

# **Stormwater Management Program (SWMP)**

**Topsfield**

Town Hall, West Common Road, Topsfield      MA      01983

EPA NPDES Permit Number MAR041227

# 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)

# 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	<input type="text" value="David M. Bond"/>	Title	<input type="text" value="Stormwater Coordinator"/>
Department	<input type="text" value="Highway Dept."/>		
Phone Number	<input type="text" value="978-887-1542"/>	Email	<input type="text" value="dbond@topsfield-ma.gov"/>
Responsibilities	<input type="text"/>		

## SWMP Team

Name	<input type="text"/>	Title	<input type="text"/>
Department	<input type="text"/>		
Phone Number	<input type="text"/>	Email	<input type="text"/>
Responsibilities	<input type="text"/>		

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Name	<input type="text"/>	Title	<input type="text"/>
Department	<input type="text"/>		
Phone Number	<input type="text"/>	Email	<input type="text"/>
Responsibilities	<input type="text"/>		

Add SWMP Member



## 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.

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)

- ☒ Publicly available at the website listed below

<https://www3.epa.gov/region1/npdes/stormwater/ma/tms4noi/topsfield.pdf>

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

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):

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):

# 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:Keeping Water Clean School Program**

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

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

**Description:**

Program engages 5th grade students in several activities designed to raise their stormwater and water conservation awareness. Students learn about what a watershed is, what stormwater, groundwater and wastewater are, how they can negatively or positively impact these water systems, along with more details about each system and how it should be protected/maintained.

**Targeted Audience:**  ▼

**Responsible Department/Parties:**  ▼

**Measurable Goal(s):**

Conducted at all 5th grade classes in Topsfield.

**Message Date(s):**

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### **BMP:Rain Garden Brochure**

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

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

**Description:**

Informational brochure on the function and importance of Rain Gardens and stormwater filtration. Construction instructions and plant suggestions also included.

**Targeted Audience:**  ▼

**Responsible Department/Parties:**  ▼

**Measurable Goal(s):**

500 made available in town hall. Distributed by Salem Sound Coastwatch and Ipswich River Watershed Association at many community events. PDF available for download at [www.greenscapes.org/resources-brochures/](http://www.greenscapes.org/resources-brochures/)

**Message Date(s):**

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### **BMP:LID workshop**



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

**Document Name and/or Web Address:** <http://greenscapes.org/lid-toolkit/>

**Description:**

Workshop/Seminar reintroduced the basics of low impact development and its importance. MS4 requirements, as they relate to LID were discussed and Fred Civian (MassDEP) provided tips for designing and passing municipal ordinances to promote LID.

**Targeted Audience:** Developers (construction) ▼

**Responsible Department/Parties:** Greenscapes North Shore Coalition ▼

**Measurable Goal(s):**

Attended by 35. Presentation PDF and "Tip Sheet" sent to municipal contacts and was temporarily available on Greenscapes website.

**Message Date(s):** January 17, 2019

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**BMP: Yard Waste Management**

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

**Document Name and/or Web Address:** <http://greenscapes.org/wp-content/uploads/2019/08/Greenscapes-Lawn-Care-Post-April.png>

**Description:**

Social media post describing the best ways to properly dispose of leaf litter and yard waste, keeping your yard clean and our water resources safe. Composting leaves, leaving them on the lawn for nutrient deposition, or having them picked up by the town are described as good options.

**Targeted Audience:** Residents ▼

**Responsible Department/Parties:** Greenscapes North Shore Coalition, Stormwater coordinator ▼

**Measurable Goal(s):**

Sent to 70 municipal contacts for further dissemination, posted on partner social media platforms (Facebook & Twitter) and available at [www.greenscapes.org/resources-social-media/](http://www.greenscapes.org/resources-social-media/)

**Message Date(s):** October 2018

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**BMP: Keep Drains Clean**

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

**Document Name and/or Web Address:** <http://greenscapes.org/resources-social-media/#top>

**Description:**

Social media post describing the importance of keeping storm drains clear of leaf debris and litter.

**Targeted Audience:** Residents ▼

**Responsible Department/Parties:** Greenscapes North Shore Coalition, Stormwater coordinator ▼

**Measurable Goal(s):**

Sent to 70 municipal contacts for further dissemination, posted on partner social media platforms (Facebook & Twitter) and available at [www.greenskapes.org/resources-social-media/](http://www.greenskapes.org/resources-social-media/)

**Message Date(s):** November 2018

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**BMP:Greenskapes Table Events**

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

**Document Name and/or Web Address:** <http://greenskapes.org/resources-brochures/>

**Description:**

Provided Greenscapes informational brochures at Town gatherings including Strawberry Festival and Grow Spring Expo.

**Targeted Audience:** Developers (construction) and Residents ▼

**Responsible Department/Parties:** Greenscapes North Shore Coalition ▼

**Measurable Goal(s):**

Communication with over 6,000 attendees.

**Message Date(s):** 2018

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**BMP:New Greenscapes Guides**

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

**Document Name and/or Web Address:** <http://greenskapes.org/greenskapes-guide/>

**Description:**

A revised version of the comprehensive Greenscapes Guide. A new 24 page magazine (PDF) outlining the importance of small-scale stormwater management and sustainable landscaping. Project ideas, plant suggestions and best practices included.

**Targeted Audience:** Residents ▼

**Responsible Department/Parties:** Conservation Committee and Planning Board ▼

**Measurable Goal(s):**

Distribute to residents via mailable flyer

**Message Date(s):** June 2019

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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) \_\_\_\_\_

Location of Plan and/or Web Address: [https://www.topsfield-ma.gov/sites/topsfieldma/files/uploads/phase\\_ii\\_stormwater\\_management\\_plan.pdf](https://www.topsfield-ma.gov/sites/topsfieldma/files/uploads/phase_ii_stormwater_management_plan.pdf)

Responsible Department/Parties: Stormwater coordinator ▼

**Measurable Goal(s):**

Stormwater Management Plan is publicly available. Stormwater Committee/Task Force allow annual review of Stormwater plan and posting of stormwater management plan on website

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

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

**Description:**

Hotline/weblne -reporting problems/violations

Responsible Department/Parties: Town Manager/Mayor's Office ▼

**Measurable Goal(s):**

Annual public input provided.

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### **BMP: Household haz. waste/used oil collection**

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

Document Name and/or Web Address: <https://www.topsfield-ma.gov/home/events/112044>

**Description:**

Notify public of special hazardous waste pick-up: haz. waste/used oil collection days. Post on website the proper method of disposal for pollutants.

Responsible Department/Parties: Town Manager/Mayor's Office ▼

**Measurable Goal(s):**

Reduce available hazardous compounds that could leak into groundwater and surface waters.

# **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) \_\_\_\_\_

Completed (by May 1, 2008) ☐

Ordinances Link or Reference: [https://www.topsfield-ma.gov/sites/topsfieldma/files/uploads/chapter\\_lix\\_-\\_illicit\\_discharges\\_to\\_the\\_municipal\\_drain\\_system.pdf](https://www.topsfield-ma.gov/sites/topsfieldma/files/uploads/chapter_lix_-_illicit_discharges_to_the_municipal_drain_system.pdf)

Department Responsible for Enforcement: DPW

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

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

Completed (by year 1) ☐

Document Name and/or Web Address: Not applicable

Description:

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) \_\_\_\_\_
Phase I Completed ☐ (by year 2)
Phase II Completed ☐ (by year 10)

Document Location and/or Web Address: Stormwater coordinator:drainsystemaug2018.pdf

#### **Description:**

GIS shapefile of all catchbasins, underground pipes and outfalls that are recorded.

Responsible Department/Parties: Stormwater coordinator and Mapping Committee ▼

#### **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 2 years of the permit's effective date. Map 100% of outfall spatial locations, pipes, manholes, catch basins, refined catchment delineations, municipal sanitary sewer system (if available), and municipal combined sewer system (if applicable) within 10 years of the permit's effective date.

### **BMP: IDDE Program**

BMP Number (Optional) \_\_\_\_\_
Written Document Completed (by year 1) ☐

Document Name and/or Web Address:

#### **Description:**



**Responsible Department/Parties:**

**Measurable Goal(s):**

Conduct 100% of outfall screening on High and Low Priority Outfalls within 3 years of the permit's effective date. Complete catchment investigations for 100% of the Problem Outfalls within 7 years of the permit's effective date. Complete 100% of all catchment investigations within 10 years of the permit's effective date.

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

In the NOI: <https://www3.epa.gov/region1/npdes/stormwater/ma/tms4noi/topsfield.pdf>

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**BMP: Employee Training**

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

**Description:**

Train employees on IDDE implementation.  
Establish instructional website

**Responsible Department/Parties:** Stormwater coordinator

**Measurable Goal(s):**

Training occurs in December annually.

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**BMP:[BMP name here]**

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

**Completed** ☐

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

**Description:**

**Responsible Department/Parties:**

**Measurable Goal(s):**

# 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) \_\_\_\_\_

Completed (by May 1, 2008) ☒

Ordinances Link or Reference: [https://www.topsfield-ma.gov/sites/topsfieldma/files/uploads/chapter\\_li\\_-\\_stormwater\\_management\\_erosion\\_control\\_by-lawrev.\\_05-05-2015.pdf](https://www.topsfield-ma.gov/sites/topsfieldma/files/uploads/chapter_li_-_stormwater_management_erosion_control_by-lawrev._05-05-2015.pdf)

Department Responsible for Enforcement: Planning Board

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**BMP: Site Plan Review Procedures**

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

Written procedures completed (by year 1) ☐

Document Name and/or Web Address: [https://www.topsfield-ma.gov/sites/topsfieldma/files/uploads/article\\_ix\\_-\\_site\\_plan\\_review\\_pdf\\_file.pdf](https://www.topsfield-ma.gov/sites/topsfieldma/files/uploads/article_ix_-_site_plan_review_pdf_file.pdf)

Description:

Responsible Department/Parties:

Measurable Goal(s):

Conduct site plan review of 100% of projects according to the procedures outlined above.

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

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

Completed (by year 1) ☒

Document Name and/or Web Address: [https://www.topsfield-ma.gov/sites/topsfieldma/files/uploads/stormwater\\_permit\\_rules\\_and\\_regulations.pdf](https://www.topsfield-ma.gov/sites/topsfieldma/files/uploads/stormwater_permit_rules_and_regulations.pdf)

Description:

Authority, inspection and follow-up are encoded in the Stormwater and Erosion Control Regulations

Responsible Department/Parties: Planning Board, Conservation Commission, Stormwater coordinator

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) \_\_\_\_\_

Completed (by year 2) ☒

Town Ordinances Link or Reference: [https://www.topsfield-ma.gov/sites/topsfieldma/files/uploads/stormwater\\_permit\\_rules\\_and\\_regulations.pdf](https://www.topsfield-ma.gov/sites/topsfieldma/files/uploads/stormwater_permit_rules_and_regulations.pdf)

Department Responsible for Enforcement: Planning Board, Conservation Commission, Stormwater coordinator

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

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

Completed (by year 4) ☐

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

**Description:**

Develop a report assessing requirements that affect the creation of impervious cover. The assessment will help determine if changes to design standards for streets and parking lots can be modified to support low impact

Responsible Department/Parties: Planning/zoning Department ▼

**Measurable Goal(s):**

Recommendations are implemented by 2022 with progress reported annually.

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

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

Completed (by year 4) ☐

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

**Description:**

Develop a report assessing existing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist.

Responsible Department/Parties: Planning/zoning Department ▼

**Measurable Goal(s):**

Recommendations are implemented by 2022 with progress reported annually.

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

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

**Completed** (by year 4) ☐

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

**Description:**

Identify permittee- owned properties that could be modified or retrofitted with BMPs to reduce impervious areas and update annually

**Responsible Department/Parties:**

**Measurable Goal(s):**

The list is completed by (DATE) and updated as needed.

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### **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

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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) \_\_\_\_\_

Written Document Completed (by year 2) ☐

Document Name and/or Web Address:

**Description:**

Create written O&M procedures including all requirements contained in 2.3.7.a.ii for parks and open spaces, buildings and facilities.

Responsible Department/Parties: Parks/Recreation



**Measurable Goal(s):**

Implement the SOP listed above on 100% of the parks and open spaces by 2021.

Properties List (Optional):

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

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

Written Document Completed (by year 2) ☐

Document Name and/or Web Address:

**Description:**

Create written O&M procedures including all requirements contained in 2.3.7.a.ii for buildings, facilities, vehicles and equipment.

Responsible Department/Parties: Police, Fire and School depts.



**Measurable Goal(s):**

Implement the SOP listed above on 100% of buildings and facilities by 2021.

Properties List (Optional):

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

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

Written Document Completed (by year 2) ☐

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

**Description:**

Create written O&M procedures including all requirements contained in 2.3.7.a.ii for vehicles and equipment.

**Responsible Department/Parties:** Police, Fire, DPW, Parks Depts. ▼

**Measurable Goal(s):**

Implement the SOP listed above for 100% of vehicles and equipment according to the above document by 2021

**Properties List (Optional):**

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## INFRASTRUCTURE

### BMP: Infrastructure Operations and Maintenance Procedures

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

**Written Procedure Completed (by year 2)** ☐

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

**Description:**

**Responsible Department/Parties:**

**Measurable Goal(s):**

100% of infrastructure is maintained to ensure proper function in accordance with the procedures above.

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### BMP: Catch Basin Cleaning Program

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

**Written Procedure Completed (by year 1)** ☐

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

**Description:**

Continue existing cleaning of 1145 catchbasins mapped in Topsfield. Generally conducted 50% per year on a rotation. Improve record keeping for Annual reporting.

**Responsible Department/Parties:** DPW Operations ▼

**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)** \_\_\_\_\_**Written Procedure Completed (by year 1)** ☐**Document Name and/or Web Address:****Description:**

Streets are swept once a year.

**Responsible Department/Parties:** DPW Operations ▼**Measurable Goal(s):**

Annually sweep 100% of all streets and 50% of all municipal parking lots in accordance with the schedule listed above.

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**BMP: Winter Road Maintenance Program****BMP Number (Optional)** \_\_\_\_\_**Written Procedure Completed (by year 1)** ☐**Document Name and/or Web Address:****Description:**

Evaluate and implement a road salt reduction program to reduce salt pollution of well fields and surface waters.

**Responsible Department/Parties:** DPW Operations ▼**Measurable Goal(s):**

Evaluate at least one salt/chloride alternative for use in the municipality by 2020.

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**BMP: Stormwater Treatment Structures Inspection and Maintenance Procedures****BMP Number (Optional)** \_\_\_\_\_**Completed (by year 1)** ☐**Document Name and/or Web Address:**

**Description:**

Establish and implement program for repair and rehabilitation of MS4 infrastructure

**Responsible Department/Parties:** DPW Operations ▼

**Measurable Goal(s):**

Inspect and maintain 100% of treatment structures to ensure proper function.

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**BMP: SWPPP**

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

**Completed (by year 2)** ☐

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

**Description:**

Create SWPPPs for maintenance garages, transfer stations, and other waste-handling facilities.

**Responsible Department/Parties:** ▼

**Measurable Goal(s):**

Develop and implement SWPPPs for 100% of facilities by 2021.

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**BMP:**

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

**Completed** ☐

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

**Description:**

**Responsible Department/Parties:** ▼

**Measurable Goal(s):**

# Annual Evaluation

## Year 1 Annual Report

Document Name and/or Web Address:

Topsfield.pdf

## Year 2 Annual Report

Document Name and/or Web Address:

## Year 3 Annual Report

Document Name and/or Web Address:

## Year 4 Annual Report

Document Name and/or Web Address:

## Year 5 Annual Report

Document Name and/or Web Address:

## 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
Howlett Brook		<input type="button" value="+"/> <input type="button" value="-"/>

### Annual Requirements Beginning Year 1

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:

See Howlett Brook Monitoring Plan, dated Sept, 2018. Plan calls for ecoli testing at 4 bridge locations to isolate potential pollution sources. Once determined, outfalls in that section will be tested.

### *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:

Make Greenscapes Rack cards available to residents: <http://greenscapes.org/wp-content/uploads/2017/01/Rack-card-final-1.pdf>

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:

Make Greenscapes Rack cards available to residents: <http://greenscapes.org/wp-content/uploads/2017/01/Rack-card-final-1.pdf>

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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:

<http://greenscapes.org/resources-social-media/>