

## *Guidance for Preparing Local BMP Operation & Maintenance Verification Program.*

*See Chapter 6, Stormwater C3 Guidebook.*

### **R**equirement for Maintenance and Inspections.

Maintenance and annual inspection of Stormwater Treatment Facilities is required by the City if Pinole Stormwater Management and Discharge Control Ordinance

[[ALP](#) see reference/hyperlink section in municipal code]. In addition, the City of Pinole may require that a Stormwater Management Facilities Operation and Maintenance Agreement and Right of Entry be executed as a condition of project approval.

### **L**ist of Stormwater Treatment Facilities

The Stormwater Division, is responsible for maintaining the list of stormwater treatment facilities. Procedures are as follows:

- Stormwater Control Plans, once approved by the Engineering Department, are forwarded to the Stormwater Division Supervisor. The Supervisor then creates a record for the site.

- When a construction permit is applied for, the Engineering Department receives and reviews (1) detailed drawings and specifications for the stormwater facilities and (2) a draft Stormwater Control Operation and Maintenance Plan. Requirements for Stormwater Control Operation and Maintenance Plans are in Appendix F of the *Stormwater C.3 Guidebook*.
- Coordinated with construction inspections, the Stormwater Inspector verifies the methods and materials used to build the facilities. The Stormwater Inspector also verifies that the facilities are maintained during the construction period.
- Prior to issuance of a Certificate of Occupancy, the Stormwater Inspector receives a final Stormwater Control Operation and Maintenance Plan (O&M Plan). The O&M Plan is added to the facility file.

Currently, as the O&M Verification Program is getting under way, sites with stormwater treatment facilities are tracked by a simple list showing site name, owner, and address. Further information is accessed and compiled by referencing each individual Stormwater Control Operation and Maintenance Plan.

In the future, as the number of sites with stormwater treatment facilities grows, the City of Pinole may adopt or create a relational database to track facility types, locations, and inspections.

## **P**lan for Stormwater Facility Inspections

The operator of each site with a stormwater treatment facility is required to obtain an annual certificate of compliance certifying operation and maintenance of the site.

The Public Works Department is responsible for issuing notices to each site operator reminding them of the need to obtain an annual certificate. The notices will typically be mailed in July with a due date in September [suggested seasonal timing – additional lead time may be necessary depending upon total number of facilities needing inspection]. Site operators not submitting a certificate by the due date will be issued a warning notice with two weeks to respond. If no response is received in two weeks, a code enforcement officer will issue an administrative fine and a private company will conduct the inspection.

## **I**nspection Procedure

Inspection checklists for each BMP are to be incorporated into the required Stormwater Control Operation and Maintenance Plan for each site as described in Appendix F. Inspections will be recorded on a log similar to that in Attachment F-3 to Appendix F. The inspector's report will include the information shown in Attachment F-4 to Appendix F. Inspectors' reports will be filed along with the Stormwater Control Operation and Maintenance Plan.

## **D**ocumentation, Effectiveness Evaluation, and Continuous Improvement

The Stormdrain Maintenance Supervisor will be responsible for reviewing and assessing the BMP Operation and Maintenance Verification Program each year when the City of Pinole's annual report to the Water Board is prepared. The report to the Water Board will include:

- Any updates to the organization or structure of the verification program.
- Planned improvements to the verification program.
- Summary of inspections and inspection results.
- Sites added to the verification program, including treatment measures used, sizing criteria employed, and party responsible for O&M.
- Evaluation of the verification program's effectiveness.

## **R**eferences and Resources

Municipal staff involved in verifying treatment BMP construction, operation, and maintenance may wish to obtain a copy of *Operation, Maintenance, and Management of Stormwater Management Systems* by the Watershed Management Institute. Information and an order form are at <http://www.epa.gov/owow/nps/wmi/>

Information on maintenance requirements for specific BMPs is compiled on SCVURPPP's website at:

[http://www.scvurppp-w2k.com/Treatment\\_Control\\_BMPs.htm](http://www.scvurppp-w2k.com/Treatment_Control_BMPs.htm).

Guidance for planning treatment BMP operation and maintenance is in Chapter 3, Step 9, Chapter 6, and Appendix F of the *Stormwater C.3 Guidebook*.

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