Municipality/Organization: City of Quincy

EPA NPDES Permit Number: MAR0410819/MADEP

MaDEP Transmittal Number: **W-041020**

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

04

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: George Clark Title: Acting City Engineer

Telephone #: 617-376-1937 Email:gclark@ci.quincy.ma.us

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: William J. Phelan

Title: Mayor

Date: June 25, 2004

Part II. Self-Assessment

The City of Quincy has complied with the permit conditions except for the late submittal of this report.

Over the past year the City has done extensive sewer replacement in the area of Quincy Shore Drive and also testing and replacement of sewer laterals in the North Quincy area.

The City will complete the Quincy Shore Drive Project next year:

Other projects that have been worked on this year are:

- Rhoda Street Drain and Marsh Restoration - completed
- Heron Road Marsh Restoration – currently being worked on
- Drainage Study North-West Quincy - completed

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	Classroom education	Department of Public Works	Continue and Expand Ecology Program with School System	Ongoing – the program has a good outline and is being implemented	The City plans to expand on this program each year.
Revised					
	Flyer and Brochure Distribution	Department of Public Works	Develop Additional Educational Materials to be Provided to the Community	This has not been completed as of yet. Hazardous Waste Management Educational Materials Distributed at DPW Water Office, the DPW Commissioner's Office and the foyer at City Hall are all distribution points for this information.	A house to house delivery of brochures that will include the information on pooper scooper stations.
Revised					
	Using the Media	Department of Public Works	Issue One Local Cable Public Service Announcement	This is done by the DPW Program Manager who does a local cable TV announcement.	This will continue and will probably occur more often than yearly.
Revised					
			Issue One Storm Water Related Press Release Each Year	This is done yearly by the Sewer/Water/Drain Superintendent.	Continue with at least one water related press conference.
Revised					
			Publish One Storm Related Article Each Year	This is done yearly by the Sewer/Water/Drain Superintendent/Operations Manager	This is done on an as needed basis usually more than once a year.
Revised					
			Expand City Website to include Storm Water Topics and links	This has not yet been accomplished. Website is in the development stage.	As soon as this website is established the storm water topics will be available.
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
Revised	Storm Water Committee	Department of Public Works	Establish the Committee Hold Quarterly Meetings	1. Committee has been established consisting of the DPW Operations Manager, Sewer/Water/Drain Superintendent and the City Engineer. 2. Quarterly meeting will be continued.	This committee is to be expanded to include the Conservation Officer and Building Inspector.
Revised	Storm Cleanup and Monitoring	Department of Public Works	Track Clean-up Activities Per year Track Number of Clean-up participants Track Number of Miles Cleaned by Volunteers	1. In the spring of every year there is a day dedicated to a city wide clean-up which is called "Cleaner Greener Quincy". 2. The number of participants for this day is 1000± volunteers collecting 100 tons of debris. 3. Approximately (4) four miles Of beaches, waterfront, wooded areas, parks, brooks, ponds, traffic islands, etc. 4. City employees ordinarily conduct cleanup after storm.	The Sewer/Water/Drain Department will continue to currently track storm clean-up, recording , location, time, extent of damage.
	Pet Waste Collection	Department of Public Works	Track Number of Dog Parks Track Number of Signs Posted Track Number of Educational Materials Distributed Track Number of "Pooper-Scooper" Stations	1. Currently the city has no dog parks, but the Park Department has plans for some in the next year. 2. The signage will come with the dog parks. 3. Educational materials (flyers) have been printed but have not been distributed at this time. 4. The DPW has (16) "pooper scooper" stations. Most of these are located in proximity to Wollaston Beach.	The DPW will continue to maintain the "pooper scooper" stations. The The park department will maintain the dog parks and signage when constructed.

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
Revised	Drainage System	Department of Public Works	Locate all outfalls	All City outfalls have been located	To check all the private areas in the vicinity of the bay or tributaries.
Revised		Department of Public Works Engineering	Complete Drainage System Mapping	This is in the process of being put on GIS. The drain plans have been digitized.	Review of first draft check plots.
Revised	Outfall Testing Program	Department of Public Works	Inspect all City Discharges	Have completed cleaning of outfalls	The City will continue to clean outfalls of debris.
Revised		Health Dept.	Sample discharges with flow present	Not programmed until year 2	The Health Department will continue to sample.
Revised		Health Dept.	Follow-up Testing on Discharges showing Contamination	Not programmed until year 5. Health Dept. does follow-up testing where necessary.	The Health Department will continue to follow-up testing.
Revised	Illegal Dumping	Department of Public Works	Stormwater Committee to distribute Flyers, posters, etc. & other educ. Material	Not programmed until year 2	Flyers will be distributed.
		Department of Public Works	Document and investigate illegal dumps reported by citizens	Programmed for year 2	All inspectors of the various departments in the city will log all complaints.
		Department of Public Works	Enforce penalties	Programmed for year 3	This will occur after the ordinance reviewed is completed.

			Document Illegal dumps identified as cleaned up	Programmed for year 3	The Sewer/Water/Drain Dept. investigates all dumps reported and records them.
	Ordinance Review And Update	DPW	Review and revise current stormwater ordinances	Programmed for year 2	Review all ordinance involved and present changes to the City Council.

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
	Ordinance Review and Updates	Department of Public Works	Review and Revise Currrent Erosion and Sediment Control Ordinance	The Engineering Dept. requires erosion and sediment control in the permitting process.	During the upcoming year, the City will review and update existing ordinances .
Revised					
	Construction Reviews	Department of Public Works	Development and Implement Standard Project Review Procedures	The City's Engineering Dept. has implemented a construction review process on sites regardless of lot size for the past (5) years± to ensure that all post construction stormwater runoff has been in compliance with the BMP's.	Ongoing
Revised					
		Department of Public Works & Building Inspectors	Develop and Implement Standard Construction Details	Construction details are being added to the existing files as needed.	Ongoing
Revised					
			Develop and Implement Standard Inspection Review Procedures	Inadequate plans are rejected by the Engineering Dept. and permits are not allowed until the appropriate corrections are made.	Ongoing
Revised					

	Public Information	Department of Public Works	Continue "Hot-line"	Ongoing	Ongoing
Revised					
			Document and investigate complaints	The sewer/water/drain records every incident that occurs.	This recording will continue
Revised					

4a. Additions

			Inform Public of Construction Projects in DPW Newsletter, The Worksheet	Inform public of construction projects In DPW newsletter, "The Worksheet – ongoing.	Ongoing

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
	Ordinance Review and Update	Department of Public Works	Review and Revise Current Storm Water Ordinances	To be reviewed in year 2.	During the course of the next year the City's DPW, Conservation Commission, Board of Appeals and the Building Inspectors will review the City's Ordinances.
Revised					
			Develop and Implement Standard Construction Details and Policies	Majority of the Standard Construction Details are in place but will be reviewed in year 2.	Same as #1
Revised					
	Project Reviews	Department of Public Works	Develop and Implement Standard Project Review Procedures	Engineering and the Sewer/Water/Drain have standard procedures in place. This review is very thorough and meets all requirements.	These standards will be reviewed and revised as needed.
Revised					
			Develop and Implement Standard Construction Details	Construction details are being added to the existing file as needed.	Update details as needed.
Revised					
			Develop and Implement Standard Inspection Review Procedures	Engineering and Sewer/Water/Drain & Building Inspectors have standard procedures in place.	These procedures will be reviewed and updated where needed.
Revised					
Revised					

5a. Additions

		Building Ins.	Document inadequate sites/plans reported by inspectors.	Programmed for year 2	The building inspector in conjunction with the DPW engineering department, the planning board, conservation board and the DPW Sewer/Water/Drain, will act on any site violation.
		DPW	Report non-compliant permits.	Programmed for year 2	All departments will have to be aware and report all discrepancies to the building inspector.

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
	Predictive Catch Basin Program	Department of Public Works	Continue the Current Program	Continue the current catch basin, storm drain & tidegate inspection program including cleaning operations and maintenance operations of the storm water system.	Continue current practices
Revised					
	Street Cleaning Program	Department of Public Works	Continue Current Program	Continue Current Program	Continue current practices
Revised					
	Investigate City-Owned BMPs for Retrofit Opportunities	Department of Public Works	Inspect Three Structural BMPs Per Year	Inspect (3) three structural BMPs per year and clean as needed.	Continue current practices
Revised					
	Municipal Employee Training	Department of Public Works	Continue Current Practices	Continue current practices.	Continue current practices
Revised					
Revised					
Revised					

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

The City has many programs in place such as street sweeping, catch basin cleaning household hazardous waste, construction control, "Cleaner Greener Quincy" Day (clean-up of city beaches, parks and open space).

These practices are being carried out on a daily basis. The public outreach is good but there is still room for improvement. We have a good base of BMPS to expand upon.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	No
Annual program budget/expenditures	($)	$25,000

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	50%
Stormwater management committee established	(y/n)	Yes
Stream teams established or supported	(# or y/n)	No
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	4 mi.
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	2
▪ community participation	(%)	0 (1000 cars)
▪ material collected	(tons or gal)	NA-charged by carload
School curricula implemented	(y/n)	Yes

Legal/Regulatory

	In Place Prior to Phase II	Under Review	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	(%) 90	
Estimated or actual number of outfalls	(#) 40±	
System-Wide mapping complete	(%) 90	
Mapping method(s)		
▪ Paper/Mylar	(%) 100	
▪ CADD	(%) 50	
▪ GIS	(%) 75	
Outfalls inspected/screened	(# or %) 40	
Illicit discharges identified	(#) 2	
Illicit connections removed	(#) 0 (est. gpd)	
% of population on sewer	(%) 99.7	
% of population on septic systems	(%) 0.3	

Construction

Number of construction starts (>1-acre)	(#)	4
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100%
Site inspections completed	(# or %)	2
Tickets/Stop work orders issued	(# or %)	0
Fines collected	(# and $)	0
Complaints/concerns received from public	(#)	0

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	100%
Site inspections completed	(# or %)	100%
Estimated volume of stormwater recharged	(gpy)	10%±

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	1
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	2
Total number of structures cleaned	(#)	5000
Storm drain cleaned	(LF or mi.)	2500
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. Or tons)	500 tons
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)	Compost	Compost
Cost of screenings disposal	($) 7500	$7500

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	Twice a year
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	Every night
Qty. of sand/debris collected by sweeping	(lbs. Or tons)	2000
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Compost
Cost of sweepings disposal	($)	0
Vacuum street sweepers purchased/leased	(#)	0
Vacuum street sweepers specified in contracts	(y/n)	No
Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. Or %)	0
▪ Herbicides	(lbs. Or %)	0
▪ Pesticides	(lbs. Or %)	0
Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	50% 2000 gal. 50%
Pre-wetting techniques utilized	(y/n)	No
Manual control spreaders used	(y/n)	Yes
Automatic or Zero-velocity spreaders used	(y/n)	No
Estimated net reduction in typical year salt application	(lbs. Or %)	0
Salt pile(s) covered in storage shed(s)	(y/n)	Yes
Storage shed(s) in design or under construction	(y/n)	No