

**Municipality/Organization:** Division of Capital Asset Management & Maintenance

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**EPA NPDES Permit Number:** MAR043018

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**MassDEP Transmittal Number:** W-036168 Grafton Complex, W-035906 Lancaster Complex, W-037313 Medfield State Hospital, W-039898 Oakdale Complex, W-035612 Glavin Regional Center

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**Annual Report Number & Reporting Period:** **Year 13**  
**April 1, 2015 – March 31, 2016**

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## **NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2016)**

### **Part I. General Information**

**Contact Person:** John O'Donnell

**Title:** Deputy Director  
Environmental Services

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**Telephone #:** 617-727-4050 ext. 207

**Email:** john.odonnell@state.ma.us

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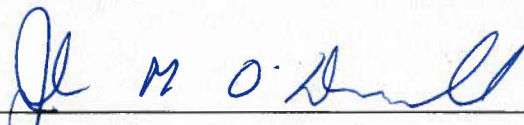
**Mailing Address:** DCAMM, One Ashburton Place, Boston MA 02108

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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:**



**Printed Name:**

John M. O'Donnell

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**Date:**

April 28, 2016

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## **Part II. Self-Assessment**

DCAMM has continued work on stormwater management at each of the permitted facilities. Each of these facilities has a copy of DCAMM's Stormwater Management Manual (site-specific details included). Facility managers have all either been trained specifically on DCAMM's Stormwater Management Policy and the Stormwater Management Manual or have been briefed. DCAMM will conduct a Stormwater Management Training Workshop in June 2016 for facility managers and users.

The Oakdale facility installed a second rain garden for stormwater management this permit year. The Grafton Jobs Corps facility has been working on materials management with a recent purchase of a product additive to dry old paint in storage in order to be able to dispose of it in regular trash dumpsters.

The Medfield State Hospital site has been sold to the Town of Medfield. DCAMM remains in control of a small portion of the site where the laundry building once was located. DCAMM completed the capping of the C&D landfill that was the dumping grounds for the Former Medfield State Hospital. The area surrounding the landfill cap and the cap itself has been turned into a low-maintenance park to be utilized by the public. It has been planted with native species, the Charles Link Trail runs through the site, and a canoe launch was put in along the Charles River using granite blocks from the former State Hospital. The largest wetland (3.2 acre) restoration project on the Charles River is in the first year of its post-construction monitoring period. The monitoring period will be for 5-years with oversight from the Medfield Conservation Commission.

As part of the Commonwealth's Integrated Facilities Management (IFM) Plan, DCAMM has incorporated four additional facilities into its operations and maintenance. These facilities include the Glavin Regional Center in Shrewsbury, the Milford DOC in Milford, a portion of the Worcester State Hospital campus, and the Monson Developmental Center in Palmer. A Stormwater Management Manual for these facilities has been drafted and will be finalized in June 2016. Each of these newly integrated facilities will receive a copy of that Stormwater Management Manual this spring.

During this permit year, DCAMM conducted site inspections in accordance with Good Housekeeping control measures, inventoried and screened outfalls, and mapped the stormwater systems at the Monson Developmental Center and the Worcester Recovery Center.

DCAMM reviews new IFM properties assigned to DCAMM's control annually. If the facility is applicable to the MS4 program, it will be inspected to determine which BMPs are appropriate, and until a new permit is issued, DCAMM will strive to implement the proper BMPs as currently implemented at other DCAMM permitted facilities.

## 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 13<br>(Reliance on non-municipal partners indicated, if any)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Planned Activities – Year 14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------|-----------------------------------------------------------------------|-------------------------------|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1A       | Review educational BMP requirements with facility manager (all sites) | Jason Kruckas<br>DCAMM        | Meet with facility's personnel.                  | Facility managers have all been trained or have received a briefing on Stormwater Management. New facility managers have all received stormwater management briefing or participated in an onsite meeting as of April 2016. All new managers have been introduced to DCAMM's Stormwater Management Manual. Meetings were held this year at newly integrated facilities – Monson Developmental Center and Worcester Recovery Center. The Stormwater Management Manual is kept on site at all facilities still covered under DCAMM's original MS4 permit. A draft Stormwater Management Manual for Glavin Center, Milford, Worcester Recovery Center, and Monson Developmental Center has been developed and will be finalized in June 2016. A Stormwater Management Workshop for DCAMM facilities is anticipated to be held in June 2016. | <p>If the facility manager changes, then meet at facility with new facility manager. If a meeting is required then the goals are to review current programs and site users, and identify any needed changes to facility's activities and potential impacts to receiving waters. Otherwise a phone call check in will be sufficient.</p> <p>Finalize Stormwater Management Manual for Glavin Center, Milford, Worcester Recovery Center, and Monson Developmental Center.</p> <p>Conduct Stormwater Management Workshop for DCAMM facility managers.</p> |
| 1A.2     | Education on NPDES and on-site activities - Grafton Job Corps.        | Jason Kruckas<br>DCAMM        | Number of education materials reviewed/provided. | The Stormwater Management Manual is kept on site and used to train and educate staff and contractors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Continue stormwater education for facility staff, visitors and contractors. New facility managers will attend DCAMM's Stormwater Management Workshop.                                                                                                                                                                                                                                                                                                                                                                                                   |

|      |                                                                  |                        |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                              |
|------|------------------------------------------------------------------|------------------------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1A.3 | Education on NPDES and on-site activities - Grafton DYS Facility | Eric Ware<br>DCAMM     | Number of education materials reviewed/provided. | <p>Literature regarding proper snow disposal and removal is displayed on site. Staff members actively participate in the Massachusetts Facility Management Managers Association training program, which includes the following stormwater related trainings:</p> <ul style="list-style-type: none"> <li>• Best Practices Snow Removal</li> <li>• Floor Care and Green Cleaning</li> <li>• Integrated Pest Management</li> <li>• Sweeper Training</li> </ul> <p>One DCAMM staff for these sites were trained through MAFMA this year. New facility manager has received stormwater management briefing and introduction to the Stormwater Management Manual which is kept on site and used to train and educate staff and contractors.</p> | Continue stormwater education for facility staff, visitors and contractors. Continue MAFMA training as applicable. New facility managers will attend DCAMM's Stormwater Management Workshop. |
| 1A.4 | Education on NPDES and on-site activities - Oakdale Complex      | John Scannell<br>DCR   | Number of education materials reviewed/provided. | Facility user provides ongoing stormwater pollution training to general public through brochures and events. Spill response training was conducted with approximately 18 staff in October 2015. Facility staff continue to implement Green Cleaning techniques with guidance from Toxic Use Institute staff.                                                                                                                                                                                                                                                                                                                                                                                                                              | Continue stormwater education for facility staff, visitors and contractors. Continue spill response training and work with Toxic Use Institute.                                              |
| 1A.5 | Education on NPDES and on-site activities - Lancaster Complex    | Jason Kruckas<br>DCAMM | Number of education materials reviewed/provided. | New facility manager has received stormwater management briefing and introduction to the Stormwater Management Manual which is kept on site and used to train and educate staff and contractors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Continue education for onsite facility staff and users. New facility managers will attend DCAMM's Stormwater Management Workshop.                                                            |

|      |                                                      |                        |                                                  |                                                                                                                        |                                                                                                                                                                                                                 |
|------|------------------------------------------------------|------------------------|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1A.6 | Education on NPDES and on-site activities - Medfield | Jason Kruckas<br>DCAMM | Number of education materials reviewed/provided. | New facility manager has received stormwater management briefing and introduction to the Stormwater Management Manual. | Site has been sold, with the exception of a small portion being restored. New facility managers will attend DCAMM's Stormwater Management Workshop. No further education efforts are anticipated for this site. |
|------|------------------------------------------------------|------------------------|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### 1a. Additions

|      |                                                                           |                        |                                    |                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                   |
|------|---------------------------------------------------------------------------|------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01.2 | Glavin Regional Center - Spill Prevention Containment Countermeasure Plan | Jason Kruckas<br>DCAMM | Maintain Revisions & Annual Review | SPCC Plan reviewed.                                                                                                                                                                                                             | Keep SPCC plan on file in maintenance office.                                                                                                                                                                                     |
| 01.3 | Glavin Regional Center – Employee Meetings                                | Jason Kruckas<br>DCAMM |                                    | Annual Good Housekeeping assessment completed this year.                                                                                                                                                                        | No permanent staff on site. Public library temporarily using site.                                                                                                                                                                |
| 03   | Glavin Regional Center - Employee Education                               | Jason Kruckas<br>DCAMM | Training Sessions                  | Inform employees of regulations. New facility manager has received stormwater management briefing and introduction to the Stormwater Management Manual which has been drafted and will be finalized for this site in June 2016. | No permanent staff on site. Public library temporarily using site. New facility managers will attend DCAMM's Stormwater Management Workshop. Stormwater Management Manual that includes this site will be finalized in June 2016. |

## 2. Public Involvement and Participation

| <b>BMP ID #</b> | <b>BMP Description</b>                             | <b>Responsible Dept./Person Name</b> | <b>Measurable Goal(s)</b> | <b>Progress on Goal(s) – Permit Year 13</b><br>(Reliance on non-municipal partners indicated, if any)                                                                                                                          | <b>Planned Activities – Permit Year 14</b>                                                                        |
|-----------------|----------------------------------------------------|--------------------------------------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| 2A              | Public Information Meeting (all sites)             | Jason Kruckas<br>DCAMM               | Review meeting needs      | Meeting needs were discussed. No public meetings identified.                                                                                                                                                                   | Once annually the DCAMM Project Manager will discuss public information meeting needs with each facility manager. |
| 2A.1            | Public Information Meeting - Grafton Complex sites | Jason Kruckas<br>DCAMM               | Number of meetings        | No meetings held.                                                                                                                                                                                                              | No meetings anticipated.                                                                                          |
| 2A.2            | Public Information Meeting<br>Oakdale              | John Scannell<br>DCR                 | Conduct meeting.          | Facility user at Oakdale site continues to work directly with DPW directors and Town Administrators from some of the main watershed communities, focusing on individual stormwater management issues, such as BMP maintenance. | Continue throughout permit term.                                                                                  |
| 2A.3            | Public Information Meeting<br>Lancaster            | Jason Kruckas<br>DCAMM               | Number of meetings        | No meetings held.                                                                                                                                                                                                              | No meetings anticipated.                                                                                          |
| 2A.4            | Public Information Meeting<br>Medfield             | Jason Kruckas<br>DCAMM               | Number of meetings        | No meetings held.                                                                                                                                                                                                              | No meetings anticipated.                                                                                          |

### 2a. Additions

|    |                                                     |                        |                        |                                                                     |                                        |
|----|-----------------------------------------------------|------------------------|------------------------|---------------------------------------------------------------------|----------------------------------------|
| 01 | Glavin Regional Center – Catch Basin Identification | Jason Kruckas<br>DCAMM | Catch Basins Stenciled | Complete. Catch basins are labeled specific drains “Dump No Waste”. | Monitor – Review new stencils, labels. |
|----|-----------------------------------------------------|------------------------|------------------------|---------------------------------------------------------------------|----------------------------------------|

### 3. Illicit Discharge Detection and Elimination

| <b>BMP ID #</b> | <b>BMP Description</b>                             | <b>Responsible Dept./Person Name</b> | <b>Measurable Goal(s)</b>                                                               | <b>Progress on Goal(s) – Permit Year 13</b><br>(Reliance on non-municipal partners indicated, if any)                                                                                                                         | <b>Planned Activities – Permit Year 14</b>                           |
|-----------------|----------------------------------------------------|--------------------------------------|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| 3A              | Conduct dry weather sampling of outfall.           | Jason Kruckas<br>DCAMM               | Identify suspected illicit connections as DCAMM obtains additional surplus property.    | DCAMM conducted dry weather inspections at 35 outfalls/discharge points located at newly integrated facilities – Monson Developmental Center and Worcester Recovery Center. Results indicate no suspected illicit discharges. | No action required.                                                  |
| 3B              | Investigate drainage system.                       | Jason Kruckas<br>DCAMM               | For all suspect outfalls, identify outfall tributaries and investigate drainage system. | Drainage system maps are available for each facility. GIS mapping of Monson Developmental Center and Worcester Recovery Center were completed/integrated with DCAMM mapping.                                                  | Continue to update GIS mapping throughout permit term, as necessary. |
| 3B.1            | Investigate drainage system – Grafton Job Corps    | Jason Kruckas<br>DCAMM               | For all suspect outfalls, identify outfall tributaries and investigate drainage system. | Complete.                                                                                                                                                                                                                     | No action required.                                                  |
| 3B.2            | Investigate drainage system – Grafton DYS Facility | Eric Ware<br>DCAMM                   | For all suspect outfalls, identify outfall tributaries and investigate drainage system. | Complete.                                                                                                                                                                                                                     | No action required.                                                  |
| 3B.3            | Investigate drainage system - Oakdale              | John Scannell<br>DCR                 | For all suspect outfalls, identify outfall tributaries and investigate drainage system. | Complete.                                                                                                                                                                                                                     | No action required                                                   |
| 3B.4            | Investigate drainage system – Lancaster Complex    | Jason Kruckas<br>DCAMM               | For all suspect outfalls, identify outfall tributaries and investigate drainage system. | Complete.                                                                                                                                                                                                                     | No action required.                                                  |

|      |                                                  |                        |                                                                                         |                                                               |                     |
|------|--------------------------------------------------|------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------|---------------------|
| 3B.5 | Investigate drainage system - Medfield           | Jason Kruckas<br>DCAMM | For all suspect outfalls, identify outfall tributaries and investigate drainage system. | Complete.                                                     | No action required. |
| 3C   | If outfalls are polluted, eliminate the sources. | Jason Kruckas<br>DCAMM | Resample sources to verify polluted sources are removed.                                | No illicit discharges were found. Therefore, no action taken. | No action required. |

### 3a. Additions

|      |                                                           |                        |                                                                                         |           |                              |
|------|-----------------------------------------------------------|------------------------|-----------------------------------------------------------------------------------------|-----------|------------------------------|
| 3B.6 | Investigate drainage system – Milford                     | Jason Kruckas<br>DCAMM | For all suspect outfalls, identify outfall tributaries and investigate drainage system. | Complete. | No action required.          |
| 3B.7 | Investigate drainage system – Glavin Regional Center      | Jason Kruckas<br>DCAMM | For all suspect outfalls, identify outfall tributaries and investigate drainage system. | Complete. | No action required.          |
| 3B.8 | Investigate drainage system – Monson Developmental Center | Jason Kruckas<br>DCAMM | For all suspect outfalls, identify outfall tributaries and investigate drainage system. | Complete. | No action required.          |
| 3B.9 | Investigate drainage system – Worcester State Hospital    | Jason Kruckas<br>DCAMM | For all suspect outfalls, identify outfall tributaries and investigate drainage system. | Complete. | No action required.          |
| 01.1 | Glavin Regional Center– Storm Sewer Map                   | Jason Kruckas<br>DCAMM | Annual Review – Catch Basins identified                                                 | Complete. | Update mapping as necessary. |

#### 4. Construction Site Stormwater Runoff Control

| BMP ID # | BMP Description                                                                                                            | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 13<br>(Reliance on non-municipal partners indicated, if any)                                                                                                                                                                                                                       | Planned Activities – Permit Year 14                                                                          |
|----------|----------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| 4A       | Incorporate EPA's Construction General Permit for DCAMM construction projects of 1 acre or greater of disturbed land area. | Danelle Tudor<br>DCAMM        | Completed          | DCAMM continues to incorporate EPA NOIs into DCAMM Standard Specifications. Contractors also completed NOIs. Standard specifications include requirement that contractor shall keep site clean and will hire a street sweeper if applicable. DCAMM assists with development of SWPPPs on a project by project basis. | DCAMM continues to incorporate EPA NOIs into DCAMM Standard Specifications. Contractors also completed NOIs. |
| Revised  |                                                                                                                            |                               |                    |                                                                                                                                                                                                                                                                                                                      |                                                                                                              |
| Revised  |                                                                                                                            |                               |                    |                                                                                                                                                                                                                                                                                                                      |                                                                                                              |
| Revised  |                                                                                                                            |                               |                    |                                                                                                                                                                                                                                                                                                                      |                                                                                                              |

#### 4a. Additions

|    |                                               |                                      |                               |                                                              |                                     |
|----|-----------------------------------------------|--------------------------------------|-------------------------------|--------------------------------------------------------------|-------------------------------------|
| 04 | Glavin Regional Center – Local Ordinance      | Jason Kruckas & Engineering<br>DCAMM | Review Town Warrant Article   | New facility manager has reviewed DCAMM's Stormwater Policy. | Annual Review.                      |
| 05 | Glavin Regional Center – MA Stormwater Policy | Jason Kruckas & Engineering<br>DCAMM | Review MA Stormwater Policy.  | Complete.                                                    | Monitor changes via website.        |
| 06 | Glavin Regional Center – Site Plan Review     | Jason Kruckas & Engineering<br>DCAMM | Review Projects as necessary. | Submit any field changes as needed.                          | Submit any field changes as needed. |

## 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 13<br>(Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 14 |
|----------|-----------------|-------------------------------|--------------------|------------------------------------------------------------------------------------------------|-------------------------------------|
|          |                 |                               |                    |                                                                                                |                                     |
| Revised  |                 |                               |                    |                                                                                                |                                     |
|          |                 |                               |                    |                                                                                                |                                     |
| Revised  |                 |                               |                    |                                                                                                |                                     |
|          |                 |                               |                    |                                                                                                |                                     |
| Revised  |                 |                               |                    |                                                                                                |                                     |
|          |                 |                               |                    |                                                                                                |                                     |
| Revised  |                 |                               |                    |                                                                                                |                                     |
|          |                 |                               |                    |                                                                                                |                                     |
| Revised  |                 |                               |                    |                                                                                                |                                     |
|          |                 |                               |                    |                                                                                                |                                     |
| Revised  |                 |                               |                    |                                                                                                |                                     |

### 5a. Additions

|    |                                               |                                   |                              |                                                              |                              |
|----|-----------------------------------------------|-----------------------------------|------------------------------|--------------------------------------------------------------|------------------------------|
| 07 | Glavin Regional Center – Local Ordinance      | Jason Kruckas & Engineering DCAMM | Review Town Warrant Article  | New facility manager has reviewed DCAMM's Stormwater Policy. | Annual Review.               |
| 08 | Glavin Regional Center – MA Stormwater Policy | Jason Kruckas & Engineering DCAMM | Review MA Stormwater Policy. | Complete.                                                    | Monitor changes via website. |

## 6. Pollution Prevention and Good Housekeeping in Municipal Operations

| <b>BMP ID #</b>   | <b>BMP Description</b>                   | <b>Responsible Dept./Person Name</b>                                 | <b>Measurable Goal(s)</b>                                                                                    | <b>Progress on Goal(s) – Permit Year 13</b><br>(Reliance on non-municipal partners indicated, if any)                                                                                                                       | <b>Planned Activities – Permit Year 14</b>                                                                                                                       |
|-------------------|------------------------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6B                | Employee training (all sites)            | Danelle Tudor<br>DCAMM                                               | Discuss employee training needs with individual facility managers. Speak with facility managers at all sites | Reviewed facility information with each facility manager. Information pertaining to each applicable site is listed below. DCAMM Staff and Site users will be asked to attend a Stormwater Management Training in June 2016. | Continue throughout permit term. New staff will attend the next Stormwater Management Training Workshop held by DCAMM.                                           |
| 6B.1              | Employee training – Grafton Job Corps    | Jason Kruckas<br>DCAMM                                               | Number of employees trained.                                                                                 | An updated Stormwater Management Manual is currently being used to train maintenance employees on stormwater matters. New facility manager has reviewed the manual.                                                         | Continue throughout permit term. New staff will attend the next Stormwater Management Training Workshop held by DCAMM.                                           |
| 6B.2              | Employee training – Grafton DYS          | Eric Ware<br>DCAMM                                                   | Number of employees trained.                                                                                 | 1 staff members from the Grafton DYS Complex attended stormwater related trainings offered by Massachusetts Facility Management Managers Association (MAFMA).                                                               | Continue to attend stormwater trainings through MAFMA as they are offered. New staff will attend the next Stormwater Management training workshop held by DCAMM. |
| 6B.3              | Employee Training - Oakdale              | John Scannell<br>DCR                                                 | Number of employees trained.                                                                                 | 18 employees received training on roadway spill response in October 2015.                                                                                                                                                   | Continue throughout permit term                                                                                                                                  |
| 6B.4              | Employee Training – Lancaster & Medfield | Jason Kruckas<br>DCAMM                                               | Number of employees trained.                                                                                 | 1 employees received stormwater management related training this year.                                                                                                                                                      | Continue throughout permit term                                                                                                                                  |
| 6C<br>(all sites) | Standard Operating Procedures            | Eric Ware<br>DCAMM<br>John Scannell<br>DCR<br>Jason Kruckas<br>DCAMM | Good Housekeeping procedures established and implemented (assessed annually)                                 | The updated Stormwater Management Manual includes discussion and education related to all applicable Good Housekeeping BMPs. It can be found in a designated location at each site.                                         | Update SOPs as necessary throughout permit term.                                                                                                                 |

|                    |                      |                                                                      |                                                 |                                                                                                                                                                                                                                                                                                                                                                                          |                                  |
|--------------------|----------------------|----------------------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| 6D<br>All<br>Sites | Materials Management | Eric Ware<br>DCAMM<br>John Scannell<br>DCR<br>Jason Kruckas<br>DCAMM | Proper storage of materials (assessed annually) | Outside waste containers/dumpsters are maintained properly including keeping them covered. Sand and salt storage areas are covered. Grafton Job Corps recently purchased additive product which dries paint to allow for disposal of old paint in the regular trash collection. A Good Housekeeping assessment (inspection form) was performed at each facility during this permit year. | Continue throughout permit term. |
|--------------------|----------------------|----------------------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|

## 6a. Additions

|    |                                                  |                        |                                                    |                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                      |
|----|--------------------------------------------------|------------------------|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6a | Site inspection (all sites)                      | Jason Kruckas<br>DCAMM | Number of site inspections performed               | A Good Housekeeping assessment (inspection form) was performed at each during this permit year. Current good housekeeping practices were reviewed and compared to BMPs in the Stormwater Management Manual. No sand is being used at any sites, except Oakdale (watershed area) and on sidewalks for public library at Glavin Center. | Continue annual assessments.                                                                                                                                                         |
| 6b | Update Good Housekeeping Manual (all sites)      | Jason Kruckas<br>DCAMM | Good Housekeeping Manual updated                   | Complete: Good Housekeeping BMPs are included in the updated Stormwater Management Manual.                                                                                                                                                                                                                                            | Continue to utilize manual throughout permit term.                                                                                                                                   |
| 6c | Develop catch basin cleaning program (all sites) | Jason Kruckas<br>DCAMM | Catch Basin Cleaning                               | Catch basins cleaned annually at Grafton Job Corps, Lancaster, and Worcester facilities. Annual cleanings are occurring at Lancaster and Grafton Job Corps this spring. Catch basins are cleaned at Grafton DYS facility twice per year. The Oakdale, Monson, Milford, and Glavin Center catch basins have not been cleaned recently. | Continue cleaning catch basins on current schedule at Grafton Job Corps & DYS, Lancaster, and Worcester facilities. Schedule cleanings for remaining facilities to occur in Year 14. |
| 6d | Site management (Medfield)                       | Jason Kruckas<br>DCAMM | SOPs reviewed, site visited, and BMPs recommended. | Majority of this site has been sold to the Town of Medfield (December 2014).                                                                                                                                                                                                                                                          | No action required.                                                                                                                                                                  |
| 6e | Rain garden review                               | John Scannell          | Rain garden                                        | A second rain garden was added in                                                                                                                                                                                                                                                                                                     | Continue to maintain rain gardens.                                                                                                                                                   |

|               |                                                                              |                        |                                       |                                                                                                                                                     |                                       |
|---------------|------------------------------------------------------------------------------|------------------------|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
|               | (Oakdale)                                                                    | DCR                    | feasibility researched                | October 2015. Rain garden provides treatment of storm flows from a small parking area and a driveway.                                               |                                       |
| 6f<br>(09-11) | Glavin Regional Center – Catch Basin<br>Inspection, cleaning and maintenance | Jason Kruckas<br>DCAMM | Inspect, clean, and repair as needed. | Inspections and cleaning occurred in 2009/2010. Clear debris around basin covers as needed. Recommendations have been made for cleaning in Year 14. | Schedule cleaning for Permit Year 14. |
| 6g<br>(12)    | Glavin Regional Center – Snow Removal                                        | Jason Kruckas<br>DCAMM | Clean away snow and ice as needed     | Snow removal and stockpiling procedures were reviewed this year during site assessment.                                                             | Maintain as needed.                   |
| 6h<br>(13)    | Glavin Regional Center – Parking Lot & Driveway Sweeping                     | Jason Kruckas<br>DCAMM | Sweep and remove debris as needed     | Completed in 2009. Recommendations have been made for cleaning in Year 14.                                                                          | Schedule sweeping for Permit Year 14. |
| 6i<br>(14)    | Glavin Regional Center – Eliminate the use of road sand                      | Jason Kruckas<br>DCAMM | 10t to 0                              | 100%. Completed in Year 11.                                                                                                                         | Continue with current practices.      |

**7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>**  
**Not Applicable.**

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year<br>(Reliance on non-municipal partners indicated, if any) | Planned Activities |
|----------|-----------------|-------------------------------|--------------------|---------------------------------------------------------------------------------------------|--------------------|
|          |                 |                               |                    |                                                                                             |                    |
| 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<br>Prior to<br>Phase II | Reviewing<br>Existing<br>Authorities | Drafted | Draft<br>in<br>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                             | (#)                     | 72 outfalls<br>total at 8<br>locations |
| System-Wide mapping complete (complete storm sewer infrastructure) | (%)                     |                                        |
| Mapping method(s)                                                  |                         |                                        |
| ▪ Paper/Mylar                                                      | (%)                     |                                        |
| ▪ CADD                                                             | (%)                     |                                        |
| ▪ GIS                                                              | (%)                     |                                        |
| Outfalls inspected/screened **                                     | (# or %)                |                                        |
| Outfalls inspected/screened (Since beginning of permit coverage)   | (# or %)                | 100                                    |
| Illicit discharges identified **                                   | (#)                     |                                        |
| Illicit discharges identified (Since beginning of permit coverage) | (#)                     |                                        |
| Illicit connections removed **                                     | (# ); and<br>(est. gpd) |                                        |
| Illicit connections removed (Since beginning of permit coverage)   | (#); and                |                                        |

|                                   |            |  |
|-----------------------------------|------------|--|
|                                   | (est. gpd) |  |
| % of population on sewer          | (%)        |  |
| % of population on septic systems | (%)        |  |

## Construction

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

## Operations and Maintenance

|                                                                                              |            |       |
|----------------------------------------------------------------------------------------------|------------|-------|
| Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **           | (times/yr) | 1x/yr |
| 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)          | < 1 ton |
| 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                                               | (#)                     |         |
| • Vacuum truck(s) owned/leased                                                   | (#)                     |         |
| • Vacuum trucks specified in contracts                                           | (y/n)                   |         |
| • % Structures cleaned with clam shells **                                       | (%)                     |         |
| • % Structures cleaned with vector **                                            | (%)                     |         |

|                                                                                         | (Preferred Units)  | Response                        |
|-----------------------------------------------------------------------------------------|--------------------|---------------------------------|
| Average frequency of street sweeping (non-commercial/non-arterial streets) **           | (times/yr)         | < 1x/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)     | < 1 ton                         |
| Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **                | (location)         | Commercial contract             |
| 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 (available to any DCAMM site) |

|                                                 |       |  |
|-------------------------------------------------|-------|--|
| • Vacuum street sweepers owned/leased           | (#)   |  |
| • 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:<br>("N/A" = never used; "100%" = elimination) |             |      |
| ▪ Fertilizers                                                                                                                  | (lbs. or %) | None |
| ▪ Herbicides                                                                                                                   | (lbs. or %) | None |
| ▪ Pesticides                                                                                                                   | (lbs. or %) | None |
| Integrated Pest Management (IPM) Practices Implemented                                                                         | (y/n)       |      |

|                                                                                                                                                          | (Preferred Units)                                                                         | Response              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-----------------------|
| Average Ratio of Anti-/De-Icing products used **<br><br>(also identify chemicals and ratios used in specific areas, e.g., water supply protection areas) | % NaCl<br>% CaCl <sub>2</sub><br>% MgCl <sub>2</sub><br>% CMA<br>% Kac<br>% KCl<br>% Sand |                       |
| Pre-wetting techniques utilized **                                                                                                                       | (y/n or %)                                                                                | Yes, as of April 2012 |
| Manual control spreaders used **                                                                                                                         | (y/n or %)                                                                                | Yes                   |
| Zero-velocity spreaders used **                                                                                                                          | (y/n or %)                                                                                | No                    |
| 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 #) |     |
| 100% of salt/chemical pile(s) covered in storage shed(s) by May 2008 | (y/n)      | Yes |
|                                                                      |            |     |
|                                                                      |            |     |

### **Water Supply Protection**

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