

Municipality/Organization: United States Coast Guard Air Station Cape Cod

EPA NPDES Permit Number: MAR05A109

MassDEP Transmittal Number: W035615

Annual Report Number	Year 10
& Reporting Period:	April 1, 2012 – March 31, 2013

**NPDES PII Small MS4 General Permit
Annual Report
(Due: May 1, 2013)**

Part I. General Information

Contact Person: Elizabeth Kirkpatrick	Title: Environmental Manager
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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: Paul E. Rendon, Commander

Title: Facilities Engineer

Date: 29 April 2013

Part II. Self-Assessment

The US Coast Guard at Air Station Cape Cod (ASCC) has completed the required self-assessment and has determined that this federal facility is in compliance with all permit conditions. Measurable Goals identified for Permit Year 8 were attained. Air Station Cape Cod continues to focus on enhancing the quality of stormwater.

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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1.	Welcome Aboard Packet	Environmental Health & Safety (EHS) / Elizabeth Kirkpatrick	Distribute a Welcome Aboard Package, containing information about the environment and stormwater pollution prevention		
			Altered format of this BMP to review and discuss information previously distributed in hardcopy. New members sign that they acknowledge the environmental and stormwater pollution prevention programs discussed.	New format implemented and information provided to in-processing personnel. Signatures maintained on file in EHS.	Continue with activity

2.	Educational Pamphlet	EHS / Elizabeth Kirkpatrick	Develop educational pamphlet/ fact sheet for distribution	Informational pamphlet developed and distributed at various functions.	Continue with activity
3.	Water Quality Report (Consumer Confidence Report)	EHS / Elizabeth Kirkpatrick	Include Stormwater Pollution Prevention paragraph in annual Water Quality Report	Article about stormwater included in the 2011 Water Quality Report, which was published and distributed in the summer of 2012 to 3,000 staff, military personnel and residents on the MMR. Reports are also offered to arriving personnel as part of the Welcome Aboard Packet discussion.	Continue with activity
4.	Annual Awareness Training Presentation	EHS / Elizabeth Kirkpatrick	Conduct Stormwater Pollution Prevention presentation for all USCG personnel	Stormwater Pollution Prevention presentation was not provided to all USCG personnel this year. Industrial Stormwater Pollution Prevention training was provided to applicable personnel and SPCC Training and Hazardous Communication Training were provided to all personnel.	Continue with activity

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities
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1.	Coordinate with other agencies on the Massachusetts Military Reservation	EHS / Elizabeth Kirkpatrick	The Environmental Quality Committee, which has representatives from all Commands on the MMR, will add to meeting agenda (as appropriate) water quality and storm water pollution prevention initiatives, share SWPPP information and support each other in implementation of the plan.	EQC meeting was held on 26 April 2012.	Continue with activity
2.	Trash pickup volunteer day	Housing / Terry Krout	Reduce litter and other solids from storm drains and water ways. Coordinate efforts with general public to clean up public lands around watersheds	Fall clean up conducted on 12 October 2012. Spring clean up conducted 27 April 2012. Approximately 120 personnel participated in both events. Organized additional curbside pick- up of bulk items from housing units October 2012 and April 2012.	Continue with activity

3.	Upper Cape Cod regional household hazardous waste collection	EHS / Marc Robert	Volunteer at the Upper Cape Cod household hazardous waste collection. Over 50 tons of hazardous waste diverted from contaminating water quality.	ASCC no longer volunteers in the quarterly Upper Cape Cod regional household hazardous waste collection program; however, ASCC maintains an extensive hazardous waste collection and recycling program for our residents and personnel, which is available 6-days per week.	Continue with localized household hazardous waste collection.
4.	Environmental Fair Program	Army National Guard is the lead organizer. The USCG ASCC representative is EHS / Elizabeth Kirkpatrick	Hosted Environmental Fair for local elementary school children. Topics include water quality, air quality, renewable energy, natural resources, waste reduction, etc.	The lead agency did not host the Environmental Fair this year.	Continue with activity as appropriate.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1.	Map storm drains	EHS / Elizabeth Kirkpatrick	Develop storm drain map	Map developed. Latest addition 1/30/03.	Revise as needed
2.	Illicit discharge instruction	EHS / Elizabeth Kirkpatrick	Develop illicit discharge instruction prohibiting illicit discharge into storm drains	Instruction included in EMS	As of April 2013 the EMS is under redevelopment.
3.	Illicit discharge detection	FED / Dave Riordan	Plan to detect and address illicit discharges	There is minimal concern for illicit discharges as no unauthorized connections can be made due to the nature of this federal facility. Nonetheless, outfalls are inspected quarterly for signs of illicit discharge.	Maintain inspection activity and resulting documentation. Move responsibility for quarterly inspections from FED / Howard Greeson to EHS / Marc Robert.

4.	Auto Hobby Shop	EHS / Marc Robert	Open an Auto Hobby Shop for use by residents as a location for free self service maintenance of vehicles to minimize illicit discharges from vehicle maintenance and improper disposal of waste oils, gasoline, antifreeze and solvents.	The Auto Hobby Shop opened in May 2009. The shop is fully contained indoors and no floor drains exist in the facility. The manager is trained in Hazardous Waste Management and spill prevention. The facility is inspected weekly as part of our pollution prevention program.	Continue with activity
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4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1.	Stormwater assessment at Pre-Construction Meetings	EHS/ Elizabeth Kirkpatrick	Pre-construction meetings held between Facility Engineering, contractors, COTR (Contracting Officer Technical Representative) and EHS	Pre-construction meetings are held formally or informally project dependant. Ensure all environmental and safety issues are covered.	Continue with activity

2.	Stormwater assessment as part of NEPA review.	EHS/ Elizabeth Kirkpatrick	Identify stormwater impacts and requirements at the time of the NEPA Review.	All projects were assessed during NEPA review. No projects required a Stormwater Construction Permit in this reporting year.	Continue with activity
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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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1.	Post-construction run-off minimization	EHS / Elizabeth Kirkpatrick	Develop a process to identify post-construction run-off to prevent/ minimize impacts to water quality	Restoration of property is part of the contract, i.e. erosion control. The CG assigns a COTR officer to all construction projects. The COTR will not sign off on completion of the project (and payment is withheld) unless restoration of the property has occurred. This is part of the COTR job requirement.	Continue with activity

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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1.	EMS procedures for good housekeeping requirements	EHS / Elizabeth Kirkpatrick	Develop procedures in the EMS to address good housekeeping requirements.	Procedures developed in 2005.	As of April 2013 the EMS is under redevelopment. Possibly address this requirement in the Natural Resources Management Plan, which is in development.
2.	Employee Training	EHS / Elizabeth Kirkpatrick	Conduct annual training for all personnel to provide them updates of any BMPs and new requirements for them while performing their jobs.	Industrial Stormwater Pollution Prevention training was provided to applicable personnel. SPCC Training and Hazardous Communication Training were provided to all personnel.	Continue with activity
3.	Catch basin cleaning	FED / Bob Burt and Dave Riordan	Identify critical basin for cleaning and clean within in a two-year cycle.	Monitoring was conducted PY10; all catch basins were in fair to good condition. Plans in place to clean catch basins in PY10.	Continue with activity
4.	Street Cleaning	FED Dave Riordan	Sweep all city streets at least annually. Sweeping begins after the last snow/ frost and continues until completion	On going	Continue with activity

5.	Salt/ sanders maintenance	FED / Dave Riordan	Perform annual maintenance on salt/ sander to ensure proper function and set the dispersing rate to minimize dumping of loads.	On going	Continue with activity
6.	Upper Cape Cod household hazardous waste collection	EHS / Marc Robert	Volunteer at the Upper Cape Cod household hazardous waste collection. Over 50 tons of hazardous waste diverted from contaminating water quality.	ASCC no longer volunteers in the quarterly Upper Cape Cod regional household hazardous waste collection program; however, ASCC maintains an extensive hazardous waste collection and recycling program for our residents and personnel, which is available 6-days per week.	Continue with localized household hazardous waste collection.

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

Part IV. Summary of Information Collected and Analyzed

The US Coast Guard Air Station Cape Cod (ASCC) is committed to water quality. Although sustainable management of natural resources has been a priority for Air Station Cape Cod for many years, the NPDES Phase II Small MS4 Permit Program contributed to the evolution of successful management techniques and shift in cultural awareness. No data collected during Permit Year 10 requires further elaboration.

Part V. Program Outputs & Accomplishments (OPTIONAL)

(Since beginning of permit coverage unless specified otherwise by a **, which indicates response is for period covering April 1, 2012 through March 31, 2013)

Programmatic

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	y
Annual program budget/expenditures **	(\$)	n/a
Total program expenditures since beginning of permit coverage	(\$)	n/a
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		n/a

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	3000
Stormwater management committee established	(y/n)	y
Stream teams established or supported	(# or y/n)	n/a
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	n/a
Shoreline cleaned since beginning of permit coverage	(mi.)	n/a
Household Hazardous Waste Collection Days		
▪ days sponsored **	(#)	6 days/ week
▪ community participation **	(# or %)	n/a
▪ material collected **	(tons or gal)	2.5 tons
School curricula implemented	(y/n)	n/a

Legal/Regulatory

	In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft in Review	Adopted
Regulatory Mechanism Status (indicate with "X")					
▪ Illicit Discharge Detection & Elimination					X
▪ Erosion & Sediment Control					X
▪ Post-Development Stormwater Management					X
Accompanying Regulation Status (indicate with "X")					
▪ Illicit Discharge Detection & Elimination					X
▪ Erosion & Sediment Control					X
▪ Post-Development Stormwater Management					X

Mapping and Illicit Discharges

	(Preferred Units)	Response
Outfall mapping complete	(%)	100%
Estimated or actual number of outfalls	(#)	43
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	100%
Mapping method(s)		
▪ Paper/Mylar	(%)	0%
▪ CADD	(%)	100%
▪ GIS	(%)	100%
Outfalls inspected/screened **	(# or %)	100%
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	100%
Illicit discharges identified **	(#)	0
Illicit discharges identified (Since beginning of permit coverage)	(#)	1
Illicit connections removed **	(#); and (est. gpd)	1
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	all
% of population on sewer	(%)	100%
% of population on septic systems	(%)	0%

Construction

	(Preferred Units)	Response
Number of construction starts (>1-acre) **	(#)	1 (RV Park)
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	100%
Site inspections completed **	(# or %)	daily on site inspector
Tickets/Stop work orders issued **	(# or %)	0
Fines collected **	(# and \$)	0
Complaints/concerns received from public **	(#)	0

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	100%
Site inspections (for proper BMP installation & operation) completed **	(# or %)	100%
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	n
Low-impact development (LID) practices permitted and encouraged	(y/n)	y

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	as needed
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	as needed
Qty of structures cleaned **	(#)	none in 2012
Qty. of storm drain cleaned **	(%, LF or mi.)	none in 2012
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	none in 2012
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	n/a

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	n/a
• Hourly or per basin contract rate **	(\$/hr or \$ per basin)	federal facility
• Disposal cost**	(\$)	n/a
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	0
• Vacuum truck(s) owned/leased	(#)	1 owned
• Vacuum trucks specified in contracts	(y/n)	n
• % Structures cleaned with clam shells **	(%)	0
• % Structures cleaned with vector **	(%)	0

	(Preferred Units)	Response
Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	4/yr
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	4/yr
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	1.5 tons
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	beneficial use onsite
Annual Sweeping Costs		40 man hours for 20 miles
• Annual budget/expenditure (labor & equipment)**	(\$)	n/a
• Hourly or lane mile contract rate **	(\$/hr. or ln mi.)	n/a
• Disposal cost**	(\$)	n/a
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	1 owned
• Vacuum street sweepers owned/leased	(#)	1 owned
• Vacuum street sweepers specified in contracts	(y/n)	0
• % Roads swept with rotary brush sweepers **	%	100
• % Roads swept with vacuum sweepers **	%	0 (sidewalks only)

Reduction (since beginning of permit coverage) in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	No reduction
▪ Herbicides	(lbs. or %)	41% from previous year
▪ Pesticides	(lbs. or %)	
Integrated Pest Management (IPM) Practices Implemented	(y/n)	yes

	(Preferred Units)	Response
Average Ratio of Anti-/De-Icing products used ** (also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand Due to the steep grade in the vicinity of the single drinking water well protection area salt is applied as minimally feasible for safety.	92% 08% (The policy has been a ratio of 1:4 of salt to sand and in severe conditions 1:1) During the 2012-2013 winter season an anomaly of salt to sand was applied.
Pre-wetting techniques utilized **	(y/n or %)	no
Manual control spreaders used **	(y/n or %)	no
Zero-velocity spreaders used **	(y/n or %)	no

Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/lb mi. or %)	
Estimated net reduction or increase in typical year sand application rate **	(±lbs/lb mi. or %)	
% of salt/chemical pile(s) covered in storage shed(s)	(%)	100%
Storage shed(s) in design or under construction	(y/n or #)	no
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	yes

Water Supply Protection

Storm water outfalls to public water supplies eliminated or relocated	# or y/n	n
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n	n
Treatment units induce infiltration within 500-feet of a wellhead protection area	# or y/n	