**New Hampshire Small MS4 General Permit**

**Annual Report**

##MUNICIPALITY

**Permit Year 2**

EPA NPDES Permit Number NHR041000

# Certification

***Instructions: 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. Use the following language if your municipality wishes to file using an authorized representative.***

**Authorized Representative:**

The authorization letter is:

[ ]  Attached to this document (document name listed below):

[ ]  Publicly available at the website:

***Instructions: Use the following language if signed by a person described in Appendix B.***

“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

Signature Date

##### Primary MS4 Program Manager Contact Information:

Position/Title:

Name

Department

Phone Number

Email Address

# Small MS4 Authorization

The following annual report is intended to document the activities undertaken over the reporting period from July 1, 2019 through June 30, 2020 in accordance with the Notice of Intent (NOI). The NOI can be found at the following (document name or web address):

[https://www.epa.gov/npdes-permits/regulated-ms4-new-hampshire-communities](http://www.epa.gov/npdes-permits/regulated-ms4-new-hampshire-communities)

Compliance activities have been identified and described in the ##MUNICIPALITY’s Stormwater Management Plan (SWMP) and Illicit Discharge Detection and Elimination Plan (IDDE). Those documents can be found at the following website and will be referred to throughout this report:

SWMP: <insert link to document>

IDDE: <insert link to document>

***Any work or progress negatively impacted by the COVID-19 pandemic should be noted. For example, if outreach and education efforts were impacted, note how.***

**MCM1 - Public Education and Outreach**

***Instructions: Use the following language if your municipality has Nitrogen or Phosphorous. Every municipality is assumed to be following MCM1 criteria for Bacteria Impairments.***

***The following describes SSC O&E decisions made collectively and available on the NHDES blog. This language should also be included in your SWMP and is redundant for year 2***

**Year 2 Activities**

##### BMP: Grass and Fertilizer

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

##### Green Grass & Clear Water Brochure: <https://www4.des.state.nh.us/nh-ms4/?page_id=54>.

##### Description:

##### Distribution and promotion of four-fold flyer produced by UNH Cooperative Extension and NH Sea Grant outlining simple recommendations to keep lawns healthy while reducing water quality impacts - including proper fertilizer techniques and disposal of grass clippings.

##### Targeted Audience:

##### Residential &/or Business and Institutions

**Measurable Goal(s**):

Lawn care enthusiast residents understand the potential water quality impacts from fertilizer and improper disposal of grass clippings and are aware of the proper lawn care management techniques for reducing those impacts. Measurement includes materials distribution methods and numbers and change in visits to UNH Cooperative Extension or municipal stormwater webpages**.**

Example language for goals to be modified by Municipalities as it applies:

*In Year 1 ### of flyers were distributed. In Year 2 ### flyers were distributed.* ***Goal was achieved.***

*To have article printed in one local newspaper and shared over social media by at least three other organizations.* ***Goal was achieved.***

**Message Date:**

Municipality to update

**BMP: Pet Waste Disposal**

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

##### "Every Drop" post cards or flyer <https://www4.des.state.nh.us/nh-ms4/?page_id=54>

##### Description:

##### Distribution and promotion of "Every Drop" post cards or flyer with proper pet waste management, impacts of improper management, pet waste ordinance, and disposal requirements messaging. May include pledge to pick up pet waste to be made available during dog registration and other events or venues (veterinarians, dog training, groomers, etc.). Every Drop is a collaborative education effort with PREP, NHDES and other partners.

##### Targeted Audience:

##### Residents - Pet Owners

**Measurable Goal(s):**

Dog owners and/or dog walkers are aware of the potential water quality impacts from pet waste, local pet waste ordinances, and how to dispose of pet waste properly. If pledges are signed, there will be an increase of dog owners committed to picking up pet waste.

In Year 1 ### of residents pledged through the PREP “Every Drop” website. In Year 2 ### of residents pledged through the PREP “Every Drop” website. **Goal was achieved.**

**Message Date:** Summer or time of license renewal - Municipality to update

**BMP: Disposal of Leaf and Grass Clippings**

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

##### <https://www4.des.state.nh.us/nh-ms4/?page_id=54>

##### Description:

##### Distribute and promote informational flyer, pledge cards, or door hangers, with messaging about impacts from yard waste to waterbodies, alternatives to dumping yard waste and laws against dumping yard waste near or in waterbodies.

##### Targeted Audience:

##### Residential &/or Business and Institutions

**Measurable Goal(s):**

Residents are aware of the water quality impacts of yard waste dumping near or in water bodies and safe alternatives for yard waste disposal.

In Year 1 ### of flyers were distributed. In Year 2 ### flyers were distributed. **Goal was achieved.**

**Message Date:**

Fall Municipality to update

**BMP: Septic System Maintenance**

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

##### <https://www4.des.state.nh.us/nh-ms4/?page_id=54>

##### Description:

##### Distribute and promote brochure or door hangers, directing to website to educate New Hampshire homeowners with septic systems on how to identify, locate and maintain those systems. Get Pumped NH is a collaborated effort between the New Hampshire Association of Septage Haulers (NHASH) and the New Hampshire Department of Environmental Services (NHDES).

##### Targeted Audience:

##### Septic System Owners

**Measurable Goal(s):**

Residents are aware of water quality impacts from septic systems, the importance of maintaining septic systems and how to maintain them.

In Year 1 ### of flyers were distributed. In Year 2 ### flyers were distributed. **Goal was achieved.**

**Message Date:**

Season Municipality to update

**BMP: Developer/Construction Outreach**

**Description:**

Review checklist with developers and construction contractors prior to beginning of construction project (pre-construction) to identify responsible parties, erosions control practices, other best management practices, and requirements for EPA Construction General Permit as appropriate.

**Targeted Audience:**

Developer/Construction

**Measurable Goal(s):**

Contractors and Developers are aware of the need for proper erosion control practices during construction work.

The ### Department held ### of pre-construction meetings, representing 100% of projects that received planning board approval and began construction during this reporting period. **Goal was achieved.**

**Message Date:**

Ongoing.

**MCM2 - Public Participation**

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

**Description:** The Stormwater Management Program was publicly reviewed at…municipality to enter information on how the SWMP was publicly reviewed.

**Measurable Goal(s):**

Input was received. **Goal was achieved.**

**MCM3 – Illicit Discharge Detection and Elimination**

**BMP: IDDE Legal Authority**

The municipality has established legal authority as outlined in the IDDE plan.

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

***The municipality should choose one of the following statements:***

##MUNICIPALITY has developed the SSO inventory in accordance with permit conditions and has nothing new to report.

***Or***

Number of SSO’s identified this year: zero

Number of SSO’s removed this year: zero

**BMP: Map of Storm Sewer System**

Map of storm sewer system and associated outfalls is in progress in accordance with the accepted NOI.

**BMP: IDDE Program**

A Written IDDE plan has been developed and is available on our website.

Initial outfall identification, characterization and prioritization has been completed and included in the IDDE plan.

The following tasks are in progress in accordance with the accepted NOI.

Number and percent of total outfall catchments served by the MS4 evaluated using the catchment investigation procedure:

Number of dry weather outfall investigations/screenings:

*If conducted during year 2, the investigation data should be included in submission.*

Number of wet weather outfall inspections/sampling events:

*If conducted during year 2, the investigation data should be included in submission.*

Number of illicit discharges removed: ##

Estimated gallons of flow removed: ##

*Optional:* Provide additional information for clarity regarding illicit discharges identified, removed, or planned to be removed:

**BMP: Employee Training**

June 17, 2020; City of Dover and UNH provided Illicit Discharge videos prepared by senior civil and environmental engineering students at the Seacoast Stormwater Coalition meeting. Training logs are included in Appendix F of the IDDE report.

In addition, as a routine IDDE, materials and training, including information on how to identify illicit discharges and SSOs are made available to applicable employees in accordance with IDDE plan.

**MCM4 – Construction Site Stormwater Runoff Control**

A Written site inspection and enforcement program for erosion and sediment control measures was created and is included in our SWMP.

The following tasks are in progress in accordance with the accepted NOI.

Number of site plan reviews completed: ##

Number of inspections: ##

Number of enforcement actions: ##

**MCM5 – Post Construction Stormwater Management in New Development and Redevelopment**

**BMP: Post-Construction Ordinance (due in year 2)**

A Post-Construction Ordinance has been created, links and references are is included in our SWMP.

**BMP: Street Design and Parking Lot Guidance Report (due in year 4)**

Deliverables will progress in accordance with the accepted NOI and is scheduled for year 4.

**BMP: Green Infrastructure Report (due in year 4)**

Deliverables will progress in accordance with the accepted NOI and is scheduled for year 4.

**BMP: List of Municipal Retrofit Opportunities (due in year 4)**

Deliverables will progress in accordance with the accepted NOI and is scheduled for year 4.

**MCM6 – Good Housekeeping and Pollution Prevention for Permittee Owned Operations**

**BMP: Parks and Open Spaces Operations and Maintenance Procedures (due year 2)**

Deliverables have been created and are included in our SWMP.

**BMP: Buildings and Facilities Operations and Maintenance Procedures (due year 2)**

Deliverables have been created and are included in our SWMP.

**BMP: Vehicles and Equipment Operations and Maintenance Procedures (due year 2)**

Deliverables have been created and are included in our SWMP.

**BMP: Catch Basin Cleaning Program**

A schedule for catch basin cleaning has been established with the goal of ensuring that a catch basin should not be more than 50% full. Catch basin cleanings were properly stored and disposed so that they did not discharge to receiving waters. This is detailed in the SWMP.

The following tasks are in progress in accordance with the accepted NOI.

Number of catch basins within MS4 regulated area: ##

Number catch basins inspected in accordance with the SWMP: ##

Number of catch basins cleaned: ##

Volume or mass of material removed: ##

**BMP: Street sweeping program**

A street sweeping program has been established such that all streets with curbing and/or catch basins and permitee-owned parking lots are swept in accordance with permit conditions. Street sweepings were properly stored and disposed so that they did not discharge to receiving waters.

The following tasks are in progress in accordance with the accepted NOI.

Number of (lane) miles swept: ##

Volume or mass of swept material: ##

**BMP: Winter Road Maintenance Program**

A winter road maintenance program has been established with a goal of reducing salt usage. Salt reduction strategies have been implemented as outlined in our SWMP.

**BMP: Stormwater Treatment Structures Inspection and Maintenance Procedures**

***Municipalities should report on progress to date.***

##MUNICIPALITY continues to collect information with a goal of inventorying and formally inspecting all municipally owned BMPs. Any BMPs that are safety or flooding hazards are dealt with as needed.

**BMP: SWPPP (due year 2)**

SWPPPs were developed in year 2, consistent with the NOI and permit requirements, for the following facilities: maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater.

* Examples may include: DWP Facility, Transfer Station, etc.

 Copies are kept, and inspections as outlined in completed SWPPPs will begin in year 3.

***Instructions: Only Include relevant portions for your municipality.***

**TMDL’s and Water Quality Limited Waters**

**Bacteria/Pathogens**

Outfalls to these receiving waters have been ranked as high priority for the IDDE implementation in the initial outfall ranking and enhanced BMP’s have been implemented in accordance with the SWMP.

**Phosphorus**

Outfalls to these receiving waters have been ranked as high priority for the IDDE implementation in the initial outfall ranking and enhanced BMP’s have been implemented in accordance with the SWMP.

***Only Include if you have a TMDL:*** Legal analysis of existing regulatory mechanisms available to the MS4 has been completed.

##MUNICIPALITY through its participation in the Seacoast or the Lower Merrimack Valley Stormwater Coalition(s) and continued involvement with the NHDES led Pollutant Tracking and Accounting Program (PTAP), will satisfy the tracking and accounting requirement of the municipally owned structural BMP’s listed in Attachment 1 to Appendix H.

**Nitrogen**

Outfalls to these receiving waters have been ranked as high priority for the IDDE implementation in the initial outfall ranking and enhanced BMP’s have been implemented in accordance with the SWMP.

##MUNICIPALITY through its participation in the Seacoast or the Lower Merrimack Valley Stormwater Coalition(s) and continued involvement with the NHDES led Pollutant Tracking and Accounting Program (PTAP), will satisfy the tracking and accounting requirement of the municipally-owned structural BMP’s listed in Attachment 1 to Appendix H.

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

Outfalls to these receiving waters have been ranked as high priority for the IDDE implementation in the initial outfall ranking and enhanced BMP’s have been implemented in accordance with the SWMP.

**Chloride**

Outfalls to these receiving waters have been ranked as high priority for the IDDE implementation in the initial outfall ranking.

Tracking of the amount of salt applied to all municipally owned and maintained surfaces, and reporting of salt use has been completed using the UNH T2 online tool, or other.

##MUNICIPALITY through its participation in the Seacoast or the Lower Merrimack Valley Stormwater Coalition(s) and continued involvement with the NHDES-led Green Snow Pro Program are working to develop a public education regarding impacts of salt use, methods to reduce salt use on private property, and modifications to driving behavior in winter weather as listed in Attachment 1 to Appendix H.

The municipal Green Snow Pro legislation was delayed due to COVID-19, and will be revisited during the 2021 legislative session.

**Description of any changes in identified BMPs or measurable goals**

##MUNICIPALITY has implemented activities in accordance with the approved Notice of Intent.  All BMPs and measurable goals as outlined in the approved NOI are appropriate.

***OR***

##MUNICIPALITY made changes as noted below to the following BMPs and/or measurable goals that were outlined in the approved Notice of Intent.

**List the BMPS and/or measurable goals**

**Activities for the Next Reporting Cycle**

##MUNICIPALITY will continue to implement activities in accordance with the approved Notice of Intent.