P 5/13/08

Municipality/Organization: **Massachusetts Department of Correction Norfolk/Walpole Complex (MCI-Norfolk, MCI-Walpole, Bay State Correctional Center and Pondville Correctional Center)**

EPA NPDES Permit Number: **MAR 042015**

MaDEP Transmittal Number: **W- 041200**

Annual Report Number & Reporting Period: April 1, 2007 – March 31, 2008

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Jeffrey J. Quick, A.I.A. Title: Director, Division of Resource Management

Telephone #: (508) 541-5301 x11 Email: JJQuick@doc.state.ma.us

Mailing Address: 21 Needham Street, Norfolk, MA 02056

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: Jeffrey J Quick, A.I.A.

Title: Director, Division of Resource Management

Date: 5/09/2008

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.**
- **Coordination with Town(s) that are also MS4s**
- **Illicit connections identification (None were found).**
- **Investigation of infrastructure and identification of problem drainage areas.**

Through the State of Massachusetts Clean State Program, two oil-water separators were installed to handle parking lot drainage three years before the Phase II program required a NOI to be submitted. This permit deals with four distinct prison facilities yet all empty into a single drainage basin. In summary, the storm drainage systems operated by the DOC are not combined system where sewer and storm water discharged. However, several connections were documented within the MCI-Norfolk facility where stormwater does in fact enter the sewer system. The DOC has made huge efforts to remove I&I; to date the volume removed is about 50,000 gallons per day – the sources included groundwater sumps, and other drainage issues. Additional work to correct these connections in the next year and necessary steps will be taken to plug, terminate or redirect these connections.

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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	Stenciling has been limited due to security concerns	Goal is another 20% or more of stenciling. Upkeep of existing signage.
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
7	Map Drain System	Div. of Res. Management	Complete Mapping	Mapping completed.	Continue with mapping of outfalls with GIS software. Integrate outfalls with large comprehensive mapping .
Revised					
8	Dry/Wet Weather Surveys	Div. of Res. Management	Document and Prioritize	Relining of sewer had occurred in 1997 and 1998 for Norfolk and Walpole. Wet weather survey did not identify piping problem. Storm drains do require minor repairs. Funding limited ability to make any repairs. Minor paving repairs completed.	Prioritize those catch basins that require repairs.
Revised					
9	Correct Problems	Div. of Res. Management	Make Repairs and Document	Pending budget catch basin and piping repairs as needed	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. Policy in place that ties in sustainable practices with this BMP.	Update policy as needed. Review for improvements.
Revised					
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
13	Develop O&M Plan	Div. of Res. Management		Worked on plan that has catch basins cleaned every 12 to 18 months. Catch basins at Norfolk Parking lot cleaned	Continue with evaluation of program
Revised					
14	Execute O&M Plan	Div. of Res. Management		Limited funding did not allow all work to be completed, although some major maintenance and improvements made.	Review and 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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
	NA			N/A	N/A
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

The Norfolk Wapole Complex has several outfalls that indirectly discharge to the Stop River. The limited number of drain lines and outfalls 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.

The Norfolk Facility had work completed during this permit period-

Parking lots at Norfolk/Walpole and Bay State had 6 catch basins cleaned and lines were cleared. Pondville outfall was cleared of vegetation.

Minor Roadway repairs completed at Norfolk and Walpole.

Currently inmate labor is used to pick up litter and other road side debris twice during the past 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	($)0	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	100%	DOC Staff
Stormwater management committee established	Yes	
Stream teams established or supported	Yes	DRM Staff
Shoreline clean-up participation or quantity of shoreline miles cleaned	NA	
Household Hazardous Waste Collection Days	NA	
▪ days sponsored	(#)	

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	Centralized on-site storage
Storage shed(s) in design or under construction	NA	