



EPA NEW ENGLAND REGION I Stormwater Toolbox Equipment Loan Program

I. PURPOSE

The U.S. Environmental Protection Agency (EPA) Region I has developed and adopted the Stormwater Toolbox as an effective method to detect non-stormwater discharges within municipal separate stormwater systems (MS4s) and small tributaries. The Stormwater Toolbox utilizes a combination of indicator parameters in order to assist in the determination and characterization of a non-stormwater discharge. Refer to the EPA New England Bacterial Source Tracking Protocol which outlines the application of the Stormwater Toolbox. The agency recognizes the value of this monitoring data in guiding efforts to help improve both the protection of public health and quality of the Nation's waters. With this equipment loan program, EPA New England expects to support and enhance the work of existing monitoring groups and assist the start up of new groups to meet the goal of expanding the number of waters and MS4 which are monitored for illicit discharges.

II. EQUIPMENT AVAILABLE FOR LOAN

This loan program is restricted to equipment and initial consumables that come with that equipment only, and does not include replenishment of consumables or other expendable supplies (e.g. gloves, calibration standards, reagents, etc.) or costs associated with disposal of generated hazardous wastes. The equipment will be available through a loan term of one year. Equipment must be returned to EPA once the loan term is over. There is no limit on the number of years an organization can apply. Refer to Table 1 for a list of components contained within the Stormwater Toolbox.

Table 1

Instrument ¹	Analyte	Initial Quantity
<i>Equipment</i>		
YSI EC300(A) handheld meter with 4m cable	Temperature, Conductivity, Salinity	1
Hach® Pocket Colorimeter™ II Meter	Total Chlorine	1
<i>Consumables</i>		
Hach® Test Strips 0-6.0 mg/L	Ammonia	25 samples
Hach® DPD Reagent Powder Pillows, 10 mL	Total Chlorine	100 samples
CHEMetrics K-9400 (Refills R-9400)	Surfactants	20 samples

¹. The use of trade names or commercial products does not constitute endorsement by the U.S. EPA.

III. ELIGIBILITY OF VOLUNTEER MONITORING GROUPS

The equipment loan program is open to all non-governmental organization (NGO) monitoring groups in New England including those coordinated by tribes, universities, and other organizations. Organizations that currently provide monitoring data to a state or tribal agency and are seeking to upgrade the type of methods used, and/or expand the number or types of monitoring sites are eligible for the Stormwater Toolbox equipment loan as well as organizations just getting started with monitoring who need equipment.

Monitoring groups coordinated by municipalities, and/or any organization which are subject to National Pollutant Discharge Elimination System (NPDES) Phase I or Phase II MS4 permit conditions are not eligible.

As part of the loan program, selected groups will need to have a current Quality Assurance Program or Project Plan (QAPP). If a group is just getting started in monitoring, the QAPP will need to be approved by a deadline agreed upon by EPA, which will allow some time for a new group to become familiar with details of monitoring protocols and QA requirements. Refer to the EPA NE Bacterial Source Tracking Protocol to view an example QAPP.

The goal of gathering data is to identify illicit discharges into MS4s and small tributaries. Data use must include a local application and sharing data collected with EPA. Groups collecting data only for educational purposes will not be eligible for this program.

IV. SELECTION PROCESS

Minimum criteria for ranking applications include the following:

- Complete application: Applications with incomplete or missing information may not be considered. **Make sure all required information is provided.** Applications will be considered as they are received, with no follow-up for missing information. Refer to Appendix A.
- A brief description of the organization to include: The goal of the organization, brief history of the organization, how long the organization has been in operation, the purpose of generating monitoring data and if there any partners involved. Organizations are encouraged to be as specific as possible with their proposed use of equipment.
- A statement that indicates there has been agreement with a state or tribal regulatory agency or EPA about providing data for reporting under a Clean Water Act or other federal statutory program. **The name and phone number of the contact with the agency is required, as generating data useable by a state, tribe, or EPA is one of the core criteria for a loan.**
- The group has an EPA or state approved Quality Assurance Project or Program Plan, or indicates the intention and schedule of having an approved QAPP by a reasonable deadline.
- A description or map indicating location and number of sample sites for which equipment will be used.
- If monitoring is already being conducted, a description of how the monitoring program will be improved by upgrading protocols, adding protocols, and/or expanding the number of sample sites.
- A description of who results will be shared with and how they will be shared. Data generated from loaned equipment should be summarized and submitted to EPA.
- A statement on how equipment will be stored and maintained.
- A statement outlining when and how EPA will be notified if there is any loss or damage to the equipment.

V. CONDITIONS OF EQUIPMENT LOAN AGREEMENT

- a. Equipment can be loaned on a long-term basis of one (1) year. After this period, equipment must be returned. Organizations may reapply for a new equipment loan.
- b. Applicant agrees to maintain equipment in good working condition.
- c. Equipment will be labeled as belonging to EPA and will remain EPA equipment for the duration of the loan.
- d. The applicant agrees to notify EPA upon loss or damage to the equipment. Damaged equipment may be repaired by EPA or may need to be returned to EPA without replacement, depending upon circumstances.
- e. A revocable license agreement/loan agreement will be signed by the responsible leader of the organization.
- f. Each group will be required to develop a data collection report. The report should be in final form by April 1 of each year. EPA expects all Stormwater Toolbox monitoring results and associated coordinates to be documented within the data collection report.
- g. All hazardous waste generated will be disposed of in accordance with federal, state, and local regulations.
- h. Any unused expendable equipment will be returned to EPA.
- i. All samples will be collected from public property by public access, unless otherwise granted permission by property owner.

VI. APPLICATION PROCEDURE & SCHEDULE

An application form is attached to this announcement (Appendix A). Applications should be limited to five pages, including reason for equipment request and a map of monitoring sites (if appropriate).

Once applications are received, a Stormwater Toolbox Equipment Loan Application Review Committee will review and make recommendations on selections.

Applications will be accepted through close of business Friday, March 23, 2018, with selections to be announced by Monday, April 9, 2018. Applications can be submitted through e-mail (preferred) or in hard copy to: Michelle Coombs, USEPA Region 1 NERL, 11 Technology Drive, North Chelmsford, MA 01863. Email: coombs.michelle@epa.gov

For further information, please contact Michelle Coombs at 617-918-8665 or coombs.michelle@epa.gov, or Ernest Waterman at 617-918-8632 or waterman.ernest@epa.gov.

Appendix

A: Application for EPA New England Region 1 Stormwater Toolbox Equipment Loan Program

Appendix A
APPLICATION FOR EPA NEW ENGLAND REGION 1 STORMWATER TOOLBOX EQUIPMENT LOAN
PROGRAM

APPLICATION FOR EPA NEW ENGLAND REGION I STORMWATER TOOLBOX EQUIPMENT LOAN

(Attach additional pages as necessary)

1. ORGANIZATION

Name: _____
Address: _____
Phone: _____
Email: _____

2. PERSON RESPONSIBLE FOR LOAN

Name: _____
Address: _____
Phone: _____
Email: _____

3. IS THIS A NEW OR EXISTING MONITORING ORGANIZATION?

- ☐ New
☐ Existing

4. DESCRIPTION OF ORGANIZATION

On a separate page include: The goal of the organization, brief history of the organization, how long the organization has been in operation, the purpose of generating monitoring data, whether there any partners involved, and the reason for the equipment loan. If existing organization, describe how will the monitoring program will be improved through the equipment loan.

5. EXPECTED USE OF DATA

Regulatory agency that data will be sent to: _____
Regulatory agency contact Name: _____
Address: _____
Phone: _____
Email: _____

6. QAPP

Does the organization have a current Quality Assurance Program Plan (QAPP)?

- ☐ Yes - Date of EPA or state approval: _____
☐ No - Target date for an approved QAPP: _____

6. WATERS TO BE MONITORED

Name of waterbody(s): _____

Watershed: _____

Do sampling locations have latitude/longitude determined by GPS? ☐ Yes ☐ No

How many sampling stations and at what frequency will monitoring occur? _____

Is a map of the area with locations of existing or planned sampling stations attached? ☐ Yes ☐ No

7. LOAN AGREEMENT PROVISIONS – if selected you would agree to:

- Submit data upon request ☐ Yes ☐ No
Submit annual data report by April 1 of each year ☐ Yes ☐ No
Have a current QAPP in place ☐ Yes ☐ No
Store and maintain equipment in good working condition ☐ Yes ☐ No
Promptly notify EPA if equipment is lost or damaged ☐ Yes ☐ No
Designate a person to sign agreement and be responsible for equipment ☐ Yes ☐ No

Submit the completed application by March 23, 2018 by email (preferred) or mail to: Michelle Coombs
USEPA NERL, 11 Technology Drive, North Chelmsford, MA 01863. E-mail: coombs.michelle@epa.gov

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