

Municipality/Organization: United States Coast Guard Air Station
Cape Cod

EPA NPDES Permit Number: MAR05A109

MassDEP Transmittal Number: N/A

**Annual Report Number
& Reporting Period:** Year 7
April 1, 2009 – March 31, 2010

4/30/10

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NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2010)

Part I. General Information

Contact Person: Elizabeth Kirkpatrick **Title:** Environmental Manager

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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:

David M. Tessicini

Printed Name: David M. Tessicini

Title: Director, Environmental Health, Safety & Security

Date: 20 April 2010

Part II. Self-Assessment

The US Coast Guard at Air Station Cape Cod (ASCC) has completed the required self-assessment and has determined that this federal facility is in compliance with all permit conditions. Not only were the Measurable Goals identified for Permit Year 7 attained, nine additional measures were added.

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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities
	Educational Pamphlet	Environmental Health & Safety (EHS) / Elizabeth Kirkpatrick	Develop educational pamphlet/ fact sheet for distribution.	Informational pamphlet developed and distributed at various functions. See additions.	Continue with activity
Revised					
	Welcome Aboard Packet	Environmental Health & Safety (EHS) / Elizabeth Kirkpatrick	Information pertaining to water pollution prevention included in the Welcome Aboard Package	Information added to Welcome Aboard Package and provided to new residents moving into Base Housing.	Continue with activity
Revised					
	A PowerPoint presentation to air on ASCC's public TV Channel	Environmental Health & Safety (EHS) / Elizabeth Kirkpatrick	Air PowerPoint presentation on ASCC's public TV Channel	To minimize redundancy from previous permit years and reach more people, this activity was replaced with online training, newspaper articles and All-Staff emails.	Continue with various outreach methods
Revised					

1a. Additions

1.	Published Article Falmouth Enterprise	EHS / Elizabeth Kirkpatrick	Article about the MMR Environmental Fair	Article about educational activities at the MMR Environmental Fair published in the January 2009 issue of the Falmouth Enterprise. See 2a. Additions.	
2.	Published Article Otis Notice	EHS / Elizabeth Kirkpatrick	Article about stormwater pollution prevention, water quality, conservation and preservation	Spring Waters article published in the April 2010 issue of the Otis Notice newspaper. Otis Notice is a monthly publication that serves the staff, military personnel and residents on the MMR. Approximately 3,000 copies published.	Continue with activity
3.	Water Quality Report (Consumer Confidence Report)	EHS / Elizabeth Kirkpatrick	Include Stormwater Pollution Prevention paragraph in annual Water Quality Report	Article about stormwater included in the 2008 Water Quality Report, which was published and distributed in the summer of 2009 to 3,000 staff, military personnel and residents on the MMR. Reports are also distributed to arriving personnel.	Article about stormwater to be included in the 2009 Water Quality Report, which will be published and distributed in the summer of 2010.
4.	Email all staff	EHS / Elizabeth Kirkpatrick	Provide water quality conservation and preservation tips in an email to all staff	N/A	Distribute water quality conservation and preservation tips via the Plan of the Week, which is emailed to all personnel for the month of April 2010.
5.	Ice Cream Social – Environmental Booth	EHS / Elizabeth Kirkpatrick	Host an environmental booth at the USCG Ice Cream Social	In addition to various environmental informational materials distributed a Stormwater educational pamphlet and abovementioned Water Quality Report to interested personnel attending the Ice Cream Social in August 2009.	Continue to host environmental booth at other functions as they arise.
6.	Training	EHS / Elizabeth Kirkpatrick	Conduct online Stormwater Pollution Prevention training to USCG personnel	Online Stormwater Pollution Prevention Training completed by 222 USCG personnel in September 2009.	Provide live Stormwater Training to USCG personnel summer 2010.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1.	Coordinate with other agencies on the Massachusetts Military Reservation	EHS / David Tessicini	The Environmental Quality Committee, which has representatives from all tenant commands will add to meeting agenda (as appropriate) water quality and storm water pollution prevention initiatives, share SWPPP information and support each other in implementation of the plan.	EQC meeting, although well established in previous years, was not held in PY7.	Resume EQC in PY8 and continue to keep topics of water quality and storm water pollution prevention on the Committee's agenda. EQC held on 14 April 2010.
Revised					
2.	Trash pickup volunteer day	Housing / Terry Krout	Reduce litter and other solids from storm drains and water ways. Coordinate efforts with general public to clean up public lands around watersheds	Fall clean up conducted on November 6, 2009 for 3 hours. Approximately 100 personnel participated. Organized additional curbside pick up bulk items from housing units November 2-5, 2009.	Continue with activity. Completed spring cleaning April 12-16, 2010.
Revised					
3.	Upper Cape Cod household hazardous waste collection	EHS / Marc Robert	Volunteer at the Upper Cape Cod household hazardous waste collection. Over 50 tons of hazardous waste diverted from contaminating water quality.	Completed quarterly with the surrounding towns	No change
Revised					

2a. Additions

1.	Massachusetts Military Reservation (MMR) Environmental Fair	EHS / Elizabeth Kirkpatrick	Host educational activity booth MMR for 5 th graders from nearby towns. Topics include water quality, air quality, renewable energy, natural resources, waste reduction, etc.	200 students from the town of Falmouth participated in the educational activity booth in December 2009. 200 students from the town of Bourne participated in the educational activity booth in May 2009.	Hosted Environmental Fair at the Cape Cod Children's Museum during April Vacation 2010.
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3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1. Revised	Map storm drains	EHS / Elizabeth Kirkpatrick	Develop storm drain map	Map developed. Latest addition 1/30/03.	Update as needed
2. Revised	Illicit discharge instruction	EHS / Elizabeth Kirkpatrick	Develop illicit discharge instruction prohibiting illicit discharge into storm drains	Instruction included in EMS	Revise as needed
3. Revised	Illicit discharge detection	FED / Howard Greeson	Plan to detect and address illicit discharges	There is minimal concern for illicit discharges as no unauthorized connections can be made due to the nature of this federal facility. Nonetheless, outfalls are inspected monthly for signs of illicit discharge.	Maintain inspection procedure and resulting documentation.

3a. Additions

1.	Auto Hobby Shop	EHS / Marc Robert	Open an Auto Hobby Shop for use by residents as a location for free self service maintenance of vehicles to minimize illicit discharges from vehicle maintenance and improper disposal of waste oils, gasoline, antifreeze and solvents.	The Auto Hobby Shop opened in May 2009. The shop is fully contained indoors and no floor drains exist in the facility. The manager is trained in Hazardous Waste Management and spill prevention. The facility is inspected weekly as part of our pollution prevention program.	Continue with program.
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4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1.	Stormwater assessment at Pre-Construction Meetings	EHS/ David Tessicini	Pre-construction meetings held between Facility Engineering, contractors, COTR (Contracting Officer Technical Representative) and EHS	Pre-construction meetings are held informally. Ensure all environmental and safety issues are covered.	Consider adding a Construction Site Stormwater Runoff Control procedure to EMS to include permitting requirements, EISA Section 438 and post-construction stabilization.
Revised					

4a. Additions

1.	Stormwater assessment as part of NEPA review.	EHS/ David Tessicini	Identify stormwater impacts and requirements at the time of the NEPA Review.	All projects were assessed during NEPA review. One project required a Stormwater Construction Permit.	Continue with procedure.
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3. Revised	Catch basin cleaning	FED / Shawn Patterson	Identify critical basin for cleaning and clean within in a two-year cycle.	No basin were cleaned in PY7, however, 27 basins were rebuilt.	No change
4. Revised	Street Cleaning	FED / Shawn Patterson	Sweep all city streets at least annually. Sweeping begins after the last snow/ frost and continues until completion	On going	No change
5. Revised	Salt/ sanders maintenance	FED / Shawn Patterson	Perform annual maintenance on salt/ sander to ensure proper function and set the dispersing rate to minimize dumping of loads	On going	No change
6. Revised	Upper Cape Cod household hazardous waste collection	EHS / Marc Robert	Volunteer at the Upper Cape Cod household hazardous waste collection. Over 50 tons of hazardous waste diverted from contaminating water quality.	Completed quarterly with the surrounding towns	No change
7. Revised	Trash pickup volunteer day	Housing / Terry Krout	Reduce litter and other solids from storm drains and water ways. Coordinate efforts with general public to clean up public lands around watersheds	Fall clean up conducted on November 6, 2009 for 3 hours. Approximately 250 personnel participated. Organized additional curbside pick up bulk items from housing units November 2-5, 2009.	Continue with activity. Completed spring cleaning April 12-16, 2010.

Part IV. Summary of Information Collected and Analyzed

The US Coast Guard Air Station Cape Cod (ASCC) is committed to water quality. Although sustainable management of natural resources has been a priority for Air Station Cape Cod for many years, the NPDES Phase II Small MS4 Permit Program contributed to the evolution of successful management techniques and shift in cultural awareness. No data collected during Permit Year 7 requires further elaboration.

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, 2009 through March 31, 2010)

Programmatic

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

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	3000
Stormwater management committee established	(y/n)	Y
Stream teams established or supported	(# or y/n)	n/a
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	n/a
Shoreline cleaned since beginning of permit coverage	(mi.)	n/a
Household Hazardous Waste Collection Days		
▪ days sponsored **	(#)	6 days/ week
▪ community participation **	(# or %)	
▪ material collected **	(tons or gal)	1202 gal
School curricula implemented	(y/n)	Y

Construction

	(Preferred Units) Response	
Number of construction starts (>1-acre) **	(#)	1
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	1
Site inspections completed **	(# or %)	18
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 (for proper BMP installation & operation) completed **	(# or %)	100%
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	N
Low-impact development (LID) practices permitted and encouraged	(y/n)	Y

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	0
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	0
Qty of structures cleaned **	(#)	0
Qty. of storm drain cleaned **	(%, LF or mi.)	N/A
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	0
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	On site