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## RIPDES SMALL MS4 ANNUAL REPORT GENERAL INFORMATION PAGE

RIPDES PERMIT #RIR040 008 \_\_\_\_\_

REPORTING PERIOD:       **YEAR 4**  
Jan 07-Dec 07

**OPERATOR OF MS4**

Name: Town of Johnston			
Mailing Address: 100 Irons Avenue			
City: Johnston	State: RI	Zip: 02919	Phone: (401)231-4000
Contact Person: Makram Megalli, P.E.		Title: Director of Public Works	
Legal status (circle one): PRI - Private      PUB - Public      BPP - Public/Private      STA - State      FED - Federal			
Other (please specify):			

**OWNER OF MS4 (if different from OPERATOR)**

Name:			
Mailing Address:			
City:	State:	Zip:	Phone: (   )
Contact Person:		Title:	

**CERTIFICATION**

I certify under penalty of law that this document and all attachments were prepared under the 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.	
Print Name	<u>Joseph Policena</u>
Print Title	<u>Mayor of Johnston</u>
Signature	_____ Date _____





**MINIMUM CONTROL MEASURE #1:  
PUBLIC EDUCATION AND OUTREACH (Part IV.B.1 General Permit)**

**SECTION I. MEASURABLE GOALS: (For shaded areas, please provide descriptions of ongoing activity in SECTION II.)**

A. REQUIRED MEASURABLE GOALS:				
Permit ID#	BMP ID	List Measurable Goal	Date(s) Completed	If goal was NOT met, briefly list reasons, current status, plans and new date for meeting the goal
IV.B.1.b.1	1	Implementation of activities undertaken to educate the community about storm water issues. (ONGOING)		PLEASE COMPLETE UNDER SECTION II.
IV.B.1.b.2	2	Implementation of public education activities to involve the community in the storm water program (indicate if activities were undertaken by permittee or other entities) (ONGOING)		PLEASE COMPLETE UNDER SECTION II.
B. ADDITIONAL MEASURABLE GOALS:				
	3	Commitment to the Stormwater Education and Outreach Program through URI NEMO (OPTIONAL - DUE MARCH 2007)  Attendance at the following trainings: <input type="checkbox"/> 4/24/2007 Making an Impact with LID <input type="checkbox"/> 5/10/2007 TR-55 for Plan Reviewers <input type="checkbox"/> 12/12/2007 DPW Employee Training		List name(s) of attendee(s) at each training:  Lorri Caruso, Town Engineer, registered for the 12/12/07 training, but was unable to attend because of illness. See additional info under Section II

**SECTION II. OVERALL EVALUATION:**

**GENERAL SUMMARY, STATUS, APPROPRIATENESS AND EFFECTIVENESS OF MEASURABLE GOALS:**

**Include information relevant to the implementation of each measurable goal, such as activities, topics addressed, audiences and pollutants targeted. Discuss activities to be carried out during the next reporting cycle. If addressing TMDL requirements, please indicate rationale for choosing the education activity to address the pollutant of concern.**

**(Note: Identify parties responsible for achieving the measurable goals and reference any reliance on another entity for achieving measurable goals.)**

IV.B.1.b.1 The Johnston Public Schools have an ongoing Environmental element within their Science curriculum. The Town Engineer is scheduled to meet with the Assistant Superintendent and other representatives from the schools to discuss the existing program and how the Town can work with them to provide additional materials and activities regarding storm water. The Town's Storm Water Management Plan is posted on the Town's website, and there will be updates to the website regarding storm water issues, including a page hi-lighting the goals and activities of the program. The Town will also implement a pollution prevention campaign aimed at discouraging residents from feeding waterfowl and encouraging residents to pick up after pets and deposit litter in proper receptacles. Working with the Town's Nuisance Officer, we are notifying residents of the current Town ordinances relating to storm water issues.

Because of a lack of records regarding this program, the current administration cannot judge the status or effectiveness of any strategies previously adopted.

IV.B.1.b.2 The Engineering Dept intends to approach the Boy and Girl Scouts groups in Town as well as the high school Environmental Science class members to encourage them to get involved in projects such as stenciling of catch basins, picking up litter or finding and reporting outfalls, with the Town's assistance. After the Town's initial effort to identify responsible parties for outfall pollutants, we intend to contact the local newspaper regarding the outfall identification project, asking for input from residents regarding the location of outfalls. There will be ongoing training for DPW employees regarding their own activities as they relate to storm water issues, as well as reporting storm water problems that they observe in the course of their duties.

Additional Measurable Goals and Activities  
 Participation in the URI NEMO Stormwater Education and Outreach Program – Materials have been downloaded from the URI NEMO website for DPW Employee Training. In addition, Lorri Caruso, the Town Engineer, attended the recent "Everything you Need to Know About Erosion and Sediment Control" workshop. Ed Davidson of the Town's Water and Sewer Department has attended and contributed to the series of "Wastewater Management Made Easy" workshops. The DPW intends to send representatives to the future workshops related to storm water issues.



**MINIMUM CONTROL MEASURE #2:  
PUBLIC INVOLVEMENT/PARTICIPATION (Part IV.B.2 General Permit)**

**SECTION I. MEASURABLE GOALS: (For shaded areas, please provide descriptions of ongoing activity in SECTION II.)**

<b>A. REQUIRED MEASURABLE GOALS:</b>				
Permit ID#	BMP ID	List Measurable Goal	Date(s) Completed	If goal was NOT met, briefly list reasons, current status, plans and new date for meeting the goal
IV.B.2.b.2.ii	1	Implementation of public involvement activities and description of groups engaged (ONGOING)		<b>PLEASE COMPLETE UNDER SECTION II.</b>
IV.B.2.b.2.iii	2	Public notice of the draft annual report and provide the opportunity for public comment (ANNUALLY)		Public Notice will be in March 2008 for Review and Public Comment at the next Town Council Meeting.
<b>B. ADDITIONAL MEASURABLE GOALS:</b>				
IV.B.2.b.2.ii	3	Develop local storm water committee to develop and implement the Plan.		The Town is establishing a new committee including the DPW Director, Town Engineer, Building Official and representatives of the community.

**SECTION II. OVERALL EVALUATION:**

**GENERAL SUMMARY, STATUS, APPROPRIATENESS AND EFFECTIVENESS OF MEASURABLE GOALS:**

**Include information relevant to the implementation of each measurable goal, such as types of activities and audiences/groups engaged. Discuss activities to be carried out during the next reporting cycle. If addressing TMDL requirements, please indicate rationale for the activities chosen to address the pollutant of concern.**

**(Note: Identify parties responsible for achieving the measurable goals and reference any reliance on another entity for achieving measurable goals.)**

**IV.B.2.b.2.ii**

The DPW will immediately re-establish a Storm Water Committee including representation from the Town Council, the schools and concerned citizens. The Committee will provide suggestions to involve the community. The Town Engineer will contact community organizations regarding volunteer projects for stenciling, litter cleanup and outfall reporting. Public participation will be actively sought for picking up after pets and prevention of littering or feeding of waterfowl.

**IV.B.2.b.2.iii**

Goal was not met because there are only limited records of previous Phase II efforts, and personnel involved have left. The new Town Administration has been working to gather baseline information on Town systems, and catch up on reporting. This report will be presented to the public at a Town Council meeting to be advertised in March 2008, where public comment will be sought.

Additional Measurable Goals and Activities

**SECTION III. Public Notice Information (IV.G.2.h and IV.G.2.i) \*Note: attach copy of public notice**

Date of Public Notice: in process	How public was notified:
Was public meeting held? YES NO	Where:
Date:	
Summary of public comments received:	
Planned responses or changes to the program:	



**MINIMUM CONTROL MEASURE #3:  
ILLICIT DISCHARGE DETECTION AND ELIMINATION (Part IV.B.3 General Permit)**

**SECTION I. MEASURABLE GOALS: (For shaded areas, please provide descriptions of ongoing activity in SECTION II.)**

Permit ID#	BMP ID	List Measurable Goal	Date(s) Completed	Date Submitted to RIDEM	Name of document used to submit info to RIDEM and where it can be found in that document. If goal was NOT met, briefly list reasons, current status, plans and new date for meeting the goal.
IV.B.3.b.1		Development of an outfall map showing the location of all outfalls and names of receiving waters (DUE YEAR 3)			Goal not met by previous administration. DPW is currently tracing stormwater lines to locate outfalls. Mapping anticipated by end of 2008. Priority to Woonasquackett outfalls and industrial areas.
IV.B.3.b.2		Tagging outfall pipes if GIS maps are not being developed (OPTIONAL ACTIVITY)			PLEASE COMPLETE UNDER SECTION II.
IV.B.3.b.3		Recording of additional elements, such as location of catch basins, manholes and pipes, on an on-going basis. (ONGOING)			PLEASE COMPLETE UNDER SECTION II.
IV.B.3.b.4		Adoption of Ordinance to prohibit and enforce illicit discharges into the MS4 (DUE YEAR 2) Signed Letter from City or Town Solicitor (DUE YEAR 2)			Current ordinance 279-4 Discharge of stormwater and unpolluted drainage (see attachment) addresses illicit discharges.  Town Solicitor will review current ordinance for possible revision.
IV.B.3.b.5.ii, iii, iv, & v		Implement procedures for the receipt and consideration of complaints, tracing the source of an illicit discharge, removing the source of the illicit discharge, and evaluating and assessing the program (ONGOING)			PLEASE COMPLETE UNDER SECTION II.
IV.B.3.b.5.vi		Inspection of all catch basins and manholes for illicit connections and non-storm water discharges (DUE YEAR 4)			All catch basins are cleaned and inspected each year. Manholes are cleaned as problems arise. Complete inspections to be done as the system is mapped (currently underway).
IV.B.3.b.5.vii		Completion of two dry weather surveys, one between Jan 1 <sup>st</sup> and April 30 <sup>th</sup> and one between July 1 <sup>st</sup> and Oct 31 <sup>st</sup> . (Sanitary sewers- bacteria sampling is only required once between July 1 <sup>st</sup> and Oct 31 <sup>st</sup> ) (DUE YEAR 4)			Goal not completed because outfalls were not located. Town will survey priority outfalls affecting Woonasquackett River by April 30, 2008. More complete survey to be completed between July 1 and October 31, 2008.
IV.B.3.b.7		Implementation of coordinating activities with physically interconnected MS4s, including state and federal owned or operated MS4s, when illicit discharges are detected or reported (ONGOING)			PLEASE COMPLETE UNDER SECTION II.
IV.B.3.b.8		Implementation of referral to RIDEM of non-storm water discharges not authorized by this permit or a pre-existing permit (ONGOING)			PLEASE COMPLETE UNDER SECTION II.



**ILLICIT DISCHARGE DETECTION AND ELIMINATION cont'd**

IV.B.3.b.9	Education of public employees, businesses, and the general public of hazards associated with illicit discharges and improper disposal of waste as well as allowable non-stormwater discharges found to be significant contributors of pollutants to the MS4. (ONGOING)					PLEASE COMPLETE UNDER SECTION II.
<b>B. ADDITIONAL MEASURABLE GOALS:</b>						

**SECTION II. OVERALL EVALUATION:**

**GENERAL SUMMARY, STATUS, APPROPRIATENESS AND EFFECTIVENESS OF MEASURABLE GOALS**

**Include information relevant to the implementation of each measurable goal, such as activities implemented (when reporting tracked and eliminated illicit discharges, please explain the rationale for targeting the illicit discharge) to comply with on-going requirements, and illicit discharge public education activities, audiences and pollutants targeted. Discuss activities to be carried out during the next reporting cycle. If addressing TMDL requirements, please indicate rationale for the activities chosen to address the pollutant of concern.**

**(Note: Identify parties responsible for achieving the measurable goals and reference any reliance on another entity for achieving measurable goals.)**

**IV.B.3.b.1**

The Town has limited storm system mapping and limited internal resources to perform this task. The Town Engineer's office is working to identify priority outfalls, especially those affecting the Woonasquatucket River. All outfalls and their receiving streams will be shown on maps based upon the Town plat maps. The Town is working in cooperation with RIDOT where their facilities are within Johnston. The Town has contacted RIDEM, the Woonasquatucket River Watershed Council and RIDOT for known locations of outfalls along the river.

**IV.B.3.b.2**

The Town does not have GIS capabilities at this time. As outfalls are located in the field, the DPW will be responsible for tagging them.

**IV.B.3.b.3**

As DPW personnel perform the annual catch basin cleaning and address other problems in the storm water system, they note locations of existing elements on plat maps. The Engineer's office is in the process of compiling this information into an overall storm system map.

**ILLICIT DISCHARGE DETECTION AND ELIMINATION cont'd**

**IV.B.3.b.4**

Existing Town Ordinance 279-4, "Discharge of stormwater and unpolluted drainage" addresses illicit discharges. The Town Solicitor will review this ordinance to confirm that it complies with the requirements of the SWMPP. If any changes are deemed necessary, the revised ordinance will be submitted to the Town Council for approval.

**IV.B.3.b.5.ii, iii, iv, & v**

Parts of this measurable goal were completed in the SWMPP development process. Details regarding this are included in Sections 5.4 and 6.4 of the SWMPP. Stormwater discharge complaints are routed to the DPW. The DPW investigates the complaint. The Engineering Dept is responsible for tracing the source of illicit discharges. The process for illicit connection removal will be determined by the final ordinance adopted. The Town Solicitor and the Compliance Officer will work with the DPW Director to develop this. Procedures for evaluation and assessment were included in the SWMPP, however, no complaints have been received.

**IV.B.3.b.5.vi**

The DPW has a procedure for inspection of catch basins for illicit discharges that is performed during cleaning and maintenance procedures. According to the logs (see attachment) the DPW inspected 651 basins in 2006 and 484 catch basins in 2007. These numbers include multiple cleanings of some basins. Manholes are cleaned and inspected on an as-needed basis.

**IV.B.3.b.5.vii**

No surveys were performed to this date. The Town has very limited mapping and resources for this goal. The DPW, including the Engineer's office, will be responsible for this goal. The intent is to complete a dry weather survey of the priority outfalls affecting the Woonasquatucket River by April 30, 2008. Other outfalls will be identified on an ongoing basis, and further surveys will be done between July 1 and October 31, 2008.

**IV.B.3.b.7**

As noted in the SWMPP, the Town intends to work with other organizations including the RIDOT, RIDEM, Narragansett Bay Commission and the Woonasquatucket River Watershed Council to identify illicit discharges, especially those affecting the Woonasquatucket River. The Town did not receive any reports of such discharges in 2007.

**IV.B.3.b.8**

Any unauthorized discharge will be referred to RIDEM as provided in the SWMPP. There were no known unauthorized non-stormwater discharges in 2007. Available records are limited.

**IV.B.3.b.9**

Training materials were obtained through URI NEMO for "Stormwater Management at Your Public Works Facility". This training will be provided for the DPW personnel. In addition, those employees involved in basin cleaning and inspection will receive ongoing instruction regarding identification and reporting of illicit discharges. Information regarding the hazards of illicit discharges and improper disposal of wastes will be added to the Town website and provided to the schools for inclusion in the environmental science curriculum. New businesses will be provided with an information packet.

Additional Measurable Goals and Activities

**SECTION III.A Other Reporting Requirements - Illicit Discharge Inspections to Date (Part IV.G.2.m)**

Total Illicit Discharges Identified: none	Total Illicit Discharges Tracked: none
Total Illicit Discharges Eliminated: none	# of Complaints Received: none
# of Violations Issued: none	# of Unresolved Violations Referred to RIDEM: none
Summary of Enforcement Actions: none	
Extent to which the MS4 system has been mapped: As basin cleaning is performed, personnel note location of catch basins on plat maps. Location and direction of storm drainage lines are also noted when found. Approximately 25% of the system has been mapped, to the best of our knowledge.	

**SECTION III.B Interconnections (Part IV.G.2.k and IV.G.2.l)**

Interconnection:	Date Found:	Location:	Connectee:	Originating Source:	Planned and Coordinated Efforts and Activities with Connectee:



**MINIMUM CONTROL MEASURE #4:  
CONSTRUCTION SITE STORM WATER RUNOFF CONTROL (Part IV.B.4 General Permit)**

**SECTION I. MEASURABLE GOALS: (For shaded areas, please provide descriptions of ongoing activity in SECTION II.)**

Permit ID#	BMP ID	List Measurable Goal	Date(s) Completed	Date Submitted to RIDEM	Name of document used to submit info to RIDEM and where it can be found in that document. If goal was NOT met, briefly list reasons, current status, plans and new date for meeting the goal.
IV.B.4.b.1		Adoption of Ordinance to require erosion and sediment control, control of other wastes, and sanctions to ensure compliance (DUE YEAR 2)	02/13/2006	04/21/06	RIPDES Small MS4 Annual Report – Year 2, Appendix E
IV.B.4.b.2		Signed Letter from City or Town Solicitor (DUE YEAR 2)			The Town Solicitor will provide a letter.
IV.B.4.b.4		Review of 100% of plans and SWPPPs, issuance and tracking of permits for construction projects ≥ 1 acre not reviewed by other State Programs (ONGOING)			PLEASE COMPLETE UNDER SECTION II.
IV.B.4.b.6		Implementation of procedures to receive and consider information from the public (if relevant.) (ONGOING)			PLEASE COMPLETE UNDER SECTION II.
IV.B.4.b.7		Inspection of 100% of all construction projects within the regulated area that discharge or have the potential to discharge to the MS4. Enforcement of erosion and sediment control measures and other measures for control of waste at construction sites. (ONGOING)			PLEASE COMPLETE UNDER SECTION II.
IV.B.4.b.8		Implementation of procedures for referral to the State of non-compliant construction site operators (ONGOING)			PLEASE COMPLETE UNDER SECTION II.
<b>B. ADDITIONAL MEASURABLE GOALS:</b>					

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**SECTION II. OVERALL EVALUATION:**

**GENERAL SUMMARY, STATUS, APPROPRIATENESS AND EFFECTIVENESS OF MEASURABLE GOALS:**

Include information relevant to the implementation of each measurable goal, such as activities implemented to support the review, issuance and tracking of permits, inspections and receipt of complaints. Discuss activities to be carried out during the next reporting cycle. If addressing TMDL requirements, please indicate rationale for the activities chosen to address the pollutant of concern.

(Note: Identify parties responsible for achieving the measurable goals and reference any reliance on another entity for achieving measurable goals.)

IV.B.4.b.1

An ordinance was adopted in 2006. The ordinance is enforced on all construction sites within the Town's jurisdiction. We found no evidence that a letter was provided from the Town Solicitor when the ordinance was passed, therefore a letter is forthcoming.

IV.B.4.b.2

The Town Engineer's Office performs site plan, SESC plan and SWMPP reviews prior to the issuance of any construction permits.

IV.B.4.b.4

IV.B.4.b.6

The DPW Taxpayer Request Form provides a method for receipt and consideration of information submitted by the public. Forms received are assigned to the appropriate personnel for response.

IV.B.4.b.7

All construction sites are inspected for the presence and condition of erosion controls. Article VII of Town Ordinance 2005-28 describes inspection protocols. The first inspection is conducted during preliminary construction by the Engineer's Office. Other inspectors in the Building Office are instructed to look for any problems with erosion control or waste materials on an on-going basis. A final site inspection is required prior to issuance of an occupancy permit.

**CONSTRUCTION SITE STORM WATER RUNOFF CONTROL cont'd**

IV.B.4.b.8

Non-compliant construction site operations are issued a stop-work order by the Building Official. In the event that the operator still fails to comply, the Town Engineer's office is responsible for contacting RIDEM. No construction sites were referred to RIDEM in 2007.

Additional Measurable Goals and Activities

**SECTION III. A Plan and SWPPP Reviews during Year 4 (2007)**

# of Construction Reviews completed: All site plans are reviewed. The number is not tracked.

Summary of Reviews and Findings:

Larger sites with plans prepared by engineering firms generally have Erosion Control plans that are substantially complete. Because of the topography of the Town, Johnston reviews all plans for erosion controls. Small, single family lot plans may have erosion control requirements noted on the site plan by the reviewer.

**SECTION III.B Erosion and Sediment Control Inspections during Year 4 (2007) (Part IV.G.2.n)**

# of Site Inspections: Many – not tracked

# of Complaints Received: 2

# of Violations Issued: Many – not tracked

# of Unresolved Violations Referred to RIDEM: none

Summary of Enforcement Actions:

The Town does not have the resources to maintain tracking systems for the number of inspections or violations. Contractors are informed by inspectors that they must comply with the Erosion Control ordinances or be shut down. There has been good cooperation from the contractors in installing and maintaining the required controls.



**MINIMUM CONTROL MEASURE #5:  
POST CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT  
(Part IV.B.5 General Permit)**

**SECTION I. MEASURABLE GOALS: (For shaded areas, please provide descriptions of ongoing activity in SECTION II.)**

Permit ID#	BMP ID	List Measurable Goal	Date(s) Completed	Date Submitted to RIDEM	Name of document used to submit info to RIDEM and where it can be found in that document. If goal was NOT met, briefly list reasons, current status, plans and new date for meeting the goal.
IV.B.5.b.4		Review of 100% of plans for development projects one or more acres not reviewed by other State Programs (ONGOING)			PLEASE COMPLETE UNDER SECTION II.
IV.B.5.b.5		Coordination with existing State programs requiring post-construction storm water management (ONGOING)			PLEASE COMPLETE UNDER SECTION II.
IV.B.5.b.6		Implementation of referral to the State of new discharges of storm water associated with industrial activity (ONGOING)			PLEASE COMPLETE UNDER SECTION II.
IV.B.5.b.9		Adoption of Ordinance to address post-construction runoff from new development and redevelopment (DUE YEAR 2) Signed Letter from City or Town Solicitor (DUE YEAR 2)			Existing ordinance to be revised  Town Solicitor to provide letter of confirmation.
IV.B.5.b.10		Post-construction inspections of BMPs and inspect 100% of all development $\geq$ 1 acre within the regulated area that discharges to the MS4 (ONGOING)			PLEASE COMPLETE UNDER SECTION II.
IV.B.5.b.11		Implementation of how long-term O&M of selected BMPs for new and re-development will be identified, tracked and enforced (ONGOING)			PLEASE COMPLETE UNDER SECTION II.
IV.B.5.b.12		Identification of existing structural BMPs (ONGOING)			PLEASE COMPLETE UNDER SECTION II.

**B. ADDITIONAL MEASURABLE GOALS:**

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**POST CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT cont'd**


**SECTION II. OVERALL EVALUATION:**

**GENERAL SUMMARY, STATUS, APPROPRIATENESS AND EFFECTIVENESS OF MEASURABLE GOALS:**

**Include information relevant to the implementation of each measurable goal, such as activities implemented to support the review, issuance and tracking of permits, inspections and receipt of complaints, etc. Please indicate if any projects have incorporated the use of Low Impact Development techniques. Discuss activities to be carried out during the next reporting cycle. If addressing TMDL requirements, please indicate rationale for the activities chosen to address the pollutant of concern.**

**IV.B.5.b.4**

The Technical Review Committee reviews 100% of plans for development projects, no matter the size. The Committee meets each month. The Town Engineer issues a review memo regarding the grading and drainage and the status of reviews by State programs.

**IV.B.5.b.5**

The Town requires that any development project show proof of meeting all requirements of existing State programs prior to receipt of any development approvals.

**IV.B.5.b.6**

The Town refers all new storm water discharges related to industrial activity to the State. The review of the ongoing development of Lakewood Industrial Park is completely under the jurisdiction of the State.

**IV.B.5.b.9**

Existing Town Zoning Ordinance 340 addresses post-construction stormwater runoff from new development and redevelopment under sections 340-27, 340-27.1 and 340.27.2. The Town Solicitor shall review the ordinance for revision as needed and provide a statement that the final Ordinance meets the requirements of Part IV.B.5 of the Permit.



**POST CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT cont'd**

IV.B.5.b.10

The Town inspects 100% of all development sites prior to issuing the certificate of occupancy. The Town Engineer's office is responsible for the inspections. The final site inspection form is included in the documents required for the certificate of occupancy.

IV.B.5.b.11

The Town requires that post-development landowners take responsibility for operation and maintenance of the BMPs.

IV.B.5.b.12

The Town is in the process of identifying existing BMPs discharging to the MS4. As facilities are identified, they are inspected and repaired as necessary.

Additional Measurable Goals and Activities

**SECTION III.A. Plan and SWPPP Reviews during Year 4 (2007)**

# of Post-Construction Reviews completed: The Planning Department will develop a tracking mechanism for reviews completed.

Summary of Reviews and Finding:

**POST CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT cont'd**

**SECTION III.B. Post Construction Inspections during Year 4 (2007): Proper Installation of Structural BMPs (Part IV.G.2.o)**

# of Site Inspections: not tracked	# of Complaints Received: none
# of Violations Issued: not tracked	# of Unresolved Violations Referred to RIDEM: none
Summary of Enforcement Actions:	

**SECTION III.C. Post Construction Inspections during Year 4 (2007): Proper Operation and Maintenance of Structural BMPs (Part IV.G.2.p)**

# of Site Inspections: not tracked	# of Complaints Received: not tracked
# of Violations Issued: not tracked	# of Unresolved Violations Referred to RIDEM: none
Summary of Enforcement Actions:	



**MINIMUM CONTROL MEASURE #6:  
POLLUTION PREVENTION AND GOOD HOUSEKEEPING IN MUNICIPAL OPERATIONS (Part IV.B.6 General Permit)**

**SECTION I. MEASURABLE GOALS: (For shaded areas, please provide descriptions of ongoing activity in SECTION II.)**

A. REQUIRED MEASURABLE GOALS:				
Permit ID#	BMP ID	List Measurable Goal	Date(s) Completed	If goal was NOT met, briefly list reasons, current status, plans and new date for meeting the goal
IV.B.6.b.1.i		Identification, location and description of all municipally owned structural BMPs (ONGOING)		PLEASE COMPLETE UNDER SECTION II.
IV.B.6.b.1.ii		Inspection and cleaning BMPs (ONGOING)		PLEASE COMPLETE UNDER SECTION II.
IV.B.6.b.1.iii		Annual catch basin inspection and cleaning program (ANNUALLY)	On-going	
IV.B.6.b.1.iv		Minimize erosion of road side shoulders and ditches by requiring stabilization of those areas (ONGOING)		PLEASE COMPLETE UNDER SECTION II.
IV.B.6.b.1.v		Identify and report annually the known discharges causing scouring at outfall pipes or outfalls with excessive sedimentation and a description of all corrective actions (ONGOING / ANNUALLY)		PLEASE COMPLETE UNDER SECTION II.
IV.B.6.b.1.vi		Annual road sweeping of all streets and roads within the regulated area annually (ANNUALLY)	On-going	
IV.B.6.b.1.vii		Maintenance activities, schedules and long-term inspection for controls to reduce floatables (ONGOING)		PLEASE COMPLETE UNDER SECTION II.
IV.B.6.b.1.viii		Proper disposal of removed waste from the MS4 (ONGOING)		PLEASE COMPLETE UNDER SECTION II.
IV.B.6.b.4		Municipally owned non-industrial facilities must develop and implement BMPs for O&M and Good Housekeeping, as well as corrective actions designed to eliminate and/or minimize the discharge of pollutants to waters of the State (DUE YEAR 4)	On-going	

**POLLUTION PREVENTION AND GOOD HOUSEKEEPING IN MUNICIPAL OPERATIONS cont'd**

IV.B.6.b.5	Reporting and tracking of inspections, comprehensive site evaluations, corrective actions implemented and scheduled improvements to minimize the discharge of pollutants at industrial facilities owned and operated by the municipality (ONGOING)		PLEASE COMPLETE UNDER SECTION II.
IV.B.6.b.6	Implementation of employee training programs that will be used to prevent and reduce storm water pollution (ONGOING)		PLEASE COMPLETE UNDER SECTION II.
IV.B.6.b.7	Implementation of procedures for assessing potential water quality impacts to existing and new flow management projects (ONGOING)		PLEASE COMPLETE UNDER SECTION II.
<b>B. ADDITIONAL MEASURABLE GOALS:</b>			

**SECTION II. OVERALL EVALUATION:**

**GENERAL SUMMARY, STATUS, APPROPRIATENESS AND EFFECTIVENESS OF MEASURABLE GOALS:**

Include information relevant to the implementation of each measurable goal, such as activities and practices used to address on-going requirements. Discuss activities to be carried out during the next reporting cycle. If addressing TMDL requirements, please indicate rationale for the activities chosen to address the pollutant of concern.

(Note: Identify parties responsible for achieving the measurable goals and reference any reliance on another entity for achieving measurable goals.)

IV.B.6.b.1.i

There are no historical records of BMPs owned or operated by the Town. As facilities are identified, they are noted on the Plat Maps. The Town has limited resources for locating and identifying facilities.

**POLLUTION PREVENTION AND GOOD HOUSEKEEPING IN MUNICIPAL OPERATIONS cont'd**

IV.B.6.b.1.ii  
BMPs are inspected and cleaned on an as-needed basis. The DPW is responsible for this action.

IV.B.6.b.1.iii  
The Town performs regular catch basin cleaning. All catch basins are cleaned and inspected at least once per year. Based on observations of sediment accumulation, some basins are scheduled for more frequent cleanings. The logs for catch basin cleaning in 2006 and 2007 are attached.

IV.B.6.b.1.iv  
Any roadways found to have eroded shoulder areas are repaired. Problems are discovered by DPW staff during roadway sweeping, and by citizen complaint. Problem areas are repaired by DPW staff.

IV.B.6.b.1.v  
The Town has no known discharges causing scouring at outfall pipes. Outfalls with excessive sedimentation are addressed as identified.

IV.B.6.b.1.vi  
All Town streets are swept annually. Certain roadways are swept more than once a year, depending on the rate of sediment accumulation. Certain areas are targeted for earlier and more frequent sweeping due to the increased winter sanding (hill areas, curves, intersections, etc.) The DPW is responsible for completion of this goal.

IV.B.6.b.1.vii  
The Town collects floatables during maintenance and inspection of catch basins. In addition, dedicated DPW crews collect floatables on an on-going basis.

IV.B.6.b.1.viii  
Removed wastes are disposed as provided in Section 8.0 of the SWMPP. Floatables and other debris are placed in dumpsters at the DPW Yard for removal by others.

IV.B.6.b.4  
O&M and Good Housekeeping BMPs were developed during the SWMPP development process. Details are included in Section 8.0 of the SWMPP. The DWP is responsible for implementation of the BMPs.

**POLLUTION PREVENTION AND GOOD HOUSEKEEPING IN MUNICIPAL OPERATIONS cont'd**

<p>IV.B.6.b.5 The Town does not have facilities with discharges of storm water associated with industrial activity.</p>	<p>IV.B.6.b.6 URI NEMO training program will be used as a basis for DPW and Parks Department employee training to prevent and reduce storm water pollution. The DPW will research other programs available for emergency spill handling and other possible pollution issues.</p>	<p>IV.B.6.b.7 No new flow management projects are proposed at this time. When funding is available for such projects, professional design assistance will be sought to assess potential water quality impacts.</p>	<p>Additional Measurable Goals and Activities</p>
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**SECTION III.A Structural BMPs (Part IV.B.6.b.1.i)**

BMP ID:	Location:	Name of BMP Owner/Operator:	Description of BMP:

**SECTION III.B Discharges Causing Scouring or Excessive Sedimentation (Part IV.B.6.b.1.v)**

Outfall ID:	Location:	Description of Problem:	Description of Remediation Taken, include dates:	Receiving Water Body Name/Description:

**POLLUTION PREVENTION AND GOOD HOUSEKEEPING IN MUNICIPAL OPERATIONS cont'd**  
**SECTION III.C Note any planned municipal construction projects/opportunities to incorporate water quality BMPs, low impact development, or activities to promote infiltration and recharge (Part IV.G.2.j).**

The Town has no planned municipal construction projects at this time.

**SECTION III.D Please include a summary of results of any other information that has been collected and analyzed. This includes any type of data (Part IV.G.2.e).**



## TOTAL MAXIMUM DAILY LOAD (TMDL) or other Water Quality Determination REQUIREMENTS

**SECTION I.** If you have been notified that discharges from your MS4 require non-structural or structural storm water controls based on an approved TMDL or other water quality determination, please provide an assessment of the progress towards meeting the requirements for the control of storm water identified in the approved TMDL (Part IV.G.2.d). Please indicate rationale for the activities chosen to address the pollutant of concern.

The Town has not received any notification.





# RHODE ISLAND DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

Office of Water Resources



## INSTRUCTIONS FOR THE RI POLLUTANT DISCHARGE ELIMINATION SYSTEM (RIPDES) SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS AND INDUSTRIAL ACTIVITY AT ELIGIBLE FACILITIES OPERATED BY REGULATED SMALL MS4s ANNUAL REPORT FORM

### **WHO MUST SUBMIT AN ANNUAL REPORT:**

Owners/Operators of regulated small municipal separate storm sewer systems (MS4s) and industrial activities authorized to discharge storm water under the Rhode Island Pollutant Discharge Elimination System (RIPDES) Storm Water General Permit for Small Municipal Separate Storm Sewer Systems and Industrial Activity at Eligible Facilities Operated by Regulated Small MS4s, must submit an Annual Report, outlined in Part IV.G of the permit. The Report must be submitted each year after permit issuance by March 10<sup>th</sup> to track progress of compliance. If you have questions regarding this Annual Report Form contact Margarita Chatterton of the Rhode Island Department of Environmental Management (RIDEM), Office of Water Resources, Permitting Section at (401) 222-4700 ext. 7605.

The Annual Report must be submitted to:

RIDEM  
Office of Water Resources  
RIPDES Program  
Permitting Section  
235 Promenade Street  
Providence, RI 02908  
ATTN: Margarita Chatterton

### **INSTRUCTIONS FOR COMPLETION:**

#### **GENERAL INFORMATION PAGE:**

“RIPDES Permit #”

Include your permit ID # to ensure proper tracking.

“Operator of MS4”

Give the legal name of the person, firm, public (municipal) organization, or any other entity that is responsible for day-to-day operations of the MS4 described in this application (RIPDES Rules 3 & 12). Enter the complete address and telephone number of the operator. Circle the appropriate choice to indicate the legal status of the operator of the MS4.

“Owner of MS4”

If the owner is the same as the operator do not complete this section. Give the legal name of the person, firm,

public (municipal) organization, or any other entity that owns the MS4 described in this application (RIPDES Rules 3 & 12). Do not use a colloquial name. Enter the complete address and telephone number of the owner.

“Certification”

State and federal statutes provide for severe penalties for submitting false information on this application form. State and federal regulations require this application to be signed as follows (RIPDES Rule 12);

*For a corporation:* by a responsible corporate officer, which means: (i) president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information or permit application requirements; and where authority to sign documentation has been assigned or delegated to the manager in accordance with cooperate procedures;

*For a partnership or sole proprietorship:* by a general partner or the proprietor;

*For a Municipality, State, Federal or other public site:* by either a principal executive officer or ranking elected official.

#### **SECTION I- MEASURABLE GOALS:**

One or more pages, front and back, are provided to report on the status of measurable goals which have been developed to aid in the implementation of strategies, procedures, and programs used to achieve each of the six minimum control measures in Part IV.B of the General Permit. Please type or print in the appropriate areas only. If additional space is needed please submit attachments to the appropriate minimum control measure following the format provided.

**Where indicated, please provide the status of the pertinent local ordinances and City or Town Solicitor’s letter. If these documents have not**

**previously been submitted to RIDEM, please include them with this Annual Report.**

The first section entitled "Required Measurable Goals" includes mainly strategies, procedures, and programs, which **MUST** be developed/implemented by a specific year as mandated by the permit.

The second section entitled "Additional Measurable Goals" provides space to include your own MS4-specific measurable goals not prescribed in the permit (though noted in your Storm Water Management Program Plan), but are intended to aid in the implementation of strategies, procedures, and programs outlined in the permit to comply with each minimum measure.

*Example: Public Education and Outreach*

"Required Measurable Goals"- Sections IV.B.1.b.2 and IV.B.1.b.4 are considered "Required Measurable Goals" because strategies on how to inform the community on how to become involved in the storm water program and how operators will utilize partnerships, and strategies to list target pollutant sources **MUST** be developed within the first year. These are considered "Required Measurable Goals" because the development of such strategies has a deadline.

"Additional Measurable Goals"- Any further establishment of deadlines, percentages, etc. used to aid the implementation of strategies, procedures, or programs are considered "Additional Measurable Goals." Examples may include: informing 70% of residents about proper fertilizer use; introduction of an ordinance to control pet waste by the end of the third year. These would classify as "Additional Measurable Goals" because they are not prescribed by the permit but are fulfilling overall minimum measure requirements.

*"Permit ID #"*

The Permit ID # is the part of the permit where you can find a listing or description of the required measurable goal.

*"BMP ID #"*

The BMP ID # refers to the number assigned to a specific requirement or BMP and reported to the Department in the Storm Water Management Program Plan.

*"List Measurable Goal"*

A brief description of the measurable goal with the year it must be completed by in parentheses.

*"Date(s) Completed"*

Enter the date the measurable goal was completed. (Note that this date may have been during previous reporting years.) For ongoing tasks (and shaded areas), please use the space in Section II to describe actions taken to meet the goal, progress, plans, etc.

*"Date Submitted to RIDEM"*

Enter the date that a required document was submitted to RIDEM as part of meeting a measurable goal. (Note that this date may have been during previous reporting years.)

*"If goal was NOT met..."*

Complete this section only if you have not yet completed the tasks/measurable goals. If you have not met the measurable goal on time **OR** are on track with meeting the measurable goal on time, please provide a brief description as to why the goal has not been met, the current status of actions needed to meet the goal, any current plans, and the date you foresee the goal to be completed by. Please keep this section brief. **For items that have been shaded, please use Section II to describe what new and/or ongoing activities have been undertaken or progress made toward meeting the measurable goal.**

**SECTION II- OVERALL EVALUATION:**

This section provides narrative space for a more descriptive explanation and evaluation of the actions taken to satisfy each of the minimum control measures.

Please provide a general summary of actions taken (implementation of BMPs, development of procedures, events, etc.) to meet the measurable goals of the minimum measure. **Be sure to identify parties responsible for achieving each measurable goal** and reference any reliance on another entity for achieving any measurable goal.

Describe whether each measurable goal was completed within the time proposed in the MS4 General Permit or your Storm Water Management Program Plan (SWMPP). Why or why not? Provide a progress report and discussion of activities that will be carried out during the next reporting cycle to satisfy the requirements of the minimum measures. If applicable, assess the appropriateness of the actions taken to meet the requirements of the minimum measure. In determining appropriateness, you may want to consider at a minimum the local population targeted, pollution sources addressed, receiving water concerns, integration with local management procedures, and available resources and violations or environmental impacts eliminated or minimized.

Also, discuss the effectiveness of the implementation of BMPs to meet the requirements of the minimum measure and the overall effectiveness of the minimum measure. Describe your progress towards achieving the overall goal of reducing the discharge of pollutants. Please include assessment parameters/indicators used to measure the success of the minimum measure. Also include a discussion of any proposed changes to BMPs or measurable goals.

After evaluation, it may be necessary to make changes or modifications to your Implementation Schedule if the time frame, appropriateness or effectiveness cannot be assured. If so, please include descriptions of changes or modifications, and detailed justification in the appropriate sections.

### **SECTION III- ADDITIONAL ANNUAL REPORT REQUIREMENTS**

Section III refers to additional reporting requirements that the MS4 General Permit is required to submit to the Department as part of the Annual Report. Section III requirements apply to Minimum Control Measures 2 through 6.

#### **Minimum Control Measure #2: Section III:**

Specify the date of and how the annual report was public noticed. If a public meeting was needed, provide the date and place. Include a summary of public comments received in the public comment period of the draft annual report and planned responses or changes to the program (new or revised BMP's and measurable goals, partnerships, etc.). Be sure to attach a copy of your public notice (Part IV.G.2.h and IV.G.2.i).

#### **Minimum Control Measure #3: Section III.A:**

Provide the number of illicit discharges identified, complaints received, violations with a summary of enforcement actions, and unresolved violations that have been referred to RIDEM. Include a short narrative describing the extent to which your system has been mapped (Part IV.G.2.m).

#### **Minimum Control Measure #3: Section III.B:**

List location, date found, operator of the physically interconnected MS4, and originating source of newly identified physical interconnections with other small MS4s. Also note any planned or coordinated activities with the physically interconnected MS4 (Part IV.G.2.k and IV.G.2.l).

#### **Minimum Control Measures #4 & 5: Section III.A:**

Identify the number of construction and post-construction plan and SWPPP reviews completed during Year 4 (2007) and any further information. This includes, but is not limited to a summary of the reviews, responsible parties, and types of projects reviewed.

#### **Minimum Control Measure #4: Section III.B:**

Construction inspection information for erosion and sediment control should be submitted annually as stated in Part IV.G.2.n. Provide a summary of the number of site inspections conducted, inspections that have resulted in enforcement actions, violations that have been resolved and of those unresolved, referred to RIDEM.

#### **Minimum Control Measure #5: Section III.B:**

Post-construction inspection information for proper installation of post-construction structural BMPs should be submitted annually as stated in Part IV.G.2.o. This should provide a summary of the number of site inspections conducted, inspections that have resulted in enforcement actions, violations that have been resolved and of those unresolved, referred to RIDEM.

#### **Minimum Control Measure #5: Section III.C:**

Inspection information for proper operation and maintenance of post-construction structural BMPs should be submitted annually as stated in Part IV.G.2.p. This should provide a summary of the number of site inspections conducted, inspections that have resulted in enforcement actions, violations that have been resolved and of those unresolved, referred to RIDEM.

#### **Minimum Control Measure #6: Section III.A:**

As prescribed in Part IV.B.6.b.1.i of the General Permit, the MS4 operator must identify and list the specific location and description of all structural BMPs in the SWMPP at the time of application and update the information in the annual report.

#### **Minimum Control Measure #6: Section III.B:**

Part IV.B.6.b.1.v of the Permit states to identify and report annually, as part of the annual report, known discharges causing scouring at outfall pipes or outfalls with excessive sedimentation. Include Outfall ID #, location, description of the problem, any remediation taken, and the ultimate receiving water body.

#### **Minimum Control Measure #6: Section III.C:**

As noted in Part IV.G.2.j of the General Permit, specify any planned municipal construction projects or opportunities to include water quality BMPs, low impact development, or seek to promote infiltration and recharge.

#### **Minimum Control Measure #6: Section III.D:**

Please include a summary of results of any other information that has been collected and analyzed. This includes any type of data, including, but not limited to, dry weather survey data (Part IV.G.2.e).

### **TOTAL MAXIMUM DAILY LOAD (TMDL) or other Water Quality Determination REQUIREMENTS**

#### **Section I:**

Complete this section only if your MS4 is subject to an approved TMDL. TMDL requirements may require the implementation of the six minimum control measures to address the pollutants of concern, and/or additional structural storm water controls or measures that are necessary to meet the provisions of the approved TMDL. Be sure to identify the approved TMDL and assess the progress towards meeting the requirements for the control of storm water (Part IV.G.2.d).

Provide a progress report: present status and discussion of activities that have been accomplished or will be carried out during the next reporting cycle to satisfy the requirements of the TMDL. If applicable assess the appropriateness of the BMPs selected under each of the six minimum control measures to meet the requirements of the TMDL. In determining appropriateness you may want to consider, violations or environmental impacts eliminated or minimized.

Please include assessment parameters/indicators that will be used to measure the success of the selected BMPs. Also include a discussion of any proposed changes to BMPs or measurable goals.