

9-C.13.0. FILTERING PRACTICES: O&M CHECKLIST

Inspection Date _____
 Project _____ Site Plan/Permit Number _____
 Location _____ Date BMP Placed in Service _____
 Date of Last Inspection _____ Inspector _____
 Owner/Owner's Representative _____
 As-Built Plans available: Y / N

Facility Type: Level 1 _____ Level 2 _____

Facility Location:

- Surface
- Underground

Hydraulic Configuration:

- On-line facility
- Off-line facility

Filtration Media:

- No filtration (e.g., dry well, permeable pavement, infiltration facility, etc.)
- Sand
- Bioretention Soil
- Peat
- Other: _____

Type of Pre-Treatment Facility:

- Sediment forebay (above ground)
- Sedimentation chamber
- Plunge pool
- Stone diaphragm
- Grass filter strip
- Grass channel
- Other: _____

An inspection and clean-up should be scheduled annually to remove trash and floatables that accumulate in the pre-treatment cells and filter bed. Frequent sediment cleanouts in the dry and wet sedimentation chambers are recommended every 2-3 years to maintain the function and performance of the filter. If the filter treats runoff from a hotspot, crews may need to test the filter bed media before disposing of the media and trapped pollutants. If the filter does not treat runoff from a hotspot, the media can be safely disposed by either land application or land filling, without prior testing.

Warning: *If the filtering facility has a watertight cover; be careful regarding the possibility of flammable gases within the facility. Care should be taken lighting a match or smoking while inspecting facilities that are not vented. If the filtering facility is in a completely enclosed vault, the **OSHA Confined Space Entry** procedures must be followed.*

Element of BMP	Potential Problem	Problem? Y / N	Investigate? Y / N	Repaired? Y / N	How to Fix Problem	Who Will Address Problem	Comments
Contributing Drainage Area and Side Slopes	Adequate vegetation				Supplement as necessary	Owner	
	There is excessive trash and debris				Remove immediately	Owner or professional	
	There is evidence of erosion and / or bare or exposed soil				Stabilize immediately	Owner or professional	
	There are excessive landscape waste or yard clippings				Remove immediately and recycle or compost	Owner or professional	
Pre-Treatment	There is adequate access to the pre-treatment facility				Establish adequate access	Professional and, perhaps, the locality	
	Excessive trash,				Remove immediately	Owner or	

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	debris, or sediment.					professional	
Pre-Treatment (continued)	There is evidence of erosion and / or exposed soil				Stabilize immediately	Owner or professional	
	There is dead vegetation.				Replace dead vegetation as necessary	Professional	
	Perimeter turf (or a grass filter strip) is too high.				Mow at least 4 times a year to keep the grass at a height of 4" to 9". Remove grass clippings after mowing.	Owner or professional	
	There is evidence of oil, grease, clogging (standing water, noticeable odors, water stains, algae)				Identify and eliminate the source of the problem. If necessary, remove and clean or replace the clogged material.	Professional	
Inlets	The inlet provides a stable conveyance into the swale				Stabilize immediately, as needed, and clear blockages.	Owner or professional	
	There is excessive trash, debris, or sediment.				Remove immediately	Owner or professional	
	There is evidence of erosion at or around the inlet				Repair erosion damage and reseed	Owner or professional	
Sedimentation Chambers	Sediment or debris accumulations are excessive				Clean out the wet and dry sedimentation chambers	Professional	
Filter Media	If facility takes longer than 48 hours to drain or filter media is discolored, the media is probably clogged				Replace the top sand layer of an enclosed filter (typically done every 5 years). Till or aerate the surface to improve infiltration and grass cover of an open filter (also typically done every 5 years).		
Oil and Grease	Evidence of filter surface clogging				Clean or replace filter media, as necessary.	Professional	
Underdrain	The underdrain is not conveying water as designed				To determine if the pipe is clogged, measure the draw-down rate of the observation well for three days following a storm event in excess of 1/2 inches in depth. After three days, if there is standing water on top but not in the underdrain, this indicates a clogged sand layer that must be replaced. If standing water is both on the surface and in the underdrain, then the underdrain is probably clogged. Immediately clean out the pipe manually or, if needed, use a high-pressure hose. Replace the underdrain if it is structurally damaged.	Professional	

Element of BMP	Potential Problem	Problem? Y / N	Investigate? Y / N	Repaired? Y / N	How to Fix Problem	Who Will Address Problem	Comments
Observation Well (every 2 years)	Is the observation well still capped?				Repair, as necessary.	Professional	
Outlet	The outlet provides stable conveyance				Remove blockages and stabilize, as needed.	Professional	
	Evidence of flow bypassing facility				Repair immediately	Professional	
	Outlets are obstructed or erosion and soil exposure is evident below the outlet.				Remove obstructions and stabilize eroded or exposed areas.	Owner or Professional	
Structural Components	Evidence of structural deterioration				Repair as necessary	Professional	
	Evidence of spalling or cracking of structural components				Repair or replace, as necessary	Professional	
	Grates are in good condition				Repair or replace, as necessary	Owner or professional	
Pump (where applicable)	Catalog cuts and wiring diagram for pump available				If missing, obtain replacements	Owner	
	Waterproof conduits for wiring appear to be intact				Repair as necessary	Professional	
	Panel box is well marked				If not, mark it correctly	Professional	
	No evidence of pump failure (excess water in pump well, etc.)				Repair as necessary	Professional	
Overall	Access to the facility or its components is adequate.				Establish adequate access. Remove woody vegetation and debris that may block access. Ensure that hardware can be opened and operated.	Professional and, perhaps, the locality	
	Condition of hydraulic control components				Repair, as necessary.	Professional	
	Complaints from local residents				Correct real problems.	Owner or professional	
	Noticeable odors outside facility				Determine source and eliminate it.	Professional	
	Mosquito proliferation				Eliminate stagnant pools if feasible, and treat for mosquitoes as needed. If sprays are considered, then a mosquito larvicide, such as Bacillus thurendensis or Altoside formulations can be applied <i>only if absolutely necessary</i> .	Owner or professional	
	Encroachment on the filter or easement by buildings or other structures				Inform involved property owners of BMPs status ; clearly mark the boundaries of the receiving pervious area, as needed	Owner or professional (and perhaps the locality)	

