MAR042005

DPH
Dept Public Health

Municipality/Organization: Tewksbury Hospital

EPA NPDES Permit Number: (none available)

MADEP Transmittal Number: W- 035389

Annual Report Number & Reporting Period: **No. 2: 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: 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 Tewksbury Hospital 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
B 1-2	Identify all groups using facility for targeting info and notices	Facilities management and human resources	List of groups with contact information	This list was completed in 2004 and will be revised on a yearly basis. Copies of the list are kept on site. The contact information has been used to distribute information on the Tewksbury Hospital Stormwater program and other environmental items.	This list will be updated yearly and will be used as needed.
Revised					
B 1-3	Integrate education and good housekeeping into orientation and yearly training	Facilities management and human resources	All new staff to get stormwater materials with required training; records to be kept with other training record in personnel file	Initial training of all maintenance and groundsdkeeping staff has been conducted using a video presentation and handouts. Records with the name and date of training for these staff are being kept in the facilities management office and by the compliance officer. Approximately XX employees were trained initially; new employees will be trained when they start work	Springtime "refreshers" will be conducted each year and records kept to record attendees.
Revised					
B 1-1	Brochure development and distribution	Facilities management and Human Resources	An educational brochure designed and distributed to staff and visiting groups.	Tewksbury Hospital has used a brochure developed by EPA and the Weather Channel to distribute to staff and others at the hospital, including the various programs described in B1-2 above. Approximately XX of these have been distributed to date; the brochures contain contact information to enable people to contact the facilities department as well as access the EPA website on stormwater.	Additional of these brochures will be made available to staff, patients and visitors at the hospital
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
B2-1	Compile list of existing related activities on campus each year	Facilities management and human resources	List of activities with organization name and contact	Tewksbury Hospital is undergoing some significant reorganization, and the completion of this list has been delayed until permit year 2. (See also BMP B1-2 as these items are related).	This list will be completed in summer of 2004 and updated in January of each year afterward.
Revised					
B 2-4	Coordinate with town of Tewksbury	Compliance Officer and Facilities Management	Telephone meetings between Compliance Officer and Engineering Staff at the Town office.	Tewksbury has allowed us to read their stormwater management plan. They have no current need for face-to-face coordination with Tewksbury Hospital. As Tewksbury Hospital is a small portion of the town's land and much of the hospital's land is open space, they may not feel we have a significant enough impact to make coordination necessary until later in the permit cycle.	DPH will continue to approach the town regarding stormwater issues as needed, at least two times per year by telephone.
Revised					
B2-3	Catch basin map publication	Facilities Department	Distribute map showing location of drainage and catch basins.	A map of the catch basins has been developed and is available for facility staff	A more detailed and user-friendly map will be developed and distributed in permit year 3. This will include GPS data collection of the locations of catch basins, outfalls and other areas.
Revised					
B2-2	Publicize existing watershed groups	Facilities department and compliance officer	Information on the local watershed groups will be made available in locations around campus for staff and visitors	Information on the Shawsheen River Watershed Association is posted in the main hospital building. This organization has a website to which interested parties are directed.	Additional information will be solicited from the SRWA. We may be able to offer a forum at then facility for them to discuss their work if they are interested. These discussion will begin this spring and summer (permit year 3)
Revised					

2a. Additions

As a part of B2-3 above, GPS equipment will be used to map the locations of storm drains, outfalls and other areas of interest for incorporation in a detailed computerized storm sewer system map. This work will be started in the spring of 2005 and completed by fall.

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 on existing stormwater system	Facilities Management	Maps in both large format and standard handout size	A map of the catch basins has been developed and is available for facility staff (this is the same BMP as B2-3 above)	A more detailed and user-friendly map will be developed and distributed in permit year 3. This will include GPS data collection of the locations of catch basins, outfalls and other areas.
Revised					
B3-2	Develop written SOP and work practices for stormwater management	Facilities management and Human Resources	One or more written SOPs	This SOP was completed and made a part of the facility management handbook at the facility. The policy includes information for groundskeeping, facility maintenance and vehicle maintenance staff. It includes information on recordkeeping and when an individual stormwater permit for construction may be needed.	This SOP is a part of the facility's operating procedures and will be used from now on. The policy will only be rewritten if needed based on changes in facility operations.
Revised					
B 3-3	Survey of campus buildings for illegal connections	Facilities management	All buildings surveyed	Locations where there are potential interconnections have been identified. TH is working on finding a funding source to investigate these locations in detail and make any repairs needed.	This item is planned to be completed in permit year 3
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 develop contract language for new construction	Compliance Officer	Review and revision to existing SOPS and new contract language as needed to ensure stormwater procedures are followed during construction	Any large projects requiring stormwater controls at Tewksbury Hospital are typically carried out under DCAM project management. Compliance4 officer has reviewed current DCAM standards and has requested information on ongoing changes from DCAM.	Coordination with DCAM will continue throughout all permit years. No large outdoor-footprint construction activities are planned for the campus at this time.
Revised					
B4-2	Develop/implement training for employees who oversee construction	Human Resources and facilities management	Portion of training program for relevant staff.	General training of facility management employees, including those who oversee construction, on stormwater principles. A list of trained employees is kept in the facility director's office. (see also B1-3 as these are the same group of employees)	Springtime "refreshers" will be conducted each year and records kept to record attendees. Stormwater issues will be a part of any kickoff meetings for relevant construction projects.
Revised					
Revised					
Revised					

4a. Additions

(none)

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	Compliance Officer and Facilities management	Written SOPs or other methods (such as automated maintenance system use)	Storm drains are a part of the regular facility maintenance procedures.	The facility will be bidding out for a new waste disposal contract and will try to include regular storm drain cleaning and maintenance in the scope of the contract..
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
B6-3	Discussion with town of Tewksbury on potential to adopt some town BMPs	Compliance officer	Meetings and review of documents	See information on town coordination in BMP 2-4 above.	See information on town coordination in BMP 2-4 above.
Revised					
B6-2	Review all relevant statewide and facility contracts for appropriate stormwater-related language	Facilities management and compliance officer	All contracts, etc., will be reviewed with changes made as applicable		[redacted]
Revised					
B6-5	Work with on-site farmers on good practices related to stormwater	Facilities management	New work procedures as needed to control impacts	All new contracts have been negotiated with the agricultural users of the facility. These contracts include information and requirements consistent with good stormwater practices and reporting of activities including those pertinent to good land stewardship. Any breach of these terms can be cause for termination of the contract.	Contract renewals occur every year for this land use and the farmers will be kept to the terms of the agreements.
Revised		XXX denni…	New binding contracts directly between the farmers and the facility specifying practices to be followed to prevent stormwater contamination		
B6-4	Refine procedures to dispose of animal and horse waste from site	Facilities management	New work procedures to target these materials and prevent stormwater contamination	All new contracts have been negotiated with the operators of the horse operations on the site and signed. These contracts include information and requirements consistent with good stormwater practices and reporting of activities including those pertinent to good land stewardship. Any breach of these terms can be cause for termination of the contract.	A contract renewal needs to occur every year for this land use so the contract will be revisited each time. Additional requirements may be added based on the previous year's activities. Regular monitoring of the terms of the contract will be conducted starting in May of 2005.
Revised			Binding contracts between the facility and the operator specifying practices to be followed to prevent stormwater contamination		

B6-1	Review relevant facility SOPs	Facilities management	All facility work practices will be reviewed and changes	This item has commenced. The facility management department has a handbook of SOPs which is being reviewed for relevance to stormwater activities. The new SOP developed for item B3-2 has been added to this book as well.	Any visions required to the handbook will be completed by summer of 2005.
Revised					

6a. Additions

B6-5: The facility is revising its practices for movement of snow removed from roads and parking lots. The facility staff and Compliance Officer will be using topographical maps, facility stormdrain maps and watershed boundary information to located areas on the property where excess snow can be placed to melt when snowfall totals are high. This area will be outside of the watershed protection boundary and located away from stormdrains, surface water and wetlands to prevent the runoff of any contamination present in the snow. This location or locations will be mapped and made a part of the facility operating practices when necessary during a heavy snowfall.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)
TMDL issues exist for the Shawsheen river. Specific BMPS above which will have the most potential benefit on the river are B1-1, B1-2, B1-5, B2-4 and all BMPs under section 3 "illicit discharge detection and elimination". "Good Housekeeping" items B6-4 and B6-5 may also reduce pathogen loads to the waterways which connect to the Shawsheen.

7a. Additions
(none)

7b. WLA Assessment
None performed by Tewksbury Hospital; this is not anticipated to be part of our strategy.

Part IV. Summary of Information Collected and Analyzed

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

Part V. Program Outputs & Accomplishments (OPTIONAL)

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