

Municipality/Organization: Town of Sterling

EPA NPDES Permit Number: MA041222

MaDEP Transmittal Number: W-041087

2004 DEC 13 P 8:05

**Annual Report Number
& Reporting Period:** No. 1: March 03-March 04

NPDES PII Small MS4 General Permit Annual Report

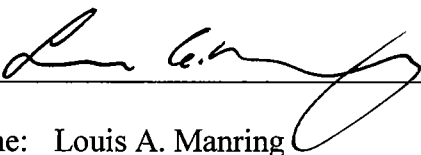
Part I. General Information

Contact Person: Mr. Louis A. Manring **Title:** Superintendent

Telephone #: 978-422-6767 **Email:** lmanring@sterlingdpw.com

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: Louis A. Manring

Title: Superintendent

Date: December 9, 2004

Part II. Self-Assessment

The Town of Sterling has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions, except the following provisions:

Part I.B.2(e)(vi)

The Town of Sterling permit eligibility with regard to the Endangered Species Act was pending at the time of our NOI Submission. Information provided to us from the Massachusetts Natural Heritage Program after the submission date was inconclusive as to what impact the regulated discharges would have on the Bald Eagle. Currently we are awaiting written notification from the National Marine Fisheries Services that our MS4 discharges are not likely to jeopardize the continued existence of specific species (Bald Eagle) protected under the Endangered Species Act.

Part II.F

Failed to submit annual report on or before May 1st. Submitted on November 19, 2004.

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)
1-1	Co-sponsor Biennial Household Hazardous Waste Collection Events	Sterling Department of Public Works	Spring/Fall '03 - Spring/Fall '04 - Spring/Fall '05 - Spring/Fall '06 - Co-sponsor two Wachusett Earthday Collection events - Continue to provide financial assistance for the development of a Household Hazardous Waste Collection brochure on a bi-annual basis. - Make the Wachusett Earthday Collection brochure available at the Town Hall and other municipal buildings. - Advertise the Wachusett Earthday Collection events via the Meetinghouse News and the Holden Landmark newspaper. - Update the Town's web page to include details of the events and links to the Massachusetts Department of Environmental Protection (MADEP) and U.S. Environmental Protection Agency website for household hazardous waste. - Track the amounts and types of waste collected at each event. - Track the number of Sterling vehicles that participate in the events.
1-2	Place Educational Information on Sterling Public Access Television	Sterling Department of Public Works	Fall '03, Winter '03/04 – Winter '07/08 - Broadcast "Save Your Lake" video on Channel 8, the least twice each year during the spring and summer months in the Spring of 2004. - Obtain "Oil Leak" & "Fertilizer" PSAs from the Wachusett Ecology Water Quality Consortium. - Track how frequently the PSA's are broadcast on Channel 8 through the end of the permit term. (Delete this Measurable Goal) - Track how frequently the "catchy" stormwater quality board throughout the permit term.
1-3	Post Educational Information on the Town's Official Web Site	Sterling Department of Public Works	Spring '05 – Winter 07/08 - Post stormwater related information on the Sterling Public Works web site after complete implementation. - Update web site regularly.
1-4	Promote Water Conservation Practices to Homeowners	Sterling Department of Public Works	Spring/Summer '04, Spring '05 – Winter '07/08 - Include water conservation information in the Sterling Meetinghouse News. - Include water conservation educational information in the Sterling Meetinghouse News two times per year. - Post water conservation information on the DPW's website.
1-5	Publish Educational Information Targeted to Community Businesses	Sterling Department of Public Works	Spring '06 - Develop an educational press release targeted to the staff of local businesses. - Submit press release to the Sterling Meetinghouse News. - Post the informational press release on the Town's official website.

1-6	Conduct EnviroScape Demonstrations at Local Schools	Sterling Department of Public Works	Summer '03 – Winter '07/08 (Revise date to Spring '05, Spring '06, Spring '07) (Revise these Measurable Goals) - Secure funding for the purchase of the EnviroScape watershed/nonpoint source model from the MDC office - Purchase the EnviroScape watershed/nonpoint source model from the MDC office - Each year conduct the EnviroScape demonstrations for Sterling's public middle school.
Revised			Spring '05, Spring '06, Spring '07 Each Spring during the permit term, the Sterling DPW will conduct the EnviroScape demonstrations.

. 1a. Additions

No additions to report.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)
2-1	Public Access to Draft SWMP & Receipt of Comment	Sterling Department of Public Work	Summer '03 • Make draft SWMP available to the public and conduct p • Finalize SWMP. • Make the final SWMP accessible to the public via the T page.
2-2	Public Access to Annual Report & Receipt of Comment	Sterling Department of Public Work	Spring '04/05/06/07 • Prepare an annual report. (Delete these Measurable Goal) • Annually send a press release advertising the public con • Town's SWMP to the Sterling Meetinghouse News and published. • Receive written comments on the annual report. • Submit an annual report to both the EPA and MA DEP.
2-3	Provide Support to Local Cleanup Activities	Sterling Department of Public Work	Spring '04/05/06/07 • Draft and distribute an annual letter offering assistance v • neighborhood associations, homeowner associations, lak • active in Sterling. • Track which entities the letters are sent to each year. • Track the number of cleanup activities the DPW assists i • Track the number of cleanup participants at each activity • Track which areas of Town are cleaned by each activity • Track the quantity of waste collected as a result of the cl

2a. Additions

No additions to report.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)
3-1	Update the Town's Storm Drain System Map	Sterling Planning Board Sterling Department of Public Works	Spring '04 – Winter '07/08 - Draft and take to Town Meeting an amendment to the Planning Board rules requiring project proponents for any project regulated by Site Plan as-built plans to the Planning Board in digital format. - Draft an amendment to the Rules and Regulations Governing the Planning Board would require project proponents to submit a copy of the Planning Board in digital format. - Adopt the proposed amendment to the Rules and Regulations Governing the Planning Board at a meeting of the Planning Board. - Continuously update the storm drainage system map as it changes in the municipal storm drainage system. - Conduct an inventory of the unmapped storm drainage facilities and create plans for conversion into a GIS format for inclusion in the Map.
3-2	Adopt a Bylaw Governing Discharges to the Municipal Storm Drain System	Sterling Town Department of Public Works Sterling Conservation Commission Sterling Board of Health	Spring '05 - Draft the Bylaw Governing Discharges to the Municipal Storm Drain System. - Take the Bylaw Governing Discharges to the Municipal Storm Drain System Meeting for acceptance. - Track the number of enforcement actions taken. - Post Bylaw on Town's web site.
3-3	Implement an Illicit Discharge Detection and Elimination Plan	Sterling Department of Public Works	Spring '06 - Winter '07/08 - Develop an Illicit Discharge Detection and Elimination Plan. - Conduct dry-weather field screening of outfalls and trace back to a possible illicit connection. - Trace the source of potential illicit discharges. - Track the number of illicit connections found. - Track the number of illicit connections repaired/replaced. - Report on the success of obtaining alternative funding to remove.
3-4	Establish a Formal Septic System Management Program (SSMP)	Sterling Board of Health	Fall '03 - Winter '07/08 - Track the distribution of the public education packets. - Post educational Information on the BOH's website. - Track the number of septic system pumping companies licensed. - Track the number of septic system installers that are licensed. - Track the number of Certificates of Compliance issued each year. - Track the number of failed septic systems identified each year. - Track the number of property owners that participate in the Septic System Remedial Program (SSRLP).

3a. Additions

No additions to report.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)
4-1	Adopt a Stormwater Management and Land Disturbance Bylaw	Sterling Conservation Commission	Spring '06 • Draft the Stormwater Management and Land Disturbance Bylaw. • Take the Stormwater Management and Land Disturbance Bylaw for public acceptance. • Track the number of enforcement actions taken.
4-2	Develop a Site Inspection Form and Conduct Site Inspections	Sterling Conservation Commission	Spring '06 – Winter '07/08 • Develop a Site Inspection Form that reflects the ESCP requirements. • Track the frequency of inspections conducted for each site. • Track the completion of inspection forms. • Track the number of failed ESC BMPs discovered on each site.
4-3	Develop and Implement a Citizen Complaint Hotline	Sterling Department of Public Works Sterling Conservation Commission	Spring '06 • Establish the Citizen Complaint Hotline. • Advertise the Citizen Complaint Hotline. • Track the number of complaints received via the Citizen Complaint Hotline. • Track the problems/incidents remedied as a result of the Citizen Complaint Hotline.

4a. Additions

No additions to report.

5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)
5-1	Revise the Site Development Requirements of the Protective Bylaws	Sterling Planning Board Sterling Conservation Commission	Spring '05 • Draft an amendment to Section 3.3 of Article 3 (General Article 6 (Administration and Procedures) of the Protective Bylaws) • Submit the amendment to the Planning Board and hold a public hearing • Take the amendment to Town Meeting for a vote of acceptance
5-2	Revise the Rules & Regulations Governing the Subdivision of Land	Sterling Planning Board Sterling Conservation Commission	Spring '05 • Draft amendments to Sections 3300 (Definitive Plan) and 3301 (Subdivision of Land) of the Rules and Regulations Governing the Subdivision of Land • Submit the amendments to the Planning Board and hold a public hearing • Adopt the proposed amendments at a meeting of the Planning Board

5a. Additions

No additions to report.

6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)
6-1	Develop a Formal Training Program for DPW Staff	Sterling Department of Public Works Superintendent	Spring '05 – Winter '07/08 - Develop the DPW employee-training manual. - Conduct training sessions with all current employees. - Train all new DPW employees in accordance with the training manual. - Track employees trained in accordance to the training manual. - Conduct refresher training for employees after every two years.
6-2	Formalize the Catch Basin Cleaning Program	Sterling Department of Public Works	Summer '03 – Winter '07/08 - Clean all municipal catch basins a minimum of once every year. - Document catch basin cleaning activities.
6-3	Maintain Municipally Operated Structural BMPs	Sterling Department of Public Works	Spring '05/06/07 - Conduct an inventory of municipally maintained structural BMPs. - Clean municipally maintained structural BMPs on an annual basis. - Track maintenance activities conducted for each structural BMP. - Once a year, place a notice in the DPW Notes section of the Town News that informs residents that any maintenance request for detention basins located within their subdivisions should be directed to the Department of Public Works.
6-4	Formalize the Existing Parking Lot and Street Sweeping Program	Sterling Department of Public Works	Summer '03 – Winter '07/08 - Sweep all municipal streets and parking lots a minimum of once a year. - Maintain an accurate log of streets swept, sweepings collected, and disposal. - Re-evaluate storage practices and make improvements in accordance with the MADEP BWP Reuse and Disposal of Street Sweepings permit term. - Update inventory of municipal streets and parking lots.
6-5	Develop a Vehicle & Equipment Maintenance Policy	Sterling Department of Public Works	Winter '04/05 - Develop and implement a vehicle and equipment maintenance policy. - Incorporate policy requirements into the DPW employee-training program.
6-6	Develop a Vehicle & Equipment Cleaning Policy	Sterling Department of Public Works	Winter '04/05 - Develop and implement a vehicle and equipment cleaning policy. - Ensure cleaning practices comply with the Massachusetts DEP's upcoming vehicle cleaning regulations. - Incorporate policy requirements into the DPW employee-training program. - Communicate policy requirements to the Town's Police Department and Fire Department.
6-7	Develop a Landscape and Lawn Care Policy	Sterling Department of Public Works	Winter '04/05 - Develop and implement a landscape and lawn care policy. - Incorporate the policy requirements into the DPW employee-training program.

6-8	Develop and Implement a Spill Prevention and Response Plan (SPRP) for the DPW Worcester Road Facility	Sterling Department of Public Works	Spring '04 • Develop and implement a formal Spill Prevention and Worcester Road DPW facility. • Incorporate the SPRP into the DPW employee-training • Procure and store emergency spill containment and clean designated area. • Post a summary of the Spill Prevention and Response Plan throughout facility. • Conduct an annual review of the Spill Prevention and Response Plan
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6a. Additions

6-9	Operate a Year Round Materials Collection Program	Sterling Department of Public Works	Spring '03 '– Winter '07/08 • Accept hazardous materials year round at the Worcester Road DPW facility. • Accept additional non-hazardous materials on a fee basis • Maintain records of materials collected at the DPW Facility materials collected to the DEP as a part of the Massachusetts Program.
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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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
	Revised				
7a. Additions					

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

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

Education, Involvement, and Training

Estimated number of residents 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.)	
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	

Legal/Regulatory

In Place Prior to Phase II		Under Review	Drafted	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

Outfall mapping complete	(%)		100%
Estimated or actual number of outfalls	(#)		
System-Wide mapping complete	(%)		
Mapping method(s)			
▪ Paper/Mylar	(%)		
▪ CADD	(%)		
▪ GIS	(%)		100%
Outfalls inspected/screened	(# or %)		
Illicit discharges identified	(#)		
Illicit connections removed	(#)		One.
	(est. gpd)		Disconnected Sewer from Drain During Winter 03/04.
% of population on sewer	(%)		100%
% of population on septic systems	(%)		

Construction

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 completed	(# or %)	
Estimated volume of stormwater recharged	(gpy)	

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)	
Total number of structures cleaned	(#)	
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		
Cost of screenings disposal	(\$)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1
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)	
Cost of sweepings disposal	(\$)	
Vacuum street sweepers purchased/leased	(#)	
Vacuum street sweepers specified in contracts	(y/n)	

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

Anti-/De-Icing products and ratios	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized	(y/n)	
Manual control spreaders used	(y/n)	
Automatic or Zero-velocity spreaders used	(y/n)	
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	Yes
Storage shed(s) in design or under construction	(y/n)	

Attachment A

Household Hazardous Waste Collection Day 2003

Units	Description	Quantity Collected	Per Container Cost/OES	Total Cost
55	Resin & Adhesive	5	\$375	\$1875
55	Consolidated Paint Liquid	8	\$150	\$1200
55	Consolidated Paint Sludge	4	\$250	\$1000
55	Aerosol Cans	4	\$385	\$1540
220	Paint in Cans	4	\$550	\$2200
55	Pesticides Lab Packs	5	\$375	\$1875
55	Glycol/Cleaners	2	\$150	\$300
55	Acid Lab Pack	1	\$375	\$375
55	Oxidizer Lab Pack	1	\$375	\$375
55	Alkaline Lab Pack	1	\$375	\$375
55	Cyanide Lab Pack	1	\$375	\$375
Total		36		

Set Up Fee \$1,500
Total Cost \$12,990