# Year 3 Annual Report
## New Hampshire Small MS4 General Permit
## New Permittees
## Reporting Period: July 1, 2020-June 30, 2021

***Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form***

*Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed. Please ONLY report on activities between July 1, 2020 and June 30, 2021 unless otherwise requested.*

## Part I: Contact Information

Name of Municipality or Organization: Veterans Affairs Medical Center - Manchester

EPA NPDES Permit Number: NHR042005

**Primary MS4 Program Manager Contact Information**

Name: Amanda Furtado Title: GEMS Program Manager

Street Address Line 1: 718 Smyth Road

Street Address Line 2:

City: Manchester State: NH Zip Code: 03104

Email: amanda.furtado@va.gov Phone Number: (603)624-4366

**Stormwater Management Program (SWMP) Information**

SWMP Location (web address): https://www.manchester.va.gov/Stormwater_Program.asp

Date SWMP was Last Updated: 9/16/2019

If the SWMP is not available on the web please provide the physical address:

# Part II: Self-Assessment

*First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4. Make sure you are referring to the most recent EPA approved Section 303(d) Impaired Waters List which can be found here: https://www.epa.gov/tmdl/region-1-impaired-waters-and-303d-lists-state*

**Impairment(s)**

☐ Bacteria/Pathogens ☐ Chloride ☐ Nitrogen ☐ Phosphorus
☐ Solids/ Oil/ Grease (Hydrocarbons)/ Metals

**TMDL(s)**

☐ Bacteria and Pathogen ☐ Chloride ☐ Lake and Pond Phosphorus

Clear Impairments and TMDLs

*Next, check off all requirements below that have been completed.* ***By checking each box you are certifying that you have completed that permit requirement fully.*** *If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.*

Year 3 Requirements

☒ IDDE ordinance or other regulatory mechanism complete and adopted
☒ Construction/ Erosion and Sediment Control (ESC) ordinance or other regulatory mechanism complete and adopted
☒ Post-construction bylaw, ordinance, or other regulatory mechanism complete and adopted
☒ Developed written procedures for site inspections and enforcement of sediment and erosion control measures
☒ Developed written procedures for site plan review
☒ Kept a log of catch basins cleaned and inspected

*Optional:* If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above year 3 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

Annual Requirements

☒ Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice requirements
☒ Kept records relating to the permit available for 5 years and made available to the public
☒ Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
☐ All curbed roadways were swept at least once within the reporting period

*Optional:* If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above annual requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

*Optional:* Use the box below to provide any additional information you would like to share as part of your self-assessment:

# Part III: Receiving Waters/Impaired Waters/TMDL

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted?

- (•) Yes
- ( ) No

If yes, describe below, including any relevant impairments or TMDLs:

The Manchester VAMC outfalls discharge directly to the ground surface which is directed to a culvert that is part of the City of Manchester MS4. This ultimately discharges to Goldfish Pond. There are no impairments or TMDLs listed for Goldfish Pond.
A correction to the NOI and SWMP was made to reflect this change in September 2019.

# Part IV: Minimum Control Measures

*Part IV includes some of the metrics that will be required in upcoming annual reports. For this annual report,* ***please report on MCM1 and MCM2 and any other metrics below that have an asterisk (*)****, along with any other metrics that you have started within this reporting period. Other than the metrics with an asterisk, the rest of the metrics are optional for new permittees. Then, proceed to Part V.*

## *MCM1: Public Education

Number of educational messages completed **during this reporting period**: 2

*Below, report on the educational messages completed* ***during this reporting period.*** *For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.*

**BMP: Fireworks**

Message Description and Distribution Method:

Description of how fireworks can be harmful to surface waters and tips to celebrate responsibly via newsletter.

Targeted Audience: Employees

Responsible Department/Parties: GEMS Program Manager

Measurable Goal(s):

Develop and implement targeted public education program and distribute to audience within permit time frame.

Message Date(s): July 2020

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ○ No ◉

If yes, describe why the change was made:

---

**BMP: Stormwater**

Message Description and Distribution Method:

General education on stormwater, the facility MS4, and associated best management practices via newsletter.

Targeted Audience: Employees

Responsible Department/Parties: GEMS Program Manager

Measurable Goal(s):

Develop and implement targeted public education program and distribute to audience within permit time frame.

Message Date(s): November 2020

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ○ No ◉

If yes, describe why the change was made:

---

Add an Educational Message

## *MCM2: Public Participation

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) **during this reporting period**:

The SWMP was posted on a new section of our publicly available website. Contact information is included for any interested members of the public to provide comments. The Year 2 Annual Report was also posted on the website.

Was this opportunity different than what was proposed in your NOI? Yes ○ No ◉

Describe any other public involvement or participation opportunities conducted **during this reporting period:**

Three educational fliers are posted on our public website. These provide information on what actions the public can take to minimize negative impact to stormwater.

The VAMC invited abutters to listen and comment on a presentation regarding a proposed loop road project that includes new stormwater treatment structures in February 2021.

## MCM3: Illicit Discharge Detection and Elimination (IDDE)

**Sanitary Sewer Overflows (SSOs)**

*Check off the box below if the statement is true.*

☐ This SSO section is NOT applicable because we DO NOT have sanitary sewer

*Below, report on the number of SSOs identified in the MS4 system and removed **during this reporting period**.*

Number of SSOs identified: 0

Number of SSOs removed: 0

*Below, report on the total number of SSOs identified in the MS4 system and removed to date. At a minimum, report SSOs identified **since the effective date of the permit (July 1, 2018)**.*

Total number of SSOs identified: 0

Total number of SSOs removed: 0

**MS4 System Mapping**

*Below, check all that apply.*

The following elements of the Phase I map have been completed:

- ☒ Outfalls and receiving waters
- ☒ Open channel conveyances
- ☒ Interconnections
- ☒ Municipally-owned stormwater treatment structures
- ☒ Waterbodies identified by name and indication of all use impairments
- ☒ Initial catchment delineations

Describe any additional progress you made on your map during this reporting period or provide additional status information regarding your map:

**Screening of Outfalls/Interconnections**

*If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses. Please also include the updated inventory and ranking of outfalls/interconnections based on monitoring results.*

- ◉ No outfalls were inspected
- ○ The outfall screening data is attached to the email submission
- ○ The outfall screening data can be found at the following website:

*Below, report on the number of outfalls/interconnections screened **during this reporting period**.*

Number of outfalls screened: 0

*Below, report on the percent of total outfalls/ interconnections screened **to date.***

Percent of outfalls screened: 100

*Optional:* Provide additional information regarding your outfall/interconnection screening:

All outfalls were screened in 2020 (during Permit Year 2).

**Catchment Investigations**

*If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.*

- (•) No catchment investigations were conducted
- ( ) The catchment investigation data is attached to the email submission
- ( ) The catchment investigation data can be found at the following website:

*Below, report on the number of catchment investigations completed **during this reporting period**.*

Number of catchment investigations completed this reporting period: 0

*Below, report on the percent of catchments investigated **to date.***

Percent of total catchments investigated: 0

*Optional:* Provide any additional information for clarity regarding the catchment investigations below:

**IDDE Progress**

*If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.*

- (•) No illicit discharges were found
- ( ) The illicit discharge removal report is attached to the email submission
- ( ) The illicit discharge removal report can be found at the following website:

*Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed **during this reporting period.***

Number of illicit discharges identified: 0

Number of illicit discharges removed: 0

Estimated volume of sewage removed: 0 gallons/day

*Below, report on the total number of illicit discharges identified and removed to date. At a minimum, report on the number of illicit discharges identified and removed **since the effective date of the permit (July 1, 2018)**.*

Total number of illicit discharges identified: 0

Total number of illicit discharges removed: 0

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

An SSO was thought to be identified on 6/15/21 and consequent notifications were made. Upon further investigation, it was found that there was no SSO and the notifications were retracted.

**Employee Training**

Describe the frequency and type of employee training conducted **during this reporting period**:

All employees receive basic awareness training on what storm drains are, where they discharge, and how to report any spills that may impact stormwater. This is a mandated recurring training for all employees annually. Annual IDDE training was given to grounds staff.

## MCM4: Construction Site Stormwater Runoff Control

*Below, report on the construction site plan reviews, inspections, and enforcement actions completed **during this reporting period**.*

Number of site plan reviews completed: 18

Number of inspections completed: 33

Number of enforcement actions taken: 2

*Optional:* Enter any additional information relevant to construction site plan reviews, inspections, and enforcement actions:

The VAMC holds multidisciplinary reviews of all project scope, design, and construction phases.

## MCM5: Post-Construction Stormwater Management in New Development and Redevelopment

**As-built Drawings**

Describe the status of the measures the MS4 has utilized to require the submission of as-built drawings and ensure long term operation and maintenance of completed construction sites:

As-built drawings are required for all construction projects as outlined in the general specifications and enforced by the contract.

**Street Design and Parking Lots Report**

Describe the status of the street design and parking lots assessment including any planned or completed changes to local regulations and guidelines:

The VAMC commissioned a stormwater runoff study as part of the design for a new loop road project. This project will incorporate stormwater infiltration structures around the campus to help mitigate areas of runoff.

**Green Infrastructure Report**

Describe the status of the green infrastructure report including the findings and progress towards making the practice allowable:

Construction scope of work and design is evaluated for green infrastructure opportunities during project review. If the project is applicable, language requiring green infrastructure is included in the general contract specifications for the project design requirements.

**Retrofit Properties Inventory**

Describe the status of the inventory of permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas and report on any properties that have been modified or retrofitted:

The VAMC commissioned a stormwater runoff study as part of the design for a new loop road project. This project will incorporate stormwater infiltration structures around the campus to help mitigate areas of runoff.

## MCM6: Good Housekeeping

***Catch Basin Cleaning**

Describe the status of the catch basin cleaning optimization plan:

Catch basins are to be inspected twice per year to determine whether they require cleaning or maintenance activ

*If complete, attach the catch basin cleaning optimization plan or the schedule to gather information to develop the optimization plan:*

○ The catch basin cleaning optimization plan or schedule is attached to the email submission

◉ The catch basin cleaning optimization plan or schedule can be found at the following website:

https://www.manchester.va.gov/Stormwater_Program.asp

*Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins **during this reporting period**.*

Number of catch basins inspected: 0

Number of catch basins cleaned: 46

Total volume or mass of material removed from all catch basins: 2,968.5 pounds

*Below, report on the total number of catch basins in the MS4 system, if known.*

Total number of catch basins: 34

*If applicable:*

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

All catch basins are inspected twice per year and cleaned as needed or if the sump is more than 50% full.

***Street Sweeping**

Describe the status of the written procedures for sweeping streets and municipal-owned lots:

Written procedures for street sweeping are included in the SWMP. For permit year 3, street sweeping was conducted .

*Report on the number of miles swept **during this reporting period** below.*

Number of miles cleaned: 1.7

*Report either the volume or weight of street sweeping materials collected **during this reporting period** below.*

○ Volume of material removed: [Select Units]

◉ Weight of material removed: 1,238 pounds

**O&M Procedures and Inventory of Permittee-Owned Properties**

*Below, check all that apply.*

The following permittee-owned properties have been inventoried:

☐ Parks and open spaces

☒ Buildings and facilities

☒ Vehicles and equipment

The following O&M procedures for permittee-owned properties have been completed:

☐ Parks and open spaces
☒ Buildings and facilities
☐ Vehicles and equipment

**Winter Road Maintenance**

Describe the status of the written procedures for winter road maintenance including the storage of salt and sand:

Written procedures for winter road maintenance and salt storage are included in the SWMP. Storage of salt and sand is covered.

**Stormwater Pollution Prevention Plan (SWPPP)**

Describe the status of any SWPPP for permittee-owned or operated facilities including maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater:

One SWPPP was still open during this reporting period under the Construction General Permit for the Clinical Services Addition project.

*Below, report on the number of site inspections for facilities that require a SWPPP completed* ***during this reporting period****.*

Number of site inspections completed: 24

Describe any corrective actions taken at a facility with a SWPPP:

Catch basin sediment filter needed. Catch basin sediment filter needed cleaning.

**O&M Procedures for Stormwater Treatment Structures**

Describe the status of the written procedure for stormwater treatment structure maintenance:

O&M procedures are written for existing stormwater infiltration structure. A scope of work for a maintenance service contract was drafted and awarded. A checklist is used by VAMC grounds staff to inspect the treatment structures and the service contract used if maintenance is required.

# Part V: Additional Information

***Monitoring or Study Results**

*Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.*

- ○ Not applicable
- ◉ The results from additional reports or studies are attached to the email submission
- ○ The results from additional reports or studies can be found at the following website(s):

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

The VAMC commissioned a stormwater runoff study as part of the design for a new loop road project. The study identified areas of the campus where runoff is occurring, particularly where it has potential to impact neighboring properties.

**Additional Information**

*Optional:* Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

**COVID-19 Impacts**

*Optional:* If any of the above year 3 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

***Activities Planned for Next Reporting Period**

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 4 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ☒

- Identify and develop inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
- Identify each outfall and interconnection discharging from MS4, classify into the relevant category, and priority rank each catchment for investigation
- Develop written IDDE plan including a procedure for screening and sampling outfalls
- Develop written procedures to require the submission of as-built drawings and ensure the long term operation and maintenance of completed construction sites and add these procedures to the SWMP
- Develop written operations and maintenance procedures for parks and open space, buildings and facilities, and vehicles and equipment and added these procedures to the SWMP
- Develop an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment and added this inventory to the SWMP
- Complete a written program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Develop written SWPPPs, included in the SWMP, for all of the following permittee owned or operated facilities: maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater
- Enclose or cover storage piles of salt or piles containing salt used for deicing or other purposes

<u>Annual Requirements</u>

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Continue public education and outreach program
- Sweep all curbed roadways at least once within the reporting period
- Provide training within the reporting period to employees involved in IDDE program
- Clean catch basins in accordance with catch basin cleaning procedures to ensure that no catch basin is greater than 50% full

Provide any additional details on activities planned for permit year 4 below:

Catch basin numbering and "no dumping" labels are planned for permit year 4.

# *Part VI: Certification of Small MS4 Annual Report 2021

**40 CFR 144.32(d) Certification**

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 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.

| | | | |
|---|---|---|---|
| Name: | Amanda Futado | Title: | GEMS Program Manager |
| Signature: | Amanda E. Furtado 237135 Digitally signed by Amanda E. Furtado 237135 Date: 2021.09.22 15:59:13 -04'00' | Date: | 09/22/21 |

*[Signatory may be a duly authorized representative]*

*Note: When prompted during signing, save the document under a new file name.*

## Annual Report Submission

*Please submit the form electronically via email to EPA by clicking on one of the links below or using the email address listed below. Please ensure that all required attachments are included in the email and not attached to this PDF.*

EPA: stormwater.reports@epa.gov

**Paper Signature:**

*If you did not sign electronically above, you can print the signature page by clicking the button below.*

Print Signature Page

*Optional: If you did not sign electronically above, you may lock the form by clicking the "Lock Form" button below which will prompt you to save the locked version of the form. Save this locked version under a new file name.*

Lock Form