DPH MAR 04 2004

Municipality/Organization: Massachusetts Hospital School

EPA NPDES Permit Number: (none available)

MADEP Transmittal Number: W- 035181

Annual Report Number
& Reporting Period: **No. 2: March 04-March 05**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Phil McCauley

Title: Director, Hospital Bureau, Massachusetts Department of Public Health

Telephone #: (617) 624-5245

Email: Philip.McCauley@dph.state.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: Philip J. McCauley

Printed Name: Philip J. McCauley

Title: Assistant Commissioner/Bureau of Hospital Management

Date: April 26,2005

Part II. Self-Assessment

The facility of Massachusetts Hospital School has completed the required self assessment and has determined that it is in compliance with all permit conditions. Please note that this is a State-owned and operated campus facility and not a municipality.

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
B1-2	Identify all groups with facilities on campus to target info.	Facilities Management and Human Resources	List of groups with contact info	This list was compiled in permit year 1 and continues to be updated yearly. (Item B2-1 is related and is no longer listed separately)	This list will be updated on a yearly basis to reflect changes.
Revised					
B2-1	Compile list of existing activities on campus with potential stormwater impact	Facilities Management and Human Resources	List of activities with organization and contacts (this item and B1-2 are related)	This list was compiled in permit year 1 and continues to be updated yearly.	This list will also be updated yearly.
Revised					
B1-1	Brochure development and distribution	Facilities Management and Human Resources	Brochure completed and published, number and availability	A few hundred brochures have been produced. Brochures are continually available to anyone entering the campus at the administrative building.	Brochures are printed up and distributed and will remain available
Revised					
B1-3	Integrate good housekeeping into orientation and yearly training	Facilities Management and Human Resources	A training program with recordkeeping on individuals trained in their HR files	A video presentation is available for training by facility staff.	Regular orientation and refresher training will commence during permit year 3.
Revised					
B1-4	Develop curriculum for school on stormwater	Human Resources	A curriculum unit for some classes in the school	It is uncertain whether this curriculum can be put in place. However, discussions have taken places with facility staff and human resources.	If possible, initiation of the curriculum with the students will commence in permit year 3.
Revised					
B1-5	Guest speaker on stormwater and other environmental issues	Facilities Management and Compliance Officer	One presentation with handouts and/or posters. May be done in coordination with other DPH facilities	N/A	This activity is planned for permit year 3.
Revised					

1a. Additions
(none)

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
B2-4	Coordinate with town of Canton	Compliance Officer and Facilities Management	Meetings with town of Canton	The town of Canton is not currently interested in working with the facility on stormwater issues.	DPH Compliance officer will continue to keep in touch with Canton
Revised					
B2-3	Stormwater stencil day	Facilities Management and Compliance Officer	Storm drains located in parking lots or roads to be stenciled	This item has been delayed due to other construction at the facility. It is not scheduled to be performed in summer of 2005.	Drain stenciling, including a unique number for each drain, will be performed during permit year 3.
Revised					
B2-2	Publicize existing environmental/watershed groups	Human Resources and Compliance Officer	Information on local watershed groups are to be made available to staff and visitors to the facility.	Work on publicizing the Neponset River Watershed association has begun. Information on this organization and related activities will be posted in an area visible to staff, patients and visitors to the facility.,	Updated materials will be made available at least yearly.
Revised					

2a. Additions

(none)

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
B3-1	Compile maps and other info of existing stormwater system	Facilities Management	Maps in large format and standard handout size	A base map is available now, and used by facility staff. Additional information is added as it becomes available.	The use of GPS equipment to map the locations of outfalls, drains and other features is planned for the spring of 2005 with a new map being generated by the end of the third permit year.
Revised					
B3-3	Survey of campus buildings for illegal connections	Facilities management	All buildings checked using dye, smoke or other method	The locations of potential interconnections have been determined. The facility is working on obtaining funds to perform smoke or dye testing. This may be available through a Division of Capital Asset Management (DCAM) program for facility repairs currently in use.	Smoke and/or dye testing as applicable should occur this coming permit year.
Revised					
B3-2	Develop written SOP for handling illicit connections	Facilities management and human resources	One or more written SOPs. This will serve the purpose that a bylaw would for a town.	Illicit connections are not allowed during any construction activities. A written statement of this has been added to the facility maintenance handbook.	No additional activities are planned on this item.
Revised					
	B3-4: Repair of any illicit connections discovered (if any are found)	Facilities Management	Full sanitary/storm sewer separation	This item is scheduled to start in spring of 2005 with areas suspected to have connections between the storm sewer system and other piping. If additional locations are identified during the activities listed in B3-3, they will be repaired as soon as feasible.	This work will continue until the entire storm sewer system has been surveyed and any needed repairs will be made as needed, to be completed before the end of permit year 4.
Revised					
Revised					

3a. Additions
(none)

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
B4-1	Work with DCAM to review and develop contract language to address stormwater issues	Compliance Officer	Review and revision to existing SOPS and new contract language as needed to ensure stormwater procedures are followed during construction	Any large project requiring stormwater controls at Mass Hospital School are typically carried out under DCAM project management. Coordination with DCAM has occurred this permit year during construction of a horse arena building to ensure that stormwater concerns were addressed.	Coordination with DCAM will continue throughout all permit years.
Revised					
B4-2	Develop/implement training for employees who oversee construction activities	Human Resources and Facilities Management	Training program specific to construction/ landscaping related employees on site with documentation in HR files.	A video presentation is available for training by facility staff. (See also B1-3)	Regular orientation and refresher training will commence during permit year 3.
Revised					
Revised					
Revised					
Revised					

4a. Additions

B4-4	Green landscaping project	Compliance officer and facilities management	Goal will be small greenspace area collecting some stormwater from the new lot	The green-landscape project was designed and installed this permit year.	A follow-up evaluation at the end of summer 2005 and again at the end of summer 2006 will be performed, including photographs of the garden area.

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
B5-1	Codify maintenance of storm drains and other control measures	Compliance Officer and Facilities Management	Written SOPS or use of CAMIS to direct frequency of these maintenance measures	Information has been put into the DCAM CAMIS system (a preventative maintenance database) to direct facilities staff when to perform maintenance; the system is also used to log completion.	This system will be used until further notice.
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

5a. Additions

(none)

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
B6-5	Storm drain cleaning	Facilities management	Cleaning on a regular schedule	This has commenced, is being performed by the facility's waste contractor, and will be tracked using the CAMIS system (See BMP 5-1)	This activity will continue as scheduled, indefinitely.
Revised					
Revised					
Revised					
Revised					

6a. Additions

(none)

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

Not Applicable for Mass Hospital School

Part IV. Summary of Information Collected and Analyzed

Massachusetts Hospital School does not have water quality data and does not intend to collect any under this permit

Part V. Program Outputs & Accomplishments (OPTIONAL)

Since MHS is not a municipality, many of these criteria do not apply. Relevant information on these outputs is contained in the tables above.

The Commonwealth of Massachusetts
Executive Office of Health and Human Services
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April 30, 2005

RE: Small MS4 Permit, Year 1 Submission for
Massachusetts Hospital School (transmittal #W-035181), and
Tewksbury Hospital (Transmittal #W-035389)

Dear Ms. Murphy and Ms. Domizio:

Attached are copies of our annual report for the second year under the above-referenced NOI submissions. Please note that we are not in receipt of a Small MS4 permit number at this time, but we have included the MADEP transmittal form numbers for reference.

If you have any questions about this submittal, please contact Ruth Alfasso at (617) 624-5757.

Sincerely,

Philip J. McCauley, Assistant Commissioner
Director, Hospital Bureau
Department of Public Health