Municipality/Organization: City of Lowell, Massachusetts

EPA NPDES Permit Number: MA041205

MaDEP Transmittal Number: W-040991

2004 APR 27 P 9:30

Annual Report Number & Reporting Period: **No. 1: March 03-March 04**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Stephen M. Curran, P.E.

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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, 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.

Signature:

Printed Name: John F. Cox

Title: City Manager

Date:

Part II. Self-Assessment

The City of Lowell has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions.

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
1.1	Hold annual Earth Day Celebration	Neighborhood Services Department	Event Held	Earth Day held on May 3, 2003. City notified the public about 3 months in advance by newspaper, local access TV and flyers.	Hold 2004 Celebration. City will distribute stormwater flyers during 2004 Celebration
1.2	Develop and Distribute Stormwater Brochure	Department of Public Works (DPW)	Develop stormwater brochure in Year 1 and distribute in Year 2	City has selected to use the EPA Brochure entitled "Make Your Home the Solution to Stormwater Pollution" for stormwater education in the City. The brochure discusses various watershed activities that can influence stormwater runoff volume and quality.	Copies of the EPA brochure will be made available to the public at City Hall and DPW.
1.3	Enhance Awareness of Proper Pet Waste Disposal at City Parks	City Clerk, Parks Dept.	Pet Waste Brochure developed in Year 2; and distributed to all licensed dog owners in Years 3-5. Pet waste signs to be installed at City Parks in Years 2-5.	City adopted an Animal Control Ordinance in 1996 and flyers are available at DPW regarding the Ordinance. Lowell maintains at least 75 signs posted at City parks noting the Animal Control Ordinance.	City will develop a Pet Waste Control brochure.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
2.1	Comply with State Public Notification Guidelines	City Clerk; other City Dept.	Comply with State public notification guidelines	City posted all applicable meetings and environmental awareness events according to state guidelines including local access TV channel.	DPW to consider adding meeting notifications on a website.
2.2	Hold Annual Household Hazardous Waste/Tire Collection Days	DPW	Hold hazardous waste collection day annually	Household Hazardous Waste Collection Day was held on May 15, 2003. The event was noticed in the local newspaper, on local access TV and on the City website. Notices were posted 3 months in advance. Approximately 1,000 residents participated in the event. DPW has the manifest of the household hazardous waste collected.	Hold 2004 Collection Day
2.3	Install Catch Basin Plaques	Lowell Regional Wastewater Utility	50 catch basin plaques installed each year	City installed plaques ("Do Not Dump – Drains to River" note) on 60 catch basins. City has noticed the public on this program on local TV and City website, distributed flyers in the neighborhoods, and local group meetings,	Using Lowell's Neighborhood Services Department, the City will consider coordination with local groups to assist in the catch basin stenciling program. At least 50 catch basins will be signed.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
3.1	Map Drain Outfalls and Receiving waters	City Engineering Department	Complete map of outfalls	The map is complete showing 190 drain outfalls based on existing plans and field inspections along most major waterways. Each storm drain was inspected in 2003 and an Inventory Manual was prepared summarizing the field data.	**None – BMP Completed**
3.2	Continue Inspections of New Sanitary Sewer Connections	City Engineering	Continue existing program	City inspected 107 new/updated sewer connections.	Continue inspections of new sewer connections.
3.3	Continue enforcement of illicit connection/ illegal dumping bylaws	City Engineering	Continue existing program	City enforced existing bylaws. Illicit connections/illegal dumping addressed as needed by the City. No violations were found.	Continue to enforce illicit connection/illegal dumping bylaws.
3.4	Dry weather screening of drain outfalls	City Engineering	All outfalls screened once during permit period	Dry weather sampling of the drain outfalls was completed in 2003. Nineteen (19) outfalls had dry weather flow in 2003. Sampling results indicate that three (3) outfalls may have potential illicit connections.	**None – BMP Completed**
3.5	Develop and Implement System for Elimination of Illicit Discharges	DPW	Based on prioritized results in BMP#3.4, determine procedures to identify and remove illicit connections to drain; maintain records	City initiated development of a plan/procedures to identify and remove illicit connections.	City to complete and implement the illicit connection identification and removal plan.

5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
5.1	Continue application of Planning Board Rules and Regulations for Subdivisions	City Engineering	Continue enforcement of existing regulations	City has enforced Rules and Regulations for all projects that have come under its review. Seventeen (17) projects were reviewed last year.	Continue enforcement of existing Rules and Regulations. Revise accordingly – see BMP 4.4.
5.2	Apply Standards 2, 3, 4, 7 and 9 of MA Stormwater Policy to the entire City	City Engineering	Develop/Incorporate modifications to existing regulations as needed	City Engineer's Office and Planning Board have enforced erosion control measures for all projects that have come under their review for the last five years. Planning Board is in the process of revising its Rules and Regulations. City expects to incorporate formal reference to the MA Stormwater Policy Standards.	City to complete revisions to Rules and Regulations. Approval of the Rules and Regulations is dependent on City Council vote.
5.3	Develop/Implement Ordinance/Regulation to ensure long-term maintenance of private structural BMPs.	City Engineering	Draft Bylaw developed and presented to City Council	City enforces stormwater management in all projects that come under its review. Each development that incorporates a private BMP must submit an Operations and Management Plan for the BMP.	City to complete revisions to Rules and Regulations. Approval of the Rules and Regulations is dependent on City Council vote.

6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
6.1	Continue Street Sweeping Program	DPW	Percentage of streets swept annually with emphasis on sensitive receptors	City maintained its current street sweeping and residuals disposal program schedule. More than 90% of streets were swept.	Continue existing program.
6.2	Continue Catch Basin Cleaning Program	Lowell Regional Wastewater Utility	Percentage of catch basins cleaned annual; with emphasis on sensitive receptors	City maintained its current catch basin cleaning and residuals disposal program schedule. Approximately 20% of catch basins were cleaned.	Continue existing program.
6.3	Continue Salting and Snow Removal Practices	DPW	Continue existing programs for salt storage/use and management, especially in sensitive areas	City continued its existing salt storage/snow removal practices. No changes are noted. Records of salt use are kept by DPW. City continued to consider salt reduction methods and used deicing alternatives whenever practical.	Continue existing program.
6.4	Continue Vehicle Washing Practices	DPW	Continue existing program in DPW yard	City vehicles were washed in approved areas.	Continue existing program. Modify practices as necessary to minimize stormwater impacts.
6.5	Continue Vehicle Maintenance	DPW	Continue existing program in DPW yard	City vehicle maintenance was performed in approved areas. Vehicle material waste was disposed of off-site by approved waste handlers.	Continue existing program. Modify practices as necessary to minimize stormwater impacts.
6.6	Park and Landscape Maintenance	Parks Department	Minimize herbicides, pesticides, fertilizers in sensitive areas; maintain records	The City only applies fertilizers to areas with irrigations systems. Records of fertilizer/herbicide/pesticide use are maintained by the Parks Department.	Continue existing program. City to examine existing fertilizer practices and make revisions as necessary to minimize impact to stormwater runoff and receiving streams.

6.7	Employee Education Program	DPW	Four hours of training on stormwater topics per permit term	City reviewed potential training materials.	City to initiated training of employees on stormwater impacts during this period.