

STORMWATER MANAGEMENT **OPERATION & MAINTENANCE** **REPORT**

COMPANY NAME: _____

SITE ADDRESS: _____

DATE OF INSPECTION / MAINTENANCE: _____

PERFORMED BY: _____

YOUR UNIFIED PERMIT WHICH ALLOWED THE CONSTRUCTION OF YOUR DEVENS FACILITY CONTAINS THE FOLLOWING LANGUAGE:

"THE APPLICANT SHALL FILE ANNUAL REPORTS TO THE DEC IN AUGUST OF EACH YEAR INDICATING HOW THEY ARE MAINTAINING THEIR ON-SITE STORMWATER MANAGEMENT FACILITIES."

IN ORDER TO COMPLY WITH NEW USEPA STORMWATER MANAGEMENT REQUIREMENTS THE DEC AND MASSDEVELOPMENT HAVE PREPARED THIS SIMPLE FORM FOR YOUR CONVENIENCE.

PLEASE ATTACH COPIES OF ALL RELATED INVOICES.

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CATCH BASIN INSPECTION AND MAINTENANCE

Catch Basins should be inspected bi-annually for sediment / debris accumulation, potential settlement, erosion, cracking, integrity & alignment of the outlet hood. Accumulations of sediment and debris shall be removed.

- ☐ QTY _____ INSPECTED – OK
- ☐ QTY _____ INSPECTED – ACTION REQUIRED - Remove Sediment/Debris
- ☐ QTY _____ ACTION TAKEN - Sediment/Debris Removed

TRENCH DRAIN INSPECTION AND MAINTENANCE

Trench Drains should be inspected bi-annually for sediment / debris accumulation, potential settlement, erosion, cracking. Accumulations of sediment and debris shall be removed.

- ☐ NOT APPLICABLE
- ☐ QTY _____ INSPECTED – OK
- ☐ QTY _____ INSPECTED – ACTION REQUIRED - Remove Sediment/Debris
- ☐ QTY _____ ACTION TAKEN - Sediment/Debris Removed

SEDIMENT TRAP / SEPARATOR INSPECTION AND MAINTENANCE

Sediment traps / Oil-Water Separators should be inspected annually for sediment accumulation and debris / contaminants. Remove sediment when accumulation reaches or exceeds half the unit's depth.

- ☐ NOT APPLICABLE
- ☐ QTY _____ INSPECTED – OK
- ☐ QTY _____ INSPECTED – ACTION REQUIRED - Remove Sediment
- ☐ QTY _____ INSPECTED – ACTION REQUIRED - Remove Debris
- ☐ QTY _____ INSPECTED – ACTION REQUIRED - Remove Contaminants
- ☐ QTY _____ ACTION TAKEN - Sediment Removed
- ☐ QTY _____ ACTION TAKEN - Debris / Contaminants Removed

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INFILTRATION SWALE INSPECTION AND MAINTENANCE

Embankments and side slopes inspected for adequate ground cover.
Bare spots should be repaired and planted with suitable ground cover material.

- ☐ NOT APPLICABLE
- ☐ QTY _____ INSPECTED – OK
- ☐ QTY _____ INSPECTED – ACTION REQUIRED - Repair/Replanting
- ☐ QTY _____ ACTION TAKEN – Repairs/Replanting Performed

Embankments, side slopes and bottom inspected for presence of shrubs and saplings. Saplings and shrubs should be removed.

- ☐ QTY _____ INSPECTED – OK
- ☐ QTY _____ INSPECTED – ACTION REQUIRED - Remove Shrubs/Saplings
- ☐ QTY _____ ACTION TAKEN - Shrubs/Saplings Removed

DETENTION BASIN INSPECTION & MAINTENANCE

INLET & OUTLET: Wet Retention Pond and/or Detention Basin inspected to insure clear passage of Inlet & Outlet. Inlet & Outlet structures inspected for potential settlement, erosion, cracking, unwanted tree growth, sediment accumulation, inadequacy of the inlet/outlet erosion control measures.

- ☐ NOT APPLICABLE
- ☐ INSPECTED – OK
- ☐ INSPECTED – ACTION REQUIRED - Remove Sediment
- ☐ INSPECTED – ACTION REQUIRED - Repair Damage
- ☐ INSPECTED – ACTION REQUIRED - Remove Unwanted Shrubs/Saplings
- ☐ INSPECTED – ACTION REQUIRED - Other _____
- ☐ ACTION TAKEN - Sediment Removed
- ☐ ACTION TAKEN - Damage Repaired
- ☐ ACTION TAKEN - Shrubs/Saplings Removed
- ☐ ACTION TAKEN - Other _____

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DETENTION BASIN INSPECTION & MAINTENANCE

PERIMETER: The upper-stage, side-slopes, embankment, and emergency spillway of Detention Basin is to be mowed and any tree saplings removed as necessary and at least once every year.

- ☐ INSPECTED – OK
- ☐ INSPECTED – ACTION REQUIRED - Mow / Remove Shrubs/Saplings
- ☐ ACTION TAKEN - Areas Mowed - Shrubs/Saplings Removed

SPILLWAY: Emergency spillway inspected for damage, sediment accumulation, inadequacy of erosion control measures, and erosion within the pond and banks.

- ☐ NOT APPLICABLE
- ☐ INSPECTED – OK
- ☐ INSPECTED – ACTION REQUIRED - Remove Sediment
- ☐ INSPECTED – ACTION REQUIRED - Repair Erosion Damage
- ☐ ACTION TAKEN - Sediment Removed
- ☐ ACTION TAKEN - Erosion Damage Repaired

BOTTOM: Accumulated sediment in both the Wetlands and Splash Pad should be removed as necessary and at least once every 5 years. Disturbance of Pocket Wetlands should be avoided and should be replanted in the event they are disturbed.

- ☐ NOT APPLICABLE
- ☐ INSPECTED – OK
- ☐ INSPECTED – ACTION REQUIRED - Remove Sediment
- ☐ INSPECTED – ACTION REQUIRED - Replanting of Pocket Wetlands
- ☐ ACTION TAKEN - Sediment Removed
- ☐ ACTION TAKEN - Replanting of Pocket Wetland

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SUB-SURFACE INFILTRATION SYSTEM: INSPECTION AND MAINTENANCE

Sub-surface infiltration systems should be inspected annually for proper function and sediment accumulation. Accumulations of sediment and/or materials that negatively impact the infiltration capacity of the system must be removed.

- ☐ NOT APPLICABLE
- ☐ INSPECTED – OK
(Note: Cleaning/Flushing is required a minimum of once every three years to ensure continued functioning)
- ☐ INSPECTED – ACTION REQUIRED - Cleaning/Flushing
- ☐ ACTION TAKEN – Cleaning/Flushing - Date Performed : _____

EMERGENCY SPILL RESPONSE PREPAREDNESS

A Hazardous Materials Spill Response or Spill Prevention Control and Countermeasure (SPCC) Plan is required and must be kept on-site at all times as per 974 CMR 4.08(7). This plan must be reviewed by all maintenance personnel and updated as necessary. **Any updates must be submitted along with this form.** Emergency spill kits must also be maintained (monitor shelf life of items in kit) on-site and readily available at all times.

- ☐ HAZARDOUS MATERIALS SPILL RESPONSE / SPILL PREVENTION CONTROL AND COUNTERMEASURE PLAN has been reviewed by all maintenance personnel
- ☐ EMERGENCY SPILL RESPONSE KIT(S) maintained on-site –
Date Last Inspected: _____
- ☐ CONTRACT WITH SPILL RESPONSE COMPANY –
Company Name: _____

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SITE MAP

(insert or attach plan showing location of all structures)

CATCH BASIN: QTY –
TRENCH DRAIN: QTY –
SEPARATOR: QTY –
SWALE: QTY –

HEADWALL INLET: QTY –
BASIN: QTY –
BASIN INLET: QTY –
BASIN OUTLET: QTY –