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| **Municipality/Organization:** | Massachusetts Bay Community College |
| **EPA NPDES Permit Number:** | MAR043003 |
| **MassDEP Transmittal Number:** | **W-041171** Wellesley, Ma |
| **Annual Report Number & Reporting Period:** | **No. 3: April 1, 2005 – March 31, 2006** |

# NPDES PII Small MS4 General Permit Annual Report

## Part I. General Information

Contact Person: Marco Brancato Title: Director of Facilities

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Mailing Address: 50 Oakland Street Wellesley, MA 02181

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: Marco Brancato

Printed Name: Marco Brancato

Title: Director of Facilities

Date: October 29, 2007

**Part II. Self-Assessment**

*The Massachusetts Bay Community College has completed the required self-assessment and have determined that our municipality is in compliance with all permit conditions, except for the following provisions:*

*Part II.F* *Failed to submit annual report on or before May 1, 2006.*

## 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 3 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 4 |
|---|---|---|---|---|---|
| 1-1 | Place Education Materials | Facilities Dept. | Develop brochure and distribute at Student Center<br><br>Monitor brochure distribution | Copies of the EPA's After the Storm brochure that provides a broad overview of stormwater pollution, including runoff from residential and commercial properties, farms, construction sites, automotive facilities, and forestry operations, is available at the facilities building. | No activities proposed Year 4 |
| Revised | | | | | |
| 1-2 | Training Program | Facilities Dept. | Present Stormwater Program at 2 training sessions annually | The stormwater program has been re-introduced at various training sessions including OSHA safety training and hazardous waste management training | MBCC will continue providing training. |
| Revised | | | | | |
| 1-3 | Stormwater Web Page | Facilities Dept. | Develop and post stormwater webpage<br><br>Maintain and update stormwater webpage | Due to staffing limitations, no activities were proposed for Year 3. | Due to staffing limitations no activities are proposed for Year 4. |
| Revised | | | Link stormwater information to the MBCC website in Year 5.<br><br>Update and continue to add new links as appropriate | | |
| 1-4 | Storm Drain Stenciling | Facilities Dept. | Develop and implement drain stenciling program<br><br>Maintain storm drain stenciling | Due to staffing limitations no activities were proposed for Year 3. | Due to staffing limitations no activities are proposed for Year 4. Proposed to do stenciling in Year 5. |
| Revised | | | | | |

## 1a. Additions

| | | | | | |
|---|---|---|---|---|---|
| 1-5 | Watershed Signage at Oakland Street Parking Lot Entrance | Facilities Dept. | Post signage at parking lot entrance that indicates runoff is tributary to Charles River Watershed.<br><br>Post signage at both ends of drainage swale to educate the public of the MassBay Community College Stormwater Management Plan. | Signage was posted at parking lot entrance. | MBCC will work toward posting additional signage. |
| | | | | | |

## 2. Public Involvement and Participation

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 4 |
|---|---|---|---|---|---|
| 2-1 | Green Campus Program | Facilities Dept. | Develop, implement and maintain a Green Campus Program | MassBay Recycles flyers and Green Initiative table toppers continue to be available at various locations throughout campus. These provide information as to some of the steps MBCC has taken in their Green Campus Program. This program focuses on MBCC using environmentally preferred products. | MBCC will continue to promote Green Initiative throughout campus. |
| Revised | | | | | |
| 2-2 | Partner with Town of Wellesley | Facilities Dept. | Form and maintain partnership with the Town of Wellesley | No official partnership has been formed however MBCC is in regular communication with the Town. MBCC will continue to seek opportunities to work with the Town of Wellesley on Stormwater and Environmental related issues. | MBCC will continue to work toward developing partnership with the Town of Wellesley in an effort to expand their recycling program |
| Revised | | | | | |
| 2-3 | Partner with local Watershed Group | Facilities Dept. | Form a partnership with local group(s). | MBCC was unable to identify opportunities to establish partnerships with local groups. | MBCC will pursue partnerships with local groups if opportunities occur. |
| Revised | | | | | |
| 2-4 | Call Center/ Suggestion Box | Facilities Dept. | Set up designated line or suggestion box.<br>Monitor and maintain designated line or suggestion box. | A suggestion box was placed on the 2nd floor of the library by the elevators is regularly monitored and issues are addressed | MBCC will continue to monitor suggestion box. |
| 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 3 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 4 |
|---|---|---|---|---|---|
| 3-1 | Storm Drain System Map | Facilities Dept. | Complete facility storm drainage system map | No activities planned for Year 3 | Activity completed in Year 1. Any future modifications to the drainage system will be added to the map. |
| Revised | | | | | |
| 3-2 | Stormwater Policy | Facilities Dept. | Develop Stormwater Policy<br><br>Take Present Policy to MBCC administration<br><br>Review Policy's effectiveness | The Facilities Department continues to follow a series of practices intended to show its commitment to the Stormwater Policy. These practices have been incorporated into the day to day Facilities Department Routines. These practices include but are not limited to emptying all exterior trash receptacles daily, removing road sand yearly, regularly cleaning out the drainage swales, checking all heating and cooling equipment for leaks quarterly, maintaining all MBCC vehicles offsite at profession facilities, discontinuing the use of pesticides and following green practices for lawn care. | No additional activities proposed for Year 4. |
| Revised | | | | | |
| 3-3 | Illicit Discharge and Detection program | Facilities Dept. | Conduct dry-weather field screening of outfall during regular cleaning and track the number of surveys indicating a possible illicit connection.<br><br>Trace the source of potential illicit discharges. | The Department's drains discharge to the Town of Wellesley drainage system. No illicit discharges, within the MBCC system, have been detected. | MBCC will continue to monitor system for illicit discharges. |
| Revised | | | | | |
| 3-4 | Illicit Discharge Elimination | Facilities Dept. | Correct illicit discharges identified under BMP 3-3. | No illicit discharges have been identified, therefore no remedial action has been required. | If identified, MBCC will correct illicit discharges. |
| Revised | | | | | |
| 3-5 | Education Program | Facilities Dept. | Develop and distribute flyers on illicit discharges | Flyer describing sources of illicit discharges is available at the Facilities Dept. Building | Flyer will continue to be available at Facilities Dept. |
| Revised | | | | | |

## 4. Construction Site Stormwater Runoff Control

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 4 |
|---|---|---|---|---|---|
| 4-1 | Regulatory Controls | Facilities Dept. | Review Contract language and revise as necessary. | Due to the fact no construction contracts are proposed for Year 3, no progress on goal. | Develop specifications for use with construction contract during Year 5. |
| Revised | | | | | |
| 4-2 | Review & Site Inspection Procedures | Facilities Dept. | Develop and implement site inspection guidelines<br><br>All applicable plans reviewed for compliance with contract specifications and implement inspection program.<br><br>Maintain inspection program | Due to the fact no construction contracts are proposed for Year 3, no progress on goal. | Develop guidelines and apply for upcoming construction contracts during Year 5. |
| Revised | | | | | |
| 4-3 | Enforcement Procedure | Facilities Dept. | Develop sanctions for violators<br><br>All applicable plans reviewed for compliance with contract | Due to the fact no construction contracts are proposed for Year 3, no progress on goal. | Develop sanctions and make part of construction contracts in Year 5. |
| Revised | | | | | |
| 4-4 | Procedures for Handling Public comment | Facilities Dept. | Develop and implement procedure for public comment<br><br>Maintain a record of comments received and actions taken. | Due to the fact no construction contracts are proposed for Year 3, no progress on goal. | Develop & implement procedures for construction contracts in Year 5. |
| Revised | | | | | |

## 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 3 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 4 |
|---|---|---|---|---|---|
| 5-1 | Structural Stormwater Controls | Facilities Dept. | Develop contract specifications for structural controls | No activities planned for Year 4. | Adopt state stormwater standards for structural controls as part of construction contracts in Year 5. |
| Revised | | | | | |
| 5-2 | Stormwater Policy | Facilities Dept. | Develop & implement policy | No activities planned for Year 4. | Adopt state stormwater policy and implement as part of construction contracts in Year 5. |
| Revised | | | | | |
| 5-3 | Planning Strategies | Facilities Dept. | Update & implement planning criteria | No activities planned for Year 4. | MBCC is not currently planning any new building construction therefore no activities are planned for Year 5. |
| Revised | | | | | |

## 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 3 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 4 |
|---|---|---|---|---|---|
| 6-1 | Employee Training Program | Facilities Dept. | Formalize the existing employee-training program.<br><br>Conduct employee training annually | Annual training of employees was conducted. | Annual training will occur. |
| Revised | | | | | |
| 6-2 | Recycling Program | Facilities Dept. | Monitor and maintain recycling program | Recycling program is ongoing. | Recycling program will continue to be supported. |
| Revised | | | | | |
| 6-3 | Catch Basin Cleaning Program | Facilities Dept. | Assess on campus catch basins and contract with a company to conduct catch basin cleaning as needed.<br><br>Maintain record of receipts for catch basin cleaning | Catch basins were assessed but no cleaning was deemed necessary. | Catch basins will be assessed and cleaned if necessary during Year 5. |
| Revised | | | | | |
| 6-4 | Street Sweeping Program | Facilities Dept. | Contract with a company to conduct annual street sweeping of parking lots and interior roads on campus<br><br>Maintain record of receipts for street sweeping | Street sweeping was conducted of parking lots and interior roads on campus prior to commencement in May. | Annual street sweeping will be conducted. |
| Revised | | | | | |

## 7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) *<<N/A>>*

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 4 |
|---|---|---|---|---|---|
| Revised | | | | | |
| Revised | | | | | |
| Revised | | | | | |
| Revised | | | | | |
| Revised | | | | | |
| Revised | | | | | |

## 7b. WLA Assessment

## Part IV. Summary of Information Collected and Analyzed

## Part V. Program Outputs & Accomplishments (OPTIONAL)

(Since beginning of permit coverage unless specified otherwise by a **, which indicates response is for period covering April 1, 2005 through March 31, 2006)

**Programmatic**

| | (Preferred Units) | Response |
|---|---|---|
| Stormwater management position created/staffed | (y/n) | |
| Annual program budget/expenditures ** | ($) | |
| Total program expenditures since beginning of permit coverage | ($) | |
| Funding mechanism(s) (General Fund, Enterprise, Utility, etc) | | |
| | | |

**Education, Involvement, and Training**

| | | |
|---|---|---|
| Estimated number of property owners 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.) | |
| Shoreline cleaned since beginning of permit coverage | (mi.) | |
| Household Hazardous Waste Collection Days | | |
| ▪ days sponsored ** | (#) | |
| ▪ community participation ** | (# or %) | |
| ▪ material collected ** | (tons or gal) | |
| School curricula implemented | (y/n) | |
| | | |

**Legal/Regulatory**

| | In Place Prior to Phase II | Reviewing Existing Authorities | Drafted | Draft in Review | 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**

| | (Preferred Units) | Response |
|---|---|---|
| Outfall mapping complete | (%) | |
| Estimated or actual number of outfalls | (#) | |
| System-Wide mapping complete (complete storm sewer infrastructure) | (%) | |
| Mapping method(s) | | |
| ▪ Paper/Mylar | (%) | |
| ▪ CADD | (%) | |
| ▪ GIS | (%) | |
| Outfalls inspected/screened ** | (# or %) | |
| Outfalls inspected/screened (Since beginning of permit coverage) | (# or %) | |
| Illicit discharges identified ** | (#) | |
| Illicit discharges identified (Since beginning of permit coverage) | (#) | |
| Illicit connections removed ** | (# ); and (est. gpd) | |
| Illicit connections removed (Since beginning of permit coverage) | (#); and (est. gpd) | |
| % of population on sewer | (%) | |
| % of population on septic systems | (%) | |

**Construction**

| | (Preferred Units) | Response |
|---|---|---|
| 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 (for proper BMP installation & operation) completed ** | (# or %) | |
| BMP maintenance required through covenants, escrow, deed restrictions, etc. | (y/n) | |
| Low-impact development (LID) practices permitted and encouraged | (y/n) | |
| | | |
| | | |

**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) | |
| Qty of structures cleaned ** | (#) | |
| Qty. of storm drain cleaned ** | (%, LF or mi.) | |
| Qty. of screenings/debris removed from storm sewer infrastructure ** | (lbs. or tons) | |
| Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) ** | (location) | |

| | | |
|---|---|---|
| Basin Cleaning Costs | | |
| • Annual budget/expenditure (labor & equipment)** | ($) | |
| • Hourly or per basin contract rate ** | ($/hr or $ per basin) | |
| • Disposal cost** | ($) | |
| Cleaning Equipment | | |
| • Clam shell truck(s) owned/leased | (#) | |
| • Vacuum truck(s) owned/leased | (#) | |
| • Vacuum trucks specified in contracts | (y/n) | |
| • % Structures cleaned with clam shells ** | (%) | |
| • % Structures cleaned with vactor ** | (%) | |

| | (Preferred Units) | Response |
|---|---|---|
| Average frequency of street sweeping (non-commercial/non-arterial streets) ** | (times/yr) | |
| 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) | |
| Annual Sweeping Costs | | |
| • Annual budget/expenditure (labor & equipment)** | ($) | |
| • Hourly or lane mile contract rate ** | ($/hr. or ln mi.) | |
| • Disposal cost** | ($) | |
| Sweeping Equipment | | |
| • Rotary brush street sweepers owned/leased | (#) | |
| • Vacuum street sweepers owned/leased | (#) | |
| • Vacuum street sweepers specified in contracts | (y/n) | |
| • % Roads swept with rotary brush sweepers ** | % | |
| • % Roads swept with vacuum sweepers ** | % | |

| |
|---|
| Reduction (since beginning of permit coverage) in application on public land of:<br>("N/A" = never used; "100%" = elimination) |

| | | |
|---|---|---|
| ▪ Fertilizers | (lbs. or %) | |
| ▪ Herbicides | (lbs. or %) | |
| ▪ Pesticides | (lbs. or %) | |
| Integrated Pest Management (IPM) Practices Implemented | (y/n) | |
| | | |

| | (Preferred Units) | Response |
|---|---|---|
| Average Ratio of Anti-/De-Icing products used **<br><br>(also identify chemicals and ratios used in specific areas, e.g., water supply protection areas) | % NaCl<br>% $CaCl_2$<br>% $MgCl_2$<br>% CMA<br>% Kac<br>% KCl<br>% Sand | |
| Pre-wetting techniques utilized ** | (y/n or %) | |
| Manual control spreaders used ** | (y/n or %) | |
| Zero-velocity spreaders used ** | (y/n or %) | |
| Estimated net reduction or increase in typical year salt/chemical application rate | (±lbs/ln mi. or %) | |
| Estimated net reduction or increase in typical year sand application rate ** | (±lbs/ln mi. or %) | |
| % of salt/chemical pile(s) covered in storage shed(s) | (%) | |
| Storage shed(s) in design or under construction | (y/n or #) | |
| 100% of salt/chemical pile(s) covered in storage shed(s) by May 2008 | (y/n) | |

**Water Supply Protection**

| | | |
|---|---|---|
| Storm water outfalls to public water supplies eliminated or relocated | # or y/n | |
| Installed or planned treatment BMPs for public drinking water supplies and their protection areas | # or y/n | |
| • Treatment units induce infiltration within 500-feet of a wellhead protection area | # or y/n | |