

Year 3 Annual Report  
Massachusetts Small MS4 General Permit  
Non-Traditional MS4 Community

Reporting Period:  
July 1, 2020 - June 30, 2021

**Division of Capital Asset Management & Maintenance  
(DCAMM)**

**Massachusetts Information Technology Center (MITC)**  
200 Arlington Street, Chelsea, MA

**Charles F. Hurley Building**  
19 Staniford Street, Boston, MA

**State House**  
24 Beacon Street, Boston, MA

**Part I: Contact Information**

**General Information**

Name of Municipality or Organization: **Division of Capital Asset Management & Maintenance (DCAMM)** State: **MA**

EPA NPDES Permit Number: **MAR042057**

**Primary MS4 Program Manager Contact Information**

Name: **Lori Anderson** Title: **Environmental Analyst**

Street Address: **One Ashburton Place**

Street Address:

City: **Boston** State: **MA** Zip Code: **02108**

Email: [Lori.Anderson@mass.gov](mailto:Lori.Anderson@mass.gov) Phone Number: **(617) 727-4050**

**Other Information**

Stormwater Management Program (SWMP) Location (web address or physical location): **Environmental Services Unit, Office of Facilities Management and Maintenance (OFMM), DCAMM, One Ashburton Place, Boston, MA**

Date SWMP was last updated: **October 2, 2019**

If the SWMP is not available on the web please provide the physical address and an explanation of why it is not posted on the web: **See address above. Documents are planned for posting on the DCAMM website in Permit Year 4.**

## **Part II: Self Assessment**

The Division of Capital Asset Management & Maintenance (DCAMM) prepared this annual report as required for the 2016 National Pollutant Discharge Elimination System (NPDES) General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems in Massachusetts (small MS4) for regulated properties. DCAMM is responsible for capital planning, public building construction, facilities management, and real estate services for the Commonwealth of Massachusetts. The agency manages several properties throughout the State.

DCAMM evaluated each of the properties under DCAMM's care and control to determine which properties are regulated under the MS4 permit. This evaluation included:

- Determination if the property location is located within an "urbanized area" (UA) as defined in the small MS4 permit;
- Determination of DCAMM ownership of the stormwater conveyance system associated with the property; and
- Determination if the population at the property is less than 1,000 people, including employees and visitors.

Authorization under the small MS4 permit was granted by the United States Environmental Protection Agency (EPA) on July 2, 2019 for the following DCAMM regulated properties:

- Charles F. Hurley Building located at 19 Staniford Street in Boston, Massachusetts;
- Massachusetts Information Technology Center (MITC) located at 200 Arlington Street in Chelsea, Massachusetts; and
- Massachusetts State House located at 24 Beacon Street in Boston, Massachusetts.

DCAMM's Office of Facilities Management and Maintenance (OFMM), Environmental Services group oversees the implementation of the small MS4 permit at DCAMM regulated properties. Since the properties are owned and operated by a single entity and are scattered in various geographic locations, DCAMM has a single small MS4 permit authorization.

### **Activities Completed During Permit Year 3:**

- DCAMM is considered a non-traditional MS4 community and does not have the authority to enact an ordinance, by-law, or other regulatory mechanism.
- Dry weather inspections of the MS4 stormwater system were completed at each of the three properties. See attached for the dry weather inspection field forms. The inspections were conducted on Thursday, October 15<sup>th</sup>, 2020 at the Hurley Building and MITC. The dry weather inspection at the State House was conducted on Monday, June 7, 2021. No illicit discharges were discovered at any of the properties.

Some flow was observed during the State House dry weather inspection, but it was determined that this discharge was air conditioning condensation, which is not considered an illicit discharge.

- The Phase II system mapping was completed for all three properties (MITC, State House, and Hurley Building). These maps include the locations of all catch basins, drain manholes, line drains, swales, water lines, sewer lines, topography, and significant site features.
- On June 22, 2021, DCAMM held an MS4 Stormwater Management Program Awareness Training. This training was an introduction to the MS4 program and provided a strong background on the regulatory framework and requirements. The training was attended by mid- and upper-level management from various departments within DCAMM and the Bureau of the State House. The manager’s training was attended by 14 people, including individuals from the Office of Design and Construction, Property Operations/Facilities Management, Engineering, and Environmental Services.
- DCAMM held three training sessions for Illicit Discharge Detection and Elimination (IDDE), on June 23, June 29, and June 30, 2021. The training sessions were attended by facility managers, maintenance personnel, engineers, and other personnel that work in person at the regulated properties on a routine basis. The training taught attendees how to identify and report an illicit discharge. The training also included information about Best Management Practices (BMPs) related to building maintenance, landscaping, chemical storage, and trash management. A total of 17 people attended one of the IDDE training sessions.

### **Part III: Receiving Waters/Impaired Waters/TMDL**

DCAMM has not made changes to the list of receiving waters, outfalls, or impairments since the Notice of Intent (NOI) was submitted. The impairments applicable to DCAMM’s MS4 properties are:

- Bacteria/Pathogens
- Phosphorus
- Solids/Oil/Grease (Hydrocarbons)/Metals

### **Part IV: Minimum Control Measures**

#### **MCM 1: Public Education and Outreach**

<b>BMP Media /Category</b>	<b>BMP Description</b>	<b>Targeted Audience</b>	<b>Permit Year 3</b>
Website	DCAMM Standard Specifications for design/bid/build construction projects available online	Contractors	DCAMM posts design standards on the agency’s website for public access. Construction projects were not completed at the regulated DCAMM properties in Permit Year 3.

BMP Media /Category	BMP Description	Targeted Audience	Permit Year 3
Online Training Session	MS4 Stormwater Management Program Awareness Training	Management	DCAMM hosted a training session through Zoom for managers from DCAMM and the Bureau of the State House. The purpose of the training was to review the MS4 program and discuss how the regulatory requirements specifically apply to DCAMM facilities.
Online Training Session	Illicit Discharge Detection and Elimination Training and Good Housekeeping/Best Management Practices	Facilities Personnel	DCAMM hosted 3 training sessions for facility managers and maintenance personnel from the 3 buildings. The training included information about how to identify and report an illicit discharge and good housekeeping procedures/best management practices for building and property maintenance.

### **MCM 2: Public Involvement and Participation**

DCAMM is a non-traditional MS4 community used as state offices; therefore, opportunities for public involvement are minimal. DCAMM will strive to increase opportunities for public involvement in Permit Year 4.

### **MCM 3: Illicit Discharge Detection and Elimination (IDDE)**

BMP Categorization	Permit Year 3
Storm sewer system map	Phase II system mapping was completed in Permit Year 3 and individual Site Plans were developed. Mapping included the location of all catch basins, drain manholes, line drains, swales, water lines, sewer lines, topography, and significant site features.
Dry Weather Inspections	Dry weather inspections were completed at each of the three properties. No illicit discharges were discovered.
Written IDDE program development	A written IDDE program was developed.

### **MCM 4: Construction Site Stormwater Runoff Control**

BMP Categorization	BMP Description	Permit Year 3
Site inspection and enforcement of Erosion and Sediment Control (ESC) measures	Complete written procedures of site inspections and enforcement procedures	DCAMM has established design specifications which require ESC measures at construction sites. <b>Construction projects were not completed at regulated small MS4 properties in Permit Year 3.</b>
Site plan review	Complete written procedures of site plan review and begin implementation	DCAMM has established design specifications which require site plan reviews for construction projects. <b>Construction projects were not completed at regulated small MS4 properties in Permit Year 3.</b>

BMP Categorization	BMP Description	Permit Year 3
Erosion and sediment control	Adoption of requirements for construction operators to implement a sediment and erosion control program	DCAMM has established design specifications which require ESC measures at construction sites. <b>Construction projects were not completed at regulated small MS4 properties in Permit Year 3.</b>
Waste control	Adoption of requirements to control wastes, including but not limited to, discarded building materials, concrete truck wash out, chemicals, litter, and sanitary wastes	DCAMM has established design specifications which require waste control measures at construction sites. <b>Construction projects were not completed at regulated small MS4 properties in Permit Year 3.</b>

### **MCM 5: Post-Construction Stormwater Management in New Development and Redevelopment**

BMP Categorization	BMP Description	Permit Year 3
As-built plans for on-site stormwater control	The procedures to require submission of as-built drawings and ensure long term operation and maintenance are part of the SWMP	<b>DCAMM regulated small MS4 properties did not have construction projects completed in Permit Year 3.</b>

### **MCM 6: Municipal Good Housekeeping and Pollution Prevention**

BMP Categorization	BMP Description	Permit Year 3
Catch basin cleaning	Establish schedule for catch basin cleaning such that each catch basin is no more than 50% full and clean catch basins on that schedule	DCAMM developed a Best Management Practices (BMP) Manual for use at regulated properties which establishes a schedule for maintenance of catch basin systems. The manual will be implemented in permit year 4 which includes recordkeeping requirements for reporting annually.
Street Sweeping program	Sweep all streets and permittee-owned parking lots in accordance with permit conditions	DCAMM developed a BMP Manual for use at regulated properties which establishes a schedule for street sweeping. The manual will be implemented in permit year 4 which includes recordkeeping requirements for reporting annually.

<b>BMP Categorization</b>	<b>BMP Description</b>	<b>Permit Year 3</b>
Inspections and maintenance of stormwater treatment structures	Establish and implement inspection and maintenance procedures and frequencies	DCAMM developed a BMP Manual for use at regulated properties which establishes a schedule for inspections and maintenance of applicable stormwater treatment structures. Dry weather inspections were completed during Permit Year 3 (Oct. 15, 2020 for the Hurley Building and MITC and June 7, 2021 for the State House).

## Part V: Certification of Small MS4 Annual Report 2021

### 40 CFR 144.32(d) 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, I certify that 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.

Name: Susan Ruch

Title: Director of Environmental Services

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Signature: *Susan Ruch*

Date: 09/28/2021

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