



<b>DEM USE ONLY</b>	
Date Received	_____

## RIPDES SMALL MS4 ANNUAL REPORT GENERAL INFORMATION PAGE

RIPDES PERMIT #RIR040001

REPORTING PERIOD:       **YEAR 3**  
Jan 06-Dec 06

**OPERATOR OF MS4**

Name: Burrillville, Town of			
Mailing Address: 105 Harrisville Main Street			
City: Harrisville	State: RI	Zip: 02830	Phone: ( 401 ) 568-4440
Contact Person: Richard A. Bernardo, PE		Title: Director of Public Works & Engineering Services	
Legal status (circle one): PRI - Private      PUB - Public <input checked="" type="checkbox"/> BPP - Public/Private      STA - State      FED - Federal			
Other (please specify):			

**OWNER OF MS4 (if different from OPERATOR)**

Name: Burrillville, Town of			
Mailing Address: 105 Harrisville Main Street			
City: Harrisville	State: RI	Zip: 02830	Phone: ( 401 ) 568-4300
Contact Person: Michael C. Wood		Title: Town Manager	

**CERTIFICATION**

I certify under penalty of law that this document and all attachments were prepared under the direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate 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, I certify that 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.	
Print Name	Michael C. Wood
Print Title	Town Manager
Signature	_____ Date _____





**SECTION II. OVERALL EVALUATION:**

<p><b>GENERAL SUMMARY, STATUS, APPROPRIATENESS AND EFFECTIVENESS OF MEASURABLE GOALS:</b></p> <p><b>Include relevant information to the implementation of each measurable goal, such as, activities, topics addressed, audiences and pollutants targeted. Discussion of activities to be carried out during the next reporting cycle. If addressing TMDL requirements, please indicate rationale for choosing the education activity to address the pollutant of concern.</b></p> <p><b>(Note: Identify parties responsible for achieving the measurable goals and reference any reliance on another entity for achieving measurable goals.)</b></p>
<p>IV.B.1.b.1 Utilization of town's website to allow residents to view information provided regarding SWM, recycling, rubbish disposal and public works operations &amp; storm water related projects. <a href="http://stats.virtualtownhall.net/report.cgi?profile=BurrillvilleRI&amp;rid=319&amp;prefs=vthpublic&amp;n=10&amp;vid=1201&amp;qtype=5">http://stats.virtualtownhall.net/report.cgi?profile=BurrillvilleRI&amp;rid=319&amp;prefs=vthpublic&amp;n=10&amp;vid=1201&amp;qtype=5</a> Visiting the aforementioned website officials can generate reports on how many people are viewing informational related web pages on a weekly basis.</p> <p>Partnership with RIRRC to create 2006 community based calendar with emphasis on recycling distributed to all Burrillville residents. 2007 calendar production presently underway and on target to be distributed to residents in May 2007. Information relates to the "do's &amp; don'ts" of solid waste management in Burrillville.</p>
<p>IV.B.1.b.2 Well water and Storm water Awareness workshop held on March 30, 2006 at High School, sponsored by Conservation Commission and URI.</p> <p>Earth Day 2006-5 neighborhood cleanup efforts undertaken, sponsored by Burrillville Lions Club and DPW. Removal of solid waste from various sections of Clear River (on TMDL listing).</p> <p>May 13th Family Fair-250 Public Educational kits distributed by Conservation Commission to residents with information on recycling &amp; storm water management. Information on SWM ordered directly from EPA website. Information is also available full time at town hall kiosk.</p>
<p>Additional Measurable Goals and Activities</p> <p>1A. Constantly updating information and instructions on how to dispose of household hazardous waste, refuse &amp; recycling. Very aggressive MSW program. <a href="http://www.burrillville.org/Public_Documents/BurrillvilleRI_Refuse/index">http://www.burrillville.org/Public_Documents/BurrillvilleRI_Refuse/index</a></p> <p>Town's website is also utilized quite well to provide information on SWM. <a href="http://www.burrillville.org/Public_Documents/BurrillvilleRI_DPW/Storm%20Water">http://www.burrillville.org/Public_Documents/BurrillvilleRI_DPW/Storm%20Water</a></p> <p>1B. Each March the town's Conservation Commission conducts informational workshops on well water protection. Upcoming March 29, 2007 at Burrillville High School workshop to focus on "Living on a Lake" and what you can do to promote better water quality. Effort is being cosponsored by URI-T2 center and NRICD. Main focus targeted on what residents can do to ensure high water quality focused on residents residing on waterfront properties.</p>



**MINIMUM CONTROL MEASURE #2:  
PUBLIC INVOLVEMENT/PARTICIPATION (Part IV.B.2 General Permit)**

**SECTION I. MEASURABLE GOALS:**

NOTE: Report must be limited to activities implemented during the third year (calendar year 2006) of the program, which the permittee had listed as a measurable goal in the Storm Water Management Program Plan, or incomplete measurable goals that were required for calendar years 2004 and 2005.

<b>A. REQUIRED MEASURABLE GOALS:</b>								
Permit ID#	BMP ID	List Measurable Goal	Was goal met?			If not met briefly list reasons, current status, plans and new date for meeting the goal	TMDL?	
			YES	NO	ON-TRK		YES	NO
IV.B.2.b.2.ii		Implementation of public involvement activities and description of groups engaged	X		X		X	
IV.B.2.b.2.ii i		Public notice of the draft annual report and provide the opportunity for public comment	X		X			X
<b>B. ADDITIONAL MEASURABLE GOALS:</b>								
2A		RIRRC Household Hazardous Waste Program scheduled	X		X		X	
2B.		Curbside residential recycling	X					X
2C.		Oil/Antifreeze Drop-off	X				X	
2D.		Leaf & Yard Waste Drop-off	X				X	
2E.		Storm Drain Stenciling		X	X	Currently programmed in for spring/summer 2007.	X	

**SECTION II. OVERALL EVALUATION:**

**A. GENERAL SUMMARY, STATUS, APPROPRIATENESS AND EFFECTIVENESS OF MEASURABLE GOALS:**

**Include relevant information to the implementation of each measurable goal, such as, activities and audiences engaged. Discussion of activities to be carried out during the next reporting cycle. If addressing TMDL requirements, please indicate rationale for the activities chosen to address the pollutant of concern.**

**(Note: Identify parties responsible for achieving the measurable goals and reference any reliance on another entity for achieving measurable goals.)**

IV.B.2.b.2.ii

Well Water and Storm Water Awareness workshop held on March 30, 2006 at High School, sponsored by Conservation Commission and URI.

Earth Day 2006-5 neighborhood cleanup efforts undertaken, sponsored by Burrillville Lions Club, RIDEM Planning and DPW. Removal of solid waste from various sections of Clear River (on TMDL listing). 5-tons of solid waste removed from local wetlands, waterways and roadsides.

Earth Day 2007-Cosponsored by RIDEM and scheduled for April, 2007. (Date & time TBA).

May 13th Family Fair-250 Public Educational kits distributed by Conservation Commission to residents with information on recycling & storm water management. Information on SWM ordered directly from EPA website. Information is also available full time at town hall kiosk.

IV.B.2.b.2.iii

Public Notice of annual SWM report advertised to public on Feb 27, 2006 for comments at the regular Town Council meeting March 8, 2006. No comments recorded at Town Council Meeting.

Public Notice of annual SWM report to advertised to public on week of Feb. 20, 2007 for comments at the regular Town Council meeting Feb. 28, 2007.

Additional Measurable Goals and Activities

2A.

Jointly scheduled an RIRRC Eco-Depot HHW drop-off date at Smithfield High School on Aug. 19, 2006. Advertised in Burrillville Bargain Buyer. Eco-Depot HHW drop-off scheduled in Burrillville on June 9, 2007. To be advertised in local Bargain Buyer edition, Providence Journal North Section and Woonsocket Call.

2B.

Curbside residential recycling: Aggressive program focused at residential recycling in place. Frequent notices sent to residents throughout the year, via mailing, local publications, Burrillville Bugle and Bargain Buyer edition as well as news articles in the Woonsocket Call and Providence Journal-North Section.

2C.

Oil/Antifreeze Drop-off: RIDEM sponsors the program, BDPW hosts the resident drop-off location year round. Quantity collected available through RIDEM provided by Safety-Kleen Corp.

2D.

Leaf & Yard Waste Drop-off: BDPW hosts the resident drop-off location at the Whipple Avenue Compost Facility during hours of operation. 600 tons of yard waste collected annually.

2E.

Storm Drain Stenciling: Tentatively planned for Spring/Summer 2007. (Anticipated to be extremely effective and generate much public support). Not funded in 2006, per RIDEM DSW permit. Local Boy Scouts to be recruited for volunteer services, Conservation Commission to help participate.

**SECTION III. Public Notice Information (IV.G.2.h and IV.G.2.i) \*Note: attach copy of public notice**

Date of Public Notice:	How public was notified: Via The Woonsocket Call, Town Website, Town Hall Kiosk
Was public meeting held? <u>YES</u> NO	
Date: March 8, 2006	Where: Burrillville Town Hall Council Chambers
Summary of public comments received: No public Comments received. Motion to approve report was unanimously approved.	
Planned responses or changes to the program: Year to year updates, as required by RIDEM.	



**MINIMUM CONTROL MEASURE #3:  
ILLICIT DISCHARGE DETECTION AND ELIMINATION (Part IV.B.3 General Permit)**

**SECTION I. MEASURABLE GOALS:**

NOTE: Report must be limited to activities implemented during the third year (calendar year 2006) of the program, which the permittee had listed as a measurable goal in the Storm Water Management Program Plan, or incomplete measurable goals that were required for calendar years 2004 and 2005.

**Please Indicate:**

**If Illicit Discharge Detection and Elimination Ordinance was adopted:**

YES

NO

**If copy of ordinance or relevant portions were submitted with signed letter of City or Town Solicitor:**

YES

NO

**(If you answered NO to the above, please include the required documents with this Annual Report.)**

A. REQUIRED MEASURABLE GOALS:								
Permit ID#	BMP ID	List Measurable Goal	Was goal met?			If not met briefly list reasons, current status, plans and new date for meeting the goal	TMDL?	
			YES	NO	ON-TRK		YES	NO
IV.B.3.b.1		Development of an outfall map showing the location of all outfalls and names of receiving waters (COMPLETED YEAR 3)	X				X	
IV.B.3.b.2		Tagging outfall pipes if GIS maps are not being developed (OPTIONAL ACTIVITY)		X		All outfall locations mapped utilizing GPS. Any outfall location can be recreated or relocated at any time using our GPS.	X	
IV.B.3.b.3		Recording of additional elements, such as location of catch basins, manholes and pipes, on an on-going basis.	X				X	
IV.B.3.b.5.vi		Inspection of all catch basins and manholes for illicit connections and non-storm water discharges	X				X	
IV.B.3.b.5.vii		Progress towards completion of two dry weather surveys, one between Jan 1 <sup>st</sup> and April 30 <sup>th</sup> and one between July 1 <sup>st</sup> and Oct 31 <sup>st</sup> . (Sanitary sewers-bacteria sampling is only required once between July 1 <sup>st</sup> and Oct 31 <sup>st</sup> )		X	X	Time frame of catch basin/outfall locations using GPS into town's GIS mapping did not correspond with time frame of dry weather sampling criteria.	X	
IV.B.3.b.7		Implementation of coordinating activities with physically interconnected MS4s, including state and federal owned or operated MS4s, when illicit discharges are detected or reported		X		No illicit discharges found or suspected draining into interconnected MS4's, i.e.; RIDOT. Unknown if any illicit discharges draining into our MS4 from RIDOT MS4.		
IV.B.3.b.9		Education of public employees, businesses, and the general public of hazards associated with illicit discharges and improper disposal of waste as well as allowable non-stormwater discharges found to be significant contributors of pollutants to the MS4.		X	X	Information distributed at 2006 May Family Fair addressed target pollutants water bound in storm water runoff. Educational material obtained from EPA.		

**ILLICIT DISCHARGE DETECTION AND ELIMINATION cont'd**

<b>B. ADDITIONAL MEASURABLE GOALS:</b>								
3A		Presentation of draft ordinance to Town Council and approval by Solicitor scheduled for 2007.		<b>X</b>	<b>X</b>	Draft IDDE ordinance has not yet been proposed or forwarded to town management for review to date. Tentatively scheduled for 2007.		

**SECTION II. OVERALL EVALUATION:**

<b>A. GENERAL SUMMARY, STATUS, APPROPRIATENESS AND EFFECTIVENESS OF MEASURABLE GOALS</b>
<p><b>(Include relevant information to the implementation of each measurable goal, such as, activities, and if relevant: topics addressed, audiences and pollutants targeted. Discussion of activities to be carried out during the next reporting cycle. If addressing TMDL requirements, please indicate rationale for the activities chosen to address the pollutant of concern.</b></p> <p><b>(Note: Identify parties responsible for achieving the measurable goals and reference any reliance on another entity for achieving measurable goals.)</b></p>
<p>IV.B.3.b.1 DPW utilized town owned Trimble Geo XT GPS unit, purchased in December 2005, to locate all town owned drainage infrastructure, including catch basins, drain manholes, outlets, culverts and detention ponds. All located points were tailored into Town's GIS database and is available for municipal use &amp; viewing. (diskette provided to RIDEM with this report has all information w/r/t ArcMap programming.)</p>
<p>IV.B.3.b.2 DPW Responsible: Due to use of town owned GPS any outfall can be relocated at any time. Unique ID created with GPS during time of inventory and data location.</p>
<p>IV.B.3.b.3 See IV.B.3.b.1 above.</p>
<p>IV.B.3.b.5.vi DPW Responsible: Inspection of all drainage infrastructure completed at time of inventory into GPS/GIS data collection. Maintenance program created and initiated during September, 2006 utilizing Vactor drain cleaning truck to provide maintenance to drains town-wide. (see catch basin cleaning log in appendix).</p>
<p>IV.B.3.b.5.vii DPW Responsible: No progress made toward conducting dry weather sampling/testing. Although several IDDE's suspected throughout the town.</p>
<p>IV.B.3.b.7 DPW &amp; RIDOT Responsible: No coordination from RIDOT communicated with town to date to address any interconnected MS4 features or inspect. All town owned drains have been identified where they tie in to RIDOT MS4's and can be viewed, via GIS data, included in diskette attached with annual report.</p>

IV.B.3.b.9

DPW Responsible: Other than educational storm water related material distributed at the 2006 May Family Fair, no effort to educate municipal employees and businesses has been attempted. Town DPW is willing to coordinate training seminars with Lincoln Environmental and/or URI-T2 center to conduct municipal employee IDDE training sessions.

Additional Measurable Goals and Activities

3A.

Draft ordinance to be presented in spring 2007 to Solicitor and Town Council.

**SECTION III.A Other Reporting Requirements - Illicit Discharge Inspections to Date (Part IV.G.2.m)**

Total Illicit Discharges Identified: 2	# of Complaints Received: None
# of Violations Issued: None (no ordinance in place)	# of Unresolved Violations Referred to RIDEM:
Summary of Enforcement Actions: N/A, to review locations of illicit discharge, once in ArcMap or ArcPad, run search for "illicit".	
Extent to which the MS4 system has been mapped: Town MS4 mapping complete: (no information regarding RIDOT MS4 has been forwarded to town for review or coordination.)	

**SECTION III.B Interconnections (Part IV.G.2.k and IV.G.2.l)**

Interconnection:	Date Found:	Location:	Connectee:	Originating Source:	Planned and Coordinated Efforts and Activities with Connectee:
See Diskette for GIS Locations Inquiries.					Please run search for "state" once utilizing ArcMap or ArcPad.



**SECTION II. OVERALL EVALUATION:**

<p><b>A. GENERAL SUMMARY, STATUS, APPROPRIATENESS AND EFFECTIVENESS OF MEASURABLE GOALS:</b></p> <p>Include relevant information to the implementation of each measurable goal, such as, activities and audiences engaged. Discussion of activities to be carried out during the next reporting cycle. If addressing TMDL requirements, please indicate rationale for the activities chosen to address the pollutant of concern.</p> <p>(Note: Identify parties responsible for achieving the measurable goals and reference any reliance on another entity for achieving measurable goals.)</p>	
<p>IV.B.4.b.2 Building Officials Office, Planning, DPW &amp; RIDEM responsible for reviewing proposed soil erosion and construction measures on all projects town-wide to prevent illicit discharge into receiving water bodies and freshwater wetlands.</p> <p>IV.B.4.b.4</p>	
<p>IV.B.4.b.7 Building Officials Office &amp; DPW responsible for inspecting installation and maintenance of soil erosion measures on all construction sites town-wide.</p>	
<p>Additional Measurable Goals and Activities Town's Conservation Commission occasionally inspects soil erosion measures incorporated into construction projects.</p>	

**SECTION III. A Plan and SWPPP Reviews**

<p># of Construction Reviews completed: Unknown</p>	
<p>Summary of Reviews and Findings: All proposed projects for construction are received by the Town Planners Office and referred to the Engineering Department for full site plan review. All aspects of erosion control are reviewed for compliance with the RI Manual of Stormwater Design. Unfortunately, no record logs were kept track of the exact amount of reviews that were completed in 2006. Upon completion of this report from this report forward a receipt log is now in place to keep track of reviews, inspections, violations and referrals.</p>	

**SECTION III.B Erosion and Sediment Control Inspections (Part IV.G.2.n)**

# of Site Inspections: Unknown	# of Complaints Received: 1
# of Violations Issued: 1	# of Unresolved Violations Referred to RIDEM: 0
<p>Summary of Enforcement Actions: As mentioned above, no detailed record log was kept in 2006, but has now changed for 2007. One issue relative to soil erosion &amp; sediment control was issued in November, 2006 for Mill Pond Drive, residential subdivision. Repair of all S&amp;E control measures on site were ordered to be maintained.</p>	



**POST CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT cont'd**

**SECTION II. OVERALL EVALUATION:**

<p><b>A. GENERAL SUMMARY, STATUS, APPROPRIATENESS AND EFFECTIVENESS OF MEASURABLE GOALS:</b></p> <p><b>Include relevant information to the implementation of each measurable goal, such as, activities and audiences engaged. Discussion of activities to be carried out during the next reporting cycle. If addressing TMDL requirements, please indicate rationale for the activities chosen to address the pollutant of concern.</b></p> <p><b>(Note: Identify parties responsible for achieving the measurable goals and reference any reliance on another entity for achieving measurable goals.)</b></p>
<p>IV.B.5.b.4 Building Officials Office, Planning &amp; DPW responsible for task. New projects approved through planning process all have construction and post construction maintenance schedules built into the approval of the project. As for existing older private facilities located in the MS4, no regulatory mechanism is established to conduct post-construction stormwater management review.</p>
<p>IV.B.5.b.10 Building Officials Office &amp; DPW responsible for task. No regulatory mechanism has been established allowing municipal employees to inspect older existing facilities for post construction stormwater management compliance. All newly approved projects have mechanisms built into the approval allowing municipal employees to inspect private facilities, but to date no private inspections have been conducted. All municipally owned stormwater facilities were inspected in 2006 to start the inspection program. During 2007 Building &amp; DPW can work to start inspecting recently constructed projects approved through the modern planning process for compliance with this provision.</p>
<p>IV.B.5.b.12 No inspections on private facilities conducted to date. All municipally owned stormwater facilities have been identified by use of GPS and incorporated into the town's GIS. Municipal facilities inspected encompass all of the schools, parks, parking lots, drainage easements on private properties and roadways in our MS4.</p>
<p>Additional Measurable Goals and Activities</p>

**SECTION III.A. Plan and SWPPP Reviews**

<p># of Post-Construction Reviews completed: 8 on municipal properties</p>
<p>Summary of Reviews and Finding: Most of inspections were of drain manholes, catch basins, outlets and detention facilities on town owned properties. All recommendations were to remove accumulated sediment from catch basin and outlets and cleanup of trash debris and litter. No incompliance with the provisions in this section were of significant concern that cannot be rectified by means of simple maintenance. (Please see diskette enclosed with this report for locations of inspections conducted utilizing the GPS unit and incorporated into the town's GIS database. The 8 aforementioned inspections were conducted on municipal properties such as schools, parking lots and park areas all owned by the municipality.</p>

**POST CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT cont'd**

**SECTION III.B. Post Construction Inspections: Proper Installation of Structural BMPs (Part IV.G.2.o)**

# of Site Inspections: 8	# of Complaints Received: 0
# of Violations Issued: 0	# of Unresolved Violations Referred to RIDEM: 1
Summary of Enforcement Actions: Following inspection of municipally owned properties, recommendations were made w/r/t maintenance strategies to repair or rectify pollution concerns. Mostly all recommendations were clean out of accumulated sediment. One incident was referred to RIDEM OC&I regarding an oil spill at the Burrillville High School during June 2006. Incident was cleaned up in compliance with RIDEM regulations. Please see the RIDEM Office of Compliance & Inspection for further details regarding this incident.	

**SECTION III.C. Post Construction Inspections: Proper Operation and Maintenance of Structural BMPs (Part IV.G.2.p)**

# of Site Inspections: 8	# of Complaints Received: 0
# of Violations Issued: 0	# of Unresolved Violations Referred to RIDEM: 1
Summary of Enforcement Actions: Following inspection of municipally owned properties, recommendations were made w/r/t maintenance strategies to repair or rectify pollution concerns. Mostly all recommendations were clean out of accumulated sediment. One incident was referred to RIDEM OC&I regarding an oil spill at the Burrillville High School during June 2006. Incident was cleaned up in compliance with RIDEM regulations. Please see the RIDEM Office of Compliance & Inspection for further details regarding this incident.	



**POLLUTION PREVENTION AND GOOD HOUSEKEEPING IN MUNICIPAL OPERATIONS cont'd**

**SECTION II. OVERALL EVALUATION:**

<p><b>A. GENERAL SUMMARY, STATUS, APPROPRIATENESS AND EFFECTIVENESS OF MEASURABLE GOALS:</b></p> <p><b>Include relevant information to the implementation of each measurable goal, such as, activities and audiences engaged. Discussion of activities to be carried out during the next reporting cycle. If addressing TMDL requirements, please indicate rationale for the activities chosen to address the pollutant of concern.</b></p> <p><b>(Note: Identify parties responsible for achieving the measurable goals and reference any reliance on another entity for achieving measurable goals.)</b></p>
<p>IV.B.6.b.1.i DPW Responsible: All municipally owned bmp's were located and mapped using the town's GPS and incorporated into the town's GIS as a database layer. Please see attached diskette for refer. Shapefiles can be opened utilizing ArcMap or ArcPad.</p>
<p>IV.B.6.b.1.ii DPW responsible: During the location of all the town owned drainage facilities in the MS4, recommendations for maintenance were made at time of inspection. Program has been instituted to clean all the drains in town and the program started in September 2006. Targeted completion of drainage systems town-wide targeted to be complete through 2007 and summer of 2008. Additional second cleanings scheduled as needed.</p>
<p>IV.B.6.b.1.iii DPW responsible: During September 2006, following the completed GIS mapping of the town's drainage systems, small system maps were made for DPW crews to use in the Vactor truck to start catch basin cleaning program. Please see the appendix for complete listing of all catch basins cleaned during 2006. Program to continue in spring 2007.</p>
<p>IV.B.6.b.1.vi DPW responsible: During 2006 approximately 1,332 cubic yard of street sweepings were removed from municipal roadways &amp; parking lots. All sweeping materials were re-utilized in several roadway drainage projects during the summer of 2006 as roadway fill underneath new pavement surfaces were pipe installations were completed.</p>
<p>IV.B.6.b.1.vii Litter prevention program in place in town. Inevitably litter and floatables enter the MS4 via, curb inlet openings, apron stones, road side drainage ditches and is wind-blown into streams &amp; rivers. Advertisements are posted semi-annually asking residents to help stop litter.</p>
<p>IV.B.6.b.4 Implementation of a Lincoln Environmental SPPC plan for Burrillville DPW started in 2006. Construction of spill proof lean-to structure housing antifreeze and automotive batteries was constructed, removing these contaminants from the elements. (photo enclosed in appendix) Good housekeeping at the Burrillville DPW was further implemented consisting of spill containment trays for stored chemicals, oils and solvents. Fire resistant cabinets have been purchased for hazardous chemicals stored at the DPW and spill prevention kits for small hazardous spills were purchased during 2006. DPW to coordinate with RIDEM and EMA to conduct spill prevention and good housekeeping training workshop(s) for DPW employees during the spring 2007. A truck washing station utilizing a modern stormwater BMP into a UIC system is in design phase for the Burrillville DPW facility to be submitted to RIDEM OWR UIC section during 2007. All sand and salt for winter road treatment stored in a covered salt storage facility.</p>
<p>Additional Measurable Goals and Activities In conjunction with the Town's Sewer Department, the Glendale and Mohegan sections of town were sewered during the last year. This municipal investment is a significant accomplishment to the reduction of TMDL's in the local MS4. In conjunction with the Glendale portion of the sewer expansion project, a municipal drainage system was installed on Stockwell Road implementing BMP strategies in the construction phase to better accommodate stormwater runoff.</p>

**POLLUTION PREVENTION AND GOOD HOUSEKEEPING IN MUNICIPAL OPERATIONS cont'd**

**SECTION III.A Structural BMPs (Part IV.B.6.b.1.i)**

BMP ID:	Location:	Name of BMP Owner/Operator:	Description of BMP:
1	Pascoag Municipal Parking	Town of Burrillville DPW	Vortechncis unit into drain system
2	Stillwater Redevelopment Area-Harrisville	Town of Burrillville, DPW	Vortchnics unit presently being installed in the overall construction of the municipal library project.

**SECTION III.B Discharges Causing Scouring or Excessive Sedimentation (Part IV.B.6.b.1.v)**

Outfall ID:	Location:	Description of Problem:	Description of Remediation Taken, include dates:	Receiving Water Body Name/Description:
See diskette GIS reference information.				

**SECTION III.C Note any planned municipal construction projects/opportunities to incorporate water quality BMPs, low impact development, or activities to promote infiltration and recharge (Part IV.G.2.j).**

<p><b>Burrillville DPW:</b> Design of an underground combination infiltration/detention system presently in design phase at the Burrillville DPW to address years of uncontrolled runoff at this site.</p> <p><b>Stillwater Mill Redevelopment &amp; Library</b> construction presently underway. Fully incorporates low impact developement, modern stormwater BMP's, infiltration and rain garden design.</p> <p><b>Burrillville Sewer Expansion Project:</b> Construction of sewers in the Glendale and Mohegan sections of town 100% complete in Glendale and 90% complete in Mohegan/Nasonville. Project was specifically design to address existing illicit discharges directly into the Branch River.</p>
--

**SECTION III.D Please include a summary of results of any other information that has been collected and analyzed. This includes any type of data (Part IV.G.2.e).**

--



## TOTAL MAXIMUM DAILY LOAD (TMDL) or other Water Quality Determination REQUIREMENTS

---

**SECTION I. Please provide an assessment of the progress towards meeting the requirements for the control of storm water identified in an approved TMDL (Part IV.G.2.d).**

Burrillville Sewer Expansion should significantly reduce TMDL loadings on the Branch River system.  
Closure of a privately owned and operated junkyard on Route 102 occurred in late 2005 and early 2006 directly upstream from the Branch River.



# RHODE ISLAND DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

Office of Water Resources



## INSTRUCTIONS FOR THE RI POLLUTANT DISCHARGE ELIMINATION SYSTEM (RIPDES) SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS AND INDUSTRIAL ACTIVITY AT ELIGIBLE FACILITIES OPERATED BY REGULATED SMALL MS4s ANNUAL REPORT FORM

### **WHO MUST SUBMIT AN ANNUAL REPORT:**

Owners/Operators of regulated small municipal separate storm sewer systems (MS4s) and industrial activities authorized to discharge storm water under the Rhode Island Pollutant Discharge Elimination System (RIPDES) Storm Water General Permit for Small Municipal Separate Storm Sewer Systems and Industrial Activity at Eligible Facilities Operated by Regulated Small MS4s, must submit an Annual Report, outlined in Part IV.G of the permit. The Report must be submitted each year after permit issuance by March 10<sup>th</sup> to track progress of compliance. If you have questions regarding this Annual Report Form contact Margarita Chatterton of the Rhode Island Department of Environmental Management (RIDEM), Office of Water Resources, Permitting Section at (401) 222-4700 ext. 7605.

The Annual Report must be submitted to:

RIDEM  
Office of Water Resources  
RIPDES Program  
Permitting Section  
235 Promenade Street  
Providence, RI 02908  
ATTN: Margarita Chatterton

### **INSTRUCTIONS FOR COMPLETION:**

#### **GENERAL INFORMATION PAGE:**

**“RIPDES Permit #”**

Include your permit ID # to ensure proper tracking.

**“Reporting Period”**

Please check the appropriate annual reporting period.

**“Operator of MS4”**

Give the legal name of the person, firm, public (municipal) organization, or any other entity that is responsible for day-to-day operations of the MS4 described in this application (RIPDES Rules 3 & 12). Enter the complete address and telephone number of the operator. Circle the appropriate choice to indicate the legal status of the operator of the MS4.

**“Owner of MS4”**

If the owner is the same as the operator do not complete this section. Give the legal name of the person, firm,

public (municipal) organization, or any other entity that owns the MS4 described in this application (RIPDES Rules 3 & 12). Do not use a colloquial name. Enter the complete address and telephone number of the owner.

#### **“Certification”**

State and federal statutes provide for severe penalties for submitting false information on this application form. State and federal regulations require this application to be signed as follows (RIPDES Rule 12);

*For a corporation:* by a responsible corporate officer, which means: (i) president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information or permit application requirements; and where authority to sign documentation has been assigned or delegated to the manager in accordance with cooperate procedures;

*For a partnership or sole proprietorship:* by a general partner or the proprietor;

*For a Municipality, State, Federal or other public site:* by either a principal executive officer or ranking elected official.

#### **SECTION I- MEASURABLE GOALS:**

One page, front and back, is provided to report on the status and effectiveness of measurable goals which have been developed to aid in the implementation of strategies, procedures, and programs used to achieve each of the six minimum control measures in Part IV.B of the General Permit. Please type or print in the appropriate areas only. If additional space is needed please submit attachments to the appropriate minimum control measure following the format provided.

Where indicated, please provide the status of the pertinent local ordinances and City or Town Solicitor's

letter. If these documents have not previously been submitted to RIDEM, please include them with this Annual Report.

The first section entitled "Required Measurable Goals" includes mainly strategies, procedures, and programs, which MUST be developed/implemented by a specific year as mandated by the permit.

The second section entitled "Additional Measurable Goals" provides space to include your own MS4-specific measurable goals not prescribed in the permit (though noted in your Storm Water Management Program Plan), but are intended to aid in the implementation of strategies, procedures, and programs outlined in the permit to comply with each minimum measure.

*Example: Public Education and Outreach*

"Required Measurable Goals"- Sections IV.B.1.b.2 and IV.B.1.b.4 are considered "Required Measurable Goals" because strategies on how to inform the community on how to become involved in the storm water program and how operators will utilize partnerships, and strategies to list target pollutant sources MUST be developed within the first year. These are considered "Required Measurable Goals" because the development of such strategies has a deadline.

"Additional Measurable Goals"- Any further establishment of deadlines, percentages, etc. used to aid the implementation of strategies, procedures, or programs are considered "Additional Measurable Goals." Examples may include: informing 70% of residents about proper fertilizer use; introduction of an ordinance to control pet waste by the end of the third year. These would classify as "Additional Measurable Goals" because they are not prescribed by the permit but are fulfilling overall minimum measure requirements.

*"Permit ID #"*

The Permit ID # is the part of the permit where you can find a listing or description of the required measurable goal.

*"BMP ID #"*

The BMP ID # refers to the number assigned to a specific requirement or BMP and reported to the Department in the Storm Water Management Program Plan.

*"List Measurable Goal"*

A brief description of the measurable goal with the year it must be completed by in parentheses.

*"Was Goal Met?"*

- Check YES if...the goal was accomplished in its entirety on or before schedule.
- Check NO if...the goal was not met in its entirety on schedule.
- Check ON TRACK if...you are currently working to complete the goal on schedule.

*"If not met..."*

Complete this section only if you have checked NO or ON TRACK in the previous section. If you have not met the measurable goal on time OR are on track with meeting the measurable goal on time, please provide a brief description as to why the goal has not been met, the current status of actions needed to meet the goal, any current plans, and the date you foresee the goal to be completed by. Please keep this section brief. Additional space is available on the reverse side to expand.

*"TMDL"*

Please note if the completion of this measurable goal will satisfy a remedial requirement of an approved TMDL. Please see Addendum A for additional requirements.

**SECTION II- OVERALL EVALUATION:**

This section provides narrative space for a more descriptive explanation and evaluation of the actions taken to satisfy each of the minimum control measures.

Please provide a general summary of actions taken (implementation of BMPs, development of procedures, events, etc.) to meet the measurable goals of the minimum measure. Be sure to identify parties responsible for achieving each measurable goal and reference any reliance on another entity for achieving any measurable goal.

Describe whether each measurable goal was completed within the time proposed in the MS4 General Permit or your Storm Water Management Program Plan (SWMPP). Why or why not? Provide a progress report and discussion of activities that will be carried out during the next reporting cycle to satisfy the requirements of the minimum measures. If applicable, assess the appropriateness of the actions taken to meet the requirements of the minimum measure. In determining appropriateness, you may want to consider at a minimum the local population targeted, pollution sources addressed, receiving water concerns, integration with local management procedures, and available resources and violations or environmental impacts eliminated or minimized.

Also, discuss the effectiveness of the implementation of BMPs to meet the requirements of the minimum measure and the overall effectiveness of the minimum measure. Describe your progress towards achieving the overall goal of reducing the discharge of pollutants. Please include assessment parameters/indicators used to measure the success of the minimum measure. Also include a discussion of any proposed changes to BMPs or measurable goals.

After evaluation, it may be necessary to make changes or modifications to your Implementation Schedule if the time frame, appropriateness or effectiveness cannot be

assured. If so, please include descriptions of changes or modifications, and detailed justification in the appropriate sections.

### **SECTION III- ADDITIONAL ANNUAL REPORT REQUIREMENTS**

Section III refers to additional reporting requirements that the MS4 General Permit is required to submit to the Department as part of the Annual Report. Section III requirements apply to Minimum Control Measures 2 through 6.

#### **Minimum Control Measure #2: Section III:**

Specify the date of and how the annual report was public noticed. If a public meeting was needed, provide the date and place. Include a summary of public comments received in the public comment period of the draft annual report and planned responses or changes to the program (new or revised BMP's and measurable goals, partnerships, etc.). Be sure to attach a copy of your public notice (Part IV.G.2.h and IV.G.2.i).

#### **Minimum Control Measure #3: Section III.A:**

Provide the number of illicit discharges identified, complaints received, violations with a summary of enforcement actions, and unresolved violations that have been referred to RIDEM. Include a short narrative describing the extent to which your system has been mapped (Part IV.G.2.m).

#### **Minimum Control Measure #3: Section III.B:**

List location, date found, operator of the physically interconnected MS4, and originating source of newly identified physical interconnections with other small MS4s. Also note any planned or coordinated activities with the physically interconnected MS4 (Part IV.G.2.k and IV.G.2.l).

#### **Minimum Control Measure #4 & 5: Section III.A:**

Identify the number of construction and post-construction plan and SWPPP reviews completed and any further information. This includes, but is not limited to a summary of the reviews, responsible parties, and types of projects reviewed.

#### **Minimum Control Measure #4: Section III.B:**

Construction inspection information for erosion and sediment control should be submitted annually as stated in Part IV.G.2.n. Provide a summary of the number of site inspections conducted, inspections that have resulted in enforcement actions, violations that have been resolved and of those unresolved, referred to RIDEM.

#### **Minimum Control Measure #5: Section III.B:**

Post construction inspection information for proper installation of post construction structural BMPs should be submitted annually as stated in Part IV.G.2.o. This should provide a summary of the number of site inspections

conducted, inspections that have resulted in enforcement actions, violations that have been resolved and of those unresolved, referred to RIDEM.

#### **Minimum Control Measure #5: Section III.C:**

Inspection information for proper operation and maintenance of post construction structural BMPs should be submitted annually as stated in Part IV.G.2.p. This should provide a summary of the number of site inspections conducted, inspections that have resulted in enforcement actions, violations that have been resolved and of those unresolved, referred to RIDEM.

#### **Minimum Control Measure #6: Section III.A:**

As prescribed in Part IV.B.6.b.1.i of the General Permit, the MS4 operator must identify and list the specific location and a description of all structural BMPs in the SWMPP at the time of application and update the information in the annual report.

#### **Minimum Control Measure #6: Section III.B:**

Part IV.B.6.b.1.v of the Permit states to identify and report annually, as part of the annual report, known discharges causing scouring at outfall pipes or outfalls with excessive sedimentation. Include Outfall ID #, location, description of the problem, any remediation taken, and the ultimate receiving water body.

#### **Minimum Control Measure #6: Section III.C:**

As noted in Part IV.G.2.j of the General Permit, specify any planned municipal construction projects or opportunities to include water quality BMPs, low impact development, or seek to promote infiltration and recharge.

#### **Minimum Control Measure #6: Section III.D:**

Please include a summary of results of any other information that has been collected and analyzed. This includes any type of data, including, but not limited to, dry weather survey data (Part IV.G.2.e).

### **TOTAL MAXIMUM DAILY LOAD (TMDL) or other Water Quality Determination REQUIREMENTS**

#### **Section I:**

Complete this section only if your MS4 is subject to an approved TMDL. TMDL requirements may require the implementation of the six minimum control measures to address the pollutants of concern, and/or additional structural storm water controls or measures that are necessary to meet the provisions of the approved TMDL. Be sure to identify the approved TMDL and assess the progress towards meeting the requirements for the control of storm water (Part IV.G.2.d).

Provide a progress report: present status and discussion of activities that will be carried out during the next reporting cycle to satisfy the requirements of the TMDL. If applicable assess the appropriateness of the BMPs

selected under each of the six minimum control measures to meet the requirements of the TMDL. In determining appropriateness you may want to consider, violations or environmental impacts eliminated or minimized.

Please include assessment parameters/indicators that will be used to measure the success of the selected BMPs. Also include a discussion of any proposed changes to BMPs or measurable goals.