

Year 1 Annual Report
Massachusetts Small MS4 General Permit
Reporting Period: May 1, 2018-June 30, 2019

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.

Part I: Contact Information

Name of Municipality or Organization:

EPA NPDES Permit Number:

Primary MS4 Program Manager Contact Information

Name:

Title:

Street Address Line 1:

Street Address Line 2:

City:

State:

Zip Code:

Email:

Phone Number:

Fax Number:

Stormwater Management Program (SWMP) Information

SWMP Location (web address):

Date SWMP was Last Updated:

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:

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 1 Requirements

- Develop and begin public education and outreach program
- Identify and develop inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
 - The SSO inventory is attached to the email submission
 - The SSO inventory can be found at the following website:
- Develop written IDDE plan including a procedure for screening and sampling outfalls
- IDDE ordinance complete
- Identify each outfall and interconnection discharging from MS4, classify into the relevant category, and priority rank each catchment for investigation
 - The priority ranking of outfalls/interconnections is attached to the email submission
 - The priority ranking of outfalls/interconnections can be found at the following website:
- Construction/ Erosion and Sediment Control (ESC) ordinance complete
- Develop written procedures for site inspections and enforcement of sediment and erosion control measures
- Develop written procedures for site plan review
- Keep a log of catch basins cleaned or inspected
- Complete inspection of all stormwater treatment structures

Annual Requirements

- Annual opportunity for public participation in review and implementation of SWMP
- Comply with State Public Notice requirements
- 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
- Annual training to employees involved in IDDE program
- All curbed roadways have been swept a minimum of one time per year

Bacteria/ Pathogens (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

*Public Education and Outreach**

- Annual message encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Permittee or its agents disseminate educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
- Provide information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria

** Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

Phosphorus (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

*Public Education and Outreach**

- Distribute an annual message in the spring (April/May) that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release and phosphorus-free fertilizers
- Distribute an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Distribute an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

** Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- Increase street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)

Potential structural BMPs

- Any structural BMPs listed in Attachment 3 to Appendix F already existing or installed in the regulated area by the permittee or its agents shall be tracked and the permittee shall estimate the phosphorus
- removal by the BMP consistent with Attachment 1 to Appendix H. Document the BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated phosphorus removed in mass per year by the BMP in each annual report

Solids, Oil and Grease (Hydrocarbons), or Metals

Annual Requirements

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- Increase street sweeping frequency of all municipal owned streets and parking lots to a schedule to target areas with potential for high pollutant loads
- Prioritize inspection and maintenance for catch basins to ensure that no sump shall be more than 50 percent full; Clean catch basins more frequently if inspection and maintenance activities indicate excessive sediment or debris loadings

Charles River Watershed Phosphorus TMDL

- Begin Phase 1 Phosphorus Control Plan (PCP)

Use the box below to input additional details on any unchecked boxes above or any additional information you would like to share as part of your self assessment:

We have not yet completed all Year 1 Requirements, due in part to this being a new program and the short time frame between receiving our authorization letter (May 30, 2019) and the end of Year 1 (June 30, 2019). We will catch up with the outstanding Year 1 Requirements in Year 2.

Other notes on requirements above:

Educational messages regarding pet waste to be included with dog licenses during year 2. This information is available in a pamphlet developed and used by the Health Department (<https://www.watertown-ma.gov/DocumentCenter/View/16241/Responsible-Dog-Ownership-in-Watertown-Brochure>), but was not included with dog licenses during the permit year.

Town is 100% sewerred and there are no known septic systems.

As noted under MCM 1, the Town's Summer 2018 newsletter included messaging to protect the Charles River and not place oils, trash, leaves, pet waste, etc. down catch basins and included a link to the Town's web-page. The newsletter was distributed to approximately 10,000 property owners and is posted on the Town's web-site under the Town Manager's documents page (<https://www.watertown-ma.gov/DocumentCenter/View/25308/SUMMER-2018-Newsletter>). Additional messaging during the permit term addressed sources of phosphorus pollution but did not meet the specificity or time period constraints of the Bacteria/Pathogen/Phosphorus Control requirements.

In June of 2006, the Town of Watertown developed and implemented an Illicit Discharge and Elimination Plan (IDDE) Plan in response to an EPA Administrative Order concerning non-stormwater discharges from the MS4. An addendum was later prepared in November 2011. As a result, there are certain elements of the IDDE Program requirements outlined in Section 2.3.4. of the 2016 MS4 Permit that are duplicative of efforts already implemented by the Town to comply with their Administrative Order. One item is identification of each outfall and interconnection discharging from MS4, classification into the relevant category, and priority ranking of each catchment for investigation. Where duplication exists, the Town will be requesting credit under the MS4 Permit for accomplishments to date.

See Section MCM 6 regarding catch basin cleaning and optimization program.

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?

Yes No

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

Part IV: Minimum Control Measures

Please fill out all of the metrics below. If applicable, include in the description who completed the task if completed by a third party.

MCM1: Public Education

Number of educational messages completed during the reporting period:

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

BMP:Local Public Service Announcements

Message Description and Distribution Method:

Utilize the public cable access channel, the Town's web-site and/or social media, to air the public service announcement provided by various watershed organizations and others to provide information to residents regarding stormwater management.

Targeted Audience: Residents

Responsible Department/Parties: DPW, SAC

Measurable Goal(s):

Town stormwater video posted and played on local cable access station

Message Date(s): Year-round

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:Web page/social media

Message Description and Distribution Method:

Provide stormwater educational information on the Town's website addressing lawns/grounds maintenance, use of salts/de-icing materials, permit requirements and other relevant practices:

<http://www.watertowndpw.org/161/Stormwater-Management>

Targeted Audience: Businesses, institutions and commercial and industrial facilities

Responsible Department/Parties: DPW

Measurable Goal(s):

There were 389 views between August 2018 and June 30, 2019

Message Date(s): Information posted as needed

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:Special Events/Festivals/Fairs

Message Description and Distribution Method:

Continue participation in the annual Faire on the Square including staffing a table to educate residents on the Town's stormwater system

Targeted Audience: Residents

Responsible Department/Parties: DPW, SAC

Measurable Goal(s):

Continue to staff a table annually and track the number of residents reached

Message Date(s): Faire on the Square Table (September 22, 2018), Annual Arbor Day Celebration (April 25, 2019); approximately 100 residents reached

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:School Curricula/Programs

Message Description and Distribution Method:

Continue to participate in the 7th grade "Building Cities of the Future" project at local middle schools.

Targeted Audience: Residents (Students)

Responsible Department/Parties: SAC

Measurable Goal(s):

Track number of students reached (about 90)

Message Date(s): June 5, 2019

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:Tax Bill Newsletter/Insert

Message Description and Distribution Method:

Provide educational messaging in the quarterly tax bill newsletter/insert at least once per year

Targeted Audience: Residents

Responsible Department/Parties: DPW, Town Manager's Office

Measurable Goal(s):

Monitor number and type of messages

Message Date(s): Summer 2018 newsletter included messaging to protect the Charles River and not place oils, trash, leaves, pet waste, etc. down catch basins and included a link to the Town's web-page. The newsletter was distributed to approximately 10,000 property owners and is posted on the Town's web-site under the Town Manager's documents page.

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:Provide permit information to developers/contractors

Message Description and Distribution Method:

Meet with prospective developers to discuss Town stormwater requirements

Targeted Audience: Developers and Construction

Responsible Department/Parties: DPW

Measurable Goal(s):

Information packet sent to developers and contractors that have received a Stormwater Management and Erosion Control Permit within the last 3 years (60 recipients). The packet contained: permit application;

permit checklists; DPW requirements for as-builts; 2019 road moratorium listing; Construction Site Impacts and Erosion Control brochure; Deicing brochure; information regarding required inspections during construction.

Message Date(s): 4/12/19

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:Newspaper article

Message Description and Distribution Method:

Newspaper article showing a photo of a storm drain outfall, with information about how to report an illicit discharge and information about foam in the Charles River. Reminder not to dump into storm drains with links to the Town's web-site.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

The site receives about 4,000 user views a week.

Message Date(s): 6/13/18

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:Dogs and Kids Safety Seminar

Message Description and Distribution Method:

The Animal Control Officer held a seminar about dogs and children. Responsible pet ownership was discussed and information was disseminated about proper pet waste management and impacts to stormwater.

Targeted Audience: Dog Owners

Responsible Department/Parties: Health Department

Measurable Goal(s):

[Empty text box]

Message Date(s): May 16, 2019

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:

[Empty text box]

BMP:Responsible Dog Ownership in Watertown Brochure

Message Description and Distribution Method:

Brochure contains information encouraging the proper management of pet waste, and notes existing ordinances regarding pet waste pick-up and disposal

Targeted Audience: Dog owners

Responsible Department/Parties: Health Dept./Clerk

Measurable Goal(s):

Brochure is available at and distributed by the Health Dept./Animal Control Officer

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:

[Empty text box]

Add an Educational Message

MCM2: Public Participation

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

A public meeting of the SAC was held on April 25th, 2019 to discuss the Town's Stormwater Management Plan. The DPW/SAC took additional actions to advertise the meeting.

The comments from the April SAC meeting were then discussed at the May 16th SAC meeting.

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

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

As discussed further in the Town's SWMP:

The SAC held 8 public meetings during the reporting period. Meetings were advertised in accordance with State Open Meeting Laws.

The Town was unable to obtain resident volunteers for storm drain stenciling; DPW staff stenciled approximately 50 catch basins.

Thirty-two rain barrels were sold to residents.

Mercury disposal opportunities, curbside CRT collection, tire collection events (January and May) continued.

The planned stormwater tour was not held during permit year 1, but is being rescheduled.

MCM3: Illicit Discharge Detection and Elimination (IDDE)

Sanitary Sewer Overflows (SSOs)

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

Number of SSOs identified:

Number of SSOs removed:

Below, report on the total number of SSOs identified in the MS4 system and removed to date. At a minimum, report SSOs identified since 2013.

Total number of SSOs identified:

Total number of SSOs removed:

MS4 System Mapping

Describe the status of your MS4 map, including any progress made during the reporting period:

System mapping was completed during the previous permit term and includes outfalls, catch basins, drainage structures and piping. The system map is a living document that is updated in conjunction with the Town's IDDE program. When inconsistencies between the system map and field investigations are identified, the system map is updated as-needed.

During this permit year, the Town began transferring data to an ArcGIS platform to assist in data analysis and to make updating the map more efficient.

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.

- The outfall screening data is attached to the email submission
- The outfall screening data can be found at the following website:

<http://www.watertowndpw.org/181/Illicit-Discharge-Detection-Elimination->

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

Number of outfalls screened:

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

Percent of total outfalls screened:

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.

- The catchment investigation data is attached to the email submission
- The catchment investigation data can be found at the following website:

<http://www.watertowndpw.org/181/Illicit-Discharge-Detection-Elimination->

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.

- The illicit discharge removal report is attached to the email submission
- The illicit discharge removal report can be found at the following website:

<http://www.watertowndpw.org/181/Illicit-Discharge-Detection-Elimination->

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:

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.

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:

Total numbers are reported from June 2006.

Employee Training

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

On March 20, 2019 staff held a training for a variety of stormwater-related topics and illicit discharges were discussed. Topics included: what is an illicit discharge, signs of illicit discharges and possible sources, and what to do if an illicit discharge is identified.

MCM4: Construction Site Stormwater Runoff Control

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:

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

Ordinance Development

Describe the status of the post-construction ordinance required to be complete in year 2 of the permit term:

As part of the development of the SWMP, an analysis of the existing regulatory standards was performed, noting where the existing standards comply with the 2016 permit requirements and where modifications or

adjustments are needed. The SWMP also contains recommended language for proposed changes needed to comply with the new permit terms.

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 required to be complete in year 2 of the permit term:

The Town's current Stormwater Management and Erosion Control Rules and Regulations require an as-built plan within one-year following completion of the work. Also required is a long-term Operations and Maintenance Plan.

Street Design and Parking Lots Report

Describe the status of the street design and parking lots assessment due in year 4 of the permit term, including any planned or completed changes to local regulations and guidelines:

To be completed by the end of year 4.

Green Infrastructure Report

Describe the status of the green infrastructure report due in year 4 of the permit term, including the findings and progress towards making the practice allowable:

To be completed by the end of year 4.

Retrofit Properties Inventory

Describe the status of the inventory, due in year 4 of the permit term, 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:

In 2017, the Town completed a Green Infrastructure Planning report, with funding from EPA/MassDEP through the 604(b) funding program. The report identified 22 potential projects on Town-owned properties to mitigate impervious areas. The report is available at:

<http://www.watertowndpw.org/163/Green-Infrastructure-Grants>

One project from this list (Beacon Park) has been completed and two additional projects (Common Street/Spring Street intersection and Common Street corridor) are under construction.

Catch Basin Cleaning

Describe the status of the catch basin cleaning optimization plan:

The catch basin optimization plan is not complete. During the permit term, all known/identifiable catch basins

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:

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: 3112

Number of catch basins cleaned: 3112

Total volume or mass of material removed from all catch basins: 425 TONS

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

Total number of catch basins: 3200+/-

If applicable:

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

Street Sweeping

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

Completed in September 2019.

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

<input checked="" type="radio"/> Number of miles cleaned:	1428.6	
<input type="radio"/> Volume of material removed:	[UNITS]	
<input type="radio"/> Weight of material removed:	350.3	Tons

If applicable:

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

N/A.

Winter Road Maintenance

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

Complete.

Inventory of Permittee-Owned Properties

Describe the status of the inventory, due in year 2 of the permit term, of permittee-owned properties, including parks and open spaces, buildings and facilities, and vehicles and equipment, and include any updates:

To be completed in year 2.

O&M Procedures for Parks and Open Spaces, Buildings and Facilities, and Vehicles and Equipment

Describe the status of the operation and maintenance procedures, due in year 2 of the permit term, of permittee-owned properties (parks and open spaces, buildings and facilities, vehicles and equipment) and include maintenance activities associated with each:

To be completed in year 2.

Stormwater Pollution Prevention Plan (SWPPP)

Describe the status of any SWPPP, due in year 2 of the permit term, 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:

To be completed in year 2.

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:

N/A

O&M Procedures for Stormwater Treatment Structures

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

Ongoing.

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:

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 2 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

- Complete system mapping Phase I
- Begin investigations of catchments associated with Problem Outfalls
- Develop or modify an ordinance or other regulatory mechanism for post-construction stormwater runoff from new development and redevelopment
- Establish and implement written procedures to require the submission of as-built drawings no later than two years after the completion of construction projects
- Develop, if not already developed, written operations and maintenance procedures
- Develop an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; review annually and update as necessary
- Establish a written program detailing the activities and procedures the permittee will implement so that the MS4 infrastructure is maintained in a timely manner
- Develop and implement a written SWPPP for 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
- Develop, if not already developed, written procedures for sweeping streets and municipal-owned lots
- Develop, if not already developed, written procedures for winter road maintenance including storage of salt and sand
- Develop, if not already developed, a schedule for catch basin cleaning
- Develop, if not already developed, a written procedure for stormwater treatment structure maintenance
- Develop a written catchment investigation procedure (*18 months*)

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
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all uncurbed streets at least annually

Provide any additional details on activities planned for permit year 2 below:

Part V: Certification of Small MS4 Annual Report 2019

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: Title:

Signature: Date:

[Signatory may be a duly authorized representative]

Note: When prompted during signing, save the document under a new file name.

Annual Report Submission

Please submit the form electronically via email to both EPA and MassDEP by clicking on one of the links below or using the email addresses listed below. Please ensure that all required attachments are included in the email and not attached to this PDF.

EPA: stormwater.reports@epa.gov

MassDEP: frederick.civian@mass.gov

Paper Signature:

If you did not sign electronically above, you can print the signature page by clicking the button below.

[Print Signature Page](#)

Optional: If you did not sign electronically above, you may lock the form by clicking the "Lock Form" button below which will prompt you to save the locked version of the form. Save this locked version under a new file name.

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