**Municipality/Organization:** Town of Sterling

**EPA NPDES Permit Number:** MA041222

**MaDEP Transmittal Number:** **W-041087**

**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: Mr. Louis A. Manring Title: Superintendent

Telephone #: 978-422-6767 Email: lmanring@sterlingdpw.com

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: Louis A. Manring

Title: Superintendent

Date: December 9, 2004

**Part II. Self-Assessment**

***The Town of Sterling has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions, except the following provisions:***

| | |
|---|---|
| ***Part I.B.2(e)(vi)*** | ***The Town of Sterling permit eligibility with regard to the Endangered Species Act was pending at the time of our NOI Submission. Information provided to us from the Massachusetts Natural Heritage Program after the submission date was inconclusive as to what impact the regulated discharges would have on the Bald Eagle. Currently we are awaiting written notification from the National Marine Fisheries Services that our MS4 discharges are not likely to jeopardize the continued existence of specific species (Bald Eagle) protected under the Endangered Species Act.*** |
| ***Part II.F*** | ***Failed to submit annual report on or before May 1st. Submitted on November 19, 2004.*** |

## Part III. Summary of Minimum Control Measures

## 1. Public Education and Outreach

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) |
|---|---|---|---|
| 1-1 | Co-sponsor Biennial Household Hazardous Waste Collection Events | Sterling Department of Public Works | **Spring/Fall '03 - Spring/Fall '04 - Spring/Fall '05 - Spri**<br>• Co-sponsor two Wachusett Earthday Collection events<br>• Continue to provide financial assistance for the develo Collection brochure on a bi-annual basis.<br>• Make the Wachusett Earthday Collection brochure ava Town Hall and other municipal buildings.<br>• Advertise the Wachusett Earthday Collection events v Meetinghouse News and the Holden Landmark newsp<br>• Update the Town's web page to include details of the events and links to the Massachusetts Department of E (MADEP) and U.S. Environmental Protection Agency household hazardous waste.<br>• Track the amounts and types of waste collected at each<br>• Track the number of Sterling vehicles that participate i |
| 1-2 | Place Educational Information on Sterling Public Access Television | Sterling Department of Public Works | **Fall '03, Winter '03/04 – Winter '07/08**<br>• Broadcast "Save Your Lake" video on Channel 8, the least twice each year during the spring and summer m in the Spring of 2004.<br>• Obtain "Oil Leak" & "Fertilizer" PSAs from the Wash Ecology Water Quality Consortium.<br>• Track how frequently the PSA's are broadcast on Cha through the end of the permit term.<br>**(Delete this Measurable Goal)**<br>• Track how frequently the "catchy" stormwater quality board throughout the permit term. |
| 1-3 | Post Educational Information on the Town's Official Web Site | Sterling Department of Public Works | **Spring '05 – Winter 07/08**<br>• Post stormwater related information on the Sterling Pu complete implementation.<br>• Update web site regularly. |
| 1-4 | Promote Water Conservation Practices to Homeowners | Sterling Department of Public Works | **Spring/Summer '04, Spring '05 – Winter '07/08**<br>• Include water conservation information in the Sterling<br>• Include water conservation educational information in Sterling Meetinghouse News two times per year.<br>• Post water conservation information on the DPW's we |
| 1-5 | Publish Educational Information Targeted to Community Businesses | Sterling Department of Public Works | **Spring '06**<br>• Develop an educational press release targeted to the st of local businesses.<br>• Submit press release to the Sterling Meetinghouse Ne<br>• Post the informational press release on the Town's off |

| | | | |
|---|---|---|---|
| 1-6 | Conduct EnviroScape Demonstrations at Local Schools | Sterling Department of Public Works | **Summer '03 – Winter '07/08**<br>**(Revise date to Spring '05, Spring '06, Spring '07)**<br><br>**(Revise these Measurable Goals)**<br>• Secure funding for the purchase of the EnviroScape wa<br>• Purchase the EnviroScape watershed/nonpoint source<br>• Each year conduct the EnviroScape demonstrations for Sterling's public middle school. |
| **Revised** | | | **Spring '05, Spring '06, Spring '07**<br>• Each Spring during the permit term, the Sterling DPW watershed/nonpoint source model from the MDC offic demonstrations. |

## 1a. Additions

No additions to report.

## 2. Public Involvement and Participation

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) |
|---|---|---|---|
| 2-1 | Public Access to Draft SWMP & Receipt of Comment | Sterling Department of Public Work | **Summer '03**<br>• Make draft SWMP available to the public and conduct p<br>• Finalize SWMP.<br>• Make the final SWMP accessible to the public via the T page. |
| 2-2 | Public Access to Annual Report & Receipt of Comment | Sterling Department of Public Work | **Spring '04/05/06/07**<br>• Prepare an annual report.<br>**(Delete these Measurable Goal)**<br>• Annually send a press release advertising the public con Town's SWMP to the Sterling Meetinghouse News and published.<br>• Receive written comments on the annual report.<br>• Submit an annual report to both the EPA and MA DEP. |
| 2-3 | Provide Support to Local Cleanup Activities | Sterling Department of Public Work | **Spring '04/05/06/07**<br>• Draft and distribute an annual letter offering assistance v neighborhood associations, homeowner associations, lak active in Sterling.<br>• Track which entities the letters are sent to each year.<br>• Track the number of cleanup activities the DPW assists i<br>• Track the number of cleanup participants at each activity<br>• Track which areas of Town are cleaned by each activity<br>• Track the quantity of waste collected as a result of the cl |

## 2a. Additions

No additions to report.

## 3. Illicit Discharge Detection and Elimination

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) |
|---|---|---|---|
| 3-1 | Update the Town's Storm Drain System Map | Sterling Planning Board<br>Sterling Department of Public Works | **Spring '04 – Winter '07/08**<br>• Draft and take to Town Meeting an amendment to the Pı project proponents for any project regulated by Site Plar as-built plans to the Planning Board in digital format.<br>• Draft an amendment to the Rules and Regulations Gove would require project proponents to submit a copy of th Planning Board in digital format.<br>• Adopt the proposed amendment to the Rules and Regula Land at a meeting of the Planning Board.<br>• Continuously update the storm drainage system map as ı municipal storm drainage system.<br>• Conduct an inventory of the unmapped storm drainage f plans for conversion into a GIS format for inclusion in tl Map. |
| 3-2 | Adopt a Bylaw Governing Discharges to the Municipal Storm Drain System | Sterling Town Department of Public Works<br>Sterling Conservation Commission<br>Sterling Board of Health | **Spring '05**<br>• Draft the Bylaw Governing Discharges to the Municipal<br>• Take the Bylaw Governing Discharges to the Municipal Meeting for acceptance.<br>• Track the number of enforcement actions taken.<br>• Post Bylaw on Town's web site. |
| 3-3 | Implement an Illicit Discharge Detection and Elimination Plan | Sterling Department of Public Works | **Spring '06 - Winter '07/08**<br>• Develop an Illicit Discharge Detection and Elimination l<br>• Conduct dry-weather field screening of outfalls and tracl a possible illicit connection.<br>• Trace the source of potential illicit discharges.<br>• Track the number of illicit connections found.<br>• Track the number of illicit connections repaired/replacec<br>• Report on the success of obtaining alternative funding tc removal. |
| 3-4 | Establish a Formal Septic System Management Program (SSMP) | Sterling Board of Health | **Fall '03 - Winter '07/08**<br>• Track the distribution of the public education packets.<br>• Post educational Information on the BOH's website.<br>• Track the number of septic system pumping companies l<br>• Track the number of septic system installers that are lice<br>• Track the number of Certificates of Compliance issued e<br>• Track the number of failed septic systems identified eacl<br>• Track the number of property owners that participate in ı Program (SSRLP). |

## 3a. Additions

No additions to report.

## 4. Construction Site Stormwater Runoff Control

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) |
|---|---|---|---|
| 4-1 | Adopt a Stormwater Management and Land Disturbance Bylaw | Sterling Conservation Commission | **Spring '06**<br>• Draft the Stormwater Management and Land Disturbanc<br>• Take the Stormwater Management and Land Disturbanc acceptance.<br>• Track the number of enforcement actions taken. |
| 4-2 | Develop a Site Inspection Form and Conduct Site Inspections | Sterling Conservation Commission | **Spring '06 – Winter '07/08**<br>• Develop a Site Inspection Form that reflects the ESCP re<br>• Track the frequency of inspections conducted for each si<br>• Track the completion of inspection forms.<br>• Track the number of failed ESC BMPs discovered on ea |
| 4-3 | Develop and Implement a Citizen Complaint Hotline | Sterling Department of Public Works<br>Sterling Conservation Commission | **Spring '06**<br>• Establish the Citizen Complaint Hotline.<br>• Advertise the Citizen Complaint Hotline.<br>• Track the number of complaints received via the Citizen<br>• Track the problems/incidents remedied as a result of the |

## 4a. Additions

No additions to report.

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

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) |
|---|---|---|---|
| 5-1 | Revise the Site Development Requirements of the Protective Bylaws | Sterling Planning Board<br>Sterling Conservation Commission | **Spring '05**<br>• Draft an amendment to Section 3.3 of Article 3 (Genera Article 6 (Administration and Procedures) of the Protec<br>• Submit the amendment to the Planning Board and hold<br>• Take the amendment to Town Meeting for a vote of acc |
| 5-2 | Revise the Rules & Regulations Governing the Subdivision of Land | Sterling Planning Board<br>Sterling Conservation Commission | **Spring '05**<br>• Draft amendments to Sections 3300 (Definitive Plan) an of the Rules and Regulations Governing the Subdivisior amendment to the Planning Board.<br>• Adopt the proposed amendments at a meeting of the Pla |

## 5a. Additions

No additions to report.

## 6. Pollution Prevention and Good Housekeeping in Municipal Operations

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) |
|---|---|---|---|
| 6-1 | Develop a Formal Training Program for DPW Staff | Sterling Department of Public Works Superintendent | **Spring '05 – Winter '07/08**<br>• Develop the DPW employee-training manual.<br>• Conduct training sessions with all current employees.<br>• Train all new DPW employees in accordance with the t<br>• Track employees trained in accordance to the training r<br>• Conduct refresher training for employees after every tw |
| 6-2 | Formalize the Catch Basin Cleaning Program | Sterling Department of Public Works | **Summer '03 – Winter '07/08**<br>• Clean all municipal catch basins a minimum of once ev<br>• Document catch basin cleaning activities. |
| 6-3 | Maintain Municipally Operated Structural BMPs | Sterling Department of Public Works | **Spring '05/06/07**<br>• Conduct an inventory of municipally maintained structu<br>• Clean municipally maintained structural BMPs on an a<br>• Track maintenance activities conducted for each structu<br>• Once a year, place a notice in the DPW Notes section o News that informs residents that any maintenance reque detention basins located within their subdivisions shoul of Public Works. |
| 6-4 | Formalize the Existing Parking Lot and Street Sweeping Program | Sterling Department of Public Works | **Summer '03 – Winter '07/08**<br>• Sweep all municipal streets and parking lots a minimun<br>• Maintain an accurate log of streets swept, sweepings co<br>• Re-evaluate storage practices and make improvements i with the MADEP BWP Reuse and Disposal of Street S permit term.<br>• Update inventory of municipal streets and parking lots a |
| 6-5 | Develop a Vehicle & Equipment Maintenance Policy | Sterling Department of Public Works | **Winter '04/05**<br>• Develop and implement a vehicle and equipment maint policy requirements into the DPW employee-training p |
| 6-6 | Develop a Vehicle & Equipment Cleaning Policy | Sterling Department of Public Works | **Winter '04/05**<br>• Develop and implement a vehicle and equipment cleani complying with the Massachusetts DEP's upcoming vel<br>• Incorporate policy requirements into the DPW employe to the Town's Police Department and Fire Department. |
| 6-7 | Develop a Landscape and Lawn Care Policy | Sterling Department of Public Works | **Winter '04/05**<br>• Develop and implement a landscape and lawn care poli<br>• Incorporate the policy requirements into the DPW empl |

| | | | |
|---|---|---|---|
| 6-8 | Develop and Implement a Spill Prevention and Response Plan (SPRP) for the DPW Worcester Road Facility | Sterling Department of Public Works | **Spring '04**<br>• Develop and implement a formal Spill Prevention and Worcester Road DPW facility.<br>• Incorporate the SPRP into the DPW employee-training<br>• Procure and store emergency spill containment and cle designated area.<br>• Post a summary of the Spill Prevention and Response l throughout facility.<br>• Conduct an annual review of the Spill Prevention and l |

## 6a. Additions

| | | | |
|---|---|---|---|
| 6-9 | Operate a Year Round Materials Collection Program | Sterling Department of Public Works | **Spring '03 '– Winter '07/08**<br>• Accept hazardous materials year round at the Worceste<br>• Accept additional non-hazardous materials on a fee bas Road DPW facility.<br>• Maintain records of materials collected at the DPW Fa materials collected to the DEP as a part of the Massach Program. |

## 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 | | | | | |

Not Applicable

### 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) | No |
| Annual program budget/expenditures | ($) | |
| | | |
| | | |

### Education, Involvement, and Training

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

**Legal/Regulatory**

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

**Mapping and Illicit Discharges**

| | | |
|---|---|---|
| Outfall mapping complete | (%) | 100% |
| Estimated or actual number of outfalls | (#) | |
| System-Wide mapping complete | (%) | |
| Mapping method(s) | | |
| ▪ Paper/Mylar | (%) | |
| ▪ CADD | (%) | |
| ▪ GIS | (%) | 100% |
| Outfalls inspected/screened | (# or %) | |
| Illicit discharges identified | (#) | |
| Illicit connections removed | (# )<br>(est. gpd) | One. Disconnected Sewer from Drain During Winter 03/04. |
| % of population on sewer | (%) | 100% |
| % of population on septic systems | (%) | |

**Construction**

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

**Post-Development Stormwater Management**

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

**Operations and Maintenance**

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

| | | |
|---|---|---|
| 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) | |
| Qty. of sand/debris collected by sweeping | (lbs. or tons) | |
| Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) | (location) | |
| Cost of sweepings disposal | ($) | |
| Vacuum street sweepers purchased/leased | (#) | |
| Vacuum street sweepers specified in contracts | (y/n) | |
| | | |
| | | |

| 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<br>% $CaCl_2$<br>% $MgCl_2$<br>% CMA<br>% Kac<br>% KCl<br>% Sand | |
| Pre-wetting techniques utilized | (y/n) | |
| Manual control spreaders used | (y/n) | |
| Automatic or Zero-velocity spreaders used | (y/n) | |
| Estimated net reduction in typical year salt application | (lbs. or %) | |
| Salt pile(s) covered in storage shed(s) | (y/n) | Yes |
| Storage shed(s) in design or under construction | (y/n) | |
| | | |
| | | |

**Attachment A**

**Household Hazardous Waste Collection Day 2003**

| Units | Description | Quantity Collected | Per Container Cost/OES | Total Cost |
|---|---|---|---|---|
| 55 | Resin & Adhesive | 5 | $375 | $1875 |
| 55 | Consolidated Paint Liquid | 8 | $150 | $1200 |
| 55 | Consolidated Paint Sludge | 4 | $250 | $1000 |
| 55 | Aerosol Cans | 4 | $385 | $1540 |
| 220 | Paint in Cans | 4 | $550 | $2200 |
| 55 | Pesticides Lab Packs | 5 | $375 | $1875 |
| 55 | Glycol/Cleaners | 2 | $150 | $300 |
| 55 | Acid Lab Pack | 1 | $375 | $375 |
| 55 | Oxidizer Lab Pack | 1 | $375 | $375 |
| 55 | Alkaline Lab Pack | 1 | $375 | $375 |
| 55 | Cyanide Lab Pack | 1 | $375 | $375 |
| | Total | 36 | | |

| | |
|---|---|
| Set Up Fee | $1,500 |
| Total Cost | $12,990 |