

Stormwater Management Program (SWMP)

Agawam

36 Main Street MA 01001

EPA NPDES Permit Number 041001

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.agawam.ma.us/537/NPDES-MS4-General-Permit>

“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 Christopher Golba

Signature _____

Date Jun 28, 2019

Revisions

Printed Name Chris Golba

Signature _____

Date Jun 30, 2020

Printed Name Mario Mazza

Signature _____

Date Jun 1, 2021

Printed Name

Mario Mazza

Signature

Date

Sep 22, 2022

Printed Name

Mario Mazza

Signature

Date

Jul 21, 2023

Printed Name

Mario Mazza

Signature

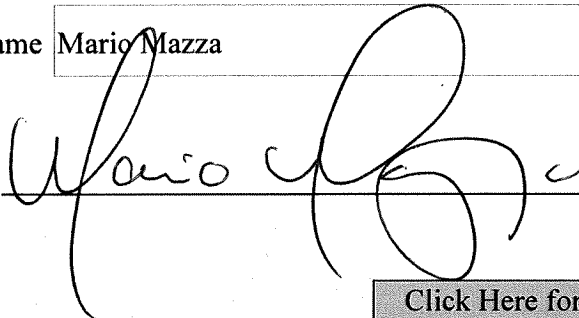
Date

4/4/2024

Printed Name

Mario Mazza

Signature



Date

Jun 27, 2025

[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)

Small MS4 Authorization

The NOI was submitted on

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

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	Mario Mazza	Title	Superintendent
Department	Department of Public Works		
Phone Number	413-821-0623	Email	dpw@agawam.ma.us
Responsibilities	Responsibilities include the overall management, planning, data collection and tracking of all activities required within the six Minimum Control Measure BMP's, ensuring SWMP team members are working together to complete each BMP on schedule, interdepartmentally.		

SWMP Team

Name	Michelle Chase	Title	Engineer
Department	Engineering		
Phone Number	413-821-0625	Email	mchase@agawam.ma.us
Responsibilities	Responsibilities include the project planning, implementation and tracking of BMP's identified in the following Minimum Control Measures with the Engineering Department MCM 3 - Illicit Discharge Detection and Elimination; SSO Inventory, implementation of IDDE program, Employee training, Dry & Wet weather screening, creation and updating of GIS storm system map; coordination of catchment inspections as per written IDDE procedures; Assessment and Priority Ranking of Outfalls and Catchments MCM 4 - Construction Site Stormwater Runoff Control MCM 5 - Post Construction Stormwater Management in New Development and Redevelopment; Update Post-Construction ordinance including development and procedures to require as-built plans and long term O&M MCM 6 - Municipal Good Housekeeping and Pollution Prevention; catch basin cleaning, street sweeping, stormwater treatment structures inspection and maintenance		

Name	Mike Albro	Title	Assistant Town Engineer
Department	Engineering		
Phone Number	413-821-0803	Email	malbro@agawam.ma.us
Responsibilities	Responsibilities include the project planning, implementation and tracking of BMP's identified in the following Minimum Control Measures with the Engineering Department MCM 3 - Illicit Discharge Detection and Elimination; SSO Inventory, implementation of IDDE program, Employee training, Dry & Wet weather screening, creation and updating of GIS storm system map; coordination of catchment inspections as per written IDDE		

Responsibilities procedures; Assessment and Priority Ranking of Outfalls and Catchments
MCM 4 - Construction Site Stormwater Runoff Control
MCM 5 - Post Construction Stormwater Management in New Development and Redevelopment; Update Post-Construction ordinance including development and procedures to require as-built plans and long term O&M
MCM 6 - Municipal Good Housekeeping and Pollution Prevention; catch basin cleaning, street sweeping, stormwater treatment structures inspection and maintenance

Name Tracy DeMaio Title Environmental Project Coordinator

Department Department of Public Works

Phone Number 413-821-0624 Email tdemaio@agawam.ma.us

Responsibilities Responsibilities include the project planning, implementation and tracking of BMP's within the following Minimum Control Measures
MCM 1 - Public Education and Outreach: creation and distribution of flyers, posters, door hangers and other informational materiel concerning leaf liter, yard waste, pet waste, cigarette butts, trash, contaminated flows from dumpsters, hooded catch basins, fleet maintenance, LID, erosion and sedimentation control, fertilizers, soil testing, wetlands and new MS4 development standards.
MCM 2 - Public Involvement and Participation; notification and coordination of public involvement activities such as the review of the stormwater management program, community clean up of watershed areas, making of storm drains and hazardous waste drop-off events.
Submittal of the NPDES MS4 annual report.

Name Peter Sadowski Title Deputy Supt. of Highway and Grounds

Department Highway and Grounds

Phone Number 413-821-0626 Email hrogers@agawam.ma.us

Responsibilities Responsibilities include the project planning, implementation and tracking of BMP's within the following Minimum Control Measures
MCM 3 - Illicit Discharge Detection and Elimination; Employee Training
MCM 6 - Municipal Good Housekeeping and Pollution Prevention; O&M procedures for parks and open spaces, inventory of all permittee-owned parks and open spaces, catch basin cleaning, street sweeping and winter road maintenance

Name Ronald Pignatare Title Foreman of Motor Vehicle Maintenance

Department Department of Public Works

Phone Number 413-821-0602 Email rpignatare@agawam.ma.us

Responsibilities include the project planning, implementation and tracking of BMP's within the following Minimum Control Measures.
MCM 6 - Municipal Good Housekeeping and Pollution Prevention; O&M procedures for vehicles and equipment, inventory of all vehicles and equipment, Stormwater Pollution Prevention Plan (SWPPP) for maintenance garage.

Name Title

Department

Phone Number Email

Responsibilities include the project planning, implementation and tracking of BMP's within the following Minimum Control Measure
MCM 6 - Municipal Good Housekeeping and Pollution Prevention; O&M procedures for buildings and facilities

Name Title

Department

Phone Number Email

Responsibilities include the project planning, implementation and tracking of BMP's within the following Minimum Control Measures
MCM 3 - Illicit Discharge Detection and Elimination; Employee Training
MCM 6 - Municipal Good Housekeeping and Pollution Prevention; O&M procedures for vehicles and equipment, inventory of all permittee-owned vehicles and equipment, Stormwater Pollution Prevention Plan for maintenance garage

Name Title

Department

Phone Number Email

Responsibilities include the project planning, implementation and tracking of BMP's within the following Minimum Control Measures
MCM 1 - Public Education and Outreach; Flyers and Press Release regarding Proper Management of Pet Waste.

Name	Pete Kochanek	Title	IT Director
Department	Data Processing		
Phone Number	413-821-0725	Email	pkochanek@agawam.ma.us
Responsibilities	Responsible for the tracking of website hits on NPDES/Stormwater page and News & Events posted.		

Name	Lauren Kennedy	Title	Heath Agent
Department	Health Department		
Phone Number	413-821-0721	Email	health@agawam.ma.us
Responsibilities	Responsible for the project planning, implementation and tracking of BMP's within the following Minimum Control Measures MCM 1 - Public Education and Outreach / Appendix H; Proper Septic System Care MCM 3 - Illicit Discharge Detection and Elimination; enforcement of Town Illicit Discharge ordinance MCM 4 - Construction Site Stormwater Runoff Control; Site Plan Review; Enforcement of erosion and sediment control regulations MCM 5 - Post Construction Stormwater Management in New Development and Redevelopment; Update Post Construction ordinance including development of procedures to require as-built plans and long term O&M		

Name	Jim Deni	Title	Deputy Supt. of Water and Sewer
Department	Water and Sewer		
Phone Number	413-821-0627	Email	jdeni@agawam.ma.us
Responsibilities	Responsible for the project planning, implementation and tracking of BMP's within the following Minimum Control Measures MCM 3 - Illicit Discharge Detection and Elimination; enforcement of Town illicit discharge ordinance, SS Inventory, integration of sanitary sewer features into storm sewer system map; coordination of catchment inspections as er written IDDE procedures; Assessment and Priority Ranking of Outfalls and Catchments MCM 4 - Construction Site Stormwater Runoff Control; Site Plan Review; Enforcement of erosion and sediment control regulations MCM 5 - Post Construction Stormwater Management in New Development and Redevelopment; Update Post-Construction ordinance including development of procedures to require as-built plans and long term O&M		

Name Title

Department

Phone Number Email

Responsibilities

Name Title

Department

Phone Number Email

Responsibilities

Name Title

Department

Phone Number Email

Responsibilities

Redevelopment; Update Post-Construction ordinance including development of procedures to require as-built and long term O & M

Name	Tom Dirico	Title	Manager
Department	Agawam Municipal Golf Course		
Phone Number	413-789-2194	Email	TDiRico@agawam.ma.us
Responsibilities	Responsible for the project planning, implementation and tracking of BMP's within the following Minimum Control Measures: MCM 6 - Municipal Good Housekeeping and Pollution Prevention; inventory, operations and maintenance of all Town-owned parks and open spaces; O&M procedures for vehicles and equipment; inventory of all vehicles and equipment; Stormwater Pollution Prevention Plan (SWPP) for Agawam Municipal Golf Course		

Name	Christopher Cappucci	Title	Solicitor
Department	Mayor's Office		
Phone Number	413-821-8727	Email	solicitor@agawam.ma.us
Responsibilities	Responsible for the project planning, implementation and tracking of BMP's within the following Minimum Control Measures: MCM 3 - Illicit Discharge Detection and Elimination; enforcement of Town illicit discharge ordinance MCM 4 - Construction Site Stormwater Runoff Control; Site Plan Review; Enforcement of erosion and sediment control regulations MCM 5 - Post-Construction Stormwater Management in New Development and Redevelopment; Update Post-Construction ordinance including development of procedures to require as-built plans and long term O & M		

Name	Christopher C. Johnson	Title	Mayor
Department	Mayor's Office		
Phone Number	413-726-9520	Email	mayor@agawam.ma.us
Responsibilities	Responsible for the project planning, implementation and tracking of BMP's within the following Minimum Control Measures: MCM 3 - Illicit Discharge Detection and Elimination; enforcement of Town illicit discharge ordinance MCM 4 - Construction Site Stormwater Runoff Control; Site Plan Review; Enforcement of erosion and sediment control regulations MCM 5 - Post-Construction Stormwater Management in New Development and		

Redevelopment; Update Post-Construction ordinance including development of procedures to require as-built plans and long term O & M

Name Title

Department

Phone Number Email

Responsibilities

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	F. coli	Enterococcus	Other pollutant(s) causing impairments
Connecticut River	14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PCBs
Fourmile Brook	13	<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"/>	
Groundwater/Infiltration System	6	<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"/>	
May Hollow	25	<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"/>	
Miller Brook	16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Muddy Brook	5	<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"/>	
Philo Brook	28	<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"/>	
Silver Lake	5	<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"/>	
Still Brook	57	<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"/>	
Tarkill Brook	10	<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"/>	
Unknown Stream or Waterbody	72	<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"/>	
Westfield Brook	38	<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"/>	
Westfield River	10	<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"/>	
White Brook	25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Worthington Brook	17	<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"/>	
	8	<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"/>	

[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.

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://www.agawam.ma.us/537/NPDES-MS4-General-Permit>

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: Use of Website and Social Media to inform General Public

BMP Number (Optional) 1A

Document Name and/or Web Address: <http://www.agawam.ma.us/279/Stormwater>

Description:

Updates on town website and Facebook - videos to better educate the public on SW related issues:
Think Blue Video; Reducing polluted stormwater runoff - Year One
Agawam Stormwater Video; What is SW and why is it important to us? - Year One
Agawam Stormwater PSA; What is SW and why is it important to us? - Year Two
CT River SW Video; Issues of stormwater runoff into the CT River - Year One
Post community events and news as they are scheduled in remaining MCM BMP's on town website and on social media - Annually

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Track number of hits on Town Website
Tracking the number "shares" or "likes" on social media
Tracking participation at events.

Message Date(s): Videos Fall 2018 / PSA Summer 2019 / Posting of news and events - Annually

BMP: Proper Disposal of Leaf Litter

BMP Number (Optional) 1B

Document Name and/or Web Address: Fall Leaf Litter

Description:

The following education and outreach will be planned, one for each of the five permit years, educating residents on how to properly dispose of leaves, how to compost, and the use of slow release fertilizer:
"Get Wise about Leaf Litter" flyer - Year 1
Press Release(Changed to posting in town CCR mailing) and Social Media post - Year 2
"Get Wise about Leaf Litter" door hanger; to be used in known problem locations along rivers, streams and lakes, wetland areas. Created and funded with assistance from the PVPC Stormwater Committee- Year 3 (replaced with FB Campaign and Press Releases)
Update "Get Wise about Leaf Litter" flyer - Year 4
Create slide to display on town cable access channel/participate in regional social media campaign linking to ThinkBlue CT River Website- Year 5

Targeted Audience: Residential

Responsible Department/Parties: DPW / PVPC Stormwater Committee

Measurable Goal(s):

Track number of flyers distributed
Track number of "shares" and "likes" on social media and on the number of hits on CT River Think Blue Website
Track number of compost bins sold
Track number of door hangers distributed
Track number of people reached based on estimate of exposure from radio stations
Track estimated number of readers and distribution of newspaper articles

Message Date(s): Annually in the Fall

BMP: Proper Disposal and Use of Grass Clippings

BMP Number (Optional) 1C

Document Name and/or Web Address: Spring Grass Clippings

Description:

The following education and outreach will be planned, one for each of the five permit years, educating residents on what they can do to protect water quality while maintaining their yards, soil sampling, proper disposal of yard wart and the use of slow release fertilizer.
"Grass Clippings and Stormwater" flyer - Year 1
Press Release (Changed to posting in town CCR mailing) and Social Media posts - Year 2
Proper Disposal of Grass Clippings and composting options Press Release - Year 3
"Grass Clippings=Free Fertilizer" fact sheet posted on social media and website -Year 4
PSA and Social Media Campaign regarding the proper use of fertilizers and disposal of grass clippings to air locally and on social media; Created and funded with assistance from the PVPC Stormwater Committee - Year 5

Targeted Audience: Residential

Responsible Department/Parties: DPW / PVPC Stormwater Committee

Measurable Goal(s):

Track number of flyers distributed
Track number of "shares" and "likes" on social media and on the number of hits on CT River Think Blue Website
Track number of people reached based on estimate of exposure from radio stations
Track estimated number of readers and distribution of newspaper articles

Message Date(s): Annually in the Spring

BMP: Proper Management of Pet Waste

BMP Number (Optional) 1D

Document Name and/or Web Address: Dog Poop Fact Sheet

Description:

The following education and outreach will be planned, one for each of the five permit year, educating residents on the proper management of pet waste, Bacteria and Nutrient Problems, and healthy habits to be a responsible pet owner. Materials to be created with the assistance of the PVPC Stormwater Committee, distributed with the assistance from the Animal Control Office.

"Doo Good" flyer; Distribution with licensing of dogs - Year 1

Update Spike poster and send with letter to Veterinary Offices - Year 2

Issue Pledge Cards with the distribution of licensing permits, on social media and the Ct River Think Blue Website - Year 3

Use Spike poster and distribute as panels on PVTA buses, press release, and post on social media and Think Blue Website. Created and funded with assistance from the PVPC Stormwater Committee - Year 4

Distribution of pet waste flyer at time of licensing/social media campaign in partnership with Think Blue CT River - Year 5

Targeted Audience: Residential

Responsible Department/Parties: DPW / Animal Control Officer / PVPC Stormwater Committee

Measurable Goal(s):

Track distribution of flyers to residents

Track distribution of flyers and posters to business and veterinary offices

Track number of "shares" and "likes" on social media and on the number of hits on CT River Think Blue Website

Track estimated number of readers and distribution of newspaper articles

Track the number of Pet Waste dumping complaints

Message Date(s): Annually in the Summer

BMP: Proper Disposal of Cigarette Butts

BMP Number (Optional) 1E

Document Name and/or Web Address: Cigarette Butt Poster

Description:

Post and distribute a flyer regarding the proper disposal of cigarette butts, including facts regarding them being toxic and not biodegradable, leaching chemicals into the environment. Flyers will be posted in municipal buildings as well as local convenient stores. Message will be reinforced with a press release in the local newspaper. In partnership with the PVPC Stormwater Committee, the town will update cigarette butt materials from Think Blue campaign and distribute as panels on PVTA buses, if funding allows, as well as post on social media and Think Blue Ct River website.

YR 2 -BMP changed due to the closing of municipal buildings and businesses due to Covid19. The town

included a cigarette butt and stormwater message in the town wide mailing of the Consumer Confidence Report. The town also received vehicle posters for display and included social media posts linked to the Think Blue MA Campaign

Targeted Audience: Residential

Responsible Department/Parties: DPW / PVPC Stormwater Committee

Measurable Goal(s):

Track distribution of flyers to residents and convenient stores
Track estimated number of readers and distribution of newspaper articles
Track PVTA"s estimated exposure rates for panels
Track number of "shares" or "likes" on social media
Track number of hits on the CT River Think Blue Website after message is distributed

Message Date(s): Completed Year 2 & 3

BMP: Putting Waste In It's Place

BMP Number (Optional) 1F

Document Name and/or Web Address:

Description:

Participate in Social Media Campaign with the inclusion of PVTA bus panels that link to informatnoi on the Think Blue CT River Website.

Targeted Audience: Residential

Responsible Department/Parties: DPW / PVPC Stormwater Committee

Measurable Goal(s):

Track PVTA"s estimated exposure rates for panels
Track number of "shares" or "likes" on social media
Track number of hits on the CT River Think Blue Website after message is distributed

Message Date(s): Year 5

BMP: Dumpster Waste and Avoiding Contaminated Flows

BMP Number (Optional) 1G

Document Name and/or Web Address: Dumpster Waste RS

Description:

In partnership with the PVPC, the town will create and distribute a flyer to local waste management companies to distribute to their business customers. The flyer will include information on identifying problems and how to minimize dumpster water pollution. Provide further related instruction/information on CT River Think Blue Website.

YR 2 -BMP changed due to the closing of municipal buildings and businesses due to Covid19. In partnership with the PVPC Stormwater Committee, the town replaced planned BMP activity with social media posts, PR and TV media coverage on the proper disposal of gloves, nip bottles and pet waste. Original BMP message moved to Year 3

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: DPW / PVPC Stormwater Committee

Measurable Goal(s):

Track number of "shares" or "likes" on social media
Track number of hits on the CT River Think Blue Website after message is distributed

Message Date(s): Completed Year 3

BMP: Installation of Hooded Catch Basins

BMP Number (Optional) 1H

Document Name and/or Web Address:

Description:

In partnership with the PVPC Stormwater Committee, the town will provide a letter to facility directors of properties with large parking lots regarding the benefits of hooded catch basins to keep fuels from local surface waters.

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: DPW / PVPC Stormwater Committee

Measurable Goal(s):

Track number of letters sent
Track number of hits on the Ct River Think Blue Website after distribution

Message Date(s): Completed Year 4

BMP:Fleet Maintenance

BMP Number (Optional) 1I _____

Document Name and/or Web Address: Fleet Maintenance Flyer

Description:

In partnership with the PVPC, the town will customize Think Blue MA material to create and distribute a fact sheet to local industrial facilities that have vehicle fleets. The flyer will include information on how businesses can reduce or eliminate pollution from entering our streams from stormwater runoff.

YR 2 -BMP postponed due to the closing of municipal buildings and businesses due to Covid19. Moved to Year 3 Message Date

Targeted Audience: Industrial facilities

Responsible Department/Parties: DPW / PVPC Stormwater Committee

Measurable Goal(s):

Track number of fact sheets distributed
Track number of hits on Ct River Think Blue website after message distribution

Message Date(s): Completed Year 3

BMP: Catch Basin Hoods Flyer

BMP Number (Optional) 1J _____

Document Name and/or Web Address: _____

Description:

In partnership with the PVPC Stormwater Committee, the town will provide a letter to facility directors of properties with large parking lots regarding the benefits of hooded catch basins to keep fuels from local surface waters.

Targeted Audience: Industrial facilities

Responsible Department/Parties: DPW / PVPC Stormwater Committee

Measurable Goal(s):

Track number of letters sent
Track number of hits on the Ct River Think Blue Website after distribution

Message Date(s): Completed Year 4

BMP: New MS4 Development Standards and E&S Control

BMP Number (Optional) 1K

Document Name and/or Web Address:

Description:

In partnership with the PVPC Stormwater Committee, the town will assist in coordinate a regional workshop (possibly at the Western Mass Developers Conference) on new MS4 development standards and E&S control.

YR 2 -BMP activity canceled due to Covid19. Rescheduled to year 4, completed year 3

Targeted Audience: Developers (construction)

Responsible Department/Parties: DPW / PVPC Stormwater Committee

Measurable Goal(s):

Track number of conference attendees
Track results from post workshop survey

Message Date(s): Completed Year 3

BMP:LID Strategies and Technologies

BMP Number (Optional) 1L

Document Name and/or Web Address:

Description:

In partnership with the PVPC Stormwater Committee, the town will assist in coordinating a regional workshop (possibly at the Western Mass Developers Conference) on LID strategies and technologies.

Targeted Audience: Developers (construction)

Responsible Department/Parties: DPW / PVPC Stormwater Committee

Measurable Goal(s):

Track number of conference attendees
Track results from post workshop survey

Message Date(s): Completed Year 4

BMP: Proper Disposal of Leaf Litter

BMP Number (Optional) 1M

Document Name and/or Web Address: Landscaper Letter 110419

Description:

The following education and outreach will be planned, one for each of the five permit years, educating businesses, institutions and commercial facilities on the importance of proper leaf disposal and the use of commercial leaf disposal locations to avoid contamination of stormwater and local waterways:

Created and distributed with assistance from the PVPC Stormwater Committee

Letter to landscapers - Year 1

Proper disposal of leaf litter and locations for commercial disposal fact sheet to landscapers - Year 2

Update year one mailing - Year 3

Update year two fact sheet - Year 4

Update year one mailing to landscapers - Year 5

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: DPW / PVPC Stormwater Committee

Measurable Goal(s):

Track number of letters and fact sheets distributed each year

Message Date(s): Annually in the Fall

BMP: Importance of soil testing, use of fertilizers and disposal of grass clippings

BMP Number (Optional) 1N

Document Name and/or Web Address:

Description:

The following education and outreach will be planned, created and funded with assistance from the PVPC Stormwater Committee, one for each of the five permit years:

Letter from SW Committee to landscapers regarding the importance of soil tests, proper use of fertilizes, and proper disposal - Year 1

Workshop for large institutions promoting better lawn/turf management and awareness of Mass DAR fertilizer regulations and nitrogen concerns in region - Year 2

Workshop for landscapers on the importance of soil sampling, proper use of fertilizers, and value of grass clippings and proper disposal - Year 3

Workshop for Garden Center staff regarding soil sampling, use of fertilizers and nitrogen concerns in the region - Year 4

Update year one letter to landscapers - Year 5

YR 2 -BMP activity canceled due to Covid19. Group attempted to replace workshop with Webinar. Lack of response for participation caused the cancellation.

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: DPW / PVPC Stormwater Committee

Measurable Goal(s):

Track number of letters sent
Track number of attendees

Message Date(s): Annually in the Spring

BMP: Proper Management of Animal Waste

BMP Number (Optional) 10

Document Name and/or Web Address:

Description:

The following education and outreach will be planned, created and funded with assistance from the PVPC Stormwater Committee, one for each of the five permit years:
Letter to targeted locations explaining strategies for geese management and resource - Year 1
Letter to larger properties offering sign design template promoting pet waste pick up - Year 2
Update Spike poster from Think Blue Campaign and distribute on panels on PVTAs buses, as funding is available, press release, and post on social media and Think Blue Website - Year 3
Update year one letter and mailing - Year 4
Update year two letter and mailing - Year 5

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Animal Control Officer / DPW / Ct River Stormwater Committee

Measurable Goal(s):

Track number of letters distributed
Track Track estimated number of readers and distribution of newspaper articles
Track number of "likes" and "shares" on social media and number of hits on Ct River Think Blue Website
Track PVTAs estimated exposure rates for panels

Message Date(s): Annually in the Summer

BMP: Homeowner's Guide to Protecting the Wetlands

BMP Number (Optional) 1P

Document Name and/or Web Address: Homeowners Guide to Protecting Ponds, Streams and Wetlands

Description:

Create a guide to distributed to homeowners listing several ways homeowners can help to protect Agawam's ponds, streams and wetlands - Year 1

Direct mailing of guide to residents around ponds and along streams and rivers - Year 3

Targeted Audience: Residents

Responsible Department/Parties: Planning

Measurable Goal(s):
Track the number of guides distributed in the Planning and Conservation Office
Track the number of guides mailed to residents around a pond, along streams and river

Message Date(s): Completed Permit Year 1 and Permit Year 3

BMP: Agawam Wetland Protection Laws Guide

BMP Number (Optional) 1Q

Document Name and/or Web Address: Living with Wetlands

Description:
Flyer to be distributed with all permit application within the building department.

Targeted Audience: Developers (construction)

Responsible Department/Parties: Planning / Inspection Services

Measurable Goal(s):
Track the number of flyers distributed with permits

Message Date(s): Annually

BMP: Best Practices for Septic Systems

BMP Number (Optional) 1R

Document Name and/or Web Address: SepticSmart

Description:
Social media mini ad and social media campaign that links to information on the Think Blue Ct River website.

Targeted Audience: Residents

Responsible Department/Parties: Health Department

Measurable Goal(s):

Track number of hits on the Ct River Think Blue Website after distribution
Track number of hits on Social Media

Message Date(s): Annually

BMP: Best Practices for Draining Pool Water

BMP Number (Optional) 1S

Document Name and/or Web Address: How to Drain Pool Water While Protecting the Environment

Description:

Create flyer to be distributed with Pool Permits.
Flyer to be displayed in DPW and Inspection Services debarments as well as Pool Stores in town.
Flyer will be direct mailed when able to to.

Targeted Audience: Residential

Responsible Department/Parties: DPW/Inspection Services

Measurable Goal(s):

Track the number of pool permits distributed.
Track the number of flyers distributed when direct mailed.

Message Date(s): Late Summer

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) 2A _____

Location of Plan and/or Web Address:

Responsible Department/Parties:

Measurable Goal(s):

BMP: Public Participation in Stormwater Management Program Development

BMP Number (Optional) 2B _____

Description:

Responsible Department/Parties:

Measurable Goal(s):

BMP: Community Clean-up

BMP Number (Optional) 2C _____

Document Name and/or Web Address:

Description:

Responsible Department/Parties:

Measurable Goal(s):

BMP: Storm Drain Marking

BMP Number (Optional) 2D _____

Document Name and/or Web Address: _____

Description:

The town will seek volunteers through the public schools and community groups to mark storm drains throughout the community.

Responsible Department/Parties: Department of Public Works

Measurable Goal(s):

The town will track the number of volunteers and the number and location of storm drains marked.

BMP: HHW

BMP Number (Optional) 2E _____

Document Name and/or Web Address: <http://www.agawam.ma.us/291/Household-Hazardous-Waste>

Description:

The Department of Public Works will continue to provide HHW drop off events, as funding is available, as well as provide residents alternative disposal options for HHW.

Responsible Department/Parties: Department of Public Works

Measurable Goal(s):

The DPW will track the number of participants in the Annual HHW Day events.

BMP: Annual Report

BMP Number (Optional) 2F _____

Document Name and/or Web Address: <http://agawam.ma.us/537/NPDES-MS4-General-Permit>

Description:

The Department of Public Works will post the annual report on the town website as well as a hard copy in the Mayors Office and Public Library.

Responsible Department/Parties: Department of Public Works

Measurable Goal(s):

The DPW will track the number of website hits for viewing on the website.

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) 3A _____

Completed (by May 1, 2008)

Ordinances Link or Reference:

Department Responsible for Enforcement:

BMP: Sanitary Sewer Overflow (SSO) Inventory

BMP Number (Optional) 3B _____

Completed (by year 1)

Document Name and/or Web Address:

Description:

An inventory of all known sanitary sewer overflows within the Agawam MS4 since 2011 has been created and included within the Illicit Discharge Detection and Elimination Plan. This inventory will be updated as future SSO's are discovered.

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.

<p>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</p>	<p>The EPA contacts are: EPA New England (617) 918-1510 5 Post Office Square Boston, MA 02109</p>
---	---

BMP: Map of Storm Sewer System

BMP Number (Optional) 3C

Phase I Completed
(by year 2)

Phase II Completed
(by year 10)

Document Location and/or Web Address: Storm Sewer System Map; Sanitary Sewer System Map

Description:

The DPW currently maintains a GIS-based map of the Town's MS4 which includes the following features: catch basins, storm sewer pipes, storm manholes, outfalls & their receiving waters, detention basins, culverts, swales, interconnections with MS4's not owned by the Town, drainage easements, water bodies, wetland areas and initial catchment delineations. The map will be updated as new construction is completed and new information about the existing storm sewer system is discovered in the field.

Responsible Department/Parties: Engineering

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) 3D

Written Document Completed (by year 1)

Document Name and/or Web Address: IDDE Program Plan

Description:

A written Illicit Discharge Detection and Elimination (IDDE) Plan has been prepared which includes procedures for Outfall Ranking, Catchment Investigation and Outfall Screening and Sampling. Once an illicit discharge has been detected, the Town will immediately determine the best course of action to remove it and minimize discharge of pollutants to the MS4. Copies of the IDDE Plan will be made available to the public through the Town of Agawam website.

Responsible Department/Parties: Engineering, Water & Sewer Dept.

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:

The outfall/interconnection inventory and initial ranking have been included within the IDDE Program Plan.

Outfall/interconnection screening and sampling results will be recorded in the DPW and made available to the public upon request.

BMP: Employee Training

BMP Number (Optional) 3E

Description:

The following training has been scheduled for Town employees:
MS4 Background, Recognizing illicit discharges and SSOs (PVPC Training Video) - Year One
Catch Basin Inspections, Cleaning & Maintenance (PVPC Training Video) - Year One
Field training for the use of data collection software designed to be used on a mobile device for the inspection of project sites, outfalls, drainage inlets, catch basins and structural BMPs. - Year One
SWPPPS 101 (PVPC Training Video) - Year Two
Management Practices (PVPC Training Video) - Year Two
Field Screening, Sampling & Source Tracking (PVPC Training Video) to be provided in future training trainings will be repeated as needed and as new employees are hired. Additional trainings will be added as available.
Supporting departments: Engineering, Water & Sewer, Highway & Grounds

YR 2 -BMP changed due to the closing of municipal buildings and Covid19. Employees had mini training sessions regarding the Towns SWPP by Woodward and Curran and all DPW Union Employees received training on what is an Illicit Discharge, potential problems, what to report and who to call.

Responsible Department/Parties: Department of Public Works

Measurable Goal(s):

Each employee will be required to sign an Employee Training Record form at each training session to verify who has received the training. A template of the Employee Training Record form is included in Appendix E of the IDDE plan. Completed forms will be kept on record at the DPW.

BMP:Conduct Dry Weather Screening and Sampling

BMP Number (Optional) 3F/3G

Completed

Document Name and/or Web Address: Outfall Screening and Sampling SOP

Description:

The Town of Agawam has hired the services of Woodard & Curran to provide professional engineering services in support of the Town's stormwater management program including dry weather screening of outfalls ranked as HIGH priority on the Outfall Inventory and Priority Ranking Matrix. If dry weather flow is observed at an outfall, a sample shall be taken and analyzed in accordance with the requirements of the MS4 permit.

Responsible Department/Parties: Department of Public Works, Engineering

Measurable Goal(s):

Woodard & Curran have been contracted to screen and sample up to 135 HIGH priority outfalls during Year 2 of the permit. Due to the effects of the COVID-19 virus, outfall inspections were not able to begin until July 2020 (Year 3). A memorandum summarizing the results of these investigations shall be presented to and recorded within the DPW. Screening and sampling of the remaining HIGH and LOW priority outfalls shall commence in Year 3.

BMP:Ongoing Outfall Screening

BMP Number (Optional) 3H

Completed

Document Name and/or Web Address: Catchment Investigation for Illicit Discharges SOP

Description:

Upon completion of all catchment investigations and illicit discharge removals, each outfall will be scheduled for ongoing screening. Dry weather screening and sampling shall be performed at each outfall. Wet weather screening and sampling shall be performed within each catchment that was determined to have at least 1 SVF.

Responsible Department/Parties: Engineering, Highway & Grounds Dept

Measurable Goal(s):

Screening and sampling shall be performed as each outfall once every 5 years.

BMP: Assessment and Priority Ranking of Outfalls/Interconnections

BMP Number (Optional) 3I

Completed

Document Name and/or Web Address: Outfall Catchment Priority Rankings

Description:

Each outfall and interconnection within the Town MS4 shall be listed within an inventory that includes a unique ID number for each outfall, the receiving water each outfall discharges to and an initial priority ranking ,(Problem, High, Low or Excluded). Rankings will be assigned to outfalls based on the criteria listed in Section 2.3.4.7a(iii) of the MS4 General Permit.

Supporting departments: DPW, Sewer & Water Dept., Health Dept., Highway & Grounds Dept.

Responsible Department/Parties: Engineering

Measurable Goal(s):

The initial outfall inventory and priority ranking has been completed. The inventory shall be updated annually to include data collected by catchment investigations and outfall screening and sampling. An updated inventory and ranking shall be provided with each annual report.

BMP: Catchment Investigations

BMP Number (Optional) 3J

Completed

Document Name and/or Web Address: Locating Illicit Discharges SOP

Description:

A procedure for the investigation of each catchment associated with an outfall or interconnection within the Town MS4 shall be developed and included in the IDDE plan. Maps, plans, historic records and other appropriate sources of data shall be used to identify SVFs within each catchment. A manhole inspection procedure shall be developed and implemented that involved systematically observing, sampling and evaluating manholes within the catchment to determine the location of suspected illicit discharges or SSOs. Once the general location of an illicit discharge or SSO has been determined, more detailed investigation methods (dye testing, smoke testing, etc.) shall be used to pinpoint the exact source.

Supporting departments: Engineering, Water & Sewer Dept., Health Dept., Highway & Grounds Dept.

Responsible Department/Parties: Engineering, Water & Sewer Dept., Health Dept., Highway & Grounds Dept.

Measurable Goal(s):

A written catchment investigation procedure has been completed. Investigations of catchments with Problem Outfalls shall begin no later than 2 years from the permit effective date and be completed within 7 years of the permit effective date. Investigations of any catchment that has been determined to have an illicit discharge or SSO shall be completed within 7 years of the permit effective date. Complete 100% of all catchment investigations within 10 years of the permit's effective date.

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) 4A

Completed (by May 1, 2008)

Ordinances Link or Reference: Agawam Town Code Chapter 175-35

Department Responsible for Enforcement: Mayor's Office

BMP: Site Plan Review Procedures

BMP Number (Optional) 4B

Written procedures completed (by year 1)

Document Name and/or Web Address: Agawam Town Code Chapter 159 Article III & Chapter 180-13;
Construction Site Stormwater Runoff Control SOP

Description:

Submission and review procedures for preliminary and definitive site plans are included within the sections of the Town of Agawam Municipal Code and Standard Operating Procedures listed above.

Supporting departments: Engineering, Inspection Services, DPW, Health Dept., Water & Sewer Dept., :
Mayor's Office

Responsible Department/Parties: Planning

Measurable Goal(s):

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

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

BMP Number (Optional) 4C

Completed (by year 1)

Document Name and/or Web Address: Agawam Town Code Chapter 175 Article IV Chapters 22-30 & 35;
Construction Site Stormwater Runoff Control SOP

Description:

Procedures for site inspections and the enforcement of sediment and erosion control measures are included within the sections of the Town of Agawam Municipal Code and Standard Operating Procedures listed above.

Supporting departments: Engineering, Inspection Services, DPW, Health Dept., Water & Sewer Dept.,
Mayor's Office

Responsible Department/Parties: Planning

Measurable Goal(s):

Inspect 100% of construction sites as outlined in the above documents and take enforcement actions as needed. Record an inspection form for each project site inspection performed.

BMP: [BMP name here]

BMP Number (Optional) _____

Completed

Document Name and/or Web Address:

Description:

Responsible Department/Parties:

Measurable Goal(s):

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) 5A

Completed (by year 2)

Town Ordinances Link or Reference: Agawam Town Code Chapter 175

Department Responsible for Enforcement: Mayor's Office

BMP: Street Design and Parking Lot Guidelines Report

BMP Number (Optional) 5B

Completed (by year 4)

Document Name and/or Web Address: TBD

Description:

Develop a report assessing current street design and parking lot guidelines and other local requirements that affect the creation of impervious cover to be used to determine if changes to design standards can be made to support Low Impact Development options. Incorporate provisions for pedestrian and bicycle facilities, as per the Town Complete Streets Policy.

Responsible Department/Parties: DPW/Engineering

Measurable Goal(s):

Include status of the assessment in each annual report. Assessment to be completed by Year 4 of the permit. Recommended policy and design changes to take effect in Year 5.

BMP: Green Infrastructure Report

BMP Number (Optional) 5C

Completed (by year 4)

Document Name and/or Web Address: TBD

Description:

Develop a report assessing existing local regulations to determine the feasibility of allowing the following practices when appropriate site conditions exist:

- Green Roofs
- Infiltration practices such as rain gardens, curb extensions, planter gardens, pervious pavement
- Water harvesting devices such as rain barrels and cisterns
- Use of stormwater for non-potable uses such as irrigation

The assessment should indicate if the practices are allowed in the MS4 jurisdiction and under what circumstances are they allowed. If the practices are not allowed, the permittee shall determine what hinders the use of these practices, what changes in local regulations may be made to make them allowable, and provide a schedule for implementation of recommendations.

Responsible Department/Parties: DPW/Engineering

Measurable Goal(s):

Include status of the assessment in each annual report. Assessment to be completed by Year 4 of the permit. Recommended policy changes to take effect in Year 5.

BMP: List of Municipal Retrofit Opportunities

BMP Number (Optional) 5D

Completed (by year 4)

Document Name and/or Web Address:

Description:

Identify a minimum of 5 Town-owned properties that could potentially be modified or retrofitted with BMPs designed to reduce the frequency, volume and pollutant loads of stormwater discharges to and from the MS4 through the reduction of impervious area. Properties and infrastructure for consideration shall include those with the potential for reduction of on-site impervious area (IA) as well as those that could provide reduction of off-site IA. MS4 infrastructure to be considered includes existing street right-of-ways, outfalls and conventional stormwater conveyances and controls (including swales and detention practices).

Responsible Department/Parties: DPW/Engineering, Planning, Parks & Rec, Building Maintenance

Measurable Goal(s):

Include the list of identified properties and potential modifications and retrofit options in the Year 4 report. , Beginning with Year 5 report and in each subsequent annual report, identify additional Town-owned sites and infrastructure that could be retrofitted such that an inventory of at least 5 sites is maintained until such a time as when the Town has less than 5 sites remaining. Include all MS4 and non-MS4 properties that have been Modified or retrofitted with BMPs to mitigate IA.

BMP: [BMP name here]

BMP Number (Optional)

Completed

Document Name and/or Web Address:

Description:

Responsible Department/Parties:

Measurable Goal(s):

Add BMP

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) 6A

Written Document Completed (by year 2)

Document Name and/or Web Address: Parks and Open Space Management SOP 6A

Description:

Description:

Establish written procedures to address the following activities within parks and open space:

- Proper use, storage, and disposal of pesticides, herbicides, and fertilizers including minimizing the use of these products and using only in accordance manufacturer's instruction.
- Ensure lawn maintenance and landscaping practices are protective of water quality. Protective practices include, but are not limited to, reduced mowing frequencies, proper disposal of lawn clippings, and use of alternative landscaping materials (e.g., drought resistant planting).
- Pet waste handling collection and disposal locations at all parks and open space where pets are permitted, including the placing of proper signage concerning the proper collection and disposal of pet waste.
- Address waterfowl congregation areas where appropriate to reduce waterfowl droppings from entering the MS4.
- Management of trash containers at parks and open space.
- Address erosion or poor vegetative cover when the permittee becomes aware of it; especially if the erosion is within 50 feet of a surface water.

Supporting departments: Parks & Recreation, Planning, Agawam Municipal Golf

Responsible Department/Parties: DPW

Measurable Goal(s):

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

Properties List (Optional):

BMP: Buildings and Facilities Operations and Maintenance Procedures

BMP Number (Optional) 6B

Written Document Completed (by year 2)

Document Name and/or Web Address: Municipal Buildings and Facilities SOP 6A-1

Description:

Establish written procedures to address the following activities within buildings and facilities owned and operated by the municipality (including schools, town offices, police & fire stations, public pools and parking garages) where pollutants are exposed to stormwater runoff:

- Evaluate the use, storage, and disposal of petroleum products and other potential stormwater pollutants.
- Provide employee training as necessary so that those responsible for handling these products know proper procedures.
- Ensure that Spill Prevention Plans are in place, if applicable, and coordinate with the fire department as

necessary.

- Develop management procedures for dumpsters and other waste management equipment.
- Sweep parking lots and keep areas surrounding the facilities clean to reduce runoff of pollutants.

Supporting departments: DPW, Fire Dept., Police Dept.

Responsible Department/Parties: Building Maintenance

Measurable Goal(s):

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

Properties List (Optional):

BMP: Vehicles and Equipment Operations and Maintenance Procedures

BMP Number (Optional) 6C

Written Document Completed (by year 2)

Document Name and/or Web Address: Vehicle and Equipment Operations and Maintenance SOP 6C

Description:

Establish written procedures to address the following activities concerning vehicles and equipment owned by the municipality:
Establish procedures for the storage of Town-owned vehicles. Vehicles with fluid leaks shall be stored indoors or containment shall be provided until repaired.
Evaluate fueling areas owned or operated by the permittee. If possible, place fueling areas under cover in order to minimize exposure.
Establish procedures to ensure that vehicle wash waters are not discharged to the municipal storm sewer system or to surface waters. The Massachusetts Small MS4 General Permit does not authorize such discharges.

Supporting departments: Fire Dept., Agawam Municipal Golf Course

Responsible Department/Parties: Department of Public Works

Measurable Goal(s):

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

Properties List (Optional):

INFRASTRUCTURE

BMP: Infrastructure Operations and Maintenance Procedures

BMP Number (Optional) 6D

Written Procedure Completed (by year 2)

Document Name and/or Web Address: SWPPP / SOP 6E

Description:

Establish a written program detailing the activities and procedures the Town will implement so that the MS4 infrastructure is maintained in a timely manner to reduce the discharge of pollutants from the MS4. The written program shall adhere to the following conditions:

- Inspection and maintenance of catch basins locatable near construction activities shall be prioritized.
- No catch basin sump shall be more than 50% full at any time.
- If a catch basin sump is more than 50 percent full during two consecutive routine inspections/cleaning events, the permittee shall document that finding, investigate the contributing drainage area for sources of excessive sediment loading, and to the extent practicable, abate contributing sources.
- The permittee shall document in the SWMP and in the first annual report its plan for optimizing catch basin cleaning, inspection plans, or its schedule for gathering information to develop the optimization plan. Documentation shall include metrics and other information used to reach the determination that the established plan for cleaning and maintenance is optimal for the MS4. The permittee shall keep a log of catch basins cleaned or inspected.
- The permittee shall report in each annual report the total number of catch basins, number inspected, number cleaned, and the total volume or mass of material removed from all catch basins.

Supporting departments: Engineering, Highway & Grounds Dept.

Responsible Department/Parties: Department of Public Works

Measurable Goal(s):

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

BMP: Catch Basin Cleaning Program

BMP Number (Optional) 6E

Written Procedure Completed (by year 1)

Document Name and/or Web Address: Catch Basin Cleaning SOP #6E

Description:

The DPW will conduct Catch Basin cleanings between the months of April through November following the operations and maintenance plan as written on the Standard Operating Procedures.

Responsible Department/Parties: Engineering

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.

BMP: Street Sweeping Program

BMP Number (Optional) 6F

Written Procedure Completed (by year 1)

Document Name and/or Web Address: Sweeping Streets and Parking Lots SOP #6F

Description:

Street sweeping will primarily take place between the months of April and October following the operations and maintenance plan as written on the Standard Operating Procedures.

Responsible Department/Parties: Engineering

Measurable Goal(s):

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

BMP: Winter Road Maintenance Program

BMP Number (Optional) 6G

Written Procedure Completed (by year 1)

Document Name and/or Web Address: Winter Road Maintenance SOP #6G

Description:

Procedures for winter road maintenance, including the storage of salt, will follow the operations and maintenance plan as written on the Standard Operating Procedures.

Responsible Department/Parties: DPW - Highway and Grounds

Measurable Goal(s):

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

BMP: Stormwater Treatment Structures Inspection and Maintenance Procedures

BMP Number (Optional) 6H

Completed (by year 1)

Document Name and/or Web Address: Stormwater Treatment Structures Inspection and Maintenance SOP 6H

Description:

Establish and implement inspection and maintenance frequencies and procedures for all stormwater treatment structures such as water quality swales, retention/detention basins, infiltration structures, proprietary treatment devices or other similar structures. All Town-owned stormwater treatment structures (excluding catch basins) shall be inspected annually at a minimum.

Responsible Department/Parties: Engineering

Measurable Goal(s):

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

BMP: SWPPP

BMP Number (Optional) 6I

Completed (by year 2)

Document Name and/or Web Address: Agawam DPW Facility SWPPP

Description:

Develop and fully implement a Stormwater Pollution Prevention Plan (SWPPP) for all Town-owned garages, public works yards, transfer stations and other waste handling facilities where pollutants are exposed to stormwater. The contents of the SWPPP will conform to Section 2.3.7.b of the Massachusetts Small MS4 General Permit.

Responsible Department/Parties: Department of Public Works

Measurable Goal(s):

Develop and implement SWPPPs for 100% of facilities.

BMP:

BMP Number (Optional) _____

Completed

Document Name and/or Web Address: _____

Description:

Responsible Department/Parties: _____

Measurable Goal(s):

Add BMP

Annual Evaluation

Year 1 Annual Report

Document Name and/or Web Address:

<http://www.agawam.ma.us/DocumentCenter/View/1314/Year-One-Annual-Report---May-1-2018-June-30-2019>

Year 2 Annual Report

Document Name and/or Web Address:

<https://www.agawam.ma.us/DocumentCenter/View/1516/Agawam-Final-Report-YR2-FINAL>

Year 3 Annual Report

Document Name and/or Web Address:

<https://www.agawam.ma.us/DocumentCenter/View/1687/Agawam-Final-Report-YR3>

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
Connecticut River	None	<input type="checkbox"/> + <input type="checkbox"/> -
White Brook	None	<input type="checkbox"/> + <input type="checkbox"/> -
Miller Brook	None	<input type="checkbox"/> + <input type="checkbox"/> -

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:

Catchment Investigation for Illicit Discharges Standard Operating Procedure - recorded in DPW Illicit Discharge and Detection Plan - located on Town of Agawam website here:
<http://agawam.ma.us/537/NPDES-MS4-General-Permit>

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:

BMP 1D

 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:

BMP 1D

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:

BMP 1R

Nitrogen

Combination of Impaired Waters Requirements and TMDL Requirements as Applicable

Applicable Receiving Waterbody(ies)	TMDL Name (if applicable)	Add/Delete Row
Long Island Sound	Long Island Sound Nitrogen TMDL	<input type="button" value="+"/> <input type="button" value="-"/>

Annual Requirements Beginning Year 1

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 fertilizers

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

BMP 1C

 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:

BMP 1D

 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:

BMP 1B

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

Establish requirements for the use of slow release fertilizers on permittee owned property currently using fertilizer, in addition to reducing and managing fertilizer use as provided in part 2.3.7.1

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

BMP 6A

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:

BMP 6A

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:

BMP 6F

Nitrogen Reduction Tracking BMP

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 nitrogen 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 nitrogen removed in mass per year by the BMP is found in the following document or website and is updated yearly at a minimum:

Requirements Due by Year 2

Stormwater Management in New Development and Redevelopment

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 nitrogen removal

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

3A

Requirements Due by Year 4

Complete a Nitrogen Source Identification Report

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

Stormwater Management in New Development and Redevelopment

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:

Requirements Due by Year 5

Potential Structural BMPs

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 Nitrogen 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:

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:

--

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
Connecticut River	None	<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:

Catchment Investigation for Illicit Discharges Standard Operating Procedure - recorded in DPW Illicit Discharge and Detection Plan Plan - located on Town of Agawam website here:
<http://agawam.ma.us/537/NPDES-MS4-General-Permit>

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:

BMP 6F

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:

BMP 6D & 6E

Requirements Due by Year 2

Stormwater Management in New Development and Redevelopment

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:

4B / 4C

