

**Year 6 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**New Permittees**  
**Reporting Period: July 1, 2023-June 30, 2024**

*\*\*Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form. Also ensure any websites included on this form are publicly accessible\*\**

*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, 2023 and June 30, 2024 unless otherwise requested.*

**Part I: Contact Information**

Name of Municipality or Organization: Quinsigamond Community College

EPA NPDES Permit Number: MAR042058

**Primary MS4 Program Manager Contact Information**

Name: Stephen Marini Title: COO/FCO and VP Admin Services

Street Address Line 1: Quinsigamond Community College

Street Address Line 2: 670 West Boylston Street

City: Worcester State: MA Zip Code: 01606

Email: smarini@qcc.mass.edu Phone Number: (508) 854-4272

**Stormwater Management Program (SWMP) Information**

SWMP Location (web address): <https://www.qcc.edu/stormwater>

Date SWMP was Last Updated: 06/30/2024

If the SWMP is not available on the web please provide the physical address:

Quinsigamond Community College, Department of Facilities, 670 West Boylston Street, Worcester, MA

## Part II: Self-Assessment

*First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4.*

### Impairment(s)

- ☒ Bacteria/Pathogens      ☒ Chloride      ☐ Nitrogen      ☒ Phosphorus  
☒ Solids/ Oil/ Grease (Hydrocarbons)/ Metals

### TMDL(s)

- In State:*      ☐ Assabet River Phosphorus      ☐ Bacteria and Pathogen      ☐ Cape Cod Nitrogen  
☐ Charles River Watershed Phosphorus      ☐ Lake and Pond Phosphorus

- Out of State:*      ☐ Bacteria/Pathogens      ☐ Metals      ☐ Nitrogen      ☐ Phosphorus

Clear Impairments and TMDLs

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

### Year 6 Requirements

Developed a report assessing current street design and parking lot guidelines and other local

- ☒ requirements within the municipality that affect the creation of impervious cover, made it available as part of the SWMP, and:

☐ No updates were recommended

☒ Updates were recommended. The anticipated date or date of completion for updates is/was:

2029

Developed a report assessing local regulations to determine the feasibility of making green

- ☐ infrastructure practices allowable when appropriate site conditions exist, made it available as part of the SWMP, and:

☐ No updates were recommended

☐ Updates were recommended. The anticipated date or date of completion for updates is/was:

[not applicable for non-traditional permittees]

- ☒ Identified a minimum of 5 permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious cover

*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:

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 publicly available website:
- ☒ Updated the outfall and interconnection inventory and priority ranking as necessary
  - ☒ The priority ranking of outfalls/interconnections is attached to the email submission
  - ☐ The priority ranking of outfalls/interconnections can be found at the following website:
- ☒ Updated system map due in year 5 as necessary
- ☒ Provided training to employees involved in IDDE program within the reporting period
- ☒ Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- ☒ All curbed roadways were swept at least once within the reporting period
- ☒ Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- ☒ Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- ☒ 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 or provide any additional details, please use the box below:

**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:

QCC does not issue dog licenses or oversee private septic systems; these requirements are not applicable

**Chloride**

- ☒ Implemented the Salt Reduction Plan

Annual Requirements*Public Education and Outreach*

- Included an annual message in November/ December to private road salt applicators and commercial industrial site owners on the proper storage and application rates of winter deicing material, along with the steps that can be taken to minimize salt use and protect local waterbodies
- ☐

*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:

QCC does not oversee private road salt applicators or commercial industrial site owners; this requirement is not applicable

**Phosphorus (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)**Annual Requirements*Public Education and Outreach\**

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

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

*Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

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

*Phosphorus Source Identification Report*

☒ Completed the Phosphorus Source Identification Report

- ☒ The Phosphorus Source Identification Report is attached to the email submission
- ☐ The Phosphorus Source Identification Report can be found at the following website:

*Potential structural BMPs*

☐ Any structural BMPs already existing or installed in the regulated area by the permittee or its agents was tracked and the phosphorus removal by the BMP was estimated consistent with Attachment 3 to Appendix F. The BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated phosphorus removed in mass per year by the BMP were documented.

- ☒ No BMPs were installed
- ☐ The BMP information is attached to the email submission
- ☐ The BMP information can be found at the following website:

Total estimated phosphorus removed in **lbs/year** from the installed BMPs:

*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:

QCC plans to implement street sweeping twice per year starting in Permit Year 7.

**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 to target areas with potential for high pollutant loads

- ☐ The street sweeping schedule is attached to the email submission
- ☐ The street sweeping schedule can be found at the following publicly available website:

☐ 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 indicate 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:

QCC plans to implement street sweeping twice per year starting in Permit Year 7 as well as clean catch basins in Year 7.

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

QCC has experienced budget constraints within the past few years which has impacted their ability to complete MS4 regulatory requirements. QCC is willing to coordinate these requirements with regulators and make efforts to complete requirements as they are financially able.

### 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? 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>

☒ Yes

☐ No

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

Added relevant impairments for Mill Brook (MA51-08) to reflect Final Massachusetts Integrated List of Waters for the Clean Water Act 2022 Reporting Cycle (May 2023)

## 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: MCM 1-3: Public Education - Educational Opportunities**

Message Description and Distribution Method:

Provide opportunities through QCC courses or other programs for students to learn about stormwater management. May include stormwater or related information into a public workshop, QCC class curricula, and/or field or research-related assignment. The following classes were offered in the Year 5 Permit Term: Climate and Weather: Causes and Effects (Fall/Spring/Summer) & Sustaining Earth's Environment (Fall/Spring).

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Number of classes or workshops provided - target 1 per year; 2 courses offered in 2023-2024 Academic Year

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:

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#### **BMP: MCM 1-5: Stormwater Website**

Message Description and Distribution Method:

Educational information on stormwater issues and management provided on dedicated stormwater web page on QCC's website

Targeted Audience:

Responsible Department/Parties:



Measurable Goal(s):

Number of website hits

Message Date(s): Website live in April 2021; 42 views from July 1, 2023 to June 30, 2024

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:

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Add an Educational Message

## MCM2: Public Participation

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

Quinsigamond Community College hosted an informational presentation in partnership with Nitsch Engineering about the 2016 MA Small MS4 Permit and QCC's SWMP on May 20, 2024. The meeting was virtual using Zoom platform and had 6 attendees.

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:**

## 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:

*Below, report on the total number of SSOs identified in the MS4 system and removed to date. At a minimum, report SSOs identified **since the effective date of the permit (July 1, 2018)**.*

Total number of SSOs identified:

Total number of SSOs removed:

### **MS4 System Mapping**

Percent of Phase II map complete:

*Optional:* Describe any additional progress you made on your map during this reporting period or 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:

Results can be found in Appendix C to IDDE Plan in attachments to this submission

### **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:

*Below, report on the number of catchment investigations completed **during this reporting period**.*

Number of catchment investigations completed this reporting period:

*Below, report on the percent of catchments investigated **to date**.*

Percent of total catchments investigated:

*Optional: Provide any additional information for clarity regarding the catchment investigations below:*

### **IDDE Progress**

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

- ☐ 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:

*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:*

**Employee Training**

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

Training for Year 6 occurred on May 21, 2024. The training covered topics including IDDE, SWPPP, and O&M training for MS4 permit requirements. A total of 11 employees attended.

**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: 1

Number of inspections completed: 0

Number of enforcement actions taken: 0

*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****Ordinance or Regulatory Mechanism**

Date ordinance was completed:

June 2021

Website of ordinance or regulatory mechanism:

Stormwater Policy: <https://www.qcc.edu/stormwater>

**As-built Drawings**

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

Number of as-built drawings received: 1

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

## 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 weight of material removed from all catch basins:

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

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:

☐ Weight of material removed:

### 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:

none

## Additional Information

### **Monitoring or Study Results**

*Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.*

- ☒ Not applicable
- ☐ The results from additional reports or studies are attached to the email submission
- ☐ The results from additional reports or studies can be found at the following website(s):

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

### **Additional Information**

*Optional:* Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above. If any of the above year 6 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:

QCC has experienced fluctuations in enrollment as well as budget constraints within the past few years which has impacted their ability to complete MS4 regulatory requirements. QCC is willing to coordinate these requirements with regulators and make efforts to complete requirements as they are financially able.

### **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 7 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ☒

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
- Continue public education and outreach program
- Update inventory of all known locations where SSOs have discharged to the MS4
- Sweep all curbed roadways at least once within the reporting period
- Annual training to employees involved in IDDE program
- Clean catch basins in accordance with catch basin cleaning procedures to ensure that no catch basin is greater than 50% full
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspections of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all curbed streets at least annually
- Implement 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
- Enclose all road salt storage piles or facilities and implement 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

Provide any additional details on activities planned for permit year 7 below:

## Part VI: Certification of Small MS4 Annual Report 2024

### 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.

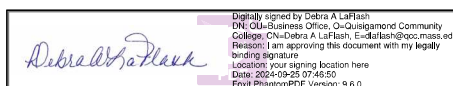
Name:

Debra LaFlash

Title:

Associate Vice President of Finance

Signature:



Digitally signed by Debra A LaFlash  
DN: OU=Business Office, O=Quinsigamond Community College, CN=Debra A LaFlash, E=dlaflash@qcc.mass.edu  
Reason: I am approving this document with my legally binding signature  
Location: your signing location here  
Date: 2024-09-25 07:45:50  
Foxit ReaderPDF Version: 9.6.0

Date:

09/27/24

*[Signatory may be a duly authorized representative]*

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

### Annual Report Submission

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

EPA:

MassDEP:

### Paper Signature:

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

[Print Signature Page](#)

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

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