

VILLAGE OF ROMEO MUNICIPAL-OWNED STORMWATER SYSTEM STRUCTURAL STORMWATER CONTROLS - INSPECTION AND MAINTENANCE POLICY
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I. POLICY:

This policy is to establish procedures for inspecting and maintaining Village of Romeo Structural Stormwater Controls.

II. BACKGROUND:

The MDEQ NPDES Phase II Stormwater Discharge Permit Application requires a procedure for inspecting and maintaining the structural stormwater controls identified in the Application. This procedure includes a description and schedule for inspecting and maintaining each structural stormwater control and the process for disposing of maintenance waste materials. All structural stormwater controls shall be maintained to reduce to the maximum extent practicable the contribution of pollutants to stormwater.

III. STRUCTURAL CONTROLS & RECOMMENDED MINIMUM INSPECTION SCHEDULE

Structural Control Type	Recommended Minimum Inspection Schedule
Catch Basins	Once every 3 years or as identified by specific facility operating procedures
Retention Basin	Annually
Vegetated Swales	Once every 5 years
Rain Gardens	Annually

IV. PROCEDURE: *note – reference to work orders is in conjunction with asset management systems that have a tracking system for maintenance

- 1) Develop a schedule for inspecting each facility that has stormwater structure controls using the guide in Table 1. For roadways, develop a map or list that identifies areas containing structural stormwater controls for inspection each year, ensuring that all catch basins will be inspected at least once every three years.
- 2) At the time of inspection, print a Structural Stormwater Control Work Order for the facility (ies) and/or roadways.
- 3) Print or have available electronically the inspection form for each Structural Stormwater Control at the facility (ies) for inspection.
- 4) Print a map (if available) or obtain as-built plans that show all stormwater utilities and appurtenances at the facility (ies).
- 5) Visually inspect all Structural Stormwater Controls, including catch basins, manholes, outlet pipes, detention ponds and other types listed in Table 1 in accordance with each applicable inspection form.

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- a. If community/county has GIS system, coordinate GPS location of each Structural Stormwater Controls with appropriate staff responsible for inputting utilities into the community's/county's GIS system.
- b. If necessary repairs or maintenance are required, create a separate work order for the activity. Attach scanned or electronic inspection forms and photos to the work order for required maintenance.
- c. If any Illicit Discharge is suspected, follow Tasks 1.6, 1.7, and 1.8 of the Village of Romeo Illicit Discharge Elimination Plan (IDEP). Notify the Stormwater Manager.
- 6) Complete repairs or maintenance.
- 7) Debris and maintenance wastes removed as part of the maintenance and/or repairs shall be disposed of in accordance with the Catch Basin Cleaning / Waste Disposal Standard Operating Procedure.
- 8) Work orders for inspection of all municipal-owned storm sewers will be generated automatically.

V. OTHER:

Any questions on this policy and procedure should be directed to the Storm Water Manager.

VI. PROCESS FOR UPDATING/REVISING THIS PROCEDURE

This procedure shall be reviewed on an annual basis by the Stormwater Manager for any updates to streamline the requirements.