Municipality/Organization: **Glavin Regional Center**

EPA NPDES Permit Number: BRP WM 08A

MassDEP Transmittal Number: **W-035612**

Annual Report Number & Reporting Period: **Year 8** **April 1, 2010 – March 31, 2011**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: C. Stephen Wright Title: Maintenance Foreman

Telephone #: (508) 845-6334 Email: StephenWright@massmail.state.ma.us

Mailing Address: 214 Lake St. Shrewsbury, MA 01545

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: *C.Stephen Wright*

Printed Name: C. Stephen Wright

Title: Maintenance Foreman

Date: September 22, 2011

Part II. Self-Assessment

Glavin Regional Center has completed the required self-assessment and have determined that our facility is in compliance with all permit conditions.

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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
01.1	Storm Sewer Map	Maintenance	Annual Review – Catch Basins Identified.	All Catch basins Identified	Stencil #'s on castings
Revised					
01.2	Spill Prevention Containment Countermeasure Plan	Maintenance	Maintain Revisions & Annual Review	SPCC Plan reviewed	
Revised					
01.3	Employee Meetings	Maintenance	Add to Preventive Maintenance Procedures AKA PM 30's	Drafted. And submitted to our P.M. vendor	
Revised					
Revised					
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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
01	Catch Basin Identification	Maintenance	Catch Basins Stenciled		
Revised	*Monitor discharge*	Maintenance		Label specific drains. "Dump No Waste"	Monitor *Review new stencils/labels*
Revised					
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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
02 Revised	Storm Water Map	Maintenance	Site Detail Map	Completed	Keep on file
03 Revised	Employee Education	Maintenance	Training sessions	Inform employees of regulations	In house e-mail notifications. *Discussion at maintenance meetings*
03.1 Revised	Spill prevention Plan	Maintenance	Review Policy & Procedures	Reviewing with supervisory staff	Develop S.O.P
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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
04	Local Ordinance	Engineering	Town Warrant Article	Annual Review	Annual Review
Revised					
05	Mass Strom Water policy	Engineering	Review Project		*Monitor changes via website*
Revised					
06	Site plan Review	Engineering	Review Project		
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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
07	Local Ordinance	Engineering	Town warrant Article		
Revised					
08	Mass Storm Water Policy	Engineering	Project review		
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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
09 Revised	Catch basin Inspection	Maintenance	Inspect	Inspections as needed	Continue monitoring
10 Revised	Catch Basin Cleaning	Maintenance	Clean as needed	Cleaned 09-10	Request funds for future cleaning
11 Revised	Catch basin & M.H. Maint.	Maintenance	Repair & rebuild as needed	Rebuilt chimneys that were eroded *Clear debris around basin covers*	Request funds for rebuilds as needed
12 Revised	Snow Removal	Maintenance	Clean away snow and ice as needed	Done seasonally	Maintain as needed
13 Revised	Parking Lot & Driveway sweeping	Maintenance	Sweep and remove debris as needed	Done in-house 09	Request funds and manpower for 2011season
Revised					

6a. Additions

14	*Eliminate the use of road sand*	*Maintenance*	*25t to 0*	*100%*	*Eliminate all snad*

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 8** (Reliance on non-municipal partners indicated, if any)	**Planned Activities**
14	Local Ordinance	Engineering	Town Warrant Article		
Revised					
15	Mass Storm Water Policy	Engineering	Review plan	Subscribed to e-mail notifications	Continue reviewing policy updates & changes
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

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, 2010 through March 31, 2011)

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	(%)	100
Estimated or actual number of outfalls	(#)	1
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	100
Mapping method(s)		
▪ Paper/Mylar	(%)	100
▪ CADD	(%)	0
▪ GIS	(%)	0
Outfalls inspected/screened **	(# or %)	1
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	1
Illicit discharges identified **	(#)	0
Illicit discharges identified (Since beginning of permit coverage)	(#)	0

Illicit connections removed **	(#); and (est. gpd)	0
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	0
% of population on sewer	(%)	n/a
% of population on septic systems	(%)	n/a

Construction

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

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	n/a
Site inspections (for proper BMP installation & operation) completed **	(# or %)	n/a
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	n/a
Low-impact development (LID) practices permitted and encouraged	(y/n)	n/a

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	As needed

Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	n/a
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	(#)	0
• Vacuum truck(s) owned/leased	(#)	0
• Vacuum trucks specified in contracts	(y/n)	y
• % Structures cleaned with clam shells **	(%)	50
• % Structures cleaned with vactor **	(%)	0

	(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)	n/a
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	On site
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	(#)	1
• Vacuum street sweepers owned/leased	(#)	0
• 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: (“N/A” = never used; “100%” = elimination)		
▪ Fertilizers	(lbs. or %)	0
▪ Herbicides	(lbs. or %)	0
▪ Pesticides	(lbs. or %)	0
Integrated Pest Management (IPM) Practices Implemented	(y/n)	y

	(Preferred Units)	Response
Average Ratio of Anti-/De-Icing products used ** (also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	0
Pre-wetting techniques utilized **	(y/n or %)	y
Manual control spreaders used **	(y/n or %)	y
Zero-velocity spreaders used **	(y/n or %)	n
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)	(%)	100
Storage shed(s) in design or under construction	(y/n or #)	n
100% of salt/chemical pile(s) covered in storage shed(s) by May 2011	(y/n)	y

Water Supply Protection

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