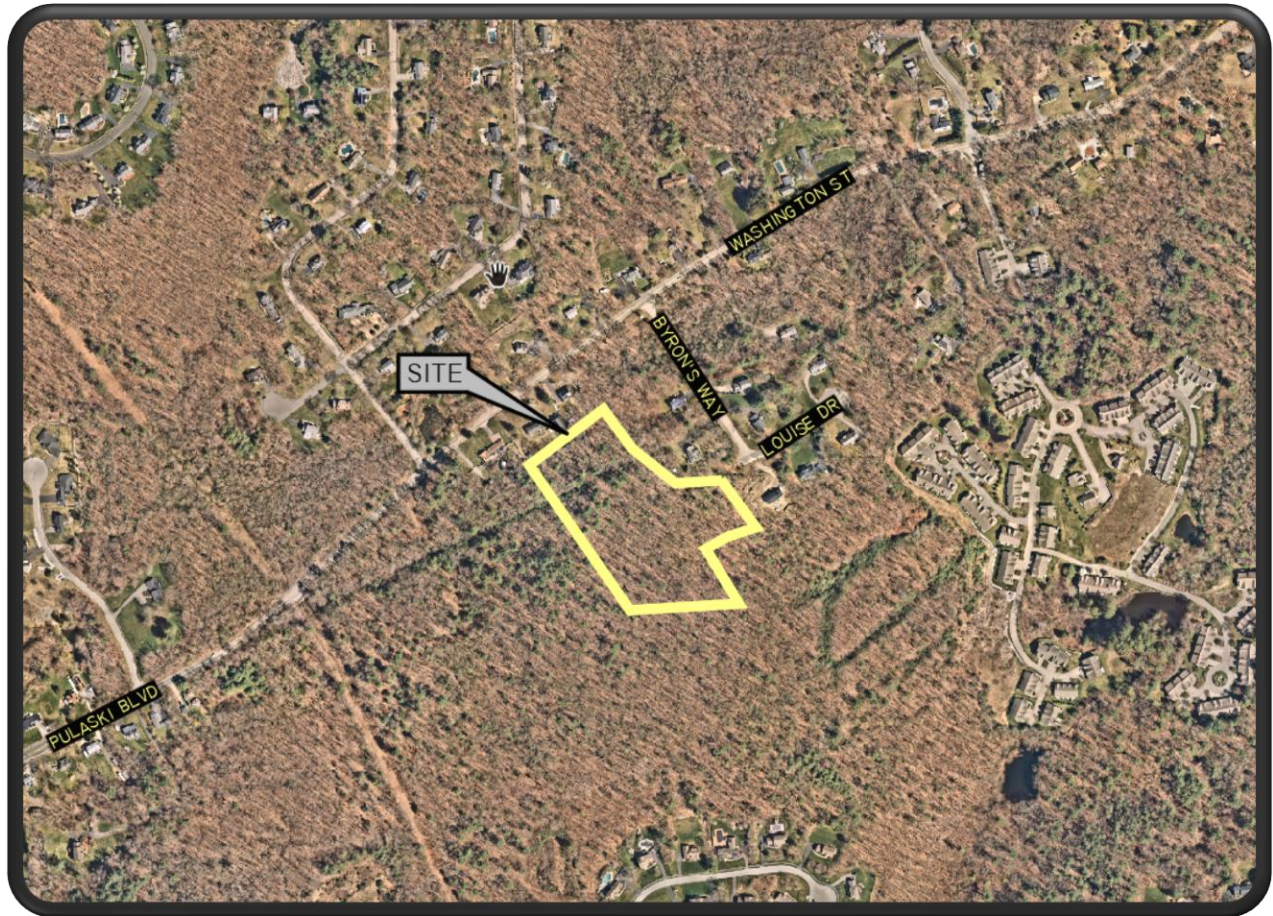




Stormwater System Operation & Maintenance Plan



Louise Drive

Located in Franklin, MA

Applicant: Paul Longobardi

09-18-2024

Revised: 01/22/2025

Table of Contents

Operation & Maintenance Plan Overview.....	1
Stormwater System Owner / Party Responsible for O&M.....	2
Public Safety.....	3
Stormwater System Plan.....	4
Inspections & Maintenance.....	6
Estimated Inspections & Maintenance Budget.....	9
Appendix A – Inspection Schedule & Maintenance Checklists.....	10
Appendix B –Sample Stormwater Facility Maintenance Agreement.....	42

Operation & Maintenance Plan Overview

An essential component of a successful Stormwater System (SS) is the ongoing Operation and Maintenance (O&M) of the various components of the stormwater drainage, control, and conveyance systems. These components include swales, pipes, catch basins, and treatment/ control devices are commonly referred to as Best Management Practices (BMPs). Failure to provide effective maintenance can reduce the hydraulic capacity and the pollutant removal efficiency of stormwater practices.

Many people expect that stormwater facilities will continue to function correctly forever. However, it is inevitable that deterioration of the stormwater system will occur once it becomes operational. The question is not whether stormwater system maintenance is necessary but how often.

This plan has been developed to proactively address operations and maintenance to minimize potential problems and maximize potential stormwater runoff treatment and management. Ongoing inspections and maintenance will extend the service life of the Best Management Practices.

This plan addresses:

1. Stormwater management system(s) owners;
2. The party or parties responsible for operation and maintenance, including how future property owners will be notified of the presence of the stormwater management system and the requirement for proper operation and maintenance;
3. A description and delineation of public safety features;
4. The routine (scheduled) and non-routine (corrective) maintenance tasks for each BMP to be undertaken after construction is complete and a schedule for implementing those tasks;
5. A plan that is drawn to scale and shows the location of all stormwater BMPs in each treatment train along with the discharge point;
6. An estimated operation and maintenance budget; and
7. Funding source for operation and maintenance activities and equipment.

A major contributor to unmaintained stormwater facilities is a lack of clear ownership and responsibility definition. In order for an inspection and maintenance program to be effective, the roles for each responsibility must be clearly defined prior to construction of a system. This can be accomplished with a maintenance agreement between the site owners and the responsible authority.

This report is suitable for recording as an attachment to a maintenance agreement between the site owner and the responsible authority. A copy of a sample agreement is attached to this report as Appendix B.

Stormwater System Owner / Party Responsible for O&M

Stormwater BMPs are maintained during construction by the site contractor as identified in the Stormwater Pollution Prevention Plan (SWPPP) for the site. A copy of the SWPPP is required to be kept on site during construction. The SWPPP requires maintenance and inspection of the BMPs during the construction phase of project and requires a log be kept of these activities. Once construction is complete and the contractor's warranty period is elapsed, the contractor must obtain the signature of the stormwater system's owner releasing the contractor from his maintenance and inspection responsibilities. A copy of this release of contractor's responsibility must be attached to this document.

The current owner of the land shall be the person responsible for the operation and maintenance of the properties until such time that an Owners Association is created. The Owners Association will be owner of the stormwater system. Upon completion of construction, and creation of the Owners Association, their legal name along with mailing and emergency contact information must be added below.

Owner: _____
Mailing Address: _____

Emergency Contact Name: _____
Phone: _____

Transfer of Ownership

In the event that the owner of any property included in the Owners Association changes, the current owner (grantor) must provide a copy of this document to the new owner (grantee). In addition, the Owners Association must provide all new members with a copy of this document. The new owner must notify the Massachusetts Department of Environmental Protection (MassDEP) of the change of ownership and provide a signed updated Operations and Maintenance Plan to MassDEP.

The owner(s) of the stormwater management system must notify the Director of changes in ownership or assignment of financial responsibility. The maintenance schedule in the maintenance agreement may be amended to achieve the purposes of this bylaw by mutual agreement of the Director and the responsible parties. Amendments must be in writing and signed by all responsible parties. Responsible parties shall include owner(s), persons with financial responsibility, and persons with operational responsibility.

The Stormwater System Owner is the Party Responsible for the ongoing O&M of the system.

The two key components to adequately maintain the stormwater infrastructure are:

1. Performance of periodic and scheduled inspections
2. Performance of scheduled maintenance

The actual operation and maintenance of the system may be performed by a third party designated by the owner. If the owner contracts with a third party for O&M the name, address, and emergency contact information must be added below, and updated if the third party designee changes.

Name: _____
Mailing Address: _____

Emergency Contact Name: _____
Phone: _____

Public Safety

Public safety was a critical factor in designing the stormwater system. Public safety features included in this design are:

- Accessibility to Stormwater BMPs
- Winter & Non-Winter Maintenance

Accessibility to Stormwater BMPs

As shown on the site plans, a dedicated path is proposed to provide access to all stormwater BMPs from the roadway. This access has been sized to accommodate vehicle access to the BMPs.

Winter Maintenance

The following tasks must be performed to protect public safety during the winter season:

- Roadways and parking lots to be salted/ sanded/ plowed in accordance with applicable Town of Franklin and MassDOT/ MassDEP requirements;
- Inspect the open and closed drainage networks adjacent to the snow stockpiles to ensure they are free of clogging and debris;
- Inspect roadways and drainage structures post-storm event to alleviate any signs of icing or damming.

Non-Winter Maintenance

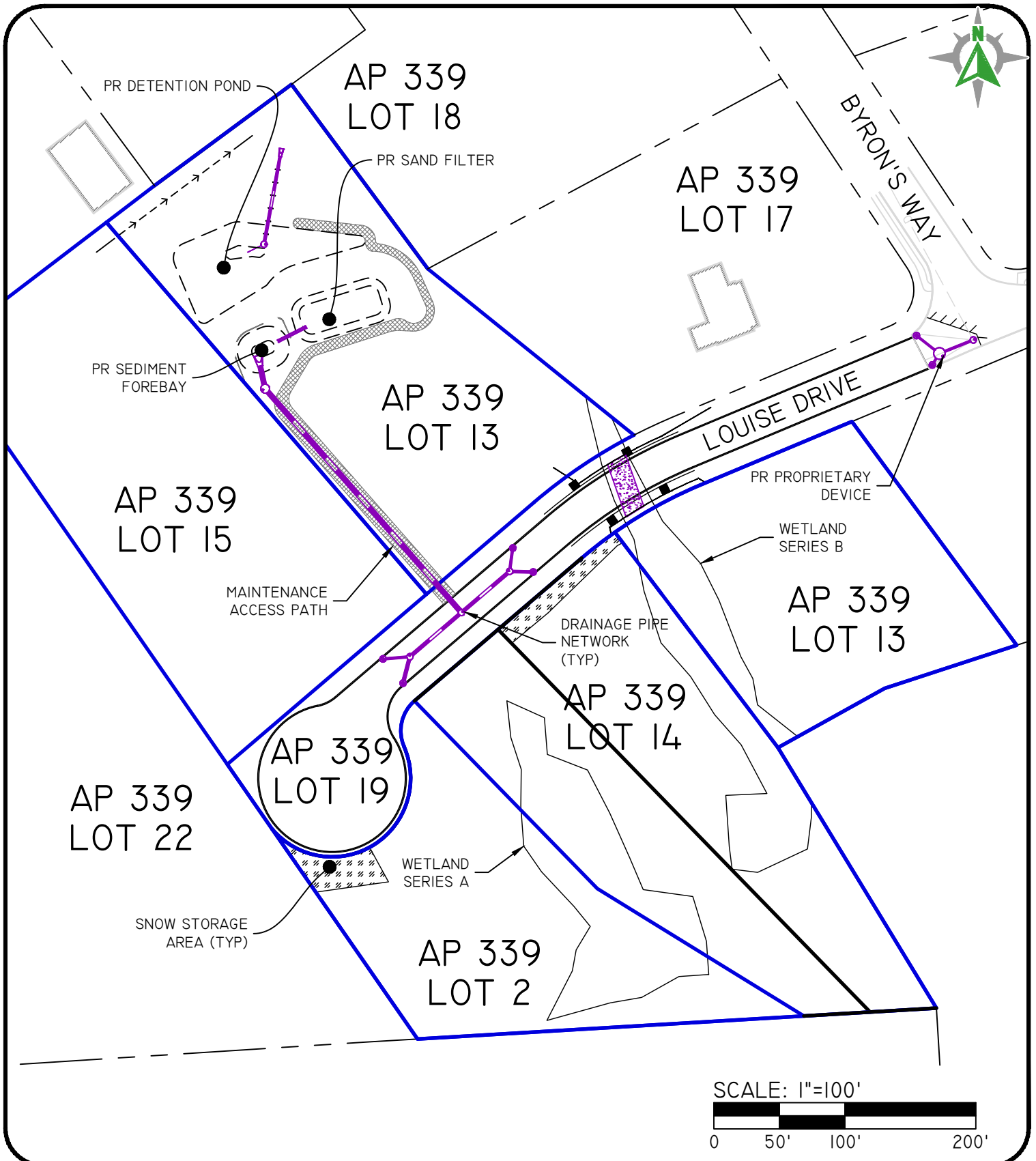
The following tasks must be performed to protect public safety during the non-winter seasons:

- Roadways and parking lots to be swept in accordance with applicable Town of Franklin and MassDOT/ MassDEP requirements;
- The stormwater management systems must be inspected and maintained in accordance with the enclosed Operations & Maintenance Plan.

Particular care must be taken in the operation and maintenance of these features.

Stormwater System Plan

A plan identifying each component of the stormwater system is included on the following page.



SHEET
OF 1

OPERATIONS & MAINTENANCE LOUISE DRIVE EXTENSION

FRANKLIN, MASSACHUSETTES

PREPARED FOR:

PAUL LONGOBARDI

18 JAMES STREET FRANKLIN, MASSACHUSETTS 02038

DATE:

09-09-2024



DiPrete Engineering

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Boston • Providence • Newport

Inspections & Maintenance

Inspections must be performed on a regular basis and scheduled based on the BMP type and configuration. It is not mandatory that all inspectors be trained engineers, but they must have some knowledge or experience with stormwater systems and in general, trained stormwater engineers should direct the inspectors. Follow-up inspections by registered professional engineers must be performed where a routine inspection has revealed a question of structural or hydraulic integrity affecting public safety.

Not all inspections can be conducted by direct human observation. For subsurface systems, video equipment may be required. There may be cases where other specialized equipment is necessary. The inspection program must be tailored to address the operational characteristics of the system.

The inspection process must document observations made in the field and must cover structural conditions, hydraulic operational conditions, evidence of vandalism, condition of vegetation, occurrence of obstructions, unsafe conditions, and build-up of trash, sediments and pollutants.

Maintenance of the stormwater management system is essential and can be divided into two types, scheduled and corrective.

Scheduled maintenance tasks are those that are typically accomplished on a regular basis and can generally be scheduled without referencing inspection reports. These items consist of such things as vegetation maintenance (such as mowing) and trash and debris removal. These tasks are required at well-defined time intervals and are a requirement for all stormwater structural facilities.

Corrective maintenance tasks consist of items such as sediment removal, stream bank stabilization, and outlet structure repairs that are done on an as-needed basis. These tasks are typically scheduled based on inspection results or in response to complaints.

Since specialized equipment may be required, some maintenance tasks can be effectively handled on a contract basis with an outside entity specializing in that field. In addition, some maintenance may also require a formal design and bid process to accomplish the work.

Appendix A provides an "Inspection Schedule & Maintenance Checklist" for the stormwater system components on this site. Completed checklists must be maintained as an ongoing record of inspections for each component of the stormwater system.

In addition to the maintenance of the stormwater system, maintenance of other site improvements can significantly enhance the ability for the BMPs to function as designed. Several of these have been listed below, along with the recommended maintenance.

Lawn, Garden and Landscape Management

- Lawns should be cut no shorter than 1-1/2" in the spring and fall to stimulate root growth, and no shorter than 2 to 3 inches throughout the summer.
- Infiltration ponds should be mowed at least twice per year.
- Fertilize no more than twice per year, once in May-June and once in September-October.
- Avoid spreading fertilizer on impervious surfaces.
- Weeds should be dug or pulled out. Large areas of weeds can be removed by covering with large plastic sheet(s) for a few days.
- Chemical pesticides should be used as a last resort. A healthy lawn is naturally disease resistant.
 - Visible insects can be removed by hand, by spraying with water, or even vacuum cleaning.
 - Store bought traps, specific for a species, can be used.
 - Slugs and other soft bodied insects can be eliminated using diatomaceous earth.
 - Plants infected with bacteria and fungi should be removed and disposed of.
 - Beneficial organisms should be maintained on the property and should be encouraged/ attracted to the property. Homeowners and property facility maintenance personal should become familiar with beneficial organisms.
- Irrigation should be minimal if required at all. Most lawns do not require watering and will become dormant during dry periods.
 - Established lawns require no more than one inch of water per week.
 - Lawn areas should be watered before 9am to avoid evaporation.

Road and Parking Area Management

Street and Parking Lot Sweeping

- All street and parking areas on site must be swept a minimum of 2 times per year.

Deicing:

- Salt storage areas must be completely covered and located on an impervious surface.
- Runoff must be contained in appropriate areas.
- See The Guidelines on Road Salt Storage offered by MassDEP for more detailed definitions and best management practices. The Guidelines on Road Salt Storage can be found online at: <https://www.mass.gov/guides/guidelines-on-road-salt-storage>

Sealants:

- Only asphalt based sealants are permitted, no coal-tar based asphalt sealants can be used on site.

Snow Removal:

- Snow must not be dumped in any water body including rivers, reservoirs, ponds, lakes, wetlands, bays, or the ocean.
- Avoid disposing of snow on top of storm drain catch basins or stormwater drainage swales or ditches.
- Snow must be stored in upland areas, not in or adjacent to water bodies or wetlands. Snow must be stored in a location that will allow snow melt and enter the onsite drainage system so it can be treated by onsite BMPs.

Solid Waste Containment

- Trash and recycling receptacles must be located onsite for all commercial areas.

Reference; *Additional information relating to operation and maintenance of specific BMPs can be found in the Massachusetts Stormwater Handbook, particularly Volume 2, Chapter 2.*

(<https://www.mass.gov/files/documents/2016/08/qi/v2c2.pdf>)

Estimated Inspections & Maintenance Budget

It is important to be able to budget for the O&M costs associated with the stormwater system. To assist the owner in budgeting, below is an estimate of the costs that may be incurred in maintaining the system. The costs have been estimated on a Yearly basis.

Periodic inspections, if performed by an outside entity will cost approximately \$13,862/yr.

Sand Filter:

For a 20 year maintenance period, sand filter structure cost can be calculated using this equation: $C = 10,556 A^{0.534}$ Where A is tributary area in acres. The site has 2.0 disturbed acres flowing to the sand filter area and the total 20-year cost would be \$10,557. This cost equals \$528 per year.

Infiltration Structure:

For a 25 year finance period, Infiltration Structures cost approximately \$1,277.77 per acre of tributary area per year. The site contains approximately 2.0 acres of disturbed area flowing to infiltration structures. This equates to an approximate cost of \$2,556 per year to maintain the infiltration structures.

Extended Detention Structure:

For a 25 year finance period, detention structures cost approximately \$268.59 per acre of tributary area per year. The site contains approximately 2.0 acres of disturbed area flowing to detention structures. This equates to an approximate cost of \$537 per year to maintain the detention structure.

Proprietary Devices (Downstream Defender)

For a 25-year finance period, proprietary devices cost approximately \$639 per acre of tributary area per year. The site contains approximately 0.6 acres of disturbed area via closed drainage network to a proprietary device. Maintenance of these systems equates to an approximate cost of \$383 per year to maintain the proprietary device and underground compensatory storage.

Based on the costs outlined above, the stormwater system will cost approximately \$4,004 per year to maintain. This is only an estimate and costs may vary.

These costs are the responsibility of the stormwater system owner. Funding for the costs will be provided by the owner.

Reference; Maintenance costs are based on information provided by Horsely Witten during the January 19, 2011 Stormwater Manual Training.

(<http://www.dem.ri.gov/programs/benviron/water/permits/ripdes/stwater/t4guide/slides/sess210.ppt>)

Appendix A – Inspection Schedule & Maintenance Checklists

Sediment Forebay Operation, Maintenance, and Management Inspection Checklist

Project:

Date:

Location:

Time:

Site Status:

Inspector:

Notes:

- Beyond inspection frequency noted in parenthesis, i.e. (monthly), inspections shall be completed after storms equal to or greater than the 1-year 24-hour Type III storm event (2.7" of rain fall)
- All Checklist Maintenance items are MANDATORY.
- During inspections, if maintenance items are found not to be applicable, note as N/A in comments
- All removed sediments shall be disposed at an approved location or other facility permitted by MassDEP.
- All hazardous debris removed shall be disposed of in accordance with state and federal regulations (Hazardous waste Regulations, 310 CMR 30.000) by a properly licensed contractor.
- Clean Sediment Forebay when sediment depth exceeds 2 feet

MAINTENANCE ITEM	SATISFACTORY (YES/NO)	COMMENTS
1. Debris Cleanout (Monthly)		
The sediment forebay and sediment trap isolation chamber clear of debris or		
Inflow pipes / inlet area clear of debris		
Outflow pipes / outlet area clear of debris		
Overflow Weir / outlet area clear of debris		
2. Sedimentation (Monthly)		
Obvious trapping of sediment		

Sediment Forebay Operation, Maintenance, and Management Inspection Checklist

Project:

Date:

Location:

Time:

Site Status:

Inspector:

Greater than 50% of storage volume remaining. If less than 50% of storage volume remaining, sediments to be removed and disposed of. (see notes at end of Forebay Checklist)		
3. Vegetation (Monthly)		
Vegetation within sediment forebay to be limited to 6" in height. When mowing grasses, keep the grass height no greater than 6 inches. Set mower blades no lower than 3 to 4 inches.		
4. Embankments (Monthly)		
Displacement of stone check dam/ weir, rip rap/failure of erosion protective measures around inlet. Additional measures must be installed immediately including (but not limited to) larger riprap, reinforcement mats or other method approved by suitably qualified engineer. Fabric or wire may be required.		
Evidence of rilling and gullyng. Repair as needed (reseeding or resodding. When reseeding, incorporate practices such as hydroseeding with a tackifier blanket, or similar practice to ensure that no scour occurs).		
Seeps/leaks on downstream face		
Slope protection or riprap failure		
Slopes stabilized with vegetation, slope protection, riprap, etc (side sloped of sediment forebays no steeper than 3:1)		

**Sediment Forebay
Operation, Maintenance, and Management
Inspection Checklist**

Project:

Location:

Site Status:

Date:

Time:

Inspector:

5. Regulatory Action (Upon Checklist Completion)		
Submission of Checklist/tables to the Department of Public Works at the end of each checklist completion to confirm that maintenance has been satisfactorily completed.		

COMMENTS:

ACTIONS TO BE TAKEN:

Sand Filter Operation, Maintenance, and Management Inspection Checklist

Project:

Date:

Location:

Time:

Site Status:

Inspector:

Notes:

- Beyond inspection frequency noted in parenthesis, i.e. (semi-annually), inspections shall be completed:
 - after storms equal to or greater than the 1-year 24-hour Type III storm event (2.7" of rain fall)
 - after every storm during the first 3 months of operating (noting how long water remains standing in the basin after a storm)
 - standing water within the basin 48 to 72 hours after a storm indicates that the infiltration capacity may have been overestimated)
 - twice a year thereafter and when there are discharges through the high outlet.
 -
- All Checklist Maintenance items are MANDATORY.
- During inspections, if maintenance items are found not to be applicable, note as N/A in comments
- Sand layer shall be raked, and accumulated surface sediment, trash and debris must scraped, appropriately removed and disposed.
- All removed sediments shall be disposed at an approved and permitted location.
- All hazardous debris removed shall be disposed of in accordance with state and federal regulations by a properly licensed contractor
- All removed sediments shall be disposed at an approved and permitted location in accordance with all applicable local, state, and federal laws and regulations including M.G.L.c. 21C and 310 CMR 30.00.
- All hazardous debris removed shall be disposed at an approved and permitted location accordance with all applicable local, state, and federal laws and regulations including M.G.L.c. 21C and 310 CMR 30.00 by a properly licensed contractor.

MAINTENANCE ITEM	SATISFACTORY (YES/NO)	COMMENTS
1. Debris Cleanout (Semi-Annual)		
Contributing Areas Clean of Debris		
Filtration facility clean of debris		
Inlet and outlets clear of debris		

Sand Filter Operation, Maintenance, and Management Inspection Checklist

Project:

Date:

Location:

Time:

Site Status:

Inspector:

Materials deposited on the surface of the sand filter (e.g. trash and litter) shall be removed manually.		
2. Oil and Grease (Annual, After Major Storms)		
No evidence of filter surface clogging		
Activities in drainage area minimize oil and grease entry		
3. Vegetation (Semi-Annually)		
Contributing drainage area stabilized		
No evidence of erosion. Minor soil erosion gullies should be repaired when they occur		
Area mowed a minimum of three times per growing season to maintain maximum grass heights less than 12", and clippings removed		
4. Water Retention Where Required (Annual)		
Water holding chambers at normal pool		
No evidence of leakage		
5. Sediment Deposition (Annual)		
Filter chamber free of sediments		
Sedimentation chamber not more than half full of sediments. Sediment shall be cleaned out of the sediment forebay when it accumulates to a depth of more than ½ the design depth.		
Silt/sediment shall be removed from the filter bed when the accumulation exceeds one inch. All oil, sludge, sediment, solids, trash, debris and floatable		

Sand Filter Operation, Maintenance, and Management Inspection Checklist

Project:

Date:

Location:

Time:

Site Status:

Inspector:

material shall be removed from all chambers of the sand filter. Materials deposited on the surface of the sand filter (e.g. trash and litter) shall be removed manually. All resulting waste including oil, sludge, sediment, and water should be disposed of in accordance with all applicable federal and local regulations.		
When the filtering capacity of the filter diminishes substantially (i.e. when water ponds on the surface of the filter bed for more than 48 hours), the top few inches of discolored material and the top six inches of sand shall be removed and shall be replaced with fresh material. If discolored or contaminated material is found below this removed surface, then that material shall also be removed and replaced until all contaminated sand has been removed from the filter chamber. The removed sediments shall be disposed in an acceptable manner at an approved and permitted location		
6. Structural Components (Annual)		
No evidence of structural deterioration		
Any grates are in good condition		
No evidence of spalling or cracking of structural parts		
7. Outlet/Overflow Spillway (Annual)		
Good condition, no need for repairs		
No evidence of erosion (if draining into natural channel). Minor soil erosion gullies should be repaired when they occur		
8. Overall Function of Facility (Annual)		
Evidence of flow bypassing facility		
No noticeable odors		

Sand Filter Operation, Maintenance, and Management Inspection Checklist

Project:

Date:

Location:

Time:

Site Status:

Inspector:

During the six months immediately after construction, filter practices shall be inspected following at least the first two precipitation events of at least 1.0 inch to ensure the system is functioning properly. Thereafter, inspections shall be conducted on an annual basis and after storm events of greater than or equal to the 1-year, 24-hour Type III precipitation event.		
9. Regulatory Action (Upon Checklist Completion)		
Submission of Checklist/tables to the Department of Public Works at the end of each checklist completion to confirm that maintenance has been satisfactorily completed.		

**Sand Filter
Operation, Maintenance, and Management
Inspection Checklist**

Project:	Date:
Location:	Time:
Site Status:	Inspector:

COMMENTS:

ACTIONS TO BE TAKEN:

**Detention Pond
Operation, Maintenance, and Management
Inspection Checklist**

Project:

Date:

Location:

Time:

Site Status:

Inspector:

Notes:

- **Beyond inspection frequency noted in parenthesis, i.e. (semi-annually), inspections shall be completed:**
 - after storms equal to or greater than the 1-year 24-hour Type III storm event (2.7" of rain fall)
 - after every storm during the first 3 months of operating (noting how long water remains standing in the basin after a storm)
 - standing water within the basin 48 to 72 hours after a storm indicates that the infiltration capacity may have been overestimated)
 - Semi-annually thereafter and when there are discharges through the high outlet for evidence of clogging or outflow release velocities that greater than designed.
 -
- **All Checklist Maintenance items are MANDATORY.**
- **During inspections, if maintenance items are found not to be applicable, note as N/A in comments**
- **All removed sediments shall be disposed at an approved location or other facility permitted by MassDEP.**
- **All hazardous debris removed shall be disposed of in accordance with state and federal regulations (Hazardous waste Regulations, 310 CMR 30.000) by a properly licensed contractor**
- **Sediment shall be removed from stormwater basins when the sediment volume exceeds 10% of the total basin volume. Sediment shall be disposed of in an acceptable manner at an approved and permitted location.**
- **Mow the buffer area, side slopes and basin bottom grassed floor; rake if stone bottom; remove trash grass clipping and accumulated organic matter semi-annually.**
- **Important items to check during the inspection include:**
 - Signs of differential settlement
 - Cracking.
 - Erosion.
 - Leakage in the embankments
 - Tree growth on the embankments.
 - Condition of riprap.
 - Sediment accumulation and
 - The health of the turf.

Detention Pond Operation, Maintenance, and Management Inspection Checklist

Project:

Date:

Location:

Time:

Site Status:

Inspector:

MAINTENANCE ITEM	SATISFACTORY (YES/NO)	COMMENTS
1. Embankment and Emergency Spillway (Semi-Annually)		
Vegetation and ground cover adequate. Area free of accumulated organic matter.		
Embankment erosion or tree growth.		
The area at the top of the basin must provide unimpeded vehicular access around the entire basin perimeter and shall be no less than 12 feet.		
Signs of differential settlement.		
The health of the vegetation.		
Animal burrows.		
Unauthorized planting.		
Cracking, bulging or sliding of dam.		
Upstream face		
Downstream face		
At or beyond toe		
Downstream		
Upstream		
Emergency spillway		
Basin, toe & chimney drains clear and functioning.		

Detention Pond Operation, Maintenance, and Management Inspection Checklist

Project:

Date:

Location:

Time:

Site Status:

Inspector:

Seeps/leaks on downstream face.		
Slope protection or riprap failure.		
Vertical/horizontal alignment of top of dam "As-Built".		
Emergency Spillway clear of obstructions and debris.		
2. Riser and Principal Spillway (Semi-Annually)		
Type: Reinforced Concrete____ Corrugated Pipe_____ Masonry_____ Low-flow orifice obstructed		
Low-flow trash rack Debris removal necessary		
Corrosion control		
Weir trash rack maintenance Debris removal necessary		
Corrosion control		
Excessive Sediment accumulation inside riser.		
Concrete/Masonry condition riser and barrels cracks or displacement		
Minor spalling (<1")		
Major spalling (rebars exposed)		
Joint failures		
Water tightness		
Metal pipe Condition.		
Control Valve Operational/ Exercised		

Detention Pond Operation, Maintenance, and Management Inspection Checklist

Project:

Date:

Location:

Time:

Site Status:

Inspector:

• Chained and Locked		
Basin Drain Valve • Operational/ Exercised		
Outfall channels functioning.		
3. Dry Basin Areas (Semi-Annually)		
Vegetation adequate. Area free of accumulated organic matter.		
Undesirable vegetative growth.		
Undesirable woody vegetation.		
Low-flow channels clear of obstructions.		
Standing water or wet spots.		
Annual mowing of vegetation along the maintenance access roads.		
Annual inspection of vegetation within basin.		
Prune all dead or dying vegetation within the extents of the basin or WVTs.		
Sediment and/or trash accumulation		
Remove all herbaceous vegetation root stock when overcrowding of the maintenance access to the facility, remove any vegetation that has a negative impact on stormwater flowage through facility, and trim any overgrown vegetation within the basin.		
Replace any/all original vegetation that has died off or has not fully established, as determined at the time of the inspection.		
Any invasive vegetation encroaching upon the perimeter of the facility should be pruned or removed if it is prohibiting access to the		

Detention Pond Operation, Maintenance, and Management Inspection Checklist

Project:

Date:

Location:

Time:

Site Status:

Inspector:

facility, compromising sight visibility and/or compromising original design vegetation.		
4. Condition of Outfalls (Semi-Annually)		
Riprap failures.		
Slope erosion.		
Storm drain pipes.		
Endwalls/ Headwalls		
Other (specify).		
5. Emergent Vegetation (Semi-Annually)		
Semi-annual mowing of vegetation: Semi-Annual mowing of the basin setback is only required along maintenance rights-of-way and the embankment. The remaining setback can be managed as rangeland or forest.		
Dominant emergent plants: Survival of desired emergent plant species. Distribution according to planting plan.		
Evidence of invasive species.		
Maintenance of adequate water depths for desired emergent plant species.		
Harvesting of emergent plantings needed.		
Have sediment accumulations reduced pool volume significantly or are plants "choked" with sediment.		
Eutrophication level of the WVTs.		
6. Permanent Lined Concrete Chute Area (Semi-Annually)		
Upstream face.		

Detention Pond Operation, Maintenance, and Management Inspection Checklist

Project:

Date:

Location:

Time:

Site Status:

Inspector:

Downstream face.		
Seeps/leaks on concrete face.		
Joint failures.		
Riprap failures.		
Concrete Chute not displacing .		
Spillway clear of obstructions, debris, sediment and/or trash accumulation.		
7. Monitoring Well (Semi-Annually)		
Opening clear of debris/ easily located.		
8. Draw Down System (Semi-Annually)		
Pipe outlet clear of debris/ easily located.		
Sock clear of sediment/ blockage.		
Perforated and solid pipe clear of sediment/ debris.		
Valve location clear of debris/ easily located.		
9. Regulatory Action (Upon Checklist Completion)		
Submission of Checklist/tables to the Department of Public Works at the end of each checklist completion to confirm that maintenance has been satisfactorily completed.		

**Detention Pond
Operation, Maintenance, and Management
Inspection Checklist**

Project:

Location:

Site Status:

Date:

Time:

Inspector:

COMMENTS:

ACTIONS TO BE TAKEN:

Drainage Structures
(Catch Basins, Deep Sump Catch Basins, Manholes, etc.)
Operation, Maintenance, and Management Inspection
Checklist

Project:

Date:

Location:

Time:

Site Status:

Inspector:

Notes:

- Beyond inspection frequency noted in parentheses, i.e (quarterly), inspections shall be completed as follows:
 - At minimum 4 times per year
 - After storms equal to or greater than the 1-year 24-hour Type III storm event (2.7" of rain fall)
 - Whenever the depth of deposits is greater than or equal to one half the depth from the bottom of the invert of the lowest pipe in the basin.
 - At the end of the foliage and snow-removal season.
- All Checklist Maintenance items are MANDATORY.
- During inspections, if maintenance items are found not to be applicable, note as N/A in comments
- All removed sediments shall be disposed at an approved location or other facility permitted by MassDEP.
- All hazardous debris removed shall be disposed of in accordance with state and federal regulations (Hazardous waste Regulations, 310 CMR 30.000) by a properly licensed contractor

MAINTENANCE ITEM	SATISFACTORY (YES/NO)	COMMENTS
1. Debris Cleanout (Quarterly)*		
Inspect drainage structures for damage		
Use a vacuum truck or other means to clean out any sediment or debris present in any drainage structure or whenever sediments reach ½ of the sump depth, whichever comes first. Police detail may be necessary to safeguard workers if catch basin is deep.		

Drainage Structures
(Catch Basins, Deep Sump Catch Basins, Manholes, etc.)
Operation, Maintenance, and Management Inspection
Checklist

Project:

Date:

Location:

Time:

Site Status:

Inspector:

Inspect drainage structures for debris and remove as necessary according to MassDEP regulations.		
2. Regulatory Action (Upon Checklist Completion)		
Submission of Checklist/tables to the Department of Public Works at the end of each checklist completion to confirm that maintenance has been satisfactorily completed.		

COMMENTS:

Drainage Structures
(Catch Basins, Deep Sump Catch Basins, Manholes, etc.)
Operation, Maintenance, and Management Inspection
Checklist

Project:

Date:

Location:

Time:

Site Status:

Inspector:

ACTIONS TO BE TAKEN:

**Oil/Grit Separator – Downstream Defender
Operation, Maintenance, and Management
Inspection Checklist**

Project:

Date:

Location:

Time:

Site Status:

Inspector:

Notes:

- Beyond inspection frequency noted in parenthesis, i.e. (monthly), maintenance (oil/floatables, sediment removal) procedures shall be completed a minimum of twice a year or after every major storm equal to or greater than the 1-year 24-hour Type III storm event (2.7" of rain fall).
- Cleaning the units out should be completed at a minimum of two times per year. In areas of high sediment loading, inspect and clean inlets after every major storm.
- Cleaning to be done using a vacuum truck or other ordinary catch basin cleaning device (inspection and floatables removal, a vactor truck is not required unless maintenance event includes oil removal and/or sediment removal).
- Per Downstream Defenders manufacturers operation and maintenance guidelines, Sediment removal is not required unless sediment depth exceed 75% of maximum clean-out depths (>27 Inches for 10- foot Unit Diameter)
- Per Downstream Defenders manufacturers operations & maintenance guidelines, inspection may be conducted during any season of the year, but heavy winter sanding will cause swirl chamber to fill more quickly so it is important to maintain regular sweeping and data collection during this time of the year. To determine the rate of sediment and floatable accumulation, a simple probe such as a Sludge Judge can be used to determine the level of accumulated solids stored in the sump. This information can be recorded in the maintenance log (see Appendix A; Downstream Defender Installation Log on the Operation and Maintenance Manual for the Downstream Defender).
- Per Vortechs manufacturers operations & maintenance guidelines, entry into a Downstream Defender system is generally not required as cleaning can be done from the ground surface. However, if manned entry into the system is required the entire system should be evacuated of water prior to entry regardless of the system size and confined space entry procedures need to be followed. Extreme detail relating to maintenance on Downstream Defender systems can be found in Appendix A; Downstream Defender Operation and Maintenance Manual.
- All Checklist Maintenance items are MANDATORY.
- During inspections, if maintenance items are found not to be applicable, note as N/A in comments.
- All removed sediments shall be disposed of in accordance with all applicable local, state and federal laws and regulations including M.G.L.c. 21C and 310 CMR 30.00.
- All hazardous debris/liquids removed shall be disposed of in accordance with all applicable local, state and federal laws and regulations including M.G.L.c. 21C and 310 CMR 30.00. by a properly licensed contractor. Regulations to also be referenced in the event of a fuel spill and made note of in this checklist.

**Oil/Grit Separator – Downstream Defender
Operation, Maintenance, and Management
Inspection Checklist**

Project:

Date:

Location:

Time:

Site Status:

Inspector:

MAINTENANCE ITEM	SATISFACTOR Y (YES/NO)	COMMENTS
1. Debris inspection (Monthly)		
Inlets and sumps clear of sediment, grease, accumulated oil, trash and associated pollutants.		
Greater than 75% of the storage volume remaining (sediment depth = <27").		
Remove sediment by vactoring (vacuuming) using a vacuum truck or other ordinary catch basin cleaning device. Remove floatables first.		
Oil Separation chamber clear of accumulated fuel/oil/grease.		
2. Clean Units (Biannual)		
Biannual maintenance for damage.		
Inlet and outlet pipes in good condition and free of sediment loads.		
Inlets and sumps clear of sediment, grease, accumulated oil, trash and associated pollutants.		
Greater than 75% of the storage volume remaining (sediment depth = <27")		

**Oil/Grit Separator – Downstream Defender
Operation, Maintenance, and Management
Inspection Checklist**

Project:

Date:

Location:

Time:

Site Status:

Inspector:

Remove sediment by vactoring (vacuuming) using a vacuum truck or other ordinary catch basin cleaning device.		
Oil Separation chamber clear of accumulated fuel/oil/grease.		
3. All Items per (Downstream Defender) manufacturer maintenance requirements. (below list is excerpts <u>only</u>: inspection and maintenance must comply with current manufacturer requirements)		
Pollutant deposition and transport: Inspection should be performed monthly minimum; however more frequent inspections may be necessary.		
Downstream defender system to be cleaned when inspection reveals sediment depth has accumulated to 75% of maximum clean-out depth. 75% of maximum cleanout depth is 27 inches. Inspection to be measured using a Sludge Judge, stadia rod or similar measuring device; (see Appendix A Inspection Procedures on the Operation and Maintenance Manual for the Downstream Defender).		
Cleanout of the Downstream Defender system shall be done with the inspection procedures and recommended equipment outlined on the downstream defender maintenance report on page 5. No truck is necessary.		
Manhole covers securely sealed following cleaning activities.		

**Oil/Grit Separator – Downstream Defender
Operation, Maintenance, and Management
Inspection Checklist**

Project:

Date:

Location:

Time:

Site Status:

Inspector:

Polluted water or sediments removed from an oil grit separator should be disposed of in accordance with all applicable local, state and federal laws and regulation including M.G.L.c. 21C and 310 CMR 30.00. It may be preferable to use adsorbent pads to solidify the oils if motor oil and		
Floating trash can be netted out with a skimmer net.		
9. Regulatory Action (Upon Checklist Completion)		
Submission of Checklist/tables to the Department of Public Works at the end of each checklist completion to confirm that maintenance has been satisfactorily completed.		

COMMENTS:

**Oil/Grit Separator – Downstream Defender
Operation, Maintenance, and Management
Inspection Checklist**

Project:

Date:

Location:

Time:

Site Status:

Inspector:

ACTIONS TO BE TAKEN:

Riprap-Lined Channel or Swale Operation, Maintenance, and Management Inspection Checklist

Project:

Date:

Location:

Time:

Site Status:

Inspector:

Notes:

- Beyond inspection frequency noted in parenthesis, i.e. (quarterly), inspections shall be completed after storms equal to or greater than the 1-year 24-hour Type III storm event (2.7" of rain fall)
- All Checklist Maintenance items are MANDATORY.
- During inspections, if maintenance items are found not to be applicable, note as N/A in comments
- All removed sediments shall be disposed at an approved location or other facility permitted by MassDEP.
- All hazardous debris removed shall be disposed of in accordance with state and federal regulations (Hazardous waste Regulations, 310 CMR 30.000) by a properly licensed contractor

MAINTENANCE ITEM	SATISFACTORY (YES/NO)	COMMENTS
1. Debris Cleanout (Quarterly)*		
The channel/swale bottom is clear of debris or litter.		
Inflow pipes / inlet areas clear of debris		
Outflow pipes / outlet area clear of debris		
Overflow Weir / outlet area clear of debris		
2. Sedimentation (Quarterly)*		
Obvious trapping of sediment		
When sediment accumulates to a depth of approximately ¼ of the original design depth, it should be removed, and the channel should be reconfigured to its original dimensions		

Riprap-Lined Channel or Swale Operation, Maintenance, and Management Inspection Checklist

Project:

Date:

Location:

Time:

Site Status:

Inspector:

3. Vegetation (Quarterly)*		
Any vegetation should be kept a maximum height of three inches above the surface of the channel		
4. Embankments (Quarterly)*		
Evidence of erosion		
Damaged or displaced riprap and/or liner should be repaired or replaced within 48 hours of discovery.		
5. Regulatory Action (Upon Form Completion)		
Submission of Checklist/tables to the Department of Public Works at the end of each checklist completion to confirm that maintenance has been satisfactorily completed.		

COMMENTS:

**Riprap-Lined Channel or Swale
Operation, Maintenance, and Management
Inspection Checklist**

Project:	Date:
Location:	Time:
Site Status:	Inspector:

ACTIONS TO BE TAKEN:

Stream Crossing Operation, Maintenance, and Management Inspection Checklist

Project:

Date:

Location:

Time:

Site Status:

Inspector:

Notes:

- Beyond inspection frequency noted in parenthesis, i.e. (quarterly), inspections shall be completed after storms equal to or greater than the 1-year 24-hour Type III storm event (2.7" of rain fall)
- All Checklist Maintenance items are MANDATORY.
- During inspections, if maintenance items are found not to be applicable, note as N/A in comments
- All removed sediments shall be disposed at an approved and permitted location.
- All hazardous debris removed shall be disposed of in accordance with state and federal regulations by a properly licensed contractor
- All removed sediments shall be disposed at an approved and permitted location in accordance with all applicable local, state, and federal laws and regulations including M.G.L.c. 21C and 310 CMR 30.00.
- All hazardous debris removed shall be disposed at an approved and permitted location in accordance with all applicable local, state, and federal laws and regulations including M.G.L.c. 21C and 310 CMR 30.00 by a properly licensed contractor.

MAINTENANCE ITEM	SATISFACTORY (YES/NO)	COMMENTS
1. Stream Maintenance (Annually)*		
The stream bottom is clear of debris or other litter.		
Annual inspection to address any ponding or erosion.		
Annual planting of any native vegetation which has died.		

Stream Crossing Operation, Maintenance, and Management Inspection Checklist

Project:

Date:

Location:

Time:

Site Status:

Inspector:

2. Culvert Maintenance (Annually)*		
Inspect the concrete culvert for any visible structural damage such as cracks or spalling of walls, scour near footings, or exposed rebar.		
3. Regulatory Action (Upon Checklist Completion)		
Submission of Checklist/tables to the Department of Public Works at the end of each checklist completion to confirm that maintenance has been satisfactorily completed.		

COMMENTS:

**Stream Crossing
Operation, Maintenance, and Management
Inspection Checklist**

Project:

Date:

Location:

Time:

Site Status:

Inspector:

ACTIONS TO BE TAKEN:

Street Sweeping Operation, Maintenance, and Management Inspection Checklist

Project:

Date:

Location:

Time:

Site Status:

Inspector:

Notes:

- Beyond inspection frequency noted in parenthesis, i.e. (quarterly), inspections shall be completed after storms equal to or greater than the 1-year 24-hour Type III storm event (2.7" of rain fall)
- All Checklist Maintenance items are MANDATORY.
- During inspections, if maintenance items are found not to be applicable, note as N/A in comments
- All removed sediments shall be disposed at an approved and permitted MassDEP.
- All hazardous debris removed shall be disposed of in accordance with state and federal regulations (Hazardous Waste Regulations, 310 CMR 30.000) by a properly licensed contractor

MAINTENANCE ITEM	SATISFACTORY (YES/NO)	COMMENTS
Sweep all roadways Semi-annually. One of these sweepings must occur after winter sanding operations have concluded.		
Submission of Checklist/tables to the Department of Public Works at the end of each checklist completion to confirm that maintenance has been satisfactorily completed.		

COMMENTS:

**Street Sweeping
Operation, Maintenance, and Management
Inspection Checklist**

Project:	Date:
Location:	Time:
Site Status:	Inspector:

ACTIONS TO BE TAKEN:

Appendix B –Sample Stormwater Facility Maintenance Agreement

****A site-specific Stormwater Facility Maintenance Agreement between the Owner and the responsible authority must be developed prior to construction****

Sample Stormwater Facility Maintenance Agreement

THIS AGREEMENT, made and entered into this ____ day of _____, 20____, by and between (Insert Full Name of Owner)

_____, hereinafter called the "Landowner", and the [Local Jurisdiction], hereinafter called the "[Town/City]".

WITNESSETH, that WHEREAS, the Landowner is the owner of certain real property described as (Tax Map/Parcel Identification Number) _____

as recorded by deed in the land records of [Local Jurisdiction] Deed Book _____ Page _____, hereinafter called the "Property".

WHEREAS, the Landowner is proceeding to build on and develop the property; and WHEREAS, the Site Plan/Subdivision Plan known as

_____, (Name of Plan/Development) hereinafter called the "Plan", which is expressly made a part hereof, as approved or to be approved by the [Town/City], provides for detention of stormwater within the confines of the property; and

WHEREAS, the [Town/City] and the Landowner, its successors and assigns, including any homeowners association, agree that the health, safety, and welfare of the residents of [Local Jurisdiction] require that on-site stormwater management facilities be constructed and maintained on the Property; and

WHEREAS, the [Town/City] requires that on-site stormwater management facilities as shown on the Plan be constructed and adequately maintained by the Landowner, its successors and assigns, including any homeowners association.

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

1. The on-site stormwater management facilities shall be constructed by the Landowner, its successors and assigns, in accordance with the plans and specifications identified in the Plan.
2. The Landowner, its successors and assigns, including any homeowners association, shall adequately maintain the stormwater management facilities in accordance with the required Operation and Maintenance Plan. This includes all pipes, channels or other conveyances built to convey stormwater to the facility, as well as all structures, improvements, and vegetation provided to control the quantity and quality of the stormwater. Adequate maintenance is herein defined as good working condition so that these facilities are performing their design functions. The Stormwater Best Management Practices Operation, Maintenance and Management Checklists are to be used to establish what good working condition is acceptable to the [Town/City].

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3. The Landowner, its successors and assigns, shall inspect the stormwater management facility and submit an inspection report annually. The purpose of the inspection is to assure safe and proper functioning of the facilities. The inspection shall cover the entire facilities, berms, outlet structure, basin areas, access roads, etc. Deficiencies shall be noted in the inspection report.
4. The Landowner, its successors and assigns, hereby grant permission to the [Town/City], its authorized agents and employees, to enter upon the Property and to inspect the stormwater management facilities whenever the [Town/City] deems necessary. The purpose of inspection is to follow-up on reported deficiencies and/or to respond to citizen complaints. The [Town/City] shall provide the Landowner, its successors and assigns, copies of the inspection findings and a directive to commence with the repairs if necessary.
5. In the event the Landowner, its successors and assigns, fails to maintain the stormwater management facilities in good working condition acceptable to the [Town/City], the [Town/City] may enter upon the Property and take whatever steps necessary to correct deficiencies identified in the inspection report and to charge the costs of such repairs to the Landowner, its successors and assigns. This provision shall not be construed to allow the [Town/City] to erect any structure of permanent nature on the land of the Landowner outside of the easement for the stormwater management facilities. It is expressly understood and agreed that the [Town/City] is under no obligation to routinely maintain or repair said facilities, and in no event shall this Agreement be construed to impose any such obligation on the [Town/City].
6. The Landowner, its successors and assigns, will perform the work necessary to keep these facilities in good working order as appropriate. In the event a maintenance schedule for the stormwater management facilities (including sediment removal) is outlined on the approved plans, the schedule will be followed.
7. In the event the [Town/City] pursuant to this Agreement, performs work of any nature, or expends any funds in performance of said work for labor, use of equipment, supplies, materials, and the like, the Landowner, its successors and assigns, shall reimburse the [Town/City] upon demand, within thirty (30) days of receipt thereof for all actual costs incurred by the [Town/City] hereunder.
8. This Agreement imposes no liability of any kind whatsoever on the [Town/City] and the Landowner agrees to hold the [Town/City] harmless from any liability in the event the stormwater management facilities fail to operate properly.
9. This Agreement shall be recorded among the land records of [Local Jurisdiction] and shall constitute a covenant running with the land, and shall be binding on the Landowner, its administrators, executors, assigns, heirs and any other successors in interests, including any homeowners association.

WITNESS the following signatures and seals:

Company/Corporation/Partnership Name (Seal)

By: _____

(Type Name and Title)

The foregoing Agreement was acknowledged before me this ____ day of
_____, 20____, by

_____.

NOTARY PUBLIC
My Commission Expires: _____

By: _____

(Type Name and Title)

The foregoing Agreement was acknowledged before me this ____ day of
_____, 20____, by

_____.

NOTARY PUBLIC
My Commission Expires: _____

Approved as to Form:

[Town/City] Attorney Date