



**Massachusetts Department of Environmental Protection
Bureau of Water Resources – Wastewater Management Program
Sanitary Sewer Overflow Public Notification Plan**

1. Facility Information

Important: When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



Town of Hinsdale
 Name of Permittee (Facility or System)
 Robert Graves town.administrator@hinsdale.ma.gov
 Permittee Contact Name Email Address
 39 South Street Hinsdale, MA 01235
 Permittee Mailing Address
 N/A (413) 655-2300
 NPDES Permit # (only for system with a wastewater treatment plant) Phone Number
 System contains (check all that apply):
 Collection system Pump station(s) Wastewater treatment plant
 Location of WWTP discharge, if applicable: N/A

Please attach a map with locations of discharges and affected waterbodies.

2. Identification of Environmental Justice Populations

Are there Environmental Justice (EJ) populations that would potentially be affected by your wastewater treatment plant discharge(s) or a sanitary sewer overflow? Yes No

If there are EJ populations that would potentially be affected, do 25% or more of households lack English-language proficiency, and at least 5% of the population has speakers who self-identify as "do not speak English very well"? Yes No

Provide a list of all languages that notifications will be translated into:
 N/A

Does your municipality provide translation of municipal documents in the languages listed above? Yes No

If you answered "yes" above, does your municipality's staff provide translation of municipal documents, or are translation services outsourced?

Municipal Staff Outsourced

3. Discharges, Overflows, and Public Notification Content

When public notification is required: (check box to affirm)

Permittee is aware that all events covered under 314 CMR 16.03(1)(b-e) require issuance of a public advisory notification.

Required content of public notification: (check box to affirm)

Permittee is aware of all required information for public advisory notifications under 314 CMR 16.04(10)

Permittee can meet all requirements of 314 CMR 16.04(10) Yes No

If no, please describe in detail which components the permittee is not able to meet, and the measures needed to comply. Include a schedule for compliance.

Components that cannot be met

Schedule for compliance (attach schedule)



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4. Required Timeline for Notification

Discovery of a Discharge or Overflow:

Permittee can discover an event under 314 CMR 16.04(5)(b) & (c) within the required timeline? Yes No

If no, specify limitations to meeting these requirements and potential remedies:

Issuance of Public Notification:

Permittee can meet the notification requirements in 314 CMR 16.04(4) Yes No

If no, why and what measures are needed for compliance?

Continuation of Public Notification:

Permittee can meet the notification requirements in 314 CMR 16.04(7) Yes No

If no, which requirement cannot be met and what measures are needed for compliance?

Cessation of Public Notification:

Permittee can meet the notification requirements in 314 CMR 16.04(8) Yes No

If no, why, and what measures are needed for compliance?

Retraction of Public Notification:

Permittee can meet the notification requirements in 314 CMR 16.04(9) Yes No

If no, which requirement cannot be met and what measures are needed for compliance?

5. Website, Subscriber-Based System, and Recipients

Provide the URL for the website where you will post public notifications:

<https://www.hinsdalemass.com/subscribe>

Attach description for the subscriber-based system where the public can sign up to receive notifications.

Follow the below link to the Town's subscriber website. Enter email and check the box titled "Sanitary Sewer Overflow (SSO) Notifications"



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5. Website, Subscriber-Based System, and Recipients (Cont.)

Provide link where the public can subscribe for notifications (if different than the website listed above).

<https://www.hinsdalemass.com/>

List the two media outlets serving the area near the discharge or outfall that the permittee will contact to provide a public notification. Include name of organization, name of contact, and contact's email address or fax number.

Berkshire Eagle, Mitchell Chapman, 413-496-6299, mchapman@berkshireeagle.com

Media Outlet #1

iBerkshires, Tammy Daniels, 413-663-3384, tdaniels@iberkshires.com

Media Outlet #2

Does one of these media outlets serve the EJ population? Yes No

If no, then provide at least one additional news organization that primarily serves the EJ population(s) within the impacted municipalities. Include name of organization, name of contact, and contact's email address or fax number.

N/A

See Instructions for list of Required Public Notification Recipients (314 CMR 16.04(4)(a)). Please attach list of your required contacts.

Certification

I attest that I have examined and am familiar with the information contained in this submittal, including any and all documents accompanying this certifying statement. The information contained in this submittal is, to the best of my knowledge, true, accurate, and complete. I am fully authorized to make this attestation on behalf of the facility.

Robert D. Graves

Print Name

Robert D. Graves

Signature

Town Administrator, Hinsdale, MA

Title

June 22, 2022

Date



Progressive
solutions for
municipal
infrastructure

DPC Engineering, LLC
46 Mohawk Drive
Longmeadow, MA 01106

Phone: 413-567-6310
Fax: 413-451-1030
www.DPCengineering.com

Table 1: Required Public Notification Recipients

Organization	Email/Fax	Phone
MassDEP	massdep.sewagenotification@mass.gov	413-784-1100
U.S. Environmental Protection Agency	R1.EPANotifications@epa.gov	1-800-424-8802
Massachusetts Department of Public Health	DPHToxicology@mass.gov	617-624-6000
Hinsdale Board of Health	public.health@hinsdalema.gov	413-655-2300 x311
Impacted Board(s) of Health	N/A	N/A
Persons subscribed to public advisory notifications	Town's ongoing list of subscribers	N/A
Impacted public water supplier(s)	N/A	N/A
Massachusetts Division of Marine Fisheries	N/A	N/A
Massachusetts Department of Conservation and Recreation	MEMA.StateControl@mass.gov	617-626-1250
Massachusetts Division of Fisheries and Wildlife	doug.cameron@mass.gov	508-389-6300
Operators of any potentially affected bathing beaches	N/A	N/A



Table 2: Best Practices for SSO Reduction/Prevention

Task ID	Task	Recommendations	Implementation Cycle
1	Update Collection System O&M Plan Framework	Incorporate Regulatory and permitting updates/requirements in Collection System O&M Plan Framework.	This should be completed on an annual basis.
2A	Record Mapping Updates	Record updates for GIS mapping upon observation of incorrect attributes.	This should be continuous and on-going.
2B	GIS Mapping Updates	Update GIS Mapping of the sewer system as observations are made and additional work is completed.	This should be completed on an annual basis.
3A.i	Advanced Manhole Inspections	Perform advanced manhole inspections of all manholes in the collection system to identify structural defects, O&M needs, and sources of I/I	The Town should perform manhole inspections on its entire collection system every 5 years.
3A.ii	Sonar Testing	Conduct sonar testing of gravity sewer mains to identify potential blockages and structural deficiencies.	This should be performed as needed to supplement and prioritize CCTV inspection on a 5-year cycle.
3A.iii	CCTV Inspection	Conduct closed circuit television inspections of all gravity sewer mains in the collection system to identify structural defects, O&M needs, and sources of I/I. Piping with the lowest sonar results to be prioritized. Update the asset management and GIS systems accordingly.	The Town should CCTV its entire collection system every 5 years.
3A.iv	Smoke Testing	Conduct smoke testing of gravity sewer mains to identify potential sources of inflow.	This should be performed once every 10 years or as needed.
3A.v	Manhole O&M Program	Perform O&M on manholes noted in the asset management database with internal resources. This includes addressing blockages/backups, surcharging, and roots.	This should be completed on an annual basis.



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3A.vi	Manhole Rehab Program	Conduct in-situ rehabilitation of manholes. This can include a chemical grout, cementitious lining, or epoxy lining.	The Town should rehabilitate a portion of manholes in the collection system every year. This will allow the Town to implement the goal of continuously monitoring and rehabilitating its collection system.
3A.vii	Pipe O&M Program	Perform O&M on pipes noted in the asset management database with internal resources. This includes addressing blockages/backups and roots.	This should be completed on an annual basis.
3A.viii	Pipe Rehab Program	Conduct in-situ rehabilitation of sanitary sewer piping. Pipe rehabilitation to be prioritized based on the results of the CCTV work. Pending the results of the CCTV the complete replacement of gravity sewer sections may be required if structural deficiencies cannot be fixed via in-situ rehabilitation methods.	The Town should rehabilitate a portion of sewer pipes in the collection system every year. This will allow the Town to implement the goal of continuously monitoring and rehabilitating its collection system.
3A.ix	Confirm and Disconnect Inflow Sources	Confirm inflow sources discovered as part of smoke testing. Disconnect confirmed inflow sources.	This should be performed as needed.
3B	Asset Management Plan Updates	Update the Asset Management Plan and Asset Management Databases based on the rehabilitation work.	This should be completed on an annual basis.
3C	Annual CMOM Updates/Reports	Prepare an annual report to EPA/MassDEP summarizing the Town's efforts related to CMOM in the collection system.	This should be completed on an annual basis.
4A	Summarize Annual Flow Composition	Summarize the annual flows within the collection system (i.e., base sanitary vs I/I).	This should be completed on an annual basis.



Task ID	Task	Recommendations	Implementation Cycle
4B	Annual Flow Monitoring	Conduct annual flow monitoring, to continuously evaluate the sanitary sewer collection system, and guide future I/I evaluation.	The Town should conduct flow monitoring of its entire collection system every 5 years. We recommend that the Town focus on smaller sub-areas each year, rather than monitor the entire collection system at once, every 5 years.
4C	Capacity Allocation Guidelines	Develop Capacity Allocation Guidelines to ensure that adequate capacity is being reserved for current and future sewer users. Review and update annually.	This should be completed on an annual basis.
5A	Staffing Requirements	Review staffing needs and permit requirements.	This should be completed on an annual basis.
5B	Policies and Procedures	Review current and future policies and procedures.	This should be completed on an annual basis.
5C	Public Communication	Provide annual updates and ongoing public communication.	This should be continuous and on-going, with a formal update provided annually to the public.
6A	Standard Operating Procedures	Develop and implement standard operating procedures for the pump stations and collections system. Review and update annually.	This should be completed on an annual basis.
6B	Spare Part Inventory	Perform an inventory of spare parts for the pump stations and collection system. Purchase spare parts as necessary.	This should be completed on an annual basis.
7A	Capital Plan	Develop an annual capital plan based on CMOM recommendations and other wastewater needs.	This should be completed on an annual basis.
7B	Sewer Rate Evaluation	Evaluate the impact of the CMOM program to the sewer rates.	This should be completed on a 5-year cycle with updates occurring annually.
7C	Facilities Connection Charge Evaluation	Evaluate the current Facilities Connection Charge. Incorporate the FCC into the Capacity Allocation Guidelines.	This should be completed on a 5-year cycle with updates occurring annually.



Sanitary Sewer
Overflow (SSO)
Event Discovery

Is it one of the following:

1. A discharge of partially treated wastewater.
2. An SSO that discharges through a wastewater outfall, to a surface water of the Commonwealth.
3. An SSO that flows into a surface water of the Commonwealth as a result of sewer system capacity restraints.
4. An SSO that flows into a surface water of the Commonwealth as a result of a pump station or force main failure (with design peak flows of ≥ 1 MGD).

If no

SSO event is regulated under existing 314 CMR 12.00.

If yes

SSO event is regulated under new 314 CMR 16.00 and Public Notification is required.

Steps for Notification

1. Immediate telephone and/or email to MassDEP, EPA and other parties (no later than 24 hours after discovery).
2. Submit a written report to DEP within five (5) calendar days, using the standard notification form.

Steps for Notification

1. Issue public advisory notifications as soon as possible, but no later than two (2) hours, after discovery of a discharge or overflow.
 - a) Post notification to designated location on Town website.
 - b) Email notification to list of required recipients.
 - c) Contact the two (2) designated media outlets.
2. Issue a public advisory notification update eight (8) hours after the initial public advisory notification is issued.

Post-Notification Steps

1. Investigate cause of SSO event.
2. If necessary, perform follow-up field investigations (CCTV, sonar, smoke testing, etc.), and/or improvements.
3. Identify necessary updates to:
 - a) Collection System O&M Manual.
 - b) CMOM & Asset Management Program.
 - c) State I/I Required Reporting.
4. Annual updates to CMOM and Asset Management Program and Collection System O&M Manual.