Municipality/Organization: **CITY OF PEABODY**

EPA NPDES Permit Number: **MAR 041216**

MaDEP Transmittal Number: **W-035400**

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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: RICHARD CARNEVALE Title: DIRECTOR, PUBLIC SERVICES

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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: Richard M. Carnevale

Title: Director of Public Services

Date: 6/2/04

Part II. Self-Assessment

The City of Peabody has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions. The City's Department of Public Services is responsible for implementation of measurable goals. The Department's manpower was severely depleted over the last calendar year due to municipal budget cuts coupled with the Director's year-long absence due to military duty in Iraq. Therefore, progress on many of the measurable goals was delayed due to lack of personnel throughout the Department. Going forward, it is anticipated that progress will be made as municipal budgets improve in FY05 and beyond.

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
1A	Develop educ. resources	DPS	SW Education Brochure	No progress due to reduction in municipal staff and budget	Meet measurable goal for BMP Description.
Revised					
1B	Develop educ. resources	DPS	SW Educational Website	No progress due to reduction in municipal staff and budget.	Meet measurable goal for BMP Description.
Revised					
1C	Implem. educ. resources	DPS	Inform people how to get involved w/local restoration	No progress due to reduction in municipal staff and budget.	Meet measurable goal for BMP Description.
Revised					
1D	Implem. educ. resources	DPS	Educate children of SW pollution and prevention	No progress due to reduction in municipal staff and budget.	Meet measurable goal for BMP Description.
Revised					
1E	Implem. educ. resources	DPS	Cont. educ. of public using Local TV advertising & press	No progress due to reduction in municipal staff and budget.	Meet measurable goal for BMP Description.
Revised					
1F	Implem. educ. resources	DPS	Cont. sign posting & animal waste cleanup enforcement	No progress due to reduction in municipal staff and budget.	Meet measurable goal for BMP Description.
1G	Implem. educ. resources	DPS	cont. yard-waste collection and recycling programs	This goal has been continued through municipal funding	Continued activity on both programs.
Revised					

1a. Additions

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
2A	Implem. educ. resources	DPS	Inform people how to get involved w/local restoration	No progress in Year 1.	Meet measurable goal for BMP Description.
Revised					
2B	SW Drain Stenciling	DPS	Investigate program thru volunteer assistance	No progress due to lack of municipal funding.	Meet measurable goal for BMP Description.
Revised					
2C	Restoration and Cleanup	DPS	Cont. w/eagle scouts stream and beach cleanup/restoration	No progress in Year 1.	Meet measurable goal for BMP Description.
Revised					
Revised					
Revised					
Revised					

2a. Additions

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
3A	GIS Mapping Program	DPS	Cont. to impr. & update storm sewer & drain syst. mapping	Obtained revolving loan for GIS mapping, not executed due to funding constraints.	Updates to GIS System as revisions are required.
Revised					
3B	Ident. of Illegal discharges	DPS	Cont. eliminating discharges thru map. & monitoring	Engineering Department reviewing mapping on-going basis.	Continued elimination of discharges as discovered.
Revised					
3C	State Assessments	DPS	Cont. assist w/water assessments	Coordination with MADEP on source water protection.	Continued coordination with MADEP.
Revised					
Revised					
Revised					
Revised					

3a. Additions

4. Construction Site Stormwater Runoff Control

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
4A	SW Ordinance	City Council	Dev. & Adopt for Const. & Post-Const. regulation	Draft plan developed.	Present to City Council for adoption of ordinances.
Revised					
4B	SW Ordinance	City Council	Est. regulations & guidelines to require controls and BMPs	Draft plan developed.	Present to City Council for adoption of ordinances.
Revised					
4C	SW Ordinance	DPS	Conduct site plan review for BMPs	Draft plan developed.	Present to City Council for adoption of ordinances.
Revised					
4D	SW Ordinance	City Council & DPS	Enforce violations to max. extent	Draft plan developed.	Present to City Council for adoption of ordinances.
Revised					
4E	Review Ordinances	Planning Board & DPS	Subdiv. Regs. to encourage better site design practices	Draft plan developed.	Present to City Council for adoption of ordinances.
Revised					
Revised					

4a. Additions

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
5A	SW Ordinance	City Council	Dev. & Adopt for Const. & Post-Const. regulation	Draft plan developed.	Present to City Council for adoption of ordinances.
Revised					
5B	SW Ordinance	City Council	Est. regulations & guidelines to require controls and BMPs	Draft plan developed.	Present to City Council for adoption of ordinances.
Revised					
5C	SW Ordinance	DPS	Conduct site plan review for BMPs	Draft plan developed.	Present to City Council for adoption of ordinances.
Revised					
5D	SW Ordinance	City Council & DPS	Enforce violations to max. extent	Draft plan developed.	Present to City Council for adoption of ordinances.
Revised					
5E	Review Ordinances	Planning Board & DPS	Subdiv. Regs. to encourage better site design practices	Draft plan developed.	Present to City Council for adoption of ordinances.
Revised					
Revised					

5a. Additions

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
6A	SWPPP	DPS	Cont. to implement for DPS & develop for each city facility	SWPPP for several City facilities were updated.	Continued adherence to measures listed in SWPPP.
Revised					
6B	SWPPP	DPS	Collect training materials for employees to learn about PPP	No progress in Year 1.	Obtain training materials for employees regarding PPP.
Revised					
6C	MIS for inventory, SW outfalls	DPS	Update the GIS with all SW outfalls, and inventory	No progress in Year 1 due to funding constraints. However, City GIS has a significant number of outfalls already identified.	Continued updating.
Revised					
6D	SWPPP	DPS	Cont. to train employees in SWPPP	Conducted on-going training with DPS employees.	Conduct annual training with employees.
Revised					
6E	Street Sweeping	DPS	Cont. St. sweep program	Entire City was swept in Year 1.	Entire City will be swept in Year 2.
Revised					
6F	Catch Basin	DPS	Cont. catch basin/storm drain cleaning program	Half of City catch basins were cleaned in Year 1.	Other half of City catch basins will be cleared in Year 2.
6G	Storm water monitoring	DPS	Develop yearly monitoring report	No progress in Year 1.	Develop yearly report as funding permits.
Revised					
6H	GIS Drainlayer	DPS	Update drain system mapping in GIS	No progress in Year 1 due to funding/ staffing constraints.	Update GIS Drainlayer as funding permits.

6I	SW Operation & Maintenance	DPS	Dev. O&M Plan, reduce & prevent pollutant runoff	O&M Plan and BMP for City Facilities in place.	Continued use of O&M protocol.
6J	SW Operation & Maintenance	DPS	Dev. SW O&M Program for employees	O&M Plan and BMP for City Facilities in place.	Continued use of O&M protocol.
6K	Master Plan	DPS	Incorp. BMPS in Master Plan	Not completed in Year 1.	Incorporate BMP's in Master Plan.
6L	Maintenance Plan	DPS	Improve plan and schedule for BMPs	Not completed in Year 1.	Improve plan and schedule for BMP's.
6M	Identify facilities compliance	DPS	Identify # facilities & controls in compl. w/Maintenance sched.	DPS and Peabody Conservation Committee inspect facilities as required.	Formal recording of facilities on a calendar year basis.
6N	Haz. material storage	DPS	Cont. to improve hazmat. storage @municipal facilities	On going effort at City Facilities.	Continued effort by City to properly store Haz Mats.
60	SPCC	DPS	Cont. to update SPCC for municipal facilities	SPCC was updated for several municipal facilities.	Update of SPCC plans as necessary
6P	SPCC	DPS	Cont. to train DPS employees in SPCC	SPCC was utilized for DPS employees in Year 1.	Continued use of SPCC as guidance to DPS employees.
6Q	SWMP pollution reduction	DPS	Identify & estimate % reduction over next five years	No progress in Year 1.	Review of facilities City-wide in Year 2.
6R	BMPs if TMDLs are set	DPS	If TMDLs are set in nxt 5 yrs, identify if BMPs meet TMDLs	N/A.	N/A.
6S/T	Recycling & Composting & Cleanup facilities	DPS	Cont. to encourage	Press releases were generated to encourage in Year 1.	Press releases will be generated in Year 2.
6U	Household Haz. Waste Day	DPS	Cont. to encourage and improve awareness	Press releases were generated to encourage in Year 1.	Press releases will be generated in Year 2.
6V	Household Haz. Waste Day	DPS	Cont. to encourage use of least hazardous materials available	Press releases were generated to encourage in Year 1.	Press releases will be generated in Year 2.

6a. Additions

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)

<<if applicable>>

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
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	N
Annual program budget/expenditures	($)	O

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	O
Stormwater management committee established	(y/n)	N
Stream teams established or supported	(# or y/n)	N
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	N
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	365
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	N

Legal/Regulatory

	In Place Phase II	Prior to Review	Under Drafted	Adopted
Regulatory Mechanism Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination			X	
▪ Erosion & Sediment Control			X	
▪ Post-Development Stormwater Management			X	
Accompanying Regulation Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination			X	
▪ Erosion & Sediment Control			X	
▪ Post-Development Stormwater Management			X	

Mapping and Illicit Discharges

Outfall mapping complete	(%)	75
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	95
Mapping method(s)		
▪ Paper/Mylar	(%)	20%
▪ CADD	(%)	0
▪ GIS	(%)	80%
Outfalls inspected/screened	(# or %)	0
Illicit discharges identified	(#)	0
Illicit connections removed	(#) (est. gpd)	 0
% of population on sewer	(%)	> 99%

% of population on septic systems	(%)	< 1%

Construction
Avalon/Brooksby

Number of construction starts (>1-acre)	(#)	2
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	0
Site inspections completed	(# or %)	
Tickets/Stop work orders issued	(# or %)	0
Fines collected	(# and $)	0
Complaints/concerns received from public	(#)	N/A

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	
Site inspections completed	(# or %)	0
Estimated volume of stormwater recharged	(gpy)	N/A

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	1 every 2 yrs.
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1 every 2 yrs.
Total number of structures cleaned	(#)	2800
Storm drain cleaned	(LF or mi.)	0
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	Unknown
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Landfill

Cost of screenings disposal	($)	0

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	2
Qty. of sand/debris collected by sweeping	(lbs. or tons)	N/A
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Landfill
Cost of sweepings disposal	($)	0
Vacuum street sweepers purchased/leased	(#)	1
Vacuum street sweepers specified in contracts	(y/n)	Y

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % Sand	
Pre-wetting techniques utilized	(y/n)	Y
Manual control spreaders used	(y/n)	Y
Automatic or Zero-velocity spreaders used	(y/n)	N
Estimated net reduction in typical year salt application	(lbs. or %)	-
Salt pile(s) covered in storage shed(s)	(y/n)	Y
Storage shed(s) in design or under construction	(y/n)	Already constructed.