

**Municipality/Organization: Massachusetts Bay Community College**

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**EPA NPDES Permit Number:** MAR043003

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**MassDEP Transmittal Number:** W-

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**Annual Report Number & Reporting Period:** **Year 14**  
**April 1, 2016 – March 31, 2017**

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## NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2017)

### Part I. General Information

Contact Person: Joseph DeLisle

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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: 

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Printed Name: Neil Buckley

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Title: Interim Vice President for Finance and Administration

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Date: 

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**Part II. Self-Assessment**

The college has made tremendous strides in maintaining and educating the campus community in storm water awareness. The college scheduled three related activities this permit year. A solar team has been formed during the permit year and a student sustainability club will be formed in May 2017. These efforts will continue to grow in the next permit year with the college sustainability/wastewater website going live in the Fall of 2017.

## 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 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1-1	Developed and distributed Public Educational and Outreach Materials for students, staff and other members of the MBCC community.	Facilities Department	<p>Developed stormwater brochure and distributed at different locations around MBCC, such as library circulation desk, cafeteria tables, and student notice boards.</p> <p>Distributed copies of the Stormwater Management Policy at the same locations where the stormwater brochures are placed.</p> <p>Monitor number of copies of the stormwater brochure and the stormwater policy, respectively distributed at the above locations.</p>	<p>MassBay updated its stormwater policy and brochure this permit year and distributed copies to all public and private offices on campus. Copies were also distributed in student areas such as the café, recreation center and posted on the bulletin boards.</p>	<ol style="list-style-type: none"> <li>1. Expand Policy</li> <li>2. Work with Marketing to redesign the brochure to be catchy and engaging</li> <li>3. Work was completed</li> </ol>
1-2	Training Program	Facilities Department	Present Stormwater Program at two training sessions annually.	<p>Facilities staff review policies and techniques during monthly meetings.</p> <p>Presented during professional day. One session at the beginning of each semester</p>	<ol style="list-style-type: none"> <li>1. Information will be distributed biannually at Professional Day for staff and faculty</li> <li>2. Include information in new student orientation packets and distribute during the first week of each semester.</li> <li>3. Work completed</li> </ol>
1-3	Stormwater Web page	Facilities Department	<p>Upload the stormwater brochure and the stormwater policy as separate links under stormwater information on the MBCC website.</p> <p>Update and continue to add new links as appropriate related to stormwater management on campus.</p>	<p>No progress made during this permit year as the College is working through an overall website upgrade. Website scheduled to go live Fall 2018</p>	<p>Once the new website is live, links to the expanded policy, brochure and other related information will be posted. Website scheduled to go live Fall 2018</p>

1-4	Storm Drain Stenciling Program	Facilities Department	Develop and implement the storm drain stenciling program.  Maintain the storm drain stenciling program.	Stenciling project scheduled for April 28, 2017.	1. Working with Environmental Science classes, stenciling will be completed next permit year. 2. Present completed stenciling as part of Earth Day 2017 events
1-5	Watershed Signage at Oakland Street Parking Lot Entrance	Facilities Department	Post signage at parking lot entrance that indicates runoff is tributary to the Charles River Watershed.  Post signage at both ends of drainage swale to increase public awareness about stormwater pollution and its effects and also to communicate MBCC's Stormwater Management Policy.	Signs were maintained	Signs were maintained
1-6	Pet Waste Signage Station at Back of Oakland Street Parking Lot at Trails	Facilities Department	Install a pet waste station that includes signage and trash receptacle at back of Oakland Street parking lot near the entrance to the walking trails (Nature Trail) at the Sisters of Charity Property.	A Bags are replenished as necessary.	Bags will be replenished as necessary, sign and trash receptacle will be maintained.

## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year13	Planned Activities
2-1	Annual "Green Campus" Program	Facilities Department	Develop, implement and maintain a Green Campus Program	The College adheres to Executive Order 515, in an effort to conserve natural resources, reduce waste, protect public health and the environment and promote the use of clean technologies, recycled materials, and less toxic products. In progress-	The College will identify a benchmark and set percentage spend goals in particular EPP categories next permit year. Preference will be given to high risk categories.

2-2	Partner with Town of Wellesley	Facilities Department	Form a partnership with the Town of Wellesley  Maintain partnership with the Town of Wellesley	The College continues to maintain a relationship with the Town of Wellesley. The focus of conversations this year was regarding the potential installation of solar canopy on campus. The college recently met with the Town of Wellesley in March 2107. Solar project has shifted to rooftop solar and Town of Wellesley has approved program.	The College will continue to develop this relationship.
2-3	Partner with local Watershed Group	Facilities Department	Form a partnership with local group(s)	Existing relationships were maintained.	The College will look to develop additional relationships.
2-4	Call Center/Suggestion Box	Facilities Department	Set up designated line or suggestion box.  Monitor and maintain designated line or suggestion box.	An additional 12 suggestion boxes were installed last permit year.  Continue to maintain and monitor boxes	The College will continue to monitor and respond to suggestions and questions.
2-5	Conduct workshops by educators/speakers /concerned citizens	Facilities Department	Conduct workshops involving educators, speakers and concerned citizens to involve public participation in the stormwater program.	Planning meetings were held to design future workshops Winter 2017 formed solar Team comprised of students, Faculty and Staff. Students have an application in to start a sustainability club. Club should be formed in May 2014.	Partnering with Environmental Science faculty, workshops will be held each semester to bring awareness to and foster involvement in Mass Bay's stormwater program

### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 13	Planned Activities
3-1	Storm Drain System Map	Facilities Department	Complete facility storm drainage system map	Initial conversations took place with potential GIS companies. In progress.	Map catch basins in a GIS database and add outfall location attributes.
3-2	Stormwater Policy	Facilities Department	Develop Stormwater Policy  Take Present Policy to MBCC administration  Review Policy's effectiveness	MassBay updated its stormwater policy last permit year to reflect current best practices Maintaining current policy.	The College plans to expand the stormwater management policy next permit year.
3-3	Illicit Discharge Detection Campaign	Facilities Department	Conduct dry-weather field screening of outfall during regular cleaning and track the number of surveys indicating a possible illicit connection.  Trace the source of potential illicit discharges.	College drains discharge to the Town of Wellesley's drainage system; no illicit discharges have been identified.	The College will continue to monitor the drainage system for illicit discharges.
3-4	Illicit Discharge Elimination Program	Facilities Department	Correct illicit discharges that have been identified under BMP 3-3.	None identified	The College will correct illicit discharges, if identified.

3-5	Education Program	Facilities Department	Develop and distribute copies of MBCC's Stormwater Policy that addresses how illicit discharges to MBCC's stormwater system can be minimized.	The College will continue to distribute copies to all public and private offices on campus, and in student areas such as the café, recreation center and posted on the bulletin boards.	The College will continue to distribute copies to all public and private offices on campus, and in student areas such as the café, recreation center and posted on the bulletin boards. Once the new website is complete, all materials will also be posted there.
3-6	Recycling programs	Facilities Department	Initiate recycling programs for commonly dumped wastes, such as motor oil, antifreeze and pesticides.	The College reviewed the Waste disposal operation and as a result will be In July 2016 the College hired Triumvirate environmental imitate recycling programs, monitor and track and dispose of chemical wastes on campus.	Proposed changes were implemented in July of 2016.

#### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities
4-1	Regulatory Controls	Facilities Department	Develop erosion and sediment control contract specifications.	There were no applicable construction projects this permit year.	There are no applicable construction projects scheduled for next permit year, though runoff control will be implemented if a project arises.
4-2	Review and Site Inspection Procedures	Facilities Department	Develop and implement site inspection guidelines.  All applicable plans reviewed for compliance with contract specifications and implement inspection program.  Maintain inspection program.	There were no applicable construction projects this permit year.	There are no applicable construction projects scheduled for next permit year, though runoff control will be implemented if a project arises.
4-3	Enforcement Procedures	Facilities Department	Develop sanctions for violators  All applicable plans reviewed for compliance with contract.	There were no applicable construction projects this permit year.	There are no applicable construction projects scheduled for next permit year, though runoff control will be implemented if a project arises.
4-4	Procedures for Handling Public Comment	Facilities Department	Develop and implement procedure for public comment  Maintain a record of comments received and actions taken.	There were no applicable construction projects this permit year.	There are no applicable construction projects scheduled for next permit year, though runoff control will be implemented if a project arises.

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



<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>	<b>Planned Activities</b>
5-1	Structural Stormwater Controls	Facilities Department	Develop contract specifications for structural controls.	There were no applicable construction projects this permit year.	There are no applicable construction projects scheduled for next permit year.
5-2	Stormwater Policy	Facilities Department	Develop and implement policy.	There were no applicable construction projects this permit year.	There are no applicable construction projects scheduled for next permit year.
5-3	Planning Strategies	Facilities Department	Update and implement planning criteria.	There were no applicable construction projects this permit year.	There are no applicable construction projects scheduled for next permit year.

## 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 (Reliance on non-municipal partners indicated, if any)</b>	<b>Planned Activities</b>
6-1	Employee Training Program	Facilities Department	Formalize the existing employee-training program.  Conduct employee training annually	Distributed information to all staff and faculty as part of Professional Day literature. Training to begin in Fall 2017	The College will look to incorporate this training as part of Professional Day activities and at a minimum distribute information to all staff and faculty as part of Professional Day literature.

6-2	Recycling Program	Facilities Department	Monitor and maintain recycling program	The College reviewed the Waste disposal operation and as a result will be implementing changes for the next permit year. Additional recycling containers were located in high traffic areas and every trash can is accompanied by a recycling receptacle. The college contract with Waste Management for the recycling and Triumvirate Environmental for the waste removal.	Proposed changes implemented in July 2016
6-3	Catch Basin Cleaning Program	Facilities Department	Assess on campus catch basins and contract with a company to conduct catch basin cleaning as needed.  Maintain record of receipts for catch basin cleaning.	Catch basins are cleaned annually by an external vendor as stated in the policy.	Catch basin cleaning is budgeted for annually.
6-4	Street Sweeping Program	Facilities Department	Conduct annual street sweeping of parking lots and interior roads on campus.	Street sweeping is scheduled to completed in May 2017. Snowplowing contractor doesn't apply sand during snowstorms.	Street sweeping is budgeted annually.
6-5	Swale Cleaning Program	Facilities Department	Monitor and clean the drainage swale that runs through the campus.	The College maintains the grass surrounding the swale following best practices. Vegetation scheduled to be installed in May 2017	The College will introduce additional vegetation to the swale next permit year following best practices. This project is budgeted.

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

**Part IV. Summary of Information Collected and Analyzed *Not Applicable***