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Municipality/Organization: **City of Quincy**

EPA NPDES Permit Number: MAR0410819/MADEP

MaDEP Transmittal Number: **W- 041020**

Annual Report Number & Reporting Period: **No. 4: March 06-March 07**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Brian Carlisle Title: Superintendent

Telephone #: (617) 376-1912 Email: bcarlisle@ci.quincy.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:

Printed Name: William J. Phelan

Title: Mayor

Date: April 25, 2007

Part II. Self-Assessment

The City of Quincy is complying with permit conditions.

Three branch-committees exist. The primary areas of focus are: Monclair Bog, Wollaston Beach/ Blacks Creek/Dickens Marsh, Mallard Road Marsh, and Town Brook (smelt spawn).

Door hangers have been printed and are distributed in residential neighborhoods during storm drain cleaning operations. The hangers are intended to educate the general public about the storm water collection system.

Phase 2 Quincy Shore Drive sewer rehabilitation project is nearing completion.

The design of Fenno Street (Blacks Creek watershed) area sewer rehabilitation project is complete and rehabilitation is scheduled to be bid Spring 2007.

Mutt-mitt stations have been re-established and are overseen by the city's Program Manager. Residents are aware of the stations as evidenced by the requests for restocking and requests for additional stations.

The City is currently reviewing potential locations for a dog park.

The Department of Public Works purchased a VACTRON storm drain maintenance vehicle.

The City of Quincy has formed a partnership with the EPA in a Flagship Beach Program.

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1-1	Classroom education	Department of Public Works	Outreach to Ecology Clubs in Schools	Central Middle School students monitored the Town Brook smelt run. The DPW has worked with high school students projects discussing BMP's	A pro-active emphasis Poster contest with drain stencil kits as rewards. Students stencil drains in schoolyards.
Revised					
	Flyer & Brochure distribution	Department of Public Works	Develop & distribute materials for public education	Door hangers have been printed and are distributed in neighborhoods during catch basin cleaning. Flyers provided by the MWRA are handed out at the DPW	Distribute door hangers in neighborhoods where catch basin cleaning is being done. Continue with brochure distribution at DPW.
Revised					
		Department of Public Works	Issue One Local Cable Public Service Announcement (PSA)	Two PSAs concerning Hazmat	PSA specific to BMPs planned for Permit year 5 and beyond
Revised					
		Department of Public Works	Annual article by Sewer/Water/Drain Superintendent	Articles in response to press inquiry about predicted heavy rain event	Planned press release about storm water system relating to specific watersheds in the city of Quincy.
Revised					
		Department of Public Works	Publish one storm related article each year	Propose to develop a DPW newsletter that will be mailed to households	Propose to develop a DPW newsletter that will be mailed to households.
Revised					
		Department of Public Works	Expand City Website to include Storm Water Topics and links	City is updating website	Develop Website as planned.
Revised					

1a. Additions

	Public Safety Fair	All City Depts	Annual Public information Fair	2nd Annual Public Safety Fair held storm water information distributed and equipment demonstration	Continue each year

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
	Storm Water Committee	Department of Public Works (DPW)	Establish the Committee hold quarterly meetings	3 branch committees established meetings have become annual	Have annual meetings discuss progress and future goals for each water shed
Revised					
	Storm Cleanup and Management	DPW	Track Clean-up activities per year. Track number of clean-up participants Track number of miles cleaned by volunteers	"Cleaner Greener Quincy" held in 2006 1000+- volunteers and All city departments cleaned 100 tons of debris (4) miles , same areas are focused on annually	Cleaner Greener Quincy will be held again. Post storm cleanup is a function of the DPW and Parks Departments.
Revised					
	Pet Waste Collection	DPW	Track number of Dog Parks Track number of Signs Posted Track number of Educational Materials Distributed Track number of "Pooper -Scooper Stations"	Dog Park in planning stage 26 stations have been re-established. Stations have been located at residents requests.	Continue maintaining "pooper-scooper stations" . Construct a dog park
Revised					
	Flagship Beach Program	DPW & EPA		Established partnership. Focus has been biological testing	Continue working with EPA Biologists
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
Revised	Drainage System	DPW	Locate all outfalls	All outfalls have been identified	Goal has been met. Vigilance of private property will be continued.
Revised		DPW Engineering	Complete drainage system mapping	Summer interns conduct field verification of digitised plans	Revise digitised plans.
Revised	Outfall Testing Program	DPW	Inspect all City discharges	Cleaning of outfalls complete. DPW routinely cleans outlets of debris.	Assign DPW personnel to conduct routine O&M
Revised		Health Dept	Sample discharges with flow present	Testing conducted during summer at beaches. See section 3A additions	Continue bathing beach testing
Revised		Health Dept.	Follow-up testing on discharges showing contamination	Health Dept notifies DPW areas with high bacteria counts	
Revised	Illegal Dumping	DPW	Storm water committee to distribute flyers, posters & other educational material	Public education has improved some class room activities.	Greater emphasis on informing public of storm water ordinance
Revised		DPW	Document and investigate illegal dumps reported by citizens	All illegal dumps are investigated by the DPW. Other than daily log entries there is no specific documentation.	Review protocol in committee

		DPW	Enforce Penalties	Penalties and citations enforced by DPW & Inspectional Services	Continue per ordinance
Revised					

3a. Additions

	Flagship Beach Program	DPW & EPA		Established partnership. Focus has been biological testing	Continue working with EPA Biologists

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
Revised	Ordinance Review and Updates	DPW	Review and Revise current erosion and sediment control ordinance	Ordinance adopted June 2005	Continue enforcement
Revised	Construction Reviews	DPW	Develop and implement standard project review procedures	The city's Engineering Dept. has implemented a construction review process on sites regardless of lot size for the past (6) +- years to ensure that all post construction stormwater runoff has been in compliance with BMP's	Ongoing
Revised		DPW & Building Inspection Services	Develop and implement standard construction details	Construction details are added to files as needed	Ongoing
Revised		Engineering	Develop and implement standard inspection review procedures	Inadequate plans are rejected by the Engineering Dept. and permits are not allowed until appropriate corrections are made	Ongoing
Revised		DPW	Continue "Hot Line"	Ongoing	Ongoing
Revised			Document & investigate complaints	A daily log is maintained by the DPW all complaints are entered	Ongoing

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
Revised	Ordinance Review and Update	Department of Public Works	Review and Revise Current Storm Water Ordinances	Ordinance adopted June 2005	Ongoing
Revised		Engineering Dept.	Develop and implement standard construction details and policies	The city's Engineering Dept. has implemented a construction detail review.	Ongoing
Revised	Project Reviews	DPW	Develop and implement standard Project Review Procedures	Engineering and the Sewer Water Drain Division have standard project review procedures in place	Ongoing
Revised			Develop and implement standard construction details	Existing files are updated with construction details as required	Ongoing
Revised			Develop and implement Standard Inspection Review Procedures	Engineering, Sewer, Water, & Drain and Building Inspectors have standard procedures in place	Ongoing
Revised					

5a. Additions

		Building Inspectors	Document inadequate site plans reported by inspectors	Ordinance enforced jointly by DPW & Inspectional Services	ongoing
		DPW	Report non-compliant permits	All issues of non-compliance or the potential thereof are reported/resolved interdepartmentally	ongoing

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
	Predictive Catch Basin Program	Department of Public Works	Continue with current program	Continue the current catch basin, storm drain & tidegate inspection program including operations & maintenance of the storm water system	Continue current practices
Revised					
	Street Cleaning Program	Department of Public Works	Continue with current program	Continue Current Program	Continue current practices
Revised					
	Inspect City owned BMPs for retrofit Opportunities	Department of Public Works	Inspect Three Structural BMPs Per Year	Purchased 3 "Storm- Septors"	Continue current practices & Install 3 "storm septors"
Revised					
	Municipal Employee Training	Department of Public Works	Continue with current program	Management & non-management employees have had some training	Greater emphasis on training required for success of program
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

The City has many successful programs in place (street sweeping, catch basin cleaning, tide-gate maintenance, household hazardous waste, "Cleaner Greener Quincy" & marsh restoration/maintenance)

A strong ordinance that addresses discharges into the storm water collection system has been adopted. The ordinance enables city personnel to rapid response and subsequent enforcement.

Mayor Phelan has established an annual public safety fair. This has proven to be a valuable tool for both educating the public and other departments in the city.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	No
Annual program budget/expenditures	($)	$25,000

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	>50 %
Stormwater management committee established	(y/n)	yes
Stream teams established or supported	(# or y/n)	yes
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	4 miles
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	2
▪ community participation	(%)	
▪ material collected	(tons or gal)	

School curricula implemented	(y/n)	yes

Legal/Regulatory

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

Mapping and Illicit Discharges

Outfall mapping complete	(%)	95
Estimated or actual number of outfalls	(#)	40
System-Wide mapping complete	(%)	90
Mapping method(s)		
▪ Paper/Mylar	(%)	100
▪ CADD	(%)	50
▪ GIS	(%)	85
Outfalls inspected/screened	(# or %)	40
Illicit discharges identified	(#)	
Illicit connections removed	(#) (est. gpd)	
% of population on sewer	(%)	99.7
% of population on septic systems	(%)	0.3

Construction

Number of construction starts (>1-acre)	(#)	1
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100
Site inspections completed	(# or %)	1
Tickets/Stop work orders issued	(# or %)	0
Fines collected	(# and $)	0
Complaints/concerns received from public	(#)	0

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	100
Site inspections completed	(# or %)	10
Estimated volume of stormwater recharged	(gpy)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	1
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1
Total number of structures cleaned	(#)	4000-5000
Storm drain cleaned	(LF or mi.)	6500
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	300-500 tons
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)	Compost	Compost
Cost of screenings disposal	($)	7,500

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	2
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	200
Qty. of sand/debris collected by sweeping	(lbs. or tons)	2000
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Compost
Cost of sweepings disposal	($)	0
Vacuum street sweepers purchased/leased	(#)	0
Vacuum street sweepers specified in contracts	(y/n)	N/a

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	0
▪ Herbicides	(lbs. or %)	0
▪ Pesticides	(lbs. or %)	0

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	50% or 100% 50%
Pre-wetting techniques utilized	(y/n)	no
Manual control spreaders used	(y/n)	yes
Automatic or Zero-velocity spreaders used	(y/n)	no
Estimated net reduction in typical year salt application	(lbs. or %)	0
Salt pile(s) covered in storage shed(s)	(y/n)	yes
Storage shed(s) in design or under construction	(y/n)	no