

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

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

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

Part I: Contact Information

Name of Municipality or Organization:

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:

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:

Part II: Self-Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4. Make sure you are referring to the most recent EPA approved Section 303(d) Impaired Waters List which can be found here: <https://www.epa.gov/tmdl/region-1-impaired-waters-and-303d-lists-state>

Impairment(s)			
<input checked="" type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input type="checkbox"/> Phosphorus
<input checked="" type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
TMDL(s)			
<i>In State:</i>	<input type="checkbox"/> Assabet River Phosphorus	<input checked="" type="checkbox"/> Bacteria and Pathogen	<input type="checkbox"/> Cape Cod Nitrogen
	<input checked="" type="checkbox"/> Charles River Watershed Phosphorus	<input type="checkbox"/> Lake and Pond Phosphorus	
<i>Out of State:</i>	<input type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Metals	<input type="checkbox"/> Nitrogen
			<input type="checkbox"/> Phosphorus
<input type="button" value="Clear Impairments and TMDLs"/>			

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

Year 3 Requirements

- Inspected and screened all outfalls/interconnections (excluding Problem and Excluded outfalls)
- Updated outfall/interconnection priority ranking based on the information collected during the dry weather inspections as necessary
- Post-construction bylaw, ordinance, or other regulatory mechanism was updated and adopted consistent with permit requirements

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

Due to the mandatory COVID-19 shutdown of municipal offices resulting in limited departmental staff availability, limited departmental operations and meeting restrictions, the City's regular Stormwater Sub-Committee meetings could not be held on a regular basis. Due to the subsequent issuance of the Modifications to the 2016 MS4 General Permit by EPA effective January 6, 2021, the City's discussion and preparation of proposed revisions to the draft regulations is ongoing. The City's Stormwater Ordinance is in place and generally meets the new permit requirements. Revisions to the draft Stormwater Rules and Regulations have been drafted for City Council's adoption and expected to be completed in Permit Year 4.

Currently, the major requirements of the MS4 General Permit are being implemented under the City's "Policy on Drainage Calculations" required as part of the "Permit Application Package" by the Engineering, Public Works and Building Departments. Below are the major requirements in addition to the submission of As-Built Plans. A copy of the complete Permit Application Package, updated May 20, 2021 is included in Attachment I:

In our efforts to follow current storm water regulations, as well as protecting the integrity of the City's storm drainage system and our environment, the following policy regarding the presentation of storm water calculations, showing storage or infiltration of a 100 year storm event, shall apply to all projects within the city:

1. Plans for all non-residential projects involving the construction of new buildings or additions to existing buildings or addition/modification to impervious surface shall be accompanied by drainage calculations, regardless of the size of the building or addition.
2. Plans for all residential projects involving the construction of new buildings, additions to existing buildings or addition/modification to impervious surface where the proposed roof exceeds 150 square feet, shall be accompanied by drainage calculations.
3. Drainage calculations shall include calculations showing the proposed drainage system ability to remove 60% of the phosphorus load from additional and modified impervious areas. Owner occupied single family residential permit submissions are not required to show phosphorus load reduction calculations.

Annual Requirements

- Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice requirements
- Kept records relating to the permit available for 5 years and made available to the public
- The SSO inventory has been updated, including the status of mitigation and corrective measures implemented
 - This is not applicable because we do not have sanitary sewer
 - This is not applicable because we did not find any new SSOs
 - The updated SSO inventory is attached to the email submission
 - The updated SSO inventory can be found at the following website:
- Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- Provided training to employees involved in IDDE program within the reporting period
- All curbed roadways were swept at least once within the reporting period
- Updated system map due in year 2 as necessary
- Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- Updated inventory of all permittee owned facilities as necessary

- O&M programs for all permittee owned facilities have been completed and updated as necessary
- Implemented all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implemented program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Inspected all permittee owned treatment structures (excluding catch basins)

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

The SWMP has been posted on the City's Clean Stormwater Initiative Website and public input was sought with announcements on City's Webpage, we believe that it may not meet the State Public Notice requirements. Please see description under "Employee Training" MCM3 below.
The inspection and maintenance of the treatment structures is conducted on an annual basis. Based on sediment accumulation data observed in these structures, it has been determined that maintenance may be required every other year at particular locations and even longer periods at others. Inspections and maintenance is scheduled at the treatment structures during Spring 2022.

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

Annual Requirements

*Public Education and Outreach**

- Annual message was distributed encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Permittee or its agents disseminated educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
- Provided 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)*

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

Solids, Oil and Grease (Hydrocarbons), or Metals

Annual Requirements

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

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

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

The City is working on developing a system for capturing catch basin inspection data electronically during cleaning. Approximately 25% of the catch basins are cleaned annually; however, the public works department knows the locations where catch basins need cleaning at least once annually and maintains them. Once the inspection data collection system is in place and all of the catch basins have been cleaned at least once the City will develop a prioritized catch basin cleaning plan based on the sediment accumulation.

Charles River Watershed Phosphorus TMDL

- Completed the funding source assessment

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

Draft Legal Analysis and funding source assessment have been developed and is being reviewed by the City's Stormwater Sub-Committee. The drafts will be finalized in the future meetings during permit year 4.

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

Due to the mandatory COVID-19 shutdown of municipal offices resulting in limited departmental staff availability, limited departmental operations and meeting restrictions, the City's regular Stormwater Sub-Committee meetings could not be held on a regular basis. Due to the subsequent issuance of the Modifications to the 2016 MS4 General Permit by EPA effective January 6, 2021, the City's discussion and preparation of proposed revisions to the draft regulations is ongoing. The City's Stormwater Ordinance is in place and generally meets the new permit requirements. Revisions to the draft Stormwater Rules and Regulations have been drafted for City Council's adoption and expected to be completed in Permit Year 4.

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 this reporting period:**

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

BMP:Brochure for Commercial Small Businesses

Message Description and Distribution Method:

A brochure was developed for parking lots at commercial buildings to describe proper equipment inspection, waste disposal, dumpster maintenance, use and storage of de-icing materials and parking lot sweeping and posted on the City's Clean Stormwater Initiative Webpage.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Message Date(s):

Message Completed for: Appendix F Requirements Appendix H Requirements

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

If yes, describe why the change was made:

BMP:Public Education Flyers Mailings

Message Description and Distribution Method:

Flyers containing three public education items were included in the water and sewer bill mailings to residential and commercial accounts.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

8,985)

Dec 2020/Jan/Feb 2021 – Frozen Pipes, Indoor Water Conservation - (Commercial – 578 Residential – 13,376)

Apr/May/Jun 2021 – Cross-Connection & Outdoor Water Conservation - (Commercial – 597 Residential – 13,249)

Message Date(s): July 1, 2019 through June 30, 2020

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:Advertising Campaign

Message Description and Distribution Method:

On behalf of the members of the Charles River Stormwater Collaborative, Think Blue Massachusetts ran an educational advertising campaign from May 17th to June 4th, 2021. The “Fowl Water” advertisement helps viewers visualize stormwater pollution from motor oil, pet waste, and trash become stormwater pollution.

Targeted Audience: Residents

Responsible Department/Parties: Engineering in partnership with Charles River Stormwater Collaborative

Measurable Goal(s):

Facebook/Instagram Impressions - 22,966

Youtube Ad Impressions - 54,341

Spanish Language Impressions - 10,899

Total - 88,206

Message Date(s): May 17th to June 4th, 2021

Message Completed for: Appendix F Requirements Appendix H Requirements Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

This is an addition BMP to those included in the City's NOI and is being conducted by the Charles River Stormwater Collaborative.

MCM2: Public Participation

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

The Stormwater Management Program (SWMP) has been posted to the City's Clean Stormwater Initiative Website and updated periodically. See Attachment B for summary of additional public participation activities.

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

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

The City of Waltham performed several storm water-related activities in collaboration with residents. Numerous volunteer cleanup activities along surface water bodies and educational walks/tours have been organized by the Waltham Land Trust. The City continued with the hazardous waste/used oil collection days for the residents throughout the reporting period. The City also continued to offer the Rain Barrel Purchase Program for residents.

MCM3: Illicit Discharge Detection and Elimination (IDDE)

Sanitary Sewer Overflows (SSOs)

Check off the box below if the statement is true.

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

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

Number of SSOs identified:

Number of SSOs removed:

MS4 System Mapping

Optional: Provide additional status information regarding your map:

Screening of Outfalls/Interconnections

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

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

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

Number of outfalls screened:

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

Percent of outfalls screened:

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

Additional information and data including the outfall screening data can be found at
<https://www.city.waltham.ma.us/clean-stormwater-initiative/files/epa-idde-semi-annual-report-no-25>
<https://www.city.waltham.ma.us/clean-stormwater-initiative/files/epa-idde-semi-annual-report-no-26>

Catchment Investigations

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

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

<https://www.city.waltham.ma.us/clean-stormwater-initiative/files/epa-idde-semi-annual-report-no-25>
<https://www.city.waltham.ma.us/clean-stormwater-initiative/files/epa-idde-semi-annual-report-no-26>

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:

Waltham has been working on an IDDE program since 2004 and has already addressed many IDDE issues. We are currently working on the final phases of work and have identified 20 remaining outfalls that require investigation. This reporting on catchment area investigations is only related to the 20 remaining areas.

IDDE Progress

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

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

<https://www.city.waltham.ma.us/clean-stormwater-initiative/files/epa-idde-semi-annual-report-no-25>
<https://www.city.waltham.ma.us/clean-stormwater-initiative/files/epa-idde-semi-annual-report-no-26>

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

Number of illicit discharges identified:

Number of illicit discharges removed:

Estimated volume of sewage removed: gallons/day

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

Total number of illicit discharges identified:

Total number of illicit discharges removed:

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

Waltham has been working on an IDDE program since 2004 and has already addressed many IDDE issues. We are currently working on the final phases of work and have identified 20 remaining outfalls that require investigation. This reporting on illicit discharges is only related to the 20 remaining areas.

Employee Training

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

Employee training for City of Waltham employees is managed, handled and generally provided at the departmental level by each respective department head. Each City department head is responsible for and determines what training is necessary and/or desirable for each of their departmental employees based on his/her job responsibilities and duties and makes training available to his/her employees as appropriate. During the reporting period, various City employees received training in OSHA HazCom and other OSHA training, asbestos and other training necessary and appropriate for their job duties. Specific IDDE training is scheduled for the winter 2021-2022.

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:

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

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

As-built Drawings

Below, report on the number of as-built drawings received during this reporting period.

Number of as-built drawings received:

Optional: Enter any additional information relevant to the submission of as-built drawings:

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:

A green infrastructure guidance document was prepared for the City's Embassy Parking Garage. This project was completed under the MassDEP 604 (b) Grant Program funding in association with the Charles River Watershed Association.

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:

A green infrastructure guidance document was prepared for the City's Embassy Parking Garage. This project was completed under the MassDEP 604 (b) Grant Program funding in association with the Charles River Watershed Association.

Preliminary Hydrologic and Hydraulic modeling of major watershed located in the City has been completed and a Green Infrastructure feasibility plan has been developed that included more than 300 scenarios for water quality enhancement and flood mitigation. Please see Attachment E.

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:

An evaluation of the City-owned properties to assess the feasibility of Green Infrastructure retrofits has been completed. A list of potential City-owned properties have been identified and included in Attachment F.

MCM6: Good Housekeeping

Catch Basin Cleaning

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

Number of catch basins inspected:

Number of catch basins cleaned:

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

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

Total number of catch basins:

If applicable:

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

Street Sweeping

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

Number of miles cleaned:

Volume of material removed: [Select Units]

Weight of material removed: [Select Units]

Stormwater Pollution Prevention Plan (SWPPP)

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:

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):

A culvert and stream assessment was completed on the major watersheds in the City. Please see Attachment H with a summary of findings and recommendations.

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

Additional Information

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

COVID-19 Impacts

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

Due to the mandatory COVID-19 shutdown of municipal offices resulting in limited departmental staff availability, limited departmental operations and meeting restrictions, the City's regular Stormwater Sub-Committee meetings could not be held on a regular basis. Due to the subsequent issuance of the

Modifications to the 2016 MS4 General Permit by EPA effective January 6, 2021, the City's discussion and preparation of proposed revisions to the draft regulations is ongoing. The City's Stormwater Ordinance is in place and generally meets the new permit requirements. Revisions to the draft Stormwater Rules and Regulations have been proposed for City Council's adoption and expected to be done in Permit Year 4.

Currently, the major requirements of the MS4 General Permit are being implemented under the City's "Policy on Drainage Calculations" required as part of the "Permit Application Package" by the Engineering, Public Works and Building Departments. Below are the major requirements in addition to the submission of As-Built Plans. A copy of the complete Permit Application Package, updated May 20, 2021 is included in Attachment I:

In our efforts to follow current storm water regulations, as well as protecting the integrity of the City's storm drainage system and our environment, the following policy regarding the presentation of storm water calculations, showing storage or infiltration of a 100 year storm event, shall apply to all projects within the city:

1. Plans for all non-residential projects involving the construction of new buildings or additions to existing buildings or addition/modification to impervious surface shall be accompanied by drainage calculations, regardless of the size of the building or addition.
2. Plans for all residential projects involving the construction of new buildings, additions to existing buildings or addition/modification to impervious surface where the proposed roof exceeds 150 square feet, shall be accompanied by drainage calculations.
3. Drainage calculations shall include calculations showing the proposed drainage system ability to remove 60% of the phosphorus load from additional and modified impervious areas. Owner occupied single family residential permit submissions are not required to show phosphorus load reduction calculations.

Activities Planned for Next Reporting Period

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

Yes, I agree

- Develop a report assessing current street design and parking lot guidelines and other local requirements within the municipality that affect the creation of impervious cover
- Develop a report assessing existing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist
- Identify a minimum of 5 permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas

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
- 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 curbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- Review inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; update if necessary
- Review O&M programs for all permittee owned facilities; update if necessary
- Implement all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implement program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Enclose all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Review as-built drawings for new and redevelopment to ensure compliance with post construction bylaws, regulations, or regulatory mechanism consistent with permit requirements
- Inspect all permittee owned treatment structures (excluding catch basins)

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

Part V: Certification of Small MS4 Annual Report 2021

40 CFR 144.32(d) Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, I certify that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name:

Title:

Signature:

Date:

[Signatory may be a duly authorized representative]