

**Year 3 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**New Permittees**  
**Reporting Period: July 1, 2020-June 30, 2021**

*\*\*Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form\*\**

*Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed. Please ONLY report on activities between July 1, 2020 and June 30, 2021 unless otherwise requested.*

**Part I: Contact Information**

Name of Municipality or Organization: Quinsigamond Community College

EPA NPDES Permit Number: MAR042058

**Primary MS4 Program Manager Contact Information**

Name: Stephen Marini

Title: COO/FCO and VP Admin Services

Street Address Line 1: Quinsigamond Community College

Street Address Line 2: 670 West Boylston Street

City: Worcester

State: MA

Zip Code: 01606

Email: smarini@qcc.mass.edu

Phone Number: (508) 854-4272

**Stormwater Management Program (SWMP) Information**

SWMP Location (web address): <https://www.qcc.edu/stormwater>

Date SWMP was Last Updated: June 2021

If the SWMP is not available on the web please provide the physical address:

Quinsigamond Community College, Department of Facilities, 670 West Boylston Street, Worcester, MA

## Part II: Self-Assessment

*First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4.*

**Impairment(s)**

Bacteria/Pathogens       Chloride       Nitrogen       Phosphorus  
 Solids/ Oil/ Grease (Hydrocarbons)/ Metals

**TMDL(s)**

*In State:*       Assabet River Phosphorus       Bacteria and Pathogen       Cape Cod Nitrogen  
 Charles River Watershed Phosphorus       Lake and Pond Phosphorus

*Out of State:*       Bacteria/Pathogens       Metals       Nitrogen       Phosphorus

Clear Impairments and TMDLs

*Next, check off all requirements below that have been completed. **By checking each box you are certifying that you have completed that permit requirement fully.** If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.*

**Year 3 Requirements**

- IDDE ordinance or other regulatory mechanism complete and adopted
- Construction/ Erosion and Sediment Control (ESC) ordinance or other regulatory mechanism complete and adopted
- Post-construction bylaw, ordinance, or other regulatory mechanism complete and adopted
- Developed written procedures for site inspections and enforcement of sediment and erosion control measures
- Developed written procedures for site plan review
- Kept a log of catch basins cleaned and inspected

*Optional:* If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above year 3 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

**Annual Requirements**

- Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice Requirements
- Kept records relating to the permit available for 5 years and made available to the public
- Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters

All curbed roadways were swept at least once within the reporting period

*Optional:* If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above annual requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

*Optional:* Use the box below to provide any additional information you would like to share as part of your self-assessment:

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

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted? Make sure you are referring to the most recent EPA approved Section 303(d) Impaired Waters List which can be found here: <https://www.epa.gov/tmdl/region-1-impaired-waters-and-303d-lists-state>

- Yes  
 No

If yes, describe below, including any relevant impairments or TMDLs:

QCC received feedback from the EPA regarding relevant downstream receiving waters in August 2020 - as part of the Year 3 analysis. Using City of Worcester utility mapping, QCC traced their outfall connection points and determined they discharge into Weasel Brook (the immediate downstream receiving water). Per the Draft 2019/2020 Integrated List of Waters, Weasel Brook does not have any known impairments.

## Part IV: Minimum Control Measures

*Part IV includes some of the metrics that will be required in upcoming annual reports. For this annual report, please report on MCM1 and MCM2 and any other metrics below that have an asterisk (\*), along with any other metrics that you have started within this reporting period. Other than the metrics with an asterisk, the rest of the metrics are optional for new permittees. Then, proceed to Part V.*

### \*MCM1: Public Education

Number of educational messages completed **during this reporting period:**

*Below, report on the educational messages completed **during this reporting period**. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.*

#### **BMP: MCM1-1 - Public Educations - Electronic Communication**

Message Description and Distribution Method:

Email fliers with educational material on stormwater management sent in QCC's Community Announcements to all faculty, staff, and students

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Number of emails distributed - target 1 per year

Message Date(s):

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

#### **BMP: MCM1-2 - Public Education - Educational Displays**

Message Description and Distribution Method:

Educational information on stormwater management displayed in building common areas

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Number of new postings - target 1 per year

Message Date(s): Target Date: Fall 2021 (or when normal campus operations resume)

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

**BMP: MCM1-3- Public Education - Educational Opportunities**

Message Description and Distribution Method:

Provide opportunities through QCC courses or other programs for students to learn about stormwater management. May include stormwater or related information into a public workshop, QCC class curricula, and/or field or research-related assignment. The following classes were offered in the Year 3 permit: Climate and Weather: Causes and Effects (Fall/Spring/Summer) & Sustaining Earth's Environment (Fall/Spring).

Targeted Audience: Students and Visitors

Responsible Department/Parties: Facilities Department/Faculty

Measurable Goal(s):

Number of classes or workshops provided - Target 1 per year;  
2 courses offered in 2020-2021 Academic Year

Message Date(s): 2020-2021 Academic Year

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

**BMP: MCM1-4 - Public Education - Signage**

Message Description and Distribution Method:

Educational information displayed at location of stormwater management measure/process

Targeted Audience: Faculty, staff, students, visitors

Responsible Department/Parties: Facilities Department

Measurable Goal(s):

New signage installations

Message Date(s): No new installation in Year 3; maintenance performed on signage installed in Year 2

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

**BMP: MCM1-5 Stormwater Website**

Message Description and Distribution Method:

Educational information on stormwater issues and management provided on dedicated stormwater web page on QCC's website

Targeted Audience: Faculty, Staff, Students, and Visitors

Responsible Department/Parties: Facilities Department and Dept.of Institution Communications

Measurable Goal(s):

Creation of website and annual maintenance/updates  
Number of website hits

Message Date(s): Website was live on April 19, 2021; 70 views from March 2021 - Sept. 2021

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

Add an Educational Message

**\*MCM2: Public Participation**

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) **during this reporting period:**

A Public Participation Meeting was held virtually on April 29, 2021. This meeting was recorded and is

available for viewing on the QCC stormwater website.

Was this opportunity different than what was proposed in your NOI? Yes  No

Describe any other public involvement or participation opportunities conducted during this reporting period:

[Empty text box for describing public involvement opportunities]

**MCM3: Illicit Discharge Detection and Elimination (IDDE)**

**Sanitary Sewer Overflows (SSOs)**

Check off the box below if the statement is true.

This SSO section is NOT applicable because we DO NOT have sanitary sewer

Below, report on the number of SSOs identified in the MS4 system and removed during this reporting period.

Number of SSOs identified: 0

Number of SSOs removed: 0

Below, report on the total number of SSOs identified in the MS4 system and removed to date. At a minimum, report SSOs identified since the effective date of the permit (July 1, 2018).

Total number of SSOs identified: 0

Total number of SSOs removed: 0

**MS4 System Mapping**

Below, check all that apply.

The following elements of the Phase I map have been completed:

- Outfalls and receiving waters
- Open channel conveyances
- Interconnections
- Municipally-owned stormwater treatment structures
- Waterbodies identified by name and indication of all use impairments
- Initial catchment delineations

Describe any additional progress you made on your map during this reporting period or provide additional status information regarding your map:

Initial preparation of the Phase I stormwater system map was completed in Year 2 of the permit, using available campus mapping, existing conditions surveys, and as-built surveys from recent projects on the QCC campus. Information collected from a DCAMM Site Survey for utilities (performed in 2020) during Year 3 was incorporated into the stormwater system mapping. Discharge points were also identified in Year 3. Mapping will continue to be refined in Year 4 and will be completed by Year 5 as required.

### **Screening of Outfalls/Interconnections**

*If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses. Please also include the updated inventory and ranking of outfalls/interconnections based on monitoring results.*

- No outfalls were inspected
- The outfall screening data is attached to the email submission
- The outfall screening data can be found at the following website:

*Below, report on the number of outfalls/interconnections screened **during this reporting period.***

Number of outfalls screened:

*Below, report on the percent of outfalls/interconnections screened **to date.***

Percent of outfalls screened:

*Optional: Provide additional information regarding your outfall/interconnection screening:*

### **Catchment Investigations**

*If conducted, please submit all data collected **during this reporting period** as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.*

- No catchment investigations were conducted
- The catchment investigation data is attached to the email submission
- The catchment investigation data can be found at the following website:

*Below, report on the number of catchment investigations completed **during this reporting period.***

Number of catchment investigations completed this reporting period:

*Below, report on the percent of catchments investigated **to date.***

Percent of total catchments investigated:

*Optional: Provide any additional information for clarity regarding the catchment investigations below:*

**IDDE Progress**

*If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.*

- No illicit discharges were found
- The illicit discharge removal report is attached to the email submission
- The illicit discharge removal report can be found at the following website:

*Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed during this reporting period.*

Number of illicit discharges identified:

Number of illicit discharges removed:

Estimated volume of sewage removed:  gallons/day

*Below, report on the total number of illicit discharges identified and removed to date. At a minimum, report on the number of illicit discharges identified and removed since the effective date of the permit (July 1, 2018).*

Total number of illicit discharges identified:

Total number of illicit discharges removed:

*Optional: Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:*

**Employee Training**

Describe the frequency and type of employee training if conducted during this reporting period:

"Right-to-know" training (conducted annually) was held on 11/5/2020, and 35 people attended or watched a recording of the session. The topics covered were hazardous materials/chemical management, PPE, MSDS sheets. During Year 4, training will be expanded to address MS4 permit requirements including sediment and erosion control and operations and maintenance procedures.

*Below, report on the construction site plan reviews, inspections, and enforcement actions completed **during this reporting period.***

Number of site plan reviews completed:

Number of inspections completed:

Number of enforcement actions taken:

*Optional:* Enter any additional information relevant to construction site plan reviews, inspections, and enforcement actions:

### **MCM5: Post-Construction Stormwater Management in New Development and Redevelopment**

#### **As-built Drawings**

Describe the status of the measures the MS4 has utilized to require the submission of as-built drawings and ensure long term operation and maintenance of completed construction sites:

QCC adapted Stormwater Policy during Year 3 which includes procedures for submission of as-built drawings consistent with Sections 1.10.3 & 2.3.6 of the MS4 Permit.

#### **Street Design and Parking Lots Report**

Describe the status of the street design and parking lots assessment including any planned or completed changes to local regulations and guidelines:

#### **Green Infrastructure Report**

Describe the status of the green infrastructure report including the findings and progress towards making the practice allowable:

**Retrofit Properties Inventory**

Describe the status of the inventory of permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas and report on any properties that have been modified or retrofitted:

**MCM6: Good Housekeeping****\*Catch Basin Cleaning**

Describe the status of the catch basin cleaning optimization plan:

The catch basin inspection and cleaning policy was developed and adapted in Year 3.

*If complete, attach the catch basin cleaning optimization plan or the schedule to gather information to develop the optimization plan:*

- The catch basin cleaning optimization plan or schedule is attached to the email submission
- The catch basin cleaning optimization plan or schedule can be found at the following website:

<https://www.qcc.edu/stormwater>

*Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins **during this reporting period.***

Number of catch basins inspected:

Number of catch basins cleaned:

Total volume or mass of material removed from all catch basins:  [Select Units]

*Below, report on the total number of catch basins in the MS4 system, if known.*

Total number of catch basins:

*If applicable:*

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

Starting in Year 4, QCC will inspect all catch basins on campus once per year and clean those which are 50% full or more.

**\*Street Sweeping**

Describe the status of the written procedures for sweeping streets and municipal-owned lots:

QCC contracted out sweeping services in July 2020. An invoice is attached to the Annual Report. In addition, QCC adapted a street sweeping policy during Year 3 consistent with Section 1.10.3 of the MS4 Permit.

Report on street sweeping completed *during this reporting period* using one of the three metrics below.

- Number of miles cleaned:
- Volume of material removed:  [Select Units]
- Weight of material removed:  [Select Units]

*If applicable:*

For rural uncurbed roadways with no catch basins, describe the progress of the inspection, documentation, and targeted sweeping plan:

**O&M Procedures and Inventory of Permittee-Owned Properties**

*Below, check all that apply.*

The following permittee-owned properties have been inventoried:

- Parks and open spaces
- Buildings and facilities
- Vehicles and equipment

The following O&M procedures for permittee-owned properties have been completed:

- Parks and open spaces
- Buildings and facilities
- Vehicles and equipment

**Winter Road Maintenance**

Describe the status of the written procedures for winter road maintenance including the storage of salt and sand:

QCC adapted a street sweeping policy during Year 3 consistent with Section 1.10.3 of the MS4 Permit.

**Stormwater Pollution Prevention Plan (SWPPP)**

Describe the status of any SWPPP for permittee-owned or operated facilities including maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater:

*Below, report on the number of site inspections for facilities that require a SWPPP completed **during this reporting period.***

Number of site inspections completed:

Describe any corrective actions taken at a facility with a SWPPP:

#### **O&M Procedures for Stormwater Treatment Structures**

Describe the status of the written procedure for stormwater treatment structure maintenance:

QCC adapted a constructed BMP inspection policy during Year 3 consistent with Section 1.10.3 of the MS4 Permit.

## Part V: Additional Information

### **\*Monitoring or Study Results**

*Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.*

- Not applicable
- The results from additional reports or studies are attached to the email submission
- The results from additional reports or studies can be found at the following website(s):

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

### **Additional Information**

*Optional:* Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

### **COVID-19 Impacts**

*Optional:* If any of the above year 3 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

### **\*Activities Planned for Next Reporting Period**

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 4 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

- Identify and develop inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
- Identify each outfall and interconnection discharging from MS4, classify into the relevant category, and priority rank each catchment for investigation
- Develop written IDDE plan including a procedure for screening and sampling outfalls
- Develop written procedures to require the submission of as-built drawings and ensure the long term operation and maintenance of completed construction sites and add these procedures to the SWMP
- Develop written operations and maintenance procedures for parks and open space, buildings and facilities, and vehicles and equipment and added these procedures to the SWMP
- Develop an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment and added this inventory to the SWMP
- Complete a written program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Develop written SWPPPs, included in the SWMP, for all of the following permittee owned or operated facilities: maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater
- Enclose or cover storage piles of salt or piles containing salt used for deicing or other purposes

#### Annual Requirements

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Continue public education and outreach program
- Sweep all curbed roadways at least once within the reporting period
- Provide training within the reporting period to employees involved in IDDE program
- Clean catch basins in accordance with catch basin cleaning procedures to ensure that no catch basin is greater than 50% full

Provide any additional details on activities planned for permit year 4 below:

Updates to Phase I Stormwater System Mapping  
Public education / outreach  
Public involvement meeting

### **\*Part VI: 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: Stephen Marini

Title: Chief Operations Officer/Chief Financial Officer  
Vice President of Administrative Services

Signature: 

Date: 9/22/21

*[Signatory may be a duly authorized representative]*

NAME	Working Title	Completed Training attended Zoom Meeting	Watched video of Zoom Meeting	Date
ANDERSON, TOM	Painter I	<i>[Signature]</i>		11/5/2020
BERNARDI, ANTHONY	Maintainer I		<i>[Signature]</i>	11/19/2020
BOWMAN, MICHAEL	Maintainer I		<i>[Signature]</i>	11/18/2020
CHOJNOWSKI, KAZIMIERZ	Maintainer I		<i>[Signature]</i>	11/9/2020
CHOSTA, NANCY	Clerk V			11/5/2020
CLINE, MICHAEL	Maintainer I	<i>N.C.A.</i>	<i>[Signature]</i>	11/13/2020
COLEMAN, COREY	Maintainer I	<i>[Signature]</i>	<i>[Signature]</i>	11/30/2020
CROTTY, EDWARD	Maintainer III	<i>[Signature]</i>		11/5/2020
Dussault, Derek	Part Time		<i>[Signature]</i>	11/24/2020
DUSSAULT, JAMES	Second Class Power Plant Engineer	<i>[Signature]</i>		11/5/2020
GAWEDZKI, ANNA	Maintainer I	<i>[Signature]</i>		11/5/2020
GAWEDZKI, IRENEUSZ	Maintainer I	<i>[Signature]</i>		11/9/2020
GAWRYCH, KRZYSTYNA	Maintainer I	<i>[Signature]</i>		11/5/2020
GELINAS, MATTHEW	Working Foreman	<i>[Signature]</i>		11/5/2020
GOLDEN, ERIK	Carpenter II	<i>[Signature]</i>		11/5/2020
Higgins, Shane	Part Time		<i>[Signature]</i>	11/20/2020
HOLMES, STEPHEN	Part Time		<i>[Signature]</i>	11/18/2020
Lawton, Michael	Part Time		<i>[Signature]</i>	11/20/2020
MACDONALD, ALVAH	Equipment Operator I	<i>[Signature]</i>	<i>[Signature]</i>	11/5/2020
MARKARIAN, NATHANIEL	Maintainer I	<i>[Signature]</i>	<i>[Signature]</i>	11/10/2020
NICHOLS, ZACKARY	Skilled Laborer		<i>[Signature]</i>	11/9/2020
O'NEIL, BRIAN	Facilities Manager	<i>[Signature]</i>		11/5/2020
PEREZ, YOLANDA	Maintainer I	<i>[Signature]</i>		11/24/2020
PERRO, MICHAEL	Second Class Power Plant Engineer	<i>[Signature]</i>		11/5/2020
RACKI, JIM	Director	<i>[Signature]</i>		11/5/2020
Rivera, Jose	Part Time		<i>[Signature]</i>	11/12/2020
ROBINSON, RYAN	Maintainer III	<i>[Signature]</i>		11/5/2020
SACHEZ, BALBINA	Maintainer I	<i>[Signature]</i>		11/24/2020
SHUNAMA, DARRRIAN	Equipment Operator I	<i>[Signature]</i>		11/5/2020
TRABUCCO, ROGER	Mechanic	<i>[Signature]</i>		11/5/2020
UNDERWOOD, THOMAS	Maintainer I	<i>[Signature]</i>		11/5/2020
WEBBER, MARK	Working For/Head of Grounds	<i>[Signature]</i>	<i>[Signature]</i>	11/5/2020
WEST, PENNY	Administrative Assistant I	<i>[Signature]</i>		11/5/2020
ZISK, STEPHEN	Director			

*Finn, Theresa*

*Maintainer I*

*[Signature]*

Magliaro Enterprises LLC



13 Trahan Ave  
MA 01607

# Invoice

Date	Invoice #
7/27/2020	179

Bill To

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
12	Sweeping of all debris from parking lots, and roadways per request of customer Per Mark Quinsigamond Community College Worcester, Ma 2 Trucks 6 hours each = 12 hours @ 125.00 per On 7/30/20   	125.00	1,500.00
<b>Total</b>			\$1,500.00

Year 3 Street Sweeping Receipt