1046

Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Watershed Management

BRP WM 08A NPDES Stormwater General Permit

Notice of Intent for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

W-041088
Transmittal Number

Facility ID (if known)

A. Instructions

Important: When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.

Submission of this Notice of Intent constitutes notice that the entity named at item B1. of this form intends to be authorized by the DEP General Permit issued jointly with EPA for stormwater discharges from the small municipal separate storm sewer system (MS4), in the location identified at item B2. of this form. Submission of the Notice of Intent also constitutes notice that the party identified at item B1. has read, understands and meets the eligibility conditions of Part I.B. of the NPDES Small MS4 General Permit, agrees to comply with all applicable terms and conditions of the NPDES Small MS4 General Permit, and understands that continued authorization to discharge is contingent on maintaining eligibility for coverage. **In order to be granted coverage, all information required on BRP WM 08A, including the Stormwater Management Program Summary and Time Frames form, must be completed. Please read the permit and make sure you comply with all requirements, including the requirement to develop and implement a stormwater management program.**

B. Applicant Information

1. Small MS4 Operator/Owner Information:

   Richard C. Howard, Mayor
   Name

   Mayor's Office, Government Center, 200 Pleasant Street
   Mailing Address

   Malden — City/Town
   Massachusetts — State

   (781) 397-7000 — Telephone Number
   N/A — Email (if available)

2. Municipality Name

   City of Malden
   City/Town

3. Legal Status:

   ☐ Federal ☒ City/Town ☐ State ☐ Tribal ☐ Private

   ☐ Other public entity: _____ Specify Public Entity

4. Other regulated MS4(s) within municipal boundaries:

   US Route 1, State Route 99 & Middlesex Fells Reservation

5. Based on the instructions provided in Part I of the NPDES Small MS4 General Permit, have the eligibility criteria for "listed species" and critical habitat been met?

   ☒ yes ☐ pending ☐ no

OCT - 7 2003

B. Applicant Information (cont.)

6. Based on the instructions provided in Part I of the NPDES Small MS4 General Permit, have the eligibility criteria for protection of historic properties been met?

☒ yes ☐ pending ☐ no

Note: Section C may be duplicated to accommodate a larger list of receiving waters

C. Names of (Presently Known) Receiving Waters

Receiving Water:	No. of Outfalls	Listed as Impaired?	Impairment
Town Line Brook (Name)	40 (Number)	☐ Yes ☒ No	(Specify)
Linden Brook (Name)	30 (Number)	☐ Yes ☒ No	(Specify)
Edgeworth Brook (Name)	10 (Number)	☐ Yes ☒ No	(Specify)
West End Brook (Name)	3 (Number)	☐ Yes ☒ No	(Specify)
Little Creek (Name)	1 (Number)	☐ Yes ☒ No	(Specify)
Fellsmere Pond (Name)	1 (Number)	☐ Yes ☒ No	(Specify)
Malden River (Name)	8 (Number)	☒ Yes ☐ No	Org. Enrich., Low DO, Path., Oil, Grease
Lower Spot Pond Brook (Name)	5 (Number)	☐ Yes ☒ No	(Specify)
Malden River Enclosed (Name)	33 (Number)	☐ Yes ☒ No	(Specify)
(Name)	(Number)	☐ Yes ☐ No	(Specify)
(Name)	(Number)	☐ Yes ☐ No	(Specify)
(Name)	(Number)	☐ Yes ☐ No	(Specify)
(Name)	(Number)	☐ Yes ☐ No	(Specify)
(Name)	(Number)	☐ Yes ☐ No	(Specify)
(Name)	(Number)	☐ Yes ☐ No	(Specify)
(Name)	(Number)	☐ Yes ☐ No	(Specify)
(Name)	(Number)	☐ Yes ☐ No	(Specify)
(Name)	(Number)	☐ Yes ☐ No	(Specify)

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D. Stormwater Management Program Summary

1. Public Education:

BMP ID #	Responsible Dept./Person Name	Specify Measurable Goal
1-1 Place Educational Information on City's Web Site	See Attached	See Attached
1-2 Conduct Recycling Day Events & HHW Education	See Attached	See Attached
1-3 Intensify Existing Pet Waste Management Campaign	See Attached	See Attached
1-4 Place Educational Info on Malden Acess Television	See Attached	See Attached
1-5 Promote Water Conservation Practices to Homeowners	See Attached	See Attached

2. Public Participation:

BMP ID #	Responsible Dept./Person Name	Specify Measurable Goal
2-1 Public Access to SWMP & Receipt of Comments	See Attached	See Attached
2-2 Est. SWMP Review Comm. & Public Comment Ann. Report	See Attached	See Attached
2-3 Provide Support to Local Cleanup Activities	See Attached	See Attached
2-4 Co-Sponsor Storm Drain Stenciling Activities	See Attached	See Attached
BMP ID # Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

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D. Stormwater Management Program Summary (Cont.)

3. Illicit Discharge Detection and Elimination:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
3-1	Field Verify Outfall Locations	See Attached	See Attached
3-2	Adopt Illicit Discharge & Connection SW Ordinance	See Attached	See Attached
3-3	Implement Illicit Discharge Detection & Elimination Plan	See Attached	See Attached
3-4	Conduct I/I Removal in the Sanitray Sewer System	See Attached	See Attached

4. Construction Site Runoff Control:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
4-1	Adopt an Erosion & Sedimentation Control Ordin.	See Attached	See Attached
4-2	Develop a Site Inspect. Form & Conduct Site Inspections	See Attached	See Attached
4-3	Develop & Implement a Citizen Complaint Hotline	See Attached	See Attached

D. Stormwater Management Program Summary (Cont.)

5. Post Construction Runoff Control:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
5-1	Revise the Rules & Reg. Governing the Sub. of Land	See Attached	See Attached
5-2	Revise the Zoning Ordinance	See Attached	See Attached

6. Municipal Good Housekeeping:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
6-1	Develop a Formal Training Program for DPW Staff	See Attached	See Attached
6-2	Develop a Formal Catch Basin Cleaning Program	See Attached	See Attached
6-3	Formalize the Existing Parking Lot & Street Sweeping Prog.	See Attached	See Attached
6-4	Develop a Vehicle & Equip. Maintenance Policy	See Attached	See Attached
6-5	Develop a Vehicle & Equip. Cleaning Policy	See Attached	See Attached
6-6	Develop a Landscape & Lawn Care Policy		

D. Stormwater Management Program Summary (cont.)

7. BMPs for Meeting TMDL:

BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

E. 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.

Richard C. Howard, Mayor 10/1/03
Printed Name

Signature

Date

Public Education and Outreach

BMP		*Measurable Goals*	*Responsible Parties*
1-1	***Place Educational Information on City's Web Site***	▪ Post stormwater related information on the Malden Engineering and Planning web site. ▪ Update web site regularly.	Malden Engineering Department Malden Mayor's Office
1-2	***Conduct Recycling Day Events & Household Hazardous Waste Education***	▪ Sponsor up to six recycling day events annually. ▪ Annually send a press release advertising the event to the Malden Advocate and track whether or not it was published. ▪ Advertise each event on the MATV "Talking" Bulletin Board. ▪ Maintain and update the City's web page. ▪ Track the amounts and types of waste collected each year.	Malden Department of Public Works Malden Mayor's Office
1-3	***Intensify the Existing Pet Waste Management Campaign***	▪ Track the number of fact sheets distributed annually. ▪ Track the number of violations issued per year. ▪ Post pet waste management information on the City's web site. ▪ Track the number of signs posted annually. ▪ Issue an annual educational press release to local newspapers.	Malden Animal Control Department Malden City Clerk
1-4	***Place Educational Information on Malden Access Television***	▪ Obtain "Oil Leak" & "Fertilizer" PSAs from the Washington State Department of Ecology Water Quality Consortium. ▪ Track how frequently the PSA's are broadcast on MATV. ▪ Track how frequently the Eagle Scout Catch Basin Stenciling Video is broadcast on MATV. ▪ Track how frequently the stormwater quality message is shown on the "Talking" Bulletin Board. ▪ Track any public meetings occurring in regards to the development and implementation of the proposed Illicit Discharge and Connection Stormwater Ordinance and the Sedimentation and Erosion Control Ordinance that are broadcast on MATV.	Malden Engineering Department Malden Access Television

1-5	***Promote Water Conservation Practices for Homeowners***	▪ Track the number of dye tablets distributed by the Engineering Department. ▪ Track the number of water-efficiency kits issued with assistance from the Engineering Department. ▪ Post water conservation information on the Water Department's web page. ▪ Post water conservation posters at Government Center and the public library. ▪ Include water conservation bill inserts with the water bill. ▪ Issue an annual press release to local newspapers to promote water conservation.	Malden Waterworks Division
1-6	***Develop a Press Release & Flyer Targeting Community Businesses***	▪ Submit the press release to the Malden Advocate and other local newspapers and track whether or not it was published. ▪ Submit copies of the informational flyers to the local Chamber of Commerce. ▪ Post the informational flyer on the City's website.	Malden Engineering Department Malden Mayor's Office

Public Involvement and Participation

BMP		*Measurable Goals*	*Responsible Parties*
2-1	***Public Access to SWMP & Receipt of Comments***	▪ Make the Draft SWMP accessible to the public via the City's public library, Department of Public Works Commercial Street Facility, and official web page. ▪ Draft Informational press release advertising public comment period and submit to the Malden Advocate and other local newspapers. ▪ Track which newspapers published the press release. ▪ Make the Final SWMP accessible to the public via the Department of Public Works Commercial Street Facility and City's official web page.	Malden Engineer Department Malden Mayor's Office
2-2	***Establish SWMP Review Committee & Receive Public Comment on SWMP Annual Report***	▪ Establish the SWMP Review Committee. ▪ Conduct quarterly meetings of the SWMP Review Committee. ▪ Prepare an annual report for submission to the permitting authorities. ▪ Annually send a press release advertising the public comment period and the status of the City's SWMP to local newspapers and track whether or not it was published. ▪ Advertised the public comment period in a posting at the Clerk's office. ▪ Receive public comment on the annual report. ▪ Submit an annual report to both the EPA and MA DEP.	Malden Mayor's Office

2-3	***Provide Support to Local Cleanup Activities***	▪ Draft and distribute an annual letter to offering assistance with local cleanup activities to neighborhood associations, homeowner associations, and civic groups active in Malden. ▪ Place information contained in letter on the City's official website. ▪ Track which entities the letters are sent to each year. ▪ Track the number of cleanup activities the DPW assists in conducting each year. ▪ Track the number of cleanup participants at each activity the DPW assists in conducting. ▪ Track which areas of City are cleaned by each activity the DPW assists in conducting. ▪ Track the quantity of waste collected as a result of the cleanup activity.	Malden Department of Public Works Malden Conservation Commission
2-4	***Co-Sponsor Storm Drain Stenciling Activities***	▪ Draft and distribute an annual letter offering to co-sponsor a storm drain stenciling activity with an interested group. ▪ Identify areas where stenciling will take place and establish schedule for the activity. ▪ Track the number of drains stenciled during each stenciling activity. ▪ Track the number of volunteers assisted in the stenciling activities. ▪ Summarize the condition of the inlets surveyed.	Malden Department of Public Works Malden Conservation Commission

Illicit Discharge Detection and Elimination

BMP		*Measurable Goals*	*Responsible Parties*
3-1	***Field Verify Outfall Locations***	▪ Develop a schedule for outfall verification and outfall identification activities. ▪ Perform and track the outfall verification and outfall identification activities as scheduled. ▪ Continuously update the storm drainage system map(s) as new components are added to the municipal storm drainage system.	Malden Engineering Department Malden Department of Public Works
3-2	***Adopt an Ordinance Governing Discharges to the Municipal Storm Drainage System***	▪ Draft an Ordinance Governing Discharges to the Municipal Storm Drainage System. ▪ Present the Ordinance Governing Discharges to the Municipal Storm Drainage System to the City Council for acceptance. ▪ Track the number of enforcement actions taken.	Malden Engineering Department Malden City Clerk
3-3	***Implement an Illicit Discharge Detection and Elimination Plan***	▪ Develop an Illicit Discharge Detection and Elimination Plan. ▪ Conduct dry-weather field screening of outfalls and track the number of surveys indicating a possible illicit connection. ▪ Trace the source of potential illicit discharges. ▪ Track the number of illicit connections found. ▪ Track the number of illicit connections repaired/replaced. ▪ Report on the success of obtaining alternative funding to assist in illicit connection removal.	Malden Department of Public Works
3-4	***Conduct I/I Removal in the Sanitary Sewer System***	▪ Complete the Infiltration and Inflow Identification Program for the Overlook Ridge Sewer Connection Mitigation Study. ▪ Evaluate the recommendations made in the I/I identification program and develop a plan to perform the recommended activities. ▪ Track the City's sanitary sewer capital improvement projects conducted.	Malden Engineering Department Roseland Property Company

Construction Site Stormwater Runoff Control

BMP		*Measurable Goals*	*Responsible Parties*
4-1	***Adopt a Stormwater Management & Land Disturbance Ordinance***	▪ Draft the Stormwater Management and Land Disturbance Ordinance. ▪ Present the Stormwater Management and Land Disturbance Ordinance to City Council for acceptance. ▪ Track the number of enforcement actions taken.	Malden Engineering Department Malden City Clerk
4-2	***Develop a Site Inspection Form and Conduct Site Inspections***	▪ Develop a Site Inspection Form that reflects the ESCP requirements. ▪ Track the frequency of inspections conducted for each site. ▪ Track the completion of inspection forms. ▪ Track the number of failed ESC BMPs discovered on each site.	Malden Engineering Department
4-3	***Develop and Implement a Citizen Complaint Hotline***	▪ Establish the Citizen Complaint Hotline. ▪ Advertise the Citizen Complaint Hotline. ▪ Track the number of complaints received via the Citizen Complaint Hotline. ▪ Track the problems/incidents remedied as a result of the Citizen Complaint Hotline.	Malden Department of Public Works Malden Mayor's Office

Post Construction Stormwater Management in New Development & Redevelopment

BMP		*Measurable Goals*	*Responsible Parties*
5-1	***Revise the Rules & Regulations Governing the Subdivision of Land***	▪ Draft the amendment to Section V of the Rules and Regulations Governing the Subdivision of Land (Design Standards) and submit the amendment to the Planning Board. ▪ Adopt the proposed amendment at a meeting of the Planning Board.	Malden Planning Department Malden Planning Board
5-2	***Revise the Zoning Ordinance***	▪ Draft amendments to Sections 700 (General Regulations) and 800 (Administration) of the Zoning Ordinance and submit to the Planning Board. ▪ Hold a public meeting jointly conducted by the Planning Board and City Council. ▪ Adopt the proposed amendment at a meeting of the City Council.	Malden Planning Department Malden Planning Board Malden City Council

Pollution Prevention & Good Housekeeping in Municipal Operations

	BMP	*Measurable Goals*	*Responsible Parties*
6-1	***Develop a Formal Training Program for DPW Staff***	▪ Develop the DPW employee-training manual. ▪ Conduct training sessions with all current employees. ▪ Train all new DPW employees in accordance with the training manual. ▪ Track employees trained in accordance to the training manual. ▪ Conduct refresher training for employees after every two years of employment.	Malden Department of Public Works Malden Human Resources Department
6-2	***Develop a Formal Catch Basin Cleaning Program***	▪ Request funding for the catch basin cleaning contract. ▪ Request funding to purchase a vactor truck. ▪ Document annual cleaning activities. ▪ Document annual stenciling activities.	Malden Department of Public Works
6-3	***Formalize the Existing Parking Lot and Street Sweeping Program***	▪ Conduct an inventory of all publicly owned parking lots. ▪ Develop a schedule for conducting parking lot sweeping activities. ▪ Track the streets that are swept each month. ▪ Track the number of times the inventoried municipal parking lots are swept each year. ▪ Maintain an accurate log of the disposed materials ▪ Re-evaluate storage practices and make improvements in order to ensure compliance with the MADEP BWP Reuse and Disposal of Street Sweepings Policy.	Malden Department of Public Works
6-4	***Develop a Vehicle & Equipment Maintenance Policy***	▪ Develop and implement a vehicle and equipment maintenance policy and incorporate policy requirements into the DPW employee-training program.	Malden Department of Public Works

6-5	***Develop a Vehicle & Equipment Cleaning Policy***	▪ Develop and implement a vehicle and equipment cleaning policy. ▪ Place policy in the DPW employee-training manual and provide to the City's Police Department, Fire Department, and Parks Department.	Malden Department of Public Works
6-6	***Develop a Landscape and Lawn Care Policy***	▪ Develop and implement a landscape and lawn care policy. ▪ Place policy in the DPW employee-training manual and provide to the City's Cemetery Department and School Department.	Malden Department of Public Works Malden School Department Malden Cemetery Department
6-7	***Develop a SPRP for the Commercial Street Facility***	▪ Complete and implement the use of the Spill Prevention and Response Plan for the Commercial Street facility. ▪ Identify and train key individuals in the area of spill prevention, response and cleanup. ▪ Develop an emergency spill containment and cleanup kit. ▪ Post a summary of the Spill Prevention and Response Plan at various locations throughout facility. ▪ Conduct an annual review of the Spill Prevention and Response Plan. ▪ Track the number of spill and leak incidents at the facility and the actions taken for each incident.	Malden Department of Public Works

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...rges from Small Municipal Separate Storm Sewer Systems (MS4s)
...r. Storm Water Management Program TIME FRAMES

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	PERMIT YEAR ONE				PERMIT YEAR TWO				PERMIT YEAR THREE				PERMIT YEAR FOUR				PERMIT YEAR FIVE				
BMP ID #	Spring 03	Summer 03	Fall 03	Winter 03-04	Spring 04	Summer 04	Fall 04	Winter 04-05	Spring 05	Summer 05	Fall 05	Winter 05-06	Spring 06	Summer 06	Fall 06	Winter 06-07	Spring 07	Summer 07	Fall 07	Winter 07-08	Next Permit
1-1		—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
1-2	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
1-3		—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
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1-5		—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
1-6											X								X		
2-1		X																			
2-2			X		X				X				X				X				
2-3					X				X				X				X				
2-4									X				X				X				
3-1					X	—	—	—	—	—	—										
3-2												X	X								
3-3								X	—	—	—	—	—	—	—	—	—	—	—	—	
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4-1								X	X												
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6-1							X	—	—	—	—	—	—	—	—	—	—	—	—	—	
6-2	X					X							X	—	—	—	—	—	—	—	
6-3		—	—	—	X	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
6-4							X														
6-5							X														
6-6						X															
6-7															X						