

Stormwater Management Program (SWMP)

OXFORD

325 Main St., Oxford MA 01540

EPA NPDES Permit Number MAR041147

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)

Delegation of Authority Letter dated : _____

- ☒ Publicly available at the website below

<https://www.oxfordma.us/DocumentCenter/View/1824/Delegation-of-Authorized-Representative->

“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 Sean Divoll, Director of Public Works

Signature On File at DPW Headquarters, 450 Main St., Oxford

Date 9/17/2019

Revision 1

Printed Name Jared Duval, Director of Public Works

Signature

Date 9/1/2021

Revision 2

Printed Name Judy Lochner

Signature

Date 9/28/2023

Revision 3

Printed Name Kevin Duffy

Signature

A handwritten signature in black ink, appearing to read 'Kevin Duffy', written over a horizontal line.

Date

12/30/2024

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 Sep 25, 2018

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

<https://www.oxfordma.us/DocumentCenter/View/612/Town-of-Oxford-Notice-of-Intent-PDF>

Authorization to Discharge was granted on Mar 5, 2019

The Authorization Letter can be found (document name or web address):

<https://www.oxfordma.us/DocumentCenter/View/614/EPA-Authorization-Letter-March-5-2019-PDF>

Stormwater Management Program Team

SWMP Team Coordinator

Name	Judy Lochner	Title	Conservation Agent
Department	Department of Public Works		
Phone Number	508-987-6044	Email	jlochner@oxfordma.us
Responsibilities	Coordinator efforts to meet MCM requirements, maintain schedule, track and report permit progress.		

SWMP Team

Name	Kevin Duffy	Title	Director
Department	Department of Public Works		
Phone Number	508-987-6006	Email	kduffy@oxfordma.us
Responsibilities	Direct the implementation of the IDDE Program, Good Housekeeping and Pollution Prevention for Town operations and requirements related TMDLs and Water Quality Limited Waters.		

Name	Steve Esposito	Title	Operations Manager
Department	Department of Public Works		
Phone Number	508-987-6006	Email	sesposito@oxfordma.us
Responsibilities	Manage Infrastructure Operation and Maintenance, Employee Training and Good Housekeeping tasks.		

Name	Eric Rumsey	Title	Town Planner
Department	Land Management		
Phone Number	508-987-6045	Email	erumsey@oxfordma.us
Responsibilities	Coordinate review and implementation of construction stormwater runoff control program and post-construction stormwater management program.		

Name	<input type="text" value="Kevin Duffy"/>	Title	<input type="text" value="Facilities Maintenance Director (Acting)"/>
Department	<input type="text" value="Department of Public Works"/>		
Phone Number	<input type="text" value="508-987-6006"/>	Email	<input type="text" value="kduffy@oxfordma.us"/>
Responsibilities	<input type="text" value="Coordinate Buildings and Facilities Operations and Maintenance activities."/>		

Name	<input type="text" value="Jeffrey Murray"/>	Title	<input type="text" value="Project Manager"/>
Department	<input type="text" value="Department of Public Works"/>		
Phone Number	<input type="text" value="508-987-6006"/>	Email	<input type="text" value="jmurray@oxfordma.us"/>
Responsibilities	<input type="text" value="Assist with all good housekeeping activities, TMDL-related requirements and IDDE tasks."/>		

Name	<input type="text" value="Alysia Turner"/>	Title	<input type="text" value="Clerk"/>
Department	<input type="text" value="Department of Public Works"/>		
Phone Number	<input type="text" value="508-987-6006"/>	Email	<input type="text" value="aturner@oxfordma.us"/>
Responsibilities	<input type="text" value="Administrative assistance and documentation."/>		

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"/>		

Add SWMP Member

Receiving Waters

The table at the following web address lists all receiving waters, impairments and number of outfalls discharging to each waterbody segment:

<https://www.oxfordma.us/DocumentCenter/View/621/Receiving-Waters-Table-PDF>

Eligibility: Endangered Species and Historic Properties

*Reminder: The proper consultations and updates to the SWMP must be conducted for construction projects related to your permit compliance where Construction General Permit (CGP) coverage, which requires its own endangered species and history preservation determination, is NOT being obtained.

Attachments:

- ☒ The results of Appendix C U.S. Fish and Wildlife Service endangered species screening determination
- ☒ The results of the Appendix D historic property screening investigations
- ☐ If applicable, any documents from the State Historic Preservation Officer (SHPO), Tribal Historic Preservation Officer (THPO), or other Tribal representative to mitigate effects

These attachments are required within one year of the permit effective date and are:

- ☐ Attached to this document (document names listed below)

- ☒ Publicly available at the website listed below

<https://www.oxfordma.us/468/National-Pollutant-Discharge-Elimination>

Under what criterion did permittee determine eligibility for ESA?

- ☐ Criterion A ☐ Criterion B ☒ Criterion C

Under what criterion did permittee determine eligibility for Historic Properties?

- ☒ Criterion A ☐ Criterion B ☐ Criterion C

Below add any additional measures for structural controls that you're required to do through consultation with U.S. Fish and Wildlife Service (if applicable):

N/A

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):

N/A

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:Waste and Dumpster Management

BMP Number (Optional) 1-1

Document Name and/or Web Address: <https://www.oxfordma.us/461/Trash-Dumpster-Management>

Description:

Provide audience with suggested Solid Waste Management and Hazardous Waste Management Best Management Practices document through direct mailing. Information also to be posted on the Town's website.

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: DPW

Measurable Goal(s):

Each site manager shall receive a copy of the document.

Message Date(s): December 18, 2018

Completed

BMP:Rain Barrel Program

BMP Number (Optional) 1-2

Document Name and/or Web Address: <https://www.oxfordma.us/474/Rain-Barrels>

Description:

Special Event - Organize rain barrel program for residents to purchase rain barrels to collect and re-use rainwater.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Number of barrels purchased by residents.

Message Date(s): Distribute rain barrels May 2019 and annually thereafter.

5/18/2019, 5/30/2020, 4/23/2021, 4/24/2022, 5/20/2023, 4/20/2024

BMP:Sediment and Erosion Control

BMP Number (Optional) 1-3

Document Name and/or Web Address: Erosion and Sediment Control Tips for Developers and Contractors and webpage:

<https://www.oxfordma.us/DocumentCenter/View/595/Erosion-and-Sediment-Control-Tips-for-Developers-and-Contractors-PDF>

Description:

Prepare and distribute a flyer to developers and contractors detailing the importance of ESC, how to choose appropriate methods, installation details and maintenance activities. Distribute with all land disturbance permits (Order of Conditions, Stormwater Management and Land Disturbance Permits).

Targeted Audience: Developers (construction)

Responsible Department/Parties: DPW, Conservation, Land Management

Measurable Goal(s):

Number of brochures handed out with building and land disturbance permits.

Message Date(s): 5/29/2019

Completed

BMP:Proper Maintenance of Parking Lots

BMP Number (Optional) 1-4

Document Name and/or Web Address: "Keep Pollution at Bay - One Parking Lot at a Time" flyer and <https://www.oxfordma.us/DocumentCenter/View/594/Parking-Lot-Dos-and-Donts-PDF>

Description:

Brochure/Pamphlet outlining proper maintenance of parking lots (sweeping, CB cleaning, trash pick-up, materials/liquids not allowed, etc.)

Targeted Audience: Industrial facilities

Responsible Department/Parties: DPW and Conservation

Measurable Goal(s):

100% of Industrial Facilities receive information.

Message Date(s): 6/18/2020

Completed

BMP:Promote Rain Gardens

BMP Number (Optional) 1-5

Document Name and/or Web Address: <https://www.oxfordma.us/DocumentCenter/View/598/Plant-a-Rain-Garden-PDF>

Description:

Special Event - hold an informational workshop on Rain Garden benefits and design.
Alternately due to COVID restrictions, provide a Rain Garden Guide on the Town's website and make handouts available at Town Hall.

Targeted Audience: Residents

Responsible Department/Parties: DPW, Conservation and Planning Board

Measurable Goal(s):

Ten town residents attend the workshop.

Message Date(s): July 2020 Posting on Website. Workshop to be incorporated in the Petroleum to Pollinators Project in 2025.

BMP:Catch Basin Stenciling Program

BMP Number (Optional) 1-6

Document Name and/or Web Address: TBD

Description:

Hands-on program for existing businesses to stencil their own catch basins.
Request new development projects to stencil new catch basins.

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: DPW, Conservation and Planning Board

Measurable Goal(s):

Number of Catch Basins stenciled.

Message Date(s): Spring 2021. Rescheduled to Spring 2022 due to COVID restrictions.

BMP:Low Impact Development Principles

BMP Number (Optional) 1-7

Document Name and/or Web Address: TBD

Description:

Brochures/Pamphlets - TBD

Targeted Audience: Developers (construction)

Responsible Department/Parties: DPW and Planning Board

Measurable Goal(s):

Number of Brochures distributed

Message Date(s): Fall 2021

BMP:Proper Management and Disposal of Waste

BMP Number (Optional) 1-8

Document Name and/or Web Address: Stormwater Pollution Prevention for Industrial Sites pamphlet
<https://www.oxfordma.us/DocumentCenter/View/2024/SWPP-for-Industrial-Sites-Pamphlet?bidId=>

Description:

Stormwater pollution prevention information for industrial sites

Targeted Audience: Industrial facilities

Responsible Department/Parties: DPW and Conservation

Measurable Goal(s):

120 pamphlets distributed to all facilities in the town's industrial zones.

Message Date(s): June 24, 2022

Completed

BMP:Proper Disposal of Leaf Litter

BMP Number (Optional) 1-9

Document Name and/or Web Address: "What to do with your yardful of leaves..." Flyer and webpage: <https://www.oxfordma.us/464/Yard-Lawn-Care>

Description:

"What to do with your yardful of leaves..." flyer describes options for homeowners to mulch, compost or dispose of leaves. Flyers to be handed out at the annual Fall Bulk Item Drop-Off day. Information is also posted on the Town's website.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Each resident that goes to the Bulk Item Drop-Off day shall receive a flyer.

Annually in the Fall, starting 2018.

Message Date(s): Handed out on : 11/3/2018, 10/26/2019, 11/2/2019, 10/30/2021, 11/6/2021, 10/29/2022, 11/5/2022, 10/28/2023, 11/4/2023, 10/26/2024, 11/2/2024
Posted on website : 1/28/2019. Posted on Facebook: 11/20/2020

BMP:Proper Use/Disposal of Grass Clippings & Proper Use of Fertilizers

BMP Number (Optional) 1-10

Document Name and/or Web Address: Grass Clippings and Fertilizer Tips Handout and webpage: <https://www.oxfordma.us/464/Yard-Lawn-Care>

Description:

Flyer describing proper use and disposal of grass clippings and proper use of slow-release and phosphorus-free fertilizers will be distributed at the Spring Bulk Drop-off. Information is also posted on the Town's website.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Each resident that goes to the Bulk Item Drop-Off day shall receive a flyer.

Message Date(s): Annually in the Spring, starting 2019.
Handed out on: 4/27/2019, 5/4/2019, 4/30/2022, 5/7/2022, 4/29/2023, 5/6/2023
4/27/2024, 5/4/2024
Posted on website: 1/28/2019
Posted on Facebook: 5/27/2021

BMP:Proper Management of Pet Waste

BMP Number (Optional) 1-11

Document Name and/or Web Address: Flyer: Dog Waste and Surface Water Quality
Webpage: <https://www.oxfordma.us/463/Dog-Waste-Water-Quality>

Description:

Flyer and webpage describing adverse effects of improper disposal of dog waste will be handed out with every dog license issued by the Town Clerk's office. Information is also posted on the Town's website.

Targeted Audience: Residents

Responsible Department/Parties: DPW and Town Clerk

Measurable Goal(s):

Every resident that licenses a dog shall receive the flyer.

Message Date(s): Annually starting 2019.
12/14/2018, 3/4/2020, 1/8/2021, 1/1/2023, 1/2/2024
Also posted on website: 1/24/2019, 3/17/2021

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

Location of Plan and/or Web Address: The plan is located at the DPW Headquarters, 450 Main St., Oxford, MA and on the Town's Website at <https://www.oxfordma.us/469/Oxford-Stormwater-Management-Program>

Responsible Department/Parties: DPW

Measurable Goal(s):

Stormwater Management Plan is publicly available.

BMP: Public Participation in Stormwater Management Program Development

BMP Number (Optional) 2-2

Description:

Hold a public meeting to provide an overview of the stormwater management program and invite public input.

Responsible Department/Parties: DPW

Measurable Goal(s):

Annual public input provided.

Public Meetings were held 7/10/2019, 6/19/2021, 6/15/2022, 6/21/2023

BMP: Volunteer Clean-Up and Earth Day Projects

BMP Number (Optional) 2-3

Document Name and/or Web Address: N/A

Description:

Assist volunteer groups with clean-up and Earth Day projects, annually starting 2019.

Responsible Department/Parties: DPW and Conservation

Measurable Goal(s):

The number of volunteer projects improving the environment and water quality.

Earth Day 2024: New Pollinator Garden, Skate Park painted

BMP: Catch Basin Stenciling Program

BMP Number (Optional) 2-4

Document Name and/or Web Address: TBD

Description:

Coordinate with volunteer groups to stencil catch basins in the high-visibility of the down town area, annually starting 2019.

Rescheduled to start Spring 2022 due to COVID issues.

Responsible Department/Parties: DPW

Measurable Goal(s):

20% of downtown area or select area catch basins are stenciled each year.

2024: 20 Catch basins stenciled.

Add BMP

MCM 3

Illicit Discharge Detection and Elimination (IDDE) Program

Permit Part 2.3.4

Objective: The permittee shall implement an IDDE program to systematically find and eliminate illicit sources of non-stormwater discharges to its municipal separate storm sewer system and implement procedures to prevent such discharges.

Examples and Templates:

[IDDE Program Template and SOPs](#)

Other templates relevant to IDDE can be found here: <https://www.epa.gov/npdes-permits/stormwater-tools-new-england#idde>

BMP: IDDE Legal Authority

BMP Number (Optional) 3-0

Completed (by May 1, 2008) ☒

Ordinances Link or Reference:

Town of Oxford General By-Laws, Chapter 65, Discharges to the Municipal Storm Drain System

Webpage: <https://www.oxfordma.us/467/Local-Stormwater-Management-Bylaws-Regul>

Department Responsible for Enforcement: DPW

BMP: Sanitary Sewer Overflow (SSO) Inventory

BMP Number (Optional) 3-1

Completed (by year 1) ☒

Document Name and/or Web Address: IDDE Plan

Description:

Annually track and report SSO information in accordance with Section 2.3.4.4 of the permit.

Responsible Department/Parties: DPW

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> <p>Northeast Region (978) 694-3215 205B Lowell Street Wilmington, MA 01887 Central Region (508) 792-7650 8 New Bond Street Worcester, MA 01606 Southeast Region (508) 946-2750 20 Riverside Drive Lakeville, MA 02347 Western Region (413) 784-1100 436 Dwight Street Springfield, MA 01103 24-hour Emergency Line 1-888-304-1133</p>	<p>The EPA contacts are:</p> <p>EPA New England (617) 918-1510 5 Post Office Square Boston, MA 02109</p>
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BMP: Map of Storm Sewer System

BMP Number (Optional) 3-2

Phase I Completed



(by year 2)

Phase II Completed



(by year 10)

Document Location and/or Web Address:

<https://www.oxfordma.us/DocumentCenter/View/655/Stormwater-Inventory-Map-PDF>

Description:

Update existing drainage map to include requirements of permit Section 2.3.4.5

Responsible Department/Parties: DPW

Measurable Goal(s):

Map 100% of outfalls and receiving waters, open channel conveyances, interconnections with other MS4s and other storm sewer systems, municipally-owned stormwater treatment structures, waterbodies identified by name and indication of all use impairments, and initial catchment delineations within 2 years of the permit's effective date. Map 100% of outfall spatial locations, pipes, manholes, catch basins, refined catchment delineations, municipal sanitary sewer system (if available), and municipal combined sewer system (if applicable) within 10 years of the permit's effective date.

BMP: IDDE Program

BMP Number (Optional) 3-3

Written Document Completed (by year 1) ☒

Document Name and/or Web Address:

https://www.oxfordma.us/DocumentCenter/View/1651/idde_document_revised_10-1-2020?bidId=

Description:

Prepare a written IDDE program to include all items of Section 2.3.4.6 of the permit. Assess and priority rank outfalls, conduct outfall/interconnection screening and sampling, update inventory and conduct catchment investigations in accordance with the IDDE program.

Responsible Department/Parties: DPW

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:

TBD

BMP: Employee Training

BMP Number (Optional) 3-5

Description:

Provide annual training to employees involved in the IDDE program about the program including how to recognize illicit discharges and SSOs.

Responsible Department/Parties: DPW

Measurable Goal(s):

Training occurs annually and is reported in the Annual Report.

BMP: Conduct Dry Weather Screening

BMP Number (Optional) 3-6

Completed ☐

Document Name and/or Web Address: <https://www.oxfordma.us/DocumentCenter/View/620/Outfalls-Screening-Data-PDF>

Description:

Inspect outfalls/interconnections for dry weather flow and sample in accordance with the IDDE program.

Responsible Department/Parties: DPW

Measurable Goal(s):

As of Year 6, 91% of outfalls have been screened.

BMP:Conduct Wet Weather Screening

BMP Number (Optional) 3-7

Completed ☐

Document Name and/or Web Address: TBD

Description:

Conduct wet weather screening and sampling in accordance with the IDDE

Responsible Department/Parties: DPW

Measurable Goal(s):

All catchments with a minimum of one System Vulnerability Factor (SVF) shall be screened and sampled.

BMP:Ongoing Screening

BMP Number (Optional) 3-8

Completed ☐

Document Name and/or Web Address: TBD

Description:

Catchments will be re-screened once every five years in accordance with the IDDE program.

Responsible Department/Parties: DPW

Measurable Goal(s):

Continual identification and elimination of illicit discharges and SSOs.

MCM 4

Construction Site Stormwater Runoff Control

Permit Part 2.3.5

Objective: The objective of an effective construction stormwater runoff control program is to minimize or eliminate erosion and maintain sediment on site so that it is not transported in stormwater and allowed to discharge to a water of the U.S. through the permittee's MS4.

Examples and Templates:

Examples and templates relevant to MCM 4, including model ordinances and site inspection templates, can be found here: <https://www.epa.gov/npdes-permits/stormwater-tools-new-england#csrc>

BMP: Sediment and Erosion Control Ordinance

BMP Number (Optional) 4-0

Completed (by May 1, 2008) ☒

Ordinances Link or Reference:

Town of Oxford General By-Laws, Chapter 66, Stormwater Management and Land Disturbance
<https://www.oxfordma.us/467/Local-Stormwater-Management-Bylaws-Regul>

Department Responsible for Enforcement: DPW and Planning Board

BMP: Site Plan Review Procedures

BMP Number (Optional) 4-2

Written procedures completed (by year 1) ☒

Document Name and/or Web Address: <https://www.oxfordma.us/DocumentCenter/View/2025/Construction-Site-Stormwater-Runoff-Control-Plan?bidId=>

Description:

Create and implement written procedures for site plan review in accordance with Section 2.3.5 of the permit.

Responsible Department/Parties: DPW and Land Management Department

Measurable Goal(s):

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

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

BMP Number (Optional) 4-1

Completed (by year 1) ☒

Document Name and/or Web Address: <https://www.oxfordma.us/DocumentCenter/View/2025/Construction-Site-Stormwater-Runoff-Control-Plan?bidId=>

Description:

Prepare and implement inspection and enforcement procedures to ensure compliance with sediment and erosion control requirements.

Responsible Department/Parties: DPW and Land Management Department

Measurable Goal(s):

Inspect 100% of construction sites as outlined in the above document and take enforcement actions as needed.

BMP:Waste Control Requirements

BMP Number (Optional) 4-3

Completed ☒

Document Name and/or Web Address:

<https://www.oxfordma.us/467/Local-Stormwater-Management-Bylaws-Regul>

Description:

Adoption of requirements to control wastes, including but not limited to, discarded building materials, concrete truck washout, chemicals, litter, and sanitary wastes

Responsible Department/Parties: DPW and Land Management Department

Measurable Goal(s):

Requirements are implemented at all construction sites.

Add BMP

MCM 5

Post Construction Stormwater Management in New Development and Redevelopment

Permit Part 2.3.6

Objective: The objective of an effective post construction stormwater management program is to reduce the discharge of pollutants found in stormwater to the MS4 through the retention or treatment of stormwater after construction on new or redeveloped sites and to ensure proper maintenance of installed stormwater controls.

Examples and Templates:

Examples and templates relevant to MCM 5, including model ordinances and bylaw review templates and guidance can be found here: <https://www.epa.gov/npdes-permits/stormwater-tools-new-england#pcsm>

BMP: Post-Construction Ordinance

BMP Number (Optional) 5-0

Completed (by year 2) ☒

Town Ordinances Link or Reference:

Town of Oxford General By-Laws, Chapter 66, Stormwater Management and Land Disturbance

<https://www.oxfordma.us/467/Local-Stormwater-Management-Bylaws-Regul>

Department Responsible for Enforcement: DPW and Planning Board

BMP: Street Design and Parking Lot Guidelines Report

BMP Number (Optional) 5-1

Completed (by year 4) ☒

Document Name and/or Web Address: <https://www.oxfordma.us/DocumentCenter/View/1334/Regulatory-Review>

Description:

Assess and report on current street and parking lot design guidelines for requirements that impact the creation of impervious area. The report will recommend proposals to regulations or guidelines to support Low Impact Development.

Responsible Department/Parties: DPW

Measurable Goal(s):

Recommendations are implemented by (DATE) with progress reported annually.

BMP: Green Infrastructure Report

BMP Number (Optional) 5-2

Completed (by year 4) ☒

Document Name and/or Web Address: <https://www.oxfordma.us/DocumentCenter/View/1334/Regulatory-Review>

Description:

Develop a report assessing existing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist.

Responsible Department/Parties: DPW

Measurable Goal(s):

Recommendations are implemented by (DATE) with progress reported annually.

BMP: List of Municipal Retrofit Opportunities

BMP Number (Optional) 5-3

Completed (by year 4) ☒

Document Name and/or Web Address: <https://www.oxfordma.us/DocumentCenter/View/2027/Municipal-Property-Retrofits?bidId=>

Description:

Identify at least five municipal-owned properties that could be modified or retrofitted with BMPs to reduce impervious areas.

Responsible Department/Parties: DPW

Measurable Goal(s):

The list was completed in Year 4 and will be updated as needed.

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) 6-1A

Written Document Completed (by year 2) ☒

Document Name and/or Web Address:

Parks and Open Space O&M Plan:
<https://www.oxfordma.us/471/Municipal-Operation-Maintenance-Plans>

Description:

Create written O&M procedures including all requirements of Section 2.3.7.a.ii for parks and open spaces.

Responsible Department/Parties: DPW

Measurable Goal(s):

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

Properties List (Optional):

<https://www.oxfordma.us/DocumentCenter/View/623/Municipal-Parks-and-Open-Space-Inventory-PDF>

BMP: Buildings and Facilities Operations and Maintenance Procedures

BMP Number (Optional) 6-1B

Written Document Completed (by year 2) ☒

Document Name and/or Web Address:

Municipal Buildings & Facilities O&M Plan:
<https://www.oxfordma.us/471/Municipal-Operation-Maintenance-Plans>

Description:

Create written O&M procedures including all requirements of Section 2.3.7.a.ii for buildings and facilities.

Responsible Department/Parties: DPW

Measurable Goal(s):

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

Properties List (Optional):

Appendix A of above-listed document

BMP: Vehicles and Equipment Operations and Maintenance Procedures

BMP Number (Optional) 6-1C

Written Document Completed (by year 2) ☒

Document Name and/or Web Address:

Vehicle and Equipment O&M Plan:

<https://www.oxfordma.us/471/Municipal-Operation-Maintenance-Plans>

Description:

Create written O&M procedures including all requirements of Section 2.3.7.a.ii for vehicles and equipment.

Responsible Department/Parties: DPW

Measurable Goal(s):

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

Properties List (Optional):

<https://www.oxfordma.us/DocumentCenter/View/626/Vehicle-Inventory-PDF>

INFRASTRUCTURE

BMP: Infrastructure Operations and Maintenance Procedures

BMP Number (Optional) 6-2

Written Procedure Completed (by year 2) ☒

Document Name and/or Web Address:

Stormwater Infrastructure O&M Plan:

<https://www.oxfordma.us/DocumentCenter/View/625/Stormwater-Infrastructure-Operation-and-Maintenance-Plan-PDF>

Description:

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

Responsible Department/Parties: DPW

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) 6-3

Written Procedure Completed (by year 1) ☒

Document Name and/or Web Address:

Stormwater Infrastructure O&M Plan:

<https://www.oxfordma.us/DocumentCenter/View/645/SOP-3---Catch-Basin-Inspection-and-Cleaning-PDF>

Description:

Establish and implement a schedule for catch basin cleaning such that each catch basin is no more than 50% full. A log of all catch basins inspected and cleaned will be maintained.

Responsible Department/Parties: DPW

Measurable Goal(s):

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

BMP: Street Sweeping Program

BMP Number (Optional) 6-4

Written Procedure Completed (by year 1) ☒

Document Name and/or Web Address:

Stormwater Infrastructure O&M Plan:

<https://www.oxfordma.us/DocumentCenter/View/652/SOP-16---Street-and-Parking-Lot-Sweeping-PDF>

Description:

Sweep all streets and permittee-owned parking lots a minimum of two times per year, once in the spring following winter activities, and once in the fall following leaf fall, in accordance with Section 2.3.7, Appendix F, Section B.I and Appendix H, Section II of the Permit.

Responsible Department/Parties: DPW

Measurable Goal(s):

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

BMP: Winter Road Maintenance Program

BMP Number (Optional) 6-5

Written Procedure Completed (by year 1) ☒

Document Name and/or Web Address:

Winter Road Maintenance Standard Operation Procedures:

<https://www.oxfordma.us/DocumentCenter/View/633/SOP-18---Winter-Road-Maintenance-PDF>

Description:

Establish and implement a program to minimize the use of road salt.

Responsible Department/Parties: DPW

Measurable Goal(s):

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

BMP: Stormwater Treatment Structures Inspection and Maintenance Procedures

BMP Number (Optional) 6-7

Completed (by year 1) ☒

Document Name and/or Web Address:

Stormwater Infrastructure O&M Plan:
<https://www.oxfordma.us/DocumentCenter/View/625/Stormwater-Infrastructure-Operation-and-Maintenance-Plan-PDF>

Description:

Prepare Inspection and Maintenance Procedures for stormwater treatment structures (water quality swales and retention/detention basins).

Responsible Department/Parties: DPW

Measurable Goal(s):

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

BMP: SWPPP

BMP Number (Optional) 6-6

Completed (by year 2) ☒

Document Name and/or Web Address:

Department of Public Works SWPPP
Parks & Cemetery Garage Facility SWPPP
Rocky Hill Yard Waste Facility SWPPP
<https://www.oxfordma.us/472/Oxford-Stormwater-Pollution-Prevention-P>

Description:

Create SWPPPs for maintenance garages and other waste-handling facilities.

Responsible Department/Parties: DPW

Measurable Goal(s):

Develop and implement SWPPPs for 100% of facilities.

BMP: Municipal-Owned Inventory

BMP Number (Optional) 6-0

Completed ☒

Document Name and/or Web Address:

Municipal Buildings & Facilities O&M Plan, Appendix A:
<https://www.oxfordma.us/DocumentCenter/View/628/Buildings-and-Facilities-Operation-and-Maintenance-Plan-PDF>

Description:

Inventory all Town-owned facilities, to include Parks and Open Space, Buildings, Schools, Town Offices, Police and Fire Stations, Garages, Vehicles and Equipment.

Responsible Department/Parties: DPW

Measurable Goal(s):

Comprehensive inventory of all Town-owned facilities, equipment and vehicles.

Add BMP

Annual Evaluation

Year 1 Annual Report

Document Name and/or Web Address:

<https://www.oxfordma.us/DocumentCenter/View/615/Year-1-July-1-2018---June-30-2019-PDF>

Year 2 Annual Report

Document Name and/or Web Address:

<https://www.oxfordma.us/DocumentCenter/View/616/Year-2-July-1-2019---June-30-2020-PDF>

Year 3 Annual Report

Document Name and/or Web Address:

<https://www.oxfordma.us/DocumentCenter/View/1576/Year-3-Annual-Report-Signed?bidId=>

Year 4 Annual Report

Document Name and/or Web Address:

https://www.oxfordma.us/DocumentCenter/View/1577/Year-4-Annual-Report_signed?bidId=

Year 5 Annual Report

Document Name and/or Web Address:

<https://www.oxfordma.us/DocumentCenter/View/1578/Year-5-Annual-Report-Signed?bidId=>

Year 6 Annual Report

Document Name and/or Web Address:

<https://www.oxfordma.us/DocumentCenter/View/2007/Year-6-Annual-Report-Signed?bidId=>

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
Wellington Brook (42-11)	N/A	<input type="button" value="+"/> <input type="button" value="-"/>

Annual Requirements Beginning Year 1

Rank outfalls to these receiving waters as high priority for IDDE implementation in the initial outfall ranking

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

BMP 3-3 : IDDE Program includes the initial ranking of outfalls.

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:

Educational information is provided on the Town's website at:
<https://www.oxfordma.us/463/Dog-Waste-Water-Quality>

Permittee or its agents disseminate educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time

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

BMP 1-11 : Proper Management of Pet Waste, flyers are distributed to residents during the dog licensing period.

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:

Provide 'Top 10 Septic Smart Tips' Flyer to property owners in the Wellington Brook subbasin. Mailed out 190 letters with flyers on 9/10/2019, 4/22/2022, 1/2/2024.

Nitrogen

Combination of Impaired Waters Requirements and TMDL Requirements as Applicable

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

Annual Requirements Beginning Year 1

Rank outfalls to these receiving waters as high priority for IDDE implementation in the initial outfall ranking

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

BMP 3-3 : IDDE Program will include the initial ranking of outfalls.

Public Education and Outreach

(Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information))

Distribute an annual message in the spring (April/May) that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release fertilizers

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

BMP 1-10: Proper Use/Disposal of Grass Clippings & Proper Use of Fertilizer handout and information.

Distribute an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate

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

BMP 1-11 : Proper Management of Pet Waste handout and educational information.

Distribute an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

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

BMP 1-9: Proper Disposal of Leaf Litter

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

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

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

BMP 6-1A: Parks and Open Spaces Operations and Maintenance Procedures

Establish procedures to properly manage grass cuttings and leaf litter on permittee property, including prohibiting blowing organic waste materials onto adjacent impervious surfaces

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

BMP 6-1A: Parks and Open Spaces Operations and Maintenance Procedures

Increase street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)

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

BMP 6-4: Street Sweeping Program

Nitrogen Reduction Tracking BMP

Any structural BMPs listed in Table 3 of Attachment 1 to Appendix H already existing or installed in the regulated area by the permittee or its agents shall be tracked and the permittee shall estimate the nitrogen removal by the BMP consistent with Attachment 1 to Appendix H.

The BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated nitrogen removed in mass per year by the BMP is found in the following document or website and is updated yearly at a minimum:

Requirements Due by Year 2

Stormwater Management in New Development and Redevelopment

The requirement for adoption/amendment of the permittee's ordinance or other regulatory mechanism shall include a requirement that new development and redevelopment stormwater management BMPs be optimized for nitrogen removal

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

BMP 4-0: Oxford General By-Law Chapter 66: Stormwater Management and Land Disturbance By-Law

Requirements Due by Year 4

Complete a Nitrogen Source Identification Report

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

<https://www.oxfordma.us/DocumentCenter/View/1332/Nitrogen-Source-Identification-Report-Year-5>

Stormwater Management in New Development and Redevelopment

Retrofit inventory and priority ranking under 2.3.6.1.b. shall include consideration of BMPs to reduce nitrogen discharges

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

BMP 5-3: List of Municipal Retrofit Opportunities

<https://www.oxfordma.us/847/Municipal-Property-Retrofit-Opportunitie>

Requirements Due by Year 5

Potential Structural BMPs

Evaluate all permittee-owned properties identified as presenting retrofit opportunities or areas for structural BMP installation under Permit part 2.3.6.d.ii or identified in the Nitrogen Source Identification Report that are within the drainage area of the impaired water or its tributaries

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

Appendix E-BMP Assessment Results:

<https://www.oxfordma.us/DocumentCenter/View/1332/Nitrogen-Source-Identification-Report-Year-5>

Complete a listing of planned structural BMPs and a plan and schedule for implementation

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

Appendix F-Nitrogen Control BMP Sites & Maps:

<https://www.oxfordma.us/DocumentCenter/View/1332/Nitrogen-Source-Identification-Report-Year-5>

Lake and Pond Phosphorus TMDL

Begin Phase 1 of the Lake Phosphorus Control Plan during year 1 and complete by year 5.

Applicable Receiving Waterbodies	PCP Complete	Document Location
Buffumville Lake	<input checked="" type="checkbox"/>	https://www.oxfordma.us/DocumentCenter/View/1694/14845-Lake-Phosphorus-Control-Plan-Year6?bidId=
Lowes Pond	<input checked="" type="checkbox"/>	https://www.oxfordma.us/DocumentCenter/View/1694/14845-Lake-Phosphorus-Control-Plan-Year6?bidId=
McKinstry Pond	<input checked="" type="checkbox"/>	https://www.oxfordma.us/DocumentCenter/View/1694/14845-Lake-Phosphorus-Control-Plan-Year6?bidId=
Robinson Pond	<input checked="" type="checkbox"/>	https://www.oxfordma.us/DocumentCenter/View/1694/14845-Lake-Phosphorus-Control-Plan-Year6?bidId=
Texas Pond	<input checked="" type="checkbox"/>	https://www.oxfordma.us/DocumentCenter/View/1694/14845-Lake-Phosphorus-Control-Plan-Year6?bidId=