

# **Stormwater Management Program (SWMP)**

## **Quinsigamond Community College**

670 West Boylston Street, Worcester MA 01606

EPA NPDES Permit Number MAR042058

# Certification

**Authorized Representative (Optional):** All reports, including SWPPPs, inspection reports, annual reports, monitoring reports, reports on training and other information required by this permit must be signed by a person described in Appendix B, Subsection 11.A or by a duly authorized representative of that person in accordance with Appendix B, Subsection 11.B. If there is an authorized representative to sign MS4 reports, there must be a signed and dated written authorization.

The authorization letter is:

☐ Attached to this document (document name listed below)

☒ Publicly available at the website below

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

“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 gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

Printed Name Debra A LaFlash

Signature

Date 06/30/2020

## Revisions

Printed Name Debra A LaFlash

Signature

Date 09/28/2023

Printed Name Debra A LaFlash

Signature

*Debra A LaFlash*

Date 06/30/2024

[Click Here for Revisions](#)

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Printed Name Debra LaFlash

Signature

DocuSigned by:  
  
35B18AC4829243C...

09/28/2023

Date 09/28/2023

[Click Here for Revisions](#)

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Printed Name

Debra A LaFlash

Signature



Date

06/30/2020

[Click Here for Revisions](#)

# Background

## Stormwater Regulation

The Stormwater Phase II Final Rule was promulgated in 1999 and was the next step after the 1987 Phase I Rule in EPA's effort to preserve, protect, and improve the Nation's water resources from polluted stormwater runoff. The Phase II program expands the Phase I program by requiring additional operators of MS4s in urbanized areas and operators of small construction sites, through the use of NPDES permits, to implement programs and practices to control polluted stormwater runoff. Phase II is intended to further reduce adverse impacts to water quality and aquatic habitat by instituting the use of controls on the unregulated sources of stormwater discharges that have the greatest likelihood of causing continued environmental degradation. Under the Phase II rule all MS4s with stormwater discharges from Census designated Urbanized Area are required to seek NPDES permit coverage for those stormwater discharges.

## Permit Program Background

On May 1, 2003, EPA Region 1 issued its Final General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (2003 small MS4 permit) consistent with the Phase II rule. The 2003 small MS4 permit covered "traditional" (i.e., cities and towns) and "non-traditional" (i.e., Federal and state agencies) MS4 Operators located in the states of Massachusetts and New Hampshire. This permit expired on May 1, 2008 but remained in effect until operators were authorized under the 2016 MS4 general permit, which became effective on July 1, 2018.

## Stormwater Management Program (SWMP)

The SWMP describes and details the activities and measures that will be implemented to meet the terms and conditions of the permit. The SWMP accurately describes the permittees plans and activities. The document should be updated and/or modified during the permit term as the permittee's activities are modified, changed or updated to meet permit conditions during the permit term. The main elements of the stormwater management program are (1) a public education program in order to affect public behavior causing stormwater pollution, (2) an opportunity for the public to participate and provide comments on the stormwater program (3) a program to effectively find and eliminate illicit discharges within the MS4 (4) a program to effectively control construction site stormwater discharges to the MS4 (5) a program to ensure that stormwater from development projects entering the MS4 is adequately controlled by the construction of stormwater controls, and (6) a good housekeeping program to ensure that stormwater pollution sources on municipal properties and from municipal operations are minimized.

## Town Specific MS4 Background (optional)

As a University owned and operated by the Commonwealth of Massachusetts, Quinsigamond Community College (QCC) is considered a non-traditional MS4. The Best Management Practices (BMPs) outlined in this SWMP were aligned with the requirements of Section 5.0 Non-Traditional MS4s of the Massachusetts Small MS4 Permit. The public education BMPs target the employees, faculty members and students and will incorporate educational topics specific to these target audiences. As a non-traditional MS4, QCC does not have the authority to enact ordinances or regulations; however, QCC will ensure written policies or procedures are in place to address the requirements to develop an Illicit Discharge Detection and Elimination program and post-construction stormwater design guidelines. The BMPs to address these requirements are noted in their respective BMP tables within this SWMP.

# Small MS4 Authorization

The NOI was submitted on

The NOI can be found at the following (document name or web address):

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Authorization to Discharge was granted on

The Authorization Letter can be found (document name or web address):

# Stormwater Management Program Team

## SWMP Team Coordinator

Name	Stephen Zisk	Title	Director of Engineering, Energy, Environ
Department	Facilities		
Phone Number	508.854.4424	Email	Szisk@qcc.mass.edu
Responsibilities	Oversees and Coordinates the Stormwater Program		

## SWMP Team

Name	Stephen Marini	Title	COO/FCO and VP Admin Services
Department			
Phone Number	508-854-4272	Email	smarini@qcc.mass.edu
Responsibilities	Oversees the Stormwater Program; Signatory Official for MS4 Permit		

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Name	Jim Racki	Title	Executive Director of Facilities Operati
Department	Facilities		
Phone Number	508-854-7496	Email	jracki@qcc.mass.edu
Responsibilities	Member, Stormwater Management Program Team - Facilities		

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Name	Debra LaFlash	Title	Asst VP of Financing/Comptroller
Department	Finance		
Phone Number	508-854-4424	Email	dlaflash@qcc.mass.edu
Responsibilities	Member, Stormwater Management Program Team - Oversees Financing of Stormwater Program		

Add SWMP Member



# Receiving Waters

The following table lists all receiving waters, impairments and number of outfalls discharging to each waterbody segment.

OR

The information can be found in the following document or at the following web address:

Waterbody segment that receives flow from the MS4	Number of outfalls into receiving water segment	Chloride	Chlorophyll-a	Dissolved Oxygen/DO Saturation	Nitrogen	Oil & Grease/PAH	Phosphorus	Solids/ TSS/ Turbidity	E. coli	Enterococcus	Other pollutant(s) causing impairments
City of Worcester MS4	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kendrick Brook/Weasel Brook	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mill Brook (MA51-08)/Salisbury Pond	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ammonia, Fecal Coliform, Metals, Nutrient/ Eutrophication Biological Indicators, Odor, Scum/Foam, Trash
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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[Click here to lengthen table](#)

# Eligibility: Endangered Species and Historic Properties

\*Reminder: The proper consultations and updates to the SWMP must be conducted for construction projects related to your permit compliance where Construction General Permit (CGP) coverage, which requires its own endangered species and history preservation determination, is NOT being obtained.

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## Attachments:

- ☒ The results of Appendix C U.S. Fish and Wildlife Service endangered species screening determination
- ☒ The results of the Appendix D historic property screening investigations
- ☐ If applicable, any documents from the State Historic Preservation Officer (SHPO), Tribal Historic Preservation Officer (THPO), or other Tribal representative to mitigate effects

These attachments are required within one year of the permit effective date and are:

- ☒ Attached to this document (document names listed below)

The Endangered Species and Historic Review information is provided in the Attachments to the SWMP.

- ☐ Publicly available at the website listed below

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Under what criterion did permittee determine eligibility for ESA?

- ☐ Criterion A      ☐ Criterion B      ☒ Criterion C

Under what criterion did permittee determine eligibility for Historic Properties?

- ☐ Criterion A      ☒ Criterion B      ☐ Criterion C      ☐ Criterion D (NH only)

Below add any additional measures for structural controls that you're required to do through consultation with U.S. Fish and Wildlife Service (if applicable):

Not applicable.

Below add any additional measures taken to avoid or minimize adverse impacts on places listed, or eligible for listing, on the NRHP, including any conditions imposed by the SHPO or THPO (if applicable):

Not applicable.

# MCM 1

## Public Education and Outreach

### Permit Part 2.3.2

**Objective:** The permittee shall implement an education program that includes educational goals based on stormwater issues of significance within the MS4 area. The ultimate objective of a public education program is to increase knowledge and change behavior of the public so that the pollutants in stormwater are reduced.

#### **Examples and Templates:**

[EPA's Stormwater Education Toolbox](#)

[MassDEP's Stormwater Outreach Materials](#)

Other templates relevant to MCM 1 can be found here: <https://www.epa.gov/npdes-permits/stormwater-tools-new-england#peo>

### **BMP:Electronic Communication**

**BMP Number (Optional)** MCM1-1

**Document Name and/or Web Address:** MCM1-1 - Public Education - Electronic Communication

**Description:**

Email fliers with educational material on stormwater management sent in QCC's Community Announcements to all faculty, staff, and students

**Targeted Audience:** Faculty, Staff, and Students

**Responsible Department/Parties:** Facilities Department

**Measurable Goal(s):**

Number of emails distributed - target 1 per year

**Message Date(s):** Fall 2020; June 2021

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### **BMP:Educational Displays**

**BMP Number (Optional)** MCM1-2

**Document Name and/or Web Address:** MCM1-2 - Public Education - Educational Displays

**Description:**

Educational information on stormwater management displayed in building common areas

**Targeted Audience:** Faculty, Staff, Students, and Visitors

**Responsible Department/Parties:** Facilities Department

**Measurable Goal(s):**

Number of new postings - target 1 per year

**Message Date(s):** June 2021

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### **BMP:Educational Opportunities**

**BMP Number (Optional)** MCM1-3

**Document Name and/or Web Address:** MCM1-3 - Public Education - Educational Opportunities

**Description:**

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.

**Targeted Audience:** Students and Visitors

**Responsible Department/Parties:** Facilities Department/Faculty

**Measurable Goal(s):**

Number of classes or workshops provided - Target 1 per year

**Message Date(s):** 2020-2021 Academic Year

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**BMP: Signage**

**BMP Number (Optional)** MCM1-4

**Document Name and/or Web Address:** MCM1-4 - Public Education - Signage

**Description:**

Educational information displayed at location of stormwater management measure/process

**Targeted Audience:** Faculty, staff, students, visitors

**Responsible Department/Parties:** Facilities Department

**Measurable Goal(s):**

New signage installations

**Message Date(s):** TBD based on future stormwater management system installations

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**BMP: Webpage**

**BMP Number (Optional)** MCM1-5

**Document Name and/or Web Address:** <https://www.qcc.edu/stormwater>

**Description:**

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

**Targeted Audience:** Faculty, Staff, Students, and Visitors

**Responsible Department/Parties:** Facilities Department and Dept.of Institution Communications

**Measurable Goal(s):**

Creation of website and annual maintenance/updates  
Number of website hits

**Message Date(s):** Website went live in April 2021

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**BMP:[BMP name here]**

**BMP Number (Optional)** \_\_\_\_\_

**Document Name and/or Web Address:** \_\_\_\_\_

**Description:**

**Targeted Audience:** \_\_\_\_\_

**Responsible Department/Parties:** \_\_\_\_\_

**Measurable Goal(s):**

**Message Date(s):** \_\_\_\_\_

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**BMP:[BMP name here]**

**BMP Number (Optional)** \_\_\_\_\_

**Document Name and/or Web Address:** \_\_\_\_\_

**Description:**

**Targeted Audience:** Residents

**Responsible Department/Parties:** \_\_\_\_\_

**Measurable Goal(s):**

Message Date(s):

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**BMP:[BMP name here]**

**BMP Number (Optional)**

**Document Name and/or Web Address:**

**Description:**

**Targeted Audience:**

**Responsible Department/Parties:**

**Measurable Goal(s):**

**Message Date(s):**

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Add BMP



## **MCM 2**

# **Public Involvement and Participation**

### **Permit Part 2.3.3**

**Objective:** The permittee shall provide opportunities to engage the public to participate in the review and implementation of the permittee's SWMP.

## **BMP: Public Review of Stormwater Management Program**

**BMP Number (Optional)** MCM2-1

**Location of Plan and/or Web Address:** 670 West Boylston St, Worcester, MA 01606; <https://www.qcc.edu/stormwater>

**Responsible Department/Parties:** Facilities Department

**Measurable Goal(s):**

Stormwater Management Plan is publicly available at the QCC Facilities Department and on QCC stormwater website

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## **BMP: Public Participation in Stormwater Management Program Development**

**BMP Number (Optional)** MCM2-2

**Description:**

QCC Public Outreach and Participation Meeting. First meeting will occurred in Fall 2020 via online platform. Second meeting was in late April 2021. Presentation enclosed.

**Responsible Department/Parties:** Facilities Department

**Measurable Goal(s):**

Annual public input provided. Track number of attendees.

---

## **BMP: Stormwater Hotline**

**BMP Number (Optional)** MCM2-3

**Document Name and/or Web Address:**

**Description:**

Provide number for QCC community to report stormwater-related problems or concerns  
The current contact number is 508-854-7400.

**Responsible Department/Parties:** Facilities Department

**Measurable Goal(s):**

Track number of calls.

---

**BMP: QCC Stormwater Committee**

**BMP Number (Optional)** MCM2-4

**Document Name and/or Web Address:**

**Description:**

Meet a minimum of 2 times a year to review and evaluate effectiveness of education and engagement opportunities available to QCC community relative to stormwater management

**Responsible Department/Parties:** Facilities Department

**Measurable Goal(s):**

Track number of meetings - target 2 per year

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**BMP: Student Life Activities**

**BMP Number (Optional)** MCM2-5

**Document Name and/or Web Address:**

**Description:**

Provide opportunities for student engagement in campus clean up and beautification

**Responsible Department/Parties:** Facilities Department and Student Life Organizations

**Measurable Goal(s):**

Track number of events per year

---

Add BMP

# MCM 3

## Illicit Discharge Detection and Elimination (IDDE) Program

Permit Part 2.3.4

**Objective:** The permittee shall implement an IDDE program to systematically find and eliminate illicit sources of non-stormwater discharges to its municipal separate storm sewer system and implement procedures to prevent such discharges.

### Examples and Templates:

[IDDE Program Template and SOPs](#)

Other templates relevant to IDDE can be found here: <https://www.epa.gov/npdes-permits/stormwater-tools-new-england#idde>

### **BMP: IDDE Legal Authority**

**BMP Number (Optional)** MCM3-1

**Completed (by year 3)** ☒

**Ordinances Link or Reference:**

**Department Responsible for Enforcement:**

---

### **BMP: Sanitary Sewer Overflow (SSO) Inventory**

**BMP Number (Optional)** MCM3-2

**Completed (by year 4)** ☒

**Document Name and/or Web Address:**

**Description:**

QCC tracks reports of Sanitary System Overflows (SSOs). There have been no known SSOs on the campus within the last 20 years. Continue to monitor for SSOs on-campus and report to City of Worcester.

**Responsible Department/Parties:**

**Measurable Goal(s):**

Annually track and report the following SSO information: the location; a clear statement of whether the discharge entered a surface water directly or entered the MS4; date(s) and time(s) of each known SSO occurrence; estimated volume(s) of the occurrence; description of the occurrence indicating known or suspected cause(s); mitigation and corrective measures completed with dates implemented; and mitigation and corrective measures planned with implementation schedules. Update inventory as needed.

**SSO Reporting:**

In the event of an overflow or bypass, a notification must be reported within 24 hours by phone to MassDEP, EPA, and other relevant parties. Follow up the verbal notification with a written report following MassDEP's Sanitary Sewer Overflow (SSO)/Bypass notification form within 5 calendar days of the time you become aware of the overflow, bypass, or backup.

The MassDEP contacts are:

Northeast Region (978) 694-3215  
205B Lowell Street  
Wilmington, MA 01887  
Central Region (508) 792-7650  
8 New Bond Street  
Worcester, MA 01606  
Southeast Region (508) 946-2750  
20 Riverside Drive  
Lakeville, MA 02347  
Western Region (413) 784-1100  
436 Dwight Street  
Springfield, MA 01103  
24-hour Emergency Line 1-888-304-1133

The EPA contacts are:

EPA New England (617) 918-1510  
5 Post Office Square  
Boston, MA 02109

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### **BMP: Map of Storm Sewer System**

**BMP Number (Optional)** MCM3-3

**Phase I Completed** ☒  
(by year 5)

**Phase II Completed** ☐  
(by year 13)

**Document Location and/or Web Address:** QCC Year 4 Progress Mapping is provided in SWMP Attachments and online at <https://www.qcc.edu/stormwater>

**Description:**

Create map and update during IDDE program completion

**Responsible Department/Parties:** Facilities Department

**Measurable Goal(s):**

Map 100% of outfalls and receiving waters, open channel conveyances, interconnections with other MS4s and other storm sewer systems, municipally-owned stormwater treatment structures, waterbodies identified by name and indication of all use impairments, and initial catchment delineations within 5 years of the permit's effective date. Map 100% of outfall spatial locations, pipes, manholes, catch basins, refined catchment delineations, sanitary sewer system (if available), and combined sewer system (if applicable) within 13 years of the permit's effective date.

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### **BMP: IDDE Program**

**BMP Number (Optional)** MCM3-4

**Written Document Completed** (by year 4) ☒

**Document Name and/or Web Address:** <https://www.qcc.edu/stormwater>

**Description:**

IDDE program document developed in accordance with part 2.3.4. of the permit

**Responsible Department/Parties:** Facilities Department

**Measurable Goal(s):**

**The outfall/interconnection inventory and initial ranking and the dry weather outfall and interconnection screening and sampling results can be found:**

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

**BMP: Employee Training**

**BMP Number (Optional)** MCM3-5

**Description:**

Train employees annually on IDDE program and implementation.

**Responsible Department/Parties:** Facilities Department

**Measurable Goal(s):**

Training occurs annually. Track dates and attendees.

---

**BMP:[BMP name here]**

**BMP Number (Optional)** \_\_\_\_\_

**Completed** ☐

**Document Name and/or Web Address:**

**Description:**

**Responsible Department/Parties:**

**Measurable Goal(s):**

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Add BMP

# MCM 4

## Construction Site Stormwater Runoff Control

### Permit Part 2.3.5

**Objective:** The objective of an effective construction stormwater runoff control program is to minimize or eliminate erosion and maintain sediment on site so that it is not transported in stormwater and allowed to discharge to a water of the U.S. through the permittee's MS4.

#### **Examples and Templates:**

Examples and templates relevant to MCM 4, including model ordinances and site inspection templates, can be found here: <https://www.epa.gov/npdes-permits/stormwater-tools-new-england#csrc>



### **BMP: Sediment and Erosion Control Ordinance**

**BMP Number (Optional)** MCM4-1

**Completed** (by year 3) ☒

**Ordinances Link or Reference:**

**Department Responsible for Enforcement:**

---

### **BMP: Site Plan Review Procedures**

**BMP Number (Optional)** MCM4-2

**Written procedures completed** (by year 3) ☒

**Document Name and/or Web Address:**

**Description:**

QCC will review site plans for campus projects disturbing greater than 1 acre to confirm that the stormwater requirements outlined in this Policy have been incorporated into the project design. For projects disturbing less than one (1) acre, the project team shall evaluate strategies and their costs to meet the requirements of the Stormwater Policy.

**Responsible Department/Parties:**

**Measurable Goal(s):**

Track number of projects review

---

### **BMP: Site Inspections and Enforcement of Sediment and Erosion Control Measures Procedures**

**BMP Number (Optional)** MCM4-3

**Completed** (by year 3) ☒

**Document Name and/or Web Address:**

**Description:**

**Responsible Department/Parties:**

**Measurable Goal(s):**

Inspect 100% of construction sites as outlined in the above document and take enforcement actions as needed.

---

**BMP:[BMP name here]**

**BMP Number (Optional)** \_\_\_\_\_

**Completed** ☐

**Document Name and/or Web Address:**

**Description:**

**Responsible Department/Parties:**

**Measurable Goal(s):**

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Add BMP

# **MCM 5**

## **Post Construction Stormwater Management in New Development and Redevelopment**

### **Permit Part 2.3.6**

**Objective:** The objective of an effective post construction stormwater management program is to reduce the discharge of pollutants found in stormwater to the MS4 through the retention or treatment of stormwater after construction on new or redeveloped sites and to ensure proper maintenance of installed stormwater controls.

#### **Examples and Templates:**

Examples and templates relevant to MCM 5, including model ordinances and bylaw review templates and guidance can be found here: <https://www.epa.gov/npdes-permits/stormwater-tools-new-england#pcsm>

### **BMP: Post-Construction Ordinance**

**BMP Number (Optional)** MCM5-1

**Completed (by year 3)** ☒

**Town Ordinances Link or Reference:**

**Department Responsible for Enforcement:**

---

### **BMP: Street Design and Parking Lot Guidelines Report**

**BMP Number (Optional)** MCM5-2

**Completed (by year 6)** ☒

**Document Name and/or Web Address:**

**Description:**

Review of current campus guidelines to determine if design standards for streets and parking lots can be modified to support reduced impervious cover and low impact design options. Update campus guidelines where appropriate.

**Responsible Department/Parties:**

**Measurable Goal(s):**

Recommendations are implemented by Year 6 (June 2024) with progress reported annually.

---

### **BMP: Green Infrastructure Report**

**BMP Number (Optional)** MCM5-3

**Completed (by year 6)** ☐

**Document Name and/or Web Address:**

**Description:**

Update of campus guidelines to promote green infrastructure practices when appropriate site conditions exist.

**Responsible Department/Parties:**

**Measurable Goal(s):**

[Not required by non-traditional permittees per Permit Section 5.0]

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### **BMP: List of Municipal Retrofit Opportunities**

**BMP Number (Optional)** MCM5-4

**Completed (by year 6)** ☒

**Document Name and/or Web Address:**

**Description:**

**Responsible Department/Parties:**

**Measurable Goal(s):**

---

**BMP:[BMP name here]**

**BMP Number (Optional)** \_\_\_\_\_

**Completed** ☐

**Document Name and/or Web Address:**

**Description:**

**Responsible Department/Parties:**

**Measurable Goal(s):**

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# **MCM 6**

## **Good Housekeeping and Pollution Prevention for Permittee Owned Operations**

### **Permit Part 2.3.7**

**Objective:** The permittee shall implement an operations and maintenance program for permittee-owned operations that has a goal of preventing or reducing pollutant runoff and protecting water quality from all permittee-owned operations.

#### **Examples and Templates:**

Examples and templates relevant to MCM 6, including SOP templates for catch basin cleaning, street sweeping, vehicle maintenance, parks and open space management, winter deicing, and Stormwater Pollution Prevention Plans can be found here: <https://www.epa.gov/npdes-permits/stormwater-tools-new-england#gh>

## PERMITTEE OWNED FACILITIES

### BMP: Parks and Open Spaces Operations and Maintenance Procedures

BMP Number (Optional) MCM6-1

Written Document Completed (by year 4) ☒

Document Name and/or Web Address:

**Description:**

Developed inventory and establish operating procedures for QCC open spaces

Responsible Department/Parties:

**Measurable Goal(s):**

Implement the operating procedures listed above on 100% of the parks and open spaces.

**Properties List (Optional):**

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### BMP: Buildings and Facilities Operations and Maintenance Procedures

BMP Number (Optional) MCM6-2

Written Document Completed (by year 4) ☒

Document Name and/or Web Address:

**Description:**

Developed inventory and establish operating procedures for QCC buildings and facilities

Responsible Department/Parties:

**Measurable Goal(s):**

Implement the operating procedures listed above on 100% of buildings and facilities.

**Properties List (Optional):**

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### BMP: Vehicles and Equipment Operations and Maintenance Procedures

BMP Number (Optional) MCM6-3

Written Document Completed (by year 4) ☒

**Document Name and/or Web Address:** <https://www.qcc.edu/stormwater>

**Description:**

Developed inventory and establish operating procedures for QCC vehicles and equipment

**Responsible Department/Parties:** Facilities Department

**Measurable Goal(s):**

Implement the operating procedures listed above for 100% of vehicles and equipment according to the above document.

**Properties List (Optional):**

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## INFRASTRUCTURE

### BMP: Infrastructure Operations and Maintenance Procedures

**BMP Number (Optional)** MCM6-4

**Written Procedure Completed (by year 4)** ☒

**Document Name and/or Web Address:** <https://www.qcc.edu/stormwater>

**Description:**

Established a program to implement operating and maintenance procedures for stormwater infrastructure owned by QCC.

**Responsible Department/Parties:** Executive Director of Facilities

**Measurable Goal(s):**

Implement stormwater operations and maintenance program and track maintenance activities to ensure proper function in accordance with the procedures above.

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### BMP: Catch Basin Cleaning Program

**BMP Number (Optional)** MCM6-5

**Written Procedure Completed (by year 4)** ☒

**Document Name and/or Web Address:** <https://www.qcc.edu/stormwater>

**Description:**

Inspection of catch basins on an annual basis to measure sediment depth and identify if cleaning is required.

**Responsible Department/Parties:** Facilities Department



**Measurable Goal(s):**

All catch basins are cleaned in accordance to the document above such that no catch basin is more than 50% full at any given time.

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**BMP: Street Sweeping Program****BMP Number (Optional)** MCM6-6**Written Procedure Completed (by year 4)** ☒**Document Name and/or Web Address:** https://www.qcc.edu/stormwater**Description:**

QCC-owned parking lots and roadways shall be regularly inspected and cleaned for trash by the Facilities Department and swept as needed

**Responsible Department/Parties:** Facilities Department**Measurable Goal(s):**

Track parking lot and QCC-owned roadway inspections and cleaning. Track sweeping frequency.

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**BMP: Winter Road Maintenance Program****BMP Number (Optional)** MCM6-7**Written Procedure Completed (by year 4)** ☒**Document Name and/or Web Address:** https://www.qcc.edu/stormwater**Description:**

Perform winter road management, including plowing, salting, and de-icing in accordance with the Snow and Ice Removal document.

**Responsible Department/Parties:** Facilities Department**Measurable Goal(s):**

QCC will explore alternatives to salt/chloride alternative for use.

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**BMP: Stormwater Treatment Structures Inspection and Maintenance Procedures****BMP Number (Optional)** MCM6-8**Completed (by year 4)** ☒**Document Name and/or Web Address:** https://www.qcc.edu/stormwater

**Description:**

Provide on-going maintenance of constructed stormwater best management practices on the QCC campus based on the Massachusetts Stormwater Handbook

**Responsible Department/Parties:** Facilities Department

**Measurable Goal(s):**

Track inspection and maintenance of constructed stormwater best management practices

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**BMP: SWPPP**

**BMP Number (Optional)** MCM6-9

**Completed** (by year 4) ☒

**Document Name and/or Web Address:** <https://www.qcc.edu/stormwater>

**Description:**

Written SWPPP for maintenance yards and other waste-handling facilities

**Responsible Department/Parties:** Facilities Department

**Measurable Goal(s):**

Develop and implement SWPPPs for 100% of facilities.

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**BMP: Training**

**BMP Number (Optional)** MCM6-10

**Completed** ☐

**Document Name and/or Web Address:** <https://www.qcc.edu/stormwater>

**Description:**

Provide annual training to Facilities staff on good housekeeping and operation and maintenance requirements

**Responsible Department/Parties:** Facilities Department

**Measurable Goal(s):**

Provide annual training and track attendees

Add BMP

# Annual Evaluation

## Year 1 Annual Report

**Document Name and/or Web Address:**

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

## Year 2 Annual Report

**Document Name and/or Web Address:**

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

## Year 3 Annual Report

**Document Name and/or Web Address:**

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

## Year 4 Annual Report

**Document Name and/or Web Address:**

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

## Year 5 Annual Report

**Document Name and/or Web Address:**

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

## Year X Annual Report

**Document Name and/or Web Address:**

Add a Year

# TMDLs and Water Quality Limited Waters

Select the applicable Impairment(s) and/or TMDL(s).

## **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 and Pathogen      ☐ Metals      ☐ Nitrogen      ☐ Phosphorus

Clear Impairments and TMDLs

# Bacteria/Pathogens

## Combination of Impaired Waters Requirements and TMDL Requirements as Applicable

Applicable Receiving Waterbody(ies)	TMDL Name (if applicable)	Add/Delete Row
Mill Brook (MA51-08)		<input type="button" value="+"/> <input type="button" value="-"/>

### Annual Requirements Beginning Year 3

Rank outfalls to these receiving waters as high priority for IDDE implementation in the initial outfall ranking

The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are:

MCM3-4 - IDDE Program. All Interconnections are ranked "high" in QCC's IDDE Plan found on their website.

### *Public Education and Outreach*

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

Annual message encouraging the proper management of pet waste, including noting any existing ordinances where appropriate

The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are:

Combined with additional requirements for public education messages as required by Appendix H.

Permittee or its agents disseminate educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time

The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are:

Not applicable to nontraditional MS4 permittee; QCC does not issue dog licenses.

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Provide information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria

The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are:

Not applicable to nontraditional MS4 permittee; QCC does not own or oversee septic systems.

# Chloride

Applicable Receiving Waterbody(ies)	TMDL Name (if applicable)	Add/Delete Row
Mill Brook (MA51-08)		<input type="button" value="+"/> <input type="button" value="-"/>

## Annual Requirements Beginning Year 3

Rank outfalls to these receiving waters as high priority for IDDE implementation in the initial outfall ranking

The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are:

MCM3-4 - IDDE Program. All Interconnections are ranked "high" in QCC's IDDE Plan found on their website.

## *Public Education and Outreach*

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

Include 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

The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are:

Not applicable to nontraditional MS4 permittee; QCC does not oversee private road salt applicators or commercial industrial site owners.

## Requirements Due by Year 5

Develop a Salt Reduction Plan

The document name (if attached) and/or web address is/are:

MCM6-7 - incorporated into Winter Road Maintenance Program

## Requirements Due by Year 6

Continue implementation of the Salt Reduction Plan



Requirements Due by Year 7

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Fully implement the Salt Reduction Plan

# Solids, Oil and Grease (Hydrocarbons), or Metals

## Combination of Impaired Requirements and TMDL Requirements as Applicable

Applicable Receiving Waterbody(ies)	TMDL Name (if applicable)	Add/Delete Row
Mill Brook (MA51-08)		<input type="button" value="+"/> <input type="button" value="-"/>

### Annual Requirements Beginning Year 3

Rank outfalls to these receiving waters as high priority for IDDE implementation in the initial outfall ranking

The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are:

MCM3-4 - IDDE Program. All Interconnections are ranked "high" in QCC's IDDE Plan found on their website.

### *Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

Increase street sweeping frequency of all municipal owned streets and parking lots to a schedule to target areas with potential for high pollutant loads

The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are:

MCM6-6 - Street Sweeping Program found within O&M Program

Prioritize inspection and maintenance for catch basins to ensure that no sump shall be more than 50 percent full; Clean catch basins more frequently if inspection and maintenance activities indicate excessive sediment or debris loadings

The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are:

MCM6-5 - Catch Basin Cleaning Program found within O&M Program

### Requirements Due by Year 4

#### *Stormwater Management in New Development and Redevelopment*

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Stormwater management systems designed on commercial and industrial land use area draining to the water quality limited water body shall incorporate designs that allow for shutdown and containment where appropriate to isolate the system in the event of an emergency spill or other unexpected event

The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are:

MCM5-1 - Post Construction Ordinance found in QCC's Stormwater Policy

# Phosphorus

## Combination of Impaired Waters Requirements and TMDL Requirements as Applicable

Applicable Receiving Waterbody(ies)	TMDL Name (if applicable)	Add/Delete Row
Mill Brook (MA51-08)	n/a	<input type="button" value="+"/> <input type="button" value="-"/>

### Annual Requirements Beginning Year 3

Rank outfalls to these receiving waters as high priority for IDDE implementation in the initial outfall ranking

The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are:

MCM3-4 - IDDE Program. All Interconnections are ranked "high" in QCC's IDDE Plan found on their website.

#### *Public Education and Outreach*

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

Distribute 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

The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are:

Combined with additional requirements for public education messages as required by Appendix H.

Distribute an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate

The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are:

Combined with additional requirements for public education messages as required by Appendix H.

Distribute an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are:

Combined with additional requirements for public education messages as required by Appendix H.

#### *Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

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Increase 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)

The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are:

MCM6-6 - Street Sweeping Program found within O&M Program

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Establish procedures to properly manage grass cuttings and leaf litter on permittee property, including prohibiting blowing organic waste materials onto adjacent impervious surfaces

The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are:

MCM6-1 - Parks and Open Spaces O&M found within O&M Program

#### *Stormwater Management in New Development and Redevelopment*

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Retrofit inventory and priority ranking under 2.3.6.1.b. shall include consideration of BMPs to reduce nitrogen discharges

The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are:

MCM5-1 - Post Construction Ordinance found in QCC's Stormwater Policy

#### *Nitrogen Reduction Tracking BMP*

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Any structural BMPs listed in Table 3 of Attachment 1 to Appendix H already existing or installed in the regulated area by the permittee or its agents shall be tracked and the permittee shall estimate the phosphorus removal by the BMP consistent with Attachment 1 to Appendix H.

The BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated phosphorus removed in pass per year by the BMP is found in the following document or website and is updated yearly at a minimum:

Outlined in Phosphorus Source Identification Report

#### Requirements Due by Year 4

##### *Stormwater Management in New Development and Redevelopment*

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The requirement for adoption/amendment of the permittee's ordinance or other regulatory mechanism shall include a requirement that new development and redevelopment stormwater management BMPs be optimized for phosphorus removal

The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are:

MCM5-1 - Post Construction Ordinance found in QCC's Stormwater Policy

#### Requirements Due by Year 6

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Complete a Phosphorus Source Identification Report

The document name (if attached) and/or web address is/are:

Phosphorus Source Identification Report is attached and will be located at [qcc.edu/stormwater](http://qcc.edu/stormwater)

##### *Stormwater Management in New Development and Redevelopment*

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Retrofit inventory and priority ranking under 2.3.6.1.b. shall include consideration of BMPs that infiltrate stormwater where feasible

The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are:

Phosphorus Source Identification Report is attached and will be located at [qcc.edu/stormwater](http://qcc.edu/stormwater)

#### Requirements Due by Year 7

##### *Potential Structural BMPs*

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Evaluate all permittee-owned properties identified as presenting retrofit opportunities or areas for structural BMP installation under Permit part 2.3.6.d.ii or identified in the Phosphorus Source Identification Report that are within the drainage area of the impaired water or its tributaries

The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are:

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Complete a listing of planned structural BMPs and a plan and schedule for implementation

The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are: