

U.S. Department of  
Homeland Security  
**United States  
Coast Guard**



Commanding Officer  
United States Coast Guard  
Air Station Cape Cod

Building 3163  
Air Station Cape Cod, MA 02542  
Staff Symbol: PRU  
Phone: (508)968-6308  
Fax: (508)968-6311

1100  
29 August 2005

MAP 042003

SEP 8 2005

U.S. Environmental Protection Agency  
Water Technical Unit  
P.O. Box 8127  
Boston, MA 02114

Dear Sir or Madam:

Attached as enclosure (1), please find our 2005 Storm Water Phase II Annual Report. .

Should you have any questions please contact me at (508) 968-6487.

Sincerely,

A handwritten signature in black ink, appearing to read "R.F. CANNON JR".

R.F. CANNON JR  
Environmental Health and Safety Manager  
By direction of the Commanding Officer

Encl: (1) 2005 Storm Water Phase II Annual Report

## **PART I GENERAL INFORMATION**

Name of Permittee: United States Coast Guard, Air Station Cape Cod

Mailing Address: USCG Air Station Cape Cod  
Environmental Health & Safety  
Building 3162  
Air Station Cape Cod, MA 02542

Contact Person: Robert F. Cannon, Environmental Health & Safety Manager

Telephone No.: 508-968-6487 email: [RFCannon@d1.uscg.mil](mailto:RFCannon@d1.uscg.mil)

Reporting Period: May 1, 2004 – April 30, 2005

### **Certification**

I certify under penalty of law that this document and all its attachments were prepared un  
designed to assure that qualified personnel properly gather and evaluate the information s  
manage the system, or those persons directly responsible for gathering information, I cert  
knowledge and belief, true, accurate, and complete. I am aware that there are significant  
possibility of fine and imprisonment for knowing violations.



Robert F. Cannon, EH&S Manager

29  
Date

## PART II ANNUAL REPORT

BMP/ID RESPONSIBLE PARTY	MEASURABLE GOAL
<b>1) Public Education &amp; Outreach</b>	<p>Develop:</p> <ul style="list-style-type: none"><li>a. Educational pamphlet / fact sheet for distribution to all 5 commands w/ jurisdiction of the MMR, CG Housing residents, CG members, the schools, and during appropriate events such as HHW collection days;</li><li>b. Information pertaining to water pollution / protection to be included in the Welcome Aboard Package;</li><li>c. A Power Point Presentation to be aired on the Stations public tv channel 3 (to include a hotline number for obtaining additional information and/or reporting suspicious / illegal dumping activity.</li></ul> <p>a. Develop distribution residents</p> <p>b. Pamphlet include and prov housing.</p> <p>c. New rep summary complete procedure</p>

BMP/ID RESPONSIBLE PARTY	MEASURABLE GOAL	STATUS
<b>4) Construction site Storm Water Runoff Control</b>	<p>Pre-construction meetings to be held between Facility Engineering, contractors, COTR (Contracting Officer Technical Rep), Contractors and the EH&amp;S Dept</p>	<p>Informally pre-held. Recogniz meeting checkli ensure all appro addressed. At a</p> <ul style="list-style-type: none"> <li>➤ Fire safety;</li> <li>➤ OSHA issu</li> <li>➤ Environme Water Act, issues, spe covering th sediment a</li> <li>➤ Security re</li> <li>➤ Immediate compliance</li> </ul> <p>Progress stalled Dedicated sumr arrival, October</p>

BMP/ID RESPONSIBLE PARTY	MEASURABLE GOAL	STATUS
<b>5) Post-Construction Storm Water Management in New Development and Re-development</b>	Develop a process to identify post construction run-off to prevent/minimize impacts to water quality.	Restoration erosion con officer to al will <i>not</i> sign payment is property ha job require

BMP/ID RESPONSIBLE PARTY	MEASURABLE GOAL	STATUS
6) Pollution Prevention / Good Housekeeping for Municipal Operations	<p>a. Develop Procedures in the Environmental Management System (EMS) to address good house keeping requirements.</p>	<p>a. Thoroughly review and update the Environmental Management System (EMS) to address good house keeping requirements by December 2005. Identify and implement corrective actions to address any non-compliance.</p> <p>b. Create a checklist for employees to identify and correct any non-compliance with good house keeping requirements.</p> <p>c. Employees required to provide training on good house keeping requirements and job tasks.</p> <p>d. Create a regular cleaning schedule for municipal facilities, including snow/ice removal, to be completed within a 2 year period.</p> <p>e. All City employees to perform snow/ice removal tasks. Develop a training program for employees to ensure proper use of equipment and safety.</p> <p>f. Continue to monitor and evaluate the effectiveness of the EMS and corrective actions taken to address non-compliance.</p> <p>g. Annual inspection of municipal facilities to ensure proper cleaning and snow/ice removal. Implement corrective actions as needed to minimize non-compliance.</p>

## **PART III SUMMARY / MEASURE OF SUCCESS**

Prior to the Storm-water Phase II regulatory requirements, the US Coast Guard Air Station Cape Cod took (and continues to do so) seriously. The Station is self-certified ISO 14001 and has effectively implemented its Environmental Management System. The prevention of pollution and protection of the environment was folded into the Station's EMS and incorporated many of the best management practices. The Station has streamlined its operations in accord with compliance issues, avoid redundancies and ensure appropriate efforts were made.

Employee training on the regulations and practical application of compliance with regard to day-to-day activities is a key element. Training on operational requirements and providing instructions to appropriate personnel, to training for all personnel about general environmental topics, are also being developed. In order to increase public awareness, maximum utilization of volunteer programs is being developed. We are weaving water quality topics into the general public's daily activities, thereby influencing their habits and changing their behavior.

Mapping of the storm-water drainage system is complete. Unlike municipalities, this federal facility has complete maps of all drainage systems. Illicit discharges are virtually eliminated. Nonetheless, the Station recognizes the fallibility of any human and continues to routinely inspect the outfalls. To date no illicit discharges have been detected.

Air Station Cape Cod continues to focus on meeting the goals set for the next reporting period, devoting 2 office personnel to this task. Also, efforts at implementing a more formal pre and post-construction Station Instructions and Procedures are being developed. The Station is participating in community events, such as Household Hazardous Waste Collection events during the summer of 2013.