

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

**EPA NPDES Permit Number:** MAR043003

**MaDEP Transmittal Number:** W-041171

**Annual Report Number  
& Reporting Period:** No. 11: April 1, 2013 – March 31, 2014

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

Contact Person: Marco Brancato

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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: Marco Brancato

Title: Director of Facilities

Date: April 4, 2014

**Part II. Self-Assessment**

*Massachusetts Bay Community College has completed the required self-assessment and has determined to the best of our knowledge that our facility is in compliance with the NPDES permit conditions.*

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 11<br>(Reliance on non-municipal partners indicated, if any)                                                                                                                                                                                                                                                                                                                                                                                                               | Planned Activities – Permit Year 12                                                                                                                                                                                                                                                                                                                                                                               |
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| 1-1      | Develop and distribute Public Educational and Outreach Materials for students, staff and other members of the MBCC community. | Facilities Department         | Develop stormwater brochure and distribute at different locations around MBCC, such as library circulation desk, cafeteria tables, and student notice boards.<br><br>Distribute copies of the Stormwater Management Policy at the same locations where the stormwater brochures are placed.<br><br>Monitor number of copies of the stormwater brochure and the stormwater policy, respectively distributed at the above locations. | MBCC has taken an active role at distributing several copies of the stormwater brochure (based on EPA's After the Storm brochure) at multiple locations on campus, such as classrooms, library, cafeteria and student notice boards. The Facilities Department has distributed approximately 40 copies of the brochure at classrooms, 25 copies in front of the library and more at the cafeteria locations. Copies of the brochure and MBCC's Stormwater Policy are available at the Facilities Department. | Continue to distribute and monitor number of copies circulated of the stormwater policy and the stormwater brochure at the different locations specified in the Measurable Goals column.<br><br>Efforts will be undertaken to publish the stormwater brochure and policy documents on MBCC's Stormwater web page, which will be developed in the next permit year.                                                |
| 1-2      | Training Program                                                                                                              | Facilities Department         | Present Stormwater Program at two training sessions annually.                                                                                                                                                                                                                                                                                                                                                                      | The stormwater program has been re-introduced at various training sessions including OSHA safety training and hazardous waste management training.<br><br>Meetings are regularly conducted by the Facilities Director with the supervisory staff to discuss the status of the daily, quarterly and annual procedures highlighted in MBCC's stormwater policy.                                                                                                                                                | MBCC will continue to provide training. Regular meetings will continue to be held between the Facilities Director and the supervisory staff to ensure adherence to the procedures outlined in MBCC's stormwater policy.                                                                                                                                                                                           |
| 1-3      | Stormwater Web page                                                                                                           | Facilities Department         | Upload the stormwater brochure and the stormwater policy as separate links under stormwater information on the MBCC website.<br><br>Update and continue to add new links as appropriate related to stormwater management on campus.                                                                                                                                                                                                | The publications/marketing office on campus has been communicated to develop the stormwater management web page. MBCC is in the process of hiring a webmaster to update their website. The stormwater web page will appear as a link from the Facilities Department web page in the main MBCC home page.                                                                                                                                                                                                     | MBCC will continue to work towards developing the stormwater web page and include the information in their stormwater brochure and the stormwater management policy so they can be easily viewed by the members of the MBCC community and also outside. The Facilities Department is also considering adding pictures of the campus locations where stormwater signs have been posted on the Stormwater web page. |
| 1-4      | Storm Drain Stenciling Program                                                                                                | Facilities Department         | Develop and implement the storm drain stenciling program.<br><br>Maintain the storm drain stenciling program.                                                                                                                                                                                                                                                                                                                      | The Facilities Department has coordinated with the Office of Student Development in order to involve the different student organizations in MBCC to participate in hand stenciling the storm drains across campus. Discussions have also been initiated to incorporate the storm drain stenciling program as part of the annual Earth Day events at MBCC.                                                                                                                                                    | MBCC will work towards implementing the storm drain stenciling program and having all or some of the key catchbasin locations stenciled to indicate that these storm drains finally discharge to the Charles River Watershed.                                                                                                                                                                                     |
| 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.<br><br>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.                                                                                                                                    | In addition to the sign at the entrance of the Oakland St parking lot, three more signs have been posted at different locations in this Permit Year. These include a sign at the exit of the Oakland Street parking lot and two signs at both ends of the drainage swale. The signs specifically read that stormwater from these locations drain to Charles River tributaries, and that no litter/waste should be dumped at these locations.                                                                 | The Facilities Department will continue to maintain the stormwater signs at the different locations on Campus to foster public awareness about stormwater pollution and its effects.                                                                                                                                                                                                                              |
| 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.                                                                                                                                                                                                                            | Trash receptacle has been placed at the entrance to the walking trail.                                                                                                                                                                                                                                                                                                                                                                                                                                       | MBCC will work to install sign(s) at the entrance to the walking trail to urge people to dispose of pet waste and also to educate people about how pet waste could be one of the major sources of stormwater pollution.                                                                                                                                                                                           |

2. Public Involvement and Participation

| BMP ID # | BMP Description                                             | Responsible Dept./Person Name | Measurable Goal(s)                                                                                                                | Progress on Goal(s) – Permit Year 11<br><br>(Reliance on non-municipal partners indicated, if any)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Planned Activities – Permit Year 12                                                                                                                                                                                                                                               |
|----------|-------------------------------------------------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2-1      | Annual “Green Campus” Program                               | Facilities Department         | Develop, implement and maintain a Green Campus Program                                                                            | MassBay Recycles flyers and Green Initiative table toppers continue to be available at various locations throughout campus. These provide information as to some of the steps MBCC has taken in their Green Campus Program. This program focuses on MBCC using environmentally preferred products.                                                                                                                                                                                                                                                                                                                                                                                   | MBCC will continue to promote green initiatives throughout the campus.                                                                                                                                                                                                            |
| 2-2      | Partner with Town of Wellesley                              | Facilities Department         | Form a partnership with the Town of Wellesley<br><br>Maintain partnership with the Town of Wellesley                              | MBCC has partnered with the town of Wellesley on a joint project that involves landscape planning and pedestrian safety. This project would enhance the use of green space across the campus, which in turn will contribute towards reducing stormwater discharge from the campus and improving the water quality of this discharge.                                                                                                                                                                                                                                                                                                                                                 | MBCC will continue to explore other partnership opportunities with the Town of Wellesley on stormwater and other environmental related issues. The institute will also continue to develop partnership with the Town of Wellesley in an effort to expand their recycling program. |
| 2-3      | Partner with local Watershed Group                          | Facilities Department         | Form a partnership with local group(s)                                                                                            | MBCC has partnered with the Mass Public Interest Research Group and the South Middlesex Opportunity Council to organize the annual Earth Day event in Spring of every year. This clean-up event is conducted by a group of students under the supervision of a faculty, usually at sites located outside the campus.                                                                                                                                                                                                                                                                                                                                                                 | MBCC will continue to pursue partnerships with other local watershed or environmental groups on stormwater and environmental related issues if opportunities occur.                                                                                                               |
| 2-4      | Call Center/Suggestion Box                                  | Facilities Department         | Set up designated line or suggestion box.<br><br>Monitor and maintain designated line or suggestion box.                          | The suggestion box that was placed on the 2 <sup>nd</sup> floor of the library by the elevators is regularly monitored and issues are addressed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | MBCC will continue to regularly monitor the suggestion box and address any stormwater or environmental issues that have been addressed in the suggestions.                                                                                                                        |
| 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. | The Facilities Department in association with the Environmental Sciences and Safety program organized two lecture workshops related to stormwater pollution issues and its effects. The workshops also discussed how some of these pollution effects can be mitigated by effective stormwater management approaches, such as eliminating illicit discharges, implementing structural BMPs (e.g. infiltration trench, rain gardens, etc.), and good housekeeping techniques (e.g., street sweeping, catchbasin cleaning, etc.). The lectures were conducted by an external stormwater expert and were attended by staff members from the Facilities Department, faculty and students. | MBCC will continue to organize similar lecture workshops with increased participation from other staff and faculty members on Campus that would increase public involvement in MBCC’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 11<br>(Reliance on non-municipal partners indicated, if any)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Planned Activities – Permit Year 12                                                                                                                                                                                                                                                                                                                                        |
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| 3-1      | Storm Drain System Map                | Facilities Department         | Complete facility storm drainage system map                                                                                                                                                               | All 26 catchbasins and storm drain pipes across campus have been mapped and shown on an aerial map of the campus.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Any future modifications to the drainage system will be added to the map. Efforts will be made to map these catchbasins in a geographical information system (GIS) database and add attributes to the outfall locations (e.g. receiving water, etc.).                                                                                                                      |
| 3-2      | Stormwater Policy                     | Facilities Department         | Develop Stormwater Policy<br><br>Take Present Policy to MBCC administration<br><br>Review Policy's effectiveness                                                                                          | MBCC has developed the Stormwater Management Policy to reduce illicit discharge of contaminants to the stormwater system. The Facilities Department continues to follow a series of procedures on a daily, monthly and quarterly basis as part of this policy. These practices include but are not limited to emptying all exterior trash receptacles daily, cleaning roof top gutters quarterly, checking all heating and cooling equipment for leaks quarterly, street sweeping weekly, cleaning catchbasins yearly, regularly cleaning out the drainage swales, maintaining all MBCC vehicles offsite at professional facilities, discontinuing the use of chemical pesticides, and following green practices for lawn care. The MBCC administration is aware of the institute's stormwater policy. | MBCC will continue to follow the procedures outlined in their Stormwater Policy. During Permit Year 10 the policy will be regularly monitored and reviewed for effectiveness.                                                                                                                                                                                              |
| 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.<br><br>Trace the source of potential illicit discharges. | MBCC's drains discharge to the Town of Wellesley's drainage system. No illicit discharges within the MBCC system have been detected to date.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | MBCC 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.                                                                                                                                       | Since no illicit discharges have been detected so far, no remedial action has been required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | MBCC proposes to remove illicit discharges if they are detected.                                                                                                                                                                                                                                                                                                           |
| 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.                                                             | Copies of MBCC's Stormwater Policy are available at the Facilities Department Building. The Facilities Department is also planning to have copies of the Policy available for pick up at the library and cafeteria tables, and also posted on student notice boards.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | MBCC will continue to have copies of the Stormwater Policy available at the different locations specified in the Progress on Goal(s) column. Additionally, MBCC will work towards developing the stormwater web page and include the Stormwater Policy as a link on this web site so that they can be easily viewed by the members of the MBCC community and also outside. |
| 3-6      | Recycling programs                    | Facilities Department         | Initiate recycling programs for commonly dumped wastes, such as motor oil, antifreeze and pesticides.                                                                                                     | MBCC has partnered with the Waste Management Agency (WMA) for recycling toner cartridges. MBCC has also partnered with Clean Harbors – Braintree for recycling their motor oil, pesticides, antifreeze, biochemical and hazardous waste materials that are generated from the campus. All paper and cardboard are recycled in-house.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | MBCC will continue to follow all the existing recycling programs and review their effectiveness.                                                                                                                                                                                                                                                                           |

4. Construction Site Stormwater Runoff Control

| BMP ID # | BMP Description                        | Responsible Dept./Person Name | Measurable Goal(s)                                                                                                                                                                                       | Progress on Goal(s) – Permit Year 11<br>(Reliance on non-municipal partners indicated, if any)                                                                                                                                                                                                                                                                                       | Planned Activities – Permit Year 12                                                                                |
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| 4-1      | Regulatory Controls                    | Facilities Department         | Develop erosion and sediment control contract specifications.                                                                                                                                            | No construction activities related to new development and/or redevelopment have been undertaken or are planned. Therefore, site-specific erosion and sediment control contract specifications have not been developed by MBCC. However, MBCC is aware of resources for model specifications /procedures available from EPA, Town of Wellesley and, other sources.                    | Since no construction activities are planned for Permit Year 12, no planned activities are applicable for BMP 4-1. |
| 4-2      | Review and Site Inspection Procedures  | Facilities Department         | Develop and implement site inspection guidelines.<br><br>All applicable plans reviewed for compliance with contract specifications and implement inspection program.<br><br>Maintain inspection program. | No construction activities related to new development and/or redevelopment have been undertaken or are planned. Therefore site-specific review and inspection procedures related to erosion and sediment control have not been developed by MBCC. However, MBCC is aware of resources for model specifications /procedures available from EPA, Town of Wellesley and, other sources. | Since no construction activities are planned for Permit Year 12, no planned activities are applicable for BMP 4-2. |
| 4-3      | Enforcement Procedures                 | Facilities Department         | Develop sanctions for violators<br><br>All applicable plans reviewed for compliance with contract.                                                                                                       | No construction activities related to new development and/or redevelopment have been undertaken or are planned. Therefore enforcement procedures related to erosion and sediment control have not been developed by MBCC.                                                                                                                                                            | Since no construction activities are planned for Permit Year 12, no planned activities are applicable for BMP 4-3. |
| 4-4      | Procedures for Handling Public Comment | Facilities Department         | Develop and implement procedure for public comment<br><br>Maintain a record of comments received and actions taken.                                                                                      | No construction activities related to new development and/or redevelopment have been undertaken or are planned. Therefore procedures for handling public comment related to erosion and sediment control have not been developed by MBCC.                                                                                                                                            | Since no construction activities are planned for Permit Year 12, no planned activities are applicable for BMP 4-4. |



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 11<br>(Reliance on non-municipal partners indicated, if any)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Planned Activities – Permit Year 12                                                                                                                                                                                                                                                        |
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| 5-1      | Structural Stormwater Controls | Facilities Department         | Develop contract specifications for structural controls. | <p>Since no construction activities have been undertaken or are planned, MBCC has not developed any contract specifications for structural BMPs. However, MBCC continues to maintain the shrubs over approximately 1500 square feet of vegetated area, which covers the courtyard, front area of the bookstore, and the corner of Route 9 and Oakland Street. In Permit Year 9, the ground was dug three and half feet deep in this re-vegetated area, new soil was placed and new flowering bushes were planted. These re-vegetated areas reduce the effective impervious area directly connected to storm sewer systems, serve as effective sediment and erosion control structures, reduce stormwater runoff volume, and also improve the water quality of the runoff.</p> <p>The institute also regularly maintains and cuts grass in the area around the swale and has installed a new wooden fence around the swale to prevent unwanted debris from falling in it. MBCC regularly spends money in landscaping activities across the campus and maintains general upkeep of green areas.</p> | MBCC will continue to maintain the re-vegetated areas and protect the drainage swale. Since no construction activities related to new development and/or redevelopment are planned for Permit Year 12, the institute has no additional planned activities that are applicable for BMP 5-1. |
| 5-2      | Stormwater Policy              | Facilities Department         | Develop and implement policy.                            | MBCC has developed the Stormwater Management Policy that addresses reduced pollution in post-construction stormwater discharges. The Facilities Department continues to follow a series of procedures on a regular basis that include but are not limited to cleaning roof top gutters, removing road sand, cleaning catchbasins, cleaning out the drainage swales, and following green practices for lawn care.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | MBCC will continue to follow the procedures outlined in their Stormwater Policy. During Year 12 the policy will be reviewed for effectiveness.                                                                                                                                             |
| 5-3      | Planning Strategies            | Facilities Department         | Update and implement planning criteria.                  | No construction activities related to new development and/or redevelopment have been undertaken or are planned. Therefore planning strategies related to post construction stormwater management have not been developed by MBCC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Since no construction activities are planned for Permit Year 12, no planned activities are applicable for BMP 5-3.                                                                                                                                                                         |

6. Pollution Prevention and Good Housekeeping in Municipal Operations

| BMP ID # | BMP Description              | Responsible Dept./Person Name | Measurable Goal(s)                                                                                                                                                | Progress on Goal(s) – Permit Year 11<br><br>(Reliance on non-municipal partners indicated, if any)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Planned Activities – Permit Year 12                                                                                                                                                                                     |
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| 6-1      | Employee Training Program    | Facilities Department         | Formalize the existing employee-training program.<br><br>Conduct employee training annually                                                                       | The stormwater program has been re-introduced at various training sessions including OSHA safety training and hazardous waste management training.<br><br>Meetings are regularly conducted by the Facilities Director with the supervisory staff to discuss the status of the daily, quarterly and annual procedures highlighted in MBCC’s stormwater policy.                                                                                                                                                                                                                                                                                                               | MBCC will continue to provide training. Regular meetings will continue to be held between the Facilities Director and the supervisory staff to ensure adherence to the procedures outlined in MBCC’s stormwater policy. |
| 6-2      | Recycling Program            | Facilities Department         | Monitor and maintain recycling program                                                                                                                            | MBCC has partnered with the Waste Management Agency (WMA) for recycling toner cartridges. MBCC continues to partner with Clean Harbors – Braintree for recycling their motor oil, pesticides, antifreeze, biochemical and hazardous waste materials that are generated from the campus. All paper and cardboard are recycled in-house.<br><br>Yard waste and grass clippings generated weekly are placed in the back of the MBCC campus for composting. There are recycling bins for cans and bottles throughout the campus.<br><br>MBCC has installed a seven-ton compactor in the loading dock area that will help reduce solid waste generation and process it in-house. | MBCC will continue to monitor and implement the current recycling program with the ultimate goal of preventing or reducing pollutant runoff into the stormwater system.                                                 |
| 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.<br><br>Maintain record of receipts for catch basin cleaning. | MBCC cleaned all the 26 catchbasins and storm drains across campus in July. This cleaning program is also incorporated into MBCC’s Stormwater Policy as a yearly procedure that occurs every year around the same time. This cleaning activity was conducted by an external contractor.                                                                                                                                                                                                                                                                                                                                                                                     | MBCC has committed to cleaning all the 26 catchbasins on campus in July of Permit Year 12                                                                                                                               |
| 6-4      | Street Sweeping Program      | Facilities Department         | Conduct annual street sweeping of parking lots and interior roads on campus.                                                                                      | MBCC has recently purchased its own street-sweeping machine. This enables more frequent street-sweeping (e.g. every weekend) compared to only twice in previous permit years. The parking lots and interior roads on campus are swept regularly now, which minimizes dust and sand particles on campus. This street sweeping program has also been incorporated into MBCC’s Stormwater Policy. This cleaning activity is performed by in-house facility personnel                                                                                                                                                                                                           | MBCC will continue to conduct in-house street sweeping on a weekly basis for Permit Year 12.                                                                                                                            |

6a. Additions

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| 6-5 | Swale Cleaning Program | Facilities Department | Monitor and clean the drainage swale that runs through the campus. | The Facilities Department discovered a blockage in the drainage swale that was filled with solids. This was cleaned thoroughly by snaking it and approximately 10-12 feet of old pipe was replaced with new 8” RCP pipe in the section where the old pipe was damaged.<br><br>The institute also regularly maintains and cuts grass in the area around the swale and has installed a new wooden fence around the swale to prevent unwanted debris from falling in it. | MBCC will continue to monitor and conduct regular cleaning of the drainage swale as needed for Permit Year 12. |
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7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA): Not Applicable

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 11<br>(Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 12 |
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