Municipality/Organization: **Massachusetts Department of Correction MCI-Plymouth**

EPA NPDES Permit Number: **MAR 042016**

MADEP Transmittal Number: **W- 041203**

Annual Report Number & Reporting Period: **No. 1: March 04-March 05**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

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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: Jeffrey J Quick

Printed Name: Jeffrey J Quick, A.I.A.

Title: Director, Division of Resource Management

Date: 27 APRIL 2005

Part II. Self-Assessment

The Department of Correction (DOC) received correspondence from the Environmental Protection Agency (EPA) on May 28, 2004 determining the Notice of Intent (NOI) submission was administratively complete. From the time the NOI's were prepared and before they were submitted the DOC began a prioritization list of areas for investigation including but not limited to:

- **Entry Points into the storm drainage system(s) maintained by the DOC.**
- **Documentation of discharges points on and off the DOC property.**
- **Illicit connections identification (None were found).**
- **Investigation of infrastructure and identification of problem drainage areas.**

Through the State of Massachusetts Clean State Program, three locations had oil-water separators to handle parking lot drainage and one was installed associated with a power plant three years before the Phase II program required a NOI to be submitted. Each DOC operation was critically evaluated to determine what repairs were necessary.

The DOC has held numerous training sessions with the DOC executive board, the Directors of Engineering and Environmental Health and Safety Staff. Training will continue through the summer and in the later part of the current fiscal year and next fiscal year as funding becomes available. Training included an introduction of the program, the importance of the program and goals that were set for the first 5 years of the permit program

Many of the first year milestones and goals have been met - others are still in progress. The drainage systems that serve the facilities are now well understood including those that need repairs.

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 Revised No	Publicize/Present SW Program to staff	Div. of Res. Management	Publicize and Present Program to	Completed several presentations to management and directors	Conduct facility specific training with maintenance staff and other stakeholders in this program.
2 Revised No	Distribute Printed Materials	Div. of Res. Management	Create and Post Material	During the training handouts were distributed regarding the program	Provide written updates and progress reports to management staff
3 Revised Yes/New	Intranet Posting Preparation of Newsletter	Div. of Res. Management	Post Materials	Completed separate Intranet page. . In addition, a newsletter that highlighted the Stormwater Phase II program was completed and distributed.	Intranet page within the DOC was completed. In addition, a quarterly newsletter that highlights the program and progress will be distributed.
4 Revised No	Stenciling	Div. of Res. Management	Complete stenciling	Stencils have been ordered and will complete stenciling by end of FY 05 and meet 20% goal after this report is submitted	Complete another 20% or more of stenciling.
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
5	Form Stormwater Committee	Div. of Res. Management	Form Committee	Formed Stormwater Committee that is part of the DOC's State Sustainability Council	Committee to meet every two months
Revised No					
6	Staff input	Div. of Res. Management	Solicit Input and Implement Ideas	Input has been received. Mostly where investigation is needed or repairs are necessary.	Continue with staff education
Revised No					
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
7	Map Drain System	Div. of Res. Management	Complete Mapping	Mapping completed. Outfall locations sent to EPA during NOI submittal.	Grant applied for to procure GIS software. Plan to map outfalls, storm drain and catch basins.
Revised					
8	Dry/Wet Weather Surveys	Div. of Res. Management	Document and Prioritize	Wet weather survey did not identify piping problem. Storm drains require minor repairs.	Prioritize those catch basins that require repairs.
Revised					
9	Correct Problems	Div. of Res. Management	Make Repairs and Document	No areas identified area that need repair.	Pending budget catch basin and piping repairs as needed
Revised					
10	Policy for Enforcement	Div. of Res. Management	Prepare Policy	Stormwater Committee to be charged with preparation of policy.	Finalize Policy and related policy sections
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	Construction Management	Div. of Res. Management	As Necessary	**No Activity**	**None Planned**
Revised					
Revised					
Revised					
Revised					
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
12	Post Construction Activities	Div. of Res. Management	As Required	**No Activity**	**None Planned**
Revised					
Revised					
Revised					
Revised					
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
13	Develop O&M Plan	Div. of Res. Management		Have received input for some facility specific issues. Working on general details for all facilities.	Year 2 is execution (see BMP 14)
Revised					
14	Execute O&M Plan	Div. of Res. Management		To be completed in Year 2 of Permit	Execute O&M Plan
Revised					
15	Long Term Planning	Div. of Res. Management		Evaluated what is needed to implement O&M plan.	Modify as necessary
Revised					
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
	NA				
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

The Plymouth Facility has a single outfall. The limited number of drain lines and outfall have been well documented. The primary drainage system discharges into a detention basin on the property maintained by the DOC. The coming year will require new efforts for catch basin cleaning and other drain maintenance.

Currently inmate labor is used to pick up litter and other road side debris several times per year.

No illicit connections were found.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	Yes	Staffed by DRM
Annual program budget/expenditures	($)	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	20%	
Stormwater management committee established	Yes	
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned	NA	
Household Hazardous Waste Collection Days	NA	
▪ days sponsored	(#)	
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	NA	

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	X			
▪ Post-Development Stormwater Management				
Accompanying Regulation Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination		X		
▪ Erosion & Sediment Control		X	X	X
▪ Post-Development Stormwater Management		X		

Mapping and Illicit Discharges

Outfall mapping complete	100%	
Estimated or actual number of outfalls	One (1)	
System-Wide mapping complete	(100%)	
Mapping method(s)		
▪ Paper/Mylar	100 %	
▪ CADD	100%	
▪ GIS	0 %	Grant applied for software
Outfalls inspected/screened	0 %	
Illicit discharges identified	Zero (0)	
Illicit connections removed	NA	
% of population on sewer	(0 %)	
% of population on septic systems	100%	

Construction

Number of construction starts (>1-acre)	None	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	NA	
Site inspections completed	NA	
Tickets/Stop work orders issued	NA	
Fines collected	NA	
Complaints/concerns received from public	None	

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	NA – 0%	
Site inspections completed	NA	
Estimated volume of stormwater recharged	NA	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	1/yr	In permit yr. 2
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	NA	
Total number of structures cleaned	0	
Storm drain cleaned	None	
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)	NA	
Average frequency of street sweeping (commercial/arterial or other critical streets)	0/yr contract	
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	Contracted Services	
Vacuum street sweepers specified in contracts	NO	

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

Anti-/De-Icing products and ratios	0-5% NaCl 0% $CaCl_2$ 0% $MgCl_2$ 0% CMA 0% Kac 0% KCl 95-100% Sand	
Pre-wetting techniques utilized	-	
Manual control spreaders used	-	
Automatic or Zero-velocity spreaders used	-	
Estimated net reduction in typical year salt application	TBD	
Salt pile(s) covered in storage shed(s)	Yes	
Storage shed(s) in design or under construction	NA	