

How to complete the MS4 Annual Report template (for “New” Permittees that registered in 2017—8 new towns and all institutions)

General Instructions

- Text highlighted yellow represents generic text to be updated.
- Example responses are provided in red text.
- Blue text specifies if a section is only required in certain reporting years.

Completing Part I: Summary of Minimum Control Measure (MCM) Activities

- Best Management Practice (BMP) Summary tables: Each MCM section starts with a BMP Summary table. A description of what to include in each column is below.

BMP: Self-explanatory.

Status: Provide status of BMP implementation (not started, ongoing/in progress, complete).

Activities in current reporting period: Describe ongoing and completed BMP activities and their status (Not started, ongoing, or completed). Briefly explain if you’re on schedule to meet the deadline or not. If not, explain why you don’t expect to meet the deadline.

Measurable Goal: Provide a measurable goal for the BMP.

Dept/Person Responsible: Identify the lead department and responsible person for that BMP. Note if it changed from the previous year. Third parties may be listed here if they are implementing the BMP but the permittee retains responsibility for tracking the BMP.

Due: BMP deadline from permit.

Date completed / projected completion date: Actual BMP completion date or when it’s scheduled to be completed.

Additional details: Add any additional details including reasons for overdue BMPs, specific location of BMP is applicable, reason for adding an additional BMP.

- Other Tables: Each MCM has specific data reporting requirements. Brief descriptions and/or example responses are provided for each requirement.

Completing Part II: Impaired waters investigation and monitoring [This section required beginning in 2019]

- Brief instructions are provided for each reporting requirement throughout Part III.

- For Section 2.1 and 2.2, follow-up investigation required (last column) if the following pollutant thresholds are exceeded:

Pollutant of concern	Pollutant threshold
Nitrogen	Total N > 2.5 mg/l
Phosphorus	Total P > 0.3 mg/l
Bacteria (fresh waterbody)	<ul style="list-style-type: none">E. coli > 235 col/100ml for swimming areas or 410 col/100ml for all othersTotal Coliform > 500 col/100ml
Bacteria (salt waterbody)	<ul style="list-style-type: none">Fecal Coliform > 31 col/100ml for Class SA and > 260 col/100ml for Class SBEnterococci > 104 col/100ml for swimming areas or 500 col/100 for all others
Other pollutants of concern	Sample turbidity is 5 NTU > in-stream sample

Completing Part III: Additional IDDE Program Data [This section required beginning in 2019]

- Brief instructions are provided for each reporting requirement throughout Part IV.

Completing Part IV: Certification - Self-explanatory

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MS4 General Permit
VA CT, Newington Campus Annual Report
New MS4 Permittee
Permit Number GSM
July 1, 2017 – December 31, 2017

This report documents VA Newington’s efforts to comply with the conditions of the MS4 General Permit to the maximum extent practicable (MEP) from July 1, 2017 to December 31, 2017.

Part I: Summary of Minimum Control Measure Activities

1. Public Education and Outreach (Section 6 (a)(1) / page 19)

1.1 BMP Summary

BMP	Status	Activities in current reporting period	Measurable goal	Department / Person Responsible	Due	Date completed or projected completion date	Additional details
1-1 Implement public education and outreach					Jul 1, 2019		
1-2 Address education/ outreach for pollutants of concern*					Jul 1, 2019		

1.2 Describe any Public Education and Outreach activities planned for the next year, if applicable.

1.3 Details of activities implemented to educate the community on stormwater

Program Element/Activity	Audience (and number of people reached)	Topic(s) covered	Pollutant of Concern addressed (if applicable)	Responsible dept. or partner org.
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2. Public Involvement/Participation (Section 6(a)(2) / page 21)

2.1 BMP Summary

BMP	Status	Activities in current reporting period	Measurable goal	Department / Person Responsible	Due	Date completed or projected completion date	Additional details
2-1 Comply with public notice requirements for the Stormwater Management Plan	Completed	Draft Stormwater Management plan was uploaded to the VA CT Healthcare System's public Web Page		Safety Service/GEMS Program Manager	Apr 3, 2017	Sept 20, 2017	
2-2 Comply with public notice requirements for Annual Reports	Completed	<i>Draft Annual report posted on the VA Connecticut Healthcare System's public web page</i>		<i>Safety Service/GEMS Program Manager</i>	Feb 15, 2018	<i>Feb 12, 2018</i>	

2.2 Describe any Public Involvement/Participation activities planned for the next year, if applicable.

The SMP implementation progress will be added to the Green Environmental Management System, (GEMS) portion of the Newington Safety Committee meeting. This is a monthly meeting where milestones will be tracked on a quarterly basis. The Safety Committee is an internal committee dedicated to the implementation of both the Safety and GEMS programs.

2.3 Public Involvement/Participation reporting metrics

Metrics	Implemented	Date	Posted
Availability of the Stormwater Management Plan announced to public	Y		https://www.connecticut.va.gov/presreleases/summary.asp
Availability of Annual Report announced to public	Y		https://www.connecticut.va.gov/presreleases/summary.asp

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3. Illicit Discharge Detection and Elimination (Section 6(a)(3) and Appendix B / page 22)

3.1 BMP Summary

BMP	Status	Activities in current reporting period	Measurable goal	Department / Person Responsible	Due	Date completed or projected completion date	Additional details
3-1 Develop written IDDE program					Jul 1, 2019		
3-2 Develop list and maps of all MS4 stormwater outfalls in priority areas					Jul 1, 2020		
3-3 Implement citizen reporting program	<i>Complete</i>	<i>The Safety Hotline is available to anybody with a Safety or Environmental concern</i>		<i>Safety Service</i>	Jul 1, 2017	<i>Prior to Due date</i>	
3-4 Establish legal authority to prohibit illicit discharges					Jul 1, 2019		
3-5 Develop record keeping system for IDDE tracking	<i>Complete</i>	<i>A tracking system is already in place to track environmental spills.</i>		<i>Safety Service/ GEMS Program Manager</i>	Jul 1, 2017	<i>Prior to Due date</i>	
3-6 Address IDDE in areas with pollutants of concern					Not specified		



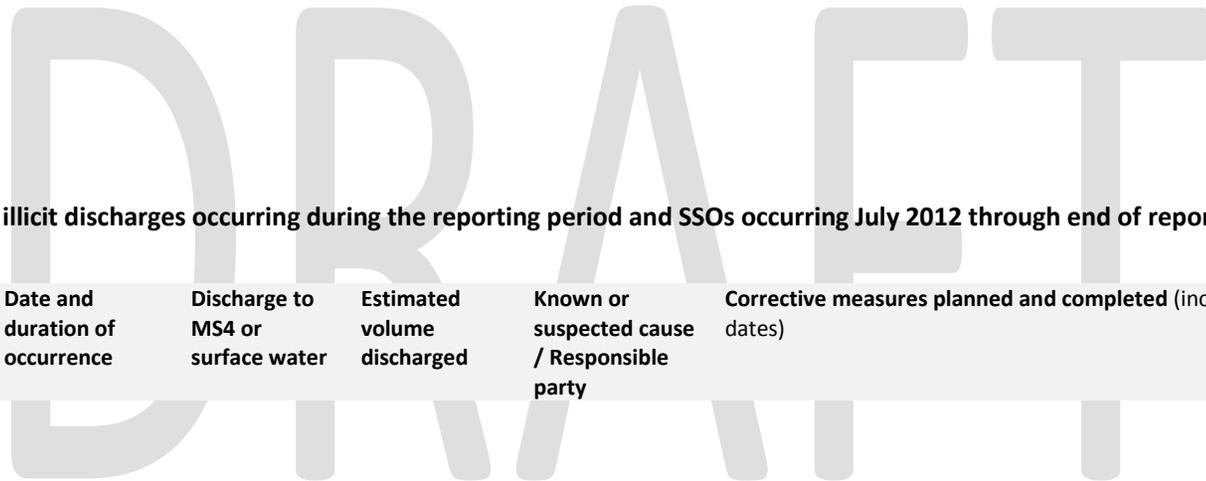
3.2 Describe any IDDE activities planned for the next year, if applicable.

The written program will be posted to VA Connecticut Healthcare System's webpage and will be updated as throughout the permit term.

Maintain master IDDE tracking spreadsheet and ensure all employees involved in IDDE program understand the logging process

3.3 List of citizen reports of suspected illicit discharges received during this reporting period.

Date of Report	Location / suspected source	Response taken
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3.4 Provide a record of illicit discharges occurring during the reporting period and SSOs occurring July 2012 through end of reporting period using the following table.

Location (Lat long/ street crossing /address and receiving water)	Date and duration of occurrence	Discharge to MS4 or surface water	Estimated volume discharged	Known or suspected cause / Responsible party	Corrective measures planned and completed (include dates)	Sampling data (if applicable)
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3.5 Briefly describe the method used to track illicit discharge reports, responses to those reports, and who was responsible for tracking this information.

3.6 Provide a summary of actions taken to address septic failures using the table below.

Location and nature of structure with failing septic systems	Actions taken to respond to and address the failures	Impacted waterbody or watershed, if known
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3.7 IDDE reporting metrics

Metrics	
Estimated or actual number of MS4 outfalls	0
Estimated or actual number of interconnections	0
Outfall mapping complete	100%
Interconnection mapping complete	100%
System-wide mapping complete (detailed MS4 infrastructure)	90%
Outfall assessment and priority ranking	0%
Dry weather screening of all High and Low priority outfalls complete	0
Catchment investigations complete	0
Estimated percentage of MS4 catchment area investigated	0%

3.8 Briefly describe the IDDE training for employees involved in carrying out IDDE tasks including what type of training is provided and how often is it given (minimum once per year).

4. Construction Site Runoff Control (Section 6(a)(4) / page 25)

4.1 BMP Summary

BMP	Status	Activities in current reporting period	Measurable goal	Department / Person Responsible	Due	Date completed or projected completion date	Additional details
4-1 Implement, upgrade, and enforce land use regulations or other legal authority to meet requirements of MS4 general permit					Jul 1, 2020		
4-2 Develop/Implement plan for interdepartmental coordination in site plan review and approval	<i>On-going</i>				Jul 1, 2017	<i>Prior to Due Date</i>	<i>Internal NEPA process reviews all projects for environmental impacts</i>
4-3 Review site plans for stormwater quality concerns	<i>On-going</i>				Jul 1, 2017	<i>Prior to Due Date</i>	<i>Internal NEPA process reviews all projects for environmental impacts</i>
4-4 Conduct site inspections	<i>On-going</i>				Jul 1, 2017	<i>Prior to Due Date</i>	<i>Internal NEPA process reviews all projects for environmental impacts</i>
4-5 Implement procedure to allow public comment on site development	<i>Not required due to internal processes</i>				Jul 1, 2017	<i>Prior to Due Date</i>	<i>Internal NEPA process reviews all projects for environmental impacts</i>
4-6 Implement procedure to notify developers about DEEP construction stormwater permit	<i>On-going</i>				Jul 1, 2017	<i>Prior to Due Date</i>	<i>Internal NEPA process reviews all projects for environmental impacts</i>

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4.2 Describe any Construction Site Runoff Control activities planned for the next year, if applicable.

Integrate stormwater compliance checklist into review process once completed.

5. Post-construction Stormwater Management (Section 6(a)(5) / page 27)

5.1 BMP Summary

BMP	Status	Activities in current reporting period	Measurable goal	Department / Person Responsible	Due	Date completed or projected completion date	Additional details
5-1 Establish and/or update legal authority and guidelines regarding LID and runoff reduction in site development planning					Jul 1, 2022		
5-2 Enforce LID/runoff reduction requirements for development and redevelopment projects					Jul 1, 2022		
5-3 Identify retention and detention ponds in priority areas					Jul 1, 2020		
5-4 Implement long-term maintenance plan for stormwater basins and treatment structures					Jul 1, 2020		
5-5 DCIA mapping					Jul 1, 2020		
5-6 Address post-construction issues in areas with pollutants of concern					Not specified		

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5.2 Describe any Post-Construction Stormwater Management activities planned for the next year, if applicable.

Hire company to maintain highest priority retention ponds.

5.3 Post-Construction Stormwater Management reporting metrics

Metrics	
Baseline (2012) Directly Connected Impervious Area (DCIA)	acres
DCIA disconnected (redevelopment plus retrofits)	acres this year / acres total
Retrofits completed	#
DCIA disconnected	% this year / % total since 2012
Estimated cost of retrofits	\$
Detention or retention ponds identified	# this year /# total

5.4 Briefly describe the method to be used to determine baseline DCIA.

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6. Pollution Prevention/Good Housekeeping (Section 6(a)(6) / page 31)

6.1 BMP Summary

BMP	Status	Activities in current reporting period	Measurable goal	Department / Person Responsible	Due	Date completed or projected completion date	Additional details
6-1 Develop/implement formal employee training program					Jul 1, 2019		
6-2 Implement MS4 property and operations maintenance					Jul 1, 2018		
6-3 Implement coordination with interconnected MS4s					Not specified		
6-4 Develop/implement program to control other sources of pollutants to the MS4					Not specified		
6-5 Evaluate additional measures for discharges to impaired waters*					Not specified		
	<i>None</i>						
6-6 Track projects that disconnect DCIA					Jul 1, 2017		
6-7 Implement infrastructure repair/rehab program					Jul 1, 2021		

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6-8 Develop/implement plan to identify/prioritize retrofit projects

Jul 1, 2020

6-9 Implement retrofit projects to disconnect 2% of DCIA

Jul 1, 2022

6-10 Develop/implement street sweeping program

Jul 1, 2018

6-11 Develop/implement catch basin cleaning program

Jul 1, 2020

6-12 Develop/implement snow management practices

Jul 1, 2018

Example additional BMP:
6-13 Map & Inventory highly erosive areas in town ROW

Not started

Collect information on eroding areas in ROW from highway maintenance personnel over course of normal operations

ID areas contributing large volume of sediment to town waterbodies

Highway Dept / A. Bernard

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Jul 1, 2020

Reason for addition: Reduce sedimentation of waterways near town ROWs

6.2 Describe any Pollution Prevention/Good Housekeeping activities planned for the next year, if applicable.

6.3 Pollution Prevention/ Good Housekeeping reporting metrics

Metrics	
Employee training provided for key staff	On the job training
Street sweeping	
Curb miles swept	0 miles
Volume (or mass) of material collected	0 tons
Catch basin cleaning	
Total catch basins in priority areas	70
Total catch basins in MS4	70
Catch basins inspected	0
Catch basins cleaned	0
Volume (or mass) of material removed from all catch basins	0
Volume removed from catch basins to impaired waters (if known)	0
Snow management	
Type(s) of deicing material used	Calcium and Salt
Total amount of each deicing material applied	47 tons
Type(s) of deicing equipment used	John Deere Tractors and Boss Sanders on trucks
Lane-miles treated	160
Snow disposal location	N/A
Staff training provided on application methods & equipment	On the job training
Municipal turf management program actions (for permittee properties in basins with N/P impairments)	
Reduction in application of fertilizers (since start of permit)	N/A
Reduction in turf area (since start of permit)	N/A
Lands with high potential to contribute bacteria (dog parks, parks with open water, & sites with failing septic systems)	Dog feces collection posts and bags in public areas
Cost of mitigation actions/retrofits	\$300

6.4 Catch basin cleaning program

Briefly describe the method used to optimize your catch basin inspection and cleaning schedule. [\[Complete this section for the 2017 Annual Report only\]](#)

Catch basins are inspected annually for buildup. Sand is not used during the winter and therefore accumulation is minimal.

6.5 Retrofit program

Briefly describe the Retrofit Program identification and prioritization process, the projects selected for implementation, the rationale for the selection of those projects and the total DCIA to be disconnected upon completion of each project. [\[Provide information if available in 2017 report. Section to be completed for the 2019 Annual Report.\]](#)

Describe plans for continuing the Retrofit program and how to achieve a goal of 1% DCIA disconnection in future years. [\[Provide information if available in 2017 report. Section to be completed for the 2019 Annual Report.\]](#)

Describe plans for continuing the Retrofit program beyond this permit term with the goal to disconnect 1% DCIA annually over the next 5 years. [\[Provide information if available in 2017 report. Section to be completed for the 2019 Annual Report.\]](#)

Part II: Impaired waters investigation and monitoring [This section required beginning with 2019 Annual Report]

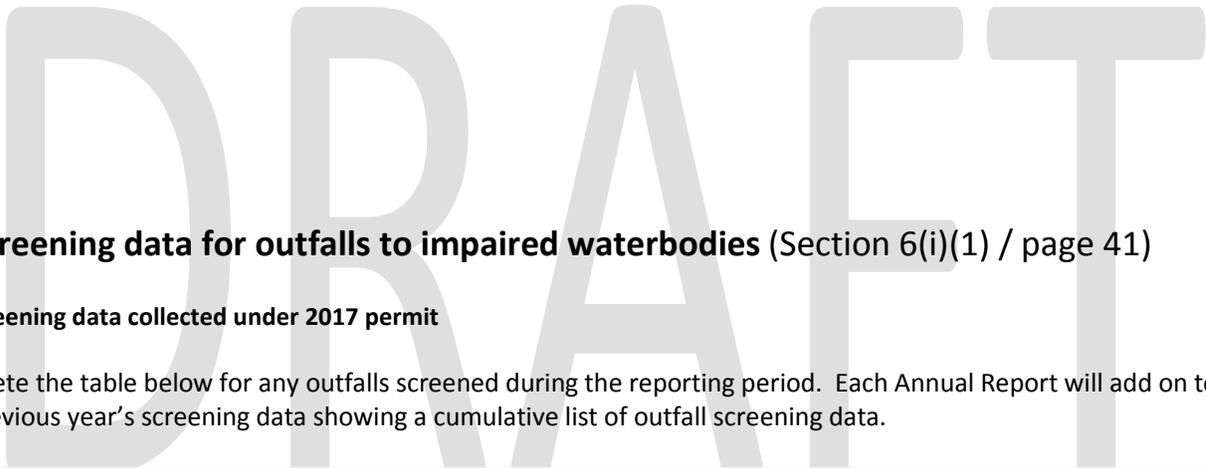
1. Impaired waters investigation and monitoring program

1.1 Indicate which stormwater pollutant(s) of concern occur(s) in your municipality or institution. This data is available on the MS4 map viewer: <http://s.uconn.edu/ctms4map>.

Nitrogen/ Phosphorus Bacteria Mercury Other Pollutant of Concern

1.2 Describe program status

Discuss 1) the status of monitoring work completed, 2) a summary of the results and any notable findings, and 3) any changes to the Stormwater Management Plan based on monitoring results.



2. Screening data for outfalls to impaired waterbodies (Section 6(i)(1) / page 41)

2.1 Screening data collected under 2017 permit

Complete the table below for any outfalls screened during the reporting period. Each Annual Report will add on to the previous year’s screening data showing a cumulative list of outfall screening data.

Outfall ID	Sample date	Parameter (Nitrogen, Phosphorus, Bacteria, or Other pollutant of concern)	Results	Name of Laboratory (if used)	Follow-up required?
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3. Follow-up investigations (Section 6(i)(1)(D) / page 43)

Provide the following information for outfalls exceeding the pollutant threshold.

Outfall	Status of drainage area investigation	Control measure implementation to address impairment
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4. Prioritized outfall monitoring (Section 6(i)(1)(D) / page 43)

Once outfall screening has been completed for at least 50% of outfalls to impaired waters, identify 6 of the highest contributors of any pollutants of concern. Begin monitoring these outfalls on an annual basis by July 1, 2021.

Outfall	Sample Date	Parameter(s)	Results	Name of Laboratory (if used)
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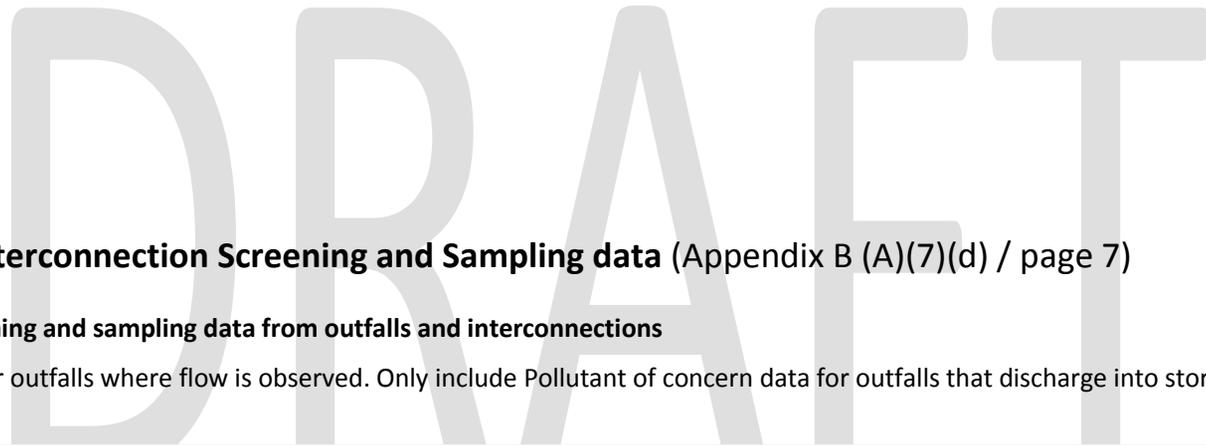
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Part III: Additional IDDE Program Data [This section required beginning with 2019 Annual Report]

1. Assessment and Priority Ranking of Catchments data (Appendix B (A)(7)(c) / page 5)

Provide a list of all catchments with ranking results (DEEP basins may be used instead of manual catchment delineations).

1. Catchment ID (DEEP Basin ID)	2. Category	3. Rank
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2. Outfall and Interconnection Screening and Sampling data (Appendix B (A)(7)(d) / page 7)

2.1 Dry weather screening and sampling data from outfalls and interconnections

Provide sample data for outfalls where flow is observed. Only include Pollutant of concern data for outfalls that discharge into stormwater impaired waterbodies.

Outfall / Interconnection ID	Screening / sample date	Ammonia	Chlorine	Conductivity	Salinity	E. coli or enterococcus	Surfactants	Water Temp	Pollutant of concern	If required, follow-up actions taken
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2.2 Wet weather sample and inspection data

Provide sample data for outfalls and key junction manholes of any catchment area with at least one System Vulnerability Factor.

Outfall / Interconnection ID	Sample date	Ammonia	Chlorine	Conductivity	Salinity	E. coli or Enterococcus	Surfactants	Water Temp	Pollutant of concern
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3. Catchment Investigation data (Appendix B (A)(7)(e) / page 9)

3.1 System Vulnerability Factor Summary

For those catchments being investigated for illicit discharges (i.e. categorized as high priority, low priority, or problem) document the presence or absence of System Vulnerability Factors (SVF). If present, report which SVF's were identified. An example is provided below.

Outfall ID	Receiving Water	System Vulnerability Factors
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Where SVFs are:

1. History of SSOs, including, but not limited to, those resulting from wet weather, high water table, or fat/oil/grease blockages.
2. Sewer pump/lift stations, siphons, or known sanitary sewer restrictions where power/equipment failures or blockages could readily result in SSOs.
3. Inadequate sanitary sewer level of service (LOS) resulting in regular surcharging, customer back-ups, or frequent customer complaints.
4. Common or twin-invert manholes serving storm and sanitary sewer alignments.
5. Common trench construction serving both storm and sanitary sewer alignments.
6. Crossings of storm and sanitary sewer alignments.
7. Sanitary sewer alignments known or suspected to have been constructed with an underdrain system;
8. Sanitary sewer infrastructure defects such as leaking service laterals, cracked, broken, or offset sanitary infrastructure, directly piped connections between storm drain and sanitary sewer infrastructure, or other vulnerability factors identified through Inflow/Infiltration Analyses, Sanitary Sewer Evaluation Surveys, or other infrastructure investigations.
9. Areas formerly served by combined sewer systems.
10. Any sanitary sewer and storm drain infrastructure greater than 40 years old in medium and densely developed areas.

11. Widespread code-required septic system upgrades required at property transfers (indicative of inadequate soils, water table separation, or other physical constraints of the area rather than poor owner maintenance).
12. History of multiple local health department or sanitarian actions addressing widespread septic system failures (indicative of inadequate soils, water table separation, or other physical constraints of the area rather than poor owner maintenance).

3.2 Key junction manhole dry weather screening and sampling data

Key Junction Manhole ID	Screening / Sample date	Visual/ olfactory evidence of illicit discharge	Ammonia	Chlorine	Surfactants
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3.3 Wet weather investigation outfall sampling data

Outfall ID	Sample date	Ammonia	Chlorine	Surfactants
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3.4 Data for each illicit discharge source confirmed through the catchment investigation procedure

Discharge location	Source location	Discharge description	Method of discovery	Date of discovery	Date of elimination	Mitigation or enforcement action	Estimated volume of flow removed
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Part IV: Certification

“I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify that, based on reasonable investigation, including my inquiry of those individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief. I understand that a false statement made in this document or its attachments may be punishable as a criminal offense, in accordance with Section 22a-6 of the Connecticut General Statutes, pursuant to Section 53a-157b of the Connecticut General Statutes, and in accordance with any other applicable statute.”

Chief Elected Official or Principal Executive Officer

Document Prepared by

Print name:

Print name:

Signature / Date:

Signature / Date:

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