Municipality/Organization: **Town of South Hadley**

EPA NPDES Permit Number: **MAR041020**

2004 MAY -3 P 11: 58

MaDEP Transmittal Number: **W-21004665**

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: Melissa A. LaBonte Title: IPP/Storm Water Coordinator

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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: Gregory Kereakoglow, P.E.

Title: DPW Superintendent / Town Engineer

Date: 4/30/04

Part II. Self-Assessment

The Town has budgeted for additional staffing to assist with storm water management.
The Town is on schedule for 60 % of the BMP's identified for the first years' plan. The Town has yet to commence activity on the remaining 40% as originally proposed; however this is offset by activity in one area not proposed. In addition, the MIS Department is currently in the process of redesigning the web page so that has been unavailable.

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	Informational Brochures	DPW/GK	Reduce litter and contaminants in system	No Activity	Will modify and distribute 2 existing brochures on Downspouts and the Appropriate Use of Storm Drains.
Revised					
2	Stuffer into sewer bills	DPW /GK	Increased access to information	Spring 2003 –Stuffer entitled Fat Free Sewers sent out to property owners with sewer bills.	Modify and reissue a stuffer on leaders and downspouts previously sent out in 2001.
Revised					
3	Website Development	DPW / GK Cable /	Increased access to information	Website is in the process of being redesigned by MIS Manager.	Once available, will include information on storm water.
Revised					
4	Stencile catchbasins	DPW / GK	Reduction of illegal discharges	There was no Planned Activity scheduled for year 1.	There are no Planned Activities scheduled for Year 2.
Revised					
5	School Curricular / flyers	DPW /GK	Increased awareness of requirements	No Action	Will initiate PR thru school system.
Revised					
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
6	TV spots and postings	DPW / GK Cable /	Increase public awareness and access to information	Discussed policy and procedures for postings on access channel	Will begin to utilize Community Access Channel.
Revised					
7	Public Meetings	DPW / GK Board of Selectmen	Increase public input and awareness	Committee meetings on Subdivision Regulation modifications were open to the Public.	Process will continue in Year 2.
Revised					
8	Neighborhood Watch	DPW / GK	Reduction in illicit discharges	There was no Planned Activity scheduled for Year 1.	Will initiate program in key locations.
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
9	Storm System Mapping	DPW / GK	Increased detection of illicit discharges	Project initiated in all sections of Town. Approximately 25% complete.	Project will continue with emphasis on the outlying sections of Town.
Revised					
10	Household Hazardous Waste Collection Depot	DPW / GK	Reduction of nutrient loading in system	Waste oil and paint recycling established.	Conduct periodic household hazardous waste days for collection of household cleaners, pesticides, etc...
Revised					
19	Review/Amend Town By Law on Storm Water Discharges	DPW / GK	Regulatory control of illicit discharges with punitive measures	No Action.	Establishment of By-Law committee and review of Town By-Laws with respect to storm water.
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
11	Review / Amend Town Bylaws	Planning Board / Richard Harris	Increase awareness and compliance by developers	There was no Planned Activity scheduled for Year 1.	Establishment of Planning Board By-Law Committee and development of storm water related By-Laws.
Revised					
12	Subdivision Regulation Modifications	Planning Board / Richard Harris & Conservation Commission	Increase awareness and compliance by developers	There was no Planned Activity scheduled for Year 1.	Establishment of Planning Board By-Law Committee and development of storm water related By-Laws.
Revised					
13	Regular Site Inspections	DPW / GK	Increase compliance, enforcement and penalties	There was no Planned Activity scheduled for Year 1.	Initiate policy and procedures for inspections for construction site storm water runoff.
Revised					
14	Site Plan Review Modifications	Planning Board / R. Harris & Conservation Commission	Increase awareness and compliance by developers	There was no Planned Activity scheduled for Year 1.	Establishment of Planning Board By-Law Committee and development of storm water related By-Laws.
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
9	System Mapping	DPW / GK	Increased illicit discharge detection	See Section 3, #9.	See Section 3, #9.
Revised					
13	Regular Construction Site Inspections	DPW / GK	Increase compliance, enforcement & penalties.	There was no Planned Activity scheduled for Year 1.	See Section 4, #13
Revised					
14	Site Plan Review Modifications	Planning Board / Richard Harris	Increase developer awareness and compliance	There was no Planned Activity scheduled for Year 1.	See Section 4, #14
Revised					
19	Develop Town By Law on discharges from all Town Lands.	DPW / GK	Regulatory control of illicit discharges with punitive measures	See Section 3, #19	See Section 3, #19
Revised					
20	Review Planning Board and Zoning Board Regulations	Planning Board / Richard Harris	Increase developer awareness & compliance	There was no Planned Activity scheduled for Year 1.	See Section 4, #'s 11 & 12
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
15	DPW Operations Manual	DPW / GK	Increase awareness of personnel	Initiated development of DPW Policy and Procedures Manual.	Will continue development.
Revised					
16	Catch Basin Cleaning Program	DPW / GK	Reduction in floatables and deposition into system.	There was no Planned Activity scheduled for Year 1.	Establish and commence documentation of catch basin cleaning program.
Revised					
17	Street Sweeping Program	DPW / GK	Reduction in deposition into system.	Continued original street sweeping program. Prepared SOP for revised Program.	Will begin logging tonnage of material swept up during season and noting problem areas.
Revised					
18	Monitoring of Commercial Establishments in IPP Program	WWTF / ML	Closer compliance & monitoring of industrial/ commercial locations.	There was no Planned Activity scheduled for Year 1.	Initiate development of on-site storm water inspection program for industrial and commercial locations.
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
1	Brochures for public	DPW / GK	Reduction of litter and contaminants into system	No Action	See Section 1, #1
Revised					
10	Household hazardous waste collection center	DPW / GK and Solid Waste Division	Reduction of nutrients into system	There was no planned activity scheduled for Year 1.	See Section 3, #10
Revised					
16	Catch basin cleaning program.	DPW / GK	Reduction of floatables and deposition into system.	There was no planned activity scheduled for Year 1.	See Section 6, #16
Revised					
17	Street sweeping program	DPW / GK	Reduction in deposition into system	See Section 6, #17	See Section 6, #17
Revised					

7a. Additions

7b. WLA Assessment

No assessment completed.

Part IV. Summary of Information Collected and Analyzed

There was no analysis of storm water, and any information collected has been from responsible parties working on BMP's for the past couple of years.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	Yes
Annual program budget/expenditures	($)	Approx. 30K

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	All property owners	(# or %)	~ 5000
Stormwater management committee established		(y/n)	No
Stream teams established or supported		(# or y/n)	No
Shoreline clean-up participation or quantity of shoreline miles cleaned	Supported others efforts	(y/n or mi.)	1.5 miles
Household Hazardous Waste Collection Days			
▪ days sponsored		(#)	
▪ community participation	Paint/oil recycling 2 days per week	(%)	small
▪ material collected	Paint & Waste Oil	(tons or gal)	
School curricula implemented		(y/n)	No

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	(%)	25%
Estimated or actual number of outfalls	(#)	Unknown
System-Wide mapping complete	(%)	25%
Mapping method(s)		
▪ Paper/Mylar	(%)	100%
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	0
Illicit discharges identified	(#)	0
Illicit connections removed	(#) (est. gpd)	0
% of population on sewer	(%)	80%
% of population on septic systems	(%)	20%

Construction

Number of construction starts (>1-acre)	(#)	Unknown
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	0
Site inspections completed	(# or %)	100%
Tickets/Stop work orders issued	(# or %)	0
Fines collected	(# and $)	0
Complaints/concerns received from public	(#)	6

Post-Development Stormwater Management

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

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	As Needed
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	As Needed
Total number of structures cleaned	(#)	200
Storm drain cleaned	(LF or mi.)	5 Miles
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.)		
Cost of screenings disposal	($)	Unknown

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

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)			
▪ Fertilizers		(lbs. or %)	0
▪ Herbicides	Parks Dept. follows an integrated pest management plan.	(lbs. or %)	
▪ Pesticides	Parks Dept. follows an integrated pest management plan.	(lbs. or %)	

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	30% 5% 5% 0 0 0 60%
Pre-wetting techniques utilized	(y/n)	Yes
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 %)	Unknown
Salt pile(s) covered in storage shed(s)	(y/n)	Yes
Storage shed(s) in design or under construction	(y/n)	No