

# **Stormwater Management Program (SWMP)**

Saugus, MA

515 Main Street Saugus MA 01906

EPA NPDES Permit Number MAR041059

# 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

“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

Scott C. Crabtree

Signature



Date

7-1-2019

# 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: **October 1, 2018**

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

[https://www.saugus-ma.gov/sites/saugusma/files/uploads/saugus\\_ms4\\_noi\\_withattachments.pdf](https://www.saugus-ma.gov/sites/saugusma/files/uploads/saugus_ms4_noi_withattachments.pdf)

Authorization to Discharge was granted on: March 5, 2019

The Authorization Letter can be found (document name or web address): On file at the DPW. Filename: *MA MS4 Authorization\_Saugus\_MAR041059.pdf*

# Stormwater Management Program Team

## SWMP Team Coordinator

Name	<input type="text" value="Brendan B. O'Regan"/>	Title	<input type="text" value="Director"/>
Department	<input type="text" value="Department of Public Works"/>		
Phone Number	<input type="text" value="781-231-4143"/>	Email	<input type="text" value="boregan@saugus-ma.gov"/>
Responsibilities	<input type="text" value="Responsible for overall implementation of the program and MS4 permit compliance."/>		

## SWMP Team

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

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

# 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:

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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	E. coli	Enterococcus	Other pollutant(s) causing impairments
Bennets Pond Brook (MA93-48)	36	<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"/>	Fecal Coliform
Hawkes Brook (MA93-33)	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"/>	Fecal Coliform
Pines River (MA93-15)	12	<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"/>	Fecal Coliform
Saugus River (MA93-35)	26	<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"/>	Fecal Coliform, Low Flow Alterations, Alteration in stream-side or littoral vegetative covers
Shute Brook (MA93-49)	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"/>	Fecal Coliform
Shute Brook (MA93-50)	19	<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"/>	Fecal Coliform
First Pond (MA93081)	2	<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"/>	Non-Native Aquatic Plant
Griswold Pond (MA93029)	2	<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"/>	Non-Native Aquatic Plant
Spring Pond (MA93072)	1	<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"/>	Non-Native Aquatic Plant
Hawkes Pond (MA93032)	1	<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"/>	Turbidity
Saugus River (MA93-43)	14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fecal Coliform, Water Temperature, other flow regime alterations

Saugus River (MA 93-44)	15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fecal Coliform, Water Temperature, other flow regime alterations
Lynn Harbor (MA93-52)	0	<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"/>	Fecal Coliform
Birch Pond (MA93004)	23	<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"/>	
Stevens Pond	2	<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"/>	
Prankers Pond	2	<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"/>	
Fiske Brook	27	<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"/>	
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		<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"/>	
		<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"/>	
		<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"/>	
		<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"/>	
		<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"/>	
		<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"/>	
		<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)

Attachment A: Fish and Wildlife Endangered Species Determination; Attachment B: Historic Property Screening Investigations

- Publicly available at the website listed below

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     Criterion D (NH only)

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:Residential Stormwater Pollution Prevention Brochure**

**BMP Number (Optional)** 1-1

**Due Date: June 30, 2019 (PY1)**

**Document Name and/or Web Address:** *Stormwater Pollution Prevention: You Can Make a Difference!*  
<https://www.saugus-ma.gov/public-works/pages/stormwater-management-program>

**Description:** Develop and distribute residential Stormwater Pollution Prevention brochure. The brochure contains information on actions residents can take to prevent stormwater pollution on their property and throughout the community.

**Targeted Audience:** Residents

**Responsible Department/Parties:** DPW Operations

**Measurable Goal(s):** Brochures Distributed to all water/sewer account holders

**Message Date(s):** Stormwater brochures were sent out 12/14/2018 to all water/sewer account holders (approximately 10,000) along with brochure on Fats, Oils, and Grease (developed by WEF) and a cover letter from the DPW Director.

**BMP: Fact Sheet for Businesses/Institutions/Commercial Facilities**

**BMP Number (Optional)** 1-2

**Due Date: June 30, 2020 (PY2)**

**Document Name and/or Web Address:** Business Parking Lot Flyer / <https://www.saugus-ma.gov/public-works/pages/stormwater-management-program>

**Description:** Develop and publish fact sheet on stormwater pollution and prevention for Businesses / Institutions / Commercial Facilities

**Targeted Audience:** Businesses, institutions, and commercial facilities

**Responsible Department/Parties:** DPW Operations

**Measurable Goal(s):**  
Publish on Town Website. Number of views

**Message Date(s):June 30, 2020.** . Hard copy fliers were also provided to the Saugus Chamber of Commerce to provide to businesses. Fliers were also hung at Town Hall, Library, Public Service building, and Senior Center, and are available in hard copy at the DPW for the public to take.

**BMP:Fact Sheet and Checklists for Developers**

**BMP Number (Optional)** 1-3

**Due Date: June 30, 2019 (PY1)**

**Document Name and/or Web Address:** Fact Sheet and Checklists for Developers/Project Proponents / <https://www.saugus-ma.gov/public-works/pages/stormwater-management-program>

**Description:**

Develop and publish fact sheet and checklists to educate developers on how to comply with Town's Stormwater bylaw, regulations, and permitting procedures. Continue to send (by inclusion in the packet) a standard letter for developments which includes language on stormwater compliance in new and redevelopment.

**Targeted Audience:** Developers (construction)

**Responsible Department/Parties:** DPW Operations

**Measurable Goal(s):**

Number of fact sheets/checklists handed out to development/redevelopment project proponents.

**Message Date(s): June 30, 2019.** Fact sheets are available on the webpage (link above) and at the DPW.

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**BMP:Fact Sheet for Industrial Sites**

**BMP Number (Optional) 1-4** \_\_\_\_\_

**Due Date: June 30, 2020 (PY 2)**

**Document Name and/or Web Address:** Industrial Materials Handling Flyer / <https://www.saugus-ma.gov/public-works/pages/stormwater-management-program>

**Description:**

Develop and publish fact sheet on stormwater pollution prevention for industrial sites.

**Targeted Audience:** Industrial facilities

**Responsible Department/Parties:** DPW Operations

**Measurable Goal(s):**

Published on town's website. Number of views.

**Message Date(s): June 30, 2020.** Available on website. Hard copy fliers were also provided to the Saugus Chamber of Commerce to provide to businesses. Fliers were also hung at Town Hall, Library, Public Service building, and Senior Center, and are available in hard copy at the DPW for the public to take.

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**BMP: School Curricula/Programs**

**BMP Number (Optional) 1-5** \_\_\_\_\_

**Due Date: June 30, 2022 (PY4)**

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

**Description:**

Utilize MWRA School Outreach Program for one classroom presentation on stormwater in each elementary school.

**Targeted Audience:** Residents

**Responsible Department/Parties:** DPW Operations

**Measurable Goal(s):**

1 classroom presentation on stormwater to first graders at the elementary school.

**Message Date(s):**

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**BMP: Snow Removal and Deicing Brochures/Pamphlets**

**BMP Number (Optional) 1-6** \_\_\_\_\_

**Due Date: June 30, 2022 (PY4)**

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

**Description:**

Develop and distribute a pamphlet on property management and snow removal/deicing best practices to businesses registered with the Chamber of Commerce.

**Targeted Audience:** Businesses, institutions and commercial facilities

**Responsible Department/Parties:** DPW Operations

**Measurable Goal(s):**

Distribute to businesses registered with Saugus Chamber of Commerce.

**Message Date(s):** \_\_\_\_\_

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**BMP: Low Impact Development Brochures/Pamphlets**

**BMP Number (Optional) 1-7** \_\_\_\_\_

**Due Date: June 30, 2021 (PY3)**

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

**Description:**

Develop and Distribute a pamphlet on Low Impact Development to development/redevelopment project proponents in town.

**Targeted Audience:** Developers (construction)

**Responsible Department/Parties:** DPW Operations

**Measurable Goal(s):**

Number of brochures handed out to development/redevelopment project proponents

Message Date(s):

**BMP:Newspaper Articles/Press Releases**

BMP Number (Optional) 1-8 \_\_\_\_\_

**Due Date: June 30, 2022 (PY4)**

Document Name and/or Web Address:

**Description:**

Auto Repair / maintenance shops stormwater pollution prevention press release.

Targeted Audience:

Responsible Department/Parties:

**Measurable Goal(s):**

Number of stories run. Number of views on the website.

Message Date(s):

**BMP: Pet Waste Brochure**

BMP Number (Optional) 1-9 \_\_\_\_\_

**Due Date: June 30 Annually**

Document Name and/or Web Address:

**Description:**

Brochure distributed annually to dog owners at the time of license renewal. (Bacteria TMDL)

Targeted Audience:

Responsible Department/Parties:

**Measurable Goal(s):**

Number of dog licenses / brochures distributed.

Message Date(s): **June 30, 2019.** Available at Town Clerk’s desk, website (June 30, 2020), library, and Senior Center.

**BMP:Septic System Maintenance Brochures**

**BMP Number (Optional)** 1-10

**Due Date: June 30, 2020 (PY2)**

**Document Name and/or Web Address:** Septic Smart Flyer / <https://www.saugus-ma.gov/public-works/pages/stormwater-management-program>

**Description:**

Septic System Maintenance Brochure for septic system owners (Bacteria TMDL) on website and available at Board of Health Department.

**Targeted Audience:** Residents

**Responsible Department/Parties:** DPW Operations

**Measurable Goal(s):**

Number of septic system owners/brochures distributed.

**Message Date(s): June 30, 2020.** Flier hard copies were provided to the Board of Health to hand out to septic system owners. Also available on website.

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**BMP: Maintain Signs for Pet Waste Cleanup**

**BMP Number (Optional)** 1-11

**Due Date: June 30 Annually**

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

**Description:**

Continue to maintain signs for pet waste cleanup at schools and parks

**Targeted Audience:** Residents

**Responsible Department/Parties:** DPW Operations

**Measurable Goal(s):**

Number of signs inspected.

**Message Date(s):** Signs have been posted and maintained since the original MS4 Permit.

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Add BMP

**MCM 2**  
**Public Involvement and Participation**  
Permit Part 2.3.3

**Objective:** The permittee shall provide opportunities to engage the public to participate in the review and implementation of the permittee's SWMP.

**BMP: Public Review of Stormwater Management Program**

**BMP Number (Optional) 2-1** \_\_\_\_\_

**Due Date: June 30 Annually**

**Location of Plan and/or Web Address:** <https://www.saugus-ma.gov/public-works/pages/stormwater-management-program>

**Responsible Department/Parties:** DPW Operations

**Measurable Goal(s):**

Allow annual review of stormwater management program and posting of stormwater management program on website.

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

**BMP Number (Optional) 2-2** \_\_\_\_\_

**Due Date: June 30 Annually**

**Description:**

The stormwater management program document is available for the public at the Town's Stormwater Management webpage.

**Responsible Department/Parties:** DPW Operations

**Measurable Goal(s):**

Annual public input provided.  
A public meeting for the Town's Climate Adaptation Resilience Plan was held on June 9, 2022, and some stormwater management topics were covered.

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**BMP: Citizen Clean-ups**

**BMP Number (Optional) 2-3** \_\_\_\_\_

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

**Description:**

Continue to provide in-kind support for citizen clean-ups.

**Responsible Department/Parties:** DPW Operations

**Measurable Goal(s):**

Number of clean-ups for which services are provided. A citizen trash cleanup was held in May 2022, providing another opportunity for public participation in stormwater and water quality related matters.



# 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) 3-1** \_\_\_\_\_

**Completed** (by May 1, 2008)

Bylaw Link or Reference:

**Department Responsible for Enforcement:**

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

**Completed** (by year 1)

**BMP Number (Optional) 3-2** \_\_\_\_\_

**Document Name and/or Web Address: Description:** On file at DPW, updated Annually and submitted with Annual Reports.

Filename: SSO Inventory.pdf

**Responsible Department/Parties:** DPW Operations

**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:</p> <ul style="list-style-type: none"><li>Northeast Region (978) 694-3215</li><li>205B Lowell Street</li><li>Wilmington, MA 01887</li><li>Central Region (508) 792-7650</li><li>8 New Bond Street</li><li>Worcester, MA 01606</li><li>Southeast Region (508) 946-2750</li><li>20 Riverside Drive</li><li>Lakeville, MA 02347</li><li>Western Region (413) 784-1100</li><li>436 Dwight Street</li><li>Springfield, MA 01103</li><li>24-hour Emergency Line 1-888-304-1133</li></ul>	<p>The EPA contacts are:</p> <ul style="list-style-type: none"><li>EPA New England (617) 918-1510</li><li>5 Post Office Square</li><li>Boston, MA 02109</li></ul>
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**BMP: Map of Storm Sewer System**

**BMP Number (Optional)** 3-3

**Phase I Completed**  
(by year 2)

**Phase II Completed**   
(by year 10)

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

The most current map may be found in the IDDE Plan at <https://www.saugus-ma.gov/public-works/pages/stormwater-management-program>

**Description:**

Significant stormwater system mapping was completed during first permit term including pipes, catch basins, manholes, outfalls, and receiving waters. Continue to update GIS mapping periodically and during IDDE program work.

**Responsible Department/Parties:** DPW Operations

**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.

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**BMP: IDDE Program**

**BMP Number (Optional)** 3-4

**Written Document Completed (by year 1)**

**Document Name and/or Web Address:** <https://www.saugus-ma.gov/public-works/pages/stormwater-management-program>

**Description:**

Written IDDE Program.

**Responsible Department/Parties:** DPW Operations

**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 ranking are included in the IDDE Plan and updated inventory/ranking are included in Annual Reports.

---

**BMP: Employee Training**

**BMP Number (Optional)** 3-5

**Due Date: June 30 Annually**

**Description:**

Annual Training of employees on Illicit Discharge Detection and Elimination.

**Responsible Department/Parties:** DPW Operations

**Measurable Goal(s):**

Training occurs annually.

---

**BMP: Dry Weather Screening**

**BMP Number (Optional)** 3-6

**Completed**   
by June 30, 2021

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

**Description:**

Conduct in accordance with outfall screening procedure and permit conditions. As of August 31, 2021, 160 outfalls have been screened during dry weather. As of August 31, 2021, 100% of outfalls have been screened during dry weather.

**Responsible Department/Parties:** DPW Operations

**Measurable Goal(s):**

Complete 3 years after effective date of permit

---

**BMP:Ongoing Screening**

**BMP Number (Optional) 3-7** \_\_\_\_\_

**Completed**

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

**Description:**

Conduct dry and wet-weather screening (as necessary)

**Responsible Department/Parties:** DPW Operations

**Measurable Goal(s):**

Complete ongoing outfall screening upon completion of IDDE program

---

**BMP: Wet Weather Screening**

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

**Completed**   
By June 30, 2028

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

**Description:**

Conduct in accordance with outfall screening procedure.

**Responsible Department/Parties:**

**Measurable Goal(s):**

Complete 10 years after effective date of permit.

---

# 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 Bylaw**

**BMP Number (Optional) 4-1**  
**Ordinances Link or Reference:**  
[https://www.saugus-ma.gov/sites/g/files/vyhlf1181/f/uploads/bylaws\\_may\\_2021.pdf](https://www.saugus-ma.gov/sites/g/files/vyhlf1181/f/uploads/bylaws_may_2021.pdf)

**Completed** (by May 1, 2008)

**Department Responsible for Enforcement:**  
DPW Operations

---

**BMP: Site Plan Review Procedures**

**BMP Number (Optional) 4-2** \_\_\_\_\_

**Written procedures completed** (by year 1)

**Document Name and/or Web Address:** Rules and Regulations / <https://www.saugus-ma.gov/public-works/pages/stormwater-management-program>

**Description:**

Complete written procedures of site plan review and begin implementation. Continue to work with Planning Board, Inspectional Services, and Conservation Commission to review site plans for stormwater impact.

**Responsible Department/Parties:**

**Measurable Goal(s):**

Develop protocol for site plan review. Complete within 1 year of the effective date of permit. Conduct site plan review of 100% of projects according to the procedures outlined above. Continued quarterly meetings with internal group of department heads known as the "Stormwater Committee" to review potential upcoming development projects and any stormwater-related matters.

---

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

**BMP Number (Optional) 4-3** \_\_\_\_\_

**Completed** (by year 1)

**Document Name and/or Web Address:** Rules and Regulations / <https://www.saugus-ma.gov/public-works/pages/stormwater-management-program>

**Description:**

Complete written procedures of site inspections and enforcement procedures.

**Responsible Department/Parties:** DPW Operations

**Measurable Goal(s):**

Ensure 100% of construction sites are inspected as outlined in the above document and take enforcement actions as needed. Complete within 1 year of the effective date of permit.

---

**BMP:Waste Control**

**BMP Number (Optional)** 4-4

**Completed**

**By June 30, 2019**

**Document Name and/or Web Address:** Rules and Regulations / <https://www.saugus-ma.gov/public-works/pages/stormwater-management-program>

**Description:**

Adoption of requirements to control wastes, including, but not limited to, discarded building materials, concrete wash out, chemicals, litter, and sanitary wastes.

**Responsible Department/Parties:** DPW Operations

**Measurable Goal(s):**

Complete within 1 year of permit effective date.

# **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 Bylaw**

**BMP Number (Optional)** 5-1

**Completed (by year 2)**

**Town Bylaws Link or Reference:**

[https://www.saugus-ma.gov/sites/g/files/vyhlif1181f/uploads/bylaws\\_may\\_2021.pdf](https://www.saugus-ma.gov/sites/g/files/vyhlif1181f/uploads/bylaws_may_2021.pdf)

**Department Responsible for Enforcement:** DPW

---

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

**BMP Number (Optional)** 5-2

**Completed (by year 4)**

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

Saugus Street Design and Parking Assessment Report /  
[https://www.saugus-ma.gov/public-works/pages/stormwater-](https://www.saugus-ma.gov/public-works/pages/stormwater-management-program)

**Description:**

[management-program](https://www.saugus-ma.gov/public-works/pages/stormwater-management-program)

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

**Responsible Department/Parties:** DPW Operations

**Measurable Goal(s):**

Complete 4 years after effective date of permit and implement recommendations of report. Recommendations are implemented in accordance with the schedule in the report with progress reported annually.

---

**BMP: Green Infrastructure Report**

**BMP Number (Optional)** 5-3

**Completed (by year 4)**

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

Saugus Green Infrastructure and Low Impact Assessment Report /  
[https://www.saugus-ma.gov/public-works/pages/stormwater-](https://www.saugus-ma.gov/public-works/pages/stormwater-management-program)

**Description:**

[management-program](https://www.saugus-ma.gov/public-works/pages/stormwater-management-program)

Report assesses existing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist.

**Responsible Department/Parties:** DPW Operations

**Measurable Goal(s):**

Complete 4 years after effective date of permit and implement recommendations of report. Recommendations are implemented in accordance with the schedule in the report with progress reported annually.

---

**BMP: List of Municipal Retrofit Opportunities**

BMP Number (Optional) 5-4

Completed (by year 4)

**Document Name and/or Web Address:** Saugus BMP Retrofit Site Selection Report / <https://www.saugus-ma.gov/public-works/pages/stormwater-management-program>

**Description:**

Identify at least 5 permittee-owned properties that could be modified or retrofitted with BMP's to reduce impervious areas and update annually.

**Responsible Department/Parties:** DPW Operations

**Measurable Goal(s):**

Complete 4 years after effective date of permit and report annually on retrofitted properties. The list is completed by the end of year 4 and updated annually.

**BMP:As-Built and O&M plans**

BMP Number (Optional) 5-5

Completed

**Document Name and/or Web Address:** Rules and Regulations / <https://www.saugus-ma.gov/public-works/pages/stormwater-management-program>

**Description:**

Require submission of as-built plans and O&M documents for completed projects.

**Responsible Department/Parties:** DPW Operations

**Measurable Goal(s):**

Require submission of as-builts and O&M documents for all completed stormwater projects.

**BMP: Update Regulatory Mechanism (Bylaws/Regulations)**

BMP Number (Optional) 5-6

Completed

**Document Name and/or Web Address:** Town of Saugus Bylaws / <https://www.saugus-ma.gov/public-works/pages/stormwater-management-program>

**Description:**

Ensure any stormwater controls or management practices for new development and redevelopment meet the retention or treatment requirements of the permit and all applicable requirements of the Massachusetts Stormwater Handbook.

**Responsible Department/Parties:** DPW Operations

**Measurable Goal(s):**

Complete 2 years after effective date of permit.

---

# 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) 6-1

Written Document Completed (by year 2)

Document Name and/or Web Address: Stormwater Management Manual – Operations and Maintenance for Municipal Facilities / On file at DPW.

**Description:**

Create written operation and maintenance procedures for municipal parks and open spaces.

Responsible Department/Parties: DPW Operations

**Measurable Goal(s):**

Complete and implement the SOP listed above on 100% of the parks and open spaces 2 years after effective date of permit.

**Properties List (Optional):**

---

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

BMP Number (Optional) 6-2

Written Document Completed (by year 2)

Document Name and/or Web Address: Stormwater Management Manual – Operations and Maintenance for Municipal Facilities / On file at DPW.

**Description:**

Create written operation and maintenance procedures for municipal buildings and facilities.

Responsible Department/Parties: DPW Operations

**Measurable Goal(s):**

Complete and implement the SOP listed above on 100% of buildings and facilities 2 years after effective date of permit.

**Properties List (Optional):**



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

**BMP Number (Optional)** 6-3

**Written Document Completed** (by year 2)

**Document Name and/or Web Address:** Stormwater Management Manual – Operations and Maintenance for Municipal Facilities / On file at DPW.

**Description:**

Create written operation and maintenance procedures for municipal vehicles and equipment.

**Responsible Department/Parties:** DPW Operations

**Measurable Goal(s):**

Complete and implement the SOP listed above for 100% of vehicles and equipment according to the above document 2 years after effective date of permit.

**Properties List (Optional):**

---

**INFRASTRUCTURE**

**BMP: Infrastructure Operations and Maintenance Procedures**

**BMP Number (Optional)** 6-4

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

**Document Name and/or Web Address:** Stormwater Management Manual – Operations and Maintenance for Municipal Facilities / On file at DPW.

**Description:**

Establish and implement program for repair and rehabilitation of MS4 infrastructure.

**Responsible Department/Parties:** DPW Operations

**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) 6-5

Written Procedure Completed (by year 1)

**Document Name and/or Web Address:** *Catch Basin Cleaning Standard Operating Procedure (SOP)* is included in the Stormwater Management Manual – Operations and Maintenance for Municipal Facilities / On file at DPW.

**Description:**

Establish schedule for catch basin cleaning such that each catch basin is no more than 50% full and clean catch basins on that schedule. Currently, the catch basin cleaning vendor uses electronic forms connected to GIS database. GIS system can be used to flag CBs in need of cleaning and help create optimized program.

**Responsible Department/Parties:** DPW Operations

**Measurable Goal(s):**

All catch basins are cleaned in accordance with the document above such that no catch basin is more than 50% full at any given time.

**BMP: Street Sweeping Program**

BMP Number (Optional) 6-6

Written Procedure Completed (by year 1)

**Document Name and/or Web Address:** *Street Sweeping SOP* is included in the Stormwater Management Manual – Operations and Maintenance for Municipal Facilities / On file at the DPW.

**Description:**

Continue to sweep all streets and permittee-owned parking lots twice each year, in accordance with permit conditions.

**Responsible Department/Parties:** DPW Operations

**Measurable Goal(s):**

Sweep 100% of all streets twice per year and 50% of all municipal parking lots in accordance with the schedule listed above.

**BMP: Winter Road Maintenance Program**

BMP Number (Optional) 6-7

Written Procedure Completed (by year 1)

**Document Name and/or Web Address:** *Winter Road Maintenance SOP* is included in the

Stormwater Management Manual – Operations and Maintenance for Municipal Facilities / On file at the DPW.

**Description:**

Establish and implement a program to minimize the use of road salt. Continue to calibrate salt spreaders twice per year and monitor industry standards and practices.

**Responsible Department/Parties:** DPW Operations

**Measurable Goal(s):**

Implement salt use optimization during deicing season. Evaluate at least one salt/chloride alternative for use in the municipality.

---

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

**BMP Number (Optional)** 6-8

**Completed** (by year 1)

**Status:** The Town has completed inventory as part of Good Housekeeping audits and a review of other records. Inspections have been completed in 2022.

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

Stormwater Management Manual – Operations and Maintenance for Municipal Facilities / On file at DPW

**Description:**

Establish and implement inspection and maintenance procedures and frequencies.

**Responsible Department/Parties:** DPW Operations

**Measurable Goal(s):**

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

**BMP: SWPPP**

**BMP Number (Optional)** 6-9

**Completed** (by year 2)

**Document Name and/or Web Address:** Stormwater Management Manual – Operations and Maintenance for Municipal Facilities / On file at DPW

**Description:**

Create SWPPPs for maintenance garages, transfer stations, and other waste-handling facilities. SWPPPs are included in the Stormwater Management Manual. Inspections are completed quarterly and results are kept on file at DPW.

**Responsible Department/Parties:** DPW Operations

**Measurable Goal(s):**

Develop and implement SWPPPs for 100% of facilities listed above.

**BMP: Recycling Program**

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

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

**Description:**

Continue to hold annual Household Hazardous Waste Drop-Off Day

**Responsible Department/Parties:**

**Measurable Goal(s):**

At least one hazardous waste drop-off day a year.

**BMP: Tree Replacement Program**

---

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

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

**Description:**

Continue to implement Town Tree Replacement program (annually).

**Responsible Department/Parties:**

**Measurable Goal(s):**

Number of trees planted by the Town.  
The number of trees planted is reported each year in Annual Reports.

# Annual Evaluation

## Year 1 Annual Report

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

MS4 Permit Year 1 Annual Report (attachments on file at DPW) / <https://www.saugus-ma.gov/public-works/pages/stormwater-management-program>

## Year 2 Annual Report

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

MS4 Permit Year 2 Annual Report (attachments on file at DPW) / <https://www.saugus-ma.gov/public-works/pages/stormwater-management-program>

## Year 3 Annual Report

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

MS4 Permit Year 3 Annual Report (attachments on file at DPW) / <https://www.saugus-ma.gov/public-works/pages/stormwater-management-program>

## 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
Saugus River (MA93-35)	50120	<input type="checkbox"/> <input type="checkbox"/>
Shute Brook (MA93-35)	50121	<input type="checkbox"/> <input type="checkbox"/>
Pines River (MA93-15)	50122	<input type="checkbox"/> <input type="checkbox"/>
Hawkes Brook (MA93-33)	50120	<input type="checkbox"/> <input type="checkbox"/>
Bennets Pond Brook (MA93-48)	50120	<input type="checkbox"/> <input type="checkbox"/>
Saugus River (MA93-43)	50122	<input type="checkbox"/> <input type="checkbox"/>
Saugus River (MA93-44)	50122	<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:

3-4

### *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:

1-9

-----  
 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:

1-9

---

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:

1-10

# 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
Saugus River (MA93-43)		<input type="checkbox"/> <input type="checkbox"/>
Saugus River (MA94-44)		<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:

3-4

### *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:

6-6

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:

6-5

### 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:

5-1
-----