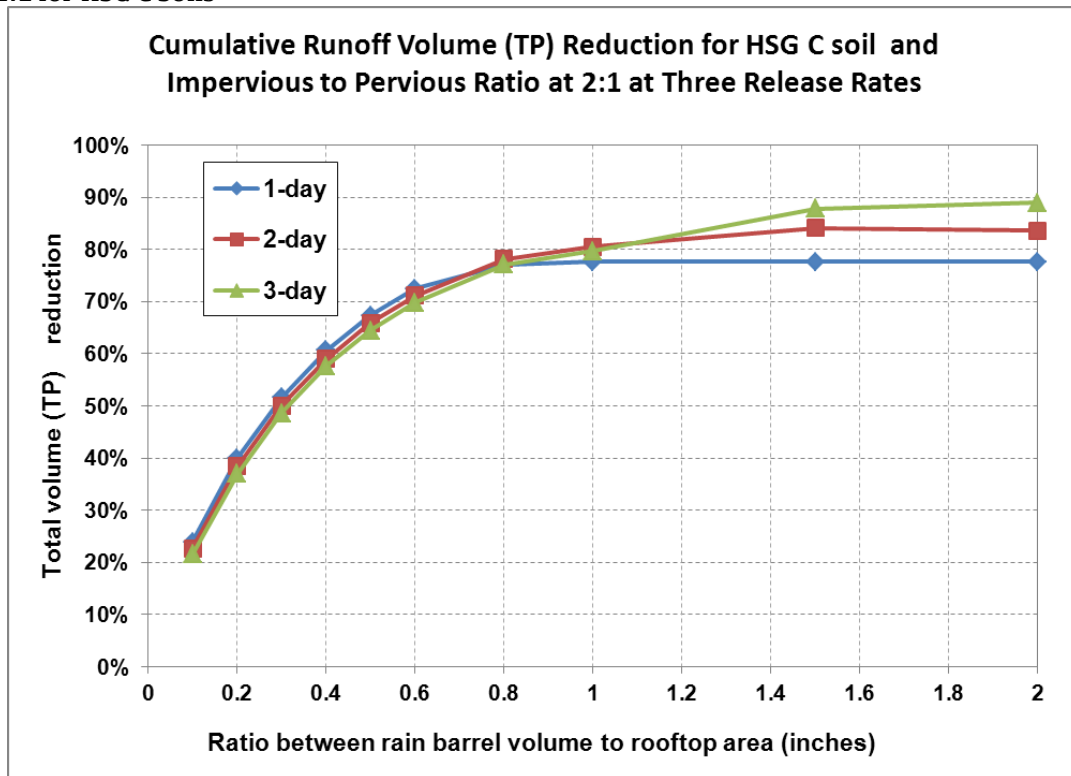
**Figure 3- 33: Impervious Area Disconnection through Storage: Impervious Area to Pervious Area Ratio= 2:1 for HSG A Soils**



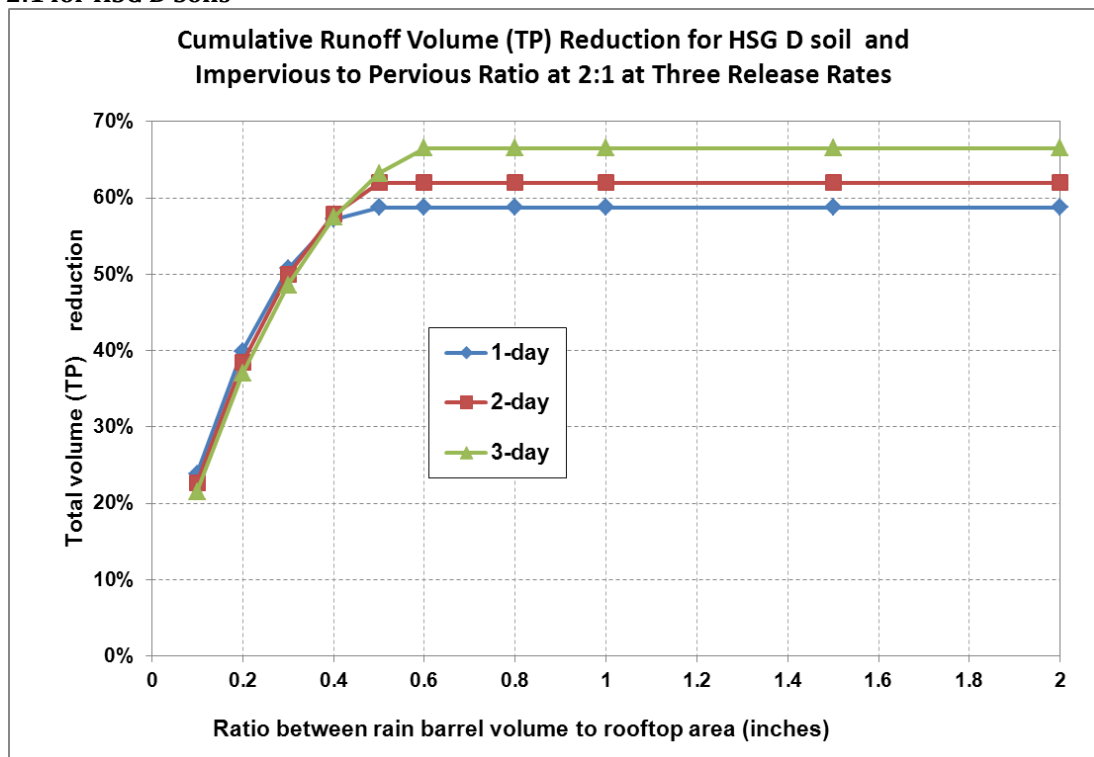
**Figure 3- 34: Impervious Area Disconnection through Storage: Impervious Area to Pervious Area Ratio= 2:1 for HSG B Soils**



**Figure 3- 35: Impervious Area Disconnection through Storage: Impervious Area to Pervious Area Ratio= 2:1 for HSG C Soils**

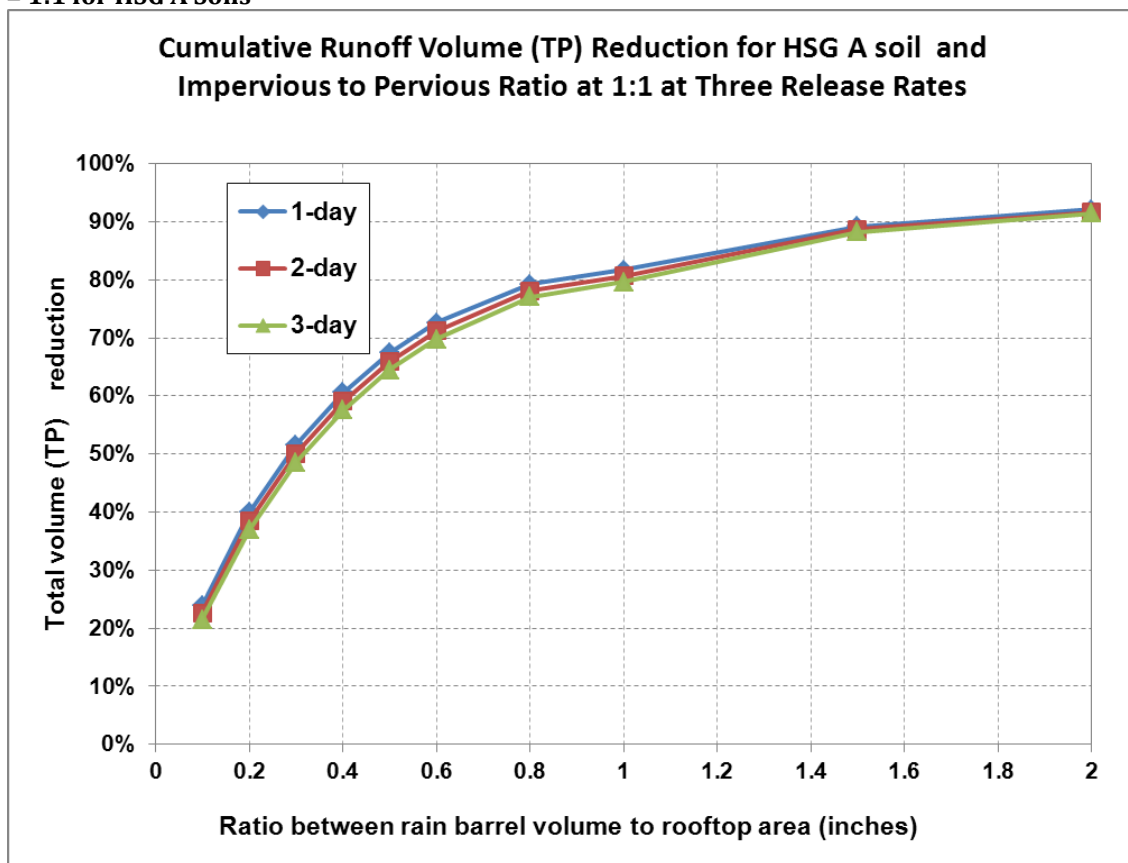


**Figure 3- 36: Impervious Area Disconnection through Storage: Impervious Area to Pervious Area Ratio= 2:1 for HSG D Soils**

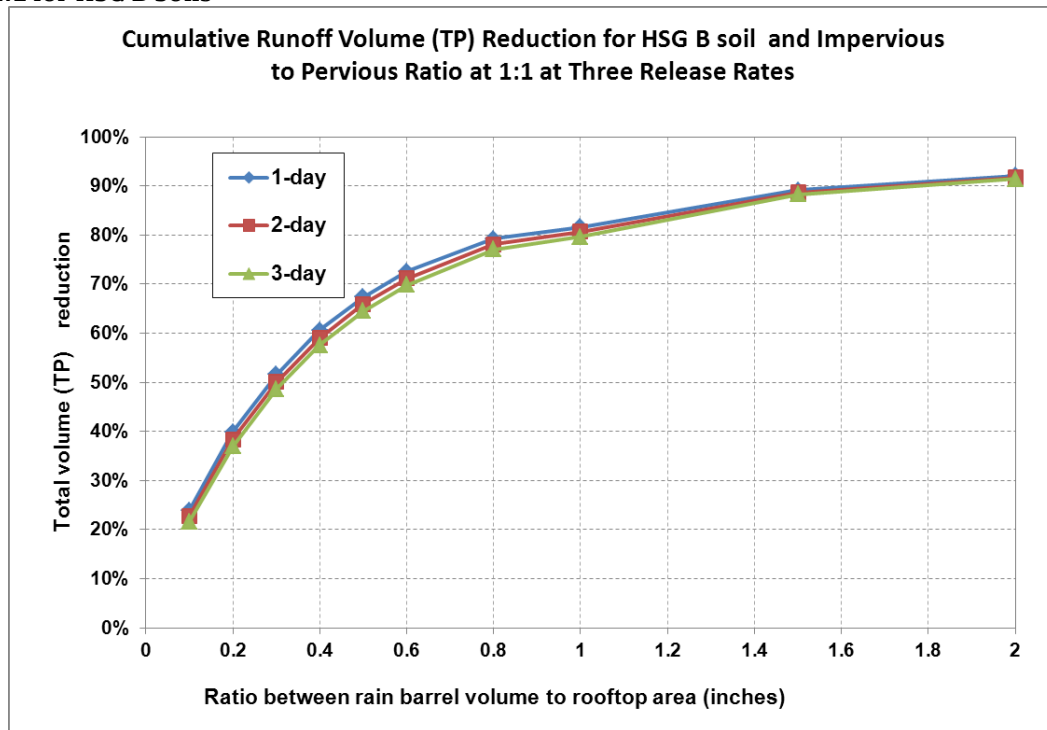


**Table 3- 30: Impervious Area Disconnection through Storage: Impervious Area to Pervious Area Ratio = 1:1**

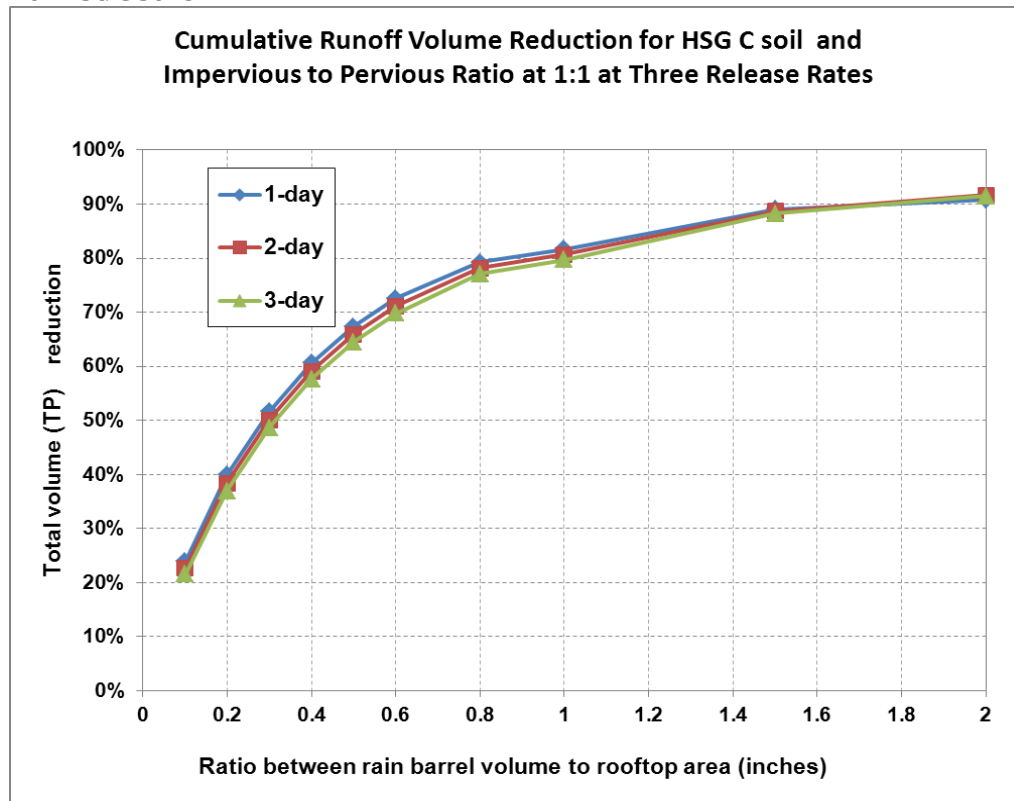
<b>Impervious Area Disconnection through Storage: Impervious Area to Pervious Area Ratio = 1:1</b>												
<b>Storage volume to impervious area ratio</b>	<b>Total Runoff Volume and Phosphorus Load (TP) Reduction Percentages</b>											
	<b>HSG A</b>			<b>HSG B</b>			<b>HSG C</b>			<b>HSG D</b>		
	<b>1-day</b>	<b>2-day</b>	<b>3-day</b>	<b>1-day</b>	<b>2-day</b>	<b>3-day</b>	<b>1-day</b>	<b>2-day</b>	<b>3-day</b>	<b>1-day</b>	<b>2-day</b>	<b>3-day</b>
0.1 in	24%	23%	22%	24%	23%	22%	24%	23%	22%	24%	23%	22%
0.2 in	40%	38%	37%	40%	38%	37%	40%	38%	37%	40%	38%	37%
0.3 in	52%	50%	49%	52%	50%	49%	52%	50%	49%	52%	50%	49%
0.4 in	61%	59%	58%	61%	59%	58%	61%	59%	58%	61%	59%	58%
0.5 in	67%	66%	64%	67%	66%	64%	67%	66%	64%	67%	66%	64%
0.6 in	73%	71%	70%	73%	71%	70%	73%	71%	70%	72%	71%	70%
0.8 in	79%	78%	77%	79%	78%	77%	79%	78%	77%	78%	78%	77%
1.0 in	82%	81%	80%	82%	81%	80%	82%	81%	80%	79%	80%	80%
1.5 in	89%	89%	88%	89%	89%	88%	89%	89%	88%	80%	82%	86%
2.0 in	92%	92%	91%	92%	92%	91%	91%	92%	91%	80%	82%	86%

**Figure 3- 37: Impervious Area Disconnection through Storage: Impervious Area to Pervious Area Ratio = 1:1 for HSG A Soils**

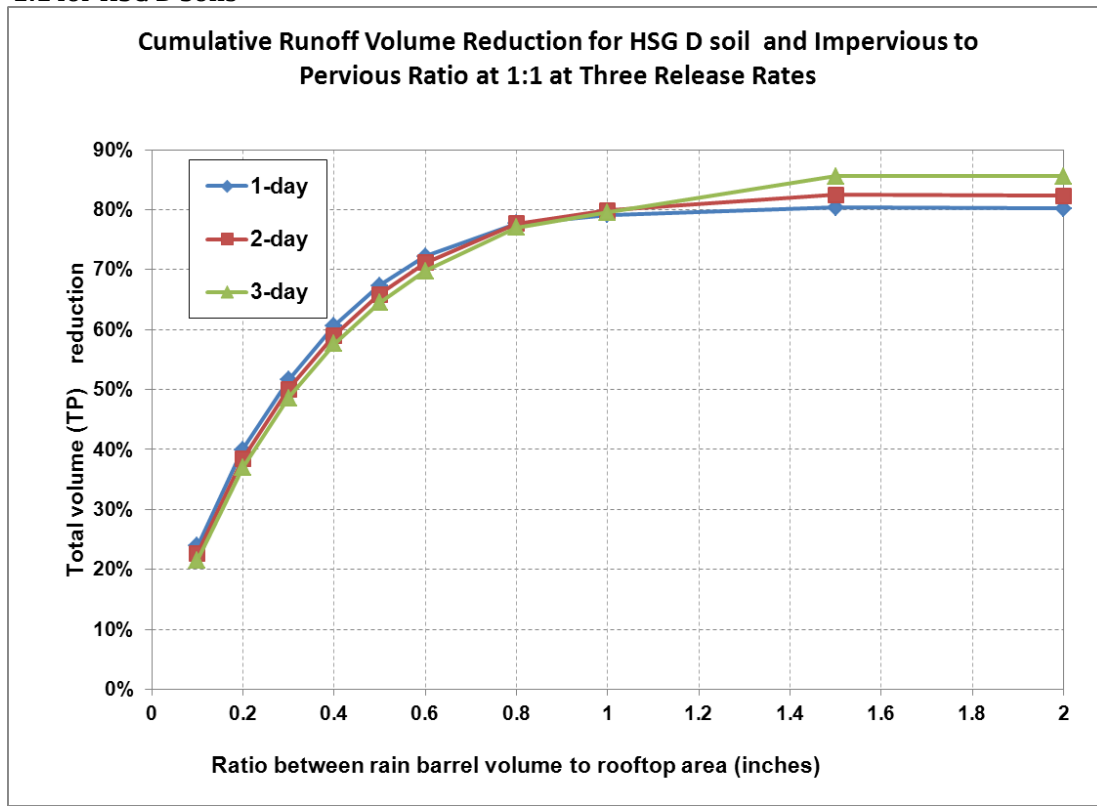
**Figure 3- 38: Impervious Area Disconnection through Storage: Impervious Area to Pervious Area Ratio = 1:1 for HSG B Soils**



**Figure 3- 39: Impervious Area Disconnection through Storage: Impervious Area to Pervious Area Ratio = 1:1 for HSG C Soils**

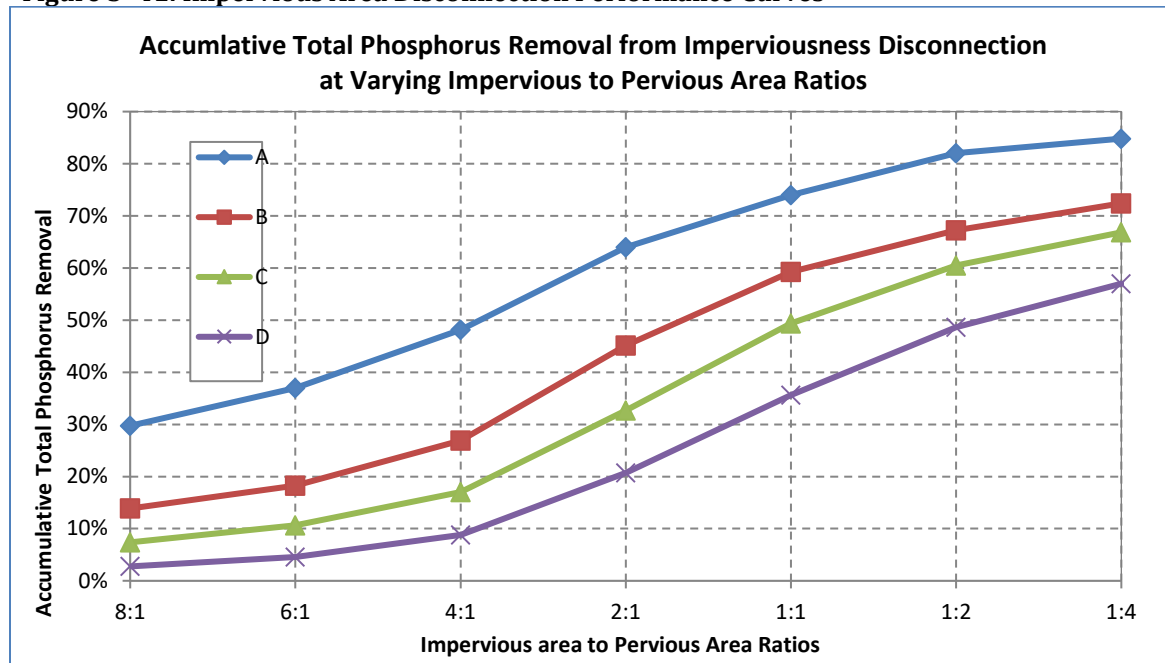


**Figure 3- 40: Impervious Area Disconnection through Storage: Impervious Area to Pervious Area Ratio = 1:1 for HSG D Soils**



**Table 3- 31: Impervious Area Disconnection Performance Table**

Impervious area to pervious area ratio	Soil type of Receiving Pervious Area			
	HSG A	HSG B	HSG C	HSG D
8:1	30%	14%	7%	3%
6:1	37%	18%	11%	5%
4:1	48%	27%	17%	9%
2:1	64%	45%	33%	21%
1:1	74%	59%	49%	36%
1:2	82%	67%	60%	49%
1:4	85%	72%	67%	57%

**Figure 3- 41: Impervious Area Disconnection Performance Curves****Table 3- 32: Performance Table for Conversion of Impervious Areas to Pervious Area based on Hydrological Soil Groups**

Land-Use Group	Cumulative Reduction in Annual Stormwater Phosphorus Load
----------------	---

	Conversion of impervious area to pervious area-HSG A	Conversion of impervious area to pervious area-HSG B	Conversion of impervious area to pervious area-HSG C	Conversion of impervious area to pervious area-HSG C/D	Conversion of impervious area to pervious area-HSG D
<b>Commercial (Com) and Industrial (Ind)</b>	98.5%	93.5%	88.0%	83.5%	79.5%
<b>Multi-Family (MFR) and High-Density Residential (HDR)</b>	98.8%	95.0%	90.8%	87.3%	84.2%
<b>Medium -Density Residential (MDR)</b>	98.6%	94.1%	89.1%	85.0%	81.4%
<b>Low Density Residential (LDR) - "Rural"</b>	98.2%	92.4%	85.9%	80.6%	75.9%
<b>Highway (HWY)</b>	98.0%	91.3%	84.0%	78.0%	72.7%
<b>Forest (For)</b>	98.2%	92.4%	85.9%	80.6%	75.9%
<b>Open Land (Open)</b>	98.2%	92.4%	85.9%	80.6%	75.9%
<b>Agriculture (Ag)</b>	70.6%	70.6%	70.6%	70.6%	70.6%

**Table 3- 33: Performance Table for Conversion of Low Permeable Pervious Area to High Permeable Pervious Area based on Hydrological Soil Group**

Land Cover	Cumulative Reduction in Annual SW Phosphorus Load from Pervious Area				
	Conversion of pervious area HSG D to pervious area-HSG A	Conversion of pervious area HSG D to pervious area-HSG B	Conversion of pervious area HSG D to pervious area-HSG C	Conversion of pervious area HSG C to pervious area-HSG A	Conversion of pervious area HSG C to pervious area-HSG B
Developed Pervious Land	92.7%	68.3%	41.5%	83.5%	79.5%

**Appendix G**  
**Massachusetts Small MS4 Permit Monitoring Requirements**  
**For Discharges into Impaired Waters – Parameters and Methods**

Pollutant Causing Impairment	Monitoring Parameter	EPA or Approved Method No.
Aluminum	Aluminum, Total	200.7; 200.8; 200.9
Ammonia (Un-ionized)	Ammonia – Nitrogen	350.1
Arsenic	Arsenic, Total	200.7; 200.8; 200.9
Cadmium	Cadmium, Total	200.7; 200.8; 200.9
Chlordane	NMR	608; 625
Chloride	Chloride	300
Chromium (total)	Chromium, Total	200.7; 200.8; 200.9
Copper	Copper, Total	200.7; 200.8; 200.9
DDT	NMR	608; 625
DEHP (Di-sec-octyl phthalate)	NMR	---
Dioxin (including 2,3,7,8-TCDD)	NMR	613; 1613
Dioxin (2,3,7,8-Tetrachlorodibenzo-p-dioxin only)	NMR	613
Lead	Lead, Total	200.7; 200.8; 200.9
Mercury in Water Column	NMR unless potentially present such (e.g., salvage yards crushing vehicles with Hg switches)	200.7; 200.8; 200.9
Nitrogen (Total)	Nitrogen, Total	351.1/351.2 + 353.2
Pentachlorophenol (PCP)	NMR	---
Petroleum Hydrocarbons	Oil and Grease	1664
Phosphorus (Total)	Phosphorus, Total	365.1; 365.2; 365.3; SM 4500-P-E
Polychlorinated biphenyls	NMR	---
Polycyclic Aromatic Hydrocarbons (PAHs) (Aquatic Ecosystems)	PAHs	610; 1625
Sulfide-Hydrogen Sulfide	NMR	---
Mercury in Fish Tissue	NMR	---
PCB in Fish Tissue	NMR	---
Total Dissolved Solids	Total Dissolved Solids	160.1
Total Suspended Solids (TSS)	Total Suspended Solids	160.2, 180.1
Turbidity	Total Suspended Solids and Turbidity	160.2, 180.1
Secchi disk transparency	Total Suspended Solids	160.2
Sediment Screening Value (Exceedence)	Total Suspended Solids	160.2



Sedimentation/Siltation	Total Suspended Solids	160.2
Bottom Deposits	Total Suspended Solids	160.2
Color	NMR	---
pH, High	pH	150.2
pH, Low	pH	150.2
Taste and Odor	NMR	---
Temperature, water	NMR	---
Salinity	Specific Conductance	120.1
Enterococcus	Enterococcus	1106.1; 1600; Enterolert® 12 22.
Escherichia coli	E. coli	1103.1; 1603; Colilert® 12 16, Colilert-18® 12 15 16.; mColiBlue- 24®17.
Fecal Coliform	Fecal Coliform	1680; 1681
Organic Enrichment (Sewage) Biological Indicators	Enterococcus (marine waters) or E. coli (freshwater)	1106.1; 1600
Debris/Floatables/Trash	NMR	or
Foam/Flocs/Scum/Oil Slicks	Contact MassDEP	1103.1; 1603
Oil and Grease	Oil and Grease	---
Chlorophyll-a	Total Phosphorus (freshwater)	---
	Total Nitrogen (marine waters)	1664
Nutrient/Eutrophication Biological Indicators	Total Phosphorus (freshwater)	365.1; 365.2; 365.3
	Total Nitrogen (marine waters)	351.1/351.2 + 353.2
Dissolved oxygen saturation / Oxygen, Dissolved	Dissolved Oxygen	365.1; 365.2; 365.3
	Temperature	351.1/351.2 + 353.2
	BOD <sub>5</sub>	360.1; 360.2
	Total Phosphorus (freshwater)	SM-2550
	Total Nitrogen (marine waters)	SM-5210
Excess Algal Growth	Total Phosphorus (freshwater)	365.1; 365.2; 365.3
	Total Nitrogen (marine waters)	351.1/351.2 + 353.2
Aquatic Plants (Macrophytes)	NMR	---

Abnormal Fish deformities, erosions, lesions, tumors (DELTS)	NMR	---
Abnormal Fish Histology (Lesions)	NMR	---
Estuarine Bioassessments	Contact MassDEP	---
Fishes Bioassessments	Contact MassDEP	---
Aquatic Macroinvertebrate Bioassessments	Contact MassDEP	---
Combined Biota/Habitat Bioassessments	Contact MassDEP	---
Habitat Assessment (Streams)	Contact MassDEP	---
Lack of a coldwater assemblage	Contact MassDEP	---
Fish Kills	Contact MassDEP	---
Whole Effluent Toxicity (WET)	Contact MassDEP	---
Ambient Bioassays -- Chronic Aquatic Toxicity	Contact MassDEP	---
Sediment Bioassays -- Acute Toxicity Freshwater	Contact MassDEP	---
Sediment Bioassays -- Chronic Toxicity Freshwater	Contact MassDEP	---
Fish-Passage Barrier	NMR	---
Alteration in stream-side or littoral vegetative covers	NMR	---
Low flow alterations	NMR	---
Other flow regime alterations	NMR	---
Physical substrate habitat alterations	NMR	---
Other anthropogenic substrate alterations	NMR	---
Non-Native Aquatic Plants	NMR	---
Eurasian Water Milfoil, <i>Myriophyllum spicatum</i>	NMR	---
Zebra mussel, <i>Dreissena polymorph</i>	NMR	---
Other	Contact MassDEP	---

## Notes:

NMR” indicates no monitoring required

“Total Phosphorus (freshwater)” indicates monitoring required for total phosphorus where stormwater discharges to a water body that is freshwater

“Total Nitrogen (marine water)” indicates monitoring required for total nitrogen where stormwater discharges to a water body that is a marine or estuarine water

**APPENDIX H**

## Requirements Related to Discharges to Certain Water Quality Limited Waterbodies

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**I. Discharges to water quality limited waterbodies and their tributaries where nitrogen is the cause of the impairment**

1. Part 2.2.2.a.i. of the permit identifies the permittees subject to additional requirements to address nitrogen in their stormwater discharges because they discharge to waterbodies that are water quality limited due to nitrogen, or their tributaries, without an EPA approved TMDL. Permittees identified in part 2.2.2.a.i of the permit must identify and implement BMPs designed to reduce nitrogen discharges in the impaired catchment(s). To address nitrogen discharges each permittee shall comply with the following requirements:

- a. Additional or Enhanced BMPs

- i. The permittee remains subject to all the requirements of part 2.3. of the permit and shall include the following enhancements to the BMPs required by part 2.3 of the permit:
  1. Part 2.3.2, Public education and outreach: The permittee shall supplement its Residential and Business/Commercial/Institution program with annual timed messages on specific topics. The permittee shall distribute an annual message in the spring (April/May) timeframe that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release fertilizers. The permittee shall distribute an annual message in the summer (June/July) timeframe encouraging the proper management of pet waste, including noting any existing ordinances where appropriate. The permittee shall distribute an annual message in the Fall (August/September/October) timeframe encouraging the proper disposal of leaf litter. The permittee shall deliver an annual message on each of these topics, unless the permittee determines that one or more of these issues is not a significant contributor of nitrogen to discharges from the MS4 and the permittee retains documentation of this finding in the SWMP. All public education messages can be combined with requirements of Appendix H part II and III as well as Appendix F part A.III, A.IV, A.V, B.I, B.II and B.III where appropriate.
  2. Part 2.3.6, Stormwater Management in New Development and Redevelopment: the requirement for adoption/amendment of the permittee's ordinance or other regulatory mechanism shall include a requirement that new development and redevelopment stormwater management BMPs be optimized for nitrogen removal; retrofit inventory and priority ranking under 2.3.6.d shall include consideration of BMPs to reduce nitrogen discharges.
  3. Part 2.3.7, Good House Keeping and Pollution Prevention for Permittee Owned Operations: establish requirements for use of slow release fertilizers on permittee owned property currently using fertilizer, in addition to reducing and managing fertilizer use as provided in 2.3.7.1; establish procedures to properly manage grass cuttings and leaf litter on

permittee property, including prohibiting blowing organic waste materials onto adjacent impervious surfaces; increase street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year, once in the spring (following winter activities such as sanding) and at least once in the fall (Sept 1 – Dec 1; following leaf fall).

b. Nitrogen Source Identification Report

- i. Within four years of the permit effective date the permittee shall complete a Nitrogen Source Identification Report. The report shall include the following elements:
  1. Calculation of total MS4 area draining to the water quality limited water segments or their tributaries, incorporating updated mapping of the MS4 and catchment delineations produced pursuant to part 2.3.4.6,
  2. All screening and monitoring results pursuant to part 2.3.4.7.b., targeting the receiving water segment(s)
  3. Impervious area and DCIA for the target catchment
  4. Identification, delineation and prioritization of potential catchments with high nitrogen loading
  5. Identification of potential retrofit opportunities or opportunities for the installation of structural BMPs during redevelopment
- ii. The final Nitrogen Source Identification Report shall be submitted to EPA as part of the year 4 annual report.

c. Potential Structural BMPs

- i. Within five years of the permit effective date, the permittee shall evaluate all permittee-owned properties identified as presenting retrofit opportunities or areas for structural BMP installation under permit part 2.3.6.d. or identified in the Nitrogen Source Identification Report that are within the drainage area of the impaired water or its tributaries. The evaluation shall include:
  1. The next planned infrastructure, resurfacing or redevelopment activity planned for the property (if applicable) OR planned retrofit date;
  2. The estimated cost of redevelopment or retrofit BMPs; and
  3. The engineering and regulatory feasibility of redevelopment or retrofit BMPs.
- ii. The permittee shall provide a listing of planned structural BMPs and a plan and schedule for implementation in the year 5 annual report. The permittee shall plan and install a minimum of one structural BMP as a demonstration project within the drainage area of the water quality

limited water or its tributaries within six years of the permit effective date. The demonstration project shall be installed targeting a catchment with high nitrogen load potential. The permittee shall install the remainder of the structural BMPs in accordance with the plan and schedule provided in the year 5 annual report.

- iii. Any structural BMPs listed in Table 3 of Attachment 1 to Appendix H already existing or installed in the regulated area by the permittee or its agents shall be tracked and the permittee shall estimate the nitrogen removal by the BMP consistent with Attachment 1 to Appendix H. The permittee shall document the BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated nitrogen removed in mass per year by the BMP in each annual report.
2. Upon EPA or MassDEP notification that the permittee is discharging to a waterbody that is water quality limited due to nitrogen, the permittee shall update their SWMP within 90 days to incorporate the requirements of Appendix H part I.1 and document the date of SWMP update. When notification occurs beyond the effective date of the permit, deadlines in Appendix H part I.1 shall be extended based on the date of the required SWMP update rather than the permit effective date.
  3. At any time during the permit term the permittee may be relieved of additional requirements in Appendix H part I.1. applicable to it when in compliance with this part.
    - a. The permittee is relieved of its additional requirements as of the date when one of the following criteria are met:
      - i. The receiving water and all downstream segments are determined to no longer be impaired due to nitrogen by MassDEP and EPA concurs with such determination.
      - ii. An EPA approved TMDL for the receiving water or downstream receiving water indicates that no additional stormwater controls for the control of nitrogen are necessary for the permittee's discharge based on wasteload allocations as part of the approved TMDL.
    - b. In such a case, the permittee shall document the date of the determination provided for in paragraph a. above or the approved TMDL date in its SWMP and is relieved of any additional requirements of Appendix H part I.1. as of the applicable date and the permittee shall comply with the following:
      - i. The permittee shall identify in its SWMP all activities that have been implemented in accordance with the requirements of Appendix H part I.1. as of the applicable date to reduce nitrogen in its discharges, including implementation schedules for non-structural BMPs and any maintenance requirements for structural BMPs
      - ii. The permittee shall continue to implement all requirements of Appendix H part I.1. required to be done prior to the date of determination or the date of the approved TMDL, including ongoing implementation of identified non-structural BMPs and routine maintenance and replacement of all structural BMPs in accordance with manufacturer or design specifications.

## **II. Discharges to water quality limited waterbodies and their tributaries where phosphorus is the cause of the impairment**

1. Part 2.2.2.b.i. of the permit identifies the permittees subject to additional requirements to address phosphorus in their stormwater discharges because they discharge to waterbodies that are water quality limited due to phosphorus, or their tributaries, without an EPA approved TMDL. Permittees identified in part 2.2.2.b.i. of the permit must identify and implement BMPs designed to reduce phosphorus discharges in the impaired catchment(s). To address phosphorus discharges each permittee shall comply with the following requirements:

- a. Additional or Enhanced BMPs

- i. The permittee remains subject to the requirements of part 2.3. of the permit and shall include the following enhancements to the BMPs required by part 2.3 of the permit:

1. Part 2.3.2, Public education and outreach: The permittee shall supplement its Residential and Business/Commercial/Institution program with annual timed messages on specific topics. The permittee shall distribute an annual message in the spring (March/April) timeframe that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release and phosphorous-free fertilizers. The permittee shall distribute an annual message in the summer (June/July) timeframe encouraging the proper management of pet waste, including noting any existing ordinances where appropriate. The permittee shall distribute an annual message in the fall (August/September/October) timeframe encouraging the proper disposal of leaf litter. The permittee shall deliver an annual message on each of these topics, unless the permittee determines that one or more of these issues is not a significant contributor of phosphorous to discharges from the MS4 and the permittee retains documentation of this finding in the SWMP. All public education messages can be combined with requirements of Appendix H part I and III as well as Appendix F part A.III, A.IV, A.V, B.I, B.II and B.III where appropriate.
2. Part 2.3.6, Stormwater Management in New Development and Redevelopment: the requirement for adoption/amendment of the permittee's ordinance or other regulatory mechanism shall include a requirement that new development and redevelopment stormwater management BMPs be optimized for phosphorus removal; retrofit inventory and priority ranking under 2.3.6.d shall include consideration of BMPs that infiltrate stormwater where feasible.
3. Part 2.3.7, Good House Keeping and Pollution Prevention for Permittee Owned Operations: Establish procedures to properly manage grass cuttings and leaf litter on permittee property, including prohibiting blowing organic waste materials onto adjacent impervious surfaces; increased street sweeping frequency of all municipal owned

streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year, once in the spring (following winter activities such as sanding) and at least once in the fall (Sept 1 – Dec 1; following leaf fall).

b. Phosphorus Source Identification Report

- i. Within four years of the permit effective date the permittee shall complete a Phosphorus Source Identification Report. The report shall include the following elements:
  1. Calculation of total MS4 area draining to the water quality limited receiving water segments or their tributaries, incorporating updated mapping of the MS4 and catchment delineations produced pursuant to part 2.3.4.6,
  2. All screening and monitoring results pursuant to part 2.3.4.7.b., targeting the receiving water segment(s)
  3. Impervious area and DCIA for the target catchment
  4. Identification, delineation and prioritization of potential catchments with high phosphorus loading
  5. Identification of potential retrofit opportunities or opportunities for the installation of structural BMPs during redevelopment, including the removal of impervious area
- ii. The phosphorus source identification report shall be submitted to EPA as part of the year 4 annual report.

c. Potential Structural BMPs

- i. Within five years of the permit effective date, the permittee shall evaluate all permittee-owned properties identified as presenting retrofit opportunities or areas for structural BMP installation under permit part 2.3.6.d. or identified in the Phosphorus Source Identification Report that are within the drainage area of the water quality limited water or its tributaries. The evaluation shall include:
  1. The next planned infrastructure, resurfacing or redevelopment activity planned for the property (if applicable) OR planned retrofit date;
  2. The estimated cost of redevelopment or retrofit BMPs; and
  3. The engineering and regulatory feasibility of redevelopment or retrofit BMPs.
- ii. The permittee shall provide a listing of planned structural BMPs and a plan and schedule for implementation in the year 5 annual report. The permittee shall plan and install a minimum of one structural BMP as a demonstration project within the drainage area of the water quality limited water or its tributaries within six years of the permit effective date. The demonstration project shall be installed targeting a catchment



with high phosphorus load potential. The permittee shall install the remainder of the structural BMPs in accordance with the plan and schedule provided in the year 5 annual report.

- iii. Any structural BMPs installed in the regulated area by the permittee or its agents shall be tracked and the permittee shall estimate the phosphorus removal by the BMP consistent with Attachment 3 to Appendix F. The permittee shall document the BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated phosphorus removed in mass per year by the BMP in each annual report.
2. Upon EPA or MassDEP notification that the permittee is discharging to a waterbody that is water quality limited due to phosphorus, the permittee shall update their SWMP within 90 days to incorporate the requirements of Appendix H part II.1 and document the date of SWMP update. When notification occurs beyond the effective date of the permit, deadlines in Appendix H part II.1 shall be extended based on the date of the required SWMP update rather than the permit effective date.
  3. At any time during the permit term the permittee may be relieved of additional requirements in Appendix H part II.1. applicable to it when in compliance with this part.
    - a. The permittee is relieved of its additional requirements as of the date when one of the following criteria are met:
      - i. The receiving water and all downstream segments are determined to no longer be impaired due to phosphorus by MassDEP and EPA concurs with such determination.
      - ii. An EPA approved TMDL for the receiving water or downstream receiving water indicates that no additional stormwater controls for the control of phosphorus are necessary for the permittee's discharge based on wasteload allocations as part of the approved TMDL.
    - b. In such a case, the permittee shall document the date of the determination provided for in paragraph a. above or the approved TMDL date in its SWMP and is relieved of any additional requirements of Appendix H part II.1. as of the applicable date and the permittee shall comply with the following:
      - i. The permittee shall identify in its SWMP all activities that have been implemented in accordance with the requirements of Appendix H part II.1. as of the applicable date to reduce phosphorus in its discharges, including implementation schedules for non-structural BMPs and any maintenance requirements for structural BMPs
      - ii. The permittee shall continue to implement all requirements of Appendix H part II.1. required to be done prior to the date of determination or the date of the approved TMDL, including ongoing implementation of identified non-structural BMPs and routine maintenance and replacement of all structural BMPs in accordance with manufacturer or design specifications.

**III. Discharges to water quality limited waterbodies where bacteria or pathogens is the cause of the impairment**

1. Consistent with part 2.2.2.c.i. of the permit, permittees that discharge to waterbodies that are water quality limited due to bacteria or pathogens, without an EPA approved TMDL, are subject to the following additional requirements to address bacteria or pathogens in their stormwater discharges.
2. Additional or Enhanced BMPs
  - a. The permittee remains subject to the requirements of part 2.3. of the permit and shall include the following enhancements to the BMPs required by part 2.3 of the permit:
    - i. Part 2.3.2. Public Education and outreach: The permittee shall supplement its Residential program with an annual message encouraging the proper management of pet waste, including noting any existing ordinances where appropriate. The permittee or its agents shall disseminate educational materials to dog owners at the time of issuance or renewal of a dog license, or other appropriate time. Education materials shall describe the detrimental impacts of improper management of pet waste, requirements for waste collection and disposal, and penalties for non-compliance. The permittee shall also provide information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria or pathogens. All public education messages can be combined with requirements of Appendix H part I and II as well as Appendix F part A.III, A.IV, A.V, B.I, B.II and B.III where appropriate.
    - ii. Part 2.3.4 Illicit Discharge: The permittee shall implement the illicit discharge program required by this permit. Catchments draining to any waterbody impaired for bacteria or pathogens shall be designated either Problem Catchments or HIGH priority in implementation of the IDDE program.
3. Upon EPA or MassDEP notification that the permittee is discharging to a waterbody that is water quality limited due to bacteria or pathogens, the permittee shall update their SWMP within 90 days to incorporate the requirements of Appendix H part III.1 and document the date of SWMP update. When notification occurs beyond the effective date of the permit, deadlines in Appendix H part III.1 shall be extended based on the date of the required SWMP update rather than the permit effective date.
4. At any time during the permit term the permittee may be relieved of additional requirements in Appendix H part III.2. applicable to it when in compliance with this part.
  - a. The permittee is relieved of its additional requirements as of the date when one of the following criteria are met:
    - i. The receiving water is determined to be no longer impaired due to bacteria or pathogens by MassDEP and EPA concurs with such a determination.
    - ii. An EPA approved TMDL for the receiving water indicates that no additional stormwater controls are necessary for the control of bacteria or pathogens from

- the permittee's discharge based on wasteload allocations as part of the approved TMDL.
- iii. The permittee's discharge is determined to meet applicable water quality standards<sup>1</sup> and EPA agrees with such a determination. The permittee shall submit data to EPA that accurately characterizes the concentration of bacteria or pathogens in their discharge. The characterization shall include water quality and flow data sufficient to accurately assess the concentration of bacteria or pathogens in all seasons during storm events of multiple sizes and for the duration of the storm events including the first flush, peak storm flow and return to baseflow.
  - b. In such a case, the permittee shall document the date of the determination, date of approved TMDL or date of EPA concurrence that the discharge meets water quality standards in its SWMP and is relieved of any additional requirements of Appendix H part III.2. as of that date and the permittee shall comply with the following:
    - i. The permittee shall identify in its SWMP all activities implemented in accordance with the requirements of Appendix H part III.2. to date to reduce bacteria or pathogens in its discharges, including implementation schedules for non-structural BMPs and any maintenance requirements for structural BMPs
    - ii. The permittee shall continue to implement all requirements of Appendix H part III.3. required to be done prior to the date of determination date, date of approved TMDL, or date of EPA concurrence that the discharge meets water quality standards, including ongoing implementation of identified non-structural BMPs and routine maintenance and replacement of all structural BMPs in accordance with manufacturer or design specifications

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<sup>1</sup> Applicable water quality standards are the state standards that have been federally approved or promulgated as of the issuance date of this permit and may be compiled by EPA at <http://www.epa.gov/waterscience/standards/wqslibrary/>

**IV. Discharges to water quality limited waterbodies where chloride is the cause of the impairment**

1. Consistent with part 2.2.2.c.i. of the permit, permittees that discharge to waterbodies that are water quality limited due to chloride, without an EPA approved TMDL, are subject to the following additional requirements to address chloride in their stormwater discharges.
2. Permittees discharging to a waterbody listed as impaired due to chloride in categories 5 or 4b on the Massachusetts Integrated Report of waters listed pursuant to Clean Water Act sections 303(d) and 305(b) shall develop a Salt Reduction Plan that includes specific actions designed to achieve salt reduction on municipal roads and facilities, and on private facilities that discharge to its MS4 in the impaired catchment(s). The Salt Reduction Plan shall be completed within three years of the effective date of the permit and include the BMPs in part IV.4. below. The Salt Reduction Plan shall be fully implemented five years after the effective date of the permit.
3. Permittees that, during the permit term, become aware that their discharge is to a waterbody that is impaired due to chloride must update their Salt Reduction Plan within 60 days of becoming aware of the situation to include salt reduction practices targeted at lowering chloride in discharges to the impaired waterbody. If the permittee does not have a Salt Reduction Plan already in place, then the permittee shall complete a Salt Reduction Plan that includes the BMPs in part IV 4) below within 3 years of becoming aware of the situation and fully implement the Salt Reduction Plan within 5 years of becoming aware of the situation.
4. Additional or Enhanced BMPs
  - a. For municipally maintained surfaces:
    - i. Tracking of the types and amount of salt applied to all permittee owned and maintained surfaces and reporting of salt use beginning in the year of the completion of the Salt Reduction Plan in the permittee's annual reports;
    - ii. Planned activities for salt reduction on municipally owned and maintained surfaces, which shall include but are not limited to the following unless the permittee determines one or more of the following is not applicable to its system and documents that determination as part of the Salt Reduction Plan:
      - Operational changes such as pre-wetting, pre-treating the salt stockpile, increasing plowing prior to de-icing, monitoring of road surface temperature, etc.;
      - Implementation of new or modified equipment providing pre-wetting capability, better calibration rates, or other capability for minimizing salt use;
      - Training for municipal staff and/or contractors engaged in winter maintenance activities;

- Adoption of guidelines for application rates for roads and parking lots (see *Winter Parking Lot and Sidewalk Maintenance Manual (Revised edition June 2008)* <http://www.pca.state.mn.us/publications/parkinglotmanual.pdf>; and the application guidelines on page 17 of *Minnesota Snow and Ice Control: Field Handbook for Snow Operators (September 2012)* <http://www.mnltap.umn.edu/publications/handbooks/documents/snowice.pdf> for examples );
  - Regular calibration of spreading equipment;
  - Designation of no-salt and/or low salt zones;
  - Measures to prevent exposure of salt stockpiles (if any) to precipitation and runoff; and
  - An estimate of the total tonnage of salt reduction expected by each activity.
- b. For privately maintained facilities that discharge to the MS4:
- i. Establish an ordinance, bylaw, or other regulatory mechanism requiring measures to prevent exposure of any salt stockpiles to precipitation and runoff at all commercial and industrial properties within the regulated area.
  - ii. Part 2.3.2. Public Education and Outreach: The permittee shall supplement its Commercial/Industrial education program with an annual message to private road salt applicators and commercial and industrial site owners on the proper storage and application rates of winter deicing material. The educational materials shall be disseminated in the November/December timeframe and shall describe steps that can be taken to minimize salt use and protect local waterbodies.
  - iii. Part 2.3.6, Stormwater Management in New Development and Redevelopment – establish procedures and requirements to minimize salt usage and require the use of salt alternatives where the permittee deems necessary.
- c. The completed Salt Reduction Plan shall be submitted to EPA along with the annual report following the Salt Reduction Plan's completion. Each subsequent annual report shall include an update on Plan implementation progress, any updates to the Salt Reduction Plan deemed necessary by the permittee, as well as the types and amount of salt applied to all permittee owned and maintained surfaces.
5. At any time during the permit term the permittee may be relieved of additional requirements in Appendix H part IV as follows:
- a. The permittee is relieved of its additional requirements as of the date when one of the following criteria are met:

- i. The receiving water is determined to be no longer impaired due to chloride by MassDEP and EPA concurs with such a determination.
  - ii. An EPA approved TMDL for the receiving water indicates that no additional stormwater controls are necessary for the control of chloride from the permittee's discharge based on wasteload allocations as part of the approved TMDL.
  - iii. The permittee's discharge is determined to be meet applicable water quality standards<sup>2</sup> and EPA agrees with such a determination. The permittee shall submit data to EPA that accurately characterizes the concentration of chloride in their discharge during the deicing season (November – March). The characterization shall include water quality and flow data sufficient to accurately assess the concentration of chloride in the deicing season during storm events of multiple sizes and for the duration of the storm events including the first flush, peak storm flow and return to baseflow and include samples collected during deicing activities.
- b. In such a case, the permittee shall document the date of the determination, date of approved TMDL or date of EPA concurrence that the discharge meets water quality standards in its SWMP and is relieved of any additional requirements of Appendix H part IV as of that date and the permittee shall comply with the following:
  - i. The permittee shall identify in its SWMP all activities implemented in accordance with the requirements of Appendix H part IV to date to reduce chloride in its discharges, including implementation schedules for non-structural BMPs
  - iii. The permittee shall continue to implement all requirements of Appendix H part IV required to be done by the date of determination date, date of approved TMDL, or date of EPA concurrence that the discharge meets water quality standards , including ongoing implementation of identified non-structural BMPs and routine maintenance and replacement of all structural BMPs in accordance with manufacturer or design specifications

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<sup>2</sup> Applicable water quality standards are the state standards that have been federally approved or promulgated as of the issuance date of this permit and may be compiled by EPA at <http://www.epa.gov/waterscience/standards/wqslibrary/>

**V. Discharges to water quality limited waterbodies and their tributaries where solids, oil and grease (hydrocarbons), or metals is the cause of the impairment**

1. Consistent with part 2.2.2.c.i. of the permit, permittees that discharge to waterbodies that are water quality limited due to solids, metals, or oil and grease (hydrocarbons), without an EPA approved TMDL, are subject to the following additional requirements to address solids, metals, or oil and grease (hydrocarbons) in their stormwater discharges.
2. Additional or Enhanced BMPs
  - a. The permittee remains subject to the requirements of part 2.3. of the permit and shall include the following enhancements to the BMPs required by part 2.3 of the permit:
    - i. Part 2.3.6, Stormwater Management in New Development and Redevelopment: stormwater management systems designed on commercial and industrial land use area draining to the water quality limited waterbody shall incorporate designs that allow for shutdown and containment where appropriate to isolate the system in the event of an emergency spill or other unexpected event. EPA also encourages the permittee to require any stormwater management system designed to infiltrate stormwater on commercial or industrial sites to provide the level of pollutant removal equal to or greater than the level of pollutant removal provided through the use of biofiltration of the same volume of runoff to be infiltrated, prior to infiltration.
    - ii. Part 2.3.7, Good House Keeping and Pollution Prevention for Permittee Owned Operations: increased street sweeping frequency of all municipal owned streets and parking lots to a schedule determined by the permittee to target areas with potential for high pollutant loads. This may include, but is not limited to, increased street sweeping frequency in commercial areas and high-density residential areas, or drainage areas with a large amount of impervious area. Prioritize inspection and maintenance for catch basins to ensure that no sump shall be more than 50 percent full. Clean catch basins more frequently if inspection and maintenance activities indicate excessive sediment or debris loadings. Each annual report shall include the street sweeping schedule determined by the permittee to target high pollutant loads.
3. Upon EPA or MassDEP notification that the permittee is discharging to a waterbody that is water quality limited due to solids, metals, and/or oil and grease, the permittee shall update their SWMP within 90 days to incorporate the requirements of Appendix H part V.1 and document the date of SWMP update. When notification occurs beyond the effective date of the permit, deadlines in Appendix H part V.1 shall be extended based on the date of the required SWMP update rather than the permit effective date.
4. At any time during the permit term the permittee may be relieved of additional requirements in Appendix H part V.2. applicable to it when in compliance with this part.
  - a. The permittee is relieved of its additional requirements as of the date when one of the following criteria are met:

- i. The receiving water is determined to be no longer impaired due to solids, metals, or oil and grease (hydrocarbons) by MassDEP and EPA concurs with such a determination.
  - ii. An EPA approved TMDL for the receiving water indicates that no additional stormwater controls are necessary for the control of solids, metals, or oil and grease (hydrocarbons) from the permittee's discharge based on wasteload allocations as part of the approved TMDL.
  - iii. The permittee's discharge is determined to meet applicable water quality standards and EPA agrees with such a determination<sup>3</sup>. The permittee shall submit data to EPA that accurately characterizes the concentration of bacteria or pathogens in their discharge. The characterization shall include water quality and flow data sufficient to accurately assess the concentration of bacteria or pathogens in all seasons during storm events of multiple sizes and for the duration of the storm events including the first flush, peak storm flow and return to baseflow.
- b. In such a case, the permittee shall document the date of the determination, date of approved TMDL or date of EPA concurrence that the discharge meets water quality standards in its SWMP and is relieved of any additional requirements of Appendix H part V.2. as of that date and the permittee shall comply with the following:
  - iv. The permittee shall identify in its SWMP all activities implemented in accordance with the requirements of Appendix H part V.2. to date to reduce solids, metals, or oil and grease (hydrocarbons) in its discharges, including implementation schedules for non-structural BMPs and any maintenance requirements for structural BMPs
  - v. The permittee shall continue to implement all requirements of Appendix H part V.3. required to be done by the date of determination date, date of approved TMDL, or date of EPA concurrence that the discharge meets water quality standards, including ongoing implementation of identified non-structural BMPs and routine maintenance and replacement of all structural BMPs in accordance with manufacturer or design specifications

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<sup>3</sup> Applicable water quality standards are the state standards that have been federally approved or promulgated as of the issuance date of this permit and may be compiled by EPA at <http://www.epa.gov/waterscience/standards/wqslibrary/>



## APPENDIX D

### 2016 MS4 Notice of Intent



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

**VIA EMAIL**

April 5, 2019

Joseph J. Domelowicz, Jr.  
Town Manager

And;

Timothy J. Olson  
Director of Public Works  
577 Bay Road  
P.O. Box 429  
Hamilton, MA. 01936  
tolson@hamiltonma.gov

Re: National Pollutant Discharge Elimination System Permit ID #: MAR041196, Town of Hamilton

Dear Timothy J. Olson:

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.

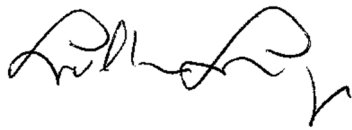
Information about the permit and available resources can be found on our website:  
<https://www.epa.gov/npdes-permits/massachusetts-small-ms4-general-permit>. Should you have  
any questions regarding this permit please contact Newton Tedder at [tedder.newton@epa.gov](mailto:tedder.newton@epa.gov) or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

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

Page 1 of 22

## Part I: General Conditions

### General Information

Name of Municipality or Organization: Hamilton

State: MA

EPA NPDES Permit Number (if applicable): MA 041196

### Primary MS4 Program Manager Contact Information

Name: Timothy J. Olson

Title: Director of Public Works

Street Address Line 1: 577 Bay Road

Street Address Line 2: P.O. Box 429

City: Hamilton

State: MA

Zip Code: 01936

Email: tolson@hamiltonma.gov

Phone Number: (978) 626-5227

Fax Number: (978) 468-5582

### Other Information

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

To Be Completed During Permit Year 1 and Posted to Town Website (2018-2019).

### 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)

100%

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

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)*

A PDF of the Town's Drainage Map, including all outfalls and receiving waters is attached.

### 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)

Yes

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

10/22/07

Construction/Erosion and Sediment Control (ESC) Authority Adopted?  
(Part II, III, IV or V, Subpart B.4.(a.) of 2003 permit)

Yes

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

10/22/07

Post- Construction Stormwater Management Adopted?  
(Part II, III, IV or V, Subpart B.5.(a.) of 2003 permit)

Yes

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

10/22/07

## Part II: Summary of Receiving Waters

*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.

[illegible]

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
Displays/Posters/Kiosks	Continue to increase General Public-Knowledge of the impact of stormwater discharges to water bodies within the community. Identify ways the public can reduce pollutants in stormwater runoff.	Residents	DPW Operations	Supply Town offices/library/schools with displays and/or posters. Track number of posters/displays utilized.	FY2019
Brochures/Pamphlets	Distribute educational materials to locations likely to impact stormwater regarding best management practices, including equipment, waste disposal, dumpster maintenance, use and storage of de-icing materials, and parking lot sweeping	Industrial Facilities	DPW Operations	Track the number of industrial facilities reached.	FY2019
Brochures/Pamphlets	Continue to educate Contractors on the Town's stormwater erosion and sediment control requirements.	Developers (construction)	Planning/DPW Operations	Distribute/make brochures available at Town Hall and maintain a list of all recipients.	FY2020



Web Page	Update the Town's website to include information on vehicle maintenance, fertilizer use, parking lot sweeping, ice removal optimization, and waste/material storage for local businesses.	Businesses, Institutions and Commercial Facilities	DPW Operations/Town Manager	Modify the ThinkBlue targeted information for use on the Town's website and track interaction with the site.	FY2020
Web Page	Continue to maintain and update the Town's website to provide information to residents regarding stormwater management and the Town's illicit discharge detection and elimination program.	Residents	Dpw Operations/ Town Manager	Continue to update website annually, track interaction with the site and who the information is reaching.	FY2021
Brochures/Pamphlets	Make available to developers information on green infrastructure practices for construction projects.	Developers (construction)	Planning/DPW Operations	Distribute/make brochures available at Town Hall and maintain a list of all recipients.	FY2021
Brochures/Pamphlets	Distribute educational materials to industrial properties regarding stormwater best management practices, including equipment inspection, waste disposal, dumpster maintenance, use and storage of de-icing materials, and parking lot sweeping.	Industrial Facilities	DPW Operations	Track the number of industrial facilities reached.	FY2022



[illegible]

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

### Part III: Stormwater Management Program Summary (continued)

#### MCM 2: Public Involvement and Participation

<b>BMP Categorization</b>	<b>Brief BMP Description</b> (enter your own text to override the drop down menu)	<b>Responsible Department/Parties</b> (enter your own text to override the drop down menu)	<b>Additional Description/ Measurable Goal</b>	<b>Beginning Year of BMP Imple- mentation</b>
Public Review	SWMP Review	DPW Operations	Allow for public review of the SWMP annually. Post the SWMP and Annual Reports on the Town's website and/or make them available at Town Hall.	FY2019
Public Participation	Clean-up Day	DPW Operations	Support annual Clean-up Days. Report on amount of debris collected annually through this event.	FY2019
Public Participation	Monitoring Teams	DPW Operations	Make public announcements to gain participation in inspection and monitoring of catch basins, culverts, and drainage structures.	FY2019
Public Participation	Household hazardous waste	DPW Operations	Allow for residents to dispose of hazardous waste annually in the fall. Track number of residents that participate, and amount and types of materials collected.	FY2019
Public Participation	Stormwater Hotline	DPW Operations	Continue to support stormwater hotline to encourage residents to report issues to DPW. Track number of calls received.	FY2019
Public Participation	Electronic Waste Collection	DPW Operations	Allow for residents to dispose of electronic waste on a monthly basis.	FY2019

[illegible]

## 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)

<b>BMP Categorization</b> (enter your own text to override the drop down menu)	<b>BMP Description</b>	<b>Responsible Department/Parties</b> (enter your own text to override the drop down menu)	<b>Measurable Goal</b> (all text can be overwritten)	<b>Beginning Year of BMP Implementation</b>
SSO inventory	The Town does not have any municipally owned or maintained sanitary sewers in Town so this BMP is not applicable.	N/A	N/A	N/A
Update GIS Drainage Map	Update drainage map in accordance with permit conditions and update annually during IDDE program implementation.	DPW Operations	Update map within 2 years of effective date of permit and complete full system map 10 years after effective date of permit	FY2020
Written IDDE program	Create written IDDE program to meet permit conditions.	DPW Operations	Complete within 1 year of the effective date of permit and update as required.	FY2019
Implement IDDE program	Implement catchment investigations according to program and permit conditions.	DPW Operations	Begin within two years of permit effective date, and complete 10 years after effective date of permit. Track annually the number of illicit connections that are identified and removed.	FY2020
Employee training	Train employees on IDDE program components and implementation.	Health Department/DPW Operations	Provide training to municipal employees annually. Track the number of employees that receive training.	FY2019
Conduct dry weather screening and sampling	Conduct dry weather outfall screening and sampling in accordance with permit conditions.	DPW Operations	Complete within 3 years of permit effective date. Track number of outfalls that are screened and sampled annually.	FY2021



[illegible]


## 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

<b>BMP Categorization</b> (enter your own text to override the drop down menu or entered text)	<b>BMP Description</b>	<b>Responsible Department/Parties</b> (enter your own text to override the drop down menu)	<b>Measurable Goal</b> (all text can be overwritten)	<b>Beginning Year of BMP Imple- mentation</b>
Site inspection and enforcement of Erosion and Sediment Control (ESC) measures	Review existing written procedures for site inspections and enforcement and update as needed to meet permit requirements.	Planning, DPW Operations	Complete within 1 year of the effective date of permit. Report on the number of site inspections and enforcement actions annually.	FY2019
Site plan review	Develop written procedures for site plan review that meet permit requirements and begin implementation.	Planning, DPW Operations	Complete within 1 year of the effective date of permit. Report on the number of site plan reviews conducted, inspections conducted, and enforcement actions taken annually.	FY2019
Erosion and Sediment Control	Continue to enforce the Town's existing Stormwater Management Rules and Regulations requiring sediment and erosion controls. Review and update existing regulations as needed to ensure that construction operators implement a sediment and erosion control program that includes BMPs that are appropriate for conditions at the construction site in accordance with permit requirements.	Planning, DPW Operations	Continue to enforce existing sediment and erosion control requirements, and update regulations as needed within one year of the permit effective date.	FY2019

[illegible]



## 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

<b>BMP Categorization</b> (enter your own text to override the drop down menu or entered text)	<b>BMP Description</b>	<b>Responsible Department/Parties</b> (enter your own text to override the drop down menu)	<b>Measurable Goal</b> (all text can be overwritten)	<b>Beginning Year of BMP Implementation</b>
As-built plans for on-site stormwater control	Continue enforcing existing procedures requiring submission of as-built drawings and an Operation & Maintenance Plan for projects disturbing more than 1 acre. Update as-built requirements, and O&M requirements as needed to comply with permit requirements.	Planning, DPW Operations	Require submission of as-built plans and long term O&M for completed projects. Complete within 2 years of permit effective date.	FY2020
Target & rank properties for BMP retrofitting	Identify at least 5 permittee-owned properties that could be modified or retrofitted with BMPs to reduce frequency, volume, and pollutant loads associated with stormwater discharges, and update annually.	DPW Operations	Complete 4 years after effective date of permit and report annually on retrofitted properties.	FY2022
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.	Planning, DPW Operations	Complete 4 years after effective date of permit and implement recommendations of report, where feasible.	FY2022

[illegible]

[illegible]

## 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

<b>BMP Categorization</b> (enter your own text to override the drop down menu or entered text)	<b>BMP Description</b>	<b>Responsible Department/Parties</b> (enter your own text to override the drop down menu)	<b>Measurable Goal</b> (all text can be overwritten)	<b>Beginning Year of BMP Implementation</b>
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,	DPW Operations	Complete and implement 2 years after effective date of permit.	FY2020
Inventory all permittee-owned parks and open spaces, buildings and facilities, and vehicles and equipment	Create inventory	DPW Operations	Complete 2 years after effective date of permit and update annually.	FY2020
Infrastructure O&M	Establish and implement program for repair and rehabilitation of MS4 infrastructure.	DPW Operations	Complete 2 years after effective date of permit	FY2020
Stormwater Pollution Prevention Plan (SWPPP) Development, Inspections and Training	Create SWPPPs for DPW garage, and other waste-handling facilities	DPW Operations	Complete and implement 2 years after effective date of permit. Perform quarterly site inspections and train employees on SWPPP implementation. Record inspections performed and number of employees that receive training.	FY2020
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.	DPW Operations	Clean catch basins on established schedule and report number of catch basins cleaned and volume of material removed annually.	FY2019

[illegible]



### Part III: Stormwater Management Program Summary (continued)

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.**

[illegible]

## 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.**

[illegible]

**Part IV: Notes and additional information**

Use the space below to indicate the part(s) of 2.2.1 and 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.

Through consultation with the US Fish & Wildlife, it was determined that the only threatened species within Hamilton are the northern long-eared bat and the small whorled pogonia. Actions currently proposed within this Notice of Intent will not affect these species. As Best Management Practices are constructed in the future, the Town will consult with US Fish & Wildlife prior to construction activities.



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

Page 22 of 22

### 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.*

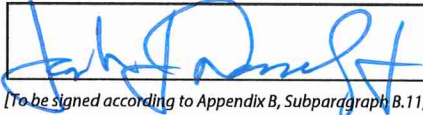
Name:

Joseph J. Domelowicz, Jr.

Title:

Town Manager

Signature:

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

Date:

9/28/18

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:  
Consultation Code: 05E1NE00-2018-SLI-2571  
Event Code: 05E1NE00-2018-E-06022  
Project Name: Hamilton - MS4 Permit Compliance

July 31, 2018

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](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

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## Project Summary

Consultation Code: 05E1NE00-2018-SLI-2571

Event Code: 05E1NE00-2018-E-06022

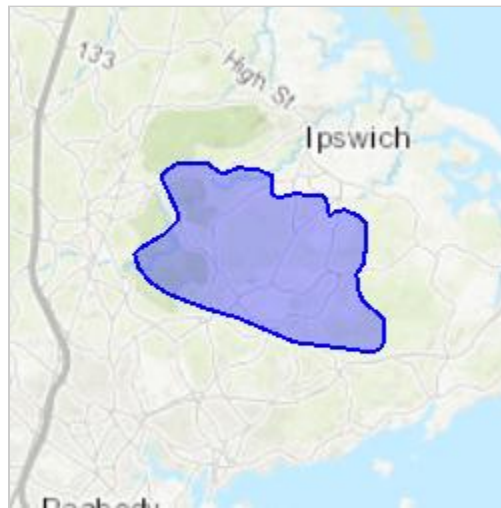
Project Name: Hamilton - MS4 Permit Compliance

Project Type: \*\* OTHER \*\*

Project Description: Location is the Town of Hamilton. The purpose is to complete an endangered species determination to assist the Town in obtaining coverage under the Massachusetts MS4 Permit, which became effective on July 1, 2018.

Project Location:

Approximate location of the project can be viewed in Google Maps: <https://www.google.com/maps/place/42.62750730902007N70.86661104118672W>



Counties: Essex, MA

---

## Endangered Species Act Species

There is a total of 2 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<sup>1</sup>, 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 <i>Myotis septentrionalis</i> No critical habitat has been designated for this species. Species profile: <a href="https://ecos.fws.gov/ecp/species/9045">https://ecos.fws.gov/ecp/species/9045</a>	Threatened

## Flowering Plants

NAME	STATUS
Small Whorled Pogonia <i>Isotria medeoloides</i> No critical habitat has been designated for this species. Species profile: <a href="https://ecos.fws.gov/ecp/species/1890">https://ecos.fws.gov/ecp/species/1890</a>	Threatened

## Critical habitats

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

---

## APPENDIX E

### 2003 MS4 Annual Reports Reference

## 2003 MS4 PERMIT ANNUAL REPORTS REFERENCE

Year 1 Annual Report (2003-2004)

<https://www3.epa.gov/region1/npdes/stormwater/assets/pdfs/ma/reports/2004/Hamiltonmaar04.pdf>

Year 2 Annual Report (2004-2005)

<https://www3.epa.gov/region1/npdes/stormwater/assets/pdfs/ma/reports/2005/HamiltonMA05.pdf>

Year 3 Annual Report (2005-2006)

<https://www3.epa.gov/region1/npdes/stormwater/assets/pdfs/ma/reports/2006/Hamilton06rpt.pdf>

Year 4 Annual Report (2006-2007)

<https://www3.epa.gov/region1/npdes/stormwater/assets/pdfs/ma/reports/2007/Hamilton07.pdf>

Year 5 Annual Report (2007-2008)

<https://www3.epa.gov/region1/npdes/stormwater/assets/pdfs/ma/reports/2008/Hamilton08.pdf>

Year 6 Annual Report (2008-2009)

<https://www3.epa.gov/region1/npdes/stormwater/assets/pdfs/ma/reports/2009/Hamilton09.pdf>

Year 7 Annual Report (2009-2010)

<https://www3.epa.gov/region1/npdes/stormwater/assets/pdfs/ma/reports/2010/Hamilton10.pdf>

Year 8 Annual Report (2010-2011)

<https://www3.epa.gov/region1/npdes/stormwater/assets/pdfs/ma/reports/2011/Hamilton11.pdf>

Year 9 Annual Report (2011-2012)

<https://www3.epa.gov/region1/npdes/stormwater/assets/pdfs/ma/reports/2012/Hamilton12.pdf>

Year 10 Annual Report (2012-2013)

<https://www3.epa.gov/region1/npdes/stormwater/assets/pdfs/ma/reports/2013/Hamilton13.pdf>

Year 11 Annual Report (2013-2014)

<https://www3.epa.gov/region1/npdes/stormwater/assets/pdfs/ma/reports/2014/Hamilton14.pdf>

Year 12 Annual Report (2014-2015)

<https://www3.epa.gov/region1/npdes/stormwater/assets/pdfs/ma/reports/2015/Hamilton15.pdf>

Year 13 Annual Report (2015-2016)

<https://www3.epa.gov/region1/npdes/stormwater/assets/pdfs/ma/reports/2016/Hamilton16.pdf>

Year 14 Annual Report (2016-2017)

<https://www3.epa.gov/region1/npdes/stormwater/assets/pdfs/ma/reports/2017/Hamilton17.pdf>

Year 15 Annual Report (2017-2018)

<https://www3.epa.gov/region1/npdes/stormwater/assets/pdfs/ma/reports/2018/Hamilton18.pdf>



## APPENDIX F

### MS4 Checklist by Permit Year

## Checklist for Year 1 MS4 Permit Requirements – Hamilton, MA

Completion Due Date	Requirement	Task	Permit Section for Reference	Completed?
10/1/2018	Notice of Intent (NOI)	Prepare and Submit NOI for Permit Coverage 90 days from the permit effective date	1.7.2 & Appendix E	Yes
6/30/2019	Stormwater Management Plan (SWMP)	Develop written SWMP	1.10	Yes
6/30/2019	Public Education	Fulfill public education initiatives aimed at target audiences as outlined in the Town's NOI and this SWMP	2.3.2	Yes
6/30/2019	Public Participation	Fulfill public participation initiatives aimed at target audiences as outlined in the Town's NOI and this SWMP	2.3.3	Yes
6/30/2019	Illicit Discharge Detection and Elimination (IDDE) Plan	Develop written IDDE plan to satisfy permit requirements.	2.3.4.6	Yes
6/30/2019	Catchment Delineation	Delineate outfall & interconnection catchment areas.	2.3.4.5	Yes
6/30/2019	Catchment Prioritization & Ranking	Assess and rank the potential for all catchments to have illicit discharges.	2.3.4.7	Yes
6/30/2019	IDDE Employee Training	Continue to train municipal employees on illicit discharge detection and monitoring.	2.3.4.11	Yes
6/30/2019	Construction Site Runoff Control Regulatory Updates/SOPs	Create written procedures for inspection of construction sites for proper sediment & erosion controls, and conducting site plan reviews. Incorporate requirements for waste control. Reference Stormwater Manual for Sediment & Erosion Control BMPs.	2.3.5.c	Yes
6/30/2019	Street Sweeping	Sweep streets a minimum of once a year in the spring. Include miles cleaned or volume or mass of material removed in the annual report.	2.3.7.a.iii.3	Yes

Completion Due Date	Requirement	Task	Permit Section for Reference	Completed?
6/30/2019	Catch Basin Cleaning	Clean catch basins annually to ensure the no catch basin is more than 50% full. Report catch basins cleaned and volume of material removed annually.	2.3.7.a.iii.3	Yes
6/30/2019	Winter Road Maintenance SOP	Develop and implement winter road maintenance procedures including use and storage of sand/salt, and snow storage practices.	2.3.7.a.iii.5	Yes
6/30/2019	Stormwater BMP Inspection & Maintenance	Inspect all stormwater treatment structures (BMPs) at least annually and conduct maintenance as necessary. Track number of structures maintained and inspected annually.	2.3.7.a.iii.6	N/A Town does not own any stormwater treatment structures/ BMPs

## Checklist for Year 2 MS4 Permit Requirements – Hamilton, MA

Completion Due Date	Requirement	Task	Permit Section for Reference	Completed?
6/30/2020	Stormwater Management Plan (SWMP)	Update written SWMP	1.10	Yes
6/30/2020	Public Education	Fulfill public education initiatives aimed at target audiences as outlined in the Town's NOI and this SWMP	2.3.2	Yes
6/30/2020	Public Participation	Fulfill public participation initiatives aimed at target audiences as outlined in the Town's NOI and this SWMP	2.3.3	Yes
6/30/2020	Update Drainage Map	Update town-wide MS4 mapping to include impaired waters, BMPs, interconnections, and open channel conveyances.	2.3.4.5	Yes
6/30/2020	IDDE Employee Training	Continue to train municipal employees on illicit discharge detection and monitoring.	2.3.4.11	COVID-19 Delay
6/30/2020	Inventory of Municipal Facilities	Develop an inventory of all permittee-owned facilities.	2.3.7.a.ii	Yes
6/30/2020	Operation and Maintenance Procedures	Develop a written set of O&M procedures for municipal facilities, activities and MS4 infrastructure	2.3.7.a.i & 2.3.7.a.iii	Yes
6/30/2020	Stormwater Pollution Prevention Plans (SWPPP)	Develop written SWPPPs for municipal waste handling facilities.	2.3.7.b	Yes
6/30/2020	Street Sweeping	Sweep streets a minimum of once a year in the spring. Include miles cleaned or volume or mass of material removed in the annual report.	2.3.7.a.iii.3	Yes
6/30/2020	Catch Basin Cleaning Optimization	Develop and implement a catch basin cleaning schedule with a goal of ensuring no catch basin is more than 50 % full. Document catch basins inspected and cleaned, including total mass removed and proper disposal.	2.3.7.a.iii.2	Yes
6/30/2020	Stormwater BMP Inspection & Maintenance	Inspect all stormwater treatment structures (BMPs) at least annually and conduct maintenance as necessary. Track number of structures maintained and inspected annually.	2.3.7.a.iii.6	Yes

# Checklist for Year 3 MS4 Permit Requirements – Hamilton, MA

Completion Due Date	Requirement	Task	Permit Section for Reference	Completed?
6/30/2021	Stormwater Management Plan (SWMP)	Update written SWMP	1.10	Yes
6/30/2021	Public Education	Fulfill public education initiatives aimed at target audiences as outlined in the Town's NOI and this SWMP	2.3.2	Yes
6/30/2021	Public Participation	Fulfill public participation initiatives aimed at target audiences as outlined in the Town's NOI and this SWMP	2.3.3	Yes
6/30/2021	Update Drainage Map	Update town-wide drainage mapping as needed to include MS4 infrastructure.	2.3.4.5	Yes
6/30/2021	IDDE Employee Training	Continue to train municipal employees on illicit discharge detection and monitoring.	2.3.4.11	Yes
6/30/2021	Post-Construction Stormwater Runoff Control Regulatory Updates	Update existing stormwater regulations as needed to include compliance with the Stormwater Management Standards, to meet retention and treatment requirements, to meet as-built requirements and provide for long term operation & maintenance of BMPs.	2.3.6.a.ii	Delay due to Planning Board Meeting Date October 5, 2021
6/30/2021	Dry Weather Outfall Screening and Sampling	Sample all outfalls and interconnections (excluding problem outfalls and excluded outfalls) for dry weather flow and sample flow if present.	2.3.4.7.b	Yes
6/30/2021	Update Catchment Ranking	Update catchment ranking and prioritization based on dry weather outfall sampling data.	2.3.4.7.b.iii.c.iii	Yes
6/30/2025	Continue IDDE Investigation of Problem Catchments	Continue investigation of problem catchments	2.3.4.8.a	Yes
6/30/2028	Begin IDDE Investigation of High and Low Priority Catchments	Begin investigation of high and low priority catchments	2.3.4.8.a	Yes

Completion Due Date	Requirement	Task	Permit Section for Reference	Completed?
6/30/2021	Street Sweeping	Sweep streets a minimum of once a year in the spring. Include miles cleaned or volume or mass of material removed in the annual report.	2.3.7.a.iii.3	Yes
6/30/2021	Catch Basin Cleaning	Clean catch basins annually to ensure the no catch basin is more than 50% full. Report catch basins cleaned and volume of material removed annually.	2.3.7.a.iii.3	Yes
6/30/2021	Stormwater BMP Inspection & Maintenance	Inspect all stormwater treatment structures (BMPs) at least annually and conduct maintenance as necessary. Track number of structures maintained and inspected annually.	2.3.7.a.iii.6	N/A Town does not own any stormwater treatment structures/ BMPs

## Checklist for Year 4 MS4 Permit Requirements – Hamilton, MA

Completion Due Date	Requirement	Task	Permit Section for Reference	Completed?
6/30/2022	Stormwater Management Plan (SWMP)	Update written SWMP	1.10	Yes
6/30/2022	Public Education	Fulfill public education initiatives aimed at target audiences as outlined in the Town's NOI and this SWMP	2.3.2	Yes
6/30/2022	Public Participation	Fulfill public participation initiatives aimed at target audiences as outlined in the Town's NOI and this SWMP	2.3.3	Yes
6/30/2022	Update Drainage Map	Update town-wide drainage mapping as needed to include MS4 infrastructure.	2.3.4.5	Yes
6/30/2022	IDDE Employee Training	Continue to train municipal employees on illicit discharge detection and monitoring.	2.3.4.11	Yes
6/30/2025	Continue IDDE Investigation of Problem Catchments	Continue investigation of problem catchments	2.3.4.8.a	Yes
6/30/2028	Continue IDDE Investigation of High and Low Priority Catchments	Continue investigation of high and low priority catchments	2.3.4.8.a	Yes
6/30/2028	Begin Wet Weather Outfall Screening and Sampling	Begin sampling outfalls and interconnections with System Vulnerability Factors during wet weather	2.3.4.8.c	Yes
6/30/2022	Street Design and Parking Lot Guidelines	Develop a report assessing requirements that affect the creation of impervious cover to determine if design standards for streets and parking lots can be modified to support low impact design options.	2.3.6.b	Yes
6/30/2022	Green Infrastructure Practices	Develop a report assessing the barriers and incentives for Green Infrastructure/LID techniques.	2.3.6.c	Yes
6/30/2022	BMP Retrofit Identification	Identify 5 permittee-owned properties that could be retrofitted with stormwater BMPs.	2.3.6.d	Yes
6/30/2022	Street Sweeping	Sweep streets a minimum of once a year in the spring. Include miles cleaned or volume or mass of material removed in the annual report.	2.3.7.a.iii.3	Yes

Completion Due Date	Requirement	Task	Permit Section for Reference	Completed?
6/30/2022	Catch Basin Cleaning	Clean catch basins annually to ensure the no catch basin is more than 50% full. Report catch basins cleaned and volume of material removed annually.	2.3.7.a.iii.3	Yes
6/30/2022	Stormwater BMP Inspection & Maintenance	Inspect all stormwater treatment structures (BMPs) at least annually and conduct maintenance as necessary. Track number of structures maintained and inspected annually.	2.3.7.a.iii.6	Yes



# Checklist for Year 5 MS4 Permit Requirements – Hamilton, MA

Completion Due Date	Requirement	Task	Permit Section for Reference	Completed?
6/30/2023	Stormwater Management Plan (SWMP)	Update written SWMP	1.10	Yes
6/30/2023	Public Education	Fulfill public education initiatives aimed at target audiences as outlined in the Town's NOI and this SWMP	2.3.2	Yes
6/30/2023	Public Participation	Fulfill public participation initiatives aimed at target audiences as outlined in the Town's NOI and this SWMP	2.3.3	Yes
6/30/2023	Update Drainage Map	Update town-wide drainage mapping as needed to include MS4 infrastructure.	2.3.4.5	Yes
6/30/2023	IDDE Employee Training	Continue to train municipal employees on illicit discharge detection and monitoring.	2.3.4.11	Yes
6/30/2025	Continue IDDE Investigation of Problem Catchments	Continue investigation of problem catchments	2.3.4.8.a	Yes
6/30/2028	Continue IDDE Investigation of High and Low Priority Catchments	Continue investigation of high and low priority catchments	2.3.4.8.a	Yes
6/30/2028	Continue Wet Weather Outfall Screening and Sampling	Begin sampling outfalls and interconnections with System Vulnerability Factors during wet weather	2.3.4.8.c	Yes
6/30/2023	Street Sweeping	Sweep streets a minimum of once a year in the spring. Include miles cleaned or volume or mass of material removed in the annual report.	2.3.7.a.iii.3	Yes
6/30/2023	Catch Basin Cleaning	Clean catch basins annually to ensure the no catch basin is more than 50% full. Report catch basins cleaned and volume of material removed annually.	2.3.7.a.iii.3	Yes
6/30/2023	Stormwater BMP Inspection & Maintenance	Inspect all stormwater treatment structures (BMPs) at least annually and conduct maintenance as necessary. Track number of structures maintained and inspected annually.	2.3.7.a.iii.6	Yes

## APPENDIX G

### Public Education Materials



## Put Hazards in Their Place: Safe Storage and Handling Tips for Chemicals and Hazardous Materials

As an industry owner, you are responsible for all pollutants that leave your property. You play a big role in keeping our waterways clean and healthy! Follow these tips to properly store and handle materials like pesticides, fertilizers, and oils.

### DO



- Maintain accurate records and Material Safety Data Sheet(MSDS) information for stored materials at your site.
- Store chemicals and hazardous materials according to manufacturer's instructions. Storage areas should be dry, cool, well-ventilated, and insulated.
- Check storage areas often for leaks and spills. Be sure storage areas are equipped with easily accessible spill cleanup kits.

### DON'T



- Don't leave materials out in the open. Store them indoors in covered, sealed containers, such as a locked cabinet.
- Don't dump excess, outdated, or waste materials in storm drains or other stormwater structures. Dispose of them according to the manufacturer's instructions and local regulations.
- Don't store materials incorrectly. Waste materials should be kept in secure, labeled containers.

### Why is this necessary?

Rain that falls on and around your site can pick up trash and dirt as it drains away. Much of this water, or stormwater, ends up in our lakes, rivers, and streams. It's the fastest growing type of water pollution in Massachusetts. Stormwater pollution is bad business for our State's waterways. It harms fish and wildlife, makes our water unsafe to drink, and can spoil outdoor activities.

Industrial facilities can do their part to keep Massachusetts' waterways clean.

Find more tips like these at [www.ThinkBlueMassachusetts.org](http://www.ThinkBlueMassachusetts.org).





## Do Your “Doody” for Clean Water

You hate stepping in it. And fish hate swimming in it, too! Dogs produce a lot of waste which, if not disposed of properly, can end up in our waterways. Do your part to keep our waters and public areas clean and healthy! Bag your pet’s waste and throw it in a trashcan.

**DO**



**DON'T**



**Did you know that the average dog can produce nearly a pound of waste each day?**

- Pet waste left on lawns and in public spaces is not only gross. It can be quite harmful too.
- Pet waste contains twice as much bacteria as human waste!
- If left in your yard, pet waste can kill grass and other plants.
- Adults and children who come in contact with it can get sick.
- When pet waste washes into storm drains and waterways, it can make the water unhealthy for people and wildlife.
- Pet waste in waterways can even cause algae to grow, making the water turn an unpleasant green color.

**Do your "doody" in both public areas and in your yard.**

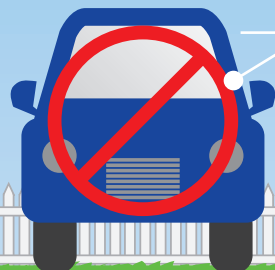
To learn more, visit the [www.ThinkBlueMassachusetts.org](http://www.ThinkBlueMassachusetts.org)



# Do Your Part. Be SepticSmart!



**Shield Your Field**  
Divert rain and surface water away and avoid parking vehicles and planting trees on your drainfield.



**Don't Overload the Commode**  
Don't flush diapers, wipes or other items meant for a trashcan down the toilet.



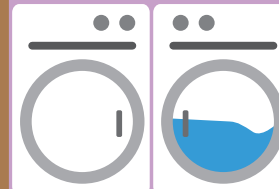
**Think at the Sink**

Limit use of your garbage disposal and avoid pouring fats, grease, solids and harsh chemicals down the drain.



**Don't Strain Your Drain**

Use water efficiently and stagger use of water-based appliances, such as your washing machine or dishwasher.



**Protect It and Inspect It**

A typical septic system should be serviced every one to three years by a septic service professional.

**Pump Your Tank**

Ensure your septic tank is pumped at regular intervals as recommended by a professional.

**Keep It Clean**

If you are on a well, test your drinking water regularly to ensure it remains clean and free of contamination.

**Groundwater Recharge**

**Septic Tank**

**Well**

**Aquifer**



830-F-180-03 | May 2018





# Clean water begins with you. Let's Think Blue.



Polluted runoff threatens the health of Massachusetts water. You can do your part at home, at work and at play to help keep our streams clear of pollution after rain and snow melt.

For more tips and information visit [www.thinkbluemassachusetts.org](http://www.thinkbluemassachusetts.org).



**Scoop it!** Pet waste is gross and can make you sick. Bag and dispose of solid pet waste in trash cans.

**Close it!** Rain water running off of trash cans sends waste into nearby streams. Close your trash can lids, cover dumpsters, and properly dispose of trash to keep pollution locked away.



**Stop it!** Stormwater pollution often begins at construction sites, but it doesn't have to. Take steps on your job site to prevent dirt from washing into nearby streams, roads and storm drains.

**Catch it!** Industries and businesses can keep oil, gas, and grease from washing into streams. Use drip pans to catch fluids. Keep absorbent materials close by to clean up small spills. Fix leaks and clean up spills quickly.



Learn more at [www.ThinkBlueMassachusetts.org](http://www.ThinkBlueMassachusetts.org)

## What's the Problem with Dog Waste?

Dog waste left in our yards, forest areas and parks can have many adverse effects on the environment.

It's full of harmful bacteria and excess nutrients.

Besides being a neighborhood nuisance, dog waste can make people sick, especially children who are more likely to come into contact with it while playing.

Dog waste left on lawns can also kill or damage grass and other plants.

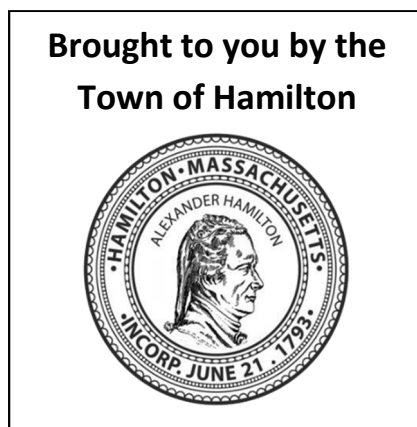
When dog waste is washed into lakes or streams, the waste decays, uses up oxygen in the water, and sometimes releases ammonia. This can kill fish!

Dog waste also contains nutrients that encourage weed and algae growth.

Too much of these nutrients turn water cloudy and green . . . imagine this in your backyard pond or stream!



Managing dog waste properly is something easy that everyone can do to make a difference in the quality of our surface waters.



## DOG WASTE AND SURFACE WATER QUALITY

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### Did You Know?

There are over \_\_\_\_ licensed dogs in our town.

Each of these dogs produces about  $\frac{3}{4}$  pound of solid waste and over 7 billion bacteria daily!



Rainfall and snowmelt in the Town of Hamilton goes untreated into our stormwater system, then directly into local streams, ponds, rivers and lakes.

As it flows, stormwater picks up contaminants and pollutants in its path.

That's why it's important to make sure that dog waste and its pollutants do not end up in the storm drains.

## What's So Bad About Dog Waste?

*Bacteria and other parasites found in pet waste, such as Giardia and Cryptosporidium, can survive for long periods when left on the ground.*

*During a rain storm, these pollutants can be washed into local rivers and ponds and into local drinking water supplies.*

Individual actions can result in significant water quality improvements when carried out by many people.

Unlike some forms of stormwater pollutants, individual people can easily and economically manage dog waste and help keep our waters safe and aesthetically pleasing.

## How You Can Help



**BRING IT** – Always bring a plastic bag when you walk your dog.

**BAG IT** – Use the bag as a glove to pick up the dog waste. Scoop it up and turn the bag inside out around the waste.

**DISPOSE IT** – Properly dispose of dog waste by putting it in a trash can. **Never throw dog waste down a storm drain.**

### AND REMEMBER

- Pick up after your pet in your yard
- Only bring your dog where dogs are allowed.



## APPENDIX H

### Regulatory Mechanisms

grievance to such other Board, Commission, or official whose jurisdiction may be more appropriate to address the grievance. A Board, Commission, or official may refer the grievance to the Agricultural Commission, which shall then undertake such efforts as it deems reasonable and appropriate to facilitate an agreement to resolve the grievance. The Agricultural Commission shall file a report with the referring Board, Commission, or official within 30 days after receipt of the referral, unless the referring Board, Commission, or official establishes a different deadline or the parties to the dispute agree to a different deadline. Nothing herein shall impair or limit any other remedy available to an aggrieved party, suspend the time within which any such remedy must be pursued, or impair or limit the authority of the Board of Health or any other government body or official to respond to cases of imminent danger or public health risk.

#### **Section 6      Severability Clause**

If any part of this Bylaw is for any reason held to be unconstitutional or invalid, such decision shall not affect the remainder of this Bylaw. The Town of Hamilton hereby declares the provisions of this Bylaw to be severable.

## **CHAPTER XXIX**

### **STORMWATER MANAGEMENT**

#### **1. PURPOSE AND INTENT:**

The purpose and intent of this bylaw are to:

- A. protect water resources
- B. require practices that mitigate soil erosion and sedimentation and control the volume and rate of stormwater runoff resulting from land disturbance activities;
- C. promote infiltration and the recharge of groundwater;
- D. ensure that soil erosion and sedimentation control measures and stormwater runoff control practices are incorporated into the site planning and design process, and are implemented and maintained;
- E. encourage the use of Low-Impact Development practices such as reducing impervious cover and the preservation of green space and other natural areas, to the maximum extent practicable;
- F. comply with state and federal statutes and regulations relating to stormwater discharges;
- G. establish the Town of Hamilton as the legal authority to ensure compliance with the provisions of this by-law through inspection, monitoring, and enforcement.

## **2. DEFINITIONS**

**ABUTTER:** The owner(s) of land abutting the legal boundaries of the land on which the land-disturbing activity is proposed.

**AGRICULTURE:** The normal maintenance or improvement of land in agricultural or aquacultural use, as defined by the Massachusetts Wetlands Protection Act M.G.L. c. 131, §40, and its implementing regulations.

**APPLICANT:** Any person, individual, partnership, association, firm, company, corporation, trust, authority, agency, department, or political subdivision, of the Commonwealth or the Federal government to the extent permitted by law requesting a Stormwater Management Permit for proposed land-disturbance activity.

**AUTHORIZED ENFORCEMENT AGENCY:** The Planning Board, the Zoning Board of Appeals, and/or their respective employees or agents designated to enforce this by-law.

**BEST MANAGEMENT PRACTICE (BMP):** An activity, procedure, restraint, or structural improvement that helps to reduce the quantity or improve the quality of stormwater runoff.

**CLEARING:** Any activity that removes the vegetative surface cover.

**DEVELOPMENT:** The modification of land to accommodate a new use or expansion of use, usually involving construction.

**EROSION:** The wearing away of the land surface by natural or artificial forces such as wind, water, ice, gravity, or vehicle traffic and the subsequent detachment and transportation of soil particles.

**GRADING:** Changing the level or shape of the ground surface.

**GRUBBING:** The act of clearing land surface by digging up roots and stumps

**IMPERVIOUS SURFACE:** Any material or structure on or above the ground that prevents water infiltrating the underlying soil. Impervious surface includes without limitation roads, paved parking lots, sidewalks, and roof tops.

**LAND-DISTURBING ACTIVITY:** Any activity that causes a change in the position or location of soil, sand, rock, gravel, or similar earth material.

**LOW IMPACT DEVELOPMENT:** A set of strategies that seek to maintain natural systems during the development process. The idea is to create homes and businesses that are integrated into the landscape, not imposed on it. Natural areas and important features are protected, and stormwater is managed with a distributed network of swales and rain gardens, rather than a centralized system of pipes and ponds.

**MASSACHUSETTS STORMWATER MANAGEMENT POLICY:** The Policy issued by the Department of Environmental Protection, and as amended, that coordinates the requirements prescribed by state regulations promulgated under the authority of the Massachusetts Wetlands Protection Act M.G.L. c. 131 §40 and Massachusetts Clean Waters Act M.G.L. c. 21, §26-53. The Policy addresses stormwater impacts through implementation of performance standards to reduce or prevent pollutants from reaching water bodies and control the quantity of runoff from a site.

**MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) or municipal storm drain system:** The system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the Town of Hamilton.

**OPERATION AND MAINTENANCE PLAN:** A plan setting up the functional, financial and organizational mechanisms for the ongoing operation and maintenance of a stormwater management system to insure that it continues to function as designed.

**OUTFALL:** The point at which stormwater flows out from a point source discernible, confined and discrete conveyance into waters of the Commonwealth.

**OWNER:** A person with a legal or equitable interest in property.

**PERMIT AUTHORITY:** The Planning Board or the Zoning Board of Appeals, as outlined in Section 5.

**PERSON:** An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth or the federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

**POINT SOURCE:** Any discernible, confined, and discrete conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, or container from which pollutants are or may be discharged.

**PRE-CONSTRUCTION:** All activity in preparation for construction.

**REDEVELOPMENT:** Development, rehabilitation, expansion, demolition or phased projects that disturb the ground surface or increase the impervious area on previously developed sites.

**RUNOFF:** Rainfall, snowmelt, or irrigation water flowing over the ground surface.

**SEDIMENT:** Mineral or organic soil material that is transported by wind or water, from its origin to another location; the product of erosion processes.

**SEDIMENTATION:** The process or act of deposition of sediment.

**SITE:** Any lot or parcel of land or area of property where land-disturbing activities are, were, or will be performed.

**SLOPE:** The incline of a ground surface expressed as a ratio of horizontal distance to vertical distance.

**SOIL:** Any earth, sand, rock, gravel, or similar material.

**STORMWATER:** Stormwater runoff, snow melt runoff, and surface water runoff and drainage.

**STORMWATER MANAGEMENT PLAN:** A plan required as part of the application for a Stormwater Management Permit. See Section 6 and Planning Board Rules and Regulations. A document containing narrative, drawings and details developed by a qualified professional engineer (PE) or a Certified Professional in Erosion and Sedimentation Control (CPESC), which includes best management practices, or equivalent measures designed to control surface runoff, erosion and sedimentation during pre-construction and construction related land disturbance activities.

**VERNAL POOLS:** Temporary bodies of freshwater which provide critical habitat for a number of vertebrate and invertebrate wildlife species.

### **3. AUTHORITY**

- A. This bylaw is adopted under authority granted by the Home Rule Amendment of the Massachusetts Constitution, the Home Rule statutes, and pursuant to the regulations of the federal Clean Water Act found at 40 CFR §22.34
- B. Nothing in this Bylaw is intended to replace the requirements of any other bylaw that has been made or may be adopted by the Town of Hamilton.

### **4. APPLICABILITY**

- A. This bylaw shall apply to all activities that result in disturbance of one or more acres of land that drains to the Municipal Separate Storm Sewer System. A permit from the Permit Authority shall be required for any construction activity including clearing, grading and excavation, that results in a land disturbance that will disturb equal to or greater than one acre of land, or will disturb less than one acre of land but which is part of a larger common plan of development or sale which will ultimately disturb equal to or greater than one acre of land, draining to the Town's Municipal Separate Storm Sewer System.

**B. Construction activities that are exempt are:**

1. Normal maintenance and improvement of land in agricultural use as defined by the Wetlands Protection Act regulations 310 CMR 10.04 and MGL Chapter 40A, §3;
2. Maintenance of existing landscaping, gardens, or lawn areas associated with a single family dwelling provided such maintenance does not include the addition of more than 100 cubic yards of soil material, or alteration of drainage patterns;
3. The construction of fencing that will not substantially alter existing terrain or drainage patterns;
4. Normal maintenance of Town owned public land, ways, and appurtenances;
5. Repair or maintenance of an individual subsurface septic disposal system, and related elements such as pipes, etc., provided that the post-repair condition drainage is equal to the pre-repair condition.
6. Any work or projects for which all necessary approvals and permits have been issued before the effective date of this Bylaw section.
7. Maintenance, reconstruction or resurfacing of any public or private way; and the installation of drainage structures or utilities within or associated with such ways that have been approved by the appropriate authorities provided that written notice be filed with the Planning Board fourteen (14) days prior to commencement of activity;

**5. RESPONSIBILITY FOR ADMINISTRATION**

- A. For the purpose of this Bylaw section, as noted in B. below, the term Permit Authority shall indicate the Planning Board or the Zoning Board of Appeals, as appropriate. Any powers granted to or duties imposed upon the Permit Authority may be delegated in writing by the Permit Authority to its employees or agents.
- B. To the extent that the Zoning Board of Appeals is the Permit Authority under M.G.L. Chapter 40B and for certain activity, development, construction or reconstruction under the Zoning Bylaw for which the Applicant must also seek a Storm water Management Permit, then the Zoning Board of Appeals shall also be the Permit Authority in that instance.
- C. For all other applications which fall under the purview of this bylaw, the Planning Board shall be the Permit Authority.
- D. Applications, plans and accompanying data under this bylaw may be filed simultaneously with and may be incorporated into those plans and documents required in other permitting processes.
- E. Planning Board Rules and Regulations. The Planning Board shall adopt, and may periodically

amend Rules and Regulations to effectuate the purposes of this Bylaw section. Failure by the Planning Board to promulgate such Rules and Regulations shall not have the effect of suspending or invalidating this bylaw. The Rules and Regulations shall include but shall not be limited to: the size, quantity, and distribution of plans; filing fee; required details for Storm water Management Plan; Operation and Maintenance Plan; and Inspection and Site Supervision, etc.

#### F. Storm water Management Manual

1. The Permit Authority will utilize the policy, criteria and information including specifications and standards of the latest edition of the Massachusetts Storm water Management Policy to execute the provisions of this Bylaw. This Policy includes a list of acceptable storm water treatment practices, including the specific design criteria for each. The Policy may be updated and expanded periodically, based on improvements in engineering, science, monitoring, and local maintenance experience. Unless specifically altered in the Regulations, storm water treatment practices that are designed, constructed, and maintained in accordance with these design and sizing criteria will be presumed to be protective of Massachusetts water quality standards.
2. Storm water Credit System. The Permit Authority may adopt a Storm water Credit System as part of the regulations authorized by this Bylaw section. This credit system will allow applicants the option to use better site design practices to reduce some of the requirements specified in the criteria section of the Regulations. Failure of the Permit Authority to promulgate such a credit system through its Regulations or a legal declaration of its invalidity by a court shall not act to suspend or invalidate the effect of this Bylaw.

## 6. PERMITS AND PROCEDURES

### A. Application.

A completed application for a Storm water Management Permit (SMP) shall be filed with the Permit Authority. The Storm water Management Permit Application package shall include:

1. a completed Application Form with original signatures of all owners;
2. a list of abutters, certified by the Assessors Office (abutters at their mailing addresses shown on the most recent applicable tax list of the assessors, including owners of land directly opposite on any public or private street or way, and abutters to the abutters within 300 feet of the property line of the applicant, including any in another municipality or across a body of water);
3. Storm water Management Plan and project description;
4. Operation and Maintenance Plan;
5. payment of the application and review fees;
6. one (1) complete copy filed with the Town Clerk, by the Applicant, which shall serve to establish

the filing date.

7. A full electronic copy submitted by e-mail or on a CD.

See Storm water Management Permit Rules and Regulations for additional filing requirements.

- B. Entry. Filing an application for a permit grants the Permit Authority or its agent, permission to enter the site to verify the information in the application and to inspect for compliance with permit conditions, after proper notification to the Applicant at least 24 hours in advance.

#### C. Public Hearing

1. If an application is filed concurrently for a Definitive Subdivision Plan approval, for a project under the Zoning Bylaw, or for a 40B filing, the public hearing and decision requirements shall follow the requirements of the particular application.
2. To the extent possible, required hearings of the Permit Authority shall run concurrently with the Storm water Management Permit hearing, and every effort shall be made to handle the permitting process expeditiously.
3. If an application is filed independently of other filings, the Permit Authority shall hold a public hearing within sixty (60) days of the receipt of a complete application and shall take final action within sixty (60) days from the time of the close of the hearing unless such time is extended by agreement between the applicant and the Permit Authority. Notice of the public hearing shall be given by publication in a newspaper of local circulation, public posting, and by certified mail at the Applicant's expense to abutters at least fourteen (14) days prior to the hearing date. The Permit Authority shall make the application available for inspection by the public during business hours at the Hamilton Town Hall.

#### D. Information requests.

The applicant shall submit all additional information requested by the Permit Authority to issue a decision on the application.

#### E. Waivers

1. The Permit Authority may waive strict compliance with any requirement of this bylaw or the Rules and Regulations of the Planning Board, where
  - a. Such action is allowed by federal, state and local statutes and/or regulations
  - b. It is in the public interest
  - c. It is not consistent with the purpose and intent of this bylaw.
2. Any Applicant may submit a written request to be granted such a waiver. Such a request shall be accompanied by an explanation or documentation supporting the waiver request and demonstrating that strict application of the bylaw does not further the purpose or objectives of this bylaw.



3. All waiver requests shall be discussed and voted on at the Public Hearing for the project.
4. If in the Permit Authority's opinion, additional time or information is required for review of a waiver request, the Permit Authority may continue the hearing to a date certain announced at the meeting. In the event the Applicant objects to a continuance, or fails to provide requested information, the waiver request shall be denied.

F. Actions by the Permit Authority may include:

1. Approve the Stormwater Management Permit Application and issue a permit if it finds that the proposed plan will protect water resources and meets the objectives and requirements of this by-law;
2. Approve the Stormwater Management Permit Application and issue a permit with conditions, modifications or restrictions that the Permit Authority determines are required to ensure that the project will protect water resources and meets the objectives and requirements of this by-law;
3. Disapprove the Stormwater Management Permit Application and deny the permit if it finds that the proposed plan will not protect water resources or fails to meet the objectives and requirements of this by-law.

G. Failure of the Permit Authority to take final action. Failure of the Permit Authority to take final action upon an Application within the time specified above shall be deemed to be approval of said Application. Upon certification by the Town Clerk that the allowed time has passed without the Permit Authority's action, the Stormwater Management Permit shall be issued by the Town Clerk.

H. Vote required. A simple majority of the Permit Authority shall be required in order to grant a Stormwater Management Permit.

I. The Permit Authority shall enforce all violations of the Stormwater Management Permit approval and conditions. See Section 12. below for enforcement of violations of this bylaw section which do not fall under a valid Stormwater Management Permit.

J. Appeals A decision of the Permit Authority shall be final. Further relief of a decision by the Permit Authority made under this bylaw shall be reviewable in the Superior Court in an action filed within 60 days of filing a Decision with the Town Clerk, in accordance with M.G.L. Ch. 249 §4.

## **7. FINAL REPORT**

Upon completion of the work, the Applicant shall submit a report (including certified as-built construction plans, as outlined in Subdivision Regulations, Section IV.B.8.a), from a Registered Professional Engineer (P.E.), certifying that all erosion and sediment control devices, and approved changes and modifications, have been completed in accordance with the conditions of the approved permit. Any discrepancies should be noted in the cover letter.

## **8. CERTIFICATE OF COMPLETION**

The Permit Authority will issue a letter certifying completion upon receipt and approval of the Final Report and/or upon otherwise determining that all work of the permit has been satisfactorily completed in conformance with this bylaw.

## **9. EMPLOYMENT OF OUTSIDE CONSULTANTS**

The Permit Authority may employ outside consultants, at the Applicant's expense, under the terms of the Zoning Bylaw, and Planning Board Rules and Regulations, to assist in its permit decision, including but not limited to plan review, drainage and stormwater analysis; to determine conformance with this Bylaw section and other requirements; and for construction inspection, etc.

## **10. PERFORMANCE GUARANTEE**

- A. The Permit Authority may require the Applicant to post, before the start of land disturbance activity, a surety bond, irrevocable letter of credit, cash, or other acceptable security as performance guarantee, to be in an amount deemed sufficient by the Permit Authority to ensure that the work will be completed in accordance with the permit. If the project is phased, the Permit Authority may release part of the bond as each phase is completed in compliance with the permit but the bond may not be fully released until the Permit Authority has received the Final Report as required by Section 7 of this bylaw and issued a Certificate of Completion.
- B. The Planning Board Rules and Regulations shall establish reasonable criteria for assessing the Performance Guarantee.

## **11. DURATION OF STORMWATER MANAGEMENT PERMIT**

A Stormwater Management Permit is granted for a period of three years from the date of its approval and shall lapse if substantial use or construction has not commenced by such date, except for good cause as shown.

## **12. ENFORCEMENT of VIOLATIONS Which do not Fall under a Stormwater Management Permit**

- A. In any instance where a SWM Permit has not been applied for or granted, a disturbance of earth equal to or greater than one acre of land shall constitute a violation of this bylaw section. The Planning Board, or an authorized agent of the Planning Board, shall enforce this bylaw, regulations, orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violations.

## B. Orders

1. The Planning Board or an authorized agent of the Planning Board may issue a written order to enforce the provisions of this by-law or the regulations thereunder, which may include:
  - (a) a requirement to cease and desist from the land-disturbing activity until there is compliance with the bylaw and provisions of the land-disturbance permit;
  - (b) maintenance, installation or performance of additional erosion and sediment control measures;
  - (c) monitoring, analyses, and reporting
  - (d) remediation of erosion and sedimentation resulting directly or indirectly from the land-disturbing activity.
2. If the enforcing person determines that abatement or remediation of erosion and sedimentation is required, the order shall set forth a deadline by which such abatement or remediation must be completed. Said order shall further advise that, should the violator or property owner fail to abate or perform remediation within the specified deadline, the Town may, at its option, undertake such work, and the property owner shall reimburse the Town expenses.
3. Within thirty (30) days after completing all measures necessary to abate the violation or to perform remediation, the violator and the property owner shall be notified of the costs incurred by the Town of Hamilton, including administrative costs. The violator or property owner may file a written protest objecting to the amount or basis of costs with the Planning Board within thirty (30) days of receipt of the notification of the costs incurred. If the amount due is not received by the expiration of the time in which to file a protest or within thirty (30) days following a decision of the Planning Board affirming or reducing the costs, or from a final decision of a court of competent jurisdiction, the costs shall become a special assessment against the property owner and shall constitute a lien on the owner's property for the amount of said costs. Interest shall begin to accrue on any unpaid costs at the statutory rate, as provided in M.G.L. Ch. 59, §57, after the thirty-first day following the day on which the costs were due.

C. **Criminal Penalties** Any person who violates any provision of this Bylaw, regulation, or permit issued hereunder, shall be subject to fines, civil action, criminal prosecution, and tax liens, as appropriate and as lawfully established by the Town of Hamilton.

D. **Non-Criminal Disposition.** As an alternative to criminal prosecution or civil action, the Town may elect to utilize the non-criminal disposition procedure set forth in M.G.L. Ch.. 40 §21D and General Bylaw Chapter XIII, *Penalties for Violation* in which case the Planning Board shall be the enforcing person. The penalty for the 1st violation shall be \$100.00. The penalty for the 2nd violation shall be \$200.00. The penalty for the 3rd and subsequent violations shall be \$300.00.

Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

- E. Appeals. The decisions or orders of the Planning Board shall be final. Further relief shall be to a court of competent jurisdiction.
- F. Remedies Not Exclusive. The remedies listed in this by-law are not exclusive of any other remedies available under any applicable federal, state or local law.

### **13. SEVERABILITY**

If any provision, paragraph, sentence, or clause of this by-law shall be held invalid for any reason, all other provisions shall continue in full force and effect.

## **CHAPTER XXX**

### **ILLICIT DISCHARGE DETECTION AND ELIMINATION BY-LAW**

#### **1. PURPOSE**

Regulation of illicit connections and discharges to the municipal storm drain system is necessary for the protection of the town's water bodies and groundwater, and to safeguard the public health, safety, welfare and the environment. The objectives of this By-Law are:

1. to prevent Pollutants from entering the town's municipal separate storm drain system (MS4);
2. to prohibit illicit connections and unauthorized discharges to the MS4;
3. to require the removal of all such illicit connections;
4. to comply with state and federal statutes and regulations relating to stormwater discharges; and
5. to establish the legal authority to ensure compliance with the provisions of this By-Law through inspection, monitoring, and enforcement.

#### **2. DEFINITIONS**

For the purposes of this By-Law, the following shall mean:

**AUTHORIZED ENFORCEMENT AGENCY:** The Board of Selectmen, as the Board of Public Works, with the Director of Public Works as its Designated Agent.

**BEST MANAGEMENT PRACTICE (BMP):** An activity, procedure, restraint, or structural improvement that helps to reduce the quantity or improve the quality of stormwater runoff.

**CLEAN WATER ACT:** The Federal Water Pollution Control Act (33 U.S.C. §1251 et seq.) as hereafter amended.

**DISCHARGE OF POLLUTANTS:** The addition from any source of any Pollutant or combination of Pollutants into the municipal storm drain system or into the waters of the United States or Commonwealth from any source.

**GROUNDWATER:** Water beneath the surface of the ground.

**ILLICIT CONNECTION:** A surface or subsurface drain or conveyance, which allows an illicit discharge into the municipal storm drain system, including without limitation sewage, process wastewater, or wash water and any connections from indoor drains, sinks, or toilets, regardless of whether said connection was previously allowed, permitted, or approved before the effective date of this By-Law.

**ILLICIT DISCHARGE:** Direct or indirect discharge to the municipal storm drain system that is not composed entirely of stormwater, except as exempted in Section 8. The term does not include a discharge in compliance with an NPDES Storm Water Discharge Permit or a Surface Water Discharge Permit, or resulting from fire fighting activities exempted pursuant to Section 8, of this By-Law.

**IMPERVIOUS SURFACE:** Any material or structure on or above the ground that prevents water infiltrating the underlying soil. Impervious surface includes without limitation roads, paved parking lots, sidewalks, and rooftops.

**MUNICIPAL SEPARATE STORM DRAIN SYSTEM (MS4) or MUNICIPAL STORM SEWER SYSTEM:** The system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the Town of Hamilton.

**NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) STORM WATER DISCHARGE PERMIT:** A permit issued by United States Environmental Protection Agency or jointly with the State that authorizes the discharge of Pollutants to waters of the United States.

**NON-STORMWATER DISCHARGE:** Discharge to the municipal storm drain system not composed entirely of stormwater.

**PERSON:** An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth or the federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

**POLLUTANT:** Any element or property of sewage, agricultural, industrial or commercial waste, runoff, leachate, heated effluent, or other matter whether originating at a point or nonpoint source, that is or may be introduced into any sewage treatment works or waters of the Commonwealth.

Pollutants shall include without limitation:

1. paints, varnishes, and solvents;
2. oil and other automotive fluids;
3. non-hazardous liquid and solid wastes and yard wastes;
4. refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordnances, and accumulations;
5. pesticides, herbicides, and fertilizers;
6. hazardous materials and wastes; sewage, fecal coliform and pathogens;
7. dissolved and particulate metals;
8. animal wastes;
9. rock, sand, salt, soils;
10. construction wastes and residues; and
11. noxious or offensive matter of any kind.

**PROCESS WASTEWATER:** Water which, during manufacturing or processing, comes into direct contact with or results from the production or use of any material, intermediate product, finished product, or waste product.

**RECHARGE:** The process by which groundwater is replenished by precipitation through the percolation of runoff and surface water through the soil.

**STORMWATER:** Storm water runoff, snow melt runoff, and surface water runoff and drainage.

**SURFACE WATER DISCHARGE PERMIT:** A permit issued by the Department of Environmental Protection (DEP) pursuant to 314 CMR 3.00 that authorizes the discharge of Pollutants to waters of the Commonwealth of Massachusetts.

**TOXIC OR HAZARDOUS MATERIAL or WASTE:** Any material, which because of its quantity, concentration, chemical, corrosive, flammable, reactive, toxic, infectious or radioactive characteristics, either separately or in combination with any substance or substances, constitutes a present or potential threat to human health, safety, welfare, or to the environment. Toxic or hazardous materials include any

synthetic organic chemical, petroleum product, heavy metal, radioactive or infectious waste, acid and alkali, and any substance defined as Toxic or Hazardous under M.G.L. Ch. 21C and Ch. 21E, and the regulations at 310 CMR 30.000 and 310 CMR 40.0000.

**WATERCOURSE:** A natural or man-made channel through which water flows or a stream of water, including a river, brook or underground stream.

**WATERS OF THE COMMONWEALTH:** All waters within the jurisdiction of the Commonwealth, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, estuaries, wetlands, costal waters, and groundwater.

**WASTEWATER:** Any sanitary waste, sludge, or septic tank or cesspool overflow, and water that during manufacturing, cleaning or processing, comes into direct contact with or results from the production or use of any raw material, intermediate product, finished product, byproduct or waste product.

### **3. APPLICABILITY**

This By-Law shall apply to flows entering the municipally owned storm drainage system.

### **4. AUTHORITY**

A. This By-Law is adopted under the authority granted by the Home Rule Amendment of the Massachusetts Constitution and the Home Rule Procedures Act, and pursuant to the regulations of the federal Clean Water Act found at 40 CFR §122.34 and the Phase II ruling from the Environmental Protection Agency found in the December 8, 1999 Federal Register.

B. Nothing in this By-Law is intended to replace the requirements or authority of any other By-Law, state, federal, or superseding authority.

### **5. RESPONSIBILITY FOR ADMINISTRATION**

The Town Manager shall administer, implement and enforce this By-Law. Any powers granted to or duties imposed upon the Town Manager may be delegated in writing by him to the Designated Agent or to another authorized agent.

### **6. REGULATIONS**

The Board of Selectmen may promulgate Rules and Regulations to effectuate the purposes of this By-Law. Failure by the Board to promulgate such Rules and Regulations shall not have the effect of suspending or invalidating this By-Law.

## **7. PROHIBITED ACTIVITIES**

- A. **Illicit Discharges.** No person shall dump, discharge, cause or allow to be discharged any Pollutant or non-stormwater discharge into the municipal separate storm drain system (MS4), into a watercourse, or into the waters of the Commonwealth.
- B. **Illicit Connections.** No person shall construct, use, allow, maintain or continue any illicit connection to the municipal storm drain system, regardless of whether the connection was permissible under applicable law, regulation or custom at the time of connection.
- C. **Obstruction of Municipal Storm Drain System.** No person shall obstruct or interfere with the normal flow of stormwater into or out of the municipal storm drain system without prior written approval from the Designated Agent.

## **8. EXEMPTIONS**

- A. Discharge or flow resulting from fire fighting activities.
- B. The following non-stormwater discharges or flows are exempt from the prohibition of non-stormwaters provided that the source is not a significant contributor of a Pollutant to the municipal storm drain system **and such discharge complies with the requirements of Chapter X, Section 9 of these By-laws.**
1. Waterline flushing;
  2. Flow from potable water sources;
  3. Springs;
  4. Natural flow from riparian habitats and wetlands;
  5. Diverted stream flow;
  6. Rising groundwater;
  7. Uncontaminated groundwater infiltration as defined in 40 CFR 35.2005(20), or uncontaminated pumped groundwater;
  8. Water from exterior foundation drains, footing drains (not including active groundwater dewatering systems), crawl space pumps, or air conditioning condensation;
  9. Discharge from landscape irrigation or lawn watering;
  10. Water from individual residential car washing;



11. Discharge from dechlorinated swimming pool water (less than one ppm chlorine), provided the water is allowed to stand for one week prior to draining and the pool is drained in such a way as not to cause a nuisance;
12. Plowing, sanding, and salting, and other measures during snow and ice conditions;
13. Discharge from street sweeping;
14. Dye testing, provided verbal notification is given to the Designated Agent at least 7 days prior to the time of the test;
15. Non-stormwater discharge permitted under an NPDES permit or a Surface Water Discharge Permit, waiver, or waste discharge order administered under the authority of the United States Environmental Protection Agency or the Department of Environmental Protection, provided that the discharge is in full compliance with the requirements of the permit, waiver, or order and applicable laws and regulations; and
16. Discharge for which advanced written approval is received from the Designated Agent as necessary to protect public health, safety, welfare or the environment.
17. Discharge or flow that results from exigent conditions and occurs during a State of Emergency declared by any agency of the federal or state government, or by the Town Manager, the Board of Selectmen or the Board of Health.

## **9. EMERGENCY SUSPENSION OF STORM DRAINAGE SYSTEM ACCESS**

The Designated Agent may suspend municipal storm drain system access to any person or property without prior written notice when such suspension is necessary to stop an actual or threatened discharge of Pollutants that presents imminent risk of harm to the public health, safety, welfare or the environment. In the event any person fails to comply with an emergency suspension order, the Authorized Enforcement Agency may take all reasonable steps to prevent or minimize harm to the public health, safety, welfare or the environment.

## **10. NOTIFICATION OF SPILLS**

A. Notwithstanding other requirements of local, state or federal law, as soon as a person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of or suspects a release of materials at that facility or operation resulting in or which may result in discharge of Pollutants to the municipal drainage system or waters of the Commonwealth, the person shall take all necessary steps to ensure containment, and cleanup of the release.

B. In the event of a release of oil or hazardous materials, the person shall immediately notify the municipal Fire and Police Departments and the Designated Agent. In the event of a release of non-hazardous material, the reporting person shall notify the Designated Agent no later than the next

business day. The reporting person shall provide to the Designated Agent written confirmation of all telephone, facsimile or in-person notifications within three business days thereafter.

C. If the discharge of prohibited materials is from a commercial or industrial facility, the facility owner or operator of the facility shall retain on-site a written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

## **11. ENFORCEMENT**

A. The Town Manager shall enforce this By-Law, regulations, orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violations.

B. Civil Relief. If a person violates the provisions of this By-Law, regulations, permit, notice, or order issued thereunder, the Board of Selectmen may seek injunctive relief in a court of competent jurisdiction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.

B. Orders. The Town Manager may issue a written order to enforce the provisions of this By-Law or the regulations thereunder, which may include: (a) elimination of illicit connections or discharges to the MS4; (b) performance of monitoring, analyses, and reporting; (c) that unlawful discharges, practices, or operations shall cease and desist; and (d) remediation of contamination in connection therewith.

C. If the enforcing person determines that abatement or remediation of contamination is required, the order shall set forth a deadline by which such abatement or remediation must be completed. Said order shall further advise that, should the violator or property owner fail to abate or perform remediation within the specified deadline, the town may, at its option, undertake such work, and expenses thereof shall be charged to the violator.

D. Within thirty (30) days after completing all measures necessary to abate the violation or to perform remediation, the violator and the property owner will be notified of the costs incurred by the Town, including administrative costs. The violator or property owner may file a written protest objecting to the amount or basis of costs with the Town Manager within thirty (30) days of receipt of the notification of the costs incurred. If the amount due is not received by the expiration of the time in which to file a protest or within thirty (30) days following a decision of the Town Manager, affirming or reducing the costs, or from a final decision of a court of competent jurisdiction, the costs shall become a special assessment against the property owner and shall constitute a lien on the owner's property for the amount of said costs. Interest shall begin to accrue on any unpaid costs at the statutory rate provided in M.G.L. Ch. 59 §57 after the thirty-first day at which the costs first become due.

E. Criminal Penalties. Any person who violates any provision of this By-Law, regulation, or permit issued hereunder, shall be subject to fines, civil action, criminal prosecution, and tax liens, as appropriate and as lawfully established by the Town of Hamilton.

F. Non-Criminal Disposition. As an alternative to criminal prosecution or civil action, the Town of Hamilton may elect to utilize the non-criminal disposition procedure set forth in M. G.L. Ch. 40 §21D and General By-Law Chapter XIII, in which case the Board of Selectmen shall be the enforcing person. The penalty for each violation shall be \$100.00 for the first offense, \$200.00 for the second violation,

and \$300.00 for the third violation. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

G. Entry to Perform Duties Under this By-Law. To the extent permitted by state law, or if authorized by the owner or other party in control of the property, the Town Manager may enter upon privately owned property for the purpose of performing his duties under this By-Law and regulations and may make or cause to be made such examinations, surveys or sampling as the Town Manager deems reasonably necessary.

H. Appeals. The decisions or orders of the Town Manager shall be final. Further relief shall be to a court of competent jurisdiction.

I. Remedies Not Exclusive. The remedies listed in this By-Law are not exclusive of any other remedies available under any applicable federal, state or local law.

## **SECTION 12. SEVERABILITY**

The provisions of this By-Law are hereby declared to be severable. If any provision, paragraph, sentence, or clause, of this By-Law or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this By-Law.

## **SECTION 13. TRANSITIONAL PROVISIONS**

Property owners shall have 90 days from the effective date of the By-Law to comply with its provisions or petition the Board of Selectmen for an extension provided good cause is shown for the failure to comply with the By-Law during the specified period.

## **CHAPTER XXXI**

### **TOWN OF HAMILTON ADOPTION OF HISTORIC DISTRICT BY-LAW**

1. There is hereby established a Historic District, hereinafter called "The District" under the provisions of General Laws, Chapter 40C, as amended, bounded and described as set forth in the copy of the by-law on file with the Town Clerk.

The metes and bounds are shown on a map entitled "Hamilton Historic District, Established 1972" filed with the Town Clerk and to be recorded with the Essex South District Registry of Deeds. Said map is designated as the map required for filing in accordance with the fourth paragraph of Section 3 of said Chapter 40C, as amended. The sources of said map are Assessors Maps #40 and #49 on file with the Board of Assessors of Hamilton.

## APPENDIX I

### Standard Operating Procedures

# Standard Operating Procedures

Hamilton, MA

Department of Public Works

## Parks and Open Space Management

Issue Date:

Approved by:

Timothy Olson

Public Works Director (or similar)

### MA Small MS4 General Permit Requirement Summary:

Part 2.3.7.a.i.

Within two (2) years from the effective date of the permit, the permittee shall develop, if not already developed, written (hardcopy or electronic) operations and maintenance procedures for all Parks and open spaces. These written procedures shall be included as part of the SWMP.

Part 2.3.7.a.ii.1.

Establish procedures to address the proper use, storage, and disposal of pesticides, herbicides, and fertilizers including minimizing the use of these products and using only in accordance manufacturer's instruction. Evaluate lawn maintenance and landscaping activities to ensure practices are protective of water quality. Protective practices include reduced mowing frequencies, proper disposal of lawn clippings, and use of alternative landscaping materials (e.g., drought resistant planting). Establish pet waste handling collection and disposal locations at all parks and open space where pets are permitted, including the placing of proper signage concerning the proper collection and disposal of pet waste. Establish procedures to address waterfowl congregation areas where appropriate to reduce waterfowl droppings from entering the MS4. Establish procedures for management of trash containers at parks and open space (scheduled cleanings; sufficient number). Establish procedures to address erosion or poor vegetative cover when the permittee becomes aware of it; especially if the erosion is within 50 feet of a surface water.

#### Municipal Parks and Open Space Inventory

The following is a list of properties covered by these procedures. This inventory shall be updated annually during SWMP review.

Park	Address/Location	Lawn Mowing	Landscaping	Fertilizing	Pesticide/Herbicide	Trash mgmt.	Pet waste mgmt.	Waterfowl mgmt.	Other maintenance:
Patton Park		X	X	X		X			
Fairhaven Field		X	X	X		X			
School Street Park		X	X	X		X			
Cutler Park		X				X			
Donovan Field		X		X		X			

**Issue Date:**

*Department of Public Works*

[illegible]

The following personnel are responsible for municipal parks and open space management. Employees performing the procedures in this SOP shall attend annual stormwater pollution prevention training.

<b>Timothy Olson</b>	<b>DPW Director</b>
<b>Peter Cobb</b>	<b>Asst. DPW Director</b>
<b>Gary Kureta</b>	<b>Parks and Grounds Laborer</b>
<b>Scott McCulloch</b>	<b>Hwy Equipment Operator</b>
<b>Ray Currier</b>	<b>Hwy Laborer</b>

## Standard Operating Procedures

*Hamilton, MA*

*Department of Public Works*

## Parks and Open Space Management

Issue Date:

### Lawn Mowing

On the following schedule: Weekly or prior to athletic events

Responsible Personnel: Gary Kureta with assistance from Scott McCulloch and Ray Currier

#### Standard Operating Procedures:

- Lawns shall be mowed to a height of 3".
- Mowing pattern shall vary to prevent ruts and promote even growth.
- Grass clippings shall be mulched using a mulching mower OR disposed of a Hamilton Landfill at 500 Chebacco Road so as to avoid entering the storm drain system.

### Pesticide, Herbicide, and Fertilizer Use

On the following schedule: Bi-Annually, Spring and Fall

Except during drought conditions or preceding heavy rainfall.

Responsible Personnel: (Name of Contracted Company) Gary Kureta with assistance from Scott McCulloch and Ray Currier

The following chemicals are utilized for municipal parks and open space management:

Chemical	Use	Storage Location*	Disposal (per manufacturer's instructions)

All fertilizer is applied stored and ordered by a private vendor through the Parks/Recreation Department.

#### Standard Operating Procedures:

- Integrated Pest Management strategies shall include \_\_\_\_\_ N/A \_\_\_\_\_ to reduce chemical use.

<p><b>Standard Operating Procedures</b></p> <p><i>Hamilton, MA</i></p> <p><i>Department of Public Works</i></p> <p><b>Parks and Open Space Management</b></p>	<p><b>Issue Date:</b></p>
<p>→ Pesticides, Herbicides, and Fertilizers shall be applied following manufacturer's instructions as well as additional municipal instructions:</p>	
<p><b>Other Landscaping</b></p> <p>Involves the following:</p> <ul style="list-style-type: none"> <li>- Weeding</li> <li>- Planting/reseeding</li> <li>- Pruning</li> <li>- Leaf litter removal</li> </ul> <p>Other Landscaping practices occur when necessary to keep the landscape in a healthy condition.</p> <p>Responsible Personnel: Gary Kureta with assistance from Scott McCulloch and Ray Currier</p> <p><b>Standard Operating Procedures:</b></p> <ul style="list-style-type: none"> <li>→ Landscaping waste shall be disposed of at Hamilton Landfill at 500 Chebacco Road so for composting so as to avoid entering the storm drain system.</li> <li>→ Weeding shall be done manually where possible to reduce herbicide use.</li> <li>→ Leaf litter shall be disposed of at Hamilton Landfill at 500 Chebacco Road so for composting so as to avoid entering the storm drain system.</li> </ul>	
<p><b>Trash Management</b></p> <p>Trash cans and/or dumpsters are located at the following parks: All parks</p> <p>Emptying and replacing bags/inspecting for leaks shall take place on the following schedule: Once per week</p> <p>Responsible Personnel: Gary Kureta with assistance from Scott McCulloch and Ray Currier</p>	



<p><b>Standard Operating Procedures</b></p> <p><i>Hamilton, MA</i></p> <p><i>Department of Public Works</i></p> <p><b>Parks and Open Space Management</b></p>	<p><b>Issue Date:</b></p>
<p>Additional trash cans or other necessary equipment shall be ordered by Timothy Olson based on the results of park inspections.</p> <p>Parks shall be inspected and cleaned for litter on the following schedule: Once per week</p> <p>Responsible personnel: Gary Kureta with assistance from Scott McCulloch and Ray Currier</p> <p>Pet waste receptacles and/or bags are located at the following parks: No, no dogs on allowed in the parks</p> <p>Additional pet waste receptacles, signage, bags, etc. shall be ordered by _____ N/A _____ (<i>staff</i>) based on the results of park inspections.</p>	
<p><b>Other Park Management</b></p> <p>Procedures for addressing waterfowl congregation and waste at specific parks: Choose and explain one or several options: (signage related to feeding geese) (decoys) (tall grasses near waterbodies or other structural changes) (dogs) (audio repellant) (other)</p> <p>Specific Parks: N/A</p> <p>Responsible personnel: N/A</p> <p>Procedures for addressing the emptying and cleaning of water features:</p> <ul style="list-style-type: none"> <li>- Allow N/A hours for dechlorination</li> <li>- Store disinfection chemicals indoors in secondary containment</li> <li>- Train staff on spill response procedures at least annually</li> </ul> <p>(add as appropriate)</p> <p>Specific Parks: N/A</p> <p>Responsible personnel: N/A</p> <p>Procedures for washing or cleaning park impervious surfaces:</p> <ul style="list-style-type: none"> <li>- Sweep impervious surface twice a year, or as necessary.</li> <li>- Direction of wash water to pervious surfaces, sanitary sewer</li> </ul>	

<b>Standard Operating Procedures</b> <i>Hamilton, MA</i> <i>Department of Public Works</i> <b>Parks and Open Space Management</b>	<b>Issue Date:</b>
<p>Specific Parks: N/A</p> <p>Responsible personnel: N/A</p> <p>Procedures for correcting areas experiencing erosion:</p> <ul style="list-style-type: none"><li>- Temporary stabilization measures</li><li>- Sediment and erosion control measures</li><li>- Re-establish grass or native plants</li></ul>	

## C.1: Fuel and Oil Handling

### Introduction

Spills, leaks, and overfilling can occur during handling of fuels and petroleum-based materials, representing a potential source of stormwater pollution, even in small volumes. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees on a variety of ways by which fuels and petroleum-based materials can be delivered, as well as steps to be taken when petroleum products (such as waste oil) are loaded onto vehicles for offsite disposal or recycling. Delivery, unloading, and loading of waste oils are hereafter referred to as “handling.” Attached is a fuel delivery form checklist.

The Town of Hamilton undertakes various procedures and precautions in handling fuel and oil, as described in Section 3.0 of the Town’s Operation and Maintenance Plan.

### Procedures

The Town of Hamilton will implement the following fuel and oil handling procedures to help reduce the discharge of pollutants from the MS4:

#### General Guidelines

For all manners of fuel and oil handling described below, a member of the facility’s Pollution Prevention Team (if the facility has a SWPPP) or another knowledgeable person familiar with the facility should be present during handling procedures. This person should ensure that the following are observed:

- There is no smoking while fuel handling is in process or underway.
- Sources of flame are kept away while fuel handling is being completed. This includes smoking, lighting matches, carrying any flame, or carrying a lighted cigar, pipe, or cigarette.
- The delivery vehicle’s hand brake is set, and wheels are chocked while the activity is being completed.
- Catch basins and drain manholes are adequately protected.
- No tools are to be used that could damage fuel or oil containers or the delivery vehicle.
- No flammable liquid should be unloaded from any motor vehicle while the engine is operating unless the engine of the motor vehicle is required to be used for the operation of a pump.
- Ensure that local traffic does not interfere with fuel transfer operations. If it does, make appropriate accommodations.
- The attending persons should watch for any leaks or spills:
  - Any small leaks or spills should be immediately stopped, and spilled materials absorbed and disposed of properly. Follow the procedures in SOP C.3: Spill Response and Cleanup.
  - In the event of a large spill or one that discharges to surface waters or an engineered storm drain system, the facility representative should activate the facility’s Stormwater Pollution Prevention Plan (SWPPP) and report the incident as specified in the document.

#### Delivery by Bulk (Tanker) Truck

Procedures for the delivery of bulk fuel should include the following:

- The truck driver should check in with the facility upon arrival.

- The facility representative should ensure that the appropriate spill cleanup and response equipment and personal protective equipment are readily available and easily accessible. Refer to SOP C.3: Spill Response and Cleanup for examples of spill cleanup and response materials.
- The facility representative should check to ensure that the amount of delivery does not exceed the available capacity of the tank.
  - A level gauge can be used to verify the level in the tank.
  - If a level gauge is not functioning or is not present on the tank, the tank should be stick tested prior to filling.
- The truck driver and the facility representative should both remain with the vehicle during the delivery process.
- The truck driver and the facility representative should inspect all visible lines, connections, and valves for leaks.
- When delivery is complete and the hoses are removed, buckets should be placed underneath connection points to catch drippings.
- The delivery vehicle should be inspected prior to departure to ensure that the hose is disconnected from the tank.
- The facility representative should inspect the fuel tank to verify that no leaks have occurred, or that any leaked or spilled material has been cleaned and disposed of properly.
- The facility representative should gauge tank levels to ensure that the proper amount of fuel is delivered and collect a receipt from the truck driver.

### **Delivery of Drummed Materials**

Drummed materials may include motor oil, hydraulic fluid, transmission fluid, or waste oil from another facility (as approved). Procedures for the delivery of drummed materials should include the following:

- The truck driver should check in with the facility upon arrival.
- The facility representative should ensure that the appropriate spill cleanup and response equipment and personal protective equipment are readily available and easily accessible. Refer to SOP C.3: Spill Response and Cleanup for examples of spill cleanup and response materials. The facility representative should closely examine the shipment for damaged drums.
  - If damaged drums are found, they should be closely inspected for leaks or punctures.
  - Breached drums should be removed to a dry, well-ventilated area and the contents transferred to other suitable containers.
  - Drums should be disposed of in accordance with all applicable regulations.
- Drummed materials should not be unloaded outdoors during wet weather events.
- The truck driver and the facility representative should both remain with the vehicle during the delivery process.
- Drums should be handled and unloaded carefully to prevent damage.
- Upon completion of unloading, the facility representative should inspect the unloading point and the drums to verify that no leaks have occurred, that any leaked or spilled material has been cleaned up and disposed of properly, and that the unloaded drums are not leaking.
- The facility representative should check to ensure that the proper amount of fuel or other material is delivered and collect a receipt from the truck driver.

**Removal of Waste Oil from the Facility**

When waste oil or similar oil products need to be removed from the premises, only haulers certified to transport waste oil should be utilized. Procedures should include the following:

- The disposal truck driver should check in with the facility upon arrival.
- The facility representative should ensure that the appropriate spill cleanup and response equipment and personal protective equipment are readily available and easily accessible. Refer to SOP C.3: Spill Response and Cleanup for examples of spill cleanup and response materials. The truck driver and the facility representative should both remain with the vehicle during the tank draining process.
- When draining is complete and the hoses are removed, buckets should be placed underneath connection points to catch drippings.
- The facility representative should inspect the loading point and the tank to verify that no leaks have occurred, or that any leaked or spilled material has been cleaned up and disposed of properly.
- The facility representative should collect a receipt from the truck driver.
- When draining bulk oil tanks:
  - The facility representative should verify that the volume of waste oil in the tank does not exceed the available capacity of the disposal hauler's vehicle.
  - The disposal hauler vehicle should be inspected prior to departure to ensure that the hose is disconnected from the tank.

**Employee Training**

- Employees who handle or deliver fuel and/or oil are trained once per year on proper procedures.
- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

**Attachments**

1. Fuel Delivery Checklist

**Related Standard Operating Procedures**

- C.3: Spill Response and Cleanup

## C.2: Hazardous Materials Storage and Handling

### Introduction

A hazardous material is any biological, chemical, or physical material with properties that make it dangerous or potentially harmful to human health or the environment. Hazardous materials can be released to the environment in a variety of ways. When hazardous materials come into contact with rain or snow, the pollutants are washed into the storm sewer system and to surface waterbodies and/or groundwater. Hazardous materials associated with municipal facilities and their operations include, but are not limited to, oil, gasoline, antifreeze, fertilizers, pesticides, and de-icing agents and additives.

Municipally owned or managed facilities where hazardous materials are commonly stored and handled include:

- Equipment storage and maintenance yards
- Hazardous waste disposal facilities
- Hazardous waste handling and transfer facilities
- Composting facilities
- Materials storage yards
- Municipal buildings and facilities (e.g., schools, libraries, police and fire departments, town offices, municipal pools, and parking garages)
- Public works yards
- Solid waste handling and transfer facilities
- Vehicle storage and maintenance yards
- Water and wastewater facilities

Minimizing or eliminating contact of hazardous materials with stormwater can significantly reduce pollution of receiving waters. Proper hazardous material handling and storage also contributes to employee health, an organized workplace, and efficient operations. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees to help prevent stormwater pollution resulting from the handling and storage of hazardous materials. If services are contracted, this SOP should be provided to the contractor. The contract should also specify that the contractor is responsible for compliance with all applicable laws.

The Town of Hamilton undertakes various activities regarding handling and storing hazardous materials. These activities are outlined in Section 3.2 of the Town's Operation and Maintenance Plan.

### Procedures

The Town of Hamilton will implement the following procedures for handling and storing hazardous materials to reduce the discharge of pollutants to the MS4:

#### Handling, Loading, and Unloading

- Avoid loading/unloading materials in the rain and/or provide cover.
- Retrace areas where materials have been transferred to identify spills. If spills are found, immediately

clean them up. Follow procedures in SOP C.3: Spill Response and Cleanup.

- Time delivery and handling of materials during favorable weather conditions whenever possible (e.g., avoid receiving loads of sand during windy weather).
- Inspect containers for material compatibility and structural integrity prior to loading/unloading any raw or waste materials.
- Use dry cleanup methods (e.g., squeegee and dust pan, sweeping, and absorbents as last step) rather than hosing down surfaces.

### **Material Storage**

- Confine material storage indoors whenever possible. Plug or disconnect floor drains that lead to the stormwater system.
- Confine outdoor material storage to designated areas that are covered, on impervious surfaces, away from high traffic areas, and outside of drainage pathways.
- Store containers on pallets or equivalent structures to facilitate leak inspection and to prevent contact with wet floors that can cause corrosion. This technique also reduces incidences of container damage by insects and rodents.
- Store materials and waste in materially compatible containment units.
- Keep hazardous materials in their original containers.
- If materials are not in their original containers, clearly label all storage containers with the name of the chemical, the expiration date, and handling instructions.
- Maintain an inventory of all raw and waste materials to identify leakage. Order new materials only when needed.
- Provide secondary containment for storage tanks and drums with sufficient volume to store 110 percent of the volume of the material.
- Provide sufficient aisle space to allow for routine inspections and access for spill cleanup.
- Inspect storage areas for spills or leaks and containment units for corrosion or other failures.

### **Waste Treatment, Disposal, and Cleanup**

- Adopt a regular schedule for the pick-up and disposal of waste materials.
- Recycle leftover materials whenever possible.
- Substitute nonhazardous or less-hazardous materials for hazardous materials whenever possible.
- Protect empty containers from exposure to stormwater and dispose of them regularly to avoid contamination from container residues.

### **Employee Training**

- Employees who handle and use hazardous materials are trained once per year on these procedures.
- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

## C.3: Spill Response and Cleanup

### Introduction

Municipalities are responsible for any contaminant spill or release that occurs on property that they own or operate. Particular areas of concern include any facilities that use or store chemicals, fuel oil, or hazardous waste, including schools, garages, and landfills. Implementation of proper spill response and cleanup procedures can help to mitigate the effects of a contaminant release. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees to help reduce the discharge of pollutants from the MS4 as a result of spills or releases.

### Procedures

The Town of Hamilton will implement the following spill response and cleanup procedures to reduce the discharge of pollutants from the MS4:

#### Responding to a Spill

Employees should be trained in proper spill response specific to the materials used at their site and appropriate personal protective equipment (PPE). In the event of a spill, follow these spill response and cleanup procedures:

- If the facility has a Stormwater Pollution Prevention Plan (SWPPP), notify a member of the facility's Pollution Prevention Team, the facility supervisor, and/or the facility safety officer (fill out the attached spill response contact list). If not, continue to follow the procedures outlined below.
- Assess the contaminant release site for potential safety issues and for direction of flow.
- Complete the following:
  - Stop the contaminant release.
  - Contain the contaminant release through the use of spill containment berms or absorbents.
  - Protect all drains and/or catch basins with the use of absorbents, booms, berms or drain covers.
  - Clean up the spill.
  - Dispose of all contaminated products in accordance with applicable federal, state and local regulations.
    - i. Soil contaminated with petroleum should be handled and disposed of as described in MassDEP policy WCS-94-400, Interim Remediation Waste Management Policy for Petroleum Contaminated Soils (<https://www.mass.gov/files/documents/2016/08/mq/94-400.pdf>).
    - ii. Products saturated with petroleum products or other hazardous chemicals require special handling and disposal by licensed transporters. Licensed transporters will pick up spill contaminated materials for recycling or disposal. Save the shipping records for at least three years.
    - iii. Waste oil contaminated industrial wipes and sorptive minerals:
      - 1. Perform the "one drop" test to ensure absorbents do not contain enough oil to be considered hazardous, as described in the MassDEP Waste Oil Management Guide (<https://www.mass.gov/files/documents/2018/12/18/oilwiper.pdf>).
      - 2. Wring absorbents through a paint filter. If doing so does not generate one



- drop of oil, the materials are not hazardous.
3. If absorbents pass the “one drop” test they may be discarded in the trash unless contaminated with another hazardous waste.
    - a. It is acceptable to mix the following fluids and handle them as waste oil:
      - i. Waste motor oil
      - ii. Hydraulic fluid
      - iii. Power steering fluid
      - iv. Transmission fluid
      - v. Brake fluid
      - vi. Gear oil
    - b. **Do not mix** the following materials with waste oil. Store each separately:
      - i. Gasoline
      - ii. Antifreeze
      - iii. Brake and carburetor cleaners
      - iv. Cleaning solvents
      - v. Other hazardous wastes
  4. If absorbents do not pass the “one drop” test they should be placed in separate metal containers with tight fitting lids, labeled “Oily Waste Absorbents Only.”
- If you need assistance containing and/or cleaning up the spill, or preventing it from discharging to a surface water (or an engineered storm drain system), contact your local fire department using the number listed below. **In the case of an emergency call 911.**
    - Hamilton Fire Department: (978)-468-5560
  - Contact the MassDEP 24-hour spill reporting notification line, toll-free at **(888)-304-1133**;
    - The following scenarios **are exempt** from MassDEP reporting requirements (see the MassDEP factsheet on oil and hazardous materials handling for more information: <https://www.mass.gov/files/documents/2016/08/xm/spillmgm.pdf>).
      - i. Spills that are less than 10 gallons of petroleum and do not impact a water body
      - ii. Spills that are less than one pound of hazardous chemicals and do not present an imminent health or safety hazard
      - iii. Fuel spills from passenger vehicle accidents
      - iv. Spills within a vault or building with a watertight floor and walls that completely contain all released chemicals

### Reporting a Spill

When contacting emergency response personnel or a regulatory agency, or when reporting the contaminant release, be prepared to provide the following information:

1. Your name and the phone number you are calling from.
2. The exact address and location of the contaminant release.
3. Specifics of release, including:
  - a. What was released;
  - b. How much was released, which may include:
    - i. Pounds

- ii. Gallons
    - iii. Number of containers
4. Where was the release sent/what was contaminated, addressing:
  - a. Pavement
  - b. Soil
  - c. Drains
  - d. Catch basins
  - e. Water bodies
  - f. Public streets
  - g. Public sidewalks
5. The concentration of the released contaminant.
6. What/who caused the release.
7. Is the release being contained and/or cleaned up or is the response complete.
8. Type and amount of petroleum stored on site, if any.
9. Characteristics of contaminant container, including:
  - a. Tanks
  - b. Pipes
  - c. Valves

### **Maintenance and Prevention Guidance**

Prevention of spills is preferable to even the best response and cleanup. To mitigate the effects of a contaminant release, provide proper maintenance and inspection at each facility. To protect against contaminant release adhere to the following guidance:

- Ensure all employees are properly trained to respond in the case of a spill, understand the nature and properties of the contaminant, and understand the spill control materials and personnel safety equipment. Maintain training records of current personnel on site and retain training records of former personnel for at least three years from the date last worked at the facility.
- Provide yearly maintenance and inspection at all municipal facilities, paying particular attention to underground storage tanks. Maintain maintenance and inspection records on site.
- Implement good management practices where chemicals and hazardous wastes are stored:
  - a. Ensure storage in closed containers inside a building and on an impervious surface wherever possible.
  - b. If storage cannot be provided inside, ensure secondary containment for 110 percent of the maximum volume of the storage container.
  - c. Locate storage areas near maintenance areas to decrease the distance required for transfer.
  - d. Provide accurate labels, Material Safety Data Sheets (MSDS) information, and warnings for all stored materials.
  - e. Regularly inspect storage areas for leaks.
  - f. Ensure secure storage locations, preventing access by untrained or unauthorized persons.
  - g. Maintain accurate records of stored materials.
- Replace traditional hazardous materials such as pesticides and cleansers with non-hazardous products such as bio-lubricants which can reduce response costs in the case of a spill.

Maintain appropriately stocked spill response kits at each facilities and locations where oil, chemicals, or other hazardous materials are handled and stored.

### Employee Training

- Employees who perform work with potential stormwater pollutants are trained once per year on proper spill procedures.
- Employees are also trained on stormwater pollution prevention and illicit discharge detection and elimination (IDDE) procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

### Attachments

1. Spill Response and Cleanup Contact List

## C.4: Operations and Maintenance of Municipal Buildings and Facilities

### Introduction

Municipal buildings and facilities (schools, municipal offices, police and fire stations, municipal pools, parking garages, etc.) often house various chemicals, such as petroleum products and hazardous materials. As a result, these buildings and facilities are potential sources of pollutant discharges to the storm drainage system. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees on the use, storage, and disposal of chemicals and other stormwater pollutants to reduce the discharge of pollutants from the MS4. If services are contracted, this SOP should be provided to the contractor. The contract should specify that the contractor is responsible for compliance with all applicable laws.

The Town of Hamilton performs a variety of operations and maintenance activities at its municipally owned and operated buildings, as mentioned in the Operation and Maintenance Plan. An inventory of all municipal buildings and facilities is included in Appendix A of that plan and will be updated annually.

### Procedures

The Town of Hamilton will implement the following procedures for municipally owned or operated buildings and facilities to reduce the discharge of pollutants from the MS4:

#### **Handling, Storage, Transfer, and Disposal of Trash and Recyclables**

All liquid and solid waste must be disposed of properly. Some of the most common sources of pollution at municipal facilities are a result of littering, improper collection of debris, and improper disposal of solid or liquid waste.

- All waste and recycling receptacles must be leak-tight with tight-fitting lids or covers.
- Always keep lids on dumpsters and containers closed unless adding or removing material. If using an open-top roll-off dumpster, cover it and tie it down with a tarp unless adding materials.
- Place waste or recycling receptacles indoors or under a roof or overhang whenever possible.
- Locate dumpsters on a flat, paved surface and install berms or curbs around the storage area to prevent run-on and run-off.
- Do not locate dumpsters over or adjacent to catch basins.
- Prior to transporting waste, trash, or recycling, ensure that containers are not leaking (double bag if needed) and properly secure containers to the vehicle.
- Clean and sweep up around outdoor waste containers regularly.

- Clean up any liquid leaks or spills with dry cleanup methods.
- Arrange for waste or recycling to be picked up regularly and disposed of at approved disposal facilities.
- Never place hazardous materials, liquids, or liquid-containing wastes in a dumpster or recycling or trash container (see SOP C.2: Hazardous Materials Storage and Handling).
- Do not wash trash or recycling containers outdoors or in parking lots.
- Conduct periodic inspections of solid and liquid waste storage areas to check for leaks and spills.
- Conduct periodic inspections of work areas to ensure that all wastes are being disposed of properly.
- In dumpster areas, regularly pick up surrounding trash and debris and regularly sweep the area.
- In compactor areas, regularly check the hydraulic fluid hoses and reservoir to ensure that there are no cracks or leaks. Regularly sweep the area.

### **Building Maintenance**

- When power washing buildings and facilities, ensure that the washwater does not flow into the storm system. Containment or filtering systems should be provided.
- Paint and other chemicals should not be applied on the outside of buildings when it is raining or prior to expected rain.
- When sanding, painting, power washing, etc., ensure that sites are properly prepared (e.g., use tarps) and cleaned (e.g., use dry cleaning methods) especially if they are near storm drains. Protect catch basins when maintenance work is conducted upgradient of them.
- When painting, use a drop cloth and clean up any spills immediately.
- Do not leave open containers on the ground where they may accidentally tip over.
- Buildings should be routinely inspected for areas of potential leaks.
- Do not discharge chlorinated pool water into the stormwater system. Water must be properly dechlorinated and tested before it is discharged.
- Streets and parking lots surrounding municipal buildings and facilities should be swept and kept clean to reduce runoff of pollutants and debris to the stormwater system.
- Streets and parking lots around buildings and facilities will be swept in accordance with the procedures in SOP F.1: Streets and Parking Lots.

### **Storage of Petroleum Products and Potential Pollutants**

- Floor drains in storage areas should be disconnected from the stormwater system.
- Routinely inspect buildings and facilities for areas of potential leaks.
- For storage and handling procedures of petroleum products and potential pollutants, refer to SOP C.2: Hazardous Materials Storage and Handling and SOP C.1: Fuel and Oil Handling Procedures.
- Should the Town begin to store and apply fertilizer, herbicides, or pesticides, a separate SOP shall be developed for all activities relevant to those potential pollutants.
- All municipal buildings and facilities should be periodically inspected to address potential pollutant sources (e.g., leaks).

**Spill Prevention Plan**

- Spill prevention plans such as Spill Prevention Control and Countermeasure (SPCC) Plans should be in place where applicable, based on inventories of material storage and potential pollutants. Coordinate with the local fire department if necessary.
- Spill SOPs are outlined in SOP C.3: Spill Response and Cleanup.

**Employee Training**

- Employees who perform maintenance or other applicable work at municipal buildings and facilities are trained once per year on these procedures and the proper operation of related equipment.
- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

**Related Standard Operating Procedures**

1. C.1: Fuel and Oil Handling
2. C.2: Hazardous Material Storage and Handling
3. C.3: Spill Response and Cleanup
4. F.1: Street Sweeping

## D.1: Operations and Maintenance of Municipal Vehicles and Equipment

### Introduction

Regular maintenance of both municipal and contracted vehicles and heavy equipment not only prolongs the life of municipal assets but also helps reduce the potential for leaking of fluids associated with normal wear and tear. Potential pollutants include fuels, oil, antifreeze, brake fluid, solvents, and battery acid. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees to help reduce the discharge of pollutants from the MS4 because of leaks from vehicles and equipment. If services are contracted with respect to vehicles and equipment, this SOP should be provided to the contractor. The contract should also specify that the contractor is responsible for compliance with all applicable laws.

The Town of Hamilton undertakes various procedures regarding its municipal vehicles and equipment, which are explained in detail in Section 4.0 of the Town's Operation and Maintenance Plan. An inventory of all municipal vehicles and equipment is included in Appendix A of that Plan and updated annually.

### Procedures

The Town of Hamilton will implement the following procedures for municipally owned and operated vehicles and equipment to reduce the discharge of pollutants from the MS4:

#### Vehicle and Equipment Maintenance

##### *Vehicle Storage*

- Monitor vehicles and equipment for leaks and use drip pans as needed until repairs can be performed.
- When drip pans are used, avoid overtopping.
- Drain fluids from leaking or wrecked vehicles and parts as soon as possible. Dispose of fluids properly.
- Store and park vehicles on impervious surfaces and/or under cover or indoors whenever possible.

##### *Vehicle Maintenance*

- Conduct routine inspections of heavy equipment and vehicles to proactively identify maintenance needs or potential leaks.
- Perform routine preventive maintenance to ensure heavy equipment and vehicles are operating optimally.
- Recycle or dispose of waste properly and promptly.
- Sweep and pick up trash and debris as needed.
- Do not dump any liquids or other materials outside, especially near or in storm drains or ditches.

***Body Repair and Painting***

- Conduct all body repair and painting work indoors.
- Minimize waste from paints and thinners. Calculate paint needs based on surface area.
- Use dry cleanup methods (vacuum, sweep) to clean up metal filings and dust and paint chips from grinding, shaving and sanding. Sweep debris from wet sanding after allowing it to dry overnight on the shop floor. Dispose of waste properly; never dump waste into storm or sanitary sewers.
- Use sanding tools equipped with vacuum capability to pick up debris and dust.

***Fueling***

- Fueling areas owned or operated by the municipality should be covered.
- Fueling areas should be evaluated to ensure that pollutants (e.g., gasoline or oil) do not enter the MS4. Follow the procedures in SOP C.1: Fuel and Oil Handling.

***Material Management***

- Store materials and waste in labeled containers under cover and in secondary containment.
- Chemicals should not be combined in containers.
- Hazardous waste must be labeled and stored according to hazardous waste regulations. Follow the procedures in SOP C.2: Hazardous Materials Storage and Handling.
- Carefully transfer collected fluids from containers into designated storage areas as soon as possible.
- Store new and used batteries securely to avoid breakage. Store indoors or in secondary containment to contain potential acid leaks. Recycle used batteries.
- Conduct periodic inspections of storage areas to detect possible leaks.
- Do not wash or hose down storage areas unless there is prior approval to collect and discharge the water into the sanitary sewer. Use dry cleanup methods whenever possible.
- Keep lids on containers. Store them indoors or under cover to reduce exposure to rain.
- Inspect and maintain all pretreatment equipment, including interceptors, according to the manufacturer's maintenance schedule and at least once per year.
- Proper spill protocol should be followed to prevent chemicals from entering the stormwater system. Follow the procedures in SOP C.3: Spill Response and Cleanup.

***Parts Cleaning***

- Use designated areas for engine, parts, or radiator cleaning. Do not wash or rinse parts outdoors. If parts cleaning equipment is not available, then capture parts cleaning fluids.
- Recycle cleaning solution. Never discharge waste to the sanitary sewer or storm sewer.
- Use steam cleaning or pressure washing of parts instead of solvent cleaning. Cleaning equipment must be connected to an oil/water interceptor prior entering the sanitary sewer.
- When using solvents for cleaning, drain parts over the solvent tank to avoid drips to the floor. Catch excess solutions and divert them back to tank. Allow parts to dry over the hot tank.



### **Vehicle and Equipment Washing**

Vehicle washing can result in the discharge of nutrients, sediment, petroleum products, and other contaminants to a surface water body or to a stormwater system. The MS4 Permit does not authorize the discharge of municipal vehicle washing byproducts into the MS4.

#### ***Outdoor Vehicle Washing Procedures***

Outdoor washing of municipal vehicles should be avoided unless wash water is contained in a tight tank or similar structure. Where no alternative wash system is available, and full containment of wash water cannot be achieved, adhere to the following procedures:

- Avoid discharge of any wash water directly to the storm drainage system or surface water (e.g., stream, pond, or drainage swale)
- Minimize the use of water to the extent practicable.
- Where the use of detergent cannot be avoided, use products that do not contain regulated contaminants. The use of a biodegradable, phosphate-free detergent is preferred.
- Do not use solvents except in dedicated solvent parts washer systems or in areas not connected to a sanitary sewer.
- Do not power wash, steam clean, or perform engine or undercarriage cleaning.
- Grassy and pervious (porous) surfaces may be used to promote direct infiltration of wash water, providing treatment before recharging groundwater and minimizing runoff to an adjacent stormwater system. Pervious surfaces or other infiltration-based systems should not be used within wellhead protection areas or within other protected resources.
- Impervious surfaces discharging to the storm drainage system should not discharge directly to a surface water unless treatment is provided. The treatment device should be positioned such that all drainage must flow through the device, preventing bypassing or short-circuiting.
- Periodic sweeping and/or cleaning should be completed to prevent accumulation from forming on the washing area.
- Maintain absorbent pads and drip pans to capture and collect spills or noticeable leaks observed during washing activities. Follow the procedures in SOP C.3: Spill Response and Cleanup.
- Heavily soiled vehicles or vehicles dirtied from salting or snow removal efforts should follow the SOPs in the “Heavy Equipment Washing Procedures” below.

#### ***Indoor Vehicle Washing Procedures***

- Vehicles and equipment should be washed inside whenever possible to reduce runoff to the stormwater system.
- Where the use of detergent cannot be avoided, use products that do not contain regulated contaminants. The use of biodegradable, phosphate-free detergent is preferred.
- Detergents should not be used in areas where oil/water separators provide pre-treatment of drainage.
- Floor drains should be connected to a sanitary sewer or tight tank. Floor drains discharging to adjacent surface water bodies or engineered storm drain systems should be permanently plugged or otherwise abandoned before any vehicle wash activities are completed.
- Designate separate areas for routine maintenance and vehicle cleaning. This helps prevent

contamination of wash water by motor oils, hydraulic lubricants, greases, or other chemicals.

- Dry cleanup methods are recommended within garage facilities. Do not wash down floors and work areas with water.
- Bring smaller vehicles to commercial washing stations.
- Maintain absorbent pads and drip pans to capture and collect spills or noticeable leaks observed during washing activities. Follow the procedures in SOP C.3: Spill Response and Cleanup.

### ***Heavy Equipment Washing Procedures***

- Mud and heavy debris removal should occur on impervious surfaces or within a retention area.
- Maintain these areas with frequent mechanical removal and proper disposal of waste.
- Impervious surfaces with engineered storm drain systems should not discharge directly to a surface water.
- Floor drains should be connected to a sanitary sewer or tight tank. Floor drains discharging to adjacent surface waterbodies or engineered storm drain systems should be permanently plugged or otherwise abandoned before any vehicle wash activities are completed.
- Where the use of detergent cannot be avoided, use products that do not contain regulated contaminants. The use of biodegradable, phosphate-free detergent is preferred.
- Detergents should not be used in areas where oil/water separators provide pre-treatment of drainage.
- Maintain absorbent pads and drip pans to capture and collect spills or noticeable leaks observed during washing activities. Follow the procedures in SOP C.3: Spill Response and Cleanup.

### ***Engine and Steam Washing Procedures***

- Do not wash parts outdoors.
- Maintain drip pans and smaller containers to contain motor oils, hydraulic lubricants, greases, etc. and to capture and collect spills or noticeable leaks observed during washing activities, to the extent practicable. Follow the procedures in SOP C.3: Spill Response and Cleanup.
- Where use of detergent cannot be avoided, use products that do not contain regulated contaminants. The use of a biodegradable, phosphate-free detergent is preferred.
- Avoid cleaning with solvents except in dedicated solvent parts washer systems. Make use of pressure washing and steam cleaning.
- Recycle clean solutions and rinse water to the extent practicable.
- Wash water should discharge to a tight tank or a sanitary sewer via an oil/water separator. Detergents should not be used in areas where oil/water separators provide pre-treatment of drainage.

### **Employee Training**

- Employees who perform work on/with municipal vehicles or equipment are trained once per year on these procedures and the proper operation of related equipment.
- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

## E.1: Catch Basin Inspection and Cleaning

### Introduction

Catch basins help minimize flooding and protect water quality by removing trash, sediment, decaying debris, and other solids from stormwater runoff. These materials are retained in a sump below the invert of the outlet pipe (older catch basins may not have a sump). Catch basin cleaning reduces foul odors, prevents clogs in the storm drain system, and reduces the loading of trash, suspended solids, nutrients, bacteria, and other pollutants to receiving waters. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees on catch basin inspection and cleaning to reduce the discharge of pollutants from the MS4. If services are contracted, this SOP should be provided to the contractor. The contract should specify that the contractor is responsible for compliance with all applicable laws.

This SOP can also be used for inspection of catch basins or manholes for the purpose of conducting catchment investigations as part of the municipality's Illicit Discharge Detection and Elimination program.

The Hamilton Department of Public Works performs routine inspections, cleaning, and maintenance on over 836 catch basins that are located within the Town of Hamilton. The Town of Hamilton will include an optimization plan for catch basin cleaning and inspection in its annual report. A description of current Town practices for catch basin cleaning and inspection is included in Section 5.2 of the Operation and Maintenance Plan.

Hamilton will implement the following catch basin inspection and cleaning procedures to reduce the discharge of pollutants from the MS4:

### Procedures

#### Inspection and Cleaning Frequency

- Each catch basin should be cleaned and inspected at least annually.
- Catch basins near construction activities (roadway construction, residential, commercial, or industrial development or redevelopment) or high-use areas should be inspected and cleaned more frequently if inspection finds excessive sediments or debris loadings.
- Catch basins should be cleaned to ensure that they are no more than 50 percent full<sup>1</sup> at any time. Establish inspection and maintenance frequencies needed to meet this “50 percent” goal. If a catch basin sump is more than 50 percent full during two consecutive inspections, document the findings, investigate the contributing drainage area for sources of excessive sediment loading, and, if possible, address the contributing sources. If no contributing sources are found, increase the inspection and cleaning frequencies of the sump.
- Street sweeping performed on an appropriate schedule will reduce the amount of sediment, debris, and organic matter entering the catch basins, which will in turn reduce the frequency with which they need to be cleaned. Reference SOP 16: Streets and Parking Lots for information on appropriate street sweeping frequencies. Street sweeping schedules should also be adjusted based on catch basin inspection findings, with more frequent sweepings for areas with higher catch basin loads.

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<sup>1</sup> . 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

**Inspection and Cleaning Procedures**

Catch basin inspection and cleaning procedures should address both the grate opening and the catch basin structure, including the sump and any inlet and outlet pipes. Document any and all observations about the condition of the catch basin structure and water quality (an inspection form and log of catch basins cleaned or inspected are included in the attachments). Collect data on the condition of the physical basin structure, its frame, and the grate, as well as on the quality of stormwater conveyed by the structure. Observations like those below can indicate sources of pollution within the storm drain system:

- Oil sheen
- Discoloration
- Trash and debris

Both oil and bacteria can create a sheen on the water's surface. The source of a sheen can be differentiating by disturbing it (e.g., with a pole). A sheen caused by oil will remain intact and move in a swirl pattern, while a sheen caused by bacteria will separate and appear "blocky." The bacteria that cause this sheen are naturally occurring iron bacteria – they are not considered a pollutant but should be noted. Other types of bacteria, such as fecal bacteria, are considered pollutants and their discovery should be recorded

Observations like those below can indicate a potential connection of a sanitary sewer to the storm drain system, which is an illicit discharge:

- Indications of sanitary sewage, including fecal matter or sewage odors
- Foaming, such as from detergent
- Optical enhancers, fluorescent dye added to laundry detergent

In general, adhere to the following procedures when inspecting and cleaning catch basins. Record the findings in the log in the attachments:

1. Implement appropriate traffic safety procedures (e.g., traffic cones) prior to and during the catch basin inspection and cleaning process.
2. Work upstream to downstream in a given drainage network.
3. Clean sediment and trash off the grate.
4. Visually inspect the outside of the grate.
5. Remove the grate and visually inspect the inside of the catch basin to determine cleaning needs.
6. Inspect the catch basin for structural integrity.
7. Determine the most appropriate equipment and method for cleaning the basin:
  - a. Manually use a shovel to remove accumulated sediments.
  - b. Use a bucket loader to remove accumulated sediments.
  - c. Use a high pressure washer to clean any remaining material out of the catch basin while capturing the slurry with a vacuum.
  - d. If necessary, after the catch basin is cleaned, use the rodder of the vacuum truck to clean the downstream pipe and pull back sediment that might have entered it.
8. If contamination is suspected, chemical analysis will be required to determine if the materials comply with the Massachusetts Department of Environmental Protection (MassDEP) Hazardous Waste Regulations, 310 CMR 30.000 ([https://www.mass.gov/files/documents/2016/08/xl/310cmr30\\_7883\\_54357.pdf](https://www.mass.gov/files/documents/2016/08/xl/310cmr30_7883_54357.pdf)). The chemical analysis required will depend on suspected contaminants. Note the identification number of the catch basin on the sample label and note sample collection on the Catch Basin Inspection Form.

**Handling and Disposal of Catch Basin Cleanings**

- Properly dispose of collected sediments and catch basin cleanings (solid material, such as leaves, sand, and twigs removed from stormwater collection systems during cleaning operations).
- Cleanings from stormwater-only drainage systems may be disposed at any landfill that is permitted by MassDEP to accept solid waste. MassDEP does not routinely require stormwater-only catch basin cleanings to be tested before disposal, unless there is evidence that they have been contaminated by a spill or some other means.
- Screenings may need to be placed in a drying bed to allow water to evaporate before proper disposal. In this case, ensure that the screenings are managed properly to prevent pollution.
- Catch basin cleanings must be handled and disposed in accordance with compliance with the applicable MassDEP regulations, policies, and guidance (<https://www.mass.gov/files/documents/2018/03/09/catch-basins.pdf>).

**Documentation and Reporting**

The following information should be documented and included in the municipality's annual report – use the catch basin inspection log provided in the attachments to document the information to include in the report (alternatively, obtain records of volume of debris removed to include in the report):

- Metrics and other information used to reach the determination that the established plan for cleaning and maintenance is optimal for the MS4 (include in the SWMP and first annual report)
- Any action taken in response to excessive sediment or debris loadings
- Total number of catch basins
- Number of catch basins inspected
- Number of catch basins cleaned
- Total volume or mass of material removed from catch basins.
- 

**Employee Training**

- Employees who perform catch basin cleaning and inspection are trained once per year on these procedures and the proper operation of related equipment.
- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

**Attachments**

1. Catch Basin Inspection Form and Log
2. Catch Basin Inventory

**Related Standard Operating Procedures**

- 1. SOP F.1: Street Sweeping



**Standard Operating Procedures**  
*Hamilton, MA*  
*Department of Public Works*  
**Sweeping Streets and Parking Lots**

**Issue Date:**

**Approved by:**

\_\_\_\_\_ Timothy Olson \_\_\_\_\_  
*Public Works Director (or similar)*

**Purpose of SOPs:**

Procedures for the operation and maintenance of street sweepers, frequency of sweeping, disposal of debris, and recordkeeping to maintain clean and safe roadways all while preventing pollution from entering the stormwater sewer systems. Pollutants like sand, trash and leaves can enter the storm sewer and have a negative impact on the receiving water body.

**MA Small MS4 General Permit Requirement Summary:**

**Part 2.3.7.a.iii.3.**

The permittee shall establish and implement procedures for sweeping and/or cleaning streets, and permittee-owned parking lots. All streets with the exception high speed limited access highways shall be swept and/or cleaned a minimum of once per year. The procedures shall also include more frequent sweeping of targeted areas determined by the permittee on the basis of pollutant load reduction potential, based on inspections, pollutant loads, catch basin cleaning or inspection results, land use, water quality limited or TMDL waters or other relevant factors as determined by the permittee. The permittee shall report in each annual report the number of miles cleaned or the volume or mass of material removed.

For limited access highways, the permittee shall either meet the minimum frequencies above, or develop and implement an inspection, documentation and targeted sweeping plan with two (2) years of the effective date of the permit, and submit such plan with its year one annual report.

**Part 2.3.a.iii.4.**

The permittee shall ensure proper storage of catch basin cleanings and street sweepings prior to disposal or reuse such that they do not discharge to receiving waters.

**Equipment Inventory:**

The following is a list of street sweeping equipment:

Equipment Number	Make	Description	Sweeper Speed (or other notes)
N/A			

**Standard Operating Procedures**  
*Hamilton, MA*  
*Department of Public Works*  
**Sweeping Streets and Parking Lots**

**Issue Date:**

**Operations**

1. Operate all sweepers and equipment according to the manufacturer's recommended settings, standards, and procedures.
2. While sweeping, drive between the optimal sweeping speed limit, as recorded in the equipment list above.
3. Sweeping will not take place during moderate to heavy rainfall or during periods of extreme cold (temperatures lower than 15 degrees Fahrenheit).
4. If spills occur or illegal discharges are seen, report to Timothy Olson Director of Public Works at 978-626-5227

**Maintenance**

1. Sweepers will be checked for leaks after each use. If a leak is discovered, it will immediately be contained and properly cleaned up.
2. Regular preventative maintenance to prolong equipment use (such as greasing moving parts and minor adjustments) occur once per month.
3. Parts are replaced when necessary. Brushes shall be replaced in accordance with manufacturer specifications.
4. Equipment is not washed on site, Contractor is here only a couple days
5. The left-over debris is not scaped out of the hopper.

**Schedule**

1. Street sweeping will primarily take place between the months of March and December.
2. All streets with curbing and/or catch basins and municipal parking lots shall be swept a minimum of once per year in the spring (following winter activities such as sanding). Streets are swept according to the street list and schedule located at the DPW Facility and attached to this SOP as **Attachment 1**.
3. Hamilton currently does not have any priority roads and parking lots. All roads are swept once a year.
4. These roads/parking lots may be grouped by road category as long as the town's list of streets and parking lots also indicates the applicable road category (e.g. main arterials, residential areas, commercial areas, downtown areas, municipal parking lots, industrial areas, etc.).
5. Roads/Parking lots that have catch basins that are more than 50% full of sediment during two consecutive cleanings, shall be swept more to reduce sediment entering the basins.
6. The sweeping schedule is assessed once per year and updated as necessary.
7. A map of town roads and parking lots is in the DPW facility and is **Attachment 2** of this SOP.



<b>Standard Operating Procedures</b> <i>Hamilton, MA</i> <i>Department of Public Works</i> <b>Sweeping Streets and Parking Lots</b>	<b>Issue Date:</b>
<p>8. If any event/activity such as fairs, construction, firefighting activities produce an excess amount of debris on the roadway or parking lot it should be swept as soon as practicable.</p>	
<p><b>Storage and Disposal</b></p> <ol style="list-style-type: none"> <li>1. Solid sweeping debris is brought immediately to the Hamilton DPW for permanent disposal.</li> <li>2. Weighing process: The amount of solid sweeping debris will be weighed at _____ (Location). This data will be recorded by the Town and included in the Yearly Annual Report to the EPA. Material is not presently weighed</li> </ol>	
<p><b>Training</b></p> <ol style="list-style-type: none"> <li>1. Employees are trained once per year on this procedure and the proper operation of equipment. Employees are also trained on stormwater pollution prevention, spill and response, and illicit discharge detection and elimination procedures.</li> </ol>	
<p><b>Record Keeping</b></p> <ol style="list-style-type: none"> <li>1. Records are kept at the DPW Facility located at _____ (Location). Only hours of sweeping are kept as records.</li> <li>2. The number of miles swept is recorded after each sweeping. The amount of debris collected is recorded after each disposal.</li> <li>3. The number of curb miles swept per year is calculated annually and included in the Town's Annual Report to the EPA.</li> <li>4. A list of employees implementing the SOPs and the completion of their training(s) can be found below as <b>Attachment 4</b>.</li> </ol>	
<p><b>Revising the SOPs</b></p> <ol style="list-style-type: none"> <li>1. These procedures are reviewed once per year and updated as needed.</li> </ol>	

# G.1: Inspection and Maintenance of Structural Stormwater Best Management Practices (BMPs)

## Introduction

Best Management Practices (BMPs) are policies, procedures and structures designed to reduce stormwater pollution, prevent contaminant discharges to natural water bodies, and reduce stormwater facility maintenance costs. Structural BMPs are permanent site features designed to treat stormwater before infiltrating it to the subsurface or discharging it to a surface water body. Regular inspection and maintenance of structural stormwater BMPs is critical for these engineered systems to function as designed (e.g., provide benefits to water quality, groundwater recharge, and peak flow attenuation).

This Standard Operating Procedure (SOP) provides general inspection and maintenance frequencies and procedures for eight common structural stormwater BMPs, including:

1. Bioretention Areas and Rain Gardens
2. Constructed Stormwater Wetlands
3. Extended Dry Detention Basins
4. Proprietary Media Filters
5. Sand and Organic Filters
6. Wet Basins
7. Dry Wells
8. Infiltration Basins

This SOP is based on the Massachusetts Stormwater Handbook and is not intended to replace the stormwater BMP Operation and Maintenance guidance contained in the Handbook. This SOP is also not intended to replace the Stormwater BMP Operation and Maintenance (O&M) Plan required by the Massachusetts Wetlands Protection Act, Order of Conditions.

The Hamilton Department of Public Works is responsible for inspection and maintenance of municipally owned structural stormwater BMPs. A list of existing structural stormwater BMPs is included in the attachments, along with inspection and maintenance checklists for each type of BMP.

Structural stormwater BMPs will be inspected annually at a minimum. Inspection checklists for each type of structural BMP are provided in the attachments.

## Procedures

### Bioretention Areas and Rain Gardens

Bioretention areas and rain gardens are shallow depressions filled with sandy soil, topped with a thick layer of mulch, and planted with dense native vegetation. There are two types of bioretention cells:

1. Filtering bioretention area: Areas that are designed solely as an organic filter.
2. Exfiltration bioretention area: Areas that are configured to recharge groundwater in addition to acting as a filter.

***Inspection and Maintenance***

Regular inspection and maintenance are important to prevent against premature failure of bioretention areas or rain gardens. Regular inspection and maintenance of pretreatment devices and bioretention cells for sediment buildup, structural damage and standing water can extend the life of the soil media.

**Maintenance Schedule: Bioretention Areas and Rain Gardens**

Activity	Time of Year	Frequency
Inspect for soil erosion and repair	Year round	Monthly
Inspect for invasive species and remove if present	Year round	Monthly
Remove trash	Year round	Monthly
Mulch Void Areas	Spring	Annually
Remove dead vegetation	Fall and spring	Bi-annually
Replace dead vegetation	Spring	Annually
Prune	Spring or fall	Annually
Replace all media and vegetation	Late spring/early summer	As needed

When failure is discovered, excavate the bioretention area, scarify the bottom and sides, replace the filter fabric and soil, replant vegetation, and mulch the surface.

Never store snow within a bioretention area or rain garden. This would prevent the recharge and water quality treatment of ground water.

Hamilton does not currently own or maintain any bioretention areas and rain gardens. In the event that the Town installs a bioretention area or rain garden, the operation and maintenance procedures outlined in this section shall apply.

**Constructed Stormwater Wetlands**

Constructed stormwater wetlands maximize pollutant removal from stormwater through the use of wetland vegetation uptake, retention, and settling. Constructed storm water wetlands must be used in conjunction with other BMPs, such as sediment forebays.

Hamilton does not currently own or maintain any constructed stormwater wetlands. In the event that the Town installs a constructed stormwater wetland, the operation and maintenance procedures outlined in this section shall apply.

***Inspection and Maintenance***

Regular inspection and maintenance are important for the health of constructed stormwater wetlands. They help identify the need for replacement of vegetation and media, detect potentially harmful invasive species, and ensure the overall health of the wetland.

**Maintenance Schedule, Constructed Stormwater Wetlands: Years 0-3**

Activity	Time of Year	Frequency
Inspect for invasive species and remove if present	Year round	Monthly

Record and Map:	Year round	Annually
Types and distribution of dominant wetland plants	Year round	Bi-annually
Presence and distribution of planted wetland species	Spring	Annually
Presence and distribution of invasive species	Fall and spring	Bi-annually
Indications other species are replacing planted wetland species	Spring	Annually
Percent of standing water that is not vegetated	Spring or fall	Annually
Replace all media and vegetation	Late spring/early summer	As needed
Stability of original depth zones and micro-topographic features		
Accumulation of sediment in the forebay and micropool and survival rate of plants		

#### Maintenance Schedule, Constructed Stormwater Wetlands: Years 4-Lifetime

Activity	Time of Year	Frequency
Inspect for invasive species and remove if present	Year round	Monthly
Clean forebays	Year round	Annually
Clean sediment in basin/wetland system	Year round	Once every 10 years
Mulch Void Areas	Spring	Annually
Remove dead vegetation	Fall and spring	Bi-annually
Replace dead vegetation	Spring	Annually
Prune	Spring or fall	Annually
Replace all media and vegetation	Late spring/early Summer	As needed

Never store snow within a constructed stormwater wetland. This would prevent required water quality treatment and the recharge of groundwater.

#### Extended Dry Detention Basins

Extended dry detention basins are designed to control both stormwater quantity and quality. These BMPs are designed to hold stormwater for at least 24 hours, allowing solids to settle and reducing local and downstream flooding. Pretreatment is required to reduce the potential for overflow clogging. The outflow may be designed as either fixed or adjustable. Additional nutrient removal may be achieved by a micropool or shallow marsh.

Hamilton does not currently own or maintain any extended dry detention basins. In the event that the Town installs a extended dry detention basin, the operation and maintenance procedures outlined in this section shall apply.

#### Inspection and Maintenance

Annual inspection of extended dry detention basins is required to ensure that the basins are operating properly. Potential problems include: erosion within the basin and banks, tree growth on the embankment, damage to the emergency spillway, and sediment accumulation around the outlet. Should any of these problems be encountered, necessary repairs should be made immediately.

**Maintenance Schedule: Extended Dry Detention Basins**

Activity	Time of Year	Frequency
Inspect basins	Spring and fall	Bi-annually and during and after major storms
Examine outlet structure for clogging or high outflow release velocities	Spring and fall	Bi-annually
Mow upper stage, side slopes, embankment and emergency spillway	Spring through fall	Bi-annually
Remove trash and debris	Spring	Bi-annually
Remove sediment from basin	Year round	At least once every 5 years

**Proprietary Media Filters**

Media Filters are designed to reduce total suspended solids and other target pollutants, such as organics, heavy metals, or nutrients – these materials are sorbed onto the filter media, which is contained in a concrete structure. The substrate used as filter media depends on the target pollutants, and may consist of leaf compost, pleated fabric, activated charcoal, perlite, amended sand in combination with perlite, and zeolite. Two types of Media Filters are manufactured: Dry media filters, which are designed to dewater within 72 hours, and wet media filters, which maintain a permanent pool of water as part of the treatment system.

Hamilton does not currently own or maintain any proprietary media filters. In the event that the Town installs this type of BMP, the operation and maintenance procedures outlined in this section shall apply.

***Inspection and Maintenance***

Maintenance in accordance with the manufacturer's requirements is necessary to ensure stormwater treatment. Inspection or maintenance of the concrete structure may require OSHA confined space training. Dry media filters are required to dewater in 72 hours, thus preventing mosquito and other insect breeding. Proper maintenance is essential to prevent clogging. Wet media filters require tight fitting seals to keep mosquitoes and other insects from entering and breeding in the permanent pools. Required maintenance includes routine inspection and treatment.

**Maintenance Schedule: Proprietary Media Filters**

Activity	Time of Year	Frequency
Inspect for standing water, trash, sediment and clogging	Per manufacturer's schedule	Bi-annually (minimum)
Remove trash and debris	N/A	Each inspection
Examine to determine if system drains in 72 hours	Spring, after large storm	Annually
Inspect filtering media for clogging	Per manufacturer's schedule	Per manufacturer's schedule

**Sand and Organic Filters**

Sand and organic filters, also known as filtration basins, are intended for stormwater quality control rather than quantity control. These filters improve water quality by removing pollutants through a filtering media and settling pollutants on top of the sand bed and/or in a pretreatment basin. Pretreatment is required to prevent filter media from clogging. Runoff from the filters is typically discharged to another BMP for additional

treatment.

Hamilton does not currently own or maintain any sand or organic media filters. In the event that the Town installs this type of BMP, the operation and maintenance procedures outlined in this section shall apply.

### ***Inspection and Maintenance***

If properly maintained, sand and organic filters have a long life. Maintenance requirements of the filters include raking the sand and removing sediment, trash, and debris from the surface of the BMP. Over time, fine sediments will penetrate deep into the sand requiring replacement of several inches or the entire sand layer. Discolored sand is an indicator of the presence of fine sediments, suggesting that the sand should be replaced.

**Maintenance Schedule: Sand and Organic Filters**

Activity	Frequency
Inspect filters and remove debris	After every major storm for the first 3 months after construction completion. Every 6 months thereafter.

### **Wet Basins**

Wet basins are intended to treat stormwater quality through the removal of sediments and soluble pollutants. A permanent pool of water allows sediments to settle and removes the soluble pollutants, including some metals and nutrients. Additional dry storage is required to control peak discharges during large storm events. If properly designed and maintained, wet basins can add fire protection, wildlife habitats, and aesthetic values to a property.

Hamilton does not currently own or maintain any wet basins. In the event that the Town installs this type of BMP, the operation and maintenance procedures outlined in this section shall apply.

### ***Inspection and Maintenance***

To ensure proper operation, wet basin outfalls should be inspected for evidence of clogging or excessive outfall releases. Potential problems to investigate include erosion within the basin and banks, damage to the emergency spillway, tree growth on the embankment, sediment accumulation around the outlet, and the emergence of invasive species. Should any of these problems be encountered, perform repairs immediately. An on-site sediment disposal area will reduce sediment removal costs.

**Maintenance Schedule: Wet Basins**

Activity	Time of Year	Frequency
Inspect wet basins	Spring and/or fall	Annually (Minimum)
Mow upper stage, side slopes, embankment and emergency spillway	Spring through fall	Bi-annually (Minimum)
Remove sediment, trash and debris	Spring through fall	Bi-annually (Minimum)
Remove sediment from basin	Year round	As required, but at least once every 10 years

### Dry Wells

Dry wells are used to infiltrate uncontaminated runoff. These BMPs should never be used to infiltrate stormwater or runoff that has the potential to be contaminated with sediment and other pollutants. Dry wells provide groundwater recharge and can reduce the size and cost required of downstream BMPs or storm drains. However, they are only applicable in drainage areas of less than one acre and may experience high failure rates due to clogging.

Hamilton does not currently own or maintain any dry wells. In the event that the Town installs this type of BMP, the operation and maintenance procedures outlined in this section shall apply.

#### ***Inspection and Maintenance***

Proper dry well function depends on regular inspection. Clogging has the potential to cause high failure rates. The water depth in the observation well should be measured at 24 and 48 hour intervals after a storm and the clearance rate calculated. The clearance rate is calculated by dividing the drop in water level (inches) by the time elapsed (hours).

**Maintenance Schedule: Dry Wells**

Activity	Frequency
Inspect dry wells	After every major storm for the first 3 months after construction completion. Annually thereafter.

### Infiltration Basins

Infiltration basins are designed to contain stormwater and provide groundwater recharge. Pollution prevention and pretreatment are required to ensure that contaminated stormwater is not infiltrated. Infiltration basins reduce local flooding and preserve the natural water balance of the site. High failure rates, however, often occur due to improper siting, inadequate pretreatment, poor design, and lack of maintenance.

Hamilton does not currently own or maintain any infiltration basins. In the event that the Town installs this type of BMP, the operation and maintenance procedures outlined in this section shall apply.

#### ***Inspection and Maintenance***

Regular maintenance is required to prevent clogging, which results in infiltration basin failure. Clogging may be due to upland sediment erosion, excessive soil compaction, or low spots. Inspections should include signs of differential settlement, cracking, erosion, leakage in the embankments, tree growth on the embankments, riprap condition, sediment accumulation, and turf health.

**Maintenance Schedule: Infiltration Basins**

Activity	Time of Year	Frequency
Preventative maintenance	Spring and fall	Bi-annually
Inspection	Spring and fall	After every major storm for the first 3 months after construction completion. Bi-annually thereafter and discharges through the high outlet orifice.
Mow/rake buffer area, side slopes and basin bottom	Spring and fall	Bi-annually
Remove trash, debris and organic matter	Spring and fall	Bi-annually

**Employee Training**

- Employees who perform inspection or maintenance on structural BMPs are trained once per year on proper procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

**Attachments**

1. Structural BMP Inspection and Maintenance Checklist



<b>STANDARD OPERATING PROCEDURE</b> <b>DEPARTMENT OF PUBLIC WORKS [OR OTHER]</b>  <b>PROGRAM:</b> Snow Removal and De-Icing	<b>SOP NUMBER:</b>	<b>ISSUE DATE:</b>												
<b>APPROVED BY:</b>  Timothy J. Olson Director of Public Works														
<b>MA SMALL MS4 PERMIT REQUIREMENT SUMMARY:</b>  <b>Part 2.3.7.a.iii.5.</b> The permittee shall establish and implement procedures for winter road maintenance including the use and storage of salt and sand; minimize the use of sodium chloride and other salts, and evaluate opportunities for use of alternative materials; and ensure that snow disposal activities do not result in disposal of snow into waters of the United States. For purposes of this MS4 Permit, salt shall mean any chloride-containing material used to treat paved surfaces for deicing, including sodium chloride, calcium chloride, magnesium chloride, and brine solutions.														
<b>Personnel</b> The following personnel are responsible for snow and ice removal. Employees performing the procedures in this SOP shall attend yearly stormwater pollution prevention training.														
<b>TABLE 1</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="width: 50%; padding: 5px;">Name</th> <th style="width: 50%; padding: 5px;">Responsibility</th> </tr> <tr> <td style="padding: 5px;">DPW Director</td> <td style="padding: 5px;">Manage operation</td> </tr> <tr> <td style="padding: 5px;">Assistant DPW Director</td> <td style="padding: 5px;">Oversee operation</td> </tr> <tr> <td style="padding: 5px;">Highway Foreman</td> <td style="padding: 5px;">Orchestrate operation</td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="padding: 5px;"> </td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="padding: 5px;"> </td> </tr> </table>			Name	Responsibility	DPW Director	Manage operation	Assistant DPW Director	Oversee operation	Highway Foreman	Orchestrate operation				
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Assistant DPW Director	Oversee operation													
Highway Foreman	Orchestrate operation													
<b>Equipment</b> The municipality owns and maintains ice control and snow removal equipment listed in Table 2. Equipment maintenance shall be conducted consistent with the Vehicles and Equipment maintenance SOP found here: The wash area is located at the parking area at DPW Garage, 577 Bay Road, Hamilton, MA 001982														
<div style="margin-top: 10px;"> <b>Plowing</b>            When conditions warrant, plows are installed on the 6 larger trucks to move snow from the traveled roadway. Average time to install a plow is approximately 30 minutes. 8 smaller trucks are available for plowing of residential streets and clearing public lots.         </div> <div style="margin-top: 10px;"> <b>Sand Spreaders</b>            When conditions warrant, sand spreaders are installed on the 3 larger trucks to spread sand on the traveled roadway. Each sand spreader is calibrated prior to the deicing season and periodically through the winter season thereafter. Sand spreaders are calibrated to dispense the standard practice cubic yards of sand per lane mile.         </div>														

<b>STANDARD OPERATING PROCEDURE</b> <b>DEPARTMENT OF PUBLIC WORKS [OR OTHER]</b>  <b>PROGRAM:</b> Snow Removal and De-Icing			<b>SOP NUMBER:</b>	<b>ISSUE DATE:</b>
<p><b>Salt Spreaders and Pre-Wetting Devices</b></p> <p>When conditions warrant, salt spreaders are installed on the 3 larger trucks to spread salt on the traveled roadway. Each salt spreader is calibrated prior to the deicing season and periodically through the winter season thereafter. Salt application shall be calibrated to dispense rates of standard practice pounds per lane mile. The Town does not currently have any pre-wetting devices on their trucks.</p> <p><b>Anti-Icing Dispensers</b></p> <p>N/A. The Town does not currently have any anti-icing dispensers on their trucks.</p>				
<b>TABLE 2</b>				
<b>Equipment Number</b>	<b>Make</b>	<b>Description</b>	<b>Additional Equipment</b>	<b>Primary Use</b>
[00001]	[XXXX]	[12-yard dump truck]	[4-yard salt spreader. 11' Side-cast plow]	[General Salting and Plowing]
1	Chevy 2500	¾ Ton	Plow	plowing
2	Chevy 2500	¾ Ton	Plow	plowing
3	Chevy 3500	1 Ton	Plow	plowing
4	John Deere	Loader	Plow/Bucket	plowing
5	International 7300	6 cy	Plow/Sander	Plowing and sanding
6	International 7300	6 cy	Plow	Plowing
7	International 7400	6 cy	Plow/Sander	Plowing and sanding
8	Chevy 2500	¾ Ton	Plow	plowing
9	International 7300	6 cy	Plow/Sander	Plowing and sanding
10	Chevy 2500	¾ Ton	Plow	plowing
11	GMC 3500	1 Ton	Plow	plowing
12	Chevy 3500	1 Ton	Plow	plowing
13	International 7400	6 cy	Plow	plowing
16	GMC 3500	1 Ton	Plow	plowing
18	Chevy 2500	¾ Ton	Plow	plowing
19	Holder	N/A	Plow/Snowblower	Plow and snowblow
20	John Deere 4300	N/A	Snowblower	snowblower
39	Trackless MT7	N/A	Plow/Snowblower	Plow and snowblow
<p><b>Materials</b></p> <p>The major materials are used in snow and ice control are coarse sand, coarse salt. These materials are stockpiled in advance of an event and are immediately available when needed and stocks are replenished between events.</p>				

<b>STANDARD OPERATING PROCEDURE</b> <b>DEPARTMENT OF PUBLIC WORKS [OR OTHER]</b>  <b>PROGRAM:</b> Snow Removal and De-Icing	<b>SOP NUMBER:</b>	<b>ISSUE DATE:</b>
<p><b>Sand</b>          Sand is used as an abrasive for traction on slick roadways. Approximately 800 cubic yards are anticipated to be used per year and are ordered from a local contractor. There is no contract for this purchase prior to each deicing season. Sand is stored in the covered facility located at 577 Bay Road, Hamilton, MA 01982. Loading areas and yards are swept when possible following each storm event and at the end of the season to prevent sand build-up and run-off.</p> <p><b>Salt</b>          Salt is used to expedite the melting of snow and ice from the street surface and also to keep the ice from forming a bond to the street surface. Approximately 2000 tons of Foreign and Solar Salt are anticipated to be used per year and are ordered from low bid vendor from the Town of Boxford Road Salt Cooperative Bid prior to each deicing season. Salt is stored in the covered facility located at 577 Bay Road, Hamilton, MA 01982. Loading areas and yards are swept when possible following each storm event and at the end of the to prevent salt build-up and run-off.</p> <p><b>Anti-icing and Pre-Wetting Chemical</b>          N/A. The Town does not currently utilize any anti-icing or pre-wetting chemicals.</p> <p><b>Salt Alternatives</b>          N/A. The Town does not currently use any salt alternatives.</p>		
<p><b>Procedures</b></p> <p><b>Anti-Icing</b>          N/A. The Town does not currently utilize any anti-icing or pre-wetting chemicals .</p> <p><b>Salt Application</b></p> <ol style="list-style-type: none"> <li>1. Whenever conditions warrant, salt is applied to the roadway prior to accumulation of snow to prevent compacted snow from bonding to the roadway surface. The Highway Foreman or designee will instruct staff when salt application is appropriate. Salting will not be done when pavement temperatures are above 32-degrees F or below 15-degrees F.</li> <li>2. Prior to salt application, equipment will be checked to ensure proper working order and ensure proper calibration of equipment. All fluid levels will be checked and filled to proper levels; all lights must be in working order. A visual walk-around inspection of the truck or equipment must be made. Any repairs must be made and reported to a supervisor or mechanic before leaving the yard.</li> <li>3. The standard salt application speed is: 20-25 mph.</li> <li>4. Street listing of plowed routes is available at the DPW (577 Bay Road). Follow any prioritized route or schedule as required.</li> <li>5. Before parking any truck or equipment after use, all fluid levels will be checked and filled. All minor repairs will be done by the operator. Any repairs the operator cannot perform will be written up or verbally communicated on the proper forms and turned in to DPW Mechanic. DPW Mechanic will determine importance and will assign the repairs according to schedule. All deicing chemical will be washed from equipment at the wash bay or designated wash area.</li> </ol>		

<b>STANDARD OPERATING PROCEDURE</b> <b>DEPARTMENT OF PUBLIC WORKS [OR OTHER]</b>  <b>PROGRAM:</b> Snow Removal and De-Icing	<b>SOP NUMBER:</b>	<b>ISSUE DATE:</b>
<p><b>Snow Plowing</b></p> <ol style="list-style-type: none"> <li>1. As the storm develops and 2 to 4 inches of snow has accumulated, all of the drivers and available equipment will begin to plow their assigned routes.</li> <li>2. Prior to plowing operations, equipment will be checked to ensure proper working order. All fluid levels will be checked and filled to proper levels; all lights must be in working order. A visual walk-around inspection of the truck or equipment must be made. Any repairs must be made and reported to a supervisor or mechanic before leaving the yard.</li> <li>3. Avoid plowing, pushing, blowing or storing excess snow, deicer, or other debris in or near creeks, watercourses or storm drainage systems.</li> <li>4. Reduce plowing speed in sensitive areas (near creeks, wetlands or other water courses) to prevent snow and deicing materials from entering waterways.</li> <li>5. The standard plowing speed is: 20-25 mph.</li> <li>6. Follow the prioritized route or schedule. This schedule is located at: A listing of routes is available at the DPW</li> <li>7. Before parking any truck or equipment after use, all fluid levels will be checked and filled. Blades or bolts, which need replacing, will be taken care of unless told to do otherwise. Chains that need repairs will be repaired. All minor repairs will be done by the operator. Any repairs the operator cannot perform will be written up on the proper forms and turned in to DPW Mechanic. The DPW Mechanic will determine importance and will assign the repairs according to schedule.</li> </ol> <p><b>Sand Application</b></p> <ol style="list-style-type: none"> <li>1. Whenever conditions warrant, sand is applied to the roadway to increase traction. The Highway Foreman or designee will instruct staff when sand application is appropriate. Sanding will not be done when pavement temperatures are above 15 degrees F.</li> <li>2. Prior to sand application, equipment will be checked to ensure proper working order and ensure proper calibration of equipment. All fluid levels will be checked and filled to proper levels; all lights must be in working order. A visual walk-around inspection of the truck or equipment must be made. Any repairs must be made and reported to a supervisor or mechanic before leaving the yard.</li> <li>3. The standard sanding speed is: 20-25 mph.</li> <li>4. Street listing of plowed routes is available at the DPW (577 Bay Road). Follow any prioritized route or schedule as required.</li> <li>5. Before parking any truck or equipment after use, all fluid levels will be checked and filled. Blades or bolts, which need replacing, will be taken care of unless told to do otherwise. Chains that need repairs will be repaired. All minor repairs will be done by the operator. Any repairs the operator cannot perform will be written up on the proper forms and turned in to DPW Mechanic. The DPW Mechanic will determine importance and will assign the repairs according to schedule.</li> </ol> <p><b>Salt Alternative Application</b></p> <p>N/A. The Town does not currently use any salt alternatives.</p>		

<b>STANDARD OPERATING PROCEDURE</b> <b>DEPARTMENT OF PUBLIC WORKS [OR OTHER]</b>  <b>PROGRAM:</b> Snow Removal and De-Icing	<b>SOP NUMBER:</b>	<b>ISSUE DATE:</b>
<b>Record Keeping and Documentation</b> <ol style="list-style-type: none"> <li>1. Maintain a master street listing of plowed routes, and schedule of any prioritized snow and sanding routes. Located in the DPW.</li> <li>2. Keep copies of manufacturer's recommendations for equipment calibration, plowing speed and salt/sand application rates. Located in the DPW Mechanic files.</li> <li>3. Keep records of the amounts of salt, sand, liquid deicer, and salt alternatives applied per season. Located in the DPW.</li> <li>4. Keep a list of all employees trained in the facility's Stormwater Pollution Prevention binder or computer file.</li> </ol>		

## APPENDIX J

### 2016 MS4 Annual Reports

# 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: Town of Hamilton

EPA NPDES Permit Number: MAR041196

#### Primary MS4 Program Manager Contact Information

Name: Timothy J. Olson

Title: Director of Public Works

Street Address Line 1: 577 Bay Road

Street Address Line 2: P.O. Box 429

City: Hamilton

State: MA

Zip Code: 01936

Email: [tolson@hamiltonma.gov](mailto:tolson@hamiltonma.gov)

Phone Number: 978-626-5227

Fax Number: na

#### Stormwater Management Program (SWMP) Information

SWMP Location (web address): <https://www.hamiltonma.gov/government/department-public-works/stormwater-npdes-compliance/>

Date SWMP was Last Updated: June 28, 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:

N/A

## 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- Town of Hamilton does not have any sewers

  
☒ Develop written IDDE plan including a procedure for screening and sampling outfalls  
☒ IDDE ordinance complete  
☒ Identify each outfall and interconnection discharging from MS4, classify into the relevant category, and priority rank each catchment for investigation
  - ☐ The priority ranking of outfalls/interconnections is attached to the email submission
  - ☐ The priority ranking of outfalls/interconnections can be found at the following website:  
☒ Construction/ Erosion and Sediment Control (ESC) ordinance complete  
☐ Develop written procedures for site inspections and enforcement of sediment and erosion control measures  
☐ Develop written procedures for site plan review  
☐ Keep a log of catch basins cleaned or inspected  
☐ Complete inspection of all stormwater treatment structures

### Annual Requirements



- ☒ Annual opportunity for public participation in review and implementation of SWMP
- ☒ Comply with State Public Notice requirements
- ☒ Keep records relating to the permit available for 5 years and make available to the public
- ☒ Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- ☒ Annual training to employees involved in IDDE program
- ☒ All curbed roadways have been swept a minimum of one time per year

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

Annual Requirements

*Public Education and Outreach\**

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

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

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

The Town of Hamilton does not have a sewer system, therefore SSO's are not applicable.

The Town has a detailed template that they are modifying to meet their needs for site inspections, enforcement of sediment and erosion control measures and site plan reviews.

The Town had bidding/procurement issues for catch basin cleaning contractors that prevented them from awarding the work. They're in the process of rebidding to perform the work this fiscal year.

### 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:

Changes have been made to the list of receiving waters and outfalls as additional data has been collected regarding outfall ownership, outfall discharge location, and drainage system configuration as part of a comprehensive drainage mapping effort. No new applicable impairments or TMDLs have been identified as part of this effort. The list of outfalls, receiving waters, and impairments included in the Town's Stormwater Management Plan reflects these changes.

## Part IV: Minimum Control Measures

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

### MCM1: Public Education

Number of educational messages completed during the reporting period:

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

#### **BMP:Display/Posters Kiosks**

Message Description and Distribution Method:

The Town continued to increase general public-knowledge of the impact of stormwater discharge to water bodies within the community and identified the pollutants the public can reduce in stormwater runoff.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Supplied Town offices/library/schools with displays and/or posters. Track number of posters/displays utilized. This message was displayed on the Town website on their Stormwater page.

Message Date(s):

Message Completed for:    Appendix F Requirements ☐    Appendix H Requirements ☐

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

If yes, describe why the change was made:

---

#### **BMP:Brochures/ Pamphlets**

Message Description and Distribution Method:

Continued to educate Contractors on the Town's stormwater erosion and sediment control requirements.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Track the number of industrial facilities reached.

Message Date(s): FY19

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

The Town only has one industrial property, which is Verizon. Message was posted to Town's website referencing dumpster best practices to better line up with potential issues at this facility. The town was unable to contact the facility directly since the facility is unnamed and there is no employee contact.

---

### **BMP:Stormwater Link on Website**

Message Description and Distribution Method:

Updated Town's website to include Stormwater specific material, such as public education posters and the Stormwater Management Plan.

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations/ Town Manager

Measurable Goal(s):

Track the interaction on the Stormwater site, 52 views.

Message Date(s): FY19

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:

This was an additional effort from the Town to display public outreach items and make other documents available like the SWMP. All new MS4 related items (SWMP, public education, etc.) were posted to the Town's DPW website under a "Stormwater" tab. The Town is working with their IT department to better track the amount of views per page.

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[Add an Educational Message](#)

## **MCM2: Public Participation**

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

The Town of Hamilton posted the Stormwater Management Plan (SWMP) on their Department of Public

Works page and it is available at Town Hall for public review.

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:

The Town of Hamilton assists their Garden Club in bi-annual clean up of both trash and yard waste. The Hamilton DPW picks up and disposes of 6-12 bags at each clean up event.

Hamilton participates in a Hazardous waste drop off day with the Town of Wenham, where residents can drop off waste. This year there was a total of 15 full car loads and 33 half car loads that participated in the event. Some of the items collected were consolidated solvents, mixed aerosols, pesticide liquids in consumer packaging, and pesticide solids in consumer packaging.

Hamilton holds an Electronic Waste Collection Day on a monthly basis allowing residents to dispose of electronic waste.

### **MCM3: Illicit Discharge Detection and Elimination (IDDE)**

#### **Sanitary Sewer Overflows (SSOs)**

*Below, report on the number of SSOs identified in the MS4 system and removed during this reporting period.*

Number of SSOs identified:

Number of SSOs removed:

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

Total number of SSOs identified:

Total number of SSOs removed:

#### **MS4 System Mapping**

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

The Town has been working to develop a comprehensive map of the drainage system, including outfalls, pipes, manholes, catch basins, municipally owned stormwater treatment structures, and impaired water bodies. Catchment areas have been delineated. Drainage infrastructure has been designated in the Town's GIS. The drainage map will be continuously updated as investigations are performed during the permit term. The Town will be working to map the remainder of their open channel conveyances, and any interconnections during Permit Year 2. All existing mapping is accordance with the 2016 MS4 Permit's accuracy guidelines.

#### **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

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

Number of outfalls screened: N/A

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

Percent of total outfalls screened: N/A

### **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

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

Number of catchment investigations completed this reporting period: N/A

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

Percent of total catchments investigated: N/A

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

N/A

### **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

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

Number of illicit discharges identified: Number of illicit discharges removed: Estimated volume of sewage removed:  

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

Total number of illicit discharges identified: Total number of illicit discharges removed: 

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

### **Employee Training**

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

### **MCM4: Construction Site Stormwater Runoff Control**

*Below, report on the construction site plan reviews, inspections, and enforcement actions completed during this reporting period.*

Number of site plan reviews completed: Number of inspections completed: Number of enforcement actions taken: 

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

#### **Ordinance Development**

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

### **As-built Drawings**

Describe the status of the measures the MS4 has utilized to require the submission of as-built drawings and ensure long term operation and maintenance of completed construction sites required to be complete in year 2 of the permit term:

The Town is aware of this requirement but has not started the process.

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

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

The Town is aware of this requirement but has not started the process.

### **Green Infrastructure Report**

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

The Town is aware of this requirement but has not started the process.

### **Retrofit Properties Inventory**

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

The Town is aware of this requirement but has not started the process.

## **MCM6: Good Housekeeping**

### **Catch Basin Cleaning**

Describe the status of the catch basin cleaning optimization plan:

Please see additional notes section.



*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:

N/A

*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: 836

Number of catch basins cleaned: 836

Total volume or mass of material removed from all catch basins: 680 CY

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

Total number of catch basins: 836

*If applicable:*

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

N/A

### **Street Sweeping**

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

All streets are swept a minimum of once per year.

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

☒ Number of miles cleaned: 44

☐ 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:

The Town sweeps all paved roadways, curbed or uncurbed, once per year.

### **Winter Road Maintenance**

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

The Town of Hamilton has established written procedures that can be found in Appendix I of their SWMP.

### **Inventory of Permittee-Owned Properties**

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

The Town is aware of this requirement but has not started the process.

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

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

The Town is aware of this requirement but has not started the process.

### **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:

The Town is aware of this requirement but has not started the process.

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

Number of site inspections completed: N/A

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

N/A

### **O&M Procedures for Stormwater Treatment Structures**

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

The Town is aware of this requirement but has not started the process.

## **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

### **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:

The Town had an issue with bidding/procurement for a contractor to perform CB cleanings. They are in the process of rebidding the work with sump and invert measurement provisions to begin tracking percent full.

### **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:

The Town plans the following activities for year 2 of the permit:

BMP: Provide brochures/pamphlets to educate Contractors on stormwater erosion and sediment control

requirements.

BMP: Web Page - Update Town's web site to include vehicle maintenance, fertilizer use, parking lot sweeping, ice removal optimization, and waste/material storage for local businesses.

BMP: Update GIS Drainage Map as needed

BMP: Implement IDDE Program including starting the dry-weather stormwater outfall sampling.

BMP: As-built Plans for On-Site Stormwater Control - review existing regulations to ensure as-built plan submittal requirements are included.

BMP: Review regulations to Ensure the Requirements of the MA Stormwater Handbook are met

BMP: O&M Procedures for municipal activities and facilities that could effect MS4

BMP: Inventory all Permittee-Owned Property

BMP: Create O&M for stormwater infrastructure

BMP: Develop a Stormwater Pollution Prevention Plan (SWPPP) for required municipal facilities

BMP: Develop a Catch Basin Cleaning Optimization Plan

## 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:

Timothy Olson

Title:

DPW Director

Signature:

Timothy J. Olson

Digitally signed by Timothy J. Olson  
DN: cn=Timothy J. Olson, o=Town of  
Hamilton, ou=DPW,  
email=tolson@hamiltonma.gov, c=US  
Date: 2019.09.27 11:16:28 -0400

Date:

9/27/2019

*[Signatory may be a duly authorized  
representative]*

# Year 2 Annual Report

## Massachusetts Small MS4 General Permit

### Reporting Period: July 1, 2019-June 30, 2020

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

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

### Part I: Contact Information

Name of Municipality or Organization:

EPA NPDES Permit Number:

#### Primary MS4 Program Manager Contact Information

Name:

Title:

Street Address Line 1:

Street Address Line 2:

City:

State:

Zip Code:

Email:

Phone Number:

#### Stormwater Management Program (SWMP) Information

SWMP Location (web address):

Date SWMP was Last Updated:

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

## Part II: Self-Assessment

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

### Impairment(s)

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

### TMDL(s)

- In State:**      ☐ Assabet River Phosphorus      ☐ Bacteria and Pathogen      ☐ Cape Cod Nitrogen  
☐ Charles River Watershed Phosphorus      ☐ Lake and Pond Phosphorus
- Out of State:**      ☐ Bacteria/Pathogens      ☐ Metals      ☐ Nitrogen      ☐ Phosphorus

Clear Impairments and TMDLs

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

### Year 2 Requirements

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

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



Annual Requirements

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

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

SWPPP and IDDE training could not be conducted during Permit Year 2 due to the outbreak of COVID-19, but the Town hopes to complete the required training by September 30th, 2020.

*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:

The Miles River (MA92-03) is no longer requires a TMDL for Escherichia Coli (E. Coli), according to the Massachusetts Year 2016 Integrated List of Waters.

## Part IV: Minimum Control Measures

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

### MCM1: Public Education

Number of educational messages completed **during this reporting period:**

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

#### **BMP: Greenscapes Guide**

Message Description and Distribution Method:

Comprehensive 24 page magazine, describing sustainable landscaping practices, DIY residential stormwater management projects, native plant suggestions and more!

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

500 delivered to municipal staff October 2019, available online at [www.greenscapes.org/greenscapes-guide/](http://www.greenscapes.org/greenscapes-guide/)

Message Date(s):

Message Completed for:    Appendix F Requirements ☒    Appendix H Requirements ☒

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

If yes, describe why the change was made:

Originally to be distributed in FY19. Digital version made available Summer 2019

#### **BMP: Greenscapes "Water Smart" Post**

Message Description and Distribution Method:

Social media post with sustainable lawn watering tips and some common misconceptions about outdoor water usage.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Shared with 75 municipal staff July 2019. Posted on GNSC Facebook May 2020.

Message Date(s): July 2019, May 2020

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

---

**BMP: Greenscapes "Fall Calendar" Post**

Message Description and Distribution Method:

Social media post including an illustrated yard waste calendar and check list.

Targeted Audience: Residents

Responsible Department/Parties: Greenscapes North Shore Coalition & Municipal Staff

Measurable Goal(s):

Shared with 75 municipal staff Sept 2019. Posted on GNSC Facebook May 2020

Message Date(s): Sept 2019, May 2020

Message Completed for: Appendix F Requirements ☒ Appendix H Requirements ☒

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

If yes, describe why the change was made:

---

**BMP: Greenscapes "Keep Drains Clear" Post**

Message Description and Distribution Method:

Social media post describing the importance of keeping storm drains clear of yard debris and trash.

Targeted Audience: Residents

Responsible Department/Parties: Greenscapes North Shore Coalition & Municipal Staff

Measurable Goal(s):

Shared with 75 municipal staff October 2019. Posted on GNSC Facebook May 2020

Message Date(s): Oct 2019, May 2020

Message Completed for: Appendix F Requirements ☒ Appendix H Requirements ☒

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

If yes, describe why the change was made:

---

**BMP: "Global Water Access" Post**

Message Description and Distribution Method:

Social media post containing an infographic with facts and figures about global access to clean water and common water pollutants.

Targeted Audience: Residents

Responsible Department/Parties: Greenscapes North Shore Coalition

Measurable Goal(s):

Shared with 75 municipal staff January 2019. Posted on GNSC Facebook May 2020

Message Date(s): Jan 2020, May 2020

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

---

**BMP: EPA's "Do Your Part, Be Septic Smart" Post**

Message Description and Distribution Method:

Social media post containing information and tips for proper septic system maintenance.

Targeted Audience: Residents

Responsible Department/Parties: Greenscapes North Shore Coalition & Municipal Staff

Measurable Goal(s):

Shared with 75 municipal staff February 2019. Posted on GNSC Facebook May 2020

Message Date(s): Feb 2020, May 2020

Message Completed for: Appendix F Requirements ☒ Appendix H Requirements ☒

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

If yes, describe why the change was made:

---

**BMP: Greenscapes "Unflushables" Post**

Message Description and Distribution Method:

Social media post containing information on "what not to flush" and how to avoid common wastewater system issues.

Targeted Audience: Residents

Responsible Department/Parties: Greenscapes North Shore Coalition & Municipal Staff

Measurable Goal(s):

Shared with 75 municipal staff April 2020. Posted on GNSC Facebook May 2020.

Message Date(s): April 2020, May 2020

Message Completed for: Appendix F Requirements ☒ Appendix H Requirements ☒

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

If yes, describe why the change was made:

---

**BMP: "Greenscapes 101" Webinar & Videos**

Message Description and Distribution Method:

Greenscapes staff delivered a virtual presentation on residential stormwater management, the importance of natural solutions in combatting stormwater/water resource management, and made suggestions for at-home projects that interested residents could explore. Projects included using native grass species, converting a lawn into a water-friendly garden, and more. The webinar was recorded, and posted on the Greenscapes website.

Targeted Audience: Residents

Responsible Department/Parties: Greenscapes North Shore Coalition

Measurable Goal(s):

35 "attended" webinar. Recordings shared with 75 municipal staff June 6, 2020 and posted on Greenscapes website at [www.greenskapes.org/resources-videos/](http://www.greenskapes.org/resources-videos/)

Message Date(s): Webinar held 4-29-20. Recordings posted and shared June 2020.

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

---

### **BMP: Keeping Water Clean - School Program**

Message Description and Distribution Method:

Program engages 5th grade students in several activities designed to raise their stormwater and water conservation awareness. Students learn about what a watershed is, what stormwater, groundwater and wastewater are, how they can negatively or positively impact these water systems, along with more details about each system and how it should be protected/maintained.

Targeted Audience: Residents

Responsible Department/Parties: Greenscapes North Shore Coalition

Measurable Goal(s):

1341 Students, 98 Teachers, 131 Parents reached throughout the north shore region (before school closures).

Message Date(s): September 2019 - March 2020

Message Completed for: Appendix F Requirements ☒ Appendix H Requirements ☒

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

If yes, describe why the change was made:

---

### **BMP: ThinkBlueMA "Fowl Water" Video**

Message Description and Distribution Method:

Think Blue Massachusetts "Fowl Water" video defines stormwater and explains the impact that pollution like trash, oil, cigarettes and dog poop can have on stormwater and our waterways. Video available at <https://www.thinkbluemasachusetts.org/> , [www.greenscapes.org/resources-videos/](http://www.greenscapes.org/resources-videos/) and spread as an advertisement on Facebook, Instagram, & YouTube

Targeted Audience: Residents

Responsible Department/Parties: ThinkBlueMA, Greenscapes North Shore Coalition

## Measurable Goal(s):

Total of 1,228,467 impressions recorded in the combined 24 Greenscapes communities (665,620 views on Facebook & Instagram, 562,847 views on Youtube)

Message Date(s): May 16th 2020 - June 5th 2020

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:

Not described in original NOI. Supplemental to expected resident outreach.

---

**BMP: "Kitchen Counter Experiment" Video Series**

## Message Description and Distribution Method:

Episodes 1 & 2 of the "Kitchen Counter Experiment" video series were created in the spring of 2020, in an attempt to replace missed school programming, caused by the Covid-19 pandemic. The videos are exploratory experiments that cover content such as "what not to flush" and the benefits of using natural/chemical free fertilizers.

Targeted Audience: Residents

Responsible Department/Parties: Greenscapes North Shore Coalition

## Measurable Goal(s):

210 Views on Vimeo

Message Date(s): April 2020

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:

Not described in original NOI. Supplemental to expected resident outreach.

---

**BMP: Miscellaneous Greenscapes Social Media Posts**

## Message Description and Distribution Method:

Additional messaging was shared with municipal staff in year 1 of the permit period. Content includes pet waste management, fertilizing recommendations, road salt alternatives, and more. All posts are also available at [www.greenscapes.org/resources-socialmedia/](http://www.greenscapes.org/resources-socialmedia/) and on the GNSC Facebook page.



Targeted Audience: Residents

Responsible Department/Parties: Greenscapes North Shore Coalition & Municipal Staff

Measurable Goal(s):

Varied

Message Date(s): July 2019 - June 2020

Message Completed for: Appendix F Requirements ☒ Appendix H Requirements ☒

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

If yes, describe why the change was made:

---

### **BMP: Miscellaneous Greenscapes Tabling Events**

Message Description and Distribution Method:

Hamilton Garden Expo, Salem Sound Liquid Lecture Series, MVPC Monthly Meetings. Did not attend farmers markets, as in years past, due to covid-related restrictions.

Targeted Audience: Residents

Responsible Department/Parties: Greenscapes North Shore Coalition

Measurable Goal(s):

Varied

Message Date(s): July 2019 - March 2020

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

---

Add an Educational Message

## **MCM2: Public Participation**

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

The Department of Public Works (DPW) made the Stormwater Management Plan (SWMP) available to the public on their website and upon request.

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:**

Hamilton participates in Hazardous Waste Drop Off day with the Town of Wenham, where residents can drop off waste. This year there was a total of 45 full car loads and 43 half car loads that participated in the event. Some of the items collected were consolidated solvents, mixed aerosols, pesticide liquids in consumer packaging, and pesticide solids in consumer packaging.

### **MCM3: Illicit Discharge Detection and Elimination (IDDE)**

#### **Sanitary Sewer Overflows (SSOs)**

*Check off the box below if the statement is true.*

☒ This SSO section is NOT applicable because we DO NOT have sanitary sewer

*Below, report on the number of SSOs identified in the MS4 system and removed **during this reporting period.***

Number of SSOs identified:

Number of SSOs removed:

#### **MS4 System Mapping**

*Below, check all that apply.*

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

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

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

Hamilton does not have any known inter-municipal connections or open channel conveyances.

**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:

**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:

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

Number of catchment investigations completed this reporting period:

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

Percent of total catchments investigated:

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

During year 2 of the permit (FY 2020), the Town of Hamilton worked to identify any problem outfalls through dry-weather screening. Due to no previous data, catchment investigations were not conducted.

**IDDE Progress**

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

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

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

Number of illicit discharges identified:

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

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

Total number of illicit discharges identified: Total number of illicit discharges removed: 

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

There were no illicit discharges reported in year 2 of the permit (FY2020)

### **Employee Training**

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

SWPPP and IDDE training could not be conducted during Permit Year 2 due to the outbreak of COVID-19, but the Town hopes to complete the required training by September 30th, 2020.

### **MCM4: Construction Site Stormwater Runoff Control**

*Below, report on the construction site plan reviews, inspections, and enforcement actions completed **during this reporting period**.*

Number of site plan reviews completed: Number of inspections completed: Number of enforcement actions taken: 

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

## **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:

The Town is aware of this requirement but has included the requirement into their Rules and Regulations.

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

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

The Town is aware of this requirement but has not started the process.

### **Green Infrastructure Report**

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

The Town is aware of this requirement but has not started the process.

### **Retrofit Properties Inventory**

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

The Town is aware of this requirement but has not started the process.

## MCM6: Good Housekeeping

### **Catch Basin Cleaning**

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

Number of catch basins inspected:

Number of catch basins cleaned:

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

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

Total number of catch basins:

*If applicable:*

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

N/A

### **Street Sweeping**

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

☒ Number of miles cleaned:

☐ Volume of material removed:

☐ Weight of material removed:

### **O&M Procedures and Inventory of Permittee-Owned Properties**

*Below, check all that apply.*

The following permittee-owned properties have been inventoried:

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

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

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

**Stormwater Pollution Prevention Plan (SWPPP)**

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

Number of site inspections completed: 0

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

The Town of Hamilton plans to do their first inspection before September 30th if weather permits.

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

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

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

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

**Additional Information**

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

**COVID-19 Impacts**

*Optional:* If any of the above year 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:

SWPPP and IDDE training could not be conducted during Permit Year 2 due to the outbreak of COVID-19, but the Town hopes to complete the required training by September 30th, 2020.

### **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 Town has the following activities planned for year 3 of the permit:

BMP: Fulfill public education initiatives aimed at target audiences as outlined in the Town's NOI and this SWMP



BMP: Fulfill public participation initiatives aimed at target audiences as outlined in the Town's NOI and this SWMP

BMP: Update GIS Drainage Map as needed

BMP: Implement IDDE Program including completing the dry-weather outfall sampling.

BMP: As-built plans for on-site stormwater control - review existing regulations to ensure as-built plan submittal requirements are included.

BMP: Review regulations to ensure the requirements of the MA Stormwater Handbook are met.

## 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:

Timothy J.Olson

Title:

DPW Director

Signature:

Timothy J. Olson

Date:

09/28/20

*[Signatory may be a duly authorized  
representative]*

# Year 3 Annual Report

## Massachusetts Small MS4 General Permit

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

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

*Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed. Please ONLY report on activities between July 1, 2020 and June 30, 2021 unless otherwise requested.*

## Part I: Contact Information

Name of Municipality or Organization:

EPA NPDES Permit Number:

### Primary MS4 Program Manager Contact Information

Name:

Title:

Street Address Line 1:

Street Address Line 2:

City:

State:

Zip Code:

Email:

Phone Number:

### Stormwater Management Program (SWMP) Information

SWMP Location (web address):

Date SWMP was Last Updated:

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

## Part II: Self-Assessment

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

### Impairment(s)

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

### TMDL(s)

- In State:**
☐ Assabet River Phosphorus
 ☐ Bacteria and Pathogen
 ☐ Cape Cod Nitrogen  
☐ Charles River Watershed Phosphorus
 ☐ Lake and Pond Phosphorus  
**Out of State:**
☐ Bacteria/Pathogens
 ☐ Metals
 ☐ Nitrogen
 ☐ Phosphorus

Clear Impairments and TMDLs

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

### Year 3 Requirements

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

*Optional:* If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above year 3 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

The Town of Hamilton has drafted the stormwater updates to the Town's Rules and Regulations and is awaiting approval at the October 2021 Planning Board meeting.

### Annual Requirements

- ☒ Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice requirements  
☒ Kept records relating to the permit available for 5 years and made available to the public  
☐ The SSO inventory has been updated, including the status of mitigation and corrective measures implemented
  - ☒ This is not applicable because we do not have sanitary sewer
  - ☐ This is not applicable because we did not find any new SSOs

- ☐ The updated SSO inventory is attached to the email submission
- ☐ The updated SSO inventory can be found at the following website:

- ☒ Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- ☐ Provided training to employees involved in IDDE program within the reporting period
- ☒ All curbed roadways were swept at least once within the reporting period
- ☒ Updated system map due in year 2 as necessary
- ☒ Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- ☒ Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- ☒ Updated inventory of all permittee owned facilities as necessary
- ☒ O&M programs for all permittee owned facilities have been completed and updated as necessary
- ☒ Implemented all maintenance procedures for permittee owned facilities in accordance with O&M programs
- ☒ Implemented program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- ☒ Inspected all permittee owned treatment structures (excluding catch basins)

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

Due to Covid restrictions annual SWPPP and IDDE training was not held during Year 3. A training did occur in August 2021, but this is outside of the Year 3 reporting period.

*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:

The Miles River (MA92-03) no longer requires a TMDL for Escherichia Coli (E.Coli), according to the Massachusetts Year 2016 Integrated List of Waters.

## Part IV: Minimum Control Measures

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

### MCM1: Public Education

Number of educational messages completed **during this reporting period:**

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

#### **BMP: Video - What Not to Flush**

Message Description and Distribution Method:

An instructional video that broadly describes the different water systems at work within our watersheds and the importance of protecting all of them. After going into more detail about the wastewater system, it takes viewers through an experiment that illustrates the importance of keeping wipes out of the wastewater stream. Created by the Greenscapes Coalition in place of the Keeping Water Clean in-person program. The video was posted on Vimeo and Salem Sound Coastwatch Facebook, is available on the Greenscapes website and was shared with municipal staff in the Greenscapes newsletter.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Message Date(s):

Message Completed for:    Appendix F Requirements ☐    Appendix H Requirements ☐

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

If yes, describe why the change was made:

---

#### **BMP: Video - The World Beneath Our Feet**

Message Description and Distribution Method:

An instructional video that takes the audience through an experiment that explores how plants (grass seed) grows with different types of fertilizer; chemical fertilizer versus all natural. Created by the Greenscapes Coalition as a supplement to other Keeping Water Clean related videos. This video was posted on Vimeo Greenscapes and Salem Sound Coastwatch Facebook, it is available on the Greenscapes website and was shared with municipal staff in the Greenscapes newsletter.

Targeted Audience:

Responsible Department/Parties: Greenscapes Coalition and Municipal Staff

Measurable Goal(s):

76 views on Vimeo, 200 people reached on Facebook

Message Date(s): Posted by Greenscapes on May 26, 2020. Shared to municipal staff August 25th, 2020.

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

The Keeping Water Clean program is normally conducted in person

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### **BMP: Social Media - Septic Smart Post**

Message Description and Distribution Method:

Distribution of EPA's "Do Your Part, Be Septic Smart" Infographic that includes tips for homeowners about proper septic maintenance. Graphic was posted on Greenscapes Facebook, is available on the Greenscapes website and was shared with municipal staff in the Greenscapes newsletter.

Targeted Audience: Residents

Responsible Department/Parties: Greenscapes Coalition and Municipal Staff

Measurable Goal(s):

11 people reached on Greenscapes Facebook

Message Date(s): Posted on Greenscapes Facebook on August 26th, 2020 and shared with municipal staff on August 25, 2020

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

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### **BMP: Social Media - Good Septic Owner Posts**

Message Description and Distribution Method:

Distribution of EPA's "10 Ways to be a Good Septic Owner" lists in both english and spanish. The list includes 10 tips for sustainable septic maintenance. The graphics were posted on Greenscapes Facebook, are available on the Greenscapes website and were shared with municipal staff in the Greenscapes newsletter.



Targeted Audience: Residents

Responsible Department/Parties: Greenscapes Coalition and municipal staff

Measurable Goal(s):

14 people reached on Greenscapes Facebook.

Message Date(s): Posted on Greenscapes social media September 16, 2020. Sent to municipal staff on Sept. 17, 2020 and again on March 3, 2021.

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

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### **BMP: Social Media - Protect It & Inspect It Post**

Message Description and Distribution Method:

Distribution of EPA's "Protect It and Inspect It" post, which describes the importance of regularly inspecting and emptying your septic tank. Graphic was posted on Greenscapes Facebook and is available on the Greenscapes website.

Targeted Audience: Residents

Responsible Department/Parties: Greenscapes Coalition and municipal staff

Measurable Goal(s):

12 people reached on Greenscapes Facebook.

Message Date(s): Posted on Greenscapes Facebook Sept 16, 2020.

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

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### **BMP: Social Media - Fall Calendar Post**

Message Description and Distribution Method:

Distribution of a Fall Greenscaping Calendar/Checklist that includes several tips and tricks for sustainable landscaping and yard maintenance. It includes the suggestion of composting yard waste, planting native trees, watering less, using fescue grass mix - all of which would reduce the need/use of chemical fertilizers. the graphic was posted on Greenscapes social media, is available on the Greenscapes website and was shared with

municipal staff in the Greenscapes newsletter.

Targeted Audience: Residents

Responsible Department/Parties: Greenscapes Coalition and municipal staff

Measurable Goal(s):

359 people reached on Greenscapes Facebook, 10 people reached on Greenscapes Instagram.

Message Date(s): Sent to municipal staff October 1, 2020. Posted on Greenscapes Social Media (SM) September 1, 2020.

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

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#### **BMP: Article/Social Media - Leave the Leaves**

Message Description and Distribution Method:

Distribution of an article from the Ecological Landscape Alliance, detailing the benefits of leaving "leaf litter" in your yard, as opposed to collecting and removing it. The article discusses the resultant biodiversity, nutrient, water retention and chemical reduction benefits of "Leaving the Leaves". Article was posted on Greenscapes Facebook.

Targeted Audience: Residents

Responsible Department/Parties: Greenscapes Coalition

Measurable Goal(s):

133 people reached on Greenscapes Facebook.

Message Date(s): Posted on Greenscapes Facebook October 16, 2020

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

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#### **BMP: Brochure - Industrial Stormwater Management**

Message Description and Distribution Method:

Distribution of a one page "brochure" designed for industrial audiences that details BMPs for industrial sites,

and the importance of keeping waste like salts, heavy metals, oils and other hazardous materials out of our surface waters. the brochure is available on the Greenscapes website and was sent to municipal staff in the Greenscapes newsletter. The newsletter also included distribution tips such as: posting the brochure to town websites, mailing it to industrially zoned parcels, etc.

Targeted Audience: Industry

Responsible Department/Parties: Greenscapes Coalition and municipal staff.

Measurable Goal(s):

Message Date(s): Sent to municipal staff October 1, 2020

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:

Industrial brochure was supposed to be delivered in Year 2 of the permit.

---

### **BMP: Social Media - Yard Waste Post**

Message Description and Distribution Method:

Distribution of a graphic created by Greenscapes, that encourages homeowners to compost yard waste (either at home or with curbside pickup), and indicates that yard waste does NOT belong in wetlands or in the trash. Graphic is available on the Greenscapes website, was posted on Greenscapes social media and was sent to municipal staff in the Greenscapes newsletter.

Targeted Audience: Residents

Responsible Department/Parties: Greenscapes Coalition and municipal staff

Measurable Goal(s):

7 people reached on Greenscapes Instagram, 8 people reached on Greenscapes Facebook.

Message Date(s): Sent to municipal staff October 1, 2020, Posted on Greenscapes social media November 18, 2020

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

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### **BMP: Social Media - Keep Drains Clear Post**

**Message Description and Distribution Method:**

Distribution of a graphic created by Greenscapes that stresses the importance of keeping storm drain clear of lawn waste and other debris. The graphic is available on the Greenscapes website, was posted on Greenscapes social media and shared with municipal staff in the Greenscapes newsletter.

Targeted Audience: Residents

Responsible Department/Parties: Greenscapes Coalition and municipal staff.

**Measurable Goal(s):**

12 people reached on Greenscapes Instagram, 11 people reached on Greenscapes North Shore Coalition (GNSC) Facebook.

Message Date(s): Posted on Greenscapes SM on November 24, 2020. Sent to municipal staff December 1, 2020.

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

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**BMP: Social Media - PPE Post****Message Description and Distribution Method:**

Distribution of Greenscapes PPE litter awareness post. "Don't want to see dirty masks in your news feed? We don't want to see them on the ground! Masks belong on your face or in the trash."

Targeted Audience: Residents +

Responsible Department/Parties: Greenscapes Coalition and municipal staff

**Measurable Goal(s):**

327 people reached on Greenscapes Facebook, 17 people reached on Greenscapes Instagram.

Message Date(s): Sent to municipal staff on December 1, 2020. Posted on Greenscapes SM November 30, 2020

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

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**BMP: Social Media - Halloween Street Litter Post**

**Message Description and Distribution Method:**

Distribution of a photo taken by Greenscapes of a decorative halloween witch holding a mask and other litter, along with a sign that reads "Trick or Treat. Please keep litter off the street!". Graphic was posted on Greenscapes social media.

Targeted Audience: Residents

Responsible Department/Parties: Greenscapes Coalition

**Measurable Goal(s):**

14 people reached on Greenscapes Instagram

Message Date(s): Posted on Greenscapes SM on November 18, 2020

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

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**BMP: Social Media - Unflushables Post****Message Description and Distribution Method:**

Distribution of Greenscapes infographic that lists many of the commonly flushed "unflushables", such as wipes, dental floss, q-tips, tampons, contact lenses, oils and grease. Graphics were were posted on Greenscapes social media.

Targeted Audience: Residents +

Responsible Department/Parties: Greenscapes Coalition

**Measurable Goal(s):**

16 people reached on GNSC Instagram, 8 people reached on GNSC Facebook

Message Date(s): Posted on Greenscapes SM November 18, 2020

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

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**BMP: Social Media - Help the Melt Post**

**Message Description and Distribution Method:**

Distribution of Andover DPW's social media post about keeping storm drains clear of snow and ice. Reposted on Greenscapes social media.

Targeted Audience: Residents +

Responsible Department/Parties: Greenscapes Coalition

Measurable Goal(s):

20 people reached on GNSC Instagram

Message Date(s): Posted by Greenscapes Dec. 24, 2020

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

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**BMP: Video - What Not to Flush Activity (version 2)****Message Description and Distribution Method:**

Distribution of an abridged version of the original "What Not to Flush" Greenscapes activity video for Keeping Water Clean school program. This experiment video illustrates why wipes and oils and greases cannot be flushed down our sinks or toilets. Video was posted on youtube and vimeo and sent to municipal staff and schools in Greenscapes newsletter.

Targeted Audience: Residents

Responsible Department/Parties: Greenscapes Coalition and municipal staff

Measurable Goal(s):

14 views on Youtube, 15 views on Vimeo (this does not include any views of the video embedded in the classroom materials).

Message Date(s): Posted on youtube November 23, 2020. Sent to municipal staff December 1, 2020.

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

The Keeping Water Clean school program is normally conducted in-person

---

**BMP: Video - Crumpled Watershed Activity**

**Message Description and Distribution Method:**

Distribution of a video created by Greenscapes that takes viewers through an activity normally conducted as part of the Keeping Water Clean school program. The activity has viewers/students delineate their own watershed and see where the water goes, how it collects and also considers all of the things that water could run into along the way. Video was posted on youtube and vimeo and sent to municipal staff and schools in Greenscapes newsletter.

Targeted Audience: Residents

Responsible Department/Parties: Greenscapes Coalition and municipal staff

**Measurable Goal(s):**

13 views on Youtube, 18 views on Vimeo (this does not include any views of the video embedded in the classroom materials).

Message Date(s): Posted on youtube November 23, 2020. Sent to municipal staff December 1, 2020.

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

The Keeping Water Clean program is normally conducted in person.

---

**BMP: Video - Groundwater Exploration Activity****Message Description and Distribution Method:**

Distribution of Greenscapes activity video that walks viewers through an activity normally conducted as part of the Keeping Water Clean school program. The activity uses an Envision groundwater model that illustrates all of the "water beneath our feet". It helps students visualize how water (and water pollution) are always moving underground, never staying in one final place. It helps students consider how behaviors on land can affect the water underground and eventually even the water we use to drink or swim in. Video was posted on youtube and vimeo and sent to municipal staff and schools in Greenscapes newsletter.

Targeted Audience: Residents

Responsible Department/Parties: Greenscapes Coalition and municipal staff

**Measurable Goal(s):**

106 views on Youtube, 8 views on Vimeo (this does not include any views of the video embedded in the classroom materials).

Message Date(s):

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

The Keeping Water Clean program is normally conducted in person.

---

**BMP: Social Media - Pet Waste**

Message Description and Distribution Method:

Distribution of Greenscapes "Scoop the Poop" messaging. Hard copy rack cards were reprinted and PDFs of all documents are available on Greenscapes website and were sent to municipal staff in Greenscapes Newsletter.

Targeted Audience: Residents +

Responsible Department/Parties: Greenscapes Coalition and municipal staff

Measurable Goal(s):

500+ reprinted for each community

Message Date(s): PDFs sent to municipal staff February 3rd, 2021 and again on April 29, 2021. Rack cards were printed in February 2021 and municipal staff was notified April 29, 2021.

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

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**BMP: Social Media - Salt Alternative Post**

Message Description and Distribution Method:

Distribution of Greenscapes graphic that makes various suggestions of natural alternatives to harsh road salt. Graphics are available on Greenscapes website and social media, and were sent to municipal staff in Greenscapes newsletter.

Targeted Audience: Residents +

Responsible Department/Parties: Greenscapes Coalition and municipal staff

Measurable Goal(s):

Message Date(s): Sent in newsletter on February 3rd, 2021

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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



If yes, describe why the change was made:

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**BMP: Social Media - Shovel More Salt Less Post**

Message Description and Distribution Method:

Distribution of a graphic created by the Mystic River Watershed Council that encourages homeowners to "Salt More, Shovel Less" to reduce the amount of salt that ends up in stormwater and in our waterways. Graphic was posted on Greenscapes social media.

Targeted Audience: Residents +

Responsible Department/Parties: Greenscapes Coalition

Measurable Goal(s):

15 people reached on GNSC Facebook, 14 people reached on GNSC Instagram

Message Date(s): Posted on Greenscapes social media Jan 8, 2021.

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

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**BMP: Video/Social Media - Salt Smart**

Message Description and Distribution Method:

Distribution of a "More Isn't Always Better" video created by the Salt Smart Collaborative in Illinois. The video illustrates several instances where more isn't always better and applies the same thinking to salt use, while including a few specific suggestions for sustainable winter salt use. Sent to municipal staff in Greenscapes newsletter and posted on Greenscapes social media.

Targeted Audience: Residents +

Responsible Department/Parties: Greenscapes Coalition and municipal staff

Measurable Goal(s):

10 people reached on Greenscapes Facebook

Message Date(s): Posted on Greenscapes social media Feb. 11, 2021. Sent to municipal staff Feb. 3, 2021

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

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### **BMP: Brochure - Complete Homeowners Septic Guide**

Message Description and Distribution Method:

Distribution of EPA's Complete Homeowner's Septic Guide. The guide explains how a septic system works and details the importance of maintaining it for the sake of the environment and to save homeowners money. It also discusses a proper inspection, maintenance and emptying routine and includes tips and tricks to use water more efficiently in an attempt to put less stress on the septic system. The guide is available on the Greenscapes website and was sent to municipal staff in the Greenscapes newsletter. Included in the newsletter were suggestions on how to share with residents, such as: posting on town websites, new homeowner guides, etc.

Targeted Audience: Residents

Responsible Department/Parties: Greenscapes Coalition and municipal staff

Measurable Goal(s):

Message Date(s): Sent to municipal staff on March 3, 2021

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

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### **BMP: Social Media - Septic Infographic Post**

Message Description and Distribution Method:

Distribution of an infographic created by ThinkBlueMA that describes "5 Signs Your Tank Needs Cleaning", and includes tips and tricks for proper septic maintenance. Graphic was posted on Greenscapes social media and shared with municipal staff in the Greenscapes newsletter.

Targeted Audience: Residents

Responsible Department/Parties: Greenscapes Coalition and municipal staff

Measurable Goal(s):

12 people reached on GNSC Facebook, 24 people reached on GNSC Instagram

Sent to municipal staff on March 3, 2021. Posted on Greenscapes social media March 3,

Message Date(s): 2021

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

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### **BMP: Social Media - Stormwater Pollution Post**

Message Description and Distribution Method:

Distribution of a "Sources of Stormwater Pollution" infographic created by Central MA Stormwater Collaborative. The infographic illustrates many different sources of stormwater pollution and describes the flow of water throughout an average Massachusetts watershed. It also provides tips and tricks for reducing and eliminating stormwater pollution. Posted on Greenscapes social media.

Targeted Audience: Residents +

Responsible Department/Parties: Greenscapes Coalition

Measurable Goal(s):

16 people reached on GNSC Instagram

Message Date(s): Posted on April 24, 2021

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

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### **BMP: Social Media - Rain Garden Post**

Message Description and Distribution Method:

Distribution of a Rain Garden infographic created by Greenscapes that describes the different functions of a rain garden and encourages homeowners to explore the possibility of installing one in their yards. Infographic is available on Greenscapes website and was shared with municipal staff via Greenscapes newsletter.

Targeted Audience: Residents

Responsible Department/Parties: Greenscapes Coalition and municipal staff.

Measurable Goal(s):

Message Date(s): Sent to municipal staff April 29, 2021

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

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### **BMP: Webinar - Pesticides 101**

Message Description and Distribution Method:

Distribution of a webinar recording, originally hosted by Sustainable Marblehead. Speaker Chip Osborne discusses sustainable landscaping tips such as limited pesticide use and/or using organic alternatives. Recording was shared with municipal staff in the Greenscapes newsletter

Targeted Audience: Residents

Responsible Department/Parties: Greenscapes Coalition and municipal staff

Measurable Goal(s):

Message Date(s): Sent to municipal staff April 29, 2021

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

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### **BMP: Social Media - Lawn Care Post**

Message Description and Distribution Method:

Distribution of an infographic created by ThinkBlueMA that illustrates several tips for sustainable lawn care such as getting your soil tested, limiting use of nitrogen & phosphorous rich fertilizers, leaving leaf litter to naturally fertilize lawns and gardens, and more. Graphic is available on the Greenscapes website and was shared with municipal staff in the Greenscapes newsletter

Targeted Audience: Residents

Responsible Department/Parties: Greenscapes Coalition and municipal staff

Measurable Goal(s):

Message Date(s): Sent to municipal staff April 29, 2021

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

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### **BMP: Video/Social Media - Fowl Water Video**

Message Description and Distribution Method:

Distribution of a video created by ThinkBlueMA that defines stormwater and explains the impact of pollution like trash, oil, cigarettes and dog poop on stormwater and our waterways. The video is available on the Greenscapes website, the ThinkBlueMA website, and was spread as an advertisement on Facebook, Instagram and Youtube.

Targeted Audience: Residents +

Responsible Department/Parties: Greenscapes Coalition and ThinkBlueMA

Measurable Goal(s):

678,448 impressions in Greenscapes region

Message Date(s): Advertisement run from May 17 to June 4, 2021

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

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### **BMP: School Program - Keeping Water Clean**

Message Description and Distribution Method:

Distribution of virtual classroom materials that engage 5th grade students in several activities/experiments designed to raise their stormwater and water conservation awareness. Students learn what a watershed is, what stormwater, groundwater and wastewater are, how they can negatively or positively affect those water systems and how they can become better stewards of their watershed(s). Materials include 3 "chapters" of watershed learning in the form of powerpoints, videos, hands-on experiments, quizzes and more. All materials are available on the Greenscapes website and were shared directly with 5th grade educators throughout the region.

Targeted Audience: Residents +

Responsible Department/Parties: Greenscapes Coalition

Measurable Goal(s):

Sent to 113 teachers in the Greenscapes region

Message Date(s): Sent to teachers on January 29, 2021 and resent on February 22, 2021

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

The Keeping Water Clean program is normally conducted in person at individual schools.

Add an Educational Message

## MCM2: Public Participation

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

The Department of Public Works (DPW) made the Stormwater Management Plan (SWMP) available to the public on their website upon request.

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:**

Hamilton participates in Hazardous Waste Drop Off day with the Town of Wenham, where residents can drop off waste. This year there was a total of 49 half car loads and 41 full car loads that participated in the event. Some of the items collected were consolidated solvents, mixed aerosols, pesticides liquids in consumer packaging, and pesticide solids in consumer packaging.

## MCM3: Illicit Discharge Detection and Elimination (IDDE)

### Sanitary Sewer Overflows (SSOs)

*Check off the box below if the statement is true.*

☒ This SSO section is NOT applicable because we DO NOT have sanitary sewer

*Below, report on the number of SSOs identified in the MS4 system and removed **during this reporting period**.*

Number of SSOs identified:

Number of SSOs removed:

### **MS4 System Mapping**

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

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

*If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses. Please also include the updated inventory and ranking of outfalls/interconnections based on monitoring results.*

- ☐ No outfalls were inspected
- ☒ The outfall screening data is attached to the email submission
- ☐ The outfall screening data can be found at the following website:

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

Number of outfalls screened:

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

Percent of outfalls screened:

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

### **Catchment Investigations**

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

- ☒ No catchment investigations were conducted
- ☐ The catchment investigation data is attached to the email submission
- ☐ The catchment investigation data can be found at the following website:

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

Number of catchment investigations completed this reporting period:

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

Percent of total catchments investigated: 0

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

During year 3 of the permit (FY2021), the Town of Hamilton worked to identify any problem outfalls through dry-weather screening. Due to no previous data, catchment investigations were no conducted.

### **IDDE Progress**

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

- ☒ No illicit discharges were found
- ☐ The illicit discharge removal report is attached to the email submission
- ☐ The illicit discharge removal report can be found at the following website:

*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:*

There were no illicit discharges reported in year 3 of the permit (FY2021)

### **Employee Training**

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

Due to Covid restrictions annual SWPPP and IDDE training was not held during Year 3. A training did occur in August 2021, but this is outside of the Year 3 reporting period.



**MCM4: Construction Site Stormwater Runoff Control**

*Below, report on the construction site plan reviews, inspections, and enforcement actions completed **during this reporting period**.*

Number of site plan reviews completed:

Number of inspections completed:

Number of enforcement actions taken:

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

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

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

Number of as-built drawings received:

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

**Street Design and Parking Lots Report**

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

The Town is aware of this requirement but has not started the process.

**Green Infrastructure Report**

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

The Town is aware of this requirement but has not started the process.

### **Retrofit Properties Inventory**

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

The Town is aware of this requirement but has not started the process.

## **MCM6: Good Housekeeping**

### **Catch Basin Cleaning**

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

Number of catch basins inspected:

Number of catch basins cleaned:

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

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

Total number of catch basins:

*If applicable:*

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

### **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:  [Select Units]
- ☐ Weight of material removed:  [Select Units]

**Stormwater Pollution Prevention Plan (SWPPP)**

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

Number of site inspections completed:

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

No corrective actions necessary at this time.

**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:

Catch Basin cleaning was not conducted during Year 3 of the permit (FY2021) due to COVID-19 restrictions and budget constraints. The Town plans to begin cleaning 100% of their catch basins starting in September 2021 (FY2022).

**Additional Information**

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

### **COVID-19 Impacts**

*Optional:* If any of the above year 3 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

### **Activities Planned for Next Reporting Period**

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 4 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ☒

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

### **Annual Requirements**

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

- Review inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; update if necessary
- Review O&M programs for all permittee owned facilities; update if necessary
- Implement all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implement program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Enclose all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Review as-built drawings for new and redevelopment to ensure compliance with post construction bylaws, regulations, or regulatory mechanism consistent with permit requirements
- Inspect all permittee owned treatment structures (excluding catch basins)

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

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

### 40 CFR 144.32(d) Certification

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

Name:

Timothy J. Olson

Title:

DPW Director

Signature:

Timothy J. Olson

Digitally signed by Timothy J. Olson  
DN: cn=Timothy J. Olson, o=Town of  
Hamilton, ou=DPW,  
email=tolson@hamiltonma.gov, c=US  
Date: 2021.09.30 08:20:30 -0400

Date:

*[Signatory may be a duly authorized  
representative]*

# Year 4 Annual Report

## Massachusetts Small MS4 General Permit

### Reporting Period: July 1, 2021-June 30, 2022

**\*\*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, 2021 and June 30, 2022 unless otherwise requested.*

### Part I: Contact Information

Name of Municipality or Organization: Town of Hamilton

EPA NPDES Permit Number: MAR041196

#### Primary MS4 Program Manager Contact Information

Name: Timothy J. Olson

Title: The Director of Public Works

Street Address Line 1: 577 Bay Road

Street Address Line 2:

City: Hamilton

State: MA

Zip Code: 01936

Email: [tolson@hamiltonma.gov](mailto:tolson@hamiltonma.gov)

Phone Number: (978) 686-5227

#### Stormwater Management Program (SWMP) Information

SWMP Location (web address): <https://www.hamiltonma.gov/government/department-public-works/stormwater-npdes-compliance/>

Date SWMP was Last Updated: September 2021

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

## Part II: Self-Assessment

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

### Impairment(s)

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

### TMDL(s)

- In State:**      ☐ Assabet River Phosphorus      ☐ Bacteria and Pathogen      ☐ Cape Cod Nitrogen  
☐ Charles River Watershed Phosphorus      ☐ Lake and Pond Phosphorus
- Out of State:**      ☐ Bacteria/Pathogens      ☐ Metals      ☐ Nitrogen      ☐ Phosphorus

Clear Impairments and TMDLs

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

### Year 4 Requirements

- Developed a report assessing current street design and parking lot guidelines and other local
- ☒ requirements within the municipality that affect the creation of impervious cover, made it available as part of the SWMP, and:

☐ No updates were recommended

☒ Updates were recommended. The anticipated date or date of completion for updates is/was:

Expected to be by 2032, pending results of local review and approval processes.

- Developed a report assessing local regulations to determine the feasibility of making green
- ☒ infrastructure practices allowable when appropriate site conditions exist, made it available as part of the SWMP, and:

☐ No updates were recommended

☒ Updates were recommended. The anticipated date or date of completion for updates is/was:

Expected to be by 2032, pending results of local review and approval processes.

- ☒ Identified a minimum of 5 permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious cover

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

Members of the Greenscapes North Shore Coalition reviewed all municipal regulations related to impervious cover creation. The Greenscapes team used the MA Audubon bylaw review tool to evaluate all of the regulations in the context of green infrastructure feasibility and compiled a detailed report of their findings, which also includes recommended improvements for each regulation reviewed. With guidance and input from



municipal staff, timelines for implementation of recommended language were established on a case-by-case basis. The full report and community specific recommendations can be found here: [https://greenscapes.org/wp-content/uploads/2022/08/MS4-Grant-Report-FINAL\\_reduced.pdf](https://greenscapes.org/wp-content/uploads/2022/08/MS4-Grant-Report-FINAL_reduced.pdf)

In connection with the bylaw review efforts conducted by the Greenscapes Coalition, two educational webinars were also conducted. The first webinar was held at the onset of the review process and introduced the project scope while detailing the value of encouraging LID practices in municipal codes. This webinar yielded 70 attendees. The second webinar, held following the completion of the review process, was hosted by EPA's Soak Up the Rain and discussed the project results and lessons learned. This webinar had approximately 300 attendees.

### 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:
- ☒ Updated system map due in year 2 as necessary
- ☒ Provided training to employees involved in IDDE program within the reporting period
- ☒ Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- ☒ All curbed roadways were swept at least once within the reporting period
- ☒ Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- ☒ Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- ☒ Updated inventory of all permittee owned facilities as necessary
- ☒ O&M programs for all permittee owned facilities have been completed and updated as necessary
- ☒ Implemented all maintenance procedures for permittee owned facilities in accordance with O&M programs
- ☒ Implemented program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- ☐ Inspected all permittee owned treatment structures (excluding catch basins)

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

Hamilton does not own any stormwater treatment structures.

---

*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:

The Miles River (MA92-03) no longer requires a TMDL according to the Final Massachusetts Year 2018/2020 Integrated List of Waters.

## Part IV: Minimum Control Measures

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

### MCM1: Public Education

Number of educational messages completed **during this reporting period:**

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

#### **BMP: Elementary School Program - Keeping Water Clean**

Message Description and Distribution Method:

Program engages 5th grade students in several activities designed to raise their stormwater and water conservation awareness. Students learn about what a watershed is, what stormwater, groundwater and wastewater are, how they can negatively or positively impact these water systems, along with more details about each system and how it should be protected/maintained.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

2166 students  
370 teachers and parents  
30 schools

Message Date(s):

Message Completed for:    Appendix F Requirements ☐    Appendix H Requirements ☐

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

If yes, describe why the change was made:

#### **BMP: Video - "Fowl Water"**

Message Description and Distribution Method:

The Think Blue Massachusetts "Fowl Water" video defines stormwater and explains the impact that pollution like trash, oil, cigarettes and dog poop can have on stormwater and our waterways. Video available at <https://www.thinkbluemassachusetts.org/> , [www.greenscapes.org/resources-videos/](http://www.greenscapes.org/resources-videos/) and spread as an advertisement on Facebook, Instagram, & YouTube

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

237,249 impressions on Facebook/Instagram  
351,249 impressions on YouTube

Message Date(s): May 31, 2022 - June 17th, 2022

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

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### **BMP: Workshop - Planning Tools to Promote Natural Resource Stewardship**

Message Description and Distribution Method:

Hosted by members of the PIE-Rivers Partnership, this free virtual workshop discussed the latest trends in promoting LID and other forms of Green Infrastructure in North Shore communities.

Targeted Audience: Residents +

Responsible Department/Parties: PIE Rivers Partnership, Greenscapes Coalition

Measurable Goal(s):

82 Participants

Message Date(s): November 9, 2021

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

---

### **BMP: Print Material/Rack Card - Storm Drain Info**

Message Description and Distribution Method:

The Greenscapes storm drain rack card, originally printed in 2016 was modified for easy office printing and distribution. The original can be found here: <https://greenscapes.org/wp-content/uploads/2017/01/Greenscapes-Rack-Card-2014-final.pdf>

Targeted Audience: Residents +

Responsible Department/Parties: Greenscapes Coalition, Municipal Staff

Measurable Goal(s):

Message Date(s): Sent to Greenscapes network January 24th, 2022

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

---

### **BMP: Public Lecture - Coastal Communities Talk Water**

Message Description and Distribution Method:

This free community event at the Cabot Theater in Beverly MA, featured guest speakers from Salem Sound Coastwatch, the Ipswich River Watershed Association, Green Beverly, Sustainable Marblehead and the EPA, who covered various topics related to water quality, water quantity and general watershed stewardship. Printed materials were also being passed out by Greenscapes personnel.

Targeted Audience: Residents +

Responsible Department/Parties: Greenscapes Coalition

Measurable Goal(s):

150 Attendees

Message Date(s): March 10th, 2022

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

---

### **BMP: Printed Material (Magazine) - Greenscapes Guide**

Message Description and Distribution Method:

The Greenscapes Guide, a 26 page magazine that covers sustainable landscaping tips, DIY stormwater management for homeowners and more, was distributed at every school program that Greenscapes conducted this school year.

Targeted Audience: Residents +

Responsible Department/Parties: Greenscapes Coalition

Measurable Goal(s):

3,000 guides distributed throughout the North Shore

Message Date(s): Various dates between September 2021 - June 2022

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

---

### **BMP: In-Person Exhibit - Culture House**

Message Description and Distribution Method:

Salem Sound Coastwatch, a contributing partner to the Greenscapes Coalition, was a resident exhibitor at Salem Culture House, a pilot project that created a community space in Salem's Old Town Hall. At the exhibit, SSCW staff ran two hands on activities that taught visitors about their connection to their watershed. Greenscapes materials were on display and passed out.

Targeted Audience: Residents +

Responsible Department/Parties: Greenscapes Coalition, Municipal Staff

Measurable Goal(s):

924 Attendees

Message Date(s): April 20th - April 23rd, 2022

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

---

### **BMP: Miscellaneous Social Media**

Message Description and Distribution Method:

Social media content related to stormwater management, wastewater and groundwater protection, water conservation, pet waste, septic system maintenance and sustainable lawn care are always available on the Greenscapes social media pages and on the Greenscapes website. <https://greenscapes.org/resources-socialmedia/>

Targeted Audience: Residents +

Responsible Department/Parties: Greenscapes Coalition

Measurable Goal(s):

The Town of Hamilton did not post additional content to their social media page.

Message Date(s): N/A

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

---

### **BMP: Miscellaneous Tabling Events**

Message Description and Distribution Method:

Events attended by Greenscapes personnel where printed materials were passed out: Middleton Earth Day, Tri-Town Spring Expo, Boxford Applefest, Topsfield Strawberry Fest, Ipswich STEAM Showcase, Beverly Earth Day, Salem Farmer's Market, Earth Week at the Peabody Essex Museum

Targeted Audience: Residents +

Responsible Department/Parties: Greenscapes Coalition

Measurable Goal(s):

The Town of Hamilton did not participate in this tabling event.

Message Date(s): Various dates between September 2021 - June 2022

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

---

Add an Educational Message

## **MCM2: Public Participation**



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

The Department of Public Works (DPW) made the Stormwater Management Plan (SWMP) available to the public on their website and upon request.

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:**

Hamilton participates in Hazardous Waste Drop Off day with the Town of Wenham, where residents can drop off waste. This year there was a total of 44 full car loads, 76 half car loads, and 38 quarter car loads that participated in the event. Some of the items collected were consolidated solvents, mixed aerosols, pesticide liquids in consumer packaging, and pesticide solids in consumer packaging.

Hamilton DPW maintains their stormwater hotline (DPW main number) and continues to inform residents of the proper town offices to contact if they need information or to report problems dealing with stormwater issues.

### **MCM3: Illicit Discharge Detection and Elimination (IDDE)**

#### **Sanitary Sewer Overflows (SSOs)**

*Check off the box below if the statement is true.*

☒ This SSO section is NOT applicable because we DO NOT have sanitary sewer

*Below, report on the number of SSOs identified in the MS4 system and removed **during this reporting period.***

Number of SSOs identified:

Number of SSOs removed:

#### **MS4 System Mapping**

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

MS4 System Mapping is up to date. No additional infrastructure has been accepted by the Town since the last reporting period.

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

*If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses. Please also include the updated inventory and ranking of outfalls/interconnections based on monitoring results.*

- ☒ No outfalls were inspected  
☐ The outfall screening data is attached to the email submission

- ☐ The outfall screening data can be found at the following website:

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

Number of outfalls screened:

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

Percent of outfalls screened:

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

All outfalls were monitored during dry weather were reported in Year 2 (2020) annual report.

### **Catchment Investigations**

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

- ☒ No catchment investigations were conducted
- ☐ The catchment investigation data is attached to the email submission
- ☐ The catchment investigation data can be found at the following website:

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

Number of catchment investigations completed this reporting period:

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

Percent of total catchments investigated:

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

### **IDDE Progress**

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

- ☒ No illicit discharges were found
- ☐ The illicit discharge removal report is attached to the email submission
- ☐ The illicit discharge removal report can be found at the following website:

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

Number of illicit discharges identified:

Number of illicit discharges removed:

Estimated volume of sewage removed:  gallons/day

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

Total number of illicit discharges identified:

Total number of illicit discharges removed:

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

### **Employee Training**

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

IDDE and SWPPP training was conducted on August 19, 2021.

### **MCM4: Construction Site Stormwater Runoff Control**

*Below, report on the construction site plan reviews, inspections, and enforcement actions completed **during this reporting period**.*

Number of site plan reviews completed:

Number of inspections completed:

Number of enforcement actions taken:

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

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

### Ordinance or Regulatory Mechanism

Date update was completed (due in year 3): November 4, 2021

### As-built Drawings

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

Number of as-built drawings received: 0

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

### Retrofit Properties Inventory

Below, list the permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas (at least 5):

Hamilton Town Hall, Hamilton Wenham Public Library, Winthrop Elementary School, Council of Aging - Senior Center, and Patton Park.

## 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: 730

Number of catch basins cleaned: 770

Total volume or mass of material removed from all catch basins: 93 tons

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

Total number of catch basins:

*If applicable:*

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

If catch basin sumps are more than 50 percent full during two consecutive routine inspections/cleaning events, the Town documents the finding, investigates the contributing drainage area for sources of excessive sediment loading. This process is in addition to cleaning the sediment from the catch basin.

### **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:  [Select Units]

☐ Weight of material removed:  [Select Units]

### **Stormwater Pollution Prevention Plan (SWPPP)**

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

Number of site inspections completed:

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

No corrective actions were identified as being necessary during the Permit Year 4 inspections.

## **Additional Information**

### **Monitoring or Study Results**

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

☒ Not applicable

☐ The results from additional reports or studies are attached to the email submission

☐ The results from additional reports or studies can be found at the following website(s):

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

### **Additional Information**

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

### **COVID-19 Impacts**

*Optional:* If any of the above year 4 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

### **Activities Planned for Next Reporting Period**

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 5 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ☒

#### **Annual Requirements**

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in

- connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
  - Review site plans of construction sites as part of the construction stormwater runoff control program
  - Conduct site inspection of construction sites as necessary
  - Inspect and maintain stormwater treatment structures
  - Log catch basins cleaned or inspected
  - Sweep all curbed streets at least annually
  - Continue investigations of catchments associated with Problem Outfalls
  - Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
  - Review inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; update if necessary
  - Review O&M programs for all permittee owned facilities; update if necessary
  - Implement all maintenance procedures for permittee owned facilities in accordance with O&M programs
  - Implement program for MS4 infrastructure maintenance to reduce the discharge of pollutants
  - Enclose all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
  - Review as-built drawings for new and redevelopment to ensure compliance with post construction bylaws, regulations, or regulatory mechanism consistent with permit requirements
  - Inspect all permittee owned treatment structures (excluding catch basins)
  - Identify additional permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas so that the permittee maintains a minimum of 5 sites in their inventory, until such a time when the permittee has less than 5 sites remaining

Provide any additional details on activities planned for permit year 5 below:



**Part V: Certification of Small MS4 Annual Report 2021****40 CFR 144.32(d) Certification**

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

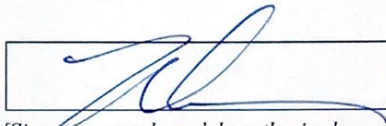
Name:

TIMOTHY J. OLSON

Title:

DPW DIRECTOR

Signature:



Date:

9/28/22

*[Signatory may be a duly authorized representative]*



## APPENDIX K

### Authorization Letter



P.O. Box 429  
577 Bay Road  
Hamilton, MA 01936

Phone  
Fax  
Web site

(978) 468-5572  
(978) 468-2682  
<http://www.hamiltonma.gov>

---

## MEMORANDUM

FROM: Joseph J. Domelowicz, Jr., Town Manager

DATE: July 1<sup>st</sup>, 2019

Re: Documentation for delegation of "Authorized Representative" for NPDES 2016 Massachusetts Small Municipal Separate Storm Sewer System (MS4) General Permit

---

This document serves to affirm that Timothy Olson, DPW Director has responsibility for the operation of the MS4 and is hereby designated as an authorized person for signing all reports including but not limited to the Stormwater Management Plan (SWMP), Stormwater Pollution Prevention Plans (SWPPPs), inspection reports, annual reports, monitoring reports, reports on training, and other information required by the General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4) in Massachusetts for the Town of Hamilton. This authorization cannot be used for signing a NPDES permit application (e.g., Notice of Intent (NOI)) in accordance with 40 CFR 122.22).

By signing this authorization, I confirm that I meet the following requirements to make such a designation as set forth in Part B.11 of Appendix B of the Small MS4 General Permit:


For a municipality, state, federal, or other public agency: By either a principal executive officer or ranking elected official.

"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 gathered and evaluated 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, 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."

[SIGNATORY per Part B.11 of Appendix B]

  
[Name]

  
[Title]

  
[Date]

## APPENDIX L

### Operation and Maintenance Plan



westonandsampson.com

55 Walkers Brook Drive, Suite 100  
Reading, MA 01867  
tel: 978.532.1900

# OPERATIONS & MAINTENANCE PLAN

MS4 GENERAL PERMIT COMPLIANCE

JUNE 2023

TOWN OF  
**Hamilton**  
MASSACHUSETTS



# O&m

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- APPENDIX F: Standard Operating Procedures – Street Sweeping
- APPENDIX G: Standard Operating Procedures – Inspection and Maintenance of Stormwater  
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## 1.0 INTRODUCTION

### 1.1 Requirement for Standard Operating Procedures

The 2016 Massachusetts MS4 General Permit, which came into effect on July 1, 2018, regulates discharges from small municipal separate storm sewer systems (MS4s) to waters of the United States. The Permit requires MS4 operators to develop, implement, and enforce a stormwater management program (SWMP). The purpose of the SWMP is to reduce the discharge of pollutants from the MS4 to the maximum extent practicable, to protect water quality, and to satisfy the applicable water quality requirements of the Clean Water Act. MS4 operators implement various Best Management Practices (BMPs) for each of six minimum control measures. These minimum control measures are as follows:

- Public Education and Outreach
- Public Involvement/Participation
- Illicit Discharge Detection and Elimination
- Construction Site Stormwater Runoff Control
- Post-Construction Stormwater Management in New Development and Redevelopment
- Good Housekeeping and Pollution Prevention for Municipal Operations

As part of the minimum control measure for Good Housekeeping and Pollution Prevention for Municipal Operations, Section 2.3.7 of the 2016 MS4 Permit requires regulated communities to develop and implement a written Operations and Maintenance (O&M) program for municipal activities and facilities. The O&M program serves to prevent or reduce pollutant runoff and protect water quality, and is required to include the following components:

1. Written O&M procedures for the following activities/facilities:
  - a. Parks and open space
  - b. Buildings and facilities where pollutants are exposed to stormwater runoff
  - c. Vehicles and equipment
2. An inventory of all permittee-owned facilities
3. A written program outlining the necessary actions the permittee will implement so that the MS4 is properly maintained to reduce the discharge of pollutants from the MS4, including:
  - a. Optimization of routine inspections, cleaning and maintenance of catch basins
  - b. Implementation of procedures for sweeping and/or cleaning streets and municipally owned parking lots
  - c. Proper storage and disposal of catch basin cleanings and street sweepings
  - d. Implementation of procedures for winter road maintenance
  - e. Implementation of inspection and maintenance frequencies and procedures for storm drain systems and stormwater treatment structures
4. Written records for all maintenance activities, inspections and training.

To address these requirements, Standard Operating Procedures (SOPs) associated with these municipal activities and facilities were taken and/or adapted from templates developed by EPA and the Central Massachusetts Regional Stormwater Coalition (CMRSWC). These templates were developed for use by MS4 communities in complying with the permit requirements outlined above. These pre-developed SOPs can be implemented by the town or adjusted to fit current practices as long as these practices meet all MS4 requirements.

### 1.2 Applicability

The operation and maintenance procedures outlined in this document and the accompanying SOPs apply to all the facilities, vehicles, and equipment denoted in the inventory included in Appendix A, as well as any activities associated with each facility, vehicle, or piece of equipment. They shall also apply to all drainage infrastructure owned or operated by the Town. The inventory will be updated annually to reflect any changes in property or equipment ownership.

## 2.0 PARKS AND OPEN SPACE

### 2.1 Overview

The Town of Hamilton performs regular maintenance on parks and open spaces to ensure aesthetic appeal throughout the town. Maintenance consists of mowing, weeding, pruning, mulching, irrigation, and solid waste management. The Town of Hamilton fertilizes their fields and parks. Stormwater pollutants that can be generated from these activities include nutrients, pesticides, organics, sediment, trash, and bacteria.

The Town of Hamilton owns and maintains the following parks and open spaces:

- Patton Park
- Fair Haven Field
- School Street Park
- Donovan Field
- Cutler Park

This list can be seen as a whole as the location for each park and open space in Appendix A.

### 2.2 Operation and Maintenance Activities

The Town of Hamilton performs most of the maintenance in house at all the locations listed above. All lawns are cut, weeded, irrigated, and seeded/reseeded by The Town. The Town is also responsible for trimming and pruning trees and shrubs, maintain mulch in shrub beds, and removing leaves every fall. All trash is picked up by contacted waste company. Leaf litter and other organic materials are disposed of at the Hamilton Landfill and mulched annually. To limit dog waste, dogs are not permitted at the locations listed above.

Appendix B Provides Standard Operating Procedures that the Town should follow for all operation and maintenance activities in its parks and open spaces, including

- B.1 Parks and Open Space Management

## 3.0 MUNICIPAL BUILDINGS AND FACILITIES

### 3.1 Overview

Hamilton owns and operates a variety of different buildings that have the potential for pollutants to be exposed to stormwater runoff. A complete list and the location can be seen in Appendix A. Below is the list of Municipal buildings owned and operated by the Town of Hamilton:

- Town Hall
- Cutler School
- Winthrop School
- Town Hall Garage
- Police and Fire Department
- Council of Aging (COA) Senior Center

### 3.2 Use, Storage, and Disposal of Petroleum Products and Other Stormwater Pollutants

The Town has restrictions in place regarding the use, storage, and disposal of petroleum products and other stormwater pollutants to prevent the potential for polluted stormwater. Red, leak-proof gas cans are used to for handling and use of flammable liquids such as gasoline. Waste oil and used antifreeze are stored at the DPW garage in barrels, with spill catching grates below to catch any excess. These also function as secondary containment.

There is a fuel island located at the DPW facility, both the Diesel and Gasoline tanks are underground, and inspected daily by a certified operator.



Appendix C provides Standard Operating Procedures that the Town should follow for the use, storage, and disposal of petroleum or other hazardous products utilized at municipal facilities, including:

- C.1: Fuel and Oil Handling
- C.2: Hazardous Materials Storage and Handling

### 3.3 Employee Training

The Town has developed an employee training program, which provides information regarding stormwater pollution prevention and good housekeeping practices for municipal operations. Management practices included as part of the training program consist of: (1) minimizing and preventing exposure of vehicles and equipment to stormwater, (2) good housekeeping operations, (3) preventative maintenance, (4) spill prevention and response, (5) erosion and sediment control, (6) stormwater runoff management, (7) management of salt and piles containing salt and (8) maintenance of control measures. Training on the proper use, storage, and disposal of petroleum products is also included.

The Town will have Stormwater Pollution Prevention Plans (SWPPPs) in place for the Department of Public Works Facility by the end of Permit Year 2 (June 30, 2020). Employees at both facilities will complete annual training on the management practices outlined in the SWPPP.

### 3.4 Spill Prevention and Response

The DPW facility and the Highway Department have the same Spill Prevention and Response Plan. A copy of the plan is kept in the Town Offices, and employees are trained on its contents once annually. The facility has spill mats that are used to cover catch basins when there is a spill or leak, there are also spill kits at the fueling station, in the garage bay, and at the transfer station. The plan also includes written procedures for the proper disposal of used absorbent/spill containment material.

In addition to the Spill Prevention and Response Plan, other Good Housekeeping measures are in place to minimize the risk of spilled pollutants entering nearby surface waters. All transfers to and from fuel oil and chemical tanks on site are observed by qualified personnel trained in spill response procedures. Hydraulic equipment is kept in good repair to prevent leaks. Equipment and vehicles are regularly inspected to avoid situations that may result in leaks, spills, and other releases of pollutants that could be conveyed with stormwater to receiving waters. The fueling area at the DPW Facility is inspected daily for signs of spills or leaks, which includes inspection of hoses and fittings. Any spills are cleaned up immediately or are properly marked by barricades. Grease and oil spills are treated with an absorbent compound.

Appendix C provides additional Standard Operating Procedures that the Town should follow for spill response at all facilities, including:

- C.3: Spill Response and Cleanup

### 3.5 Waste Management and Other Applicable Good Housekeeping Practices

Waste from all municipal facilities is picked up by a contracted waste disposal company.

Building maintenance is conducted to minimize the potential for stormwater pollution. This includes practices such as using tarps and drop cloths when painting or sanding, routinely checking buildings for leaks, and sweeping facility parking lots and driveways.

Appendix C also provides Standard Operating Procedures pertaining to waste management and facility housekeeping, including:

- C.4: Operations and Maintenance of Municipal Buildings and Facilities

There are other Standard Operating Procedures that are applicable to municipal buildings and facilities but are discussed and referenced exclusively in other sections. These include the following:

- SOPs for lawn maintenance and landscaping activities, which are included under Section 2.0, Parks and Open Space
- SOPs for vehicle and equipment storage, washing, and fueling, which are discussed in Section 4.0, Municipal Vehicles and Equipment
- SOPs for street sweeping, snow disposal, and the storage and application of deicing materials, which are discussed exclusively under Section 5.0, Infrastructure Operations and Maintenance.

## 4.0 MUNICIPAL VEHICLES AND EQUIPMENT

### 4.1 Overview

The DPW and Highway Department is responsible for all the vehicles used by themselves. An inventory of all vehicles operated and maintained by the Highway Department is included in Appendix A.

### 4.2 Municipal Vehicle Storage, Maintenance, and Repair

Vehicle maintenance facilities have the potential for spills that could contaminate stormwater. Potential pollutants associated with municipal vehicle storage, maintenance, and repair activities include oil and grease, petroleum products, metals, organics and chlorides.

In Hamilton, vehicle maintenance is performed within the DPW garage. This maintenance includes all changing of fluids. Employees use spigots/funnels to minimize drips/leaks, use drip pans when changing fluids, and have absorbing compounds available for use in the event of a spill. The maintenance garage is equipped with floor drains, which discharge to a tight tank. Spill prevention practices are still encouraged to reduce the amount of oil entering the oil-water separator or the sanitary sewer.

At both the highway department garage and the DPW all vehicles are stored inside to the most practicable extent.

### 4.3 Municipal Vehicle and Equipment Fueling

All Highway Department and DPW vehicles are fueled on site at the Towns fuel island. Fuel is supplied by two separate diesel and gasoline tanks both buried underground. The gasoline tank is 6,000 gallons and diesel tank is 4,000 gallons. The tanks are assessed daily for leaks. The island is uncovered with no secondary containment. Potential stormwater pollutants associated with municipal vehicle and equipment fueling include oil and grease, petroleum products, trash, metals and organics. The fueling area is inspected regularly for signs of spills or leaks, and there is a concrete pad below the fueling station. Spill response procedures are in place.

On July 1, 2020 the gasoline and diesel tank were pumped out and certified inert for a temporary, possibly permanent period. Hamilton and Wenham are piloting a joint facility and Wenham's facility is the host for a period of 6 months. Pending the outcome of the pilot program, the Town plans to either build a new facility in a similar location or partner with Wenham to build a joint facility at an off-site location.

### 4.4 Municipal Vehicle Washing

Potential stormwater pollutants associated with municipal vehicle washing include sediment, nutrients, chlorides, trash, metals, oil & grease, petroleum products and organics. All employees know that no outdoor vehicle washing can occur.

All vehicle washing is conducted outside of the DPW and Highway Department facility building on an impervious surface. All washing is done with environmentally friendly soap and washing area is not within proximity of any stormwater drains or surface water.

#### 4.5 Other Applicable Good House Keeping/ Pollution Prevention Practices

Appendix D provides Standard Operating Procedures related to vehicle and equipment operation and maintenance, including:

- D.1: Operations and Maintenance of Municipal Vehicles and Equipment

There are other Standard Operating Procedures that are applicable to Municipal Vehicles and Equipment but are discussed and referenced exclusively in other sections. These include the following:

- SOPs for the use, storage, and disposal of petroleum products; SOPs for spill prevention and response, and SOPs for waste management, which are included under Section 3.0, Municipal Buildings and Facilities
- SOPs for street sweeping, which are discussed exclusively under Section 5.0, Infrastructure Operations and Maintenance

### 5.0 INFRASTRUCTURE OPERATIONS AND MAINTENANCE

#### 5.1 Drainage System Overview

Hamilton has developed a comprehensive map of the Town's drainage system in GIS, which includes town-wide mapping of outfalls, culverts, drain manholes, catch basins, drainage pipes, swales, etc. The system consists of approximately:

- 19 Miles of Drainage pipe
- 836 municipal catch basins,
- 177 municipal storm drain manholes,
- 240 municipal outfalls

There are formal collection facilities at all parks. Hamilton has several outfalls that discharge directly to surface waters, and few that discharge to infiltration or leaching basins which infiltrate stormwater directly into the ground.

#### 5.2 Catch Basin Cleaning

The Department of Public Works performs routine inspections, cleaning, and maintenance of their 770 catch basins that are located within the MS4 regulated area, the number of catch basins is based off of recent mapping and investigations. The Town of Hamilton will implement the following catch basin inspection and cleaning procedures to reduce the discharge of pollutants from the MS4. In 2019, the Town of Hamilton cleaned and inspected all catch basins throughout the town and plan to clean and inspect all the structures in the spring of 2021 season. Hamilton plans on measuring depths of sediment, bottom of inlet, and height of sump. This data will be utilized to identify those catch basins that are filling up more quickly and will therefore need to be cleaned more than once annually to ensure that the "50 Percent" goal is always reached. The Town of Hamilton plans to implement catch basin inspection/cleaning procedures in fiscal year 2021. Inspection forms, and logs of catch basins cleaned or inspected will be included in Appendix E. All catch basin cleanings are brought to the Highway Department and DPW facility and stockpiled.

To meet anticipated requirements of the new MS4 Permit, the Town will need to optimize catch basin inspection, cleaning and maintenance such that the following conditions are met:

- If a catch basin sump is more than 50 percent full during two consecutive routine inspections or cleaning events, the finding will be documented, the contributing drainage area will be investigated for sources of excessive sediment loading, and to the extent practicable, contributing sources will be

addressed. If no contributing sources are found, the inspection and cleaning frequency will be increased.

- Catch basins located near construction activities (roadway construction, residential, commercial, or industrial development or redevelopment) will be inspected and cleaned more frequently if inspection and maintenance activities indicate excessive sediment or debris loadings (i.e., catch basins more than 50 percent full). Priority will also be given to catch basins that discharge to impaired waters.
- The following information will be included in each annual report:
  - Any action taken in response to excessive sediment or debris loadings
  - Total number of catch basins
  - Number of catch basins inspected
  - Number of catch basins cleaned
  - Total volume or mass of material removed from catch basins.

Appendix E provides Standard Operating Procedures that the Town should follow, including:

- E.1: Catch Basin Inspection and Cleaning

### 5.3 Street Sweeping

The town of Hamilton has 44 centerline miles of public roadway within the town. All streets and parking lots under municipal jurisdiction are swept a minimum of once per year.

The Town of Hamilton will implement the following street and parking lot sweeping procedures to reduce the discharge of pollutants from the MS4:

- All streets will be swept and/or cleaned a minimum of once per year in the spring (following winter activities such as sanding).
- More frequent sweeping will be considered for targeted areas based on pollutant load reduction potential, inspections, pollutant loads, catch basin cleaning or inspection results, land use, impaired waters, or other factors.

The following information will be included in each annual report:

- Number of miles cleaned, or the volume or mass of material removed (see sweeping log in Appendix F).

All street sweepings are brought to the DPW and Highway Department Facility, where they are stockpiled and disposed of.

### 5.4 Inspection and Maintenance of Stormwater Treatment Structures

Currently, Hamilton does not have any Town owned stormwater treatment structures. Stormwater treatment structures, include detention basins, grassed swales, infiltration/leaching basins, oil/water separators and stormceptors. When properly maintained, these structures reduce stormwater pollution and reduce stormwater facility maintenance costs.

Appendix G. provides Standard Operating Procedures for stormwater treatment structures, including:

- G.1: Inspection and Maintenance of Structural Stormwater Best Management Practices (BMPs)

.....

### 5.5 Winter Road Maintenance

Potential stormwater pollutants associated with winter road maintenance include chloride, sediment and various deicing materials. Pollution potential is reduced by properly storing salt and sand, minimizing the use of sodium chloride and other salts, evaluating opportunities for use of alternative materials, and ensuring that snow disposal activities do not result in disposal of snow into waters of the United States.

The Town of Hamilton uses a sand/salt mix during winter road operations. All salt is stored in a 2,400 square foot salt shed. This is where all truck loading and unloading occurs also. If any sand or salt is spilt outside of the shed, it is quickly swept up and moved back inside.

Appendix H provides Standard Operating Procedures for winter road maintenance, including:

- H.1: Salt Use Optimization/ Winter Road Maintenance

There are other Standard Operating Procedures that are applicable to Winter Road Maintenance but are discussed and referenced exclusively in other sections. These include the following:

- SOPs for the operation and maintenance of vehicles and equipment, which are discussed exclusively under Section 4.0, Municipal Vehicles and Equipment

.....

## APPENDIX A

Parks and Open Space Inventory

Municipal Buildings and Facilities Inventory

Municipal Vehicles and Equipment Inventory

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Hamilton, MA  
Municipal Buildings and Facilities Inventory

Buildings
Town Hall
Cutler School
Patton Park Bathhouse
Winthrop School
Council of Aging - Senior Center
Patton Park Concess
Patton Park Pool Eq
Patton Park Garage
Cemetery Garage
Town Hall - Garage
Town Hall - Salt Shed
Library - Partial I
Fire and Police Stations
Patton Homestead

Hamilton, MA

D.P.W. Equipment Inventory 7/18/2018					
Year	Make	Model/Attachments	V.I.N	Reg.	Dept.
1	2015	Chev. Silverado 2005/plow	1GCOKUEG7FZ546046	M94936	Maint.
2	2015	Chev. Silverado 2005/plow	1GCOKUEGXFZ2510335	M92593	Hywy
3	2013	Chev. Silverado 3500/Utility/plow	1GB3KZCG2DF151031	M86357	Water
4	2017	John Deere 544K Loader/Plow	1DW544KZCGF677654	M96871	Hywy
5	2013	Int. 7300 Sander/plow	1HTWAAAR3DH352199	M87454	Hywy
6	2015	Int. 7300 Sander/plow	1HTWAAAR6FH664696	M90539	Hywy
7	2015	Int. 7400 Dump/Sander/plow	1HTWDAA9FH662481	M92578	Hywy
8	2015	Chev. Silverado 2005/plow	1GCOKUEG2FZ546021	M94927	Park
9	2013	Int. 7300 Sander/plow	1HTWAAAR1DH352198	M87453	Hywy
10	2016	Chev. Silverado 2500/plow	1GC3KYCG7GZ367921	M95980	Water
11	2011	GMC Sierra 3500/Dump/plow	1GD322CG2BF161408	M83972	Cemetery
12	2015	Chev. Silverado 3500 Dump/plow	1GB3KYCG0FF537508	M92590	Hywy
13	2018	Int. 7400 Dump/plow	3HAWDSTRXL741163	M99921	Hywy
14	2006	John Deere 310G Backhoe/Loader	T0310GX958707	M75466	Hywy
15	2015	John Deere 310SK Backhoe/Loader	1T0310SKPEE272550	M90527	Water
16	2016	2016 GMC Sierra 3500 Dump/plow	1GD32VCGXGZ192073	M95515	Water
17					
18	2015	Chev. Silverado Xcab 2500/plow	1GC2KUEG0FZ551758	M94935	Public Works
19	2006	2006 Holder C4.74 Tractor/plow/mower/snowblower	204000183	M80391	Hywy
20	2001	John Deere 4300 Tractor/mower/broom/snowblower	LV4300H334352	M64135	
21	2002	John Deere 4300 Tractor/mower/York rake/overseeder/spreader	211766900129	M64136	
22	2002	Morbark 2070XL Twister Chipper	70254	M69171	Public Works
22	2001	Ingersol Rand 185 Compressor	321260UDL221	M66730	Public Works
23	2013	Spaulding T2 Hot Patcher	T2D-13-2806-784	M90247	Hywy
24	1998	Custom 61192 Flatbed Trailer	1KX331732W1002913	M60821	Hywy
25	2006	Brimar Utility Trailer 6000GVW	43YDC16186C052110	M79788	Hywy
26	2008	Carmate Landscape Trailer	5A3U615SX8L003512	M81269	
27	2006	Beuthling B155 Roller	3412300921		Hywy
28	2013	John Deere 997ZTR72SD Mower	1TC9975CJ0F080967		Hywy
29	2013	Walker MB23I Mower	125262		Cemetery
30	2013	Walker MB23I Mower	125263		Cemetery
31	2008	Encore Prowler 61K25A Mower	51126		
32	2008	Bobcat Fastcat	94229602042		
33	2013	Graco Line LazerIV 250SPS Line painter Hywy			
34	1986	Best Concrete Mixer	1861091		Hywy
35	2008	Flink FM8ETs4 Sander			Public Works
36		Pressure washer			Hywy
37	2015	John Deere 997ZTR Mower			
38	2016	Belmont Trailer	50PBU1414GL000195	M96408	
39	2017	Trackless	MT7 MT71150	M97-302	Hywy
40	2018	Chevrolet Tahoe			

Equipment						
Concrete Mixer	22 Breathing Apparatus	Dispatch Console	Barrels - Organic	2018 International 7400 Dump Truck With Plow	Truck 2013	GMC Sierra 3500
Repeater	FILLST06	Public Safetyty Recall Recorder	Trailer Radar & Message Board	Breathing Apparatus	Tractor	2017 Ford Explorer
Rescue Tool	Equipment at Gordon-Conwell	Baper Control & Radio Systems	250 SPS LineLazer Sprayer	Fire Truck	Hot Box	2017 John Deere 544K 4W Loader
Fire Alarm System	Thermal Imaging Camera	25, Glock 22 Pistols and ammo	Patton Park Playground	Engine 2, Pumper - 1985	SUV-2015	2017 Chevrolet Tahoe - Lease split with Water
Cutters	Astro Tac Receiver	16 Safariland 6360 holsters, R	Walker Mower	Moible Air Unit 6, 1994	2015 Ford Explorer	2017 Ford Explorer
Hydraulic Hose for Jaws	Bri-Mar Flat Bed Trailer	4 Safariland 6360 holsters, L	Walker Mower	Engine 1, Pumper - 1996	DUMP TRUCK - 2015	2017 Chevrolet Tahoe
Jaws Power Supply	Equipment at Pingree School	20 Safariland 77 mag pouches	Pressure Washer	Polaris ATV	TRUCK 8-2015	2018 Ford Explorer
Spreaders	2006 Servers Munis	Boiler-Replacement	Pressure Washer	Engine 3, Pumper 2004	LADDER 4-PUMPER & LADDER	
Custom Large Trailer	Asphalt Roller - 2006	Zetron	Camera (ISGX380)	Squad 5, 2006	DUMP TRUCK - 2015	
Air Compressor	Bobcat Fast-Cat Mower	Energy Management System	Rotary Lift	Backhoe - 2006	PICK-UP TRUCK-2015	
2001 John Deere 4300 Tractor	Car Mate Trailer	Enery Management System	2015 John Deere 997ZTR Mower	HOLDER - 2006	PICK-UP TRUCK-2015	
Camera - Thermal Imaging	Snow Blower Attachment	Enery Management Systems	2 Dell Servers	Squad 7, 2008	2015 Ford Explorer	
Tractor	Commerical Mower	Computer System - File Server	Bullet Proof Vests	2011 Ford Taurus	2015 Chevy Silverado 2500/P1ow	
Brush Chipper	Stainless Sander - Attachment	Barrels - Trash	Trackless MT7 Municipal Tractor	GMC Sierra truck	Chevy Silverado	



## APPENDIX B

### Standard Operating Procedure – Parks and Open Space

#### B.1: Parks and Open Space Management

# Standard Operating Procedures

Hamilton, MA

Department of Public Works

## Parks and Open Space Management

Issue Date:

Approved by:

Timothy Olson

Public Works Director (or similar)

### MA Small MS4 General Permit Requirement Summary:

Part 2.3.7.a.i.

Within two (2) years from the effective date of the permit, the permittee shall develop, if not already developed, written (hardcopy or electronic) operations and maintenance procedures for all Parks and open spaces. These written procedures shall be included as part of the SWMP.

Part 2.3.7.a.ii.1.

Establish procedures to address the proper use, storage, and disposal of pesticides, herbicides, and fertilizers including minimizing the use of these products and using only in accordance manufacturer's instruction. Evaluate lawn maintenance and landscaping activities to ensure practices are protective of water quality. Protective practices include reduced mowing frequencies, proper disposal of lawn clippings, and use of alternative landscaping materials (e.g., drought resistant planting). Establish pet waste handling collection and disposal locations at all parks and open space where pets are permitted, including the placing of proper signage concerning the proper collection and disposal of pet waste. Establish procedures to address waterfowl congregation areas where appropriate to reduce waterfowl droppings from entering the MS4. Establish procedures for management of trash containers at parks and open space (scheduled cleanings; sufficient number). Establish procedures to address erosion or poor vegetative cover when the permittee becomes aware of it; especially if the erosion is within 50 feet of a surface water.

### Municipal Parks and Open Space Inventory

The following is a list of properties covered by these procedures. This inventory shall be updated annually during SWMP review.

Park	Address/Location	Lawn Mowing	Landscaping	Fertilizing	Pesticide/Herbicide	Trash mgmt.	Pet waste mgmt.	Waterfowl mgmt.	Other maintenance:
Patton Park		X	X	X		X			
Fairhaven Field		X	X	X		X			
School Street Park		X	X	X		X			
Cutler Park		X				X			
Donovan Field		X		X		X			

## Parks and Open Space Management

Issue Date:

[illegible]

The following personnel are responsible for municipal parks and open space management. Employees performing the procedures in this SOP shall attend annual stormwater pollution prevention training.

<b>Timothy Olson</b>	<b>DPW Director</b>
<b>Peter Cobb</b>	<b>Asst. DPW Director</b>
<b>Gary Kureta</b>	<b>Parks and Grounds Laborer</b>
<b>Scott McCulloch</b>	<b>Hwy Equipment Operator</b>
<b>Ray Currier</b>	<b>Hwy Laborer</b>

## Standard Operating Procedures

*Hamilton, MA*

*Department of Public Works*

## Parks and Open Space Management

Issue Date:

### Lawn Mowing

On the following schedule: Weekly or prior to athletic events

Responsible Personnel: Gary Kureta with assistance from Scott McCulloch and Ray Currier

#### Standard Operating Procedures:

- Lawns shall be mowed to a height of 3".
- Mowing pattern shall vary to prevent ruts and promote even growth.
- Grass clippings shall be mulched using a mulching mower OR disposed of a Hamilton Landfill at 500 Chebacco Road so as to avoid entering the storm drain system.

### Pesticide, Herbicide, and Fertilizer Use

On the following schedule: Bi-Annually, Spring and Fall

Except during drought conditions or preceding heavy rainfall.

Responsible Personnel: (Name of Contracted Company) Gary Kureta with assistance from Scott McCulloch and Ray Currier

The following chemicals are utilized for municipal parks and open space management:

Chemical	Use	Storage Location*	Disposal (per manufacturer's instructions)

All fertilizer is applied stored and ordered by a private vendor through the Parks/Recreation Department.

#### Standard Operating Procedures:

- Integrated Pest Management strategies shall include \_\_\_\_\_ N/A \_\_\_\_\_ to reduce chemical use.

<p><b>Standard Operating Procedures</b></p> <p><i>Hamilton, MA</i></p> <p><i>Department of Public Works</i></p> <p><b>Parks and Open Space Management</b></p>	<p><b>Issue Date:</b></p>
<p>→ Pesticides, Herbicides, and Fertilizers shall be applied following manufacturer's instructions as well as additional municipal instructions:</p>	
<p><b>Other Landscaping</b></p> <p>Involves the following:</p> <ul style="list-style-type: none"> <li>- Weeding</li> <li>- Planting/reseeding</li> <li>- Pruning</li> <li>- Leaf litter removal</li> </ul> <p>Other Landscaping practices occur when necessary to keep the landscape in a healthy condition.</p> <p>Responsible Personnel: Gary Kureta with assistance from Scott McCulloch and Ray Currier</p> <p><b>Standard Operating Procedures:</b></p> <ul style="list-style-type: none"> <li>→ Landscaping waste shall be disposed of at Hamilton Landfill at 500 Chebacco Road so for composting so as to avoid entering the storm drain system.</li> <li>→ Weeding shall be done manually where possible to reduce herbicide use.</li> <li>→ Leaf litter shall be disposed of at Hamilton Landfill at 500 Chebacco Road so for composting so as to avoid entering the storm drain system.</li> </ul>	
<p><b>Trash Management</b></p> <p>Trash cans and/or dumpsters are located at the following parks: All parks</p> <p>Emptying and replacing bags/inspecting for leaks shall take place on the following schedule: Once per week</p> <p>Responsible Personnel: Gary Kureta with assistance from Scott McCulloch and Ray Currier</p>	

<p><b>Standard Operating Procedures</b></p> <p><i>Hamilton, MA</i></p> <p><i>Department of Public Works</i></p> <p><b>Parks and Open Space Management</b></p>	<p><b>Issue Date:</b></p>
<p>Additional trash cans or other necessary equipment shall be ordered by Timothy Olson based on the results of park inspections.</p> <p>Parks shall be inspected and cleaned for litter on the following schedule: Once per week</p> <p>Responsible personnel: Gary Kureta with assistance from Scott McCulloch and Ray Currier</p> <p>Pet waste receptacles and/or bags are located at the following parks: No, no dogs on allowed in the parks</p> <p>Additional pet waste receptacles, signage, bags, etc. shall be ordered by _____ N/A _____ (<i>staff</i>) based on the results of park inspections.</p>	
<p><b>Other Park Management</b></p> <p>Procedures for addressing waterfowl congregation and waste at specific parks: Choose and explain one or several options: (signage related to feeding geese) (decoys) (tall grasses near waterbodies or other structural changes) (dogs) (audio repellant) (other)</p> <p>Specific Parks: N/A</p> <p>Responsible personnel: N/A</p> <p>Procedures for addressing the emptying and cleaning of water features:</p> <ul style="list-style-type: none"> <li>- Allow N/A hours for dechlorination</li> <li>- Store disinfection chemicals indoors in secondary containment</li> <li>- Train staff on spill response procedures at least annually</li> </ul> <p>(<i>add as appropriate</i>)</p> <p>Specific Parks: N/A</p> <p>Responsible personnel: N/A</p> <p>Procedures for washing or cleaning park impervious surfaces:</p> <ul style="list-style-type: none"> <li>- Sweep impervious surface twice a year, or as necessary.</li> <li>- Direction of wash water to pervious surfaces, sanitary sewer</li> </ul>	

<b>Standard Operating Procedures</b> <i>Hamilton, MA</i> <i>Department of Public Works</i> <b>Parks and Open Space Management</b>	<b>Issue Date:</b>
<p>Specific Parks: N/A</p> <p>Responsible personnel: N/A</p> <p>Procedures for correcting areas experiencing erosion:</p> <ul style="list-style-type: none"> <li>- Temporary stabilization measures</li> <li>- Sediment and erosion control measures</li> <li>- Re-establish grass or native plants</li> </ul>	

## **APPENDIX C**

### **Standard Operating Procedures – Municipal Buildings and Facilities**

C.1 Fuel and Oil Handling

C.2 Hazardous Materials Storage and Handling

C.3 Spill Response

C.4 Operation and Maintenance of Buildings and Facilities



## C.1: Fuel and Oil Handling

### Introduction

Spills, leaks, and overfilling can occur during handling of fuels and petroleum-based materials, representing a potential source of stormwater pollution, even in small volumes. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees on a variety of ways by which fuels and petroleum-based materials can be delivered, as well as steps to be taken when petroleum products (such as waste oil) are loaded onto vehicles for offsite disposal or recycling. Delivery, unloading, and loading of waste oils are hereafter referred to as “handling.” Attached is a fuel delivery form checklist.

The Town of Hamilton undertakes various procedures and precautions in handling fuel and oil, as described in Section 3.0 of the Town’s Operation and Maintenance Plan.

### Procedures

The Town of Hamilton will implement the following fuel and oil handling procedures to help reduce the discharge of pollutants from the MS4:

#### General Guidelines

For all manners of fuel and oil handling described below, a member of the facility’s Pollution Prevention Team (if the facility has a SWPPP) or another knowledgeable person familiar with the facility should be present during handling procedures. This person should ensure that the following are observed:

- There is no smoking while fuel handling is in process or underway.
- Sources of flame are kept away while fuel handling is being completed. This includes smoking, lighting matches, carrying any flame, or carrying a lighted cigar, pipe, or cigarette.
- The delivery vehicle’s hand brake is set, and wheels are chocked while the activity is being completed.
- Catch basins and drain manholes are adequately protected.
- No tools are to be used that could damage fuel or oil containers or the delivery vehicle.
- No flammable liquid should be unloaded from any motor vehicle while the engine is operating unless the engine of the motor vehicle is required to be used for the operation of a pump.
- Ensure that local traffic does not interfere with fuel transfer operations. If it does, make appropriate accommodations.
- The attending persons should watch for any leaks or spills:
  - Any small leaks or spills should be immediately stopped, and spilled materials absorbed and disposed of properly. Follow the procedures in SOP C.3: Spill Response and Cleanup.
  - In the event of a large spill or one that discharges to surface waters or an engineered storm drain system, the facility representative should activate the facility’s Stormwater Pollution Prevention Plan (SWPPP) and report the incident as specified in the document.

#### Delivery by Bulk (Tanker) Truck

Procedures for the delivery of bulk fuel should include the following:

- The truck driver should check in with the facility upon arrival.

- The facility representative should ensure that the appropriate spill cleanup and response equipment and personal protective equipment are readily available and easily accessible. Refer to SOP C.3: Spill Response and Cleanup for examples of spill cleanup and response materials.
- The facility representative should check to ensure that the amount of delivery does not exceed the available capacity of the tank.
  - A level gauge can be used to verify the level in the tank.
  - If a level gauge is not functioning or is not present on the tank, the tank should be stick tested prior to filling.
- The truck driver and the facility representative should both remain with the vehicle during the delivery process.
- The truck driver and the facility representative should inspect all visible lines, connections, and valves for leaks.
- When delivery is complete and the hoses are removed, buckets should be placed underneath connection points to catch drippings.
- The delivery vehicle should be inspected prior to departure to ensure that the hose is disconnected from the tank.
- The facility representative should inspect the fuel tank to verify that no leaks have occurred, or that any leaked or spilled material has been cleaned and disposed of properly.
- The facility representative should gauge tank levels to ensure that the proper amount of fuel is delivered and collect a receipt from the truck driver.

### **Delivery of Drummed Materials**

Drummed materials may include motor oil, hydraulic fluid, transmission fluid, or waste oil from another facility (as approved). Procedures for the delivery of drummed materials should include the following:

- The truck driver should check in with the facility upon arrival.
- The facility representative should ensure that the appropriate spill cleanup and response equipment and personal protective equipment are readily available and easily accessible. Refer to SOP C.3: Spill Response and Cleanup for examples of spill cleanup and response materials. The facility representative should closely examine the shipment for damaged drums.
  - If damaged drums are found, they should be closely inspected for leaks or punctures.
  - Breached drums should be removed to a dry, well-ventilated area and the contents transferred to other suitable containers.
  - Drums should be disposed of in accordance with all applicable regulations.
- Drummed materials should not be unloaded outdoors during wet weather events.
- The truck driver and the facility representative should both remain with the vehicle during the delivery process.
- Drums should be handled and unloaded carefully to prevent damage.
- Upon completion of unloading, the facility representative should inspect the unloading point and the drums to verify that no leaks have occurred, that any leaked or spilled material has been cleaned up and disposed of properly, and that the unloaded drums are not leaking.
- The facility representative should check to ensure that the proper amount of fuel or other material is delivered and collect a receipt from the truck driver.

**Removal of Waste Oil from the Facility**

When waste oil or similar oil products need to be removed from the premises, only haulers certified to transport waste oil should be utilized. Procedures should include the following:

- The disposal truck driver should check in with the facility upon arrival.
- The facility representative should ensure that the appropriate spill cleanup and response equipment and personal protective equipment are readily available and easily accessible. Refer to SOP C.3: Spill Response and Cleanup for examples of spill cleanup and response materials. The truck driver and the facility representative should both remain with the vehicle during the tank draining process.
- When draining is complete and the hoses are removed, buckets should be placed underneath connection points to catch drippings.
- The facility representative should inspect the loading point and the tank to verify that no leaks have occurred, or that any leaked or spilled material has been cleaned up and disposed of properly.
- The facility representative should collect a receipt from the truck driver.
- When draining bulk oil tanks:
  - The facility representative should verify that the volume of waste oil in the tank does not exceed the available capacity of the disposal hauler's vehicle.
  - The disposal hauler vehicle should be inspected prior to departure to ensure that the hose is disconnected from the tank.

**Employee Training**

- Employees who handle or deliver fuel and/or oil are trained once per year on proper procedures.
- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

**Attachments**

1. Fuel Delivery Checklist

**Related Standard Operating Procedures**

- C.3: Spill Response and Cleanup

## C.2: Hazardous Materials Storage and Handling

### Introduction

A hazardous material is any biological, chemical, or physical material with properties that make it dangerous or potentially harmful to human health or the environment. Hazardous materials can be released to the environment in a variety of ways. When hazardous materials come into contact with rain or snow, the pollutants are washed into the storm sewer system and to surface waterbodies and/or groundwater. Hazardous materials associated with municipal facilities and their operations include, but are not limited to, oil, gasoline, antifreeze, fertilizers, pesticides, and de-icing agents and additives.

Municipally owned or managed facilities where hazardous materials are commonly stored and handled include:

- Equipment storage and maintenance yards
- Hazardous waste disposal facilities
- Hazardous waste handling and transfer facilities
- Composting facilities
- Materials storage yards
- Municipal buildings and facilities (e.g., schools, libraries, police and fire departments, town offices, municipal pools, and parking garages)
- Public works yards
- Solid waste handling and transfer facilities
- Vehicle storage and maintenance yards
- Water and wastewater facilities

Minimizing or eliminating contact of hazardous materials with stormwater can significantly reduce pollution of receiving waters. Proper hazardous material handling and storage also contributes to employee health, an organized workplace, and efficient operations. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees to help prevent stormwater pollution resulting from the handling and storage of hazardous materials. If services are contracted, this SOP should be provided to the contractor. The contract should also specify that the contractor is responsible for compliance with all applicable laws.

The Town of Hamilton undertakes various activities regarding handling and storing hazardous materials. These activities are outlined in Section 3.2 of the Town's Operation and Maintenance Plan.

### Procedures

The Town of Hamilton will implement the following procedures for handling and storing hazardous materials to reduce the discharge of pollutants to the MS4:

#### Handling, Loading, and Unloading

- Avoid loading/unloading materials in the rain and/or provide cover.
- Retrace areas where materials have been transferred to identify spills. If spills are found, immediately

clean them up. Follow procedures in SOP C.3: Spill Response and Cleanup.

- Time delivery and handling of materials during favorable weather conditions whenever possible (e.g., avoid receiving loads of sand during windy weather).
- Inspect containers for material compatibility and structural integrity prior to loading/unloading any raw or waste materials.
- Use dry cleanup methods (e.g., squeegee and dust pan, sweeping, and absorbents as last step) rather than hosing down surfaces.

### **Material Storage**

- Confine material storage indoors whenever possible. Plug or disconnect floor drains that lead to the stormwater system.
- Confine outdoor material storage to designated areas that are covered, on impervious surfaces, away from high traffic areas, and outside of drainage pathways.
- Store containers on pallets or equivalent structures to facilitate leak inspection and to prevent contact with wet floors that can cause corrosion. This technique also reduces incidences of container damage by insects and rodents.
- Store materials and waste in materially compatible containment units.
- Keep hazardous materials in their original containers.
- If materials are not in their original containers, clearly label all storage containers with the name of the chemical, the expiration date, and handling instructions.
- Maintain an inventory of all raw and waste materials to identify leakage. Order new materials only when needed.
- Provide secondary containment for storage tanks and drums with sufficient volume to store 110 percent of the volume of the material.
- Provide sufficient aisle space to allow for routine inspections and access for spill cleanup.
- Inspect storage areas for spills or leaks and containment units for corrosion or other failures.

### **Waste Treatment, Disposal, and Cleanup**

- Adopt a regular schedule for the pick-up and disposal of waste materials.
- Recycle leftover materials whenever possible.
- Substitute nonhazardous or less-hazardous materials for hazardous materials whenever possible.
- Protect empty containers from exposure to stormwater and dispose of them regularly to avoid contamination from container residues.

### **Employee Training**

- Employees who handle and use hazardous materials are trained once per year on these procedures.
- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

## C.3: Spill Response and Cleanup

### Introduction

Municipalities are responsible for any contaminant spill or release that occurs on property that they own or operate. Particular areas of concern include any facilities that use or store chemicals, fuel oil, or hazardous waste, including schools, garages, and landfills. Implementation of proper spill response and cleanup procedures can help to mitigate the effects of a contaminant release. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees to help reduce the discharge of pollutants from the MS4 as a result of spills or releases.

### Procedures

The Town of Hamilton will implement the following spill response and cleanup procedures to reduce the discharge of pollutants from the MS4:

#### Responding to a Spill

Employees should be trained in proper spill response specific to the materials used at their site and appropriate personal protective equipment (PPE). In the event of a spill, follow these spill response and cleanup procedures:

- If the facility has a Stormwater Pollution Prevention Plan (SWPPP), notify a member of the facility's Pollution Prevention Team, the facility supervisor, and/or the facility safety officer (fill out the attached spill response contact list). If not, continue to follow the procedures outlined below.
- Assess the contaminant release site for potential safety issues and for direction of flow.
- Complete the following:
  - Stop the contaminant release.
  - Contain the contaminant release through the use of spill containment berms or absorbents.
  - Protect all drains and/or catch basins with the use of absorbents, booms, berms or drain covers.
  - Clean up the spill.
  - Dispose of all contaminated products in accordance with applicable federal, state and local regulations.
    - i. Soil contaminated with petroleum should be handled and disposed of as described in MassDEP policy WCS-94-400, Interim Remediation Waste Management Policy for Petroleum Contaminated Soils (<https://www.mass.gov/files/documents/2016/08/mq/94-400.pdf>).
    - ii. Products saturated with petroleum products or other hazardous chemicals require special handling and disposal by licensed transporters. Licensed transporters will pick up spill contaminated materials for recycling or disposal. Save the shipping records for at least three years.
    - iii. Waste oil contaminated industrial wipes and sorptive minerals:
      - 1. Perform the "one drop" test to ensure absorbents do not contain enough oil to be considered hazardous, as described in the MassDEP Waste Oil Management Guide (<https://www.mass.gov/files/documents/2018/12/18/oilwiper.pdf>).
      - 2. Wring absorbents through a paint filter. If doing so does not generate one

- drop of oil, the materials are not hazardous.
3. If absorbents pass the “one drop” test they may be discarded in the trash unless contaminated with another hazardous waste.
    - a. It is acceptable to mix the following fluids and handle them as waste oil:
      - i. Waste motor oil
      - ii. Hydraulic fluid
      - iii. Power steering fluid
      - iv. Transmission fluid
      - v. Brake fluid
      - vi. Gear oil
    - b. **Do not mix** the following materials with waste oil. Store each separately:
      - i. Gasoline
      - ii. Antifreeze
      - iii. Brake and carburetor cleaners
      - iv. Cleaning solvents
      - v. Other hazardous wastes
  4. If absorbents do not pass the “one drop” test they should be placed in separate metal containers with tight fitting lids, labeled “Oily Waste Absorbents Only.”
- If you need assistance containing and/or cleaning up the spill, or preventing it from discharging to a surface water (or an engineered storm drain system), contact your local fire department using the number listed below. **In the case of an emergency call 911.**
    - Hamilton Fire Department: (978)-468-5560
  - Contact the MassDEP 24-hour spill reporting notification line, toll-free at **(888)-304-1133**;
    - The following scenarios **are exempt** from MassDEP reporting requirements (see the MassDEP factsheet on oil and hazardous materials handling for more information: <https://www.mass.gov/files/documents/2016/08/xm/spillmgm.pdf>).
      - i. Spills that are less than 10 gallons of petroleum and do not impact a water body
      - ii. Spills that are less than one pound of hazardous chemicals and do not present an imminent health or safety hazard
      - iii. Fuel spills from passenger vehicle accidents
      - iv. Spills within a vault or building with a watertight floor and walls that completely contain all released chemicals

### Reporting a Spill

When contacting emergency response personnel or a regulatory agency, or when reporting the contaminant release, be prepared to provide the following information:

1. Your name and the phone number you are calling from.
2. The exact address and location of the contaminant release.
3. Specifics of release, including:
  - a. What was released;
  - b. How much was released, which may include:
    - i. Pounds



- ii. Gallons
  - iii. Number of containers
4. Where was the release sent/what was contaminated, addressing:
  - a. Pavement
  - b. Soil
  - c. Drains
  - d. Catch basins
  - e. Water bodies
  - f. Public streets
  - g. Public sidewalks
5. The concentration of the released contaminant.
6. What/who caused the release.
7. Is the release being contained and/or cleaned up or is the response complete.
8. Type and amount of petroleum stored on site, if any.
9. Characteristics of contaminant container, including:
  - a. Tanks
  - b. Pipes
  - c. Valves

### **Maintenance and Prevention Guidance**

Prevention of spills is preferable to even the best response and cleanup. To mitigate the effects of a contaminant release, provide proper maintenance and inspection at each facility. To protect against contaminant release adhere to the following guidance:

- Ensure all employees are properly trained to respond in the case of a spill, understand the nature and properties of the contaminant, and understand the spill control materials and personnel safety equipment. Maintain training records of current personnel on site and retain training records of former personnel for at least three years from the date last worked at the facility.
- Provide yearly maintenance and inspection at all municipal facilities, paying particular attention to underground storage tanks. Maintain maintenance and inspection records on site.
- Implement good management practices where chemicals and hazardous wastes are stored:
  - a. Ensure storage in closed containers inside a building and on an impervious surface wherever possible.
  - b. If storage cannot be provided inside, ensure secondary containment for 110 percent of the maximum volume of the storage container.
  - c. Locate storage areas near maintenance areas to decrease the distance required for transfer.
  - d. Provide accurate labels, Material Safety Data Sheets (MSDS) information, and warnings for all stored materials.
  - e. Regularly inspect storage areas for leaks.
  - f. Ensure secure storage locations, preventing access by untrained or unauthorized persons.
  - g. Maintain accurate records of stored materials.
- Replace traditional hazardous materials such as pesticides and cleansers with non-hazardous products such as bio-lubricants which can reduce response costs in the case of a spill.

Maintain appropriately stocked spill response kits at each facilities and locations where oil, chemicals, or other hazardous materials are handled and stored.



### **Employee Training**

- Employees who perform work with potential stormwater pollutants are trained once per year on proper spill procedures.
- Employees are also trained on stormwater pollution prevention and illicit discharge detection and elimination (IDDE) procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

### **Attachments**

1. Spill Response and Cleanup Contact List

## C.4: Operations and Maintenance of Municipal Buildings and Facilities

### Introduction

Municipal buildings and facilities (schools, municipal offices, police and fire stations, municipal pools, parking garages, etc.) often house various chemicals, such as petroleum products and hazardous materials. As a result, these buildings and facilities are potential sources of pollutant discharges to the storm drainage system. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees on the use, storage, and disposal of chemicals and other stormwater pollutants to reduce the discharge of pollutants from the MS4. If services are contracted, this SOP should be provided to the contractor. The contract should specify that the contractor is responsible for compliance with all applicable laws.

The Town of Hamilton performs a variety of operations and maintenance activities at its municipally owned and operated buildings, as mentioned in the Operation and Maintenance Plan. An inventory of all municipal buildings and facilities is included in Appendix A of that plan and will be updated annually.

### Procedures

The Town of Hamilton will implement the following procedures for municipally owned or operated buildings and facilities to reduce the discharge of pollutants from the MS4:

#### **Handling, Storage, Transfer, and Disposal of Trash and Recyclables**

All liquid and solid waste must be disposed of properly. Some of the most common sources of pollution at municipal facilities are a result of littering, improper collection of debris, and improper disposal of solid or liquid waste.

- All waste and recycling receptacles must be leak-tight with tight-fitting lids or covers.
- Always keep lids on dumpsters and containers closed unless adding or removing material. If using an open-top roll-off dumpster, cover it and tie it down with a tarp unless adding materials.
- Place waste or recycling receptacles indoors or under a roof or overhang whenever possible.
- Locate dumpsters on a flat, paved surface and install berms or curbs around the storage area to prevent run-on and run-off.
- Do not locate dumpsters over or adjacent to catch basins.
- Prior to transporting waste, trash, or recycling, ensure that containers are not leaking (double bag if needed) and properly secure containers to the vehicle.
- Clean and sweep up around outdoor waste containers regularly.

- Clean up any liquid leaks or spills with dry cleanup methods.
- Arrange for waste or recycling to be picked up regularly and disposed of at approved disposal facilities.
- Never place hazardous materials, liquids, or liquid-containing wastes in a dumpster or recycling or trash container (see SOP C.2: Hazardous Materials Storage and Handling).
- Do not wash trash or recycling containers outdoors or in parking lots.
- Conduct periodic inspections of solid and liquid waste storage areas to check for leaks and spills.
- Conduct periodic inspections of work areas to ensure that all wastes are being disposed of properly.
- In dumpster areas, regularly pick up surrounding trash and debris and regularly sweep the area.
- In compactor areas, regularly check the hydraulic fluid hoses and reservoir to ensure that there are no cracks or leaks. Regularly sweep the area.

### **Building Maintenance**

- When power washing buildings and facilities, ensure that the washwater does not flow into the storm system. Containment or filtering systems should be provided.
- Paint and other chemicals should not be applied on the outside of buildings when it is raining or prior to expected rain.
- When sanding, painting, power washing, etc., ensure that sites are properly prepared (e.g., use tarps) and cleaned (e.g., use dry cleaning methods) especially if they are near storm drains. Protect catch basins when maintenance work is conducted upgradient of them.
- When painting, use a drop cloth and clean up any spills immediately.
- Do not leave open containers on the ground where they may accidentally tip over.
- Buildings should be routinely inspected for areas of potential leaks.
- Do not discharge chlorinated pool water into the stormwater system. Water must be properly dechlorinated and tested before it is discharged.
- Streets and parking lots surrounding municipal buildings and facilities should be swept and kept clean to reduce runoff of pollutants and debris to the stormwater system.
- Streets and parking lots around buildings and facilities will be swept in accordance with the procedures in SOP F.1: Streets and Parking Lots.

### **Storage of Petroleum Products and Potential Pollutants**

- Floor drains in storage areas should be disconnected from the stormwater system.
- Routinely inspect buildings and facilities for areas of potential leaks.
- For storage and handling procedures of petroleum products and potential pollutants, refer to SOP C.2: Hazardous Materials Storage and Handling and SOP C.1: Fuel and Oil Handling Procedures.
- Should the Town begin to store and apply fertilizer, herbicides, or pesticides, a separate SOP shall be developed for all activities relevant to those potential pollutants.
- All municipal buildings and facilities should be periodically inspected to address potential pollutant sources (e.g., leaks).

**Spill Prevention Plan**

- Spill prevention plans such as Spill Prevention Control and Countermeasure (SPCC) Plans should be in place where applicable, based on inventories of material storage and potential pollutants. Coordinate with the local fire department if necessary.
- Spill SOPs are outlined in SOP C.3: Spill Response and Cleanup.

**Employee Training**

- Employees who perform maintenance or other applicable work at municipal buildings and facilities are trained once per year on these procedures and the proper operation of related equipment.
- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

**Related Standard Operating Procedures**

1. C.1: Fuel and Oil Handling
2. C.2: Hazardous Material Storage and Handling
3. C.3: Spill Response and Cleanup
4. F.1: Street Sweeping

## APPENDIX D

### Standard Operating Procedures – Municipal Vehicles and Equipment

#### D.1: Operation and Maintenance of Municipal Vehicles and Equipment

## D.1: Operations and Maintenance of Municipal Vehicles and Equipment

### Introduction

Regular maintenance of both municipal and contracted vehicles and heavy equipment not only prolongs the life of municipal assets but also helps reduce the potential for leaking of fluids associated with normal wear and tear. Potential pollutants include fuels, oil, antifreeze, brake fluid, solvents, and battery acid. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees to help reduce the discharge of pollutants from the MS4 because of leaks from vehicles and equipment. If services are contracted with respect to vehicles and equipment, this SOP should be provided to the contractor. The contract should also specify that the contractor is responsible for compliance with all applicable laws.

The Town of Hamilton undertakes various procedures regarding its municipal vehicles and equipment, which are explained in detail in Section 4.0 of the Town's Operation and Maintenance Plan. An inventory of all municipal vehicles and equipment is included in Appendix A of that Plan and updated annually.

### Procedures

The Town of Hamilton will implement the following procedures for municipally owned and operated vehicles and equipment to reduce the discharge of pollutants from the MS4:

#### Vehicle and Equipment Maintenance

##### *Vehicle Storage*

- Monitor vehicles and equipment for leaks and use drip pans as needed until repairs can be performed.
- When drip pans are used, avoid overtopping.
- Drain fluids from leaking or wrecked vehicles and parts as soon as possible. Dispose of fluids properly.
- Store and park vehicles on impervious surfaces and/or under cover or indoors whenever possible.

##### *Vehicle Maintenance*

- Conduct routine inspections of heavy equipment and vehicles to proactively identify maintenance needs or potential leaks.
- Perform routine preventive maintenance to ensure heavy equipment and vehicles are operating optimally.
- Recycle or dispose of waste properly and promptly.
- Sweep and pick up trash and debris as needed.
- Do not dump any liquids or other materials outside, especially near or in storm drains or ditches.

***Body Repair and Painting***

- Conduct all body repair and painting work indoors.
- Minimize waste from paints and thinners. Calculate paint needs based on surface area.
- Use dry cleanup methods (vacuum, sweep) to clean up metal filings and dust and paint chips from grinding, shaving and sanding. Sweep debris from wet sanding after allowing it to dry overnight on the shop floor. Dispose of waste properly; never dump waste into storm or sanitary sewers.
- Use sanding tools equipped with vacuum capability to pick up debris and dust.

***Fueling***

- Fueling areas owned or operated by the municipality should be covered.
- Fueling areas should be evaluated to ensure that pollutants (e.g., gasoline or oil) do not enter the MS4. Follow the procedures in SOP C.1: Fuel and Oil Handling.

***Material Management***

- Store materials and waste in labeled containers under cover and in secondary containment.
- Chemicals should not be combined in containers.
- Hazardous waste must be labeled and stored according to hazardous waste regulations. Follow the procedures in SOP C.2: Hazardous Materials Storage and Handling.
- Carefully transfer collected fluids from containers into designated storage areas as soon as possible.
- Store new and used batteries securely to avoid breakage. Store indoors or in secondary containment to contain potential acid leaks. Recycle used batteries.
- Conduct periodic inspections of storage areas to detect possible leaks.
- Do not wash or hose down storage areas unless there is prior approval to collect and discharge the water into the sanitary sewer. Use dry cleanup methods whenever possible.
- Keep lids on containers. Store them indoors or under cover to reduce exposure to rain.
- Inspect and maintain all pretreatment equipment, including interceptors, according to the manufacturer's maintenance schedule and at least once per year.
- Proper spill protocol should be followed to prevent chemicals from entering the stormwater system. Follow the procedures in SOP C.3: Spill Response and Cleanup.

***Parts Cleaning***

- Use designated areas for engine, parts, or radiator cleaning. Do not wash or rinse parts outdoors. If parts cleaning equipment is not available, then capture parts cleaning fluids.
- Recycle cleaning solution. Never discharge waste to the sanitary sewer or storm sewer.
- Use steam cleaning or pressure washing of parts instead of solvent cleaning. Cleaning equipment must be connected to an oil/water interceptor prior entering the sanitary sewer.
- When using solvents for cleaning, drain parts over the solvent tank to avoid drips to the floor. Catch excess solutions and divert them back to tank. Allow parts to dry over the hot tank.

### **Vehicle and Equipment Washing**

Vehicle washing can result in the discharge of nutrients, sediment, petroleum products, and other contaminants to a surface water body or to a stormwater system. The MS4 Permit does not authorize the discharge of municipal vehicle washing byproducts into the MS4.

#### ***Outdoor Vehicle Washing Procedures***

Outdoor washing of municipal vehicles should be avoided unless wash water is contained in a tight tank or similar structure. Where no alternative wash system is available, and full containment of wash water cannot be achieved, adhere to the following procedures:

- Avoid discharge of any wash water directly to the storm drainage system or surface water (e.g., stream, pond, or drainage swale)
- Minimize the use of water to the extent practicable.
- Where the use of detergent cannot be avoided, use products that do not contain regulated contaminants. The use of a biodegradable, phosphate-free detergent is preferred.
- Do not use solvents except in dedicated solvent parts washer systems or in areas not connected to a sanitary sewer.
- Do not power wash, steam clean, or perform engine or undercarriage cleaning.
- Grassy and pervious (porous) surfaces may be used to promote direct infiltration of wash water, providing treatment before recharging groundwater and minimizing runoff to an adjacent stormwater system. Pervious surfaces or other infiltration-based systems should not be used within wellhead protection areas or within other protected resources.
- Impervious surfaces discharging to the storm drainage system should not discharge directly to a surface water unless treatment is provided. The treatment device should be positioned such that all drainage must flow through the device, preventing bypassing or short-circuiting.
- Periodic sweeping and/or cleaning should be completed to prevent accumulation from forming on the washing area.
- Maintain absorbent pads and drip pans to capture and collect spills or noticeable leaks observed during washing activities. Follow the procedures in SOP C.3: Spill Response and Cleanup.
- Heavily soiled vehicles or vehicles dirtied from salting or snow removal efforts should follow the SOPs in the “Heavy Equipment Washing Procedures” below.

#### ***Indoor Vehicle Washing Procedures***

- Vehicles and equipment should be washed inside whenever possible to reduce runoff to the stormwater system.
- Where the use of detergent cannot be avoided, use products that do not contain regulated contaminants. The use of biodegradable, phosphate-free detergent is preferred.
- Detergents should not be used in areas where oil/water separators provide pre-treatment of drainage.
- Floor drains should be connected to a sanitary sewer or tight tank. Floor drains discharging to adjacent surface water bodies or engineered storm drain systems should be permanently plugged or otherwise abandoned before any vehicle wash activities are completed.
- Designate separate areas for routine maintenance and vehicle cleaning. This helps prevent



contamination of wash water by motor oils, hydraulic lubricants, greases, or other chemicals.

- Dry cleanup methods are recommended within garage facilities. Do not wash down floors and work areas with water.
- Bring smaller vehicles to commercial washing stations.
- Maintain absorbent pads and drip pans to capture and collect spills or noticeable leaks observed during washing activities. Follow the procedures in SOP C.3: Spill Response and Cleanup.

### ***Heavy Equipment Washing Procedures***

- Mud and heavy debris removal should occur on impervious surfaces or within a retention area.
- Maintain these areas with frequent mechanical removal and proper disposal of waste.
- Impervious surfaces with engineered storm drain systems should not discharge directly to a surface water.
- Floor drains should be connected to a sanitary sewer or tight tank. Floor drains discharging to adjacent surface waterbodies or engineered storm drain systems should be permanently plugged or otherwise abandoned before any vehicle wash activities are completed.
- Where the use of detergent cannot be avoided, use products that do not contain regulated contaminants. The use of biodegradable, phosphate-free detergent is preferred.
- Detergents should not be used in areas where oil/water separators provide pre-treatment of drainage.
- Maintain absorbent pads and drip pans to capture and collect spills or noticeable leaks observed during washing activities. Follow the procedures in SOP C.3: Spill Response and Cleanup.

### ***Engine and Steam Washing Procedures***

- Do not wash parts outdoors.
- Maintain drip pans and smaller containers to contain motor oils, hydraulic lubricants, greases, etc. and to capture and collect spills or noticeable leaks observed during washing activities, to the extent practicable. Follow the procedures in SOP C.3: Spill Response and Cleanup.
- Where use of detergent cannot be avoided, use products that do not contain regulated contaminants. The use of a biodegradable, phosphate-free detergent is preferred.
- Avoid cleaning with solvents except in dedicated solvent parts washer systems. Make use of pressure washing and steam cleaning.
- Recycle clean solutions and rinse water to the extent practicable.
- Wash water should discharge to a tight tank or a sanitary sewer via an oil/water separator. Detergents should not be used in areas where oil/water separators provide pre-treatment of drainage.

### **Employee Training**

- Employees who perform work on/with municipal vehicles or equipment are trained once per year on these procedures and the proper operation of related equipment.
- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

## APPENDIX E

### Standard Operating Procedures – Catch Basin Inspection and Cleaning

#### E.1: Catch Basin Inspection and Cleaning

## E.1: Catch Basin Inspection and Cleaning

### Introduction

Catch basins help minimize flooding and protect water quality by removing trash, sediment, decaying debris, and other solids from stormwater runoff. These materials are retained in a sump below the invert of the outlet pipe (older catch basins may not have a sump). Catch basin cleaning reduces foul odors, prevents clogs in the storm drain system, and reduces the loading of trash, suspended solids, nutrients, bacteria, and other pollutants to receiving waters. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees on catch basin inspection and cleaning to reduce the discharge of pollutants from the MS4. If services are contracted, this SOP should be provided to the contractor. The contract should specify that the contractor is responsible for compliance with all applicable laws.

This SOP can also be used for inspection of catch basins or manholes for the purpose of conducting catchment investigations as part of the municipality's Illicit Discharge Detection and Elimination program.

The Hamilton Department of Public Works performs routine inspections, cleaning, and maintenance on over 836 catch basins that are located within the Town of Hamilton. The Town of Hamilton will include an optimization plan for catch basin cleaning and inspection in its annual report. A description of current Town practices for catch basin cleaning and inspection is included in Section 5.2 of the Operation and Maintenance Plan.

Hamilton will implement the following catch basin inspection and cleaning procedures to reduce the discharge of pollutants from the MS4:

### Procedures

#### Inspection and Cleaning Frequency

- Each catch basin should be cleaned and inspected at least annually.
- Catch basins near construction activities (roadway construction, residential, commercial, or industrial development or redevelopment) or high-use areas should be inspected and cleaned more frequently if inspection finds excessive sediments or debris loadings.
- Catch basins should be cleaned to ensure that they are no more than 50 percent full<sup>1</sup> at any time. Establish inspection and maintenance frequencies needed to meet this “50 percent” goal. If a catch basin sump is more than 50 percent full during two consecutive inspections, document the findings, investigate the contributing drainage area for sources of excessive sediment loading, and, if possible, address the contributing sources. If no contributing sources are found, increase the inspection and cleaning frequencies of the sump.
- Street sweeping performed on an appropriate schedule will reduce the amount of sediment, debris, and organic matter entering the catch basins, which will in turn reduce the frequency with which they need to be cleaned. Reference SOP 16: Streets and Parking Lots for information on appropriate street sweeping frequencies. Street sweeping schedules should also be adjusted based on catch basin inspection findings, with more frequent sweepings for areas with higher catch basin loads.

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<sup>1</sup> . 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

**Inspection and Cleaning Procedures**

Catch basin inspection and cleaning procedures should address both the grate opening and the catch basin structure, including the sump and any inlet and outlet pipes. Document any and all observations about the condition of the catch basin structure and water quality (an inspection form and log of catch basins cleaned or inspected are included in the attachments). Collect data on the condition of the physical basin structure, its frame, and the grate, as well as on the quality of stormwater conveyed by the structure. Observations like those below can indicate sources of pollution within the storm drain system:

- Oil sheen
- Discoloration
- Trash and debris

Both oil and bacteria can create a sheen on the water's surface. The source of a sheen can be differentiating by disturbing it (e.g., with a pole). A sheen caused by oil will remain intact and move in a swirl pattern, while a sheen caused by bacteria will separate and appear "blocky." The bacteria that cause this sheen are naturally occurring iron bacteria – they are not considered a pollutant but should be noted. Other types of bacteria, such as fecal bacteria, are considered pollutants and their discovery should be recorded

Observations like those below can indicate a potential connection of a sanitary sewer to the storm drain system, which is an illicit discharge:

- Indications of sanitary sewage, including fecal matter or sewage odors
- Foaming, such as from detergent
- Optical enhancers, fluorescent dye added to laundry detergent

In general, adhere to the following procedures when inspecting and cleaning catch basins. Record the findings in the log in the attachments:

1. Implement appropriate traffic safety procedures (e.g., traffic cones) prior to and during the catch basin inspection and cleaning process.
2. Work upstream to downstream in a given drainage network.
3. Clean sediment and trash off the grate.
4. Visually inspect the outside of the grate.
5. Remove the grate and visually inspect the inside of the catch basin to determine cleaning needs.
6. Inspect the catch basin for structural integrity.
7. Determine the most appropriate equipment and method for cleaning the basin:
  - a. Manually use a shovel to remove accumulated sediments.
  - b. Use a bucket loader to remove accumulated sediments.
  - c. Use a high pressure washer to clean any remaining material out of the catch basin while capturing the slurry with a vacuum.
  - d. If necessary, after the catch basin is cleaned, use the rodder of the vacuum truck to clean the downstream pipe and pull back sediment that might have entered it.
8. If contamination is suspected, chemical analysis will be required to determine if the materials comply with the Massachusetts Department of Environmental Protection (MassDEP) Hazardous Waste Regulations, 310 CMR 30.000 ([https://www.mass.gov/files/documents/2016/08/xl/310cmr30\\_7883\\_54357.pdf](https://www.mass.gov/files/documents/2016/08/xl/310cmr30_7883_54357.pdf)). The chemical analysis required will depend on suspected contaminants. Note the identification number of the catch basin on the sample label and note sample collection on the Catch Basin Inspection Form.

**Handling and Disposal of Catch Basin Cleanings**

- Properly dispose of collected sediments and catch basin cleanings (solid material, such as leaves, sand, and twigs removed from stormwater collection systems during cleaning operations).
- Cleanings from stormwater-only drainage systems may be disposed at any landfill that is permitted by MassDEP to accept solid waste. MassDEP does not routinely require stormwater-only catch basin cleanings to be tested before disposal, unless there is evidence that they have been contaminated by a spill or some other means.
- Screenings may need to be placed in a drying bed to allow water to evaporate before proper disposal. In this case, ensure that the screenings are managed properly to prevent pollution.
- Catch basin cleanings must be handled and disposed in accordance with compliance with the applicable MassDEP regulations, policies, and guidance (<https://www.mass.gov/files/documents/2018/03/09/catch-basins.pdf>).

**Documentation and Reporting**

The following information should be documented and included in the municipality's annual report – use the catch basin inspection log provided in the attachments to document the information to include in the report (alternatively, obtain records of volume of debris removed to include in the report):

- Metrics and other information used to reach the determination that the established plan for cleaning and maintenance is optimal for the MS4 (include in the SWMP and first annual report)
- Any action taken in response to excessive sediment or debris loadings
- Total number of catch basins
- Number of catch basins inspected
- Number of catch basins cleaned
- Total volume or mass of material removed from catch basins.
- 

**Employee Training**

- Employees who perform catch basin cleaning and inspection are trained once per year on these procedures and the proper operation of related equipment.
- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

**Attachments**

1. Catch Basin Inspection Form and Log
2. Catch Basin Inventory

**Related Standard Operating Procedures**

- 1. SOP F.1: Street Sweeping

## APPENDIX F

### Standard Operating Procedures – Street Sweeping

#### F.1: Street Sweeping

**Standard Operating Procedures**  
*Hamilton, MA*  
*Department of Public Works*  
**Sweeping Streets and Parking Lots**

**Issue Date:**

**Approved by:**

\_\_\_\_\_ Timothy Olson \_\_\_\_\_  
*Public Works Director (or similar)*

**Purpose of SOPs:**

Procedures for the operation and maintenance of street sweepers, frequency of sweeping, disposal of debris, and recordkeeping to maintain clean and safe roadways all while preventing pollution from entering the stormwater sewer systems. Pollutants like sand, trash and leaves can enter the storm sewer and have a negative impact on the receiving water body.

**MA Small MS4 General Permit Requirement Summary:**

**Part 2.3.7.a.iii.3.**

The permittee shall establish and implement procedures for sweeping and/or cleaning streets, and permittee-owned parking lots. All streets with the exception high speed limited access highways shall be swept and/or cleaned a minimum of once per year. The procedures shall also include more frequent sweeping of targeted areas determined by the permittee on the basis of pollutant load reduction potential, based on inspections, pollutant loads, catch basin cleaning or inspection results, land use, water quality limited or TMDL waters or other relevant factors as determined by the permittee. The permittee shall report in each annual report the number of miles cleaned or the volume or mass of material removed.

For limited access highways, the permittee shall either meet the minimum frequencies above, or develop and implement an inspection, documentation and targeted sweeping plan with two (2) years of the effective date of the permit, and submit such plan with its year one annual report.

**Part 2.3.a.iii.4.**

The permittee shall ensure proper storage of catch basin cleanings and street sweepings prior to disposal or reuse such that they do not discharge to receiving waters.

**Equipment Inventory:**

The following is a list of street sweeping equipment:

Equipment Number	Make	Description	Sweeper Speed (or other notes)
N/A			

**Standard Operating Procedures**  
*Hamilton, MA*  
*Department of Public Works*  
**Sweeping Streets and Parking Lots**

**Issue Date:**

**Operations**

1. Operate all sweepers and equipment according to the manufacturer's recommended settings, standards, and procedures.
2. While sweeping, drive between the optimal sweeping speed limit, as recorded in the equipment list above.
3. Sweeping will not take place during moderate to heavy rainfall or during periods of extreme cold (temperatures lower than 15 degrees Fahrenheit).
4. If spills occur or illegal discharges are seen, report to Timothy Olson Director of Public Works at 978-626-5227

**Maintenance**

1. Sweepers will be checked for leaks after each use. If a leak is discovered, it will immediately be contained and properly cleaned up.
2. Regular preventative maintenance to prolong equipment use (such as greasing moving parts and minor adjustments) occur once per month.
3. Parts are replaced when necessary. Brushes shall be replaced in accordance with manufacturer specifications.
4. Equipment is not washed on site, Contractor is here only a couple days
5. The left-over debris is not scaped out of the hopper.

**Schedule**

1. Street sweeping will primarily take place between the months of March and December.
2. All streets with curbing and/or catch basins and municipal parking lots shall be swept a minimum of once per year in the spring (following winter activities such as sanding). Streets are swept according to the street list and schedule located at the DPW Facility and attached to this SOP as **Attachment 1**.
3. Hamilton currently does not have any priority roads and parking lots. All roads are swept once a year.
4. These roads/parking lots may be grouped by road category as long as the town's list of streets and parking lots also indicates the applicable road category (e.g. main arterials, residential areas, commercial areas, downtown areas, municipal parking lots, industrial areas, etc.).
5. Roads/Parking lots that have catch basins that are more than 50% full of sediment during two consecutive cleanings, shall be swept more to reduce sediment entering the basins.
6. The sweeping schedule is assessed once per year and updated as necessary.
7. A map of town roads and parking lots is in the DPW facility and is **Attachment 2** of this SOP.



<b>Standard Operating Procedures</b> <i>Hamilton, MA</i> <i>Department of Public Works</i> <b>Sweeping Streets and Parking Lots</b>	<b>Issue Date:</b>
<p>8. If any event/activity such as fairs, construction, firefighting activities produce an excess amount of debris on the roadway or parking lot it should be swept as soon as practicable.</p>	
<p><b>Storage and Disposal</b></p> <ol style="list-style-type: none"> <li>1. Solid sweeping debris is brought immediately to the Hamilton DPW for permanent disposal.</li> <li>2. Weighing process: The amount of solid sweeping debris will be weighed at _____ (Location). This data will be recorded by the Town and included in the Yearly Annual Report to the EPA. Material is not presently weighed</li> </ol>	
<p><b>Training</b></p> <ol style="list-style-type: none"> <li>1. Employees are trained once per year on this procedure and the proper operation of equipment. Employees are also trained on stormwater pollution prevention, spill and response, and illicit discharge detection and elimination procedures.</li> </ol>	
<p><b>Record Keeping</b></p> <ol style="list-style-type: none"> <li>1. Records are kept at the DPW Facility located at _____ (Location). Only hours of sweeping are kept as records.</li> <li>2. The number of miles swept is recorded after each sweeping. The amount of debris collected is recorded after each disposal.</li> <li>3. The number of curb miles swept per year is calculated annually and included in the Town's Annual Report to the EPA.</li> <li>4. A list of employees implementing the SOPs and the completion of their training(s) can be found below as <b>Attachment 4</b>.</li> </ol>	
<p><b>Revising the SOPs</b></p> <ol style="list-style-type: none"> <li>1. These procedures are reviewed once per year and updated as needed.</li> </ol>	

## APPENDIX G

### Standard Operating Procedures – Inspection and Maintenance of Stormwater Treatment Structures

#### G.1: Inspection and Maintenance of Structural Stormwater Best Management Practices (BMPs)

# G.1: Inspection and Maintenance of Structural Stormwater Best Management Practices (BMPs)

## Introduction

Best Management Practices (BMPs) are policies, procedures and structures designed to reduce stormwater pollution, prevent contaminant discharges to natural water bodies, and reduce stormwater facility maintenance costs. Structural BMPs are permanent site features designed to treat stormwater before infiltrating it to the subsurface or discharging it to a surface water body. Regular inspection and maintenance of structural stormwater BMPs is critical for these engineered systems to function as designed (e.g., provide benefits to water quality, groundwater recharge, and peak flow attenuation).

This Standard Operating Procedure (SOP) provides general inspection and maintenance frequencies and procedures for eight common structural stormwater BMPs, including:

1. Bioretention Areas and Rain Gardens
2. Constructed Stormwater Wetlands
3. Extended Dry Detention Basins
4. Proprietary Media Filters
5. Sand and Organic Filters
6. Wet Basins
7. Dry Wells
8. Infiltration Basins

This SOP is based on the Massachusetts Stormwater Handbook and is not intended to replace the stormwater BMP Operation and Maintenance guidance contained in the Handbook. This SOP is also not intended to replace the Stormwater BMP Operation and Maintenance (O&M) Plan required by the Massachusetts Wetlands Protection Act, Order of Conditions.

The Hamilton Department of Public Works is responsible for inspection and maintenance of municipally owned structural stormwater BMPs. A list of existing structural stormwater BMPs is included in the attachments, along with inspection and maintenance checklists for each type of BMP.

Structural stormwater BMPs will be inspected annually at a minimum. Inspection checklists for each type of structural BMP are provided in the attachments.

## Procedures

### Bioretention Areas and Rain Gardens

Bioretention areas and rain gardens are shallow depressions filled with sandy soil, topped with a thick layer of mulch, and planted with dense native vegetation. There are two types of bioretention cells:

1. Filtering bioretention area: Areas that are designed solely as an organic filter.
2. Exfiltration bioretention area: Areas that are configured to recharge groundwater in addition to acting as a filter.

***Inspection and Maintenance***

Regular inspection and maintenance are important to prevent against premature failure of bioretention areas or rain gardens. Regular inspection and maintenance of pretreatment devices and bioretention cells for sediment buildup, structural damage and standing water can extend the life of the soil media.

**Maintenance Schedule: Bioretention Areas and Rain Gardens**

Activity	Time of Year	Frequency
Inspect for soil erosion and repair	Year round	Monthly
Inspect for invasive species and remove if present	Year round	Monthly
Remove trash	Year round	Monthly
Mulch Void Areas	Spring	Annually
Remove dead vegetation	Fall and spring	Bi-annually
Replace dead vegetation	Spring	Annually
Prune	Spring or fall	Annually
Replace all media and vegetation	Late spring/early summer	As needed

When failure is discovered, excavate the bioretention area, scarify the bottom and sides, replace the filter fabric and soil, replant vegetation, and mulch the surface.

Never store snow within a bioretention area or rain garden. This would prevent the recharge and water quality treatment of ground water.

Hamilton does not currently own or maintain any bioretention areas and rain gardens. In the event that the Town installs a bioretention area or rain garden, the operation and maintenance procedures outlined in this section shall apply.

**Constructed Stormwater Wetlands**

Constructed stormwater wetlands maximize pollutant removal from stormwater through the use of wetland vegetation uptake, retention, and settling. Constructed storm water wetlands must be used in conjunction with other BMPs, such as sediment forebays.

Hamilton does not currently own or maintain any constructed stormwater wetlands. In the event that the Town installs a constructed stormwater wetland, the operation and maintenance procedures outlined in this section shall apply.

***Inspection and Maintenance***

Regular inspection and maintenance are important for the health of constructed stormwater wetlands. They help identify the need for replacement of vegetation and media, detect potentially harmful invasive species, and ensure the overall health of the wetland.

**Maintenance Schedule, Constructed Stormwater Wetlands: Years 0-3**

Activity	Time of Year	Frequency
Inspect for invasive species and remove if present	Year round	Monthly

Record and Map:	Year round	Annually
Types and distribution of dominant wetland plants	Year round	Bi-annually
Presence and distribution of planted wetland species	Spring	Annually
Presence and distribution of invasive species	Fall and spring	Bi-annually
Indications other species are replacing planted wetland species	Spring	Annually
Percent of standing water that is not vegetated	Spring or fall	Annually
Replace all media and vegetation	Late spring/early summer	As needed
Stability of original depth zones and micro-topographic features		
Accumulation of sediment in the forebay and micropool and survival rate of plants		

#### Maintenance Schedule, Constructed Stormwater Wetlands: Years 4-Lifetime

Activity	Time of Year	Frequency
Inspect for invasive species and remove if present	Year round	Monthly
Clean forebays	Year round	Annually
Clean sediment in basin/wetland system	Year round	Once every 10 years
Mulch Void Areas	Spring	Annually
Remove dead vegetation	Fall and spring	Bi-annually
Replace dead vegetation	Spring	Annually
Prune	Spring or fall	Annually
Replace all media and vegetation	Late spring/early Summer	As needed

Never store snow within a constructed stormwater wetland. This would prevent required water quality treatment and the recharge of groundwater.

#### Extended Dry Detention Basins

Extended dry detention basins are designed to control both stormwater quantity and quality. These BMPs are designed to hold stormwater for at least 24 hours, allowing solids to settle and reducing local and downstream flooding. Pretreatment is required to reduce the potential for overflow clogging. The outflow may be designed as either fixed or adjustable. Additional nutrient removal may be achieved by a micropool or shallow marsh.

Hamilton does not currently own or maintain any extended dry detention basins. In the event that the Town installs a extended dry detention basin, the operation and maintenance procedures outlined in this section shall apply.

#### Inspection and Maintenance

Annual inspection of extended dry detention basins is required to ensure that the basins are operating properly. Potential problems include: erosion within the basin and banks, tree growth on the embankment, damage to the emergency spillway, and sediment accumulation around the outlet. Should any of these problems be encountered, necessary repairs should be made immediately.

**Maintenance Schedule: Extended Dry Detention Basins**

Activity	Time of Year	Frequency
Inspect basins	Spring and fall	Bi-annually and during and after major storms
Examine outlet structure for clogging or high outflow release velocities	Spring and fall	Bi-annually
Mow upper stage, side slopes, embankment and emergency spillway	Spring through fall	Bi-annually
Remove trash and debris	Spring	Bi-annually
Remove sediment from basin	Year round	At least once every 5 years

**Proprietary Media Filters**

Media Filters are designed to reduce total suspended solids and other target pollutants, such as organics, heavy metals, or nutrients – these materials are sorbed onto the filter media, which is contained in a concrete structure. The substrate used as filter media depends on the target pollutants, and may consist of leaf compost, pleated fabric, activated charcoal, perlite, amended sand in combination with perlite, and zeolite. Two types of Media Filters are manufactured: Dry media filters, which are designed to dewater within 72 hours, and wet media filters, which maintain a permanent pool of water as part of the treatment system.

Hamilton does not currently own or maintain any proprietary media filters. In the event that the Town installs this type of BMP, the operation and maintenance procedures outlined in this section shall apply.

***Inspection and Maintenance***

Maintenance in accordance with the manufacturer's requirements is necessary to ensure stormwater treatment. Inspection or maintenance of the concrete structure may require OSHA confined space training. Dry media filters are required to dewater in 72 hours, thus preventing mosquito and other insect breeding. Proper maintenance is essential to prevent clogging. Wet media filters require tight fitting seals to keep mosquitoes and other insects from entering and breeding in the permanent pools. Required maintenance includes routine inspection and treatment.

**Maintenance Schedule: Proprietary Media Filters**

Activity	Time of Year	Frequency
Inspect for standing water, trash, sediment and clogging	Per manufacturer's schedule	Bi-annually (minimum)
Remove trash and debris	N/A	Each inspection
Examine to determine if system drains in 72 hours	Spring, after large storm	Annually
Inspect filtering media for clogging	Per manufacturer's schedule	Per manufacturer's schedule

**Sand and Organic Filters**

Sand and organic filters, also known as filtration basins, are intended for stormwater quality control rather than quantity control. These filters improve water quality by removing pollutants through a filtering media and settling pollutants on top of the sand bed and/or in a pretreatment basin. Pretreatment is required to prevent filter media from clogging. Runoff from the filters is typically discharged to another BMP for additional

treatment.

Hamilton does not currently own or maintain any sand or organic media filters. In the event that the Town installs this type of BMP, the operation and maintenance procedures outlined in this section shall apply.

### ***Inspection and Maintenance***

If properly maintained, sand and organic filters have a long life. Maintenance requirements of the filters include raking the sand and removing sediment, trash, and debris from the surface of the BMP. Over time, fine sediments will penetrate deep into the sand requiring replacement of several inches or the entire sand layer. Discolored sand is an indicator of the presence of fine sediments, suggesting that the sand should be replaced.

**Maintenance Schedule: Sand and Organic Filters**

Activity	Frequency
Inspect filters and remove debris	After every major storm for the first 3 months after construction completion. Every 6 months thereafter.

### **Wet Basins**

Wet basins are intended to treat stormwater quality through the removal of sediments and soluble pollutants. A permanent pool of water allows sediments to settle and removes the soluble pollutants, including some metals and nutrients. Additional dry storage is required to control peak discharges during large storm events. If properly designed and maintained, wet basins can add fire protection, wildlife habitats, and aesthetic values to a property.

Hamilton does not currently own or maintain any wet basins. In the event that the Town installs this type of BMP, the operation and maintenance procedures outlined in this section shall apply.

### ***Inspection and Maintenance***

To ensure proper operation, wet basin outfalls should be inspected for evidence of clogging or excessive outfall releases. Potential problems to investigate include erosion within the basin and banks, damage to the emergency spillway, tree growth on the embankment, sediment accumulation around the outlet, and the emergence of invasive species. Should any of these problems be encountered, perform repairs immediately. An on-site sediment disposal area will reduce sediment removal costs.

**Maintenance Schedule: Wet Basins**

Activity	Time of Year	Frequency
Inspect wet basins	Spring and/or fall	Annually (Minimum)
Mow upper stage, side slopes, embankment and emergency spillway	Spring through fall	Bi-annually (Minimum)
Remove sediment, trash and debris	Spring through fall	Bi-annually (Minimum)
Remove sediment from basin	Year round	As required, but at least once every 10 years

### Dry Wells

Dry wells are used to infiltrate uncontaminated runoff. These BMPs should never be used to infiltrate stormwater or runoff that has the potential to be contaminated with sediment and other pollutants. Dry wells provide groundwater recharge and can reduce the size and cost required of downstream BMPs or storm drains. However, they are only applicable in drainage areas of less than one acre and may experience high failure rates due to clogging.

Hamilton does not currently own or maintain any dry wells. In the event that the Town installs this type of BMP, the operation and maintenance procedures outlined in this section shall apply.

#### ***Inspection and Maintenance***

Proper dry well function depends on regular inspection. Clogging has the potential to cause high failure rates. The water depth in the observation well should be measured at 24 and 48 hour intervals after a storm and the clearance rate calculated. The clearance rate is calculated by dividing the drop in water level (inches) by the time elapsed (hours).

**Maintenance Schedule: Dry Wells**

Activity	Frequency
Inspect dry wells	After every major storm for the first 3 months after construction completion. Annually thereafter.

### Infiltration Basins

Infiltration basins are designed to contain stormwater and provide groundwater recharge. Pollution prevention and pretreatment are required to ensure that contaminated stormwater is not infiltrated. Infiltration basins reduce local flooding and preserve the natural water balance of the site. High failure rates, however, often occur due to improper siting, inadequate pretreatment, poor design, and lack of maintenance.

Hamilton does not currently own or maintain any infiltration basins. In the event that the Town installs this type of BMP, the operation and maintenance procedures outlined in this section shall apply.

#### ***Inspection and Maintenance***

Regular maintenance is required to prevent clogging, which results in infiltration basin failure. Clogging may be due to upland sediment erosion, excessive soil compaction, or low spots. Inspections should include signs of differential settlement, cracking, erosion, leakage in the embankments, tree growth on the embankments, riprap condition, sediment accumulation, and turf health.



**Maintenance Schedule: Infiltration Basins**

Activity	Time of Year	Frequency
Preventative maintenance	Spring and fall	Bi-annually
Inspection	Spring and fall	After every major storm for the first 3 months after construction completion. Bi-annually thereafter and discharges through the high outlet orifice.
Mow/rake buffer area, side slopes and basin bottom	Spring and fall	Bi-annually
Remove trash, debris and organic matter	Spring and fall	Bi-annually

**Employee Training**

- Employees who perform inspection or maintenance on structural BMPs are trained once per year on proper procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

**Attachments**

1. Structural BMP Inspection and Maintenance Checklist

Date: \_\_\_\_\_  
Representative(s): \_\_\_\_\_

Town of Hamilton

## Annual Stormwater BMP Inspection and Maintenance Form

Location: \_\_\_\_\_

### General Questions (apply to all BMPs)

	Yes	No	N/A	
Has trash accumulated in the BMP?	_____	_____	_____	(1)
Is there visible erosion, settlement, or structural damage?	_____	_____	_____	(1)
Are there any obstructions or clogs at the inlet or outlet?	_____	_____	_____	(1)
Is there water in the BMP above the outflow invert?	_____	_____	_____	(1) (2)

(complete all that apply)

### ☐ Infiltration System

Average Sediment Depth: \_\_\_\_\_ (Cleaning is required when this exceeds 3" in chambers)

### ☐ Vortechs (Model # \_\_\_\_\_)

Water Depth to Sediment: \_\_\_\_\_ (Cleaning is required when this is < 18")

Floatable Layer Thickness: \_\_\_\_\_ (Cleaning is required when this is > 2")

### ☐ Stormceptor (Model # \_\_\_\_\_)

Water Depth to Sediment: \_\_\_\_\_ (See appendix for sediment depths necessitating cleaning)

### ☐ Detention Basin/ Pond

Are there any upstream or downstream conditions that may impact basin/ pond operation? (Y/N)

If YES include notes to clarify changed conditions.

### ☐ Drywell(s) Quantity: \_\_\_\_\_

Indications of Hazardous Substances? (Y/N)

Average Sediment Depth: \_\_\_\_\_

### ☐ Deep Sump CB Quantity: \_\_\_\_\_ (include a sketch if more than one)

Sediment Depth(s): \_\_\_\_\_ (Cleaning is required if sediment exceeds 2')

### ☐ Bioretention Area

Has mulch recently been replaced? (Y/N)

### ☐ Sediment Forebay

Average Sediment Depth: \_\_\_\_\_ (Cleaning is required if sediment exceeds 2')

Grass Length: \_\_\_\_\_ (Mowing is required if grass is longer than 6")

### Notes/ Recommendations:

(1) If the answer is "YES" clarifying notes and photographs are required. Maintenance may be necessary.  
(2) For drywells and infiltration systems the invert is the base of the system.

## APPENDIX H

### Standard Operating Procedure – Salt Use Optimization/ Winter Road Maintenance

#### H.1: Salt Use Optimization/ Winter Road Maintenance

<b>STANDARD OPERATING PROCEDURE</b> <b>DEPARTMENT OF PUBLIC WORKS [OR OTHER]</b>  <b>PROGRAM:</b> Snow Removal and De-Icing	<b>SOP NUMBER:</b>	<b>ISSUE DATE:</b>												
<b>APPROVED BY:</b>  Timothy J. Olson Director of Public Works														
<b>MA SMALL MS4 PERMIT REQUIREMENT SUMMARY:</b>  <b>Part 2.3.7.a.iii.5.</b> The permittee shall establish and implement procedures for winter road maintenance including the use and storage of salt and sand; minimize the use of sodium chloride and other salts, and evaluate opportunities for use of alternative materials; and ensure that snow disposal activities do not result in disposal of snow into waters of the United States. For purposes of this MS4 Permit, salt shall mean any chloride-containing material used to treat paved surfaces for deicing, including sodium chloride, calcium chloride, magnesium chloride, and brine solutions.														
<b>Personnel</b> The following personnel are responsible for snow and ice removal. Employees performing the procedures in this SOP shall attend yearly stormwater pollution prevention training.														
<b>TABLE 1</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="width: 50%; padding: 5px;">Name</th> <th style="width: 50%; padding: 5px;">Responsibility</th> </tr> <tr> <td style="padding: 5px;">DPW Director</td> <td style="padding: 5px;">Manage operation</td> </tr> <tr> <td style="padding: 5px;">Assistant DPW Director</td> <td style="padding: 5px;">Oversee operation</td> </tr> <tr> <td style="padding: 5px;">Highway Foreman</td> <td style="padding: 5px;">Orchestrate operation</td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="padding: 5px;"> </td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="padding: 5px;"> </td> </tr> </table>			Name	Responsibility	DPW Director	Manage operation	Assistant DPW Director	Oversee operation	Highway Foreman	Orchestrate operation				
Name	Responsibility													
DPW Director	Manage operation													
Assistant DPW Director	Oversee operation													
Highway Foreman	Orchestrate operation													
<b>Equipment</b> The municipality owns and maintains ice control and snow removal equipment listed in Table 2. Equipment maintenance shall be conducted consistent with the Vehicles and Equipment maintenance SOP found here: The wash area is located at the parking area at DPW Garage, 577 Bay Road, Hamilton, MA 001982														
<div style="margin-top: 10px;"> <b>Plowing</b>            When conditions warrant, plows are installed on the 6 larger trucks to move snow from the traveled roadway. Average time to install a plow is approximately 30 minutes. 8 smaller trucks are available for plowing of residential streets and clearing public lots.         </div> <div style="margin-top: 10px;"> <b>Sand Spreaders</b>            When conditions warrant, sand spreaders are installed on the 3 larger trucks to spread sand on the traveled roadway. Each sand spreader is calibrated prior to the deicing season and periodically through the winter season thereafter. Sand spreaders are calibrated to dispense the standard practice cubic yards of sand per lane mile.         </div>														

**STANDARD OPERATING PROCEDURE****DEPARTMENT OF PUBLIC WORKS [OR OTHER]****PROGRAM:**

Snow Removal and De-Icing

**SOP NUMBER:****ISSUE DATE:****Salt Spreaders and Pre-Wetting Devices**

When conditions warrant, salt spreaders are installed on the 3 larger trucks to spread salt on the traveled roadway. Each salt spreader is calibrated prior to the deicing season and periodically through the winter season thereafter. Salt application shall be calibrated to dispense rates of standard practice pounds per lane mile. The Town does not currently have any pre-wetting devices on their trucks.

**Anti-Icing Dispensers**

N/A. The Town does not currently have any anti-icing dispensers on their trucks.

**TABLE 2**

<b>Equipment Number</b>	<b>Make</b>	<b>Description</b>	<b>Additional Equipment</b>	<b>Primary Use</b>
<i>[00001]</i>	<i>[XXXX]</i>	<i>[12-yard dump truck]</i>	<i>[4-yard salt spreader. 11' Side-cast plow]</i>	<i>[General Salting and Plowing]</i>
1	Chevy 2500	¾ Ton	Plow	plowing
2	Chevy 2500	¾ Ton	Plow	plowing
3	Chevy 3500	1 Ton	Plow	plowing
4	John Deere	Loader	Plow/Bucket	plowing
5	International 7300	6 cy	Plow/Sander	Plowing and sanding
6	International 7300	6 cy	Plow	Plowing
7	International 7400	6 cy	Plow/Sander	Plowing and sanding
8	Chevy 2500	¾ Ton	Plow	plowing
9	International 7300	6 cy	Plow/Sander	Plowing and sanding
10	Chevy 2500	¾ Ton	Plow	plowing
11	GMC 3500	1 Ton	Plow	plowing
12	Chevy 3500	1 Ton	Plow	plowing
13	International 7400	6 cy	Plow	plowing
16	GMC 3500	1 Ton	Plow	plowing
18	Chevy 2500	¾ Ton	Plow	plowing
19	Holder	N/A	Plow/Snowblower	Plow and snowblow
20	John Deere 4300	N/A	Snowblower	snowblower
39	Trackless MT7	N/A	Plow/Snowblower	Plow and snowblow

**Materials**

The major materials used in snow and ice control are coarse sand, coarse salt. These materials are stockpiled in advance of an event and are immediately available when needed and stocks are replenished between events.

<b>STANDARD OPERATING PROCEDURE</b> <b>DEPARTMENT OF PUBLIC WORKS [OR OTHER]</b>  <b>PROGRAM:</b> Snow Removal and De-Icing	<b>SOP NUMBER:</b>	<b>ISSUE DATE:</b>
<p><b>Sand</b>          Sand is used as an abrasive for traction on slick roadways. Approximately 800 cubic yards are anticipated to be used per year and are ordered from a local contractor. There is no contract for this purchase prior to each deicing season. Sand is stored in the covered facility located at 577 Bay Road, Hamilton, MA 01982. Loading areas and yards are swept when possible following each storm event and at the end of the season to prevent sand build-up and run-off.</p> <p><b>Salt</b>          Salt is used to expedite the melting of snow and ice from the street surface and also to keep the ice from forming a bond to the street surface. Approximately 2000 tons of Foreign and Solar Salt are anticipated to be used per year and are ordered from low bid vendor from the Town of Boxford Road Salt Cooperative Bid prior to each deicing season. Salt is stored in the covered facility located at 577 Bay Road, Hamilton, MA 01982. Loading areas and yards are swept when possible following each storm event and at the end of the to prevent salt build-up and run-off.</p> <p><b>Anti-icing and Pre-Wetting Chemical</b>          N/A. The Town does not currently utilize any anti-icing or pre-wetting chemicals.</p> <p><b>Salt Alternatives</b>          N/A. The Town does not currently use any salt alternatives.</p>		
<p><b>Procedures</b></p> <p><b>Anti-Icing</b>          N/A. The Town does not currently utilize any anti-icing or pre-wetting chemicals .</p> <p><b>Salt Application</b></p> <ol style="list-style-type: none"> <li>1. Whenever conditions warrant, salt is applied to the roadway prior to accumulation of snow to prevent compacted snow from bonding to the roadway surface. The Highway Foreman or designee will instruct staff when salt application is appropriate. Salting will not be done when pavement temperatures are above 32-degrees F or below 15-degrees F.</li> <li>2. Prior to salt application, equipment will be checked to ensure proper working order and ensure proper calibration of equipment. All fluid levels will be checked and filled to proper levels; all lights must be in working order. A visual walk-around inspection of the truck or equipment must be made. Any repairs must be made and reported to a supervisor or mechanic before leaving the yard.</li> <li>3. The standard salt application speed is: 20-25 mph.</li> <li>4. Street listing of plowed routes is available at the DPW (577 Bay Road). Follow any prioritized route or schedule as required.</li> <li>5. Before parking any truck or equipment after use, all fluid levels will be checked and filled. All minor repairs will be done by the operator. Any repairs the operator cannot perform will be written up or verbally communicated on the proper forms and turned in to DPW Mechanic. DPW Mechanic will determine importance and will assign the repairs according to schedule. All deicing chemical will be washed from equipment at the wash bay or designated wash area.</li> </ol>		

<b>STANDARD OPERATING PROCEDURE</b> <b>DEPARTMENT OF PUBLIC WORKS [OR OTHER]</b>  <b>PROGRAM:</b> Snow Removal and De-Icing	<b>SOP NUMBER:</b>	<b>ISSUE DATE:</b>
<p><b>Snow Plowing</b></p> <ol style="list-style-type: none"> <li>1. As the storm develops and 2 to 4 inches of snow has accumulated, all of the drivers and available equipment will begin to plow their assigned routes.</li> <li>2. Prior to plowing operations, equipment will be checked to ensure proper working order. All fluid levels will be checked and filled to proper levels; all lights must be in working order. A visual walk-around inspection of the truck or equipment must be made. Any repairs must be made and reported to a supervisor or mechanic before leaving the yard.</li> <li>3. Avoid plowing, pushing, blowing or storing excess snow, deicer, or other debris in or near creeks, watercourses or storm drainage systems.</li> <li>4. Reduce plowing speed in sensitive areas (near creeks, wetlands or other water courses) to prevent snow and deicing materials from entering waterways.</li> <li>5. The standard plowing speed is: 20-25 mph.</li> <li>6. Follow the prioritized route or schedule. This schedule is located at: A listing of routes is available at the DPW</li> <li>7. Before parking any truck or equipment after use, all fluid levels will be checked and filled. Blades or bolts, which need replacing, will be taken care of unless told to do otherwise. Chains that need repairs will be repaired. All minor repairs will be done by the operator. Any repairs the operator cannot perform will be written up on the proper forms and turned in to DPW Mechanic. The DPW Mechanic will determine importance and will assign the repairs according to schedule.</li> </ol> <p><b>Sand Application</b></p> <ol style="list-style-type: none"> <li>1. Whenever conditions warrant, sand is applied to the roadway to increase traction. The Highway Foreman or designee will instruct staff when sand application is appropriate. Sanding will not be done when pavement temperatures are above 15 degrees F.</li> <li>2. Prior to sand application, equipment will be checked to ensure proper working order and ensure proper calibration of equipment. All fluid levels will be checked and filled to proper levels; all lights must be in working order. A visual walk-around inspection of the truck or equipment must be made. Any repairs must be made and reported to a supervisor or mechanic before leaving the yard.</li> <li>3. The standard sanding speed is: 20-25 mph.</li> <li>4. Street listing of plowed routes is available at the DPW (577 Bay Road). Follow any prioritized route or schedule as required.</li> <li>5. Before parking any truck or equipment after use, all fluid levels will be checked and filled. Blades or bolts, which need replacing, will be taken care of unless told to do otherwise. Chains that need repairs will be repaired. All minor repairs will be done by the operator. Any repairs the operator cannot perform will be written up on the proper forms and turned in to DPW Mechanic. The DPW Mechanic will determine importance and will assign the repairs according to schedule.</li> </ol> <p><b>Salt Alternative Application</b></p> <p>N/A. The Town does not currently use any salt alternatives.</p>		

<b>STANDARD OPERATING PROCEDURE</b> <b>DEPARTMENT OF PUBLIC WORKS [OR OTHER]</b>  <b>PROGRAM:</b> Snow Removal and De-Icing	<b>SOP NUMBER:</b>	<b>ISSUE DATE:</b>
<b>Record Keeping and Documentation</b> <ol style="list-style-type: none"> <li>1. Maintain a master street listing of plowed routes, and schedule of any prioritized snow and sanding routes. Located in the DPW.</li> <li>2. Keep copies of manufacturer's recommendations for equipment calibration, plowing speed and salt/sand application rates. Located in the DPW Mechanic files.</li> <li>3. Keep records of the amounts of salt, sand, liquid deicer, and salt alternatives applied per season. Located in the DPW.</li> <li>4. Keep a list of all employees trained in the facility's Stormwater Pollution Prevention binder or computer file.</li> </ol>		