1722

W 041087
Transmittal Number

Facility ID (if known)

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)

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:

   Louis A. Manring
   Name

   171 Worcester Road, P.O. Box 537
   Mailing Address

   Sterling — City/Town
   MA — State

   978-422-6767 — Telephone Number
   SterlingDPW@aol.com — Email (if available)

2. ~~Municipality~~ Name

   Town of Sterling
   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:

   Interstate 190, Route 12, Route 110

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

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AUG 04 2003

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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
Stillwater River (Name)	4 (Number)	☐ Yes ☒ No	Specify
Unnamed wetland trib to Stillwater River	1 (Number)	☐ Yes ☒ No	Specify
Ball Brook (Name)	6 (Number)	☐ Yes ☒ No	Specify
East Waushacum Pond (Name)	3 (Number)	☐ Yes ☒ No	Specify
Unnamed brook trib. to West Waushacum Pond	1 (Number)	☐ Yes ☒ No	Specify
Unnamed brook trib. to West Waushacum Pond	2 (Number)	☐ Yes ☒ No	Specify
Waushacum Brook (Name)	3 (Number)	☐ Yes ☒ No	Specify
The Quag (Name)	1 (Number)	☐ Yes ☒ No	Specify
Unnamed brook trib. to Fitch Pond	3 (Number)	☐ Yes ☒ No	Specify
Unnamed wetland trib. to Fitch Pond	1 (Number)	☐ Yes ☒ No	Specify
Unnamed wetland trib. to East Waushcum	1 (Number)	☐ Yes ☒ No	Specify
Unnamed brook trib. to East Waushcum	1 (Number)	☐ Yes ☒ No	Specify
Unnamed wetland west of Kendall Hill Road	1 (Number)	☐ Yes ☒ No	Specify
Unnamed waterbody north of Sherwood Drive	1 (Number)	☐ Yes ☒ No	Specify
Unnamed waterbody north of Boutelle Road	1 (Number)	☐ Yes ☒ No	Specify
Unnamed wetland northeast of Greenland Road	1 (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 Co-Sponsor Biennial HHW Collection Events	See Attached	See Attached
1-2 Place Educational Information on Sterling Public Access TV	See Attached	See Attached
1-3 Post Educational Information on the Town's Official Website	See Attached	See Attached
1-4 Promote Water Conservation Practices to Homeowners	See Attached	See Attached
1-5 Public Education Targeting Businesses	See Attached	See Attached

2. Public Participation:

BMP ID #	Responsible Dept./Person Name	Specify Measurable Goal
2-1 Public Access to Draft SWMP & Receipt of Comment	See Attached	See Attached
2-2 Public Access to Annual Report & Receipt of Comment	See Attached	See Attached
2-3 Provide Support to Local Cleanup Activities	See Attached	See Attached
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

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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	Update the Town's Storm Drainage Map	See Attached	See Attached
3-2	Adopt Bylaw Governing Discharges to Municipal SDS	See Attached	See Attached
3-3	Implement IDDEP	See Attached	See Attached
3-4	Establish a Formal Septic System Management Plan	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 SW Management & Land Disturbance Bylaw	See Attached	See Attached
4-2	Develop Site Inspection 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 Protective Bylaw	See Attached	See Attached
5-2	Revise Rules & Regulations Governing the Subdivision	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	Formalize the Existing Catch Basin Cleaning Program	See Attached	See Attached
6-3	Maintain Municipally Operated Structural BMPs	See Attached	See Attached
6-4	Formalize Existing Parking Lot & Street Sweeping Program	See Attached	See Attached
6-5	Develop a Vehicle & Equipment Cleaning Policy	See Attached	See Attached

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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.

Donald W Harding
Printed Name

Donald W Harding
Signature

10/28/03
Date

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D. Stormwater Management Program Summary (cont.)

7. BMPs for Meeting TMDL:

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

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Louis A. Manring, Superintendent
Printed Name

Signature

7/29/03
Date

Public Education and Outreach

BMP		*Measurable Goals*	*Responsible Parties*
1-1	***Co-sponsor Biennial Household Hazardous Waste Collection Events***	▪ Co-sponsor two Wachusett Earthday Collection events each year. ▪ Continue to provide financial assistance for the development of the Wachusett Earthday Collection brochure on a bi-annual basis. ▪ Make the Wachusett Earthday Collection brochure available to the public at the Sterling Town Hall and other municipal buildings. ▪ Advertise the Wachusett Earthday Collection events via a press release to the Sterling Meetinghouse News and the Holden Landmark newspapers. ▪ Update the Town's web page to include details of the Wachusett Earthday Collection events and links to the Massachusetts Department of Environmental Protection (MADEP) and U.S. Environmental Protection Agency (EPA) web sites pertaining to household hazardous waste. ▪ Track the amounts and types of waste collected at each event. ▪ Track the number of Sterling vehicles that participate in the event each.	Sterling Department of Public Works
1-2	***Place Educational Information on Sterling Public Access Television***	▪ Broadcast "Save Your Lake" video on Channel 8, the public access cable station, at least twice each year during the spring and summer months of the permit term beginning in the Spring of 2004. ▪ Obtain "Oil Leak" & "Fertilizer" PSAs from the Washington State Department of Ecology Water Quality Consortium. ▪ Track how frequently the PSA's are broadcast on Channel 8 from the Fall of 2003 through the end of the permit term. ▪ Track how frequently the "catchy" stormwater quality message is shown on the bulletin board throughout the permit term.	Sterling Department of Public Works

1-3	***Post Educational Information on the Town's Official Web Site***	▪ Post stormwater related information on the Sterling Public Services web site upon its complete implementation. ▪ Update web site regularly.	Sterling Department of Public Works
1-4	***Promote Water Conservation Practices to Homeowners***	▪ Include water conservation information in the Sterling Annual Water-Quality Report. ▪ Include water conservation educational information in the *DPW Notes* section of the Sterling Meetinghouse News two times per year. ▪ Post water conservation information on the DPW's web page.	Sterling Department of Public Works
1-5	***Publish Educational Information Targeted to Community Businesses***	▪ Develop an educational press release targeted to the stormwater management practices of local businesses. ▪ Submit press release to the Sterling Meetinghouse News for publishing. ▪ Post the informational press release on the Town's official website.	Sterling Department of Public Works
1-6	***Conduct EnviroScape Demonstrations at Local Schools***	▪ Secure funding for the purchase of the EnviroScape watershed/nonpoint source model. ▪ Purchase the EnviroScape watershed/nonpoint source model. ▪ Each year conduct the EnviroScape demonstrations for all fourth grade students at Sterling's public middle school.	Sterling Department of Public Works

Public Involvement and Participation

BMP		*Measurable Goals*	*Responsible Parties*
2-1	***Public Access to Draft SWMP & Receipt of Comment***	▪ Make draft SWMP available to the public and conduct public comment period. ▪ Finalize SWMP. ▪ Make the final SWMP accessible to the public via the Town's public library and web page.	Sterling Superintendent of Public Works
2-2	***Public Access to Annual Report & Receipt of Comment***	▪ Prepare an annual report. ▪ Annually send a press release advertising the public comment period and the status of the Town's SWMP to the Sterling Meetinghouse News and track whether or not it was published. ▪ Receive written comments on the annual report. ▪ Submit an annual report to both the EPA and MA DEP.	Sterling Department of Public Works
2-3	***Provide Support to Local Cleanup Activities***	▪ Draft and distribute an annual letter offering assistance with local cleanup activities to neighborhood associations, homeowner associations, lake associations, and civic groups active in Sterling. ▪ 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 Town are cleaned by each activity the DPW assists in conducting. ▪ Track the quantity of waste collected as a result of the cleanup activity.	Sterling Department of Public Works

Illicit Discharge Detection and Elimination

BMP		*Measurable Goals*	*Responsible Parties*
3-1	*Update the Town's Storm Drain System Map*	▪ Draft and take to Town Meeting an amendment to the Protective Bylaws that would require project proponents for any project regulated by Site Plan Review to submit a copy of the as-built plans to the Planning Board in digital format. ▪ Draft an amendment to the Rules and Regulations Governing the Subdivision of Land that would require project proponents to submit a copy of the subdivision's as-built plans to the Planning Board in digital format. ▪ Adopt the proposed amendment to the Rules and Regulations Governing the Subdivision of Land at a meeting of the Planning Board. ▪ Continuously update the storm drainage system map as new components are added to the municipal storm drainage system. ▪ Conduct an inventory of the unmapped storm drainage facilities and digitize the as-built plans for conversion into a GIS format for inclusion in the Town's Storm Drainage System Map.	Sterling Planning Board Sterling Department of Public Works
3-2	*Adopt a Bylaw Governing Discharges to the Municipal Storm Drain System*	▪ Draft the Bylaw Governing Discharges to the Municipal Storm Drainage System. ▪ Take the Bylaw Governing Discharges to the Municipal Storm Drainage System to Town Meeting for acceptance. ▪ Track the number of enforcement actions taken. ▪ Post Bylaw on Town's web site.	Sterling Town Department of Public Works Sterling Conservation Commission Sterling Board of Health
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.	Sterling Department of Public Works

3-4 ***Establish a Formal Septic System Management Program (SSMP)***	▪ Track the distribution of the public education packets. ▪ Post educational Information on the BOH's website. ▪ Track the number of septic system pumping companies licensed by the Town each year. ▪ Track the number of septic system installers that are licensed by the Town each year. ▪ Track the number of Certificates of Compliance issued each year. ▪ Track the number of failed septic systems identified each year and action taken. ▪ Track the number of property owners that participate in the Septic System Repair Loan Program (SSRLP).	Sterling Board of Health

Construction Site Stormwater Runoff Control

BMP		*Measurable Goals*	*Responsible Parties*
4-1	***Adopt a Stormwater Management Land and Disturbance Bylaw***	▪ Draft the Stormwater Management and Land Disturbance Bylaw. ▪ Take the Stormwater Management and Land Disturbance Bylaw to Town Meeting for acceptance. ▪ Track the number of enforcement actions taken.	Sterling Conservation Commission
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.	Sterling Conservation Commission
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.	Sterling Department of Public Works Sterling Conservation Commission

Post Construction Stormwater Management in New Development & Redevelopment

BMP		*Measurable Goals*	*Responsible Parties*
5-1	***Revise the Site Development Requirements of the Protective Bylaws***	▪ Draft an amendment to Section 3.3 of Article 3 (General Regulations) and Section 6.4 of Article 6 (Administration and Procedures) of the Protective Bylaws. ▪ Submit the amendment to the Planning Board and hold a public hearing. ▪ Take the amendment to Town Meeting for a vote of acceptance.	Sterling Planning Board Sterling Conservation Commission
5-2	***Revise the Rules & Regulations Governing the Subdivision of Land***	▪ Draft amendments to Sections 3300 (Definitive Plan) and 4300 (Stormwater Management) of the Rules and Regulations Governing the Subdivision of Land and submit the amendment to the Planning Board. ▪ Adopt the proposed amendments at a meeting of the Planning Board.	Sterling Planning Board Sterling Conservation Commission

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.	Sterling Department of Public Works Superintendent
6-2	***Formalize the Existing Catch Basin Cleaning Program***	▪ Clean all municipal catch basins a minimum of once every three-year period. ▪ Document catch basin cleaning activities.	Sterling Department of Public Works
6-3	***Maintain Municipally Operated Structural BMPs***	▪ Conduct an inventory of municipally maintained structural BMPs. ▪ Clean municipally maintained structural BMPs on an as needed basis. ▪ Track maintenance activities conducted for each structural BMP. ▪ Once a year, place a notice in the *DPW Notes* section of the Sterling Meetinghouse News that informs residents that any maintenance requests for municipally maintained detention basins located within their subdivisions should be directed to the Department of Public Works.	Sterling Department of Public Works
6-4	***Formalize the Existing Parking Lot and Street Sweeping Program***	▪ Sweep all municipal streets and parking lots a minimum of once per year. ▪ Maintain an accurate log of streets swept, sweepings collected and method of disposal. ▪ Re-evaluate storage practices and make improvements in order to ensure compliance with the MADEP BWP Reuse and Disposal of Street Sweepings Policy by the end of the permit term. ▪ Update inventory of municipal streets and parking lots as needed.	Sterling Department of Public Works

6-5	***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.	Sterling Department of Public Works Superintendent
6-6	***Develop a Vehicle & Equipment Cleaning Policy***	▪ Develop and implement a vehicle and equipment cleaning policy that works toward complying with the Massachusetts DEP's upcoming vehicle washing policy. ▪ Incorporate policy requirements into the DPW employee-training program and provide to the Town's Police Department and Fire Department.	Sterling Department of Public Works
6-7	***Develop a Landscape and Lawn Care Policy***	▪ Develop and implement a landscape and lawn care policy. ▪ Incorporate the policy requirements into the DPW employee-training program.	Sterling Department of Public Works
6-8	***Develop and Implement a Spill Prevention and Response Plan (SPRP) for the DPW Worcester Road Facility***	▪ Develop and implement a formal Spill Prevention and Response Plan (SPRP) for the Worcester Road DPW facility. ▪ Incorporate the SPRP into the DPW employee-training program. ▪ Procure and store emergency spill containment and cleanup supplies in a specially designated area. ▪ 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.	Sterling Department of Public Works

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F. Storm Water Management Program TIME FRAMES

Transmittal Number W 041087
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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	X		X		X		X		X		X		X		X		X		X		
1-2			X	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
1-3									—	—	—	—	—	—	—	—	—	—	—	—	
1-4					X	X			X	X	—	—	X	X	—	—	X	X	—	—	
1-5																					
1-6		X	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
2-1		X																			
2-2					X				X				X				X				
2-3					X				X				X				X				
3-1					X	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
3-2									X												
3-3													X	—	—	—	—	—	—	—	
3-4			—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
4-1													X								
4-2													X	—	—	—	—	—	—	—	
4-3													X								
5-1									X												
5-2									X												
6-1									X	—	—	—	—	—	—	—	—	—	—	—	
6-2		—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
6-3									X				X				X				
6-4		—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
6-5								X													
6-6								X													
6-7								X													
6-8					X																